



**MINUTES OF SEPTEMBER 15, 2022
MONTHLY BOARD MEETING**

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for September 15, 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 the Governor's Disaster Proclamation of August 19, 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 6:32 p.m.

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

Staff Present: Executive Director Michael 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 Berntsen made a motion to approve the Agenda for September 15, 2022; seconded by Commissioner Saunderson.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Berntsen thanked all involved for the successful and enjoyable golf outing as well as for the successful Family Fun Fest.

INTRODUCTIONS OF GUESTS AND STAFF

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

APPROVAL OF REGULAR MEETING MINUTES – August 11, 2022

Commissioner Saunderson made a motion to approve the Board meeting minutes of August 11, 2022; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – August 2022

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

Director Hixenbaugh explained that the final payment to Integral Construction for Glenbriar Phase II is on the agenda for board approval under unfinished business.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List August 2022

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

Director Hixenbaugh again highlighted the \$91,000 final payment to Integral Construction which is included in this month's disbursement report but has not been mailed yet pending board approval.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Trail information has been included for the board. At this time, the county has presented two possible options but has not made a decision. Again, the district supports the expansion of the trail, but does not support either of the possible options.
- NEDSRA Reach for the Stars is on November 9. The district would like to purchase a table. Director Hixenbaugh asked commissioners to please let him know if they would like to attend.
- The recommendation was made to not participate in the upcoming OSLAD cycle.
- The governor continues to extend the ability to meet via Zoom. The board has the option to meet in person if they desire.
- The recommendation was made to approve the final payment to Integral Construction.

b.) Capital Development/Special Projects Report

- The aquatics portion of the upcoming OSLAD grant cycle was clarified for the board, but at this time the district will not submit a grant application in 2023.
- A brief discussion ensued regarding the necessity to update the Master Plan.

c.) Business and Communications Report

- Targeted marketing efforts are on schedule and have been impactful.
- Tax distributions are on schedule.

- PDRMA health council meeting is on September 20. Information regarding 2023 offerings will be available after that time.

d.) Recreation Report

- All options for Polar Express event are at capacity.
- Preschool's first full week is running smoothly.
- Rec Kids enrollment is currently approximately 100 participants between both districts.
- Craft Fair is on Saturday and will include a concert and food trucks.

e.) Parks and Facilities Report

- Bobcat Skid Steer Loader is on the agenda under New Business for board approval.
- Green initiatives include the purchase of a battery-operated snow blower.
- Additional security has been added to the classrooms with the installation of deadbolt locks which will allow the teachers to secure the classrooms from the inside.

UNFINISHED BUSINESS

Commissioner Saunderson made a motion to approve the final payment of the Glenbriar II project to Integral Construction in the amount of \$91,000; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

NEW BUSINESS

Commissioner Saunderson made a motion to approve the Bobcat Skid Steer Loader quote in the amount of \$51,547.40 to Clark Equipment Company dba Bobcat Company; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:24 p.m. Commissioner Berntsen made a motion to enter Executive Session for the purpose of personnel; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:54 p.m. Commissioner Berntsen made a motion to resume the regular board meeting; seconded by Commissioner Saunderson .

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 9:00 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____