

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Willowhaven  
1451 N 4000 E Road, Kankakee, IL 60901  
October 23, 2017 at 5:30 P.M.**

The October 23, 2017 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

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

Appointees Present: Paula Jacobi, Dan Borschnack and Hollice Clark

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

Visitors Present: Mr. and Mrs. William Hengl, Tom Breitenbucher, Becky Soulignie, Eric Tamez, Marc Acevedo.

**Pride Recognition:** N/A

Becky Soulignie with the Salvation Army thanked the park district for their gracious assistance in the success of the Gimme Shelter Benefit for the Kankakee County and the Sleep Out for the Homeless event. Ms. Soulignie expressed the Kankakee County Salvation Army's interest in making this annual even in September each year.

Presentation from Tom Breitenbucher updated the board on the following items for the Kankakee River Valley Special Recreation Association:

- Numbers were up for participation in Summer Camp this past year
- The first sporting clays shoot was held and was successful
- The Association's P.A.C.T. group is going well (Parents And Caregivers Together)
- The 2<sup>nd</sup> Annual Great Mouse Race will be held Saturday November 4<sup>th</sup>.
- The Association continues to strive for improved communication and greater visibility within the community.

Eric Tamez and Marc Acevedo addressed the board with enthusiasm on the disc golf course installed at Willowhaven. Both gentlemen are involved with the local Disc Golf Club and wanted to thank the board for the new course and offered their assistance in promotion of the course. Mr. Tamez and Acevedo were asked if they would join the district during the grand re-open of Willowhaven in spring of 2018 for demonstrations. Both gladly accepted.

**Staff Reports:**

**Executive Director:** – Hollice Clark submitted his monthly Executive Director Report (filed with the October 23, 2017 Board Packet). Along with this report Mr. Clark reported the following:

- Thank you to the BTPD staff who helped with Sleepy Hollow. Numbers were good for this year's attendance with exception of the first Saturday's rain out. An average of 400 people per night experienced the Haunted Hay Ride (743 on the second Saturday)
- Grass is growing at Willowhaven
- We have recently seen an increase in vandalism around the park

-Annexation of property, Paula Jacobi explained that her research found 12 parcels of property available. Executive Director Clark told the Board that this land is currently farmland however annexation will position the district well in the future.

Finance & Personnel – Paula Rogers handed out the following reports all are included in the October 23, 2017 Board Packet *and will be filed with these minutes.*

-Balance Sheet and Income Statement by Fund FY 05/01/17 – 04/30/17

-Rec Trac Fiscal 2017 Revenues by Area /Event

-Rec Trac Revenue Comparison FY 2017 vs. FY 2018

-Payroll Comparison FY 2017 vs. FY 2018

The following was also reported:

-An amended budget will be necessary

-Currently working with Speer Financial to answer all questions to complete the bond process

Exploration Station – Sarah Winkel submitted an update based on a monthly report from Brittany Beck, for the Exploration Station which is included in the October 23, 2017 Board Packet. A summary of the report was given:

-Thank you to staff, volunteers and all involved to make for another successful Sleepy Hollow.

The first Saturday rain out was a learning experience. Unfortunately the rain date was also cancelled due to storms. Although “no refunds” was printed on all tickets, Attorney Paula Jacobi advised amending to “no refund if the district cancels event”.

Recreation - Sarah Winkel submitted her monthly Recreation Department Report. This report has been filed with the October 23, 2017 Board Packet. A summary of the report was given:

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the October 23, 2017 Board Packet. Highlights include:

-Aerification of fields 1 – 6 is complete

-Fall restoration of infield lips is in progress along with sod repairs on high traffic areas

-Tournaments/rentals for 2017 are done. It was noted that turn out for fall softball lessons each year, this year only one night a week was needed instead of two in the past.

Parks & Grounds – Todd Poole submitted a monthly Parks and Grounds Report. This report has been filed with the October 23, 2017 Board Packet.

-Sleepy Hollow staff was great to work with. This event could not happen without Bill Hengl and Anthony Settle, thank you.

-We have a new rooster named Hank donated to us from a nice family.

-We also have what were thought to be additional three roosters left at the farm however turns out they are Rhode Island Hens.

#### **Ad Hoc Committee Reports:**

Special Recreation: *no minutes were submitted*

Living History: Minutes of the September 20 and the October 18, 2017 have been filed with the October 23, 2017 Board Packet.

#### **Consent Agenda:**

A motion was made by Bennett to approve the consent agenda with a correction to the location noted in the Board Meeting minutes of September 25, 2017 from Willowhaven to Exploration Station. Seconded by Settle. Roll call: Bennett –Aye, Gregoire -Aye, Hebert – Abstained, Settle-Aye; Delabre-Absent. Motion carried.

- Approval of minutes for Regular Board Meeting- September 25, 2017
- Committee of the Whole minutes, October 18, 2017
- Approval of bills

**Unfinished Business: N/A**

**New Business:**

Bennett made a motion to approve changes to Personnel Policy 390 Employee Benefits, all qualifying part-time employees will now receive a twenty percent (20%) discount, seconded by Settle. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Aye, Settle – Aye, Delabre- Absent. Motion Carried.

Settle made a motion to approve naming Executive Director Clark as a delegate to attend the annual IAPD Business meeting during conference from January 18-20, 2018 and a person to be named by the Executive Director as an alternate, if need be. Seconded by Bennett. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Aye, Settle – Aye, Delabre- Absent. Motion Carries.

A short discussion on the lighting replacement at Diamond Point was had. Questions on the possibility of waiting another year was asked. With fifteen percent of the lighting out this is not a good option. Question was asked about LED lighting, poles would have to be wind tested by engineers before going to LED. With this information and after reviewing the bid tabulations for Diamond Point Ballfield Lighting Replacement Settle made a motion to award the bid to the low bidder Ruder Electric. Seconded by Bennett. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Nay, Settle – Aye, Delabre- Absent. Motion Carried.

**Discussion on the proposed Concession, Special Events & Rental Manager position:**

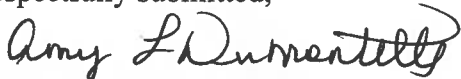
Concern was raised in hiring another fulltime employee at the rate proposed, will this position be capable of rising our income to accommodate. Opinions differed in this area. The proposed position is designed to better serve customers in the area of special events, rentals and concessions.

Settle made a motion to approve the proposed position and begin hiring process of a Concession, Special Events & Rental Manager. Seconded by Hebert. Roll Call: Bennett – Nay, Gregoire – Aye, Hebert – Nay, Settle – Aye, Delabre- Absent. Motion Failed.

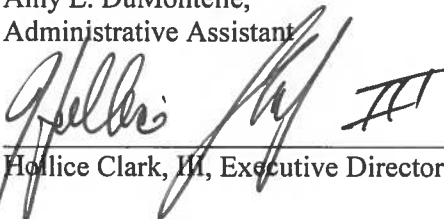
Treasurer Dan Borschnack briefly spoke to the Board on assets and cash reserves. No draft of the audit is available yet, will come to the Board for a vote in November. The MD&A will also be given to the Board in November.

Motion to adjourn made by Settle, seconded by Bennett. All in favor, Motion carried.

Respectfully submitted,



Amy L. DuMontelle,  
Administrative Assistant

  
Hollice Clark, III, Executive Director

11-27-17  
Date

  
Wayne Delabre, President

11-27-17  
Date

Minutes approved at the board meeting of November 27, 2017.