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**MINUTES OF DECEMBER 8, 2022  
MONTHLY BOARD MEETING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for December 8, 2022, took place in a Zoom Virtual Meeting platform. A notice was posted for the public to contact Mr. Michael Hixenbaugh, Executive Director, at [mhixenbaugh@butterfieldpd.com](mailto:mhixenbaugh@butterfieldpd.com) to arrange to monitor or participate in the meeting.**

**The agenda for the meeting was posted as required by State statutes.**

**This action has been taken in compliance with P.A. 101-0640 and the Governor's Disaster Proclamation of November 10, 2022, suspending the physical presence requirement under the Open Meetings Act and to limit the size of all public gatherings in Illinois.**

Commissioner Piotrowski called the meeting to order at 6:30 p.m.

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

Staff Present: Executive Director Hixenbaugh, Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Anne Popek, Superintendent of Parks & Facilities Roger Behling, and Corporate Counsel David Freeman.

**APPROVAL OF AGENDA**

Commissioner Saunderson made a motion to approve the Agenda for December 8, 2022; seconded by Commissioner Berntsen.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

**PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS**

There were no comments at this time.

**INTRODUCTIONS OF GUESTS AND STAFF**

There were no guests present and no introductions at this time.

**APPROVAL OF REGULAR MEETING MINUTES – November 10, 2022**

Commissioner Saunderson made a motion to approve the Regular Board meeting minutes of November 10, 2022; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF EXECUTIVE SESSION MEETING MINUTES – November 10, 2022

Commissioner Saunderson made a motion to approve the Regular Board meeting minutes of November 10, 2022; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF MONTHLY FINANCIAL REPORT – November 2022

Commissioner Saunderson made a motion to accept the October 2022 Financial Report; seconded by Commissioner Berntsen.

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF DISBURSEMENTS REPORT- November 2022

Commissioner Saunderson made a motion to approve the Disbursements of November 2022 ; seconded by Commissioner Berntsen.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## OPERATIONS REPORTS

### a.) Director's Report

- Items for later approval in the Agenda: Midwest Environmental Contract, Upland Design Contract and approval of Tax Levy Ordinance.

### b.) Business and Communications Report

- Marketing Summer 2023 Programs.
- Debt Service Payments-mid-month payables.
- IMRF-rate was reduced from 9.75 to 9.31.
- 2023 Health Insurance Completed.

### c.) Recreation Report

- Polar Express was a success with 256 participants.
- Preschool Holiday Celebrations/Kindness Initiative-Toys for Tots.
- Winter Break Camps 12/9-1/9/23
- Wintery Wonderland Event will feature live reindeer this year. This was made possible though the support of the Butterfield Preservation Foundation.

### d.) Parks & Facilities Report

- Hoffman Park Tennis Court Fence Scheduled for Repairs.
- Montgomery Park Signs Ordered
- Completed Christmas Lights and Displays for Wintery Wonderland.

## UNFINISHED BUSINESS

There was no Unfinished Business to be discussed at this time.

## NEW BUSINESS

Approval of Tax Levy Ordinance #22-12-1: An ORDINANCE determining the amounts of money exclusive of levies for debt service and elections costs estimated to be necessary to be raised by taxation pursuant to the proposed levy of the Butterfield Park District for the Fiscal Year beginning May 1, 2023, and ending April 20, 2024

Commissioner Saunderson made a motion to approve Ordinance #22-12-1; seconded by Commissioner Berntsen.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Approval of Annual Abatement Ordinance #22-12-2: An ORDINANCE abating the tax hereto levies for the year 2022 to pay the principal and interest on \$1,363,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020, of the Butterfield Park District, DuPage County, Illinois.

Commissioner Saunderson made a motion to approve Ordinance # 22-12-2; seconded by Commissioner Berntsen.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Approval of contract with Upland Design for the Glenbriar Park Phase III OSLAD Grant Development in the amount of \$88,200.

Commissioner Saunderson made a motion to approve the contract with Upland Design; seconded by Commissioner Berntsen.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Approval of contract from Midwest Environmental to conduct NESHAP Asbestos Surveys in the buildings located on the site of the Glenbriar III construction project in the amount of \$7,110.

Commissioner Saunderson made a motion to approve the contract with Midwest Environmental ; seconded by Commissioner Berntsen.

There was no further discussion on this item at this time.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

EXECUTIVE SESSION-The Board did not find reason to meet in Executive Session.

Actions to be taken from Closed Meeting-No actions were taken.

MOTION TO ADJOURN

At 7:02 p.m. Commissioner Saunderson moved to adjourn; seconded by Commissioner Berntsen.

Upon a roll call vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

BOARD SECRETARY \_\_\_\_\_