

**MINUTES OF OCTOBER 8, 2009  
BUTTERFIELD PARK DISTRICT  
MONTHLY BOARD MEETING**

President Kryger called the meeting to order at 7:12 p.m.

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

Commissioners excused: Commissioner Lisa Saunderson.

Staff Present: Executive Director Harris, Deputy Executive Director Heitz, Superintendent of Recreation Savage, and Recording Secretary Holz.

Guests: Joe Zavadovics of Cheeseburger In Paradise

OPEN COMMUNICATIONS/PUBLIC COMMENTS

N/A

RECOGNITION OF JOE ZAVADOVICS

Executive Director Harris introduced Joe Zavadovics of Cheeseburger In Paradise highlighting his relationship with the Butterfield Park District over the past 2 years. The Park District recognizes and thanks him for his generous contribution of product and time at our special events. Mr. Zavadovics thanks the staff for recognizing him and hopes that Cheeseburger in Paradise will be kept in mind for future special events and fundraisers.

ACCEPTANCE OF DISBURSEMENTS – SEPTEMBER 2009.

Commissioner Montgomery made a motion to accept the Disbursements of September 2009; Seconded by Commissioner Cosenza.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

ACCEPTANCE OF CHECK REGISTERS FOR SEPTEMBER 2009

Commissioner Kryger made a motion to accept the check registers for September 2009; Seconded by Commissioner Gavin.

Discussion: Deputy Executive Director Heitz discussed the Fifth-Third bank report. The report is separated out by each staff member, each line item is checked off and then put into a spreadsheet. Commissioner Montgomery asked about the Butterfield Park District adjustment Amount. Deputy Executive Director Heitz explained that is for two months.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

APPROVAL OF CHECKS OVER \$2,500.00

Commissioner Montgomery made a motion to approve the checks over \$2,500.00; Seconded by Commissioner Cosenza.

Discussion: Included in the board packet is a listing and explanation of all checks issued over \$2,500.00. Commissioner Kryger asked why some checks have an asterisk next to them. Deputy Executive Director Heitz explained that those are the checks that are being approved tonight; the other checks were previously approved via email.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

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**APPROVAL OF BOARD MEETING MINUTES**

Commissioner Kryger made a motion to approve the Board Minutes of September 10, 2009; Seconded by Commissioner Montgomery.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

**APPROVAL OF EXECUTIVE SESSION MINUTES**

Commissioner Kryger made a motion to approve the Executive Session Minutes of September 10, 2009; Seconded by Commissioner Gavin.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

**APPROVAL OF BOARD MEETING MINUTES FOR PUBLIC VIEW- Apr 8, 2004; May 13,2004; July 8, 2004, Oct 14, 2004; Nov 18, 2004; Jan 13, 2005; Jan 12, 2006; Feb 9, 2006; Aug 10, 2006; Sept 14, 2006; Feb 8, 2007; May 24, 2007; Aug 6, 2007; Feb 21, 2008; Sept 25, 2008; Feb 12, 2009; Mar 12, 2009; Mar 19, 2009.**

Commissioner Cosenza made a motion NOT to release the Executive Session Minutes for public view; Seconded by Commissioner Kryger.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

**APPROVAL OF 2009 TENTATIVE TAX LEVY**

Commissioner Kryger made a motion to approve the 2009 Tentative Tax Levy; Seconded by Commissioner Gavin.

Discussion: An ordinance levying and assessing the taxes for the Butterfield Park District, Dupage County, Illinois, for the fiscal year beginning May 1, 2009 and ending April 30, 2010.

Whereas, on the 8<sup>th</sup> day of October 2009, the Board of Commissioners of the Butterfield Park District, Dupage County, Illinois, tentatively approve an annual levy and an estimate of taxes to be levied.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

**ACCEPTANCE OF THE FINANCIAL AUDIT FY 2008 - 2009**

Commissioner Kryger made a motion to approve the Financial Audit FY 2008-2009; Seconded by Commissioner Montgomery.

Discussion: N/A

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

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**APPROVAL OF INTERGOVERNMENTAL COOPERATIVE AGREEMENT REGARDING SUMMER ATHLETIC CAMPS BETWEEN GLENBARD TOWNSHIP HIGH SCHOOL DISTRICT 87 AND THE BUTTERFIELD PARK DISTRICT**

Commissioner Kryger made a motion to approve the cooperative agreement between Glenbard Township High School and the Butterfield Park District; Seconded by Commissioner Montgomery.

Discussion: Commissioner Cosenza asked if this changed from last year. Deputy Executive Director Heitz explained that it did not change but it expired. It is being requested that Executive Director Harris receives approval to sign the contract and enter into agreement with Glenbard Township High School District 87. The term of agreement will be until September 2012. Commissioner Montgomery asked if 15% covered our expenses or do we lose money? Deputy Executive Director Heitz explained that we do make a profit.

Upon a roll call vote, the motion passed:

AYES: 4(Commissioners Montgomery, Gavin, Cosenza, Kryger)  
EXCUSED: 1(Commissioner Saunderson)

**ADOPTION OF BOARD CODE OF ETHICS**

Commissioner Kryger would like to discuss the Code of Ethics at the Committee Meeting next month. The Finance Meeting will be in November at 6:15 pm with the Personnel Meeting immediately after. Commissioner Kryger distributed a summary of the Code of Ethics and would like everyone to review and bring their comments to the next meeting. The Code of Ethics covers confidentiality, the board relationship with the director, and each other as a board as well as conflict of interests.

**BOARD POLICY REVIEW/BOARD MANUAL**

Section 1500 will be submitted to the attorney for review. Changes were made to section 1600; they will be reviewed and approved at the November 2009 meeting.

**STAFF REPORTS -**

Recreation Superintendent Savage: Submitted his report in writing. The cancellation of the Scarecrow Shuffle was discussed, how that decision was made and what changes might be made next year to make it successful.

Recreation Program Manager Venuto: Submitted her report in writing.

Preschool Director Murphy: Submitted her report in writing.

Maintenance Manager Nance: A verbal update was given by Executive Director Harris regarding Kensington Park.

**WRITTEN COMMUNICATION**

N/A

**ATTORNEY REPORT**

N/A

**COMMITTEE REPORTS**

**Pool & Recreation** – Last meeting was held October 7<sup>th</sup>, 2009. Next meeting scheduled for January 6<sup>th</sup>, 2010 @ 7:00 pm

**Building & Grounds** – Last meeting was held October 7<sup>th</sup>, 2009. Next meeting scheduled for November 4<sup>th</sup>, 2009 @ 6:00 pm

**Finance/ Personnel**– Meeting was held October 8<sup>th</sup>, 2009. Next meeting scheduled for November 12<sup>th</sup>, 2009 @ 6:15 pm

**NEDSRA** – Commissioner Montgomery gave a verbal update on the NEDSRA meeting.

**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 Montgomery.

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On Voice Vote, motion passed.

Executive session called to order at 8:17 pm.

Executive session adjourned at 8:45 pm.

NEW BUSINESS

N/A

ADJOURNMENT

At 8:47 p.m. Commissioner Kryger moved to adjourn; seconded by Commissioner Gavin.

On voice vote, motion passed.

PRESIDENT \_\_\_\_\_

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

Respectfully submitted by Recording Secretary Karin Holz