

**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
March 26, 2018 at 5:30 P.M.**

The March 26, 2018 Board of Commissioners Meeting was called to order by Vice President Gregoire at 5:30 pm with the following people present:

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

Appointees Present: Paula Jacobi, Brian Scott and Hollice Clark

Staff Present: Dan Borschnack, Paula Rogers, Mike Crews, Todd Poole, Frank Cianci, James Garcia and Amy DuMontelle

Visitors Present: Mr. William Hengl

Employee recognition: Executive Director, Clark presented a certificate to James Garcia. A call was received from Helen Spriggs, a customer, praising James for his efforts in customer service. Executive Director, Clark thanked Mr. Garcia for going above and beyond.

Paula Jacobi introduced Brian Scott to the Board. Mr. Scott will be taking the position of legal counsel due to Ms. Jacobi's retirement from the firm. Mr. Scott gave a brief background on himself and thanked the Board for the opportunity to work with them. The Board welcomed Mr. Scott.

Executive Director, Clark presented Paula Jacobi with a clock. Along with the Board, Executive Director, Clark thanked her for her years of service and congratulated her on her retirement

Staff Reports:

Executive Director: – Hollice Clark submitted his monthly Executive Director Report (filed with the March 26, 2018 Board Packet).

-Executive Director, Clark will be out of the office until April 4 but will be available by phone if needed.

-Justin and I met had a great meeting with Adventure Commons. We are excited about future partnering with additional activities.

-Durham-Perry Open House is being planned with the Living History Committee. Volunteer recognition will be following the open house as well.

-All board members need to respond for the Willowhaven Grand Opening.

Finance & Personnel – Paula Rogers submitted her monthly Financial Report through the Committee of the Whole meeting of March 21, 2018 (*a copy is filed with the Committee of the Whole minutes, included in the March 26, 2018 board packet*) and discussed the following:

- Balance Sheet and Income Statement by Fund YTD 05/01/17 – 02/28/18

- Income Statement by Department YTD 05/01/17 – 02/28/18
- Income Statement by Special Event YTD 05/01/17 – 02/28/18
- Finance and Personnel Report
- We have begun using “Indeed” to post job listings for free and are receiving many responses

Exploration Station – Hollice Clark submitted an update based on a monthly report from Brittaney Beck, for the Exploration Station which is included in the March 26, 2018 Board Packet.

Recreation – Hollice Clark submitted a monthly Recreation Department Report. This report has been filed with the March 26, 2018 Board Packet.

Executive Director, Clark reported on the following:

- Deputy Director Winkel will return from maternity leave the beginning of April. She will begin part-time for a week before returning back to her full-time status.

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the March 26, 2018 Board Packet. Highlights include:

- Willowhaven picnic tables are done. Saved \$2,460 (two thousand four hundred sixty dollars and 00/100) building in house.
- Concession stand trailer is setup with appliances installed.
- Games have started already and the first tournament weekend will be April 7th.

Parks & Grounds – Todd Poole submitted a monthly Parks and Grounds Report. This report has been filed with the March 26, 2018 Board Packet.

- Seasonal hiring is going well. Hoping to have positions filled by next week.
- Animals are all doing well.
- Great Lakes Park Training Institute was great!

Ad Hoc Committee Reports:

Special Recreation: February 16, 2018 minutes were emailed today and printed to hand out at the meeting. *(a copy will be filed with these minutes)*

Settle reported that the committee is still researching the purchase of a new bus and are discussing security.

Living History: *no minutes were submitted*

Consent Agenda:

A motion was made by Settle to approve the consent agenda. Seconded by Bennett.

Roll call: Bennett –Aye, Gregoire -Aye, Hebert – abstained, Settle-Aye; Delabre-Absent. Motion carried.

