



**MINUTES OF APRIL 15, 2021
MONTHLY BOARD MEETING**

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for April 15, 2021 took place in a Zoom Virtual Meeting platform. A notice was posted for the public to contact Mr. Michael Hixenbaugh, Executive Director, at mhixenbaugh@butterfieldpd.com to arrange to monitor or participate in the meeting.

The agenda for the meeting was posted as required by State statutes.

This action has been taken in compliance with the Governor's Disaster Proclamation of March 9, 2020 suspending the physical presence requirement under the Open Meetings Act and to limit the size of all public gatherings in Illinois.

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

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

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

APPROVAL OF AGENDA

Commissioner Berntsen made a motion to approve the Agenda for April 15, 2021; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Tovey commented that his family thoroughly enjoyed the district's Breakfast with the Bunny event. Commissioner Berntsen explained that the Foundation has resumed meetings and will be focusing on gaining fundraising momentum.

INTRODUCTIONS OF GUESTS AND STAFF

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

APPROVAL OF REGULAR MEETING MINUTES – March 11, 2021

Commissioner Berntsen made a motion to approve the Board meeting minutes of March 11, 2021; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF EXECUTIVE SESSION MEETING MINUTES – January 14, 2021

Commissioner Berntsen made a motion to approve the Executive Session meeting minutes of January 14, 2021; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – March 2021

Commissioner Berntsen made a motion to accept the March 2021 Financial Report; seconded by Commissioner Tovey.

Director Hixenbaugh explained that staff will be watching expenses closely as we near the end of the fiscal year.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List March 2021

Commissioner Berntsen made a motion to approve the Disbursements of March 2021; seconded by Commissioner Tovey.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

CONSTRUCTION PAYOUT #5

Commissioner Berntsen made a motion to approve the Construction Payout #5 seconded by Commissioner Tovey.

Director Reiner explained that the payout/reimbursement system is working as expected with one more payout expected.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Covid restrictions as they apply to aquatics will be followed and are subject to change.
- Hiring/HR paperwork process is ongoing.
- Confirmation of The Glen dedication date is pending.
- Swim meets will be held virtually this year.
- The 1-day flash sale was a huge success.
- Reminder: Economic Interest Statements are due on May 1.

b.) Capital Development/Special Projects Report

- The project is winding down with paving, landscaping, etc. scheduled to begin this week.
- The color coating of the tennis courts will be completed once the weather warms up consistently.
- Kensington burn went very well.

c.) Business and Communication Report

- Hiring/human resources paperwork is ongoing.
- Focus is on closing the month and the year.
- Intensive marketing efforts continue to encourage registration in all programs.

d.) Recreation Report

- Open interviews and paperwork processing day is scheduled for April 17.
- Breakfast with the Bunny event had 75 participants.
- All sessions of Camp Super Tot are at capacity except for Session V which has a few openings.
- Camp Connection continues to run smoothly.
- StarGuard training is scheduled. All guards are required to complete three-day training.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Berntsen made a motion to accept the Board Meeting Schedule 2021-2022 as presented; seconded by Commissioner Tovey.

Following a brief discussion, Commissioner Berntsen amended his motion to approve the Board Meeting Schedule 2021-2022 with a potential change of the September meeting date; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Board Elections and Committee Assignments 2021-2022

Commissioner Berntsen made a motion to appoint the 2021-2022 board officers as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Robbins and Schwartz as legal counsel with David Freeman as the lead contact; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to approve Michael Hixenbaugh as Executive Director, Board Recording/Assistant Secretary, and PDRMA Representative; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as our NEDSRA Board Representative and Anne Popek as our Alternative Representative; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh and Dr. Larry Reiner as the ADA compliance officers; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh, Dr. Larry Reiner, and Connie Murphy as the FOIA officers.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh and Dr. Larry Reiner as the OMA officers; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to approve the President's Chair Appointments as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to approve the President's Board Liaison Appointments as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 7:30 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Tovey.

Upon a roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____