



**BUTTERFIELD PARK DISTRICT
OPEN SESSION MEETING
LOCATION: Rec and Aquatic Center ROOM: Activity Room
March 26, 2026**

President Saunderson called the meeting to order at 6:32 p.m.

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

Staff Present: Executive Director, Jack Savage; Superintendent of Parks & Facilities, Roger Behling; Sarah Nugnis, Accounting; Recreation Supervisor, Lucas Gallagher; Aquatics & Athletics Supervisor, Bianca Celozzi; and Youth Recreation Supervisor, Madelyn Allen. Gail Conway, consultant, was also present.

APPROVAL OF AGENDA

Commissioner Menard made a motion to approve the agenda for March 26, 2026; seconded by Commissioner Cosenza.

Discussion: Discussion was had to amend the agenda.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

Commissioner Menard made a motion to amend the agenda for March 26, 2026; seconded by Commissioner Cosenza.

Discussion: The agenda was amended to have the Executive Session discussion order changed to have the selection of person to fulfill [vacant board position] be number one topic, and number two will be discussion of [employee] appointment, employment, compensation, and number three will be the discussion of issues related to purchase or lease of real property.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

INTRODUCTIONS OF GUESTS AND STAFF

President Saunderson recognized staff members present at the meeting: Executive Director, Jack Savage; Sarah Nugnis, Accounting; Lucas Gallagher, Recreation Supervisor; Roger Behling, Superintendent Parks and

Facilities; Bianca Celozzi, Aquatics Supervisor; Madelyn Allen, Youth Recreation Supervisor; and Gail Conway, Consultant.

COMMISSIONER AND PUBLIC COMMENTS

Commissioner comments: There were no Commissioners' comments.

Public in Attendance:

Tom Heneghan and Anthony Nichols.

Public Comments:

- Tom Heneghan asked about:
 - Advertising at local schools with flyers regarding swim team membership;
 - Hiring a swim coach;
 - Monitoring email of Austin, former Aquatics Supervisor.

Commissioners' Responses:

- President Saunderson reported that Valerie Heneghan had previously requested assistance advocating for swim team needs, including staffing, equipment, facility maintenance, and support for swim meets. President Saunderson stated she made multiple attempts to follow up with Valerie and Tom Heneghan by email but received no response, aside from their mention of possibly partnering with the foundation's duck race for fundraising. As no further communication or follow-through occurred, President Saunderson stated that, as of now, it was best for the swim team to work directly with Director Jack Savage.
- Executive Director Savage will, as he deems appropriate, connect with Tom Heneghan regarding emails in Austin Teitsma's mailbox.
- Executive Director Savage addressed Tom's stated concerns about circulating flyers. Director Savage advised Tom Heneghan that fliers were given out to children on the team, and that there will be a pre-season meeting with parents and that flyers are distributed in backpacks at the schools by the district. Additionally, postings and flyers are available and distributed at the district, and furthermore brochure advertisement of the issue along with email and website postings occur. Executive Director Savage additionally reminded Tom Heneghan that he, Director Savage, personally met with Valerie Heneghan on several occasions, and he believed that Tom was already aware of this.

APPROVAL OF REGULAR MEETING MINUTES FROM THE DECEMBER 11, 2025, AND JANUARY 15, 2026, MEETING

President Saunderson upon voice vote, all Commissioners agreed to table the regular Board Meeting minutes to a Special Meeting on April 2, 2026, at 6:30 p.m. to approve the minutes.

Discussion: The Board agreed to table the approval of minutes of December 11, 2025, and January 15, 2026, regular meeting minutes until a Special Meeting can be called on April 2, 2026, at 6:30 p.m.

Upon voice vote, the approval of moving the Meeting Minutes of December 11, 2025, and January 15, 2026, regular meeting minutes until a Special Meeting can be called on April 2, 2026, passed unanimously:

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

NAYS: None

APPROVAL OF CLOSED SESSION MEETING MINUTES FROM THE DECEMBER 11, 2025, AND JANUARY 15, 2026, MEETING

President Saunderson upon voice vote, all Commissioners agreed to table the Closed Session Board Meeting minutes to a Special Meeting on April 2, 2026, at 6:30 p.m. to approve the minutes.

Discussion: The Board agreed to table the approval of the Closed Session Meeting Minutes of December 11, 2025, and January 15, 2026, to be held on April 2, 2026, at 6:30 p.m.