- Approval of minutes for Regular Board Meeting- February 19, 2018
- Approval of minutes for Committee of the Whole- March 21, 2018
- Approval of bills

Unfinished Business: N/A

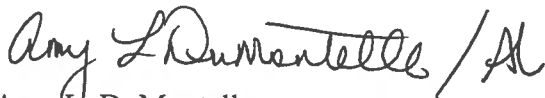
New Business:

Executive Director, Clark summarized the bike sharing program being created by the Kankakee County Convention & Visitors Bureau, Inc. The light weight, 5-speed bikes, will be available in 10 area locations by early May. The bikes will be tracked through a GPS system to prevent them from being stolen. Anyone with a smart phone can use the convenient payment app to release the bike for use. Once finished, the bike is returned to one of the designated bike stations and final payment will be made through the payment app.

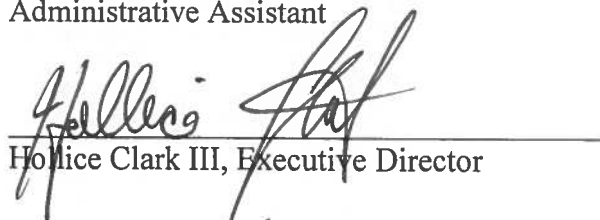
Settle made a motion to approve the Zagster Memorandum of Understanding with the Kankakee County Convention & Visitors Bureau, Inc. committing the park district to one bike rack with the understanding that if the minimum is not met to launch the program we will reconsider purchasing a second rack. Cost will be \$9000.00 (nine thousand dollars and 00/100) annually (per rack) Seconded by Bennett. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Aye, Settle – Aye, Delabre- Absent. All in Favor, Motion Carried.

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

Respectfully submitted,

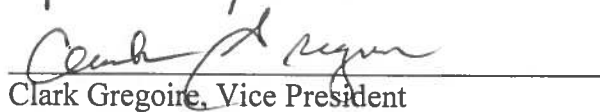


Amy L. DuMontelle,
Administrative Assistant



Hollice Clark III, Executive Director

4-23-18
Date



Clark Gregoire, Vice President

4-23-18
Date

Minutes approved at the board meeting of April 23, 2018.

Chairman Francis Ciaccio called the Tuesday, February 16, 2018 meeting of the River Valley Special Recreation Association to order at 5:30 pm at the River Valley Special Recreation office. Those present were Commissioners Anthony Settle, Clark Gregoire, Duane Tucker, Alfred Hollis, Director Breitenbucher and staff member Pam Bright. Parent and Foundation member, Peggy King was also present.

Hollis made a motion to accept the January, 2018 minutes as presented. Tucker second and the motion carried on a unanimous vote of aye.

Settle made a motion to approve the February bills of \$18,237.81 as presented. Tucker second and the motion carried on a unanimous vote of aye.

The Director's report was presented. Highlighted activities were: 107 participants at the Winter Carnival, 40 at Disney on Ice, the Special Olympic team placed 1st and is advancing to the state basketball tournament and there are 164 registered for the Valentine Dance.

A discussion was held on building safety. There are options for buzzers, cameras, alarms and a combination of all. Tom will get estimates for each and report back.

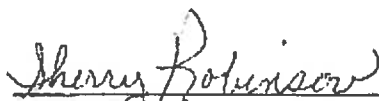
Tom spoke again to Midwest Transit. They may have used 12 passenger, 2-wheelchair 2014 bus with 10,000 miles coming available. It is \$39,000 plus fees and no warrantee left. The Commissioners thought with that few miles there should be some warrantee left. Tom said this SRA probably only puts on 6,000-7,000 miles per year. The question was asked if there is a formula for leasing versus buying based on miles per year. Tom will try to find out. It was decided to leave the purchase open-ended and have Midwest call if anything comes up. Tucker asked if the funds are available. The recently cashed CD would cover half of the cost. Tom will keep pursuing options.

The next meeting will be March 20, 2018 at 5:30pm.

Hollis made a motion to adjourn the meeting. Gregoire second and the motion carried.



Chairman



Secretary