



Butterfield Park District

MINUTES OF October 3, 2013 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:30 p.m.

Upon roll call the following commissioners were present: Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger.

Staff Present: Executive Director Reiner, Superintendent of Recreation Sara Venuto, Manager of Parks and Facilities Don Nuenthel, and Early Childhood Programs and Services Coordinator Karin Paral.

APPROVAL OF AGENDA

Commissioner Kryger made a motion to approve the Agenda for October 3, 2013 with the request to move the Audit Presentation to be heard as number 11, following Committee reports on the Agenda. ; seconded by Commissioner Piotrowski.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

Director Reiner recognized Mr. Ron Amen from the accounting firm of Lauterbach and Amen who will address the Board later in the meeting.

APPROVAL OF REGULAR MEETING MINUTES – September 12, 2013

Commissioner Saunderson made a motion to approve the Board meeting minutes of September 12, 2013; seconded by Commissioner Piotrowski.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

COMMENTS AND COMMUNICATIONS

Director Reiner reminded the Board of the upcoming IAPD Conference. He asked them to consider their participation and respond to him with their intentions as soon as possible.

Director also brought to the Board's attention some newspaper articles about Bucky's and about other Park District programming space needs.

TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

MONTHLY FINANCIAL REPORT – September 2013

Commissioner Saunderson made a motion to accept the September 2013 Financial Report; seconded by Commissioner Berntsen.

There was a brief discussion about what some accounts will be called, “Reserves” versus “Funds”.

Commissioner Saunderson inquired as to the appropriateness of Park Districts having reserve funds. Director Reiner and Mr. Amen addressed the concern and clarified that the prior thinking was in error and that in fact it was very appropriate and prudent for Park Districts to have reserves equal to ¼ of their annual expenditures. More discussion will follow at a later time.

There were no other discussions at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List September 2013

Commissioner Saunderson made a motion to approve the Disbursements of September 2013; seconded by Commissioner Berntsen.

Discussion: There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

PRESIDENT AND COMMISSIONERS’ COMMENTS

Commissioner Piotrowski relayed a comment from a parent about how happy they were with our preschool. Commissioner Montgomery expressed his strong support for the Golf Classic and commented on how well organized and smooth everything operated. He expressed his appreciation, as well.

There were no other Comments at this time.

COMMITTEE REPORTS

There were no Committee Reports at this time.

ANNUAL AUDIT/COMPREHENSIVE FINANCIAL REPORT PRESENTATION

a) Audit Presentation – April 30, 2013

Discussion: Ron Amen from Lauterbach and Amen gave a thorough presentation on the audit/comprehensive Financial Statement.

The Butterfield Park District staff was very professional and cooperative, but the audit process was a little more time consuming than it will be in the future. He mentioned that his firm has made some recommendations for the administration and that it is important for the recommendations to be implemented to the best of the District's ability. The Butterfield Park District received a "Clean" audit which is the highest you can receive. Mr. Amen and Director Reiner expressed their appreciation for Connie Murphy and her dedication to getting the field auditors the information they needed from two different computer sources as well as paper documentation when needed.

Executive Director Reiner expressed how easy Ron Amen's staff was to work with and what a great job they did.

The Board members asked several questions and Mr. Amen spent considerable time explaining specific items to them. Board members voiced their appreciation for his attention to detail and his willingness to explain the Audit in terms that were clear and easy to understand. There were no further questions at this time.

Commissioner Saunderson made a motion to approve the Annual Comprehensive Financial report as presented; seconded by Commissioner Piotrowski.

Discussion: There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Administration and Parks Report

- The Budget process has begun and all staff is engaged in cost containment measures.
- Staff will have further discussions with District 87's staff regarding risk exposure.
- Director Reiner reviewed a memo with the Board regarding health insurance and asked for Board direction.
- Legislative work continues as we await release of grant funds.
- Director answered questions regarding the written report as presented.

c.) Recreation Report

- Sara highlighted several aspects from her written report for the Board.
- Special attention to upcoming Special Events such as Boo Bash, Halloween Party, and Polar Express.

d.) Early Childhood/Administrative Services Report

- Karin reviewed some of new successes in the program and explained the growth in the early childhood programming area.
- Karin highlighted several aspects from her written report for the Board of Directors and answered questions regarding her report.

e). Special Reports

The Butterfield Park District Crisis Management plan was presented to the Board for their review and approval.

After a brief discussion regarding the plan, its intended use and audience, the relationship to PDRMA and how it will be updated, a motion was made by Commissioner Saunderson to approve the Butterfield Park District Crisis management Plan as presented; seconded by Commissioner Piotrowski.

Staff indicated that a panic button system was being installed, as well as other precautions to improve our guests' safety.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

UNFINISHED BUSINESS

There was no Unfinished Business to be discussed at this time.

NEW BUSINESS

a.) Acceptance of Year End Treasurer's Report

Commissioner Saunderson made a motion to accept the Year End Treasures Report for Filing – Fiscal Year 2011 - 2012; seconded by Commissioner Montgomery.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

b.) Hoffman Park OSLAD Grant Bid

Commissioner Kryger made a motion to accept the bid for construction work at Hoffman Park as presented; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

EXECUTIVE SESSION

At 8:05 pm Commissioner Montgomery moved to close from regular session and into Executive Session for the purposes of Imminent Litigation and Personnel; seconded by Commissioner Piotrowski.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

MOTION TO ADJOURN

At 8:45 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Montgomery.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Berntsen, Piotrowski, Saunderson, Montgomery and Kryger)

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____