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**MINUTES OF AUGUST 13, 2020  
MONTHLY BOARD MEETING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for August 13, 2020 took place in a Zoom Virtual Meeting platform. A notice was posted for the public to contact Mr. Larry Montgomery, President of the Board, at [larry.montgomery@gmail.com](mailto:larry.montgomery@gmail.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 6:32 p.m.

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

Staff Present: Executive Director Reiner, Superintendent of Recreation Anne Popek, and Administrative Coordinator Oona Kelly.

### APPROVAL OF AGENDA

Commissioner Tovey made a motion to approve the Agenda for August 13, 2020; seconded by Commissioner Saunderson.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

### INTRODUCTIONS OF GUESTS AND STAFF

David Freeman, Attorney and Michael Kryger, Butterfield Preservation Foundation

### APPROVAL OF REGULAR MEETING MINUTES – June 11, 2020

Commissioner Tovey made a motion to approve the Board meeting minutes of June 11, 2020; seconded by Commissioner Saunderson.

Upon voice vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## APPROVAL OF REGULAR MEETING MINUTES – July 15, 2020

Commissioner Saunderson made a motion to approve the Board meeting minutes of July 15, 2020; seconded by Commissioner Tovey.

Upon voice vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## COMMENTS AND COMMUNICATIONS

Director Reiner shared several communications including pictures of summer camp participants engaged in activities and board commissioner terms of office.

## TOPICS FROM THE FLOOR

There were no topics from the floor at this time.

## MONTHLY FINANCIAL REPORT – June 2020

Commissioner Tovey made a motion to accept the June 2020 Financial Report; seconded by Commissioner Saunderson.

There was no further discussion on the report at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## MONTHLY FINANCIAL REPORT – July 2020

Commissioner Tovey made a motion to accept the July 2020 Financial Report; seconded by Commissioner Saunderson.

There was no further discussion on the report at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List for June 2020

Commissioner Piotrowski made a motion to approve the Disbursements of June 2020; seconded by Commissioner Saunderson.

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

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List for July 2020

Commissioner Tovey made a motion to approve the Disbursements of July 2020; seconded by Commissioner Saunderson.

Director Reiner explained that some construction bills may need to be paid prior to the next meeting .

After a brief discussion, it was the unanimous consensus of the board to authorize the Director to pay those bills as necessary as they were already approved when the itemized project was previously approved by the board.

Upon roll call vote, the motion, including the authorization, passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## PRESIDENT AND COMMISSIONERS' COMMENTS

Director Reiner excused himself while a brief discussion ensued regarding his upcoming retirement.

## COMMITTEE REPORTS

There were no Committee Reports at this time.

At 7:15 p.m. Michael Hixenbaugh, director candidate, joined the meeting via Zoom.

## DIRECTOR'S AND OPERATIONS REPORT

### a.) Director's Administration Report

- The audit presentation has been moved to the September meeting.
- Additional grants have been submitted, but there has been little feedback yet.
- Butterfield Preservation Foundation has brought on two more board members and is planning some upcoming fundraising events.
- NEDSRA's golf outing has been cancelled and the Reach for the Stars night will be a virtual experience.
- The property tax dispute has been resolved and taxes paid by the district are being refunded.
- Construction has begun. A new schedule will be distributed when available.
- New IGAs have been signed with District 44 and Christ Church Butterfield allowing us to offer care for remote learning students.
- Restrictions by the golf course will change some aspects of the Golf Classic. All options are being explored.

### b.) Business and Communications Report

- There were no questions regarding this report.

### c.) Recreation Reports

- Camp is winding down this week. We will offer five days of Post Camp next week.
- District 89 schools resume next week along with our Rec Kids Program.
- We will be offering a new program, Camp Connection, in partnership with District 44 and Christ Church Butterfield for remote learning students.

### d.) Special Reports

1. Volunteer Manual has been sent to local high school coordinators.
2. The Covid Protocol document will be updated, as necessary.

**UNFINISHED BUSINESS**

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

**NEW BUSINESS**

- a.) Commissioner Saunderson made a motion to accept the Post Issuance Compliance Report as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

- b.) Commissioner Saunderson made a motion to approve the Personnel Policy Manual Updates as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

- c.) Commissioner Saunderson made a motion to approve the Synergy Soccer contract as presented; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

- d.) Approval of the Wintrust Bank agreement will be moved to the September meeting.

At 7:55 p.m. Commissioner Saunderson departed the meeting for a prior commitment.

- e.) Commissioner Piotrowski made a motion to approve and welcome Michael Hixenbaugh as the new Executive Director for the Butterfield Park District and to approve the 3-year renewable contract for Michael Hixenbaugh for the position of Executive Director of the Butterfield Park District as presented and to authorize Director Reiner to facilitate the signing of the contract; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Tovey, Berntsen, Piotrowski, and Montgomery)

NAYS: None

**MOTION TO ADJOURN**

At 8:02 p.m. Commissioner Tovey moved to adjourn; seconded by Commissioner Berntsen.

Upon a voice vote, the motion passed:

AYES: 4 (Commissioners Tovey, Berntsen, Piotrowski, and Montgomery)

NAYS: None

PRESIDENT \_\_\_\_\_

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