

**MINUTES OF NOVEMBER 13, 2008  
BUTTERFIELD PARK DISTRICT  
MONTHLY BOARD MEETING**

President Kryger called the meeting to order at 7:03 p.m.

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

Staff present: Director Hixenbaugh, Assistant Director Heitz, Maintenance Manager Nance, Superintendent of Recreation Savage, and Attorney Freeman.

Guests: Dr. Dan Yoder and Dr. Nick DiGrino with Western Illinois University.

**COMMISSIONER COSENZA 15 YEAR ANNIVERSARY AWARD PRESENTATION**

Sandy Cosenza was recognized for her 15 years of service to the Butterfield Park District Board of Commissioners.

**OPEN COMMUNICATIONS/PUBLIC COMMENTS**

N/A

**NEEDS ASSESSMENT PRESENTATION – TEAM YODER-DIGRINO**

The needs assessment was presented and reviewed by Dan Yoder and Nick DiGrino.

**APPROVAL OF AMENDMENT #2 TO CONTRACT WITH ENGINEERING RESOURCE ASSOCIATES FOR THE BIDDING AND PROJECT MANAGEMENT OF THE KENSINGTON PARK PROJECT**

Commissioner Montgomery made a motion to approve amendment #2 to contract with ERA for the bidding and project management of the Kensington Park Project; seconded by Commissioner Gavin.

Discussion: Commissioner Kryger reviewed the September 10<sup>th</sup> and October 15<sup>th</sup> cover letter. Amendment letter #2 reflects a decrease of \$2,100.00.

Upon a roll call vote, the motion passed:

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

**APPROVAL OF ORDINANCE #184 LEVYING AND ASSESSING THE TAXES FOR THE BUTTERFIELD PARK DISTRICT DUPAGE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING MAY 1, 08 AND ENDING APRIL 30, 09.**

Commissioner Cosenza made a motion to approve Ordinance #184; seconded by Commissioner Kryger.

Discussion: Commissioners requested that we maintain information available for the public in the event they would like further clarification. The increase is due to the special recreation fund.

Upon a roll call vote, the motion passed:

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

**APPOINTMENT OF ELECTION OFFICAL & DEPUTY CLERK**

Commissioner Gavin made a motion to appoint Michael Hixenbaugh as Election Official and Dayna Heitz as Deputy Clerk; seconded by Commissioner Montgomery.

On Voice Vote, motion passed.

**ACCEPTANCE OF DISBURSEMENTS – OCTOBER 2008**

Commissioner Cosenza made a motion to accept the October 2008 Disbursements; seconded by Commissioner Kryger.

Discussion: The tennis court repairs have not been completed. Cracks remain on the back courts. Payment will not be issued until the job is satisfactory.

Upon a roll call vote, the motion passed:

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

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**ACCEPTANCE OF CHECK REGISTERS – OCTOBER 2008**

Commissioner Montgomery made a motion to accept the October 2008 Check Registers; seconded by Commissioner Kryger.

Discussion: Gallagher Risk Management check is for Commissioner Bonds. Checks in the amount over \$2,500.00. Knutte & Associates \$5,500.00 for our 2007-2008 Audit, and Nicor Gas \$12,112.68 for gas supply and services from July 25<sup>th</sup>, 2008 thru October 25<sup>th</sup>, 2008.

Upon a roll call vote, the motion passed:

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

**APPROVAL OF BOARD MEETING MINUTES – OCTOBER 9, 2008.**

Commissioner Gavin made a motion to approve October 9, 2008 minutes; Seconded by Commissioner Kryger.

On Voice Vote, motion passed.

**APPROVAL OF EXECUTIVE SESSION MINUTES – OCTOBER 9, 2008**

Commissioner Saunderson made a motion to approve the October 9, 2008 Executive Session Minutes; Seconded by Commissioner Kryger.

On Voice Vote, motion passed.

**RELEASE OF EXECUTIVE SESSION MINUTES FOR PUBLIC VIEW – November 15, 2007 & March 13, 2008.**

Commissioner Saunderson made a motion **NOT** to release executive session minutes for public view; Seconded by Commissioner Cosenza.

On Voice Vote, motion passed.

**ADOPT BOARD CODE OF ETHICS**

No action was taken. Table to January 2009

**BOARD POLICY REVIEW/BOARD MANUAL**

Commissioner Saunderson made a motion to approve changes to Section 1247.9 to 1260; Seconded by Commissioner Kryger.

On Voice Vote, motion passed.

**STAFF REPORTS**

Director Michael Hixenbaugh submitted his report in writing. Comprehensive Plan is presented for review. The Action plan is still being adjusted as needed. The board needs to set aside some time in January to review the action plan. Additional staff input is in the process. Kensington Park Project schedule was attached to Director Hixenbaugh's report. HYBC is aware they will not be able to utilize the ball fields in 2009. Director Hixenbaugh is to look into the reason why we don't go out to bid in December rather than January.

Assistant Director Dayna Heitz submitted her report in writing. IMRF audit is scheduled for November 17<sup>th</sup>. Discussion ensued regarding a CPA firm. Attorney Freeman will forward CPA names.

Maintenance: Report was distributed. Glenn Nance reported on Maintenance, graffiti is present at Kensington.

**WRITTEN COMMUNICATION**

Included in Board Packet.

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**ATTORNEY REPORT**

Commissioner Saunderson made a motion to approve the 2003 IMRF objection settlement; Seconded by Commissioner Kryger.

Discussion: States Attorney recommends we settle the tax objection on the 2003 IMRF fund. Total is \$2,600.00 and will settle at 50%. Fees to contest the objection will not benefit the expense. Director Hixenbaugh will contact the States Attorney to notify that we will settle.

Upon a roll call vote, the motion passed:

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

**COMMITTEE REPORTS**

**Pool & Recreation** – Verbal Report presented. Next meeting set for January 7<sup>th</sup>. The Board of Commissioners insists the Swim Team finance operations be consistent with existing policies and procedures of the district. The swim team is a subcommittee of the pool/rec committee.

**Land Acquisition** – No Meeting

**Building & Grounds** –No Meeting

**Finance** –No Meeting

**NEDSRA** – Christmas Social is December 3<sup>rd</sup>, 2008 at the Medinah Shriners.

**Personnel** – No Report; Need to set meeting date. Input is needed from the commissioners on revisions of the job descriptions. E-mail to commissioners for review.

**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 Gavin.

Upon a roll call vote, the motion passed:

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

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

Upon a roll call vote, the motion passed:

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

**NEW BUSINESS**

N/A

**ADJOURNMENT**

At 8:36 p.m. Commissioner Montgomery moved to adjourn; seconded by Commissioner Gavin.

On voice vote, motion passed.

PRESIDENT \_\_\_\_\_

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

Respectfully submitted by Recording Secretary Dayna J. Heitz