

**MINUTES OF JANUARY 14, 2010  
BUTTERFIELD PARK DISTRICT  
MONTHLY BOARD MEETING**

President Kryger called the meeting to order at 7:00 p.m.

Upon roll call the following commissioners were present: Commissioner Jim Gavin, Sandy Cosenza, Michael Kryger and Larry Montgomery.

Commissioners excused late: Commissioner Lisa Saunderson. (7:01p.m.)

Staff Present: Executive Director Harris, Deputy Executive Director Heitz, and Recording Secretary Holz.

Guests: Jim Jankowski, John McGovern, and Stephan Roberts.

OPEN COMMUNICATIONS/PUBLIC COMMENTS

N/A

AUTHORIZATION OF THE EXECUTIVE DIRECTOR TO ENTER INTO A LICENSE AGREEMENT WITH PREMIER CONCESSIONS.

Commissioner Saunderson made a motion to authorize Executive Director Harris to enter into a license agreement with Premier Concessions; Seconded by Commissioner Montgomery.

Discussion: Executive Director Harris discussed contracting out the concession stand for summer of 2010 to a private vendor. By having an outside operator the district will eliminate financial responsibility and risk, which also will free up district staff to focus their time and effort on greater needs of importance. Also our intention is to improve the overall operation of the food service. Executive Director Harris invited Mr. Jim Jankowski to introduce himself. He is a former resident of Butterfield East and is a long time patron of the facility even after moving to Darien. He has a background in culinary, food, banquets, and worked for various related places. He handles concessions with other park districts and recreational venues. Included in the material is the proposed license agreement which protects both parties involved and covers all the responsibilities and details. This would be a one season commitment and the district would not charge rent nor receive any income. The intention is for Premier Concessions to be successful. If so, the District hopes to continue this relationship in years to come. Commissioner Saunderson inquired about Mr. Jankowski's culinary background and what he plans on offering. Mr. Jankowski plans on serving items including barbeque, hot dogs, salads, hamburgers. Executive Director Harris discussed Mr. Jankowski's adaptability and flexibility with swim club being allowed to run their own concessions during swim meets.

Upon a roll call vote, the motion passed:

AYES: 5(Commissioners Gavin, Saunderson, Cosenza, Kryger, Montgomery)

EXCUSED:

RAC PRESENTATION OF AUDIT REVIEW PHASE I

Executive Director Harris explained the Park District retained the services of Recreation Accessibility Consultants, llc (RCA) to conduct an access audit in relation to ADA regulations. RCA met with District staff in the fall of 2009 and presented an outline of their review process. Shortly afterwards, RCA conducted several site visits to District properties, collecting data by taking measurements, testing pull forces on all doors and taking pictures. John McGovern, President, provided an overview of RCA's audit highlighting their findings and making recommendations. John McGovern gave a presentation and handed out written reports. Commissioner Saunderson asked if every park has to be accessible. John McGovern explained only 2 of the 5 parks had to be accessible. He explained his recommendations and our options and next steps that we can take to be accessible. Executive Director Harris explained that we will take the information and figure out the means to implement the recommendations over time and with the special recreation funds we have the ability to do that.

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NEW BUSINESS

a.) 2010 BOND (Refunding of General Obligation Bonds, Series 1999)

Executive Director Harris explained that we are in the process of refinancing our 1999 alternate revenue bonds it has been proposed by Robert W. Baird Company in such a way that the 99 bond would be satisfied as well as generating new cash source which could and would be applied to a project account. By refinancing, it would provide a stimulus of approximately \$700,000.00 which would go towards infrastructure repairs, equipment purchases, and park and facility improvements. Attached you will find a general obligation bond affordability analysis and a proposed 3 year capitol project list. Deputy Executive Director Heitz introduced Stephan Roberts. He has been working with staff providing different options. Stephen Roberts provided a brief outline and answered questions. Commissioner Kryger asked what the current bond interest rate is. Deputy Executive Director Heitz stated the current baby bond that is expiring now is at a 4.62 which was very good at the time. Commissioner Saunderson asked how much we pay every year now. Deputy Executive Director Heitz answered approximately \$231,000.00. Commissioner Saunderson asked if we do this refinancing how much are we going to pay per year. Deputy Executive Director Heitz answered around \$200,000.00. The Park Board and staff will take the information under advisement and will discuss further at the finance meeting on January 27<sup>th</sup>, 2010.

b.) Memorials

Executive Director Harris discussed that the idea of the Park District formally recognizing a community member that recently passed away (Brian McGarry) had been raised. People have approached Commissioner Montgomery about making donations to the Park District in order to have one of the baseball fields at Kensington Park named in Mr. McGarry's honor. Commissioner Montgomery originally thought maybe we could put up a bench in honor of him but maybe there are other options available. Brian was very active in HYBC and very well liked and respected by community members. The board members were in unanimous agreement to move forward with staff working with Commissioner Montgomery to develop a memorial plan. Executive Director Harris stated that staff will also develop other recognition opportunities such as tree and bench donations. These ideas along with more details regarding the Brian McGarry memorial will be presented at the February meeting.

Commissioner Saunderson excused from meeting at 8:18p.m.

ACCEPTANCE OF DISBURSEMENTS – NOVEMBER 2009.

