

**MINUTES OF JANUARY 15, 2009
BUTTERFIELD PARK DISTRICT
MONTHLY BOARD MEETING**

President Kryger called the meeting to order at 7:04 p.m.

Upon roll call the following commissioners were present: Commissioner Michael Kryger, Larry Montgomery, Lisa Saunderson, Sandy Cosenza, and Jim Gavin.

Staff Present: Assistant Director Heitz, Attorney Madden, Rec. Program Manager Venuto, Superintendent of Recreation Savage, Maintenance Manager Nance, and Registrar Judy Moffet.

Guests: Marty Michalisko (ERA), Rob Bartlotte, Carl Sanders.

OPEN COMMUNICATIONS/PUBLIC COMMENTS

N/A

APPROVAL OF BID DOCUMENTS – KENSINGTON PARK

Commissioner Kryger made a motion to table the matter until revisions to the cost estimates are completed and reviewed by the Board of Commissioners; Seconded by Commissioner Gavin.

Discussion: Marty discussed the revised project schedule and the revised cost estimate. The contractor bids from last September was re-evaluated and revised based on the current industry costs and a combination was utilized for the new cost estimate. Anticipating current gas prices, replacing the original blacktop path with limestone screening and removing specific items from the base bid to be placed on the alternate list has decreased the costs slightly. Alternate # 7, 8, 10, & 11 are requirements of the OSLAD grant. ERA was requested to revise the base bid cost estimates to include the required OSLAD grant items. Dayna Heitz will speak with the OSLAD Grant Administrator on reducing the parking lot size. Marty will check with DuPage County regarding the parking lot requirements.

On voice vote, the motion passed:

ADOPT THE 2008-2012 COMPREHENSIVE PLAN

Commissioner Kryger made a motion to adopt the 2008-2012 Comprehensive Plans with the provision the Director and Board of Commissioners may make revisions; seconded by Commissioner Saunderson.

Discussion: Dayna Heitz reiterated that the action plan should allow for revisions from year to year depending on the needs of the community as well as the financial situation of the district.

On voice vote, the motion passed:

ACCEPTANCE OF DISBURSEMENTS – NOVEMBER & DECEMBER 2008

Commissioner Saunderson made a motion to accept the November & December 2008 Disbursements; seconded by Commissioner Kryger.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioners Gavin, Kryger, Montgomery, Saunderson, and Cosenza)

ACCEPTANCE OF CHECK REGISTERS – NOVEMBER & DECEMBER 2008

Commissioner Kryger made a motion to accept the November & December 2008 Check Registers; seconded by Commissioner Gavin.

Discussion: Yoder and DiGrino check was for the needs assessment. Nicor check was for July through October. The Check was approved at the November Board Meeting. Fifth Third Bank check was for the staff procurement cards.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioners Gavin, Kryger, Montgomery, Saunderson, and Cosenza)

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APPROVAL OF EXPENDITURES OVER \$2,500.00

Commissioner Gavin made a motion to approve the Expenditures over \$2,500.00; seconded by Commissioner Montgomery.

Discussion: Checks listed on the December 2008 check register over the amount of \$2,500.00 are; IAPD in the amount of \$3,698.20 for the Districts annual membership dues. Nick DiGrino in the amount of \$4,050.00 and Dan Yoder in the amount of \$4,050.00 for the needs assessment conducted last fall, and Creek Side Printing in the amount of \$3,370.33 for the printing of the winter/spring brochure.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioners Gavin, Kryger, Montgomery, Saunderson, and Cosenza)

APPROVAL OF PUBLIC HEARING & BOARD MEETING MINUTES – NOVEMBER 13, 2008.

Commissioner Saunderson made a motion to approve the Public Hearing and Board Minutes of November 13, 2008; Seconded by Commissioner Kryger.

On Voice Vote, motion passed.

APPROVAL OF EXECUTIVE SESSION MINUTES – NOVEMBER 13, 2008

Commissioner Kryger made a motion to approve the Executive Session Minutes of November 13, 2008; Seconded by Commissioner Saunderson.

On Voice Vote, motion passed.

BOARD POLICY REVIEW/BOARD MANUAL

No action was taken. Table to February 2009.

ADOPT BOARD CODE OF ETHICS

No action was taken. Table to February 2009.

STAFF REPORTS

Director Michael Hixenbaugh: submitted his report in writing. Commissioners agreed the repairs of the tennis courts by Midwest Tennis Courts are unsatisfactory. A letter from Director Hixenbaugh was written to and received by Midwest Tennis Courts indicating further work needs to be conducted in the spring. Attorney Madden will look over the contract and advise on the matter. Dayna Heitz will be meeting with a gentleman that will advise the district if we need a project manager for the Kensington construction. Attorney Madden will look into the tax objection regarding our corporate fund with States Attorney Pindel. For the Bond & Interest tax objection, information must be sent to Chapman & Cutler.

Assistant Director Dayna Heitz: submitted her report in writing. Brief discussion ensued regarding finance.

Maintenance Manager Nance: Submitted his report in writing. Verbal discussion of a potential cleaning company. Research is being done to compare budgetary aspects.

Recreation Superintendent Savage: Submitted his report in writing. Verbal overview of report was given.

Recreation Program Manager Venuto: Submitted her report in writing. Verbal overview of report was given. Recreation Program Manager Venuto was commended for her efforts on the study buddy program at the BASProgram.

Marketing the rental of the gym and facilities to local businesses was discussed.

WRITTEN COMMUNICATION

Included in Board Packet.

ATTORNEY REPORT

N/A

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COMMITTEE REPORTS

Pool & Recreation – Verbal Report presented. Next meeting set for February 4th @ 7:00 pm.

Land Acquisition – No Meeting

Building & Grounds –Next meeting set for February 4th @ 6:30 pm.

Finance –Next meeting set for February 5th @ 6:30 pm.

NEDSRA – Negotiations for IMRF benefits are on the table.

Personnel – No Report; Meeting set for February 5th @ 7:00 pm. Staff can submit individual letters on or before January 22nd.

EXECUTIVE SESSION

Commissioner Kryger made a motion to open executive session for purposes of personnel matters pursuant to 5 ILCS 120/2 (c) (1);
Seconded by Commissioner Cosenza.

On Voice Vote, motion passed.

Commissioner Kryger made a motion to adjourn executive session and return to regular meeting; Seconded by Commissioner
Montgomery.

Upon a roll call vote, the motion passed:

AYES: 5 (Commissioners Gavin, Kryger, Montgomery, Saunderson, and Cosenza)

NEW BUSINESS

Commissioner Montgomery discussed the upcoming election.

ADJOURNMENT

At 9:50 p.m. Commissioner Kryger moved to adjourn; seconded by Commissioner Montgomery.

On voice vote, motion passed.

PRESIDENT _____

BOARD SECRETARY _____

Respectfully submitted by Recording Secretary Dayna J. Heitz