



**MINUTES OF DECEMBER 13, 2018
PUBLIC HEARING**

Commissioner Montgomery called the meeting to order at 6:32 p.m.

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

Staff Present: Executive Director Reiner, Superintendent of Business and Communication Connie Murphy, Superintendent of Recreation Anne Popek, Superintendent of Parks and Facilities Tim White, and Administrative Coordinator Oona Kelly.

INTRODUCTIONS OF GUESTS AND STAFF

There were no guests present.

Truth in Taxation Public Hearing for 2018 Tax Levy

Board President Montgomery declared the Truth in Taxation Public Hearing opened and asked Commissioner Berntsen to read aloud the Truth in Taxation Notice to those in attendance.

Board President Montgomery asked if there was any further discussion or business for the Public Hearing. There being none, President Montgomery asked for a Motion to Adjourn.

MOTION TO ADJOURN

At 6:36 p.m. Commissioner Saunderson moved to adjourn the Public Hearing; seconded by Commissioner Kryger.

Upon a voice vote, the motion passed:

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

NAYS: 0

**MINUTES OF DECEMBER 13, 2018
MONTHLY BOARD MEETING**

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

Staff Present: Executive Director Reiner, Superintendent of Business and Communication Connie Murphy, Superintendent of Recreation Anne Popek, Superintendent of Parks and Facilities Tim White, and Administrative Coordinator Oona Kelly.

APPROVAL OF AGENDA

Commissioner Saunderson made a motion to approve the Agenda for December 13, 2018; seconded by Commissioner Kryger.

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

There were no guests present.

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

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

Discussion: There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

COMMENTS AND COMMUNICATIONS

Director Reiner offered the Board the opportunity to review the LWCF grant agreement at their convenience.

TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

MONTHLY FINANCIAL REPORT – (November 2018)

Commissioner Saunderson made a motion to accept the November 2018 Financial Report; seconded by Commissioner Kryger.

A brief discussion ensued regarding the timing of the release of grant funds and the potential effect on fund balances.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

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

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

Director Reiner explained that the \$900 coding error has been corrected in this month's report.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONERS' COMMENTS

Commissioner Berntsen recapped the results of the Foundation's pumpkin fundraising efforts. Commissioner Montgomery and the Board expressed best wishes to everyone for a happy holiday season.

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Administration Report

- Bond sale went very well.
- Tax ordinance will be filed next week as required.

- General election filing deadline is approaching.
- Staff is very busy preparing a very detailed and comprehensive budget.
- Discussions continue with IDOT regarding securing the apron entrances at the corner property.
- A comprehensive recap of the improvements completed with the referendum funds was presented to the board.

b). Maintenance/Parks Report

- Winterizing of parks and facilities has been completed.
- Aaron's Toys for Tots campaign has been very successful.
- HVAC repairs including replacement of a furnace and belt were completed.
- Staff has been taking advantage of training opportunities.
- Special event preparation has been going very well with great cooperation and teamwork.
- NEDSRA will not meet again until February.

c). Business and Communication Report

- IMRF rate continues to go down.
- The new time keeping software has been reworked and should be much easier for staff.
- We will not be producing a mini activity guide this year and will re-evaluate its usefulness going forward.

d). Recreation Report

- Special events including the Craft Fair and Polar Express went extremely well. Focus now is on Holidays around the World and Breakfast with Santa.
- Jake continues to focus his efforts on creating an athletics niche and building relationships with participants and families.
- Open interviews for summer hiring will be taking place over the next few months.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a). Commissioner Saunderson made a motion to approve Ordinance 18-12-1, an Ordinance Levying and Assessing the Taxes for Butterfield Park District, DuPage County, Illinois for the Fiscal Year beginning May 1, 2019 and ending April 30, 2020; seconded by Commissioner Berntsen.

There was no further discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:25 p.m. Commissioner Montgomery made a motion to enter into Executive Session for the purposes of Six Month Review of Executive Session Minutes and personnel; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:10 p.m. Commissioner Berntsen made a motion to resume the Regular Board Meeting; seconded by Commissioner Kryger.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

Commissioner Saunderson made a motion to approve Resolution 18-12-1, Six Month Review of Executive Session Minutes; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 8:12 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____