



**MINUTES OF MAY 11, 2023
PUBLIC HEARING**

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

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

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

Staff Present via Zoom: Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Anne Popek, and Administrative Coordinator Oona Kelly.

Budget and Appropriation Ordinance for Fiscal Year 2023-2024

Board Vice President Berntsen declared the Budget and Appropriation Public Hearing opened and read aloud the Budget and Appropriation Ordinance to those in attendance.

Board Vice President Berntsen asked if there was any further discussion or business for the Public Hearing. There being none, Vice President Berntsen asked for a Motion to Adjourn.

MOTION TO ADJOURN

At 6:37 p.m. Commissioner Tovey moved to adjourn the Public Hearing; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed:

AYES: 4 (Commissioner Micheli, Tovey, Saunderson, and Berntsen.

NAYS: 0

ABSTAIN: Commissioner Menard

PRESIDENT _____

BOARD SECRETARY _____

**MINUTES OF MAY 11, 2023
REGULAR BOARD HEARING**

Commissioner Berntsen called the meeting to order at 6:38 p.m.

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

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

Staff Present via Zoom: Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Anne Popek, and Administrative Coordinator Oona Kelly.

APPROVAL OF AGENDA

Commissioner Sauderson made a motion to approve the Agenda for May 11, 2023; seconded by Commissioner Micheli.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ABSTAIN: Commissioner Menard

INTRODUCTIONS OF GUESTS AND STAFF

Chuck Menard, resident.

APPROVAL OF ELECTION CANVAS

Commissioner Sauderson made a motion to accept the DuPage County 2023 park board election canvas; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ABSTAIN: Commissioner Menard

ADMINISTRATION OF OATH OF OFFICE OF NEWLY ELECTED COMMISSIONERS

Commissioner Tovey administered the Oath of Office to newly elected Commissioner Micheli and Menard.

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Berntsen congratulated the new commissioners on the election results. Commissioner Menard expressed interest in updating several of the District's policies which have become antiquated and in need of review.

APPROVAL OF REGULAR MEETING MINUTES – April 20, 2023

Commissioner Saunderson made a motion to approve the Board meeting minutes of April 20, 2023; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ABSTAIN: 1 (Commissioner Menard)

APPROVAL OF EXECUTIVE SESSION MINUTES – April 20, 2023

Commissioner Saunderson made a motion to approve the Executive Session meeting minutes of April 20, 2023; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

ABSTAIN: 1 (Commissioner Menard)

MONTHLY FINANCIAL REPORT – April 2023

Commissioner Saunderson made a motion to accept the April 2023 Financial Report; seconded by Commissioner Tovey.

There was no further discussion on the report at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List April 2023

Commissioner Saunderson made a motion to approve the Disbursements of April 2023; seconded by Commissioner Tovey.

Highlighted for the Board: Bobcat payment and expenses to update the aquatics fencing.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Asbestos removal nearing completion.
- Records disposal application approved.
- Capital Asset Policy is being adopted per auditors' recommendations and guidelines.
- Community outreach continues.

b.) Business and Communications Report

- Marketing efforts continue to employ regular use of Facebook.
- Fall marketing and website updates continue.
- No tax distributions have been received.
- Audit preparation continues.

c.) Recreation Report

- Summer orientation/training underway.
- Camp preparation continues.
- Preschool and Rec Kids are winding down for the year.
- New aquatics programming in place.

d.) Parks and Facilities Report

- Pool readiness continues. Repairs are up to code.
- Fencing has been updated with panic bars/alarms.
- Park maintenance continues along with baseball field preparations.

UNFINISHED BUSINESS

Board Elections/Appointments for Fiscal Year 2023-2024

Commissioner Saunderson made a motion to take action on Sections A and B at this time; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

A. Annual Appointments

1. Commissioner Berntsen moved to appoint Commissioner Saunderson as President; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

2. Commissioner Saunderson moved to appoint Commissioner Berntsen as Vice President; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

3. Commissioner Berntsen moved to appoint Commissioner Tovey as Secretary; seconded by Commissioner Micheli, and Commissioner Saunderson moved to appoint Commissioner Micheli as Assistant Secretary; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

4. Commissioner Berntsen moved to appoint Michael Hixenbaugh as Treasurer and Chief Financial Compliance Officer; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

5. Commissioner Berntsen moved to appoint Commissioner Menard as Assistant Treasurer; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

B. Annual Appointments.

1. Commissioner Berntsen made a motion to appoint Robbins and Schwartz as legal counsel with David Freeman as the lead contact; seconded by Commissioner Saunderson

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

3. Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as our NEDSRA Board Representative and Anne Popek as our Alternative Representative; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

4. Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the ADA compliance officer; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

5. Commissioner Berntsen made a motion to appoint Michael Hixenbaugh and Connie Murphy as the FOIA officers; seconded by Commissioner Menard.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

6. Commissioner Berntsen made a motion to appoint Michael Hixenbaugh as the OMA officer; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None.

NEW BUSINESS

- a.) Commissioner Saunderson made a motion to approve Ordinance 23-5-1: "An Ordinance adopting a combined annual budget and appropriating such sums of money for the corporate and recreational program purposes of the Butterfield Park District, DuPage County, State of Illinois for the year beginning May 1, 2023, and ending April 30, 2024;" 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 Saunderson made a motion to approve Resolution 23-5-1: "A Resolution to establish a Decennial Committee on Local Government Efficiency as requested by Public Act 102-1088;" seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Commission Saunderson moved to approve Resolution #23-5-2: "A Resolution to approve the appointment of Michele Piotrowski and Shane Askin, community members, to serve on the Butterfield Park District Decennial Committee on Local Government Efficiency; 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 Saunderson moved to approve the Butterfield Park District Capital Asset Policy as presented; 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 Menard moved to approve the bid for Arkana, Inc. in the amount of \$95,000 for the demolition of buildings for the Glenbriar III project; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- f.) Commissioner Saunderson moved to approve the invoice from Upland Design in the amount of \$22,761.86 for the Glenbriar Phase III Park Development Project and DCEO Grant; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 7:25 p.m. Commissioner Menard moved to adjourn; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____