



**BUTTERFIELD PARK DISTRICT
REGULAR BOARD MEETING
LOCATION: Rec and Aquatic Center ROOM: 3
DECEMBER 11, 2025**

President Saunderson called the meeting to order at 6:30 p.m.

Upon roll call the following commissioners were present: President Saunderson, Commissioners Menard, Micheli, Cosenza.

Staff Present: Executive Director Jack Savage, Superintendent of Parks & Facilities Roger Behling and Administrative Coordinator Oona Kelly.

APPROVAL OF AGENDA

Commissioner Menard made a motion to approve the Agenda for December 11, 2025; seconded by Commissioner Micheli.

Discussion: No further discussion.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

Executive Director Jack Savage introduced staff members present at the meeting; Oona Kelley, Roger Behling and Gail Conway, Consultant. No guests were present.

COMMENTS AND COMMUNICATIONS

Commissioner comments: None

Public comments: None

APPROVAL OF REGULAR MEETING MINUTES NOVEMBER 13, 2025

Commissioner Menard made a motion to approve the Board Meeting minutes of November 13, 2025 pending correction of the meeting date from November 14, 2025 to November 13, 2025. Seconded by Commissioner Micheli.

Discussion: There was no discussion at this time.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

APPROVAL OF REGULAR SESSION MEETING MINUTES SEPTEMBER 11, 2025 AND OCTOBER 9, 2025

Commissioner Cosenza made a motion to table the September 11, 2025 and October 9, 2025 regular Board Meeting minutes. Seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

APPROVAL OF CLOSED SESSION MEETING MINUTES JULY 9, 2025, JULY 24, 2025, JULY 30, 2025, AUGUST 6, 2025, SEPTEMBER 10, 2025, SEPTEMBER 11, 2025, SEPTEMBER 24, 2025, OCTOBER 9, 2025 AND OCTOBER 29, 2025

Commissioner Menard made a motion to table July 9, 2025, July 24, 2025, July 30, 2025, August 6, 2025, September 10, 2025, September 11 2025, September 24, 2025, October 9, 2025 and October 29, 2025. Seconded by Commissioner Micheli.

Discussion was held regarding remaining meeting minutes (July through October 2025), which were noted to contain significant errors.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

APPROVAL OF CLOSED SESSION MEETING MINUTES November 13, 2025

Commissioner Micheli made a motion to approve the minutes of the November 13, 2025 Closed Session Meeting pending date change correction. Seconded by Commissioner Cosenza.

Upon roll call vote, the motion passed unanimously.

AYES: 4 (Commissioners Menard, Micheli, Saunderson, Cosenza)

NAYS: None

MONTHLY FINANCIAL REPORT – November 2025

Commissioner Menard made a motion to approve the Monthly Financial Report for November 2025; seconded by Commissioner Micheli.

Discussion: Commissioner Cosenza inquired about payroll and expenses.

Upon roll call, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

DISBURSEMENTS – November 2025

Commissioner Menard made a motion to approve the Disbursements for November 2025; seconded by Commissioner Cosenza.

Discussion: There was no discussion at this time.

Upon roll call, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

DIRECTOR'S AND OPERATIONS REPORTS - Informational

1. Director's Report (Jack Savage)

- Provided an overview of district operations.
- Discussed staffing needs, including part-time and seasonal positions.
- Addressed security measures and ongoing initiatives to ensure safety.

2. Business Report (Jack Savage)

- Reviewed vendor contracts and service agreements.
- Confirmed expenditures for cleaning and maintenance services (~\$450/month).
- Noted status of grant funds and reimbursements. Urban Tree Grant/American Water Grant

3. Recreation Report (Jack Savage)

- Updated on current programs and participation rates.
- Highlighted opportunities for refunds or program adjustments.
- Discussed upcoming seasonal recreation initiatives.

