

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
May 22, 2017 at 5:30 P.M.**

The May 22, 2017 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: Clark Gregoire, Brian Hebert, Anthony Settle and Wayne Delabre. Kim Bennett was absent.

Appointees Present: Paula Jacobi, Dan Borschnack and Hollice Clark

Staff Present: Sarah Winkel, Paula Rogers, Mike Crews, Todd Poole and Amy DuMontelle

Visitors Present: Tom Breitenbucher and William Hengl.

**Public Comment:** N/A

**Pride Recognition:** N/A

Tom Breitenbucher updated the Board on the Kankakee River Valley Special Recreation Association (SRA). These updates included the following:

- The 2<sup>nd</sup> Annual Great Mouse Race is scheduled for November 4, 2017
- SRA will be hosting a Sporting Clay Shoot Fundraiser at X-Line Sportsman Club, Sunday, August 27, 2017
- SRA is forming "PACT" (Parents and Caregivers Together), a parent/caregiver support group for parents of children with special needs.

Mr. Breitenbucher also handed out a copy of the Summer 2017 SRA Brochure and informational pamphlet and thanked the district for the continued support. The question was asked, how many residents are using the services offered by SRA? Mr. Breitenbucher answered, approximately 175. He will get the actual number and email it to Executive Director, Clark.

**Staff Reports:**

Sarah Winkle informed the Board that she has been approached by Jenny of McDonalds on Route 50. They are currently remodeling to add a three story tree house in the play area. They will be holding a grand opening in July and have asked the Bourbonnais Township Park District to sponsor the play space and promote in the BTPD Brochure. Attorney, Paula Jacobi, advised the Board that they could talk with the districts risk management agency to discuss liability issues, however she has much concern with putting the district's name on a retail supported property and recommends, no. The Board agreed.

**Executive Director:** – Hollice Clark submitted his monthly Executive Director Report (filed with the May 22, 2017 Board Packet). Along with this report Mr. Clark reported the following:

-Our Annual Volunteer Recognition Event was a success, thank you to all who were able to attend.

-Freedom of Information Act and Open Meetings Act training is being offered June 28<sup>th</sup>. A flyer was on hand with information. Please Let Amy know if you would like to attend.

Executive Director, Clark briefly discussed the possible tax freeze and minimum wage hike being discussed by the state. He encouraged all of the commissioner's to reach out to our state legislators and voice your concerns. The minimum wage hike would affect ninety percentage (90%) of our employee's wages.

Finance & Personnel – Paula Rogers handed out the Actual vs Budget Overview for May 2016 through March 2017 along with a memo summarizing financials, Tax Levy and Budget updates. *Both will be filed with these minutes.*

Exploration Station – Sarah Winkel submitted an update based on a monthly report from Brittaney Beck, for the Exploration Station which is included in the May 22, 2017 Board Packet.

Recreation - Sarah Winkel submitted her monthly Recreation Department Report. This report has been filed with the May 22, 2017 Board Packet.

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the May 22, 2017 Board Packet. Mike reported the following:

-backstop and field signage is done and looks very nice.

-the programmable gate has been worked on however it still needs to be looked at, operating now with the walking gate.

Parks & Grounds – Todd Poole submitted a monthly Parks and Grounds Report. This report has been filed with the May 22, 2017 Board Packet.

-mowing has continues

-Our new full-time employee Derrick Bradford has started and is well. We are now back to having a full staff.

-The new stud is here, his name is “Smokey”

-The vet has been out to check all the sheep and goats. All given a clean bill of health.

-Mike with the Village of Bourbonnais has someone to maintain garbage pick-up during the week at the skate park, we will continue to take care of Saturday and Sunday.

**Ad Hoc Committee Reports:**

Special Recreation: *No Minutes were submitted.*

Living History: *No Minutes were submitted.*

**Consent Agenda:**

A motion was made by Settle to approve the consent agenda. Seconded by Gregoire  
Roll call: Bennett -Absent, Gregoire -Aye, Hebert – Abstained, Settle-Aye; Delabre-Aye. Motion carried.