Upon voice vote, the approval of moving the Closed Session Meeting Minutes of December 11, 2025, and January 15, 2026, to be held on April 2, 2026, passed unanimously:

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

NAYS: None

MONTHLY FINANCIAL REPORT – MARCH 2026

Commissioner Cosenza made a motion to approve the Monthly Financial Report for March 2026; 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

DISBURSEMENTS REPORT – MARCH 2026

Commissioner Menard made a motion to approve the Disbursements Report for March 2026; seconded by Commissioner Cosenza.

Discussion: Commissioner Cosenza requested to see invoices and Commissioner Micheli and Commissioner Menard suggested that Executive Director Savage's signature be blocked out on check copies, as checks have at times appeared online.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

1. Director's Report (Jack Savage)

- Continuing salting and plowing.
- A permanent bike rack was installed.
- Summer Camp registration is filling up.
- We are interviewing for positions and have introduced new hires Madelyn Allen and Bianca Celozzi. Also note that Annette Lassak was hired as the Finance and Administrative Coordinator.
- We have been updating the Daktronic outdoor sign. There have been updates made to the website.
- The Daddy/Daughter Dance photos were posted on Facebook.
- A contract was signed for a new copier.
- Commissioner Cosenza requested a three-year comparison report on programs that were offered. She will connect with Executive Director Savage via email advising what she is seeking.

2. Recreation Report (Lucas Gallagher)

- Background checks are being done for seasonal hires, and samples of background check reports have been provided.
- We have been overseeing volunteers from the Glenbard South High School National Honor Society. The school has been doing the background checks on the students volunteering at the park district.
- We are working on updating the website to make it more user friendly.
- Consultant Conway and Maureen O'Brochta, Marketing Specialist, have been working on improving website and LinkedIn pages for the District. Marketing Specialist O'Brochta, has been working on social media sites (posting District's brochures on all schools' websites) Facebook, and Instagram, and virtual backpacks at all schools we serve.
- Breakfast with the Bunny had over 130 participants.
- The Teen camp is filled up completely, and there is a wait list started. K-5 camp has about 280 enrolled which is a little shy of last year.
- The Dodge Ball Pizza Night is sold out.
- We have been training the Recreational Supervisor, Madelyn Allen, and Aquatics Supervisor, Bianca Celozzi.
- Ready, Set, Sit emails have been sent to 18-year-old and older district members, and posted on Facebook, but will check with Marketing Specialist O'Brochta to make sure it's posted. Lucas reported that he has worked to eliminate large gaps between the classes over the holiday season.

3. Park & Facilities Report (Roger Behling)

- An inventory list was provided to all Commissioners. Roger Behling noted two vehicles remain on the [disposal] list. He is waiting for approval to dispose of one of these vehicles as it had been tabled when the board was seeking clarification over the summer. Now Roger wants to keep the dump truck because of tree removal – [two of these vehicles were scheduled for disposal around a year and a half ago, (Interim Director Schimmel also instructed this to be accomplished by July 31, 2025).], and that one vehicle needs to be repaired. Roger clarified: There are four non-working vehicles, one scheduled to be repaired in June, one he believes has already been approved for disposal, one was requested for disposal he believes two or three months ago, (two vehicles for sure

he wants to dispose of), that was for the van, to get rid of the van. Originally was going to dispose of the dump truck, but with the removal of trees that truck may come in handy, so he thinks he should keep and repair that one. Once the van is approved for disposal, he'll get rid of it and the pickup truck, and both vehicles will be going to auction.

- There was a new cabinet installed in the Café for additional storage.
- The first drinking fountain was installed on back wall in the Café.
- IDOT called to remove trees between the Park District and the Golf Course. There is a large pine that has been marked for removal; we will wait and see if they will cut it down. Executive Director Savage will be contacting IDOT to follow up and will assume all communications with IDOT for the District. Only the Director shall be the staff liaison for the District, to engage in discussion directly with any agent or employee of IDOT – as per Board / Director discussion.”

UNFINISHED BUSINESS

1 Discussion of Ordinance Regulating to the Use of Parks and Property owned or Controlled by the Park District – Informational

A. Commissioner Menard and Executive Director Savage will coordinate with attorney.

Discussion: No discussion at this time.

