



Butterfield Park District

MINUTES OF AUGUST 15, 2013 MONTHLY BOARD MEETING

Commissioner Kryger called the meeting to order at 6:35 p.m.

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

Commissioner Saunderson: 6:38 p.m.

Staff Present: Executive Director Reiner, Administrative Services Director Connie Murphy, Superintendent of Recreation Sara Venuto, Early Childhood Programs and Services Coordinator Karin Paral, and Administrative Coordinator Oona Kelly.

APPROVAL OF AGENDA

Commissioner Montgomery made a motion to approve the Agenda for August 15, 2013; seconded by Commissioner Berntsen.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 3 (Commissioners Montgomery, Berntsen, and Kryger)

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

There were no guests present and no introductions at this time.

APPROVAL OF REGULAR MEETING MINUTES – (June 6, 2013)

Commissioner Montgomery made a motion to approve the Board meeting minutes of June 6, 2013; seconded by Commissioner Berntsen.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 3 (Commissioners Montgomery, Berntsen, and Kryger)

NAYS: None

APPROVAL OF SPECIAL MEETING MINUTES – (July 24, 2013)

Commissioner Berntsen made a motion to approve the Special Board meeting minutes of July 24, 2013; seconded by Commissioner Montgomery.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 3 (Commissioners Montgomery, Berntsen, and Kryger)

NAYS: None

COMMENTS AND COMMUNICATIONS

There were no other Comments and Communications at this time.

TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

MONTHLY FINANCIAL REPORT – (May 1 to July 26, 2013)

Commissioner Montgomery made a motion to accept the May 1 to July 26, 2013, Financial Report; seconded by Commissioner Berntsen.

Discussion: Director Reiner explained details regarding health care withholdings and revenue questions raised by Board Members.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List (June 21, 2013)

Commissioner Saunderson made a motion to approve the Disbursements of (June 21, 2013); seconded by Commissioner Berntsen.

Discussion: Director Reiner explained that the District has purchased a new server to improve file sharing and information security.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List (July 26, 2013)

Commissioner Saunderson made a motion to approve the Disbursements of July 26, 2013; seconded by Commissioner Berntsen.

Discussion: Director Reiner highlighted the new report format that has changed secondary to being generated through Quick Books. Discussion also took place regarding the possibility researching a new cash back credit card for District use.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

PRESIDENT AND COMMISSIONERS' COMMENTS

President Kryger commended Director Reiner on his efforts on behalf of the District in regards to the gas station issue.

COMMITTEE REPORTS

There were no Committee Reports at this time.

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Administration and Parks Report

- No date has been set yet for the Zoning Board of Appeals meeting, possibly the end of September.
- Sara did a beautiful job with the PDRMA review and achieved a score of 98.
- Don's review has taken place with PDRMA, but results are not available yet.
- Reminder: The October Board Meeting is on the first Thursday of the month, October 3, 2013.
- Tressler is sponsoring the golf balls for the Golf Classic.
- The ComEd property is looking good as are the bike path and fields.
- Kensington playground will be made more accessible.
- Signage at parks will be updates per PDRMA recommendations.
- New chips have been laid at all parks.
- Top priority will be a toddler playground here at the Aquatic Center.
- Brentwood Park needs safety improvements as soon as possible.
- There is no information regarding when the grant money will be released. We will continue to pursue this as well as additional grant opportunities.
- We have more golfers registered at this point than last year, but need to identify more sponsors.

c.) Recreation Report

- Late night movies at the pool have been very successful.
- Both Swim and Dive Team took first place in conference.
- Surveys will be sent to both swim team and camp families.
- Last swim lessons take place on Friday, August 16, 2013.
- Aquatics received two "Exceeds" and one "Meets Expectations" from Ellis this season.
- Summer Camp ends this week, but Post-Camp will take place next week.
- Fall Activity Guide has been delivered.
- Glenbard South and West will use the pool again this year through September. We have informed them that the fee structure will be adjusted for this partnership.

d.) Early Childhood/Administrative Services Report

- Camp Super Tot has ended and was very successful.
- Summer Enrichment classes including Little Artists and Chefs did run with Ms. Roxanne.
- New fall programs include Pre-K Rec Kids for children not enrolled in our preschool, Munchkin Melodies for the 6-24 month old age group, and Parent's Day Out on Fridays.
- Preschool classes have only a few spots available.
- Staff just completed a six week Health and Wellness program.

e.) Special Reports

Commissioner Kryger made a motion to authorize staff to terminate the current contract with School District #87 for Athletic Camps and to further pursue the appropriate course of action after analysis and evaluation of all of the information. Staff shall be authorized to negotiate a new contract if necessary and appropriately address the issues and concerns of the Butterfield Park District; seconded by Commissioner Montgomery.

Discussion: Staff will give the school district the required 30 days' notice of termination and will thoroughly research the best course of action in order to protect the District's interests.

Upon voice vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Montgomery made a motion to authorize Director Reiner to proceed with the complete revision of our Personnel Policy Manual as per Staff recommendations; seconded by Commissioner Berntsen.

Discussion: Director Reiner explained that we will model our Personnel Policy Manual according to PDRMA's model as well as other district's approved manuals.

Upon voice vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

- b.) Commissioner Berntsen made a motion to authorize Director Reiner to proceed with the compilation of the Butterfield Park District Ordinance Manual to be completed by the earliest date possible, but not to be beyond the close of the fiscal year 2015; seconded by Commissioner Montgomery.

Upon voice vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

- c.) Commissioner Saunderson made a motion to approve Ordinance #R-13-8-1; seconded by Commissioner Montgomery.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

EXECUTIVE SESSION FOR THE PURPOSE OF IMMINENT LITIGATION, PERSONNEL, OR LAND ACQUISITION

Commissioner Kryger made a motion to enter into Executive Session for the purpose of imminent litigation, personnel, or land acquisition; seconded by Commissioner Montgomery.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

At 8:24 p.m. Commissioner Montgomery made a motion to exit Executive Session and resume the Regularly Scheduled Meeting; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

Director Reiner made a motion to schedule a Special Meeting for Monday, August 19, 2013, at 4:30; seconded by Commissioner Kryger.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

MOTION TO ADJOURN

At 8:28 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

AYES: 4 (Commissioners Montgomery, Berntsen, Saunderson, and Kryger)

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____