



**MINUTES OF OCTOBER 13, 2022  
PUBLIC HEARING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Public Hearing scheduled for October 13, 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 the Governor's Disaster Proclamation of September 16, 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 6:32 p.m.

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

Staff Present: Executive Director Hixenbaugh, Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Anne Popek, Superintendent of Parks and Facilities Roger Behling, and Administrative Coordinator Oona Kelly.

**APPROVAL OF AGENDA**

Commissioner Berntsen made a motion to approve the Public Hearing Agenda; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

AYES: 4 (Commissioner Micheli, Tovey, Berntsen, and Piotrowski)

NAYS: None

**General Obligation Tax Bonds**

Board President Piotrowski declared the General Obligation Tax Park Bonds Public Hearing opened and read aloud the purpose of the hearing to those in attendance: "Conduct of Public Hearing for the issuance of \$950,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of certain outstanding obligations of the District."

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

**MOTION TO ADJOURN**

At 6:35 p.m. Commissioner Berntsen moved to adjourn the Public Hearing; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed:

AYES: 4 (Commissioner Micheli, Tovey, Berntsen, and Piotrowski)

NAYS: None

PRESIDENT \_\_\_\_\_

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

MINUTES of a regular public meeting of the Board of Park Commissioners of the Butterfield Park District, DuPage County, Illinois, held at the Butterfield Park District Recreation and Aquatic Center, 21W730 Butterfield Road, Lombard, Illinois, in said Park District at 6:30 o'clock P.M., on the 13th day of October, 2022.

\* \* \*

The President called the meeting to order and directed the Secretary to call the roll.

The following members attended the meeting by video or audio conference: **Todd Berntsen, Paul Micheli, Michele Piotrowski and Sean Tovey.**

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: **Lisa Saunderson.**

The President determined that an in-person meeting was not practical or prudent due to the issuance by the Governor of a disaster declaration related to public health concerns in all or a part of the jurisdiction of the District, and the President stated that physical presence at the meeting location was determined by the District to be unfeasible due to the disaster.

Access to the meeting was provided to members of the public to contemporaneously hear all discussion, testimony and roll call votes via the following means: **Zoom Video Conference.**

At **6:32** o'clock P.M., the President announced that the next agenda item for the Board of Park Commissioners was a public hearing (the "*Hearing*") to receive public comments on the proposal to sell \$950,000 General Obligation Limited Tax Park Bonds (the "*Bonds*") for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of outstanding obligations of the District and for the payment of the expenses incident thereto, and explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The President opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: **capital projects and for the payment of outstanding obligations of the District.**

Whereupon the President asked for additional comments from the Park Commissioners. Additional comments were made by the following: **none**

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*: **none.**

Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following: **none.**

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Park Commissioner **Berntsen** moved and Park Commissioner **Tovey** seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Park Commissioners voted AYE: **(4) TODD BERNTSEN, PAUL MICHELI, MICHELE PIOTROWSKI, AND SEAN TOVEY.**

The following Park Commissioners voted NAY: **None.**

Whereupon the President declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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Secretary, Board of Park Commissioners

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF DUPAGE    )

**CERTIFICATION OF MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Butterfield Park District, DuPage County, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitute a full, true and complete transcript of the minutes of the meeting of the Board held on the 13th day of October, 2022, insofar as the same relates to a public hearing concerning the intent of the Board to sell \$950,000 General Obligation Limited Tax Park Bonds.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient and open to the public, that the meeting was conducted by audio or video conference in accordance with Section 7(e) of the Open Meetings Act of the State of Illinois, as amended (the “Open Meetings Act”), due to the issuance by the Governor of a disaster declaration related to public health concerns in all or a part of the jurisdiction of the District, that the President of the Board determined that an in-person meeting is not practical or prudent because of said disaster, that physical presence at the meeting location was determined by the District to be unfeasible due to the disaster, that alternative arrangements to allow interested members of the public access to contemporaneously hear all discussion, testimony, and roll call votes were made and that notice of such arrangements was provided to the public, that notice of said meeting was duly given to all of the news media requesting such notice, given to all members of the Board and posted on the District’s website at least 48 hours in advance of the holding of said meeting, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act (including the requirements of Section 7(e) thereof), the Park District Code of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

I do further certify that notice of said public hearing was posted at least 48 hours before said public hearing at the principal office of the Board, that at least one copy of said notice was continuously available for public review during the entire 48-hour period preceding said public hearing and that attached hereto as *Exhibit B* is a true, correct and complete copy of said notice as so posted.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this 13th day of October, 2022.

