



MINUTES OF JANUARY 13, 2022 MONTHLY BOARD MEETING

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for January 13, 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 December 10, 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, Berntsen, and Montgomery.

(Commissioner Piotrowski 6:31 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 Berntsen made a motion to approve the Agenda for January 13, 2022; 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

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Saunderson expressed appreciation for everyone's willingness to meet via Zoom during these difficult Covid times.

INTRODUCTIONS OF GUESTS AND STAFF

David Freeman, attorney.

APPROVAL OF PUBLIC HEARING MINUTES – December 9, 2021

Commissioner Saunderson made a motion to approve the Public Hearing minutes of December 9, 2021; seconded by Commissioner Piotrowski.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF REGULAR BOARD MEETING MINUTES – December 9, 2021

Commissioner Saunderson made a motion to approve the Regular Board Meeting minutes of December 9, 2021; seconded by Commissioner Tovey.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – December 2021

Commissioner Saunderson made a motion to accept the December 2021 Financial Report; seconded by Commissioner Piotrowski.

Executive Director Hixenbaugh clarified various revenue items included in the Miscellaneous Account.

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 (December 2021)

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

Executive Director Hixenbaugh explained the transfer and payment process for the installment loan.

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

- Tax Levy Objection is being addressed and a response is being formulated by David Freeman and his team.
- At the moment the district plans to adhere to the 10-day isolation policy formerly recommended by the CDC regarding Covid related issues.
- HR system is moving forward and should be fully functional prior to the summer hiring rush.
- The district was awarded both PDRMA and StarGuard safety awards.
- The potential costs of the future development project were outlined. Executive Director Hixenbaugh suggested that additional community input may be advisable given the scope of the project.

b.) Capital Development/Special Projects Report

- OSLAD grant application is being completed for the new amenities and cannot include the destruction of the buildings.
- The Glen project will be completed in the spring either with the current contractor or outside vendors using the funds that have been held back.

c.) Business and Communications Report

- One part-time employee has been hired.
- Bond payments have been made.
- Credit card charges have decreased significantly.
- One additional tax payment was collected from a prior year.

d.) Recreation Report

- Polar Express and Winter Wonderland events were very successful.
- Summer planning, hiring, etc. are underway.
- Rec Kids and Preschool programs are running smoothly.
- Daddy Daughter Event is our next special event.

UNFINISHED BUSINESS

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

NEW BUSINESS

Commissioner Piotrowski made a motion to move the Review and Update of the Director of Capital Development's contract to the February board meeting agenda; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 7:39 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Tovey.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____