



**MINUTES OF APRIL 20, 2023
MONTHLY BOARD MEETING**

Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for April 20, 2023, 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 March 31, 2023, 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 6:31 p.m.

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

Staff Present: Executive Director Hixenbaugh, 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 April 20, 2023; seconded by Commissioner Tovey.

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 Piotrowski thanked everyone for their commitment and support during her tenure on the board.

INTRODUCTIONS OF GUESTS AND STAFF

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

APPROVAL OF REGULAR MEETING MINUTES - March 9, 2023

Commissioner Saunderson made a motion to approve the Board meeting minutes of March 9, 2023; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF SPECIAL MEETING MINUTES – March 30, 2023

Commissioner Saunderson made a motion to approve the Special Board meeting minutes of March 30, 2023; 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 – March 2023

Commissioner Saunderson made a motion to accept the March 2023 Financial Report; seconded by Commissioner Berntsen.

Highlighted for the Board: Deferred summer revenue and ADA inclusion reserve account.

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 March 2023

Commissioner Saunderson made a motion to approve the Disbursements of March 2023; seconded by Commissioner Berntsen.

Highlighted for the Board: Phone system replacement, grant funds interest payment, and pool pump repairs.

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

- Focus groups ongoing for community engagement.
- Asbestos abatement is scheduled to begin on Monday.
- Fence permitting underway.
- Bid opening for demolition scheduled.
- Cybersecurity test was level green.
- Per board consensus, deferred compensation plan will remain in budget with any action subject to board approval.

b.) Business and Communications Report

- Marketing focus on aquatics.
- Audit preparation underway.

c.) Recreation Report

- Breakfast with the Bunny event was very successful despite the weather.
- All summer camps are reaching capacity.
- Summer hiring continues.

d.) Parks and Facilities Report

- LED lighting upgrade.
- Montgomery Park burn went well.
- PDRMA incentive new format.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Saunderson made a motion to approve the Board Meeting Schedule for Fiscal Year 2023-2024; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Board Elections/Appointments for Fiscal Year 2023-2024 has been moved to the May meeting.

- c.) Commissioner Saunderson made a motion to approve Resolution #23-4-1: "A resolution adopting and authorizing the filing of a tentative annual budget and appropriation ordinance for Fiscal Year 2023-2024;" seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:18 p.m. Commissioner Saunderson made a motion to enter Executive Session for the purposes of personnel; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:38 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 Micheli, Saunderson, Tovey, Berntsen, and Piotrowski)

NAYS: None

Commissioner Piotrowski left the meeting at 8:41 p.m.

MOTION TO ADJOURN

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____