4. Park & Facilities Report (Roger Behling)

- Reviewed winter maintenance plans for parks and facilities.
- Discussed ongoing custodial and mowing services.
- Addressed potential policy updates for park security and safety, including use of autonomous vehicles on district property.

UNFINISHED BUSINESS

1. Ordinance Regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District – Informational

- A. Executive Director Savage and Commissioner Menard provided updates on the ordinance, which is nearly complete.
- B. No Action Taken.

2. Park Security - Informational

- A. Superintendent Roger Behling and the Board briefly discussed current park security measures.
- B. Plans for additional security initiatives were discussed.

3. Surveillance Cameras - Informational

- A. Board discussed ongoing installation and monitoring of surveillance cameras in district parks.

4. Ordinance Regulating the Issuance of Identification to the Commissioners of the Butterfield Park District - Informational

Discussion: Discussed addressing in the future.

5. Commissioners reviewed ongoing projects - Informational

- A. Installation of security cameras and pending grant opportunities.

NEW BUSINESS

- 1. Tax Levy Ordinance #25-12-01: an Ordinance levying and assessing the taxes of the Butterfield Park District for the Fiscal Year beginning May 1, 2026 and ending April 30, 2027. Description: An ordinance levying and assessing the taxes of the Butterfield Park District for the Fiscal Year beginning May 1, 2026, and ending April 30, 2027.

Commissioner Menard made a motion to approve; seconded by Commissioner Micheli.

Discussion:

- Executive Director Savage noted the ordinance was straightforward.
- No further discussion.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

2. Lauterbach & Amen Audit Services Contract

Commissioner Menard made a motion to approve; seconded by Commissioner Micheli.

Discussion: Executive Director Savage

- Executive Director Savage explained their services are increasing from \$220 to \$235 an hour.

- Additional hourly assistance will be provided to help Jack familiarize himself with district processes.
- Commissioner Saunderson noted funds were set aside for training but had not been used in prior years.
- Commissioner Menard agreed this was a form of training and process centralization.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

3. Abatement Ordinance #25-12-02: an Ordinance abating the tax hereto levied for the year 2025 to pay the principal of and interest on \$1,363,000 General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020, of the District.

Commissioner Menard made a motion to approve; seconded by Commissioner Micheli.

Discussion: Executive Director Savage

- Jack explained that the district requested \$4 million but received \$1,363,000.
- Commissioner Saunderson clarified that the ordinance is to accept these funds.

Upon roll call, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

4. District Refund Policy

Commissioner Menard made a motion to approve; seconded by Commissioner Micheli.

Description: Adoption of a district refund policy to standardize procedures for program refunds.

Discussion: Executive Director Savage

- Executive Director Savage explained he drafted the policy based on prior experience, updating outdated policies from 1975.
- Policy is user-friendly, allowing participants to try programs and receive refunds if needed.
- Updated for online registration and modern payment methods.

Upon roll call vote, the motion passed unanimously:

AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)

NAYS: None

MOTION TO ADJOURN INTO EXECUTIVE SESSION

At 8:06 p.m. Commissioner Menard made a motion to enter into Executive Session for the purposes of discussion issues related to the purchase or lease of real property for the use of the park district pursuant to section 5 ILCS 120/2 (C) (5) of the Open Meetings Act and to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel 5 ILCS 120/2 (C) (1).; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:
AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)
NAYS: None

MOTION TO RETURN TO OPEN SESSION

At 9:04 p.m. the Board returned to open session.

Present: President Saunderson, Commissioners Menard, Micheli, Cosenza.
Executive Director Savage, Administrative Coordinator Oona Kelly.

MOTION TO ADJOURN

Commissioner Menard made a motion to adjourn the meeting; seconded by Commissioner Micheli.

Upon voice vote, the motion passed unanimously:
AYES: 4 (Commissioners Saunderson, Menard, Micheli, and Cosenza)
NAYS: None

The meeting was adjourned at 9:07 p.m.