



MINUTES OF APRIL 11, 2024 MONTHLY BOARD MEETING

Commissioner Saunderson called the meeting to order at 6:34 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 and Facilities 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 virtual meeting attendance – Commissioner Menard due to employment purposes.

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 April 11, 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

INTRODUCTIONS OF GUESTS AND STAFF

There were no guests present.

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

There were no president and commissioner comments and no public present for comments.

BUDGET PRESENTATION, REVIEW AND DISCUSSION

Executive Director Hixenbaugh presented a detailed overview of the preliminary 2024-2025 budget including general funds and answered questions from the Board Members. Discussions took place regarding specific areas of interest or concern. The final budget will be on the May meeting agenda for approval.

APPROVAL OF REGULAR MEETING MINUTES – March 14, 2024

Commissioner Berntsen made a motion to approve the Board meeting minutes of March 14, 2024; seconded by Commissioner Tovey. Subsequently, Commissioner Berntsen amended his motion to approve the revised meeting minutes of March 14, 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 – February 24, 2024

Commissioner Berntsen made a motion to approve the special meeting minutes of February 24, 2024; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – March 2024

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

Highlighted for the Board: Impact of vacant position and director's insurance and installation of LED lighting.

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 March 2024

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

There were no comments 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

- Grading work is scheduled.
- Abby Paving will begin project work in four weeks.
- Additional grants are still in the pipeline.

b.) Business and Communications Report

- Summer marketing complete.
- Monthly digital newsletter.
- Fall marketing preparation.
- Audit preparation.
- Wintrust account transfer process completed.
- Weekly enrollment report for recreation staff.
- New program offerings – self-defense.
- New IMRF staff member.
- Summer HR process.

c.) Recreation Report

- Open interviews continue for summer hiring.
- Summer camps are at or near capacity with registrations still being submitted.
- Breakfast with the Bunny was successful.
- Preschool cereal box kindness challenge and gardening project.

d.) Parks and Facilities Report

- LED lighting upgrades continue.
- Tennis court signage installed.
- Pesticide cabinet purchase from GSA surplus program.
- Pool chemical lines upgraded.
- Fire system inspections.

UNFINISHED BUSINESS

- a.) The Ordinance regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District - Commissioner Menard would like to get something in place prior to the start of the busy summer season.
- b.) Discussion of Park Security – tabled.
- c.) Discussion of Surveillance Cameras – tabled.
- d.) Discussion of an Ordinance regulating the Issuance of Identification to the Commissioners of the Butterfield Park District – tabled.

NEW BUSINESS

- a.) Commissioner Berntsen made a motion to approve Resolution #24-4-1: A resolution adopting and authorizing the filing of a tentative annual budget and appropriate ordinance for the Fiscal Year 2024-2025; 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 approve the Board Meeting Schedule Fiscal Year 2024-2025; seconded by Commissioner Tovey.

Notable: No July Meeting, October meeting during the third week due to potential conference attendance, and optional December meeting if needed .

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Board Elections/Appointments Fiscal Year 2024-2025

1. Board Elections

- a.) Commissioner Berntsen moved to appoint Commissioner Saunderson as President; seconded by Commissioner Tovey.
- b.) Commissioner Berntsen moved to appoint Commissioner Berntsen as Vice President; seconded by Commissioner Tovey.

- c.) Commissioner Berntsen moved to appoint Commissioner Tovey as Secretary; seconded by Commissioner Tovey, and Commissioner Berntsen moved to appoint Commissioner Micheli as Assistant Secretary; seconded by Commissioner Tovey.
- d.) Commissioner Berntsen moved to appoint Michael Hixenbaugh as Treasurer and Chief Financial Compliance Officer; seconded by Commissioner Tovey.
- e.) Commissioner Berntsen moved to appoint Commissioner Menard as Assistant Treasurer; seconded by Commissioner Tovey.

Upon roll call vote, all motions passed unanimously:

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

NAYS: None

2. Annual Appointments

- a.) Commissioner Berntsen made a motion to appoint the law firm of Tressler as legal counsel with Andrew Paine as the lead contact; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner Berntsen made a motion to approve Michael Hixenbaugh as Executive Director, Board Recording/Assistant Secretary, and PDRMA Representative; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as our NEDSRA Board Representative and Anne Popek as our Alternative Representative; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- d.) Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the ADA compliance officer; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- e.) Commissioner Berntsen made a motion to appoint Michael Hixenbaugh and Connie Murphy as the FOIA officers; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- f.) Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the OMA officer; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None.

3. President's Committee Chair Appointments for Fiscal Year 2024-2025

- a.) Commissioner Tovey made a motion to appoint Commissioner Menard as chair and Commissioner Micheli as member of the Park Development/Land Use/Fiscal Development Committee; seconded by Commissioner Berntsen.
- b.) Commissioner Tovey made a motion to appoint Commissioner Tovey as chair and Commissioner Micheli as member of the Policy and Legislation Committee; seconded by Commissioner Berntsen.
- c.) Commissioner Tovey made a motion to appoint Commissioner Saunderson as chair and Commissioner Micheli and Menard as members of the Recreation Committee; seconded by Commissioner Berntsen.
- d.) Commissioner Tovey made a motion to appoint Commissioner Micheli as chair and Commissioner Tovey as member of the Public Relations Committee; seconded by Commissioner Berntsen.
- e.) Commissioner Tovey made a motion to appoint Commissioner Berntsen as chair of the Finance Committee; seconded by Commissioner Berntsen.
- f.) Commissioner Tovey made a motion to appoint Commissioner Saunderson as chair of the Personnel Committee; seconded by Commissioner Berntsen.
- g.) Commissioner Tovey made a motion to appoint Michael Hixenbaugh and Andrew Paine as the Ethics Advisors; seconded by Commissioner Berntsen.
- h.) Commissioner Tovey made a motion to appoint Commissioner Tovey and Commissioner Berntsen as the IAPD key contacts; seconded by Commissioner Berntsen.

Upon roll call vote, all motions passed unanimously:

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

NAYS: None.

4. Park Board Liaison Appointments

- a.) Commissioner Micheli made a motion to appoint Commissioner Berntsen as the Liaison Officer to the Butterfield Preservation Foundation; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None.

- b.) Village Board Liaison will be appointed as needed.
- c.) County Plan Commissioner Liaison will be appointed as needed.
- d.) Commissioner Berntsen made a motion to appoint all Commissioners as Homeowners Association Liaisons; seconded by Commissioner Tovey.

Director Hixenbaugh will compile a list of contacts in the various neighborhoods to assist in this effort.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None.

e.) Community Environmental Liaison will be appointed as needed.

At 7:43 p.m. Commissioner Berntsen made a motion to enter into Executive Session for the purposes of personnel; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:57pm Commissioner Berntsen made the motion to resume the regularly scheduled meeting; seconded by Commissioner Tovey.

ACTION TO BE TAKEN FROM CLOSED MEETING-None Taken.

MOTION TO ADJOURN

At 7:58 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 _____