- Approval of minutes for Regular Board Meeting- April 24, 2017

-Committee of the Whole minutes- May 17, 2017

- Approval of bills

**Unfinished Business:**

Commissioners Committee Assignments for FY 2017-18.

According to a proposal by President, Delabre at the April 24, 2017 Board of Commissioners meeting to combine the following committees into one monthly Committee of the Whole meeting:

Finance and Personnel, Recreation, Museum, Parks and Maintenance. The River Valley Special Recreation Association Committee would be excluded from this.

A motion was made by Gregoire, seconded by Settle. To accept the proposed change and set the monthly meeting for the third Wednesday of each month at 5:30 P.M. Roll call: Bennett -Absent, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

River Valley Special Recreation Association: Settle and Gregoire

**New Business:**

Approval of Disposal Ordinance 2017-05 (“personal property”, not used/outdated) Item listed should only be the ambulance, it will be disposed of upon passage.

A motion was made by Settle, seconded by Gregoire. Roll call: Bennett -Absent, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

A motion was made by Gregoire, to approve the transfer of funds up to \$100,000.00 (one hundred thousand dollars and 00/100) if needed from First Trust Bank to the Operating Account at Peoples Banks seconded by Settle. Roll call: Bennett -Absent, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

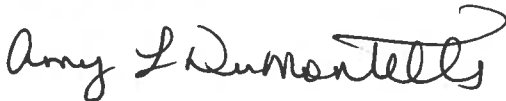
If this is done, Executive Director Clark will notify the Board by email.

As required by the Army Corp. of Engineers, a motion was made by Settle, to approve the approve the five year Professional Agreement with Cardno for prescribed burning, maintenance and monitoring activates for Willowhaven Park and Nature Center seconded by Gregoire. Roll call: Bennett -Absent, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

Great job Todd on cleaning up after Dog Day, outstanding job by the staff.

Motion to adjourn at by Hebert, seconded by Settle. All in favor, Motion carried.

Respectfully submitted,



Amy L. DuMontelle,  
Administrative Assistant

  
\_\_\_\_\_  
Hollice Clark, III, Executive Director

06 - 22 - 17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Wayne Delabre, President

June 22, 2017  
\_\_\_\_\_  
Date

Minutes approved at the board meeting of June 22, 2017.

# MEMO

To: Board of Commissioners  
From: Paula Rogers, Superintendent of Finance and Personnel  
Date: May 22, 2017  
Re: Finance and Personnel Report

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## Financials

The March Actual vs Budget reports are included with my report. Revenues are about \$320,000 under budget and we only collected about \$90,000 in April so we are going to be under budget. The OSLAD grant accounts for about \$180,000 of this but our remaining operating revenues will still be around \$50,000 less than budgeted. Salaries and benefits should end the year at least \$50,000 under budget.

## Tax Levy

We received the final tax levy figures from the County Assessor's office. But, we have not been given any indication whether or not we will be receiving an early distribution like last year.

## Budget

Budget is under way and the numbers for payroll and benefits are set. Our insurance premiums came in 2% lower this year and we were able to reduce them another 2% by switching our dental plan from Delta to Blue Cross. We are also going to be reducing our cost by another \$7,000 plus by shifting the employee share to 22%.

## **Personnel**

### Seasonal Hiring

Our seasonal hiring is wrapping up and most of our returning seasonal staff will return by June 1<sup>st</sup>.

