



**MINUTES OF APRIL 12, 2018
PUBLIC HEARING**

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

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

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.

INTRODUCTIONS OF GUESTS AND STAFF

Devin Frendreis, Recreation Coordinator

COMBINED BUDGET AND APPROPRIATION ORDINANCE #18-4-1

Commissioner Montgomery read aloud the purpose of the Public Meeting and the essence of the Ordinance. There were no comments or questions at this time.

Commissioner Berntsen made a motion to approve Ordinance #18-4-1 as presented; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 6:34 p.m. Commissioner Berntsen moved to adjourn the Public Hearing; seconded by Commissioner Saunderson.

Upon a voice vote, the motion passed:

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

NAYS: 0

**MINUTES OF APRIL 12, 2018
MONTHLY BOARD MEETING**

Commissioner Montgomery called the meeting to order at 6:34 p.m.

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

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

APPROVAL OF AGENDA

Commissioner Kryger made a motion to approve the Agenda for April 12, 2018; seconded by Commissioner Saunderson.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

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

APPROVAL OF REGULAR MEETING MINUTES – (March 8, 2018)

Commissioner Saunderson made a motion to approve the Board meeting minutes of March 8, 2018; seconded by Commissioner Berntsen.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

COMMENTS AND COMMUNICATIONS

Director Reiner extended an invitation for Board Commissioners to attend The Conservation Foundation's upcoming dinner.

TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

MONTHLY FINANCIAL REPORT – (March 2018)

Commissioner Saunderson made a motion to accept the March 2018 Financial Report; seconded by Commissioner Piotrowski.

Director Reiner clarified that Fund Development included fundraising efforts such as the golf outing as well as brochure marketing.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List (March 2018)

Commissioner Saunderson made a motion to approve the Disbursements of March 2018; seconded by Commissioner Berntsen.

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONERS' COMMENTS

There were no comments at this time.

COMMITTEE REPORTS

There were no Committee Reports at this time.

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Administration Report

- 2014-2018 Master Plan updates reflect requirements for the LWCF grant application.
- Development of the next five year Master Plan will be included in the upcoming public meetings as well.
- Personnel policy has been updated to reflect DOL requirements and has been reviewed by D. Freeman.
- Permits are not in yet for Phase I.
- The board reached a consensus to allow the director to pursue the removal of concrete aprons on the corner property not to exceed \$10,000.
- Golf sponsors are needed.
- Legislative work will continue although the process is very difficult given the current political climate.

b.) Parks/Maintenance Report

- Spring park cleanup is underway.
- Tennis nets are up and have been replaced as necessary.
- Cleanup continues on the Foundation property.
- Locker room floors have been refinished and the building was deep cleaned during spring break.
- Fountain of Life volunteers did a great job with Brentwood Park cleanup event.
- Ballfield preparation is underway.
- Benches will be installed at the basketball courts at Hoffman.
- The path at Kensington will be repaired and drainage issues are being addressed as possible.
- New signage is being developed to prevent injuries with use of the fitness equipment at Hoffman Park.

c.) Business/Communication Report

- Every possible marketing avenue will be utilized to publicize the upcoming public park planning meetings.
- Summer web updates have been completed.
- History of the Foundation property is fascinating, and research continues.

d). Recreation Reports

- Summer registration is brisk.
- FWS programming is underway.
- Spring Eggstravaganza was very successful. Thanks to Tim and staff, the building looked fantastic.
- Reptile event is the next special event coming up.
- The dance recital was very well attended and went very well.
- Summer hiring and paperwork completion continues.
- NEDSRA meeting focused primarily on budget issues.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Berntsen made a motion to approve Ordinance #18-4-1: "An ordinance adopting a combined annual budget and appropriating such sums of money for the corporate and recreational program purposes of the Butterfield Park District, DuPage County, State of Illinois for the year beginning May 1, 2018 and ending April 30, 2019;" seconded by Commissioner Piotrowski.

There was no further discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner Piotrowski made a motion to approve Comprehensive Park and Recreation Master Plan Update Resolution #18-4-2 as presented; seconded by Commissioner Berntsen.

The Comprehensive Master Plan for 2014-2018 has been updated to reflect all of the improvements made in the last three years as well as administration and historical data and is valid to be submitted as part of the LWCF grant application.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

- c.) Commissioner Piotrowski made a motion to accept the 2018-2019 Board Meeting Schedule as revised; seconded by Commissioner Berntsen.

Commissioner schedule conflicts were discussed and board meeting dates were changed as appropriate.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

- d.) Commissioner Berntsen made a motion to approve the revisions to the Personnel Policy Manual as presented; seconded by Commissioner Saunderson.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

- e.) Commissioner Saunderson made a motion to approve Resolution #18-4-1: LWCF Grant Program Authorization; seconded by Commissioner Berntsen.

Director Reiner explained that this is a requirement of the grant application process.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- f.) Commissioner Berntsen made a motion to approve the LWCF Grant Program Assurance of Compliance and to authorize the Board President to sign the compliance document; seconded by Commissioner Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

- g.) Commissioner Piotrowski made a motion to approve the LWCF US Department of the Interior Certification of Covered Transactions; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

- h.) A brief discussion ensued regarding board election/appointment recommendations. A vote on this will be on the May meeting agenda.

Commissioner Piotrowski departed at 7:59 p.m.

An extensive discussion took place regarding the expansion concepts to be presented at the upcoming Park Planning Meetings.

MOTION TO ADJOURN

At 9:02 p.m. Commissioner Kryger moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____