



**MINUTES OF JUNE 8, 2023
MONTHLY BOARD MEETING**

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

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

Staff Present: Executive Director Hixenbaugh, Superintendent of Recreation Anne Popek, and Superintendent of Parks Roger Behling

Staff via Zoom: Superintendent of Business and Communication Connie Murphy and Administrative Coordinator Oona Kelly

Commissioner Tovey made a motion to allow Commissioners Saunderson and Menard to attend the meeting remotely; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:
AYES: 3 (Commissioners Micheli, Tovey, and Berntsen)
NAYS: None

APPROVAL OF AGENDA

Commissioner Tovey made a motion to approve the Agenda for June 8, 2023; seconded by Commissioner Micheli.

There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:
AYES: 5 (Commissioners Menard, Micheli, Tovey, Saunderson, and Berntsen)
NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

There were no comments at this time.

INTRODUCTIONS OF GUESTS AND STAFF

Andrew Paine, attorney.

Recognition of Michele Piotrowski is deferred to a later date.

APPROVAL OF PUBLIC MEETING MINUTES – May 11, 2023

Commissioner Tovey made a motion to approve the public meeting minutes of May 11, 2023; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:
AYES: 5 (Commissioners Menard, Micheli, Tovey, Saunderson, and Berntsen)
NAYS: None

APPROVAL OF REGULAR MEETING MINUTES – May 11, 2023

Commissioner Tovey made a motion to approve the regular meeting minutes of May 11, 2023; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – May 2023

Commissioner Tovey made a motion to accept the May 2023 Financial Report; seconded by Commissioner Micheli.

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 May 2023

Commissioner Tovey made a motion to approve the Disbursements of May 2023; seconded by Commissioner Micheli.

Highlighted for the board: Upland Design reimbursable payment for Glenbriar Phase III and pool expenses related to the dive well drain and pump.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

2022-2023 YEAR END TRANSFERS

Commissioner Tovey made a motion to accept the 2022-2023 year end transfers; seconded by Commissioner Micheli.

Year end special fund transfers were explained.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

2022-2023 YEAR END FINANCIAL REPORT

Commissioner Tovey made a motion to accept the 2022-2023 Year End Financial Report; seconded by Commissioner Micheli.

Fund balances were highlighted reflecting year end transfers.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Asbestos removal is complete.
- Fencing has been ordered.
- Awaiting demolition permits.
- IDOT agreement will be discussed later on the agenda.

b.) Business and Communications Report

- Interest bond payments.
- Wintrust loan.
- Tax distribution received.
- Audit is nearing completion.
- Report of two year program revenue comparison.

c.) Recreation Report

- All camps are underway and running smoothly.
- The first swim meet went well.

d.) Parks and Facilities Report

- Pools are up and running.
- Weed control.
- Issues with garbage at the Glenbriar Pavilion have been addressed.

UNFINISHED BUSINESS

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

NEW BUSINESS

- a.) Commissioner Tovey made a motion to approve Ordinance 23-6-1: An Ordinance annexing certain property to the Butterfield Park District, DuPage County, Illinois, pursuant to 70 ILCS 1205/3-2; seconded by Commissioner Micheli.

Andrew Paine explained the annexation process and answered Board members questions.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner Tovey made a motion to approve the Letter of Understanding with the State of Illinois Department of Transportation Contract 60P75-IL Route 56; seconded by Commissioner Micheli.

A brief discussion ensued regarding the Park District's responsibilities and authority concerning the project.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Commissioner Tovey made a motion to approve the Upland Design invoice in the amount of \$15,429.66 for the Glenbriar Phase III OSLAD grant development project; seconded by Commissioner Micheli.

Director Hixenbaugh explained that this expense is reimbursable.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:07 p.m. Commissioner Tovey moved to enter into Closed Session for the purposes of discussing issues related to the purchase or lease of real property for the use of the park district pursuant to section 5ILCS 120/2 (c) (5) of the Open Meetings Act; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 8:35pm Commissioner Tovey moved to resume the regular board meeting; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

At 8:36 p.m. Commissioner Tovey moved to adjourn; seconded by Commissioner Micheli.

Upon a voice vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____