



**BUTTERFIELD PARK DISTRICT
REGULAR BOARD MEETING
LOCATION: Rec and Aquatic Center ROOM: 3
JANUARY 15, 2026**

President Saunderson called the meeting to order at 6:34 p.m.

Upon roll call the following commissioners were present: President Saunderson, Commissioners Menard (via virtual attendance), Micheli, Cosenza.

Discussion: There was no discussion at this time.

Staff Present: Executive Director Jack Savage, Sarah Nugnis, and Gail Conway.

APPROVAL OF VIRTUAL ATTENDANCE

Commissioner Micheli made a motion to approve the virtual attendance of Commissioner Menard due to employment purposes; seconded by Commissioner Saunderson.

Upon roll call vote, the motion passed:

AYES: 3 (Commissioners Cosenza, Micheli, and Saunderson)

NAYS: None

ABSTAIN: 1 (Commissioner Menard)

APPROVAL OF AGENDA

Commissioner Micheli made a motion to approve the agenda of January 15, 2026; 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

INTRODUCTIONS OF GUESTS AND STAFF

Executive Director Jack Savage welcomed all attendees. Each present staff member and consultant introduced themselves:

Gail Conway, Consultant

Sarah Nugnis, (Robert Half)
No guests were present.

COMMISSIONER AND PUBLIC COMMENTS

Commissioner comments: None
Public comments: None

APPROVAL OF REGULAR SESSION MEETING MINUTES SEPTEMBER 10, 2025, SEPTEMBER 11, 2025, SEPTEMBER 24, 2025, OCTOBER 9, 2025, OCTOBER 29, 2025

Commissioner Micheli made a motion to approve the following meeting minutes as presented; seconded by Commissioner Cosenza.

Discussion: No discussion at this time.

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

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

Commissioner Cosenza made the motion to approve the meeting minutes; seconded by Commissioner Micheli.

Discussion: There was no discussion at this time.

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

APPROVAL OF PUBLIC HEARING MEETING MINUTES OCTOBER 9, 2025

Commissioner Micheli made a motion to approve the Public Hearing minutes of October 9, 2025; seconded by Commissioner Cosenza.

Discussion: There was no discussion at this time.

Upon roll call vote, the motion passed:
AYES: 3 (Commissioners Menard, Micheli, and Saunderson)
NAYS: None
ABSTAIN: 1 (Commissioner Cosenza)

APPROVAL OF CLOSED SESSION MEETING MINUTES JULY 30, 2025

Commissioner Micheli made a motion to approve the following meeting minutes as presented; seconded by Commissioner Cosenza.

Discussion: No discussion at this time.

Upon roll call vote, the motion passed:

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

NAYS: None

DECEMBER 11, 2025 REGULAR AND CLOSED SESSION MINUTES WERE TABLED FOR FUTURE CONSIDERATION

Commissioner Micheli made a motion to table the December 11, 2025 Regular and Closed Session Meeting Minutes. Seconded by Commissioner Conzenza.

Upon roll call vote, the motion passed:

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

NAYS: None

Discussion: No discussion at this time.

MONTHLY FINANCIAL REPORTS – DECEMBER 2025

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

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

APPROVAL OF DISBURSEMENTS – DECEMBER 2025

Commissioner Cosenza made a motion to approve the Disbursements of December 2025; seconded by Commissioner Micheli.

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 updates, including temporary coverage and seasonal roles.
- Addressed winter maintenance preparation, including equipment repairs and rust removal.
- Reviewed coordination with the foundation regarding finances and IRS compliance matters.

2. Business Report (Jack Savage)

- Reviewed vendor contracts and service agreements.
- Confirmed expenditures for security and maintenance services.
- Provided updates on foundation.
- Discussed funding and planning for water fountain installations at tennis courts and pool.

3. Recreation Report (Jack Savage)

- Updated on recreation programs and participation rates, including Friday night dodgeball events.
- Highlighted brochure updates and preparation for upcoming seasonal programs.
- Discussed potential program adjustments.

4. Park & Facilities Report (Roger Behling)

- Reviewed winter maintenance plans for parks and facilities, including playground equipment repairs.
- Discussed security camera installation progress and remote access subscriptions.
- Addressed irrigation system testing planned for warmer weather.
- Reviewed ongoing custodial and maintenance services.

UNFINISHED BUSINESS

1. Discussion of Ordinance Regulating the use of Parks and Property owned or controlled by the Butterfield Park District - Informational

Action: No action was taken.

2. Discussion of Park security - Informational

Executive Director Savage discussed ongoing security measures, and staff oversight. Commissioners asked questions regarding staff responsibilities.

Action: No action was taken.

3. Discussion of Surveillance cameras - Informational

Executive Director Savage provided updates on camera installation, remote access for commissioners and deputies, and ongoing monitoring.

Action: No action was taken.

4. Issuance of BPD Commissioner Identification - Informational

Action: No action was taken.

5. Update of Foundation Monies – Informational

Action: No action was taken.

6. Consultant Gail Conway Report – Informational

Discussion on mission and vision.

Commissioner Micheli made a motion to approve the mission and vision of the Butterfield Park District.
Seconded by Commissioner Cosenza.

Upon roll call vote, the motion passed unanimously.

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

NAYS: 0

7. Irrigation system update - Informational

Jack Savage provided an update that irrigation system testing is planned for warmer weather.

Background on prior delays and inspections was provided by Saunderson.

Action: No action was taken.

8. Status of brochure - Informational

Brochure updates were completed.

Action: No action was taken.

NEW BUSINESS

A. Water fountains project updates, including grant funding use and installation timeline through May 2026. – Informational

Action: No action was taken.

MOTION TO ADJOURN INTO EXECUTIVE SESSION

At 7:24 p.m. Commissioner Cosenza made a motion to enter into Executive Session for the purposes of discussion of 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 pursuant to Section 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 8:37 p.m. the Board returned to open session.

Present: President Saunderson, Commissioners Menard, Micheli, Cosenza

Executive Director Savage

MOTION TO ADJOURN

Commissioner Cosenza 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 8:42 p.m.