



MINUTES OF MARCH 20, 2025 REGULAR BOARD MEETING

Commissioner Saunderson called the regular board meeting to order at 6:31 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 Recreation Popek and Administrative Coordinator Kelly.

APPROVAL OF AGENDA

Commissioner Menard made a motion to approve the Agenda for March 20, 2025; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

Mark Poncer, Interlake Corporation

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

There were no commissioner comments and no public present.

APPROVAL OF REGULAR BOARD MEETING MINUTES – February 13, 2025

Commissioner Menard made a motion to approve the regular meeting minutes of February 13, 2025; seconded by Commissioner Tovey.

After a brief discussion, Commissioners Menard and Tovey rescinded the motion to approve the minutes of February 13, 2025. The revised minutes will be on the April agenda for approval.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF EXECUTIVE SESSION MINUTES – February 13, 2025

Commissioner Menard made a motion to approve the executive session minutes of February 13, 2025; 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 – February 2025

Commissioner Menard made a motion to accept the February 2025 Financial Report; seconded by Commissioner Tovey.

Highlighted for the Board: The last SRA payment has been made; excess funds are expected to be refunded in April.

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 February 2025

Commissioner Menard made a motion to approve the Disbursements of February 2025; seconded by Commissioner Tovey.

Highlighted for the Board: Construction payment #6.

Upon roll call vote, the motion passed unanimously:

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

At 6:38pm, attorney Andrew Payne, joined the meeting via Zoom.

DIRECTOR’S AND OPERATIONS REPORT

a.) Director’s Report

- Finishing items (fence, striping, nets, etc.) will be completed as weather permits.
- Roof project will be getting underway.

b.) Business and Communications Report

- Marketing responsibilities are being transitioned to Danielle Scarpiniti. A summary report for the board is forthcoming.
- Parks full-time position has been filled.

c.) Recreation Report

- Summer hiring continues and training is underway.
- Breakfast with the Bunny on April 12.
- Camp registrations continue to come in. All camps are at or near capacity.
- Commissioner Saunderson is enjoying the Sit and Fit class.

d.) Parks and Facilities Report

- GSA Surplus: solar security camera, air compressor, and welder.
- Pool valve project is almost complete.
- ADA lift approval expected at the end of March with potential April installation.
- Stump grinding.
- Preliminary roof meeting went well.

e.) Committee Report

- Pool and Rec Committee meeting to be scheduled.
- Commissioner Saunderson asked that all commissioners take some time to walk the parks and provide feedback.

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 - 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 Menard made a motion to approve the agreement for the removal of invasive species at Brentwood Park from Home Tree Service in the amount of \$33,600; seconded by Commissioner Tovey.

Details of the agreement including exclusions were clarified for the board.

Upon roll call vote, the motion passed:

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

NAYS: 0

At 7:06 p.m. Commissioner Menard made a motion to enter into Executive Session to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to section 5ILCS 120/2 (C) (6) of the Open Meetings Act; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: 0

At 7:40 p.m. Commissioner Berntsen made a motion to resume the regular board meeting; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

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

NAYS: 0

APPROVAL OF EASEMENT REQUEST – IL AMERICAN WATER

Commissioner Saunderson stated that she appreciated the work of IL American Water and that the park district looked forward to working with them. She stated that there were two points of clarification that were needed. One is a diagram depicting the location of the requested easement and the other involved additional safety protections. She further stated that our attorney would be reaching out with the details.

MOTION TO ADJOURN

At 7:43 p.m. Commissioner Menard moved to adjourn; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____