



**MINUTES OF FEBRUARY 8, 2024
MONTHLY BOARD MEETING**

Commissioner Saunderson called the meeting to order at 6:35 p.m.

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

Staff Present: Executive Director Hixenbaugh and Superintendent of Parks Behling.

Staff Via Zoom: Superintendent of Business and Communication Murphy, Superintendent of Recreation Popek and Administrative Coordinator Oona Kelly.

Commissioner Berntsen made a motion to approve Commissioner Menard's virtual attendance due to employment purposes; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF AGENDA

Commissioner Berntsen made a motion to approve the Agenda for February 8, 2024; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

None.

INTRODUCTIONS OF GUESTS AND STAFF

There were no guests present and no introductions at this time. Public Comments-Annexation Referendum-No public present.

APPROVAL OF REGULAR MEETING MINUTES – January 11, 2024

Commissioner Berntsen made a motion to approve the Board meeting minutes of January 11, 2024; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF SPECIAL MEETING MINUTES – January 24, 2024

Commissioner Berntsen made a motion to approve the Special Board meeting minutes of January 24, 2024; seconded by Commissioner Tovey.

Commissioner Tovey was not present and was removed from the roll call vote to adjourn.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – January 2024

Commissioner Berntsen made a motion to accept the January 2024 Financial Report; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List January 2024

Commissioner Berntsen made a motion to approve the Disbursements of January 2024; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR’S AND OPERATIONS REPORT

a.) Director’s Report

- Grant expenditure and reimbursement spreadsheet/project update.
- DCEO grant reimbursement expected shortly.

b.) Business and Communications Report

- Summer camp marketing was impactful.

c.) Recreation Report

- Summer hiring and interviews continue.
- Summer camps are at or near capacity.
- Breakfast with the Bunny March 23.
- Discussion regarding soliciting participant feedback.

d.) Parks and Facilities Report

- Snow removal.
- Tree line clearing.

- Water line repairs.
- GSA surplus program purchases.

UNFINISHED BUSINESS

- a.) The Ordinance regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District was tabled.
- b.) Discussion of Park Security was tabled. Commissioner Menard continues to make contacts.
- c.) Discussion of Surveillance Cameras was tabled.
- d.) Discussion of an Ordinance regulating the Issuance of Identification to the Commissioners of the Butterfield Park District was tabled.

NEW BUSINESS

- a.) Commissioner Berntsen made a motion to approve the contract for the construction of the Glenbriar III project to Abby Paving Company in the amount of \$922,360; seconded by Commissioner Tovey.

A discussion ensued regarding safety concerns and other issues involved in the OSLAD portion of the project. Subsequently, Commissioner Berntsen amended the motion to table the approval of the contract for construction of the Glenbriar III project to Abby Paving Company in the amount of \$922,360 until further information could be gathered and discussed; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner Berntsen made a motion to table the approval of the contract for Alternate #1 for the purchase and installation of a shade sail to Abby Paving Company in the amount of \$8,870; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Commissioner Berntsen made a motion to table the approval of the Glenbriar Fencing Project to Pro Fence II, Inc in the amount of \$38,209.30; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- d.) Commissioner Berntsen made a motion to table the approval of the Glenbriar Project lighting contract with Musco in the amount of \$99,800; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- e.) The Glenbriar Playhouse Proposal was discussed. Bids will be solicited, and the proposal will be on the agenda for approval at a later date.

MOTION TO ADJOURN

At 8:50 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Tovey.

Upon a roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____