



## MINUTES OF FEBRUARY 10, 2022 MONTHLY BOARD MEETING

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for February 10, 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 January 7, 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, Berntsen, and Montgomery.

(Commissioner Piotrowski 6:31 p.m., Commissioner Saunderson 6:58 p.m.)

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

### APPROVAL OF AGENDA

Commissioner Tovey made a motion to approve the Agenda for February 10, 2022; seconded by Commissioner Berntsen.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

### INTRODUCTIONS OF GUESTS AND STAFF

Brittany Taft, Resident and Preschool Parent, and David Freeman, Attorney

### PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Montgomery shared that Tim Frakes, resident, has come across some very interesting old maps of the area including the park district. He said that he would try to get a copy for everyone to see.

## APPROVAL OF REGULAR MEETING MINUTES – January 13, 2022

Commissioner Tovey made a motion to approve the Board meeting minutes of January 13, 2022; seconded by Commissioner Berntsen.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

## MONTHLY FINANCIAL REPORT – January 2022

Commissioner Tovey made a motion to accept the January 2022 Financial Report; seconded by Commissioner Piotrowski.

Executive Director Hixenbaugh highlighted the second installment loan payment as well as the second NEDSRA payment. He also explained that the installment loan would be reclassified going forward to improve transparency.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List January 2022

Commissioner Tovey made a motion to approve the Disbursements of January 2022; seconded by Commissioner Piotrowski.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## DIRECTOR'S AND OPERATIONS REPORT

### a.) Director's Report

- COVID guidelines were updated according to the current CDC and IDPH guidelines.
- Brittany Taft asked for clarification about mask wearing in the preschool. Executive Director Hixenbaugh explained that the most recent changes do not apply to park districts at this time.
- Superintendent of Parks search continues with interviews being scheduled for the upcoming weeks.
- Miscellaneous Fund deposits were clarified as requested last month.
- IPRA conference, although scaled back, offered some quality sessions.

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

- Parks staff have been focused on snow removal.
- Legislative work continues.

### c.) Business and Communications Report

- The district's new part-time parks employee was a former preschool student.
- Bond payment was made on time.
- Tax payments are complete.

### d.) Recreation Report

- Daddy Daughter Dance was very well attended and very successful.

- Summer hiring is moving along. Next Open Interviews are scheduled for February 19.
- Preschool and Rec Kids programs continue to run smoothly.
- Preparation for the Dance Recital and Breakfast with the Bunny is underway.

## UNFINISHED BUSINESS

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

## NEW BUSINESS

- a.) Commissioner Piotrowski made a motion to accept the Amendments to the Election/Appointments made at the April 13, 2021 Board of Commissioners meeting appointing Michael Hixenbaugh, Executive Director, as the Treasurer and Chief Financial Compliance Officer; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:03 p.m. Commissioner Saunderson made a motion to enter Executive Session for the purpose of Personnel; seconded by Commissioner Piotrowski.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 9:30 p.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: 5 (Commissioners Tovey, Saunderson, Berntsen, Piotrowski, and Montgomery)

NAYS: None

## ACTION TO BE TAKEN FROM CLOSED SESSION

Commissioner Saunderson made a motion to approve Dr. Reiner's contract; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## MOTION TO ADJOURN

At 9:33 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

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