2 Discussion of Park Security – Informational

A. Commissioner Cosenza was inquiring about the number of cameras installed around the district.

Discussion: There was discussion about the number of cameras purchased and how many were installed. There is still one camera that has not been installed. There was also discussion about the placement of cameras, and to make sure they are also monitoring the outside of the Glen Briar and Hoffman bathrooms, and electric box at Hoffman due to past vandalism.

Action: Cameras will be moved in the summer to cover basketball courts and exterior of bathrooms. Director Savage will ask Lauterbach and Amen to check accounts and distribution accounts to confirm the number of cameras purchased-and that these correlate with the Amazon purchase orders.

3. State of Parks/Strategic Planning/Update on Linked In – Informational

- Consultant Gail Conway discussed the following items:
 - Delineation of roles: Board role versus Executive Director Role;
 - Financial Vulnerabilities: Infrastructure, grounds, landscaping, building structures, pool, snack shop, repair and replacement;
 - Adequate performance goals for Executive Director and the subordinate staff;
 - Discussion about neighboring park district competition and teen takeovers; and,

- Discussion about making a priority list of five items of the top priorities. Consultant Conway used SWOT (Strength, Weakness, Opportunity, and Threats) analysis to come up with the following list;
 1. Strength and Organizational Capacity & Staff Development
 2. Enhanced Community Engagement / Expand Partnership & Collaborative Initiatives
 3. Signature Program / Program Participation Goal – How many strong programs and for whom?
 4. Maintain and Improve Parks & Facilities / Stabilize Infrastructure – capital improvement projects the next 3-5 years
 5. Public Safety
 6. Ensure / Strengthen Financial Sustainability

Note: The focal point is: The question isn't whether these matter. It is which of these rise to the top as the District's priorities and how quickly are we willing to move on them?

Discussion: Discussion was held about top priorities for everyone. A question was raised whether there was anything missing from this list. Should making strength and financial sustainability be a topic of development for the Park District? Possible development of a Friends of the Park program to enhance grant funding. Executive Director Savage discussed all the things he is currently working on and fires he has been putting out on a daily basis. The Board stressed that they are here to support and help Executive Director Savage with whatever he needs. Commissioners appreciate all the information Executive Director Savage provided as to what has been going on in the Park District.

Consultant Conway thanked everyone for their feedback and input. She advised that the conversation would be continued. She also briefed the Commissioners on the updates to the LinkedIn page with the content and direction along with purpose and goals.

Four Content Pillars for Butterfield Park District LinkedIn page

- A. People & Purpose (Attract Employees)
- B. Health, Nature, and Modern Childhood (Our Signature Thought Leadership Focus Area)
- C. Behind the Scenes (Build Trust)
- D. Future & Vision (Attract Sponsors, Donors, and Volunteers)

The Executive Director was concerned about who was going to manage this page. The Consultant will manage the page in the interim.

NEW BUSINESS

1. Approval of the Preliminary Budget for Fiscal year 2026-2027 – Informational
 - a. There was general discussion regarding the budget.
 - b. Questions regarding trees and where they are budgeted were raised.
 - c. Questions regarding where Concession items are located in the Budget were raised.

- d. Discussion regarding the Glen irrigation system was raised. Final installation / repairs occurred after Halloween but has not been tested yet. Roger Behling and maintenance staff will be checking it in the spring and will ensure it is up and running.

2. Resolution #26-4-1: "A Resolution Adopting and Authorizing the filing of a tentative annual Budget and Appropriation ordinance for the fiscal year 2026-2027 - Informational

MOTION TO ADJOURN INTO EXECUTIVE SESSION

At 7:52 p.m. Commissioner Menard made a motion to enter into Executive Session for the purpose of the selection of a person to fulfil a public office pursuant to 5 ILCS 120/2 (C)(3) 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); and for the purposes of 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; seconded by Commissioner Cosenza.

Discussion: No discussion occurred.

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 8:30 p.m. the Board returned to open session.

ACTION FROM CLOSED SESSION

Commissioner Micheli made a motion to install Anthony Nichols as a Commissioner of the Butterfield Park District at this time and to administer to him the oath of office at the next meeting; seconded by Commissioner Cosenza.

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

MOTION TO ADJOURN

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

Upon roll call vote, the motion passed unanimously:

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

NAYS: None

The meeting was adjourned at 9:34 p.m.