



**MINUTES OF JUNE 9, 2022
MONTHLY BOARD MEETING**

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for June 9, 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 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 May 27, 2022, suspending the physical presence requirement under the Open Meetings Act and to limit the size of all public gatherings in Illinois.

Commissioner Piotrowski called the meeting to order at 6:35 p.m.

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

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

APPROVAL OF AGENDA

Commissioner Saunderson made a motion to approve the Agenda for June 9, 2022; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Bernsten asked fellow commissioners if they would be interested in sponsoring a hole at the upcoming golf outing. All commissioners made a financial commitment to do so.

INTRODUCTIONS OF GUESTS AND STAFF

Paul Micheli, resident.

APPROVAL OF PUBLIC HEARING MEETING MINUTES – May 19, 2022

Commissioner Saunderson made a motion to approve the Public Hearing meeting minutes of May 19, 2022; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF REGULAR MEETING MINUTES – May 19, 2022

Commissioner Saunderson made a motion to approve the Board meeting minutes of May 19, 2022; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – May 2022

Commissioner Saunderson made a motion to accept the May 2022 Financial Report; seconded by Commissioner Berntsen.

Director Hixenbaugh clarified that the \$91,000 held back from the contractor until the project is complete is classified as a liability. He also highlighted the deferred revenue in the financial report.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List May 2022

Commissioner Saunderson made a motion to approve the Disbursements of May 2022; seconded by Commissioner Tovey.

Several expenses were highlighted including payment to Special T for camp and aquatics t-shirts, Star Guard lifeguard certification payment, and additional recruiting fees paid to Indeed.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- The audit will be complete this week.
- A list of autopay credit card charges was presented to the board for informational purposes.
- An event honoring former commissioner, Larry Montgomery, is being planned for June 16.
- The 2020 tax objection has been withdrawn.
- The IDOT project has been funded; further research is underway to clarify the district's responsibilities regarding this project.

b.) Capital Development/Special Projects Report

- OSLAD grant funds are still not released.
- Landscaping is being completed at The Glen and work continues to repair the fountain.
- A brief discussion ensued regarding the timing of the fence addition to The Glen.
- Memorial bench/trees will be installed as well as flags in the Veterans' Memorial area.

c.) Business and Communications Report

- Activity guide printing is done in house resulting in significant wear and tear on our copiers.
- Marketing efforts continue utilizing social media and focused marketing campaigns.
- The Reach monitor is not functioning. Discussions are taking place regarding whether our post Covid foot traffic warrants replacing this.
- Tax distribution has been received ahead of schedule.

d.) Recreation Report

- All camps are running successfully with most at capacity.
- Concerts are scheduled for next Thursday and Saturday.
- Pools are looking outstanding.

e.) Parks and Facilities Report

- Aquatics is up and running with the leisure pool drain work complete and in compliance.
- Research is underway into snow removal equipment.
- Sod repair at The Glen is complete.
- MKDS HVAC contract has been renewed.

UNFINISHED BUSINESS

- a.) Commissioner Saunderson made a motion to approve the Parks and Amenities Naming Policy as presented and amended; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner vacancy will be discussed in Executive Session.

NEW BUSINESS

- a.) Commissioner Saunderson made a motion to approve Resolution 22-6-1: A resolution authorizing the release of certain park district closed session minutes with no closed session minutes approved for release; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:56 p.m. Commissioner Saunderson made a motion to enter Executive Session for the purpose of Commissioner Vacancy discussion; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:43p.m. Commissioner Saunderson made a motion to resume the regular board meeting; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ACTION TO BE TAKEN FROM CLOSED SESSION

None.

MOTION TO ADJOURN

At 8:44 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Tovey.

Upon a roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____