



MINUTES OF OCTOBER 11, 2018 MONTHLY BOARD MEETING

Commissioner Montgomery called the meeting to order at 6:35 p.m.

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

Staff Present: Executive Director Reiner, Superintendent of Parks and Facilities Tim White, Recreation Supervisor Jake Pawlak, and Administrative Coordinator Oona Kelly.

APPROVAL OF AGENDA

Commissioner Saunderson made a motion to approve the Agenda for October 11, 2018; seconded by Commissioner Berntsen.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

Sean Hickey and Mike Del Valle from Lauterbach & Amen were present, and Jake Pawlak, new Recreation Supervisor, was introduced to the Board. Jake spoke briefly about his background and role at the district and answered any questions from the Board.

APPROVAL OF REGULAR MEETING MINUTES – (September 13, 2018)

Commissioner Saunderson made a motion to approve the Board meeting minutes of September 13, 2018; seconded by Commissioner Berntsen.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

COMMENTS AND COMMUNICATIONS

Annual Audit Presentation- Comprehensive Financial Report

Mr. Del Valle and Mr. Hickey from Lauterbach and Amen, highlighted several aspects of the independent Audit and our Comprehensive Financial Report performed by Lauterbach & Amen and answered questions from the Commissioners. They commented specifically on the outstanding preparation for the Audit by Connie Murphy and Director Reiner and highlighted their paperless documentation of the majority of the material, as well as the thoroughness of the financial records. Director Reiner indicated that there would be an opportunity for a motion to accept the Comprehensive Financial Statement/ Audit at a later time in the meeting's agenda (New Business).

TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

MONTHLY FINANCIAL REPORT – (September 2018)

Commissioner Saunderson made a motion to accept the September 2018 Financial Report; seconded by Commissioner Berntsen.

Director Reiner explained that a six-month budget analysis would be presented at the November board meeting.

Upon roll call vote, the motion passed unanimously:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

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

Commissioner Saunderson made a motion to approve the Disbursements of September 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: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

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

- 2019-2020 budget preparation is underway.
- Legislative support in the form of a capital bill or supplemental bill is looking positive. We will continue our efforts to keep the district visible.
- The new Superintendent of Recreation will join us on October 15, 2018.

b.) Business and Communications Report

- Commissioners were asked to please finalize their calendars for the IPRA Conference as soon as possible so that arrangements can be made.

c.) Parks/Maintenance Report

- Final permit inspection of the corner property has been completed. We will continue to establish the grass.
- Boo Bash preparation is underway.
- Additional tulip bulbs have arrived and will be planted.

- Ball field use concludes tomorrow and winterization will be completed.
- The pool is being winterized with extra precautions including blowing out the pipes with compressed air and injection of biodegradable antifreeze.
- The parking lot is in the process of being repaired and re-stripped.

d). **Recreation Report**

- Jake described the Rec Department's efforts to utilize Facebook /social media for additional marketing opportunities.
- Contractual programs including dance and karate are expanding and attracting additional participation.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Saunderson made a motion to accept the Year End Treasurer's Report as presented; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

- b.) The Executive Director's Performance Evaluation was distributed to Commissioners prior to the board meeting. Commissioners were asked to respond per the instructions that were provided.

- c.) Commissioner Saunderson made a motion to accept the Annual Audit/Comprehensive Financial Report 2017-2018 as presented; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

MOTION TO ADJOURN

At 7:21 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

AYES: 3 (Commissioners Saunderson, Berntsen, and Montgomery)

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____