**BOURBONNAIS TOWNSHIP PARK DISTRICT**

**Actual vs Budget Overview**

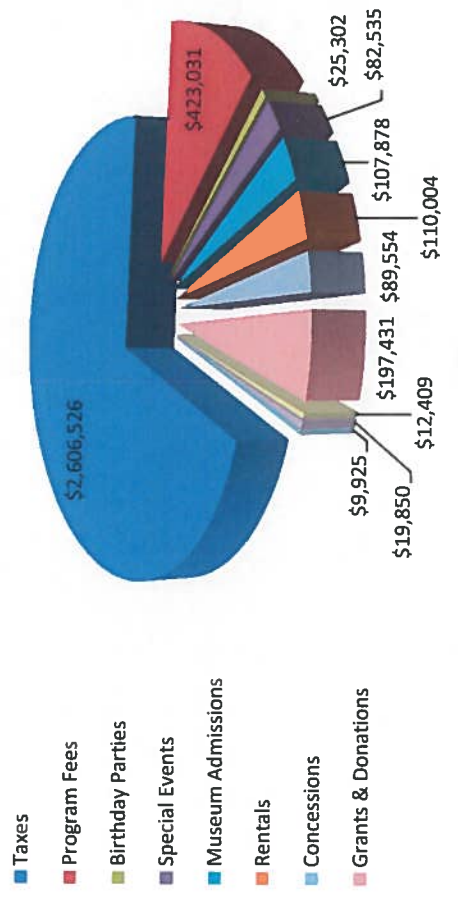
May 2016 through March 2017

Fund	Dept/Description	2016/2017 Actual as of 03/31/17		2016/2017 Budget		2016/2017 Actual as of 03/31/17		2016/2017 Budget		2016/2017 Actual as of 03/31/17		2016/2017 Budget		2016/2017 Actual as of 03/31/17		2016/2017 Budget		2016/2017 Actual as of 03/31/17		2016/2017 Budget	
		Revenues	Remaining	Revenues	Remaining	Expenditures	Remaining	Expenditures	Remaining	Expenditures	Remaining	Change In Fund Balance	Remaining	Change In Fund Balance	Remaining	Change In Fund Balance					
001	General Fund	\$ 581,702	\$ 9,712	\$ 571,990	\$ 9,712	\$ 603,921	\$ 14,162	\$ 589,759	\$ 14,162	\$ (22,218)	\$ (17,769)	\$ (4,450)	\$ (17,769)	\$ (4,450)							
122	Recreation	\$ 1,601,832	\$ (315,907)	\$ 1,917,739	\$ (315,907)	\$ 1,170,550	\$ (149,948)	\$ 1,320,498	\$ (149,948)	\$ 431,282	\$ 597,241	\$ (165,959)	\$ 597,241	\$ (165,959)							
123	Museum	\$ 461,372	\$ (14,235)	\$ 475,606	\$ (14,235)	\$ 344,698	\$ (118,705)	\$ 463,403	\$ (118,705)	\$ 116,674	\$ 12,203	\$ 104,470	\$ 12,203	\$ 104,470							
005	IMRF	\$ -	\$ -	\$ -	\$ -	\$ 69,919	\$ (31,703)	\$ 101,622	\$ (31,703)	\$ (69,919)	\$ (101,622)	\$ 31,703	\$ (101,622)	\$ 31,703							
014	Police / Security	\$ 33,271	\$ 20	\$ 33,251	\$ 20	\$ 10,436	\$ (26,485)	\$ 36,921	\$ (26,485)	\$ 22,834	\$ (3,670)	\$ 26,505	\$ (3,670)	\$ 26,505							
027	Audit	\$ 33,271	\$ 20	\$ 33,251	\$ 20	\$ 26,496	\$ (6,801)	\$ 33,297	\$ (6,801)	\$ 6,775	\$ (46)	\$ 6,821	\$ (46)	\$ 6,821							
035	Liability Insurance	\$ 152,108	\$ 108	\$ 151,999	\$ 108	\$ 98,441	\$ (52,934)	\$ 151,375	\$ (52,934)	\$ 53,667	\$ 624	\$ 53,043	\$ 624	\$ 53,043							
047	Social Security	\$ -	\$ -	\$ -	\$ -	\$ 86,469	\$ (21,879)	\$ 108,349	\$ (21,879)	\$ (86,469)	\$ (108,349)	\$ 21,879	\$ (108,349)	\$ 21,879							
125	Paving / Lighting	\$ 33,271	\$ 20	\$ 33,251	\$ 20	\$ 3,019	\$ 1,819	\$ 1,200	\$ 1,819	\$ 30,252	\$ 32,051	\$ (1,799)	\$ 32,051	\$ (1,799)							
126	Special Recreation	\$ 194,190	\$ 118	\$ 194,072	\$ 118	\$ 148,906	\$ (528)	\$ 149,435	\$ (528)	\$ 45,283	\$ 44,637	\$ 646	\$ 44,637	\$ 646							
	Operating Funds	\$ 3,091,016	\$ (320,144)	\$ 3,411,160	\$ (320,144)	\$ 2,562,854	\$ (393,004)	\$ 2,955,858	\$ (393,004)	\$ 528,161	\$ 455,301	\$ 72,860	\$ 455,301	\$ 72,860							
	Capital Improvement	\$ -	\$ -	\$ -	\$ -	\$ 888,803	\$ (610,197)	\$ 1,499,000	\$ (610,197)	\$ (888,803)	\$ (1,499,000)	\$ 610,197	\$ (1,499,000)	\$ 610,197							
003	Bonding & Debt Service	\$ 593,428	\$ 366	\$ 593,062	\$ 366	\$ 593,451	\$ 592	\$ 592,859	\$ 592	\$ (24)	\$ 202	\$ (226)	\$ 202	\$ (226)							
	Total Capital & Bonding	\$ 593,428	\$ 366	\$ 593,062	\$ 366	\$ 1,482,255	\$ (609,604)	\$ 2,091,859	\$ (609,604)	\$ (888,827)	\$ (1,498,798)	\$ 609,971	\$ (1,498,798)	\$ 609,971							
	Total All Funds	\$ 3,684,444	\$ (319,778)	\$ 4,004,221	\$ (319,778)	\$ 4,045,109	\$ (1,002,608)	\$ 5,047,717	\$ (1,002,608)	\$ (360,666)	\$ (1,043,496)	\$ 682,830	\$ (1,043,496)	\$ 682,830							

