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## **MINUTES OF MAY 10, 2018 MONTHLY BOARD MEETING**

Commissioner Montgomery called the meeting to order at 6:31 p.m.

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

Staff Present: Executive Director Reiner, Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Sara June, Superintendent of Parks and Facilities Tim White, and Administrative Coordinator Oona Kelly.

### **APPROVAL OF AGENDA**

Commissioner Berntsen made a motion to approve the Agenda for May 10, 2018; seconded by Commissioner Kryger.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 4 (Commissioners Montgomery, Piotrowski, 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 – April 12, 2018**

Commissioner Berntsen made a motion to approve the Public Hearing and Regular Board Meeting minutes of April 12, 2018; seconded by Commissioner Kryger.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

### **APPROVAL OF SPECIAL MEETING MINUTES – April 5, 2018**

Commissioner Berntsen made a motion to approve the Special Board Meeting minutes of April 5, 2018; seconded by Commissioner Kryger.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF AMENDED MEETING MINUTES – March 8, 2018

Commissioner Berntsen made a motion to approve the Amended Board Meeting minutes of March 8, 2018; seconded by Commissioner Kryger.

Director Reiner explained that the minutes were amended to include a motion made upon resumption of the March 8, 2018 Regular Board Meeting following Closed Session.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

## ELECTION OF NEW OFFICERS AND COMMITTEE ASIGNMENTS

Commissioner Kryger made a motion to elect Commissioner Montgomery as President; seconded by Commissioner Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Kryger made a motion to elect Commissioner Piotrowski as Vice President; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Kryger made a motion to elect Commissioner Berntsen as Secretary and Commissioner Saunderson as Vice-Secretary; seconded by Commissioner Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Piotrowski made a motion to appoint Dr. Larry Reiner as Treasurer and Commissioner Kryger as Assistant Treasurer; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Kryger made a motion to approve the Annual Appointments as presented; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Kryger made a motion to approve the President's Committee Chair Appointments for Fiscal Year 2018-2019 as presented; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Commissioner Kryger as Liaison Officer to the Butterfield Preservation Foundation; seconded by Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

## COMMENTS AND COMMUNICATIONS

Director Reiner shared recent newspapers articles regarding the district with the Board.

## TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

## MONTHLY FINANCIAL REPORT – (April 2018)

Commissioner Berntsen made a motion to accept the April 2018 Financial Report; seconded by Commissioner Piotrowski.

Director Reiner explained that the final end of year reconciliation will be prepared for the June meeting.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List (April 2018)

Commissioner Kryger made a motion to approve the Disbursements of April 2018; seconded by Commissioner Piotrowski.

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## PRESIDENT AND COMMISSIONERS' COMMENTS

Commissioner Kryger mentioned his appreciation for the additions to the Recreation Report expounding on programs and events. All commissioners expressed appreciation for the beautiful tulips in all of the parks.

## COMMITTEE REPORTS

There were no Committee Reports at this time.

## DIRECTOR'S AND OPERATIONS REPORT

### a.) Director's Administration Report

- Thanks to Connie's efforts, the District is fully prepared for the audit.
- Staff had a very productive visit to Springfield.
- The maintenance garage was broken into and some equipment was taken. A police report was filed, and the door has been secured.
- Work continues with David Freeman on updating several important manuals.
- Derek Hoffman has resigned to go back to school. He will be missed, but we have fortunately already hired a replacement which will afford a smooth transition.
- Director Reiner reported on the possibility of needing to assist the Foundation with cash flow for payment of taxes due, because the tax exemption documents were not filed at closing.

### b). Parks/Maintenance Report

- Field rentals are in full swing and a daily maintenance schedule is in place.
- Mowing has started and the work has been contracted out for the first several weeks.
- Water has been turned on at the parks.
- Work continues on the pool and we will start filling the dive pool tomorrow.
- Jake Deleon has joined the maintenance department. His experience and CPO certificate will be great additions to the department.
- Staff recruitment continues, but a seasonal employee started this week and an offer has been accepted for a full time staff member.

### c). Business and Communications Report

- A meeting is scheduled with Lauterbach & Amen to prepare for the upcoming Unclaimed Property deadline.
- Summer hiring/paperwork continue.
- Preliminary audit begins tomorrow. Most of our documentation will be available electronically.
- Deferred revenue will be reflected on next month's reports.
- FOIAs continue to come in and we continue to reply promptly and thoroughly.

### d). Recreation Reports

- Summer preparation continues along with closing out the school year.
- School picnics are coming up in the next couple of weeks.
- NEDSRA inclusion discussions continue.

## UNFINISHED BUSINESS

Commissioner Berntsen made a motion to approve the Board Meeting Calendar of Regularly Scheduled Meeting as presented and amended; seconded by Commissioner Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

## NEW BUSINESS

Commissioner Piotrowski made a motion to approve the Master Plan for the Malcomson/Foundation Property as amended with possible lighting included with the volleyball courts; seconded by Commissioner Kryger.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

**MOTION TO ADJOURN**

At 7:58 p.m. Commissioner Piotrowski moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

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