Commissioner Cosenza made a motion to accept the Disbursements of November 2009; Seconded by Commissioner Kryger.

Discussion: Commissioner Kryger asked who Southwest Town Mechanical was because there was a rather large check to them. Deputy Executive Director Heitz explained that they are a heating and air conditioning repair company who recently repaired hvac units for the early childhood rooms and multi - purpose room.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

ACCEPTANCE OF CHECK REGISTERS FOR NOVEMBER 2009

Commissioner Kryger made a motion to accept the check registers for November 2009; Seconded by Commissioner Gavin.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

ACCEPTANCE OF DISBURSEMENTS – DECEMBER 2009.

Commissioner Kryger made a motion to accept the Disbursements of December 2009; Seconded by Commissioner Cosenza.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

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**ACCEPTANCE OF CHECK REGISTERS FOR DECEMBER 2009**

Commissioner Kryger made a motion to accept the check registers for December 2009; Seconded by Commissioner Cosenza.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

**APPROVAL OF CHECKS OVER \$2,500.00**

Commissioner Kryger made a motion to approve the checks over \$2,500.00; Seconded by Commissioner Gavin.

Discussion: Deputy Executive Director Heitz included a written summary of all checks over \$2,500.00 included in board packet.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

**APPROVAL OF BOARD MEETING MINUTES OF OCTOBER 8, 2009**

Commissioner Kryger made a motion to approve the Board Minutes of October 8, 2009; Seconded by Commissioner Cosenza.

Discussion: N/A

Upon voice vote, the motion passed.

**APPROVAL OF EXECUTIVE SESSION MINUTES OF OCTOBER 8, 2009**

Commissioner Cosenza made a motion to approve the Executive Session Minutes of October 8, 2009; Seconded by Commissioner Kryger.

Discussion: N/A

Upon voice vote, the motion passed.

**APPROVAL OF PUBLIC HEARING MINUTES OF NOVEMBER 12, 2009**

Table to approve the Public Hearing Minutes of November 12, 2009 at the February 11, 2010 Board Meeting.

**APPROVAL OF BOARD MEETING MINUTES OF NOVEMBER 12, 2009**

Table to approve the Board Meeting Minutes of November 12, 2009 at the February 11, 2010 Board Meeting.

**APPROVAL OF EXECUTIVE SESSION MINUTES OF NOVEMBER 12, 2009**

Table to approve the Executive Session Meeting Minutes of November 12, 2009 at the February 11, 2010 Board Meeting.

**APPROVAL OF ORDINANCE # 189 DISPOSAL OF MOWER**

Commissioner Montgomery made a motion to approve the disposal of the mower; Seconded by Commissioner Gavin.

Discussion: Executive Director Harris stated that it hasn't worked for years and that it is not worth repairing.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Gavin, Cosenza, Kryger, Montgomery)  
EXCUSED: 1(Commissioner Saunderson)

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**STAFF REPORTS -**

Recreation Superintendent Savage: Submitted his report in writing.

Recreation Program Manager Veneto: Submitted her report in writing.

Preschool Director Murphy: Submitted her report in writing.

Maintenance Manager Nance: Submitted his report in writing.

**BOARD POLICY REVIEW/BOARD MANUAL**

Commissioner Kryger talked about the first item which is 1700 – Planning. The first paragraph should say are entitled to a decent environment, development of sound recreation programming, conservation. We have to work on 1730 the renaming of the parks. It talks about renaming the park as a whole but not pieces of it. Let's keep what we have as is and come back to it later when we know what we are doing. Deputy Executive Director Heitz talked about section 2100 early history of the Butterfield Park District already had all the old commissioner information removed as requested. Commissioner Kryger wanted it noted that it is available in our archives. He asked if there were any recommended changes to section 2210. No further edits.

**COMMITTEE REPORTS**

**Pool & Recreation** – Last meeting was held January 6<sup>th</sup>, 2010. Next meeting scheduled for February 4<sup>th</sup>, 2010 @ 6:00 pm

**Building & Grounds** – N/A

**Finance/ Personnel**– Next meeting scheduled for January 27<sup>th</sup>, at 6:30p.m.

NEDSRA – Commissioner Montgomery informed the Board that Executive Director Harris will be attending as the Butterfield Park District representative for the next couple meetings due to increased work commitments. Executive Director Harris has been in contact with NEDSRA as well as has attended several meetings. Harris commented that Commissioner Montgomery was well respected among all members of NEDSRA and the NEDSRA staff and his presence will be missed.

**WRITTEN COMMUNICATION**

Deputy Executive Director Heitz read a thank you letter from the Gift of Hope. The District had made a contribution in memory of Brian McGarry. Heitz also discussed a tax objection that the District had recently received. The objection is in regards to the paving and lighting fund. Commissioner Kryger announced that it was nice to see Deputy Executive Director Heitz name mentioned in the PDRMA Health Beat newsletter.

**EXECUTIVE SESSION**

Not needed.

**ADJOURNMENT**

At 8:52 p.m. Commissioner Kryger moved to adjourn; seconded by Commissioner Montgomery.

On voice vote, motion passed.

PRESIDENT \_\_\_\_\_

BOARD SECRETARY \_\_\_\_\_

Respectfully submitted by Recording Secretary Karin Holz