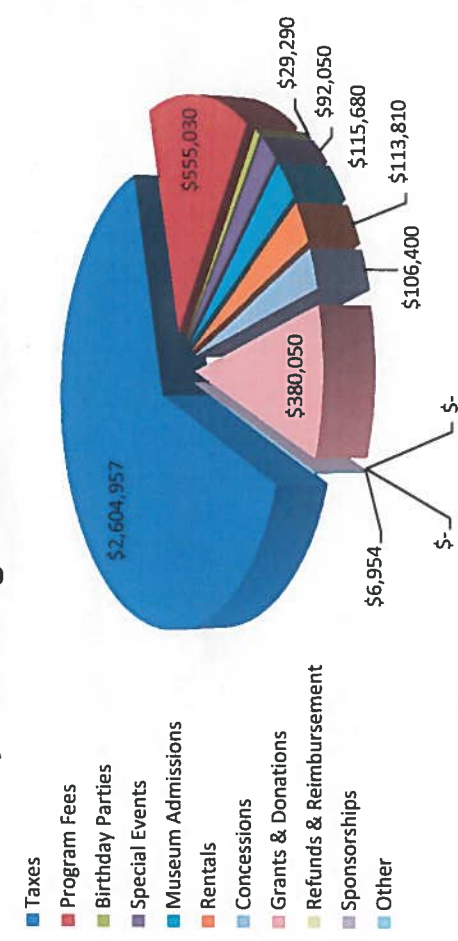
**BOURBONNAIS TOWNSHIP PARK DISTRICT**  
**Actual vs Budget Overview**  
 May 2016 through March 2017

