



MINUTES OF OCTOBER 17, 2024 REGULAR BOARD MEETING

Commissioner Saunderson called the regular board meeting to order at 6:32 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: Administrative Coordinator Kelly.

Commissioner Berntsen made a motion to approve virtual meeting attendance for Commissioner Menard 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 October 17, 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

Joe Laudont, Lauterbach & Amen

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

There were no commissioner comments and no public present.

PRESENTATION OF 2023-2024 AUDIT

Joe Laudont from Lauterbach & Amen highlighted aspects of the independent Audit and the Comprehensive Financial Report performed by Lauterbach & Amen including SAS 114 letter, Annual Report, IMRF fund status, and Management Letter, and answered questions from the Commissioners.

APPROVAL OF REGULAR BOARD MEETING MINUTES – September 12, 2024

Commissioner Berntsen made a motion to approve the regular meeting minutes of September 12, 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 MEETING MINUTES – September 12, 2024

Tabled until next meeting.

MONTHLY FINANCIAL REPORT – September 2024

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

Highlighted for the Board: FY revenue so far and interest earning.

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 September 2024

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

Highlighted for the Board: Lighting, OSLAD, and security camera expenses. Commissioner Saunderson expressed concern regarding the concrete at Glenbriar III, and Commissioner Menard questioned the replacement of damaged plants due to construction. The board was assured that any problems will be addressed on the punch list.

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

- DCEO grant reimbursement request submitted.
- Project may require an additional extension request depending on weather.
- Conduct ordinance draft on agenda for discussion.
- Exploring roof options.
- Waterline tap on agenda for approval.
- Golf Classic was very successful and profitable.
- Scope and details of the Tree Ordinance were clarified.

7:13p.m. Superintendent Popek joined via Zoom.

b.) Business and Communications Report

- Insurance information.
- Winter/spring marketing and guide production.

c.) Recreation Report

- Fall Fest was a tremendous success with 93 participants and great weather.

- Polar preparations continue.
- Preschool Food Drive.
- Adult casino trips.
- Youth programs running. Crochet Club is extremely popular.
- Teen and Adult programs offered at the church.

d.) Parks and Facilities Report

- GSA surplus – indoor cameras for the garage.
- Irrigation project going very well, almost complete.
- Utility vehicle plow installed.
- Winterizing, mum and bulb planting, sports field winter prep, and pickleball camera up and running.
- Commissioner Menard – potential future indoor cameras.

e.) Committee Report

None at this time.

UNFINISHED BUSINESS

- a.) The Ordinance regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District - Good base draft; nonapplicable items will be removed - tabled.
- 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 the 2023-2024 Audit; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

- b.) Commissioner Berntsen made a motion to approve the Year-End Treasurer's Report; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

- c.) Commissioner Berntsen made a motion to approve the Glenbriar III change order #24-4567 for installation of water tap to Abby Paving in the amount of \$42,427 which is germane to the original contract and in the best interest of the Park District; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

- d.) Commissioner Berntsen made a motion to approve Ordinance #24-10-1: An Ordinance authorizing the preservation of trees owned by the Butterfield Park District; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

- e.) Commissioner Berntsen made a motion to approve the Bond and Budget Timeline FY 2025-2026; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

MOTION TO ADJOURN

At 7:50 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____