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## MINUTES OF FEBRUARY 21, 2019 MONTHLY BOARD MEETING

Commissioner Montgomery called the meeting to order at 6:30 p.m.

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

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

### APPROVAL OF AGENDA

Commissioner Berntsen made a motion to approve the Agenda for February 21, 2019; seconded by Commissioner Saunderson.

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

There were no guests present and no introductions at this time.

### APPROVAL OF REGULAR MEETING MINUTES – (January 10, 2019)

Commissioner Saunderson made a motion to approve the Board meeting minutes of January 10, 2019; 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

Director Reiner highlighted several communications including changes to the Prevailing Wage Act and NEDSRA's spring brochure.

### TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

## MONTHLY FINANCIAL REPORT – (January 2019)

Commissioner Saunderson made a motion to accept the January 2019 Financial Report; seconded by Commissioner Berntsen.

Director Reiner explained that staff will be keeping a close eye on the budget/financials as we approach the end of the fiscal year.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List (January 2019)

Commissioner Saunderson made a motion to approve the Disbursements of January 2019; seconded by Commissioner Berntsen.

Director Reiner explained that the NEDSRA reimbursement check has been received. Staff clarified several expenditure line items for the Board.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## PRESIDENT AND COMMISSIONERS' COMMENTS

The Board expressed congratulations and appreciation to Director Reiner and staff on receipt of the OSLAD grant.

## COMMITTEE REPORTS

Director Reiner offered a brief summary of the status of the Butterfield Preservation Foundation's meetings and future plans.

## DIRECTOR'S AND OPERATIONS REPORT

### a.) Director's Administration Report

- The budget will be presented at the March meeting. All Board Members were strongly encouraged to clear their calendars for this very important meeting.
- End-of-year W2 documents went out in a timely manner.
- Work continues with Robbins Schwartz on the Malcomson property closing. The appraisal is still pending.
- Tennis contract discussions including insurance requirements have begun for the summer season.
- The initial swim team meeting went well. Each participant will be required to include a tax deductible donation with registration.
- A brief discussion ensued regarding the possible ramifications of the new minimum wage law.
- The OSLAD grant plans were reviewed for the Board including tennis court revisions and improvements to the corner property.
- IAPD legislative calendar was distributed. Commissioners were encouraged to attend the Legislative Reception and Conference and to communicate their interest as soon as possible so that arrangements can be made.

b). Parks/Maintenance Report

- Staff has been very busy with snow removal.
- Much needed improvements are underway in the guards' room.
- Research is underway for a video entry system as well as security for the exterior of the building and parking lots.
- Work on the pool liner will take place once the weather allows.

c). Parks/Maintenance Report

- Summer activity guide is almost complete.
- Electronic marketing will continue.
- FOIA certification will be completed by Connie and Director Reiner.
- The new Federal W4 form has been made available to employees.
- There were no questions regarding the 2018-2019 tax allocation report.

d). Recreation Report

- Daddy Daughter event went very well.
- Devin is preparing for the upcoming aquatics season.
- Jake is working with Butterfield School and the Rec Kids program to continue to grow athletic programs.
- Butterfield Dance Company participation continues to increase with some classes at capacity.
- Facility rentals are keeping Jake busy.
- Anne and Director Reiner had a very productive meeting with Butterfield School regarding enhancing the current cooperative agreement to the benefit of both parties.

UNFINISHED BUSINESS

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

NEW BUSINESS

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

MOTION TO ADJOURN

At 7:44 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 \_\_\_\_\_