



MINUTES OF OCTOBER 14, 2021 MONTHLY BOARD MEETING

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for October 14, 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 P.A. 101-0640 and the Governor's Disaster Proclamation of July 23, 2021 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, Saunderson, Piotrowski, and Montgomery.

(Commissioner Berntsen 6:35 p.m.)

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 Saunderson made a motion to approve the Agenda for October 14, 2021; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

There were no comments at this time.

INTRODUCTIONS OF GUESTS AND STAFF

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

APPROVAL OF REGULAR MEETING MINUTES – August 19, 2021

Commissioner Saunderson made a motion to approve the Board meeting minutes of August 19, 2021; seconded by Commissioner Tovey.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List June 2021

Commissioner Piotrowski made a motion to approve the Disbursements of June 2021; 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

MONTHLY FINANCIAL REPORT – August 2021

Commissioner Saunderson made a motion to accept the August 2021 Financial Report; seconded by Commissioner Tovey.

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 August 2021

Commissioner Saunderson made a motion to approve the Disbursements of August 2021; seconded by Commissioner Tovey.

Director Hixenbaugh explained that the higher water bill was secondary to watering new grass and foliage in The Glen as well as additional watering at Hoffman. He also explained the expense and reimbursement process involved in the theft of one of the vehicle's catalytic converter.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – September 2021

Commissioner Saunderson made a motion to accept the September 2021 Financial Report; seconded by Commissioner Tovey.

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 September 2021

Commissioner Saunderson made a motion to approve the Disbursements of September 2021; seconded by Commissioner Berntsen.

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

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Aquatics did well despite COVID restrictions and ended the season close to breaking even financially.
- Some of the scheduled events at The Glen were canceled due to weather, but the inaugural season was very successful.
- Budget process is ongoing.
- Research continues regarding transitioning to a fully digital human resources and timeclock integrated system.
- Staff are working with the state on implementing a records management program.
- NEDSRA's Reach for the Stars night is November 10.

b.) Capital Development/Special Projects Report

- Punchlist items are being completed including replacement of the fountain's drains and liner.
- Dead evergreens will be replaced now as well as in the spring.
- Turf work continues.
- Fencing bids will be going out soon.
- Planning continues regarding demolition of the houses.
- Electrical work on the tennis courts is being addressed.
- Reimbursement from the state has been going well. OSLAD payment is pending.
- Staff are busy winterizing equipment.
- Vandalism has been addressed and appears to be slowing down.

c.) Recreation Report

- Summer was very successful.
- Craft Fair was very well attended.
- 2022-2023 Preschool Registration is gearing up.
- The last scheduled movie in the park is Saturday at Westfield.
- RecKids continues to see enrollment.
- October 30 is the Trunk or Treat event at The Glen

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Saunderson made a motion to approve the Year End Treasurer's Report; seconded by Commissioner Tovey.

Director Hixenbaugh explained that this is a county requirement for the purpose of transparency following the annual audit.

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 Bond and 2022-2023 Budget Timeline; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

c.) IAPD Credentials: Tabled until the November board meeting.

MOTION TO ADJOURN

At 7:43 p.m. Commissioner Tovey moved to adjourn; seconded by Commissioner Saunderson.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____