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**MINUTES OF MARCH 9, 2023  
MONTHLY BOARD MEETING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for March 9, 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](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 March 3, 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 Communication 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 March 9, 2023; 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

### INTRODUCTIONS OF GUESTS AND STAFF

Nicole Kozlowski, Principal from Lauterbach & Amen.

### BUDGET PRESENTATION, REVIEW AND DISCUSSION FY 2023-2024

Executive Director Hixenbaugh presented a detailed overview of the preliminary 2023-2024 budget including general funds and answered questions from the Board Members. Discussions took place regarding specific areas of interest or concern.

## APPROVAL OF REGULAR MEETING MINUTES – February 9, 2023

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## MONTHLY FINANCIAL REPORT – February 2023

Commissioner Saunderson made a motion to accept the February 2023 Financial Report; seconded by Commissioner Micheli.

Highlighted for the Board: SRA fund payment and deferred revenue.

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 February 2023

Commissioner Saunderson made a motion to approve the Disbursements of February 2023; seconded by Commissioner Micheli.

Highlighted for the board: NEDSRA, asbestos, and Montgomery Park signage payments as well as Hoffman Park fence repair including PDRMA reimbursement.

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

- Community engagement is underway with some focus groups already completed.
- Glenbriar III special meeting on March 30 for bid approval.
- Records disposal process moving forward.
- Legal bid notices published.

### b.) Business and Communication Report

- Summer marketing video presented to the board.

### c.) Recreation Report

- Staff attended several job fairs for summer recruitment.
- Summer camps are approaching capacity.
- New yoga and dance instructor is doing a great job.

### d.) Parks and Facilities Report

- Bobcat will be arriving soon.
- Playground maintenance training.
- New HVAC filter contract.
- Pool preparations.

UNFINISHED BUSINESS

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

NEW BUSINESS

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

MOTION TO ADJOURN

At 8:20 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

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