



MINUTES OF JUNE 13, 2024 REGULAR BOARD MEETING

Commissioner Saunderson called the regular board meeting to order at 6:33 p.m.

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

Staff Present: Executive Director Hixenbaugh and Superintendent Behling.

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

APPROVAL OF AGENDA

Commissioner Menard made a motion to approve the Agenda for June 13, 2024; seconded by Commissioner Tovey.

Commissioner Menard withdrew his motion to approve the Agenda and made a new motion to approve the amended Agenda for June 13, 2024 which included approval of minutes for Public Hearing of May 9, 2024, Special Board meeting of April 5, 2024, Executive Session Minutes of April 11, 2024, and Regular Board meeting of May 9, 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 and no public comments.

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

No President, commissioner, or public comments.

APPROVAL OF PUBLIC HEARING MEETING MINUTES – May 9, 2024

Commissioner Menard made a motion to approve the Public Hearing meeting minutes of May 9, 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 – April 5, 2024

Commissioner Menard made a motion to approve the special meeting minutes of April 5, 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 EXECUTIVE SESSION MINUTES – April 11, 2024

Commissioner Menard made a motion to approve the executive session minutes of April 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 REGULAR BOARD MEETING MINUTES – MAY 9, 2024

Commissioner Menard made a motion to approve the regular board meeting minutes of May 9, 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 – May 2024

Commissioner Menard made a motion to accept the April 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 May 2024

Commissioner Tovey made a motion to approve the Disbursements of April 2024; seconded by Commissioner Menard.

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 2023-2024 YEAR END TRANSFERS

Commissioner Menard made a motion to approve the 2023-2024 Year End Transfers; seconded by Commissioner Tovey.

Director Hixenbaugh explained that this is an annual process allowing the district to transfer sums from specific funds for use on capital projects.

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

- Permits have been approved. Work should begin next week.
- The district did not qualify for the IDNR tree planting program. We will continue to check back to see if the standards change.
- NEDSRA event on November 1.

b.) Business and Communications Report

- 1-2 social media posts per day.
- Summer marketing – aquatics, tennis, and general summer programs.
- Fall marketing fliers have been distributed to staff.
- 130 summer staff hired.
- Audit field work scheduled.
- Interest with new bank - \$5000 per month.

c.) Recreation Report

- Summer camps are up and running.
- Two of the four home swim meets are complete.
- Summer activities are in full force.

d.) Parks and Facilities Report

- Glen bathroom issues have been addressed and both bathrooms are functional.
- The pools are running great and are benefitting from additional weekly cleaning.
- The mushroom was repaired in house.
- Tree removal is complete. Trunk rings were salvaged.
- New edger tool will keep plant beds sharp.
- Additional research regarding motorized mowing. Potential demonstration.

e.) Building, Grounds & Safety Committee Report (Commissioner Menard presented)

- Weeds discussion.
- Horticultural notes.
- New plantings.
- Sprinkler system and adjustments for flower beds.
- Playhouse and greenhouse locations with projects to come before the board.
- Building access tags.
- Motorcycles and bikes in the parks.
- Speeding and parking– patrons encouraged to park in the lot.
- Amplified music.
- Golf course fence.
- Facility items – door
- Front door planter.

UNFINISHED BUSINESS

- a.) The Ordinance regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District – tabled.

- b.) Discussion of Park Security – Commissioner Menard is still making contacts and researching, and Director Hixenbaugh will work with the district’s attorney to outline county enforcement – tabled.
- c.) Discussion of Surveillance Cameras – good quality cameras - tabled.
- d.) Discussion of an Ordinance regulating the Issuance of Identification to the Commissioners of the Butterfield Park District – No update for the board yet - tabled.

NEW BUSINESS

There was no new business to discuss.

At 7:19 p.m. Commissioner Menard made a motion to enter Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and the discussion of minutes of meetings lawfully closed pursuant of 5ILCS 120/2 (c) (1) and (21) of the Open Meetings Act; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

- AYES: 5 (Commissioners Menard, Micheli, Tovey, Berntsen, and Saunderson)
- NAYS: None

At p.m. Commissioner made a motion to resume the regular board meeting; seconded by Commissioner .

Upon roll call vote, the motion passed unanimously:

- AYES: 5 (Commissioners Menard, Micheli, Tovey, Berntsen, and Saunderson)
- NAYS: None

ACTION TO BE TAKEN FROM CLOSED MEETING

MOTION TO ADJOURN

At p.m. Commissioner moved to adjourn; seconded by Commissioner .

Upon a roll call vote, the motion passed:

- AYES: 5 (Commissioners Menard, Micheli, Tovey, Berntsen, and Saunderson)
- NAYS: None

PRESIDENT _____

BOARD SECRETARY _____