



MINUTES OF APRIL 10, 2025 REGULAR BOARD MEETING

Commissioner Saunderson called the regular board meeting to order at 6:35 p.m.

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

Staff Present: Executive Director Hixenbaugh and Superintendent Behling.

Staff Via Zoom: Superintendent of Recreation Popek and Administrative Coordinator Kelly.

Commissioner Berntsen made a motion to approve virtual meeting attendance for Commissioner Menard due to employment; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF AGENDA

Commissioner Berntsen made a motion to approve the Agenda for April 10, 2025, as amended (moving forward on the agenda the approval of the Easement Request and including a discussion of the EBDRT open house under New Business); seconded by Commissioner Tovey.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

Mark Poncer, Interlake Corporation, Kelly from Illinois American Water, Andrew Payne, attorney, and Sandy Cosenza, elected commissioner.

APPROVAL OF EASEMENT REQUEST

Commissioner Berntsen made a motion to approve Resolution #25-04-02: A Resolution approving the terms and authorizing the execution of a Utility Easement Agreement with Illinois American Water; seconded by Commissioner Micheli.

Andrew Payne clarified for the board the final revisions made to the agreement including references to DuPage County versus villages and explained that the blown up images are not included in the final agreement but are identical to the included drawings.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

PRESIDENT AND COMMISSIONER/PUBLIC COMMENTS

Commissioner Micheli is acting secretary for this meeting.

APPROVAL OF REGULAR BOARD MEETING MINUTES – March 20, 2025

Commissioner Berntsen made a motion to approve the regular meeting minutes of March 20, 2025; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF EXECUTIVE SESSION MINUTES – March 20, 2025

Commissioner Berntsen made a motion to approve the executive session minutes of March 20, 2025; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF REGULAR BOARD MEETING MINUTES – February 13, 2025

Commissioner Berntsen made a motion to approve the regular meeting minutes of February 13, 2025; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – March 2025

Commissioner Berntsen made a motion to accept the March 2025 Financial Report; seconded by Commissioner Micheli.

Highlighted for the Board: Deferred Summer Revenue - \$105,000

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

APPROVAL OF DISBURSEMENTS–Approval of Claims List March 2025

Commissioner Berntsen made a motion to approve the Disbursements of March 2025; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

DIRECTOR'S AND OPERATIONS REPORT

a.) Director's Report

- Closing out OSLAD grant.
- Roof project scheduled for April 21.
- Fund balance reductions for projects. The suggestion was made to the board that time be taken to build these funds back up prior to taking on any new projects.
- Ornamental fence issues will be resolved potentially with a new vendor.
- In the event of the director's absence, support is in place to finish the projects and close out the grants.
- All American Selection Program seeds have been started and will be installed in one bed at The Glen and the two raised beds by the Preschool.

b.) Business and Communications Report

- Marketing responsibilities are being transitioned to Danielle Scarpiniti. Contact will be established with an outside social media coordinator.
- Fall marketing is underway.
- Audit preparation.
- Staff financial training during transition.

c.) Recreation Report

- Breakfast with the Bunny on April 12.
- Summer preparation, hiring, and training continues.

d.) Parks and Facilities Report

- GSA Surplus: mower.
- Aquatics preparation.
- ADA lift permit still pending.
- Roof project – April 21.
- Mowing contract does not include Glenbriar/The Glen or ComEd fields.

e.) Committee Report

- Pool and Rec Committee meeting to be scheduled.

UNFINISHED BUSINESS

- a.) The Ordinance regulating the Use of Parks and Property Owned or Controlled by the Butterfield Park District – draft is close to completion - tabled.
- b.) Discussion of Park Security - tabled.
- c.) Discussion of Surveillance Cameras - tabled.
- d.) Discussion of an Ordinance regulating the Issuance of Identification to the Commissioners of the Butterfield Park District - tabled.

NEW BUSINESS

- a.) Commissioner Berntsen made a motion to approve Resolution #25-04-1: A resolution adopting and authorizing the filing of a tentative annual budget and appropriation ordinance for Fiscal Year 2025-2026; seconded by Commissioner Micheli.

Director Hixenbaugh explained that this is the start of the budget ordinance process.

Upon roll call vote, the motion passed:

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

NAYS: 0

- b.) Commissioner Berntsen made a motion to approve the board meeting schedule Fiscal Year 2025-2026; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: 0

- c.) Board elections and appointments Fiscal Year 2025-2026 – tabled.
- d.) A discussion ensued regarding the upcoming Open House hosted by EBDRT group. This is an informational open house soliciting public input. Potential security concerns will be expressed to DuPage County for their support at the event.

At 7:26 p.m. Commissioner Berntsen made a motion to enter into Executive Session to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired pursuant to section 5ILCS 120/2 (C) (6) of the Open Meetings Act, for the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to section 5ILCS 120/2 (C) (1) of the Open Meetings Act, and for the probable litigation pursuant to section 5ILCS 120/2 (C) (11) of the Open Meetings Act; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: 0

At 8:17 p.m. Commissioner Berntsen made a motion to resume the regular board meeting; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: 0

MOTION TO ADJOURN

At 8:22 p.m. Commissioner Berntsen moved to adjourn; seconded by Commissioner Micheli.

Upon roll call vote, the motion passed:

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

NAYS: None

PRESIDENT _____

BOARD SECRETARY _____