



---

**MINUTES OF APRIL 21, 2022  
MONTHLY BOARD MEETING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for April 21, 2022, 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](mailto: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 April 1, 2022, 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, Berntsen, Piotrowski, and Montgomery.

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

### APPROVAL OF AGENDA

Commissioner Tovey made a motion to approve the Agenda for April 21, 2022; seconded by Commissioner Saunderson.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

### PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Tovey commented that his family enjoyed their time at the Breakfast with the Bunny.

### INTRODUCTIONS OF GUESTS AND STAFF

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

### APPROVAL OF REGULAR MEETING MINUTES – February 10, 2022

Commissioner Saunderson made a motion to approve the Board meeting minutes of February 10, 2022; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

### APPROVAL OF REGULAR MEETING MINUTES – March 10, 2022

Commissioner Saunderson made a motion to approve the Board meeting minutes of March 10, 2022; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

### APPROVAL OF EXECUTIVE SESSION MEETING MINUTES – February 10, 2022

Commissioner Montgomery requested that approval of these minutes move to the May meeting to allow additional review.

### MONTHLY FINANCIAL REPORT – February 2022

Commissioner Saunderson made a motion to accept the February 2022 Financial Report; seconded by Commissioner Tovey.

Director Hixenbaugh explained that the ADA reimbursement has been received and highlighted the great financial success of the District's Early Childhood, Rec Kids, and General Programming so far this year.

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 February 2022

Commissioner Berntsen made a motion to approve the Disbursements of February 2022; seconded by Commissioner Saunderson.

Director Hixenbaugh outlined the body work expenses incurred by the District's truck.

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

- The 2022-2023 Special Funds budget was presented, and questions were answered for the board.
- The new Superintendent of Parks, Roger Behling, will join the district in May.
- The damage to The Glen turf and asphalt by Com Ed trucks will be rectified ASAP.
- Preliminary engineering work is complete for the leisure pool drain; permit and parts are ordered.

#### b.) Capital Development/Special Projects Report

- An update was given on legislative work regarding grants and funding for the master plan.

- A policy was presented regarding renaming parks and amenities. This will be discussed further at the next board meeting as the District already has a policy in place which will be reviewed.

c.) Recreation Report

- Preschool classes are full for next year.
- School is coming to an end and summer preparation and training are in full swing.
- Aquatics preparation is underway.
- Breakfast with the Bunny was successful.

## UNFINISHED BUSINESS

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

## NEW BUSINESS

- a.) Commissioner Piotrowski made a motion to approve the Board Meeting Schedule for Fiscal Year 2022-2023 as amended; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Annual Board Elections Appointments Fiscal Year 2022-2023

Commissioner Berntsen made a motion to appoint the 2022-2023 board officers as presented; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, 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 Piotrowski.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, 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 Piotrowski.

Upon roll call vote, the motion passed unanimously:

AYES: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, 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 Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the ADA compliance officer; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh and Connie Murphy as the FOIA officers; seconded by Commissioner Saunderson

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the OMA officer; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Berntsen made a motion to approve the President's Chair Appointments for Fiscal Year 2022-2023 as presented; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## MOTION TO ADJOURN

At 7:46 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

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