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Secretary, Board of Park Commissioners

[SEAL]



**MINUTES OF OCTOBER 13, 2022  
REGULAR BOARD HEARING**

**Due to the COVID 19 Coronavirus related issues, the Butterfield Park District's Regular Board Meeting scheduled for October 13, 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 the Governor's Disaster Proclamation of September 16, 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 6:36 p.m.

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

Staff Present: Executive Director Hixenbaugh, Superintendent of Business and Communications Connie Murphy, Superintendent of Recreation Anne Popek, Superintendent of Parks and Facilities Roger Behling, and Administrative Coordinator Oona Kelly.

**APPROVAL OF AGENDA**

Commissioner Berntsen made a motion to approve the Agenda for October 13, 2022; seconded by Commissioner Tovey.

There was no discussion at this time.

Upon voice vote, the motion passed unanimously:

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

NAYS: None

**INTRODUCTIONS OF GUESTS AND STAFF**

David Freeman, Attorney

**PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS**

None.

**APPROVAL OF MEETING MINUTES**

Commissioner Berntsen made a motion to approve the Board Meeting minutes of September 15, 2022, Special Meeting minutes of September 21, 2022, and September 28, 2022, and Executive Session minutes of September 15, 2022, September 21, 2022, and September 28, 2022; seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## MONTHLY FINANCIAL REPORT – September 2022

Commissioner Berntsen made a motion to accept the September 2022 Financial Report; seconded by Commissioner Tovey.

Executive Director Hixenbaugh highlighted the 2019 and 2022 OSLAD grant line items.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## APPROVAL OF DISBURSEMENTS–Approval of Claims List September 2022

Commissioner Berntsen made a motion to approve the Disbursements of September 2022; seconded by Commissioner Tovey.

Director Hixenbaugh explained the expense for lock upgrades throughout the building.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

## DIRECTOR’S AND OPERATIONS REPORT

### a.) Director’s Report

- Community Engagement efforts were outlined.
- Bid letters have been sent to seven banks for the bond issue.
- The \$500,000 DCEO grant is in progress.

### b.) Business and Communications Report

- Tax distributions are approximately \$20,000 less than the levy.
- Comcast phone and internet has been installed.
- Health insurance costs have risen about 6%. The district will offer the same plans.

### c.) Recreation Report

- Craft Fair was successful with 38 vendors, music, and a food truck.
- Preschool registration packets will be distributed for the 2023-2024 school year.
- Rec Kids and No School Days are running smoothly.
- Holiday event preparation continues.

### d.) Parks and Facilities Report

- The Bobcat Skid Steer Loader delivery is delayed due to supply issues.
- Holiday decorating is underway.
- Work on the pool continues.

## UNFINISHED BUSINESS

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



**NEW BUSINESS**

- a.) Commissioner Berntsen made a motion to approve the Bond and Budget Timeline 2023-2024; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- b.) Commissioner Tovey made a motion to approve the Year End Treasurer's Report; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

- c.) Commissioner Piotrowski made a motion to appoint Commissioner Tovey as IAPD Delegate and Commissioners Berntsen and Micheli as first and second alternates respectively; seconded by Commissioner Berntsen.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

At 7:08 p.m. Commissioner Berntsen made a motion to enter into Executive Session for the purpose of personnel; seconded by Commissioner Tovey.

At 8:15 p.m. the regular board meeting resumed.

**MOTION TO ADJOURN**

At 8:16 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT \_\_\_\_\_

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