	2016/2017 Actual as of 03/31/17		2016/2017 Budget			Remaining	
<b>Revenue Source</b>							
Taxes	\$ 2,606,526	70.7%	\$ 2,604,957	65.1%	\$ (1,568)	-0.1%	
Program Fees	\$ 423,031	11.5%	\$ 555,030	13.9%	\$ 131,999	23.8%	
Birthday Parties	\$ 25,302	0.7%	\$ 29,290	0.7%	\$ 3,988	13.6%	
Special Events	\$ 82,535	2.2%	\$ 92,050	2.3%	\$ 9,515	10.3%	
Museum Admissions	\$ 107,878	2.9%	\$ 115,680	2.9%	\$ 7,803	6.7%	
Rentals	\$ 110,004	3.0%	\$ 113,810	2.8%	\$ 3,806	3.3%	
Concessions	\$ 89,554	2.4%	\$ 106,400	2.7%	\$ 16,846	15.8%	
Grants & Donations	\$ 197,431	5.4%	\$ 380,050	9.5%	\$ 182,619	48.1%	
Refunds & Reimbursement	\$ 12,409	0.3%	\$ -	0.0%	\$ (12,409)		
Sponsorships	\$ 19,850	0.5%	\$ -	0.0%	\$ (19,850)		
Other	\$ 9,925	0.3%	\$ 6,954	0.2%	\$ (2,971)	-42.7%	
<b>Total</b>	<b>\$ 3,684,444</b>		<b>\$ 4,004,221</b>		<b>\$ 319,778</b>		
<b>Expenditures</b>							
Personnel & PR Taxes	\$ 1,290,819	31.9%	\$ 1,543,423	30.6%	\$ 252,604	16.4%	
Benefits	\$ 248,148	6.1%	\$ 310,077	6.1%	\$ 61,929	20.0%	
Supplies	\$ 298,227	7.4%	\$ 350,372	6.9%	\$ 52,145	14.9%	
Services	\$ 476,453	11.8%	\$ 551,295	10.9%	\$ 74,842	13.6%	
Utilities	\$ 124,240	3.1%	\$ 150,071	3.0%	\$ 25,831	17.2%	
Maintenance	\$ 122,007	3.0%	\$ 50,620	1.0%	\$ (71,387)	-141.0%	
Capital	\$ 888,803	22.0%	\$ 1,499,000	29.7%	\$ 610,197	40.7%	
Debt Service	\$ 596,412	14.7%	\$ 592,859	11.7%	\$ (3,553)	-0.6%	
<b>Total</b>	<b>\$ 4,045,109</b>		<b>\$ 5,047,717</b>		<b>\$ 1,002,608</b>		

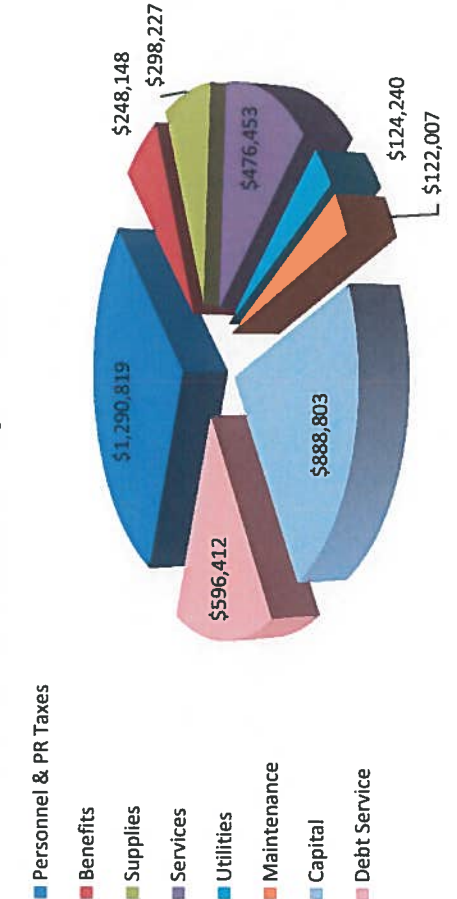
2016/2017 Actual Revenue Sources



2016/2017 Budgeted Revenue Sources



2016/2017 Actual Expenditures



2016/2017 Budgeted Expenditures

