

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
January 22, 2018 at 5:30 P.M.**

The January 22, 2018 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, Brian Hebert, Anthony Settle and Wayne Delabre

Appointees Present: Paula Jacobi and Hollice Clark

Staff Present: Dan Borschnack, Paula Rogers, Mike Crews, Todd Poole and Amy DuMontelle

Visitors Present: Mr. William Hengl, Meghan Grober (Indian Oaks Academy/Starfish), Mary Ann Berg (Indian Oaks Academy/Starfish)

**Presentation:**

\$1500.00 (Fifteen hundred dollars and 00/100) donation to Starfish Family Homes from money raised at the 2017 Turkey Trot was presented by President Delabre, Executive Director, Clark and Recreation Supervisor, Justin Glenn on behalf of the Bourbonnais Township Park District.

**Pride Recognition:** N/A

**Staff Reports:**

**Executive Director:** – Hollice Clark submitted his monthly Executive Director Report (filed with the January 22, 2018 Board Packet).

-The planning of Willowhaven's Grand Opening is underway. The attentive date is Saturday, April 21st

-Deputy Director, Winkel gave birth to a baby girl. Congratulations to Sarah and Beau.

-Thank you to the Board for the opportunity to attend another great year of the IAPD/IPRA Annual Conference

**Finance & Personnel** – Paula Rogers submitted her monthly Financial Report and discussed the following reports, all are included in the January 22, 2018 Board Packet.

- Balance Sheet and Income Statement by Fund YTD 05/01/17 – 12/31/17

- Income Statement by Department YTD 05/01/17 – 12/31/17

- Income Statement by Special Event YTD 05/01/17 – 12/31/17

-Notes to Financials

In addition, an Estimated Cash Position Report through May 2018 and discussed briefly (*a copy will be filed with these minutes*)

Paula noted that the bond funds hit the bank today.

Exploration Station – Hollice Clark submitted an update based on a monthly report from Brittaney Beck, for the Exploration Station which is included in the January 22, 2018 Board Packet.

Recreation – Hollice Clark submitted a monthly Recreation Department Report. This report has been filed with the January 22, 2018 Board Packet.

Executive Director, Clark reported on the following:

- Lisa Milton recently attended the “Kids Connection Program”, a program concerning children and mental health awareness.
- Willowhaven rentals have begun and are going strong
- Willowhaven habitat exhibit is underway
- Basketball numbers are down slightly this year but still have 300 players
- Yoga is going well

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the January 22, 2018 Board Packet. Highlights include:

- Back from attending the Sports Turf Management Conference in Texas, thank you for the opportunity to continue my education
- The Diamond Point Light Replacement Project is underway. Work began on January 15, is about half complete and the remainder of the work will continue as the weather allows.
- The December Adopt-a-Room went very well. Excitement was generated for the new additions at Willowhaven.

Parks & Grounds – Todd Poole submitted a monthly Parks and Grounds Report. This report has been filed with the January 22, 2018 Board Packet.

- Snow and ice removal continues
- The pavilion restrooms will be closed during extreme cold temperatures
- Working on many projects that include; servicing equipment and vehicles along with starting to prepare or mend scarecrow frames.

**Ad Hoc Committee Reports:**

Special Recreation: November 21, 2017 minutes were submitted and filed with the January 22, 2018 Board Packet. Commissioner Settle communicated that the bus purchase is on hold while researching some options.

Living History: November 15, 2017 and January 17, 2018 minutes were submitted and filed with the January 22, 2018 Board Packet. This committee did not meet in December 2017. Executive Clark asked for time to look over these minutes and discuss at the next Committee of The Whole meeting.

**Consent Agenda:**

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

- Approval of minutes for Regular Board Meeting- December 18, 2017
- Approval of minutes for Special Board Meeting- January 8, 2018
- Approval of bills

**Unfinished Business:** N/A

**New Business:**

Preliminary and Design Services proposal for Perry Farm playground discussion. Gregoire made a motion to Preliminary and Design Services proposal for Perry Farm playground as presented, seconded by Bennett. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Nay, Settle – Aye, Delabre- Aye. Motion Carried.

Proposal for park district website redesign by Link Point, this is the same company who has redesigned websites for Watseka, Bourbonnais and Kankakee. Question was asked by Bennet if the marketing Director is working on the website design process, Executive Director Clark responded that yes, she has been involved in the process and will maintain the upkeep after the redesign is complete. Also asked if the fees involved were budgeted for. Not in budget but will not be replacing the Perry Farm entrance sign and will be using the funds set aside for that. Settle made a motion to approve the proposal presented for a park district website redesign. Seconded by Gregoire. Roll Call: Bennett – Aye, Gregoire – Aye, Hebert – Aye, Settle – Aye, Delabre- Aye. Motion Carried.

After discovering a stronger need in the direction of marketing, Executive Director Clark submitted a proposal to approve a new job description for the Marketing Director and hiring a fulltime Marketing Assistant in lieu of hiring a Concession, Special Events & Rental Manager. Several questions or concerns were discussed including; how will we address the needs presented previously concerning rentals, special events and concessions? How will Nicole be able to focus on Willowhaven without this fulltime position? Concerns with deviating so far away from the original request. Salary for marketing is quite high. Given the many unanswered questions, President Delabre asked for a motion to table the new job description for Community Outreach and Marketing Director and Marketing Assistant. Bennett made a motion to table. Seconded by Hebert. Roll Call: Bennett – Aye, Gregoire – Nay, Hebert – Aye, Settle – Nay, Delabre- Aye. Motion Carried.

Settle made a motion to enter into Closed Session to discuss the following topics as permitted by State Statute: Items pertaining to 5 ILCS 120/2 (1) (Personnel): The appointment, employment, compensation, discipline, dismissal, performance or personal status of employees. Items pertaining to 5 ILCS 120/2 (c) (5) (Real Estate): The acquisition or lease of real property or the selling or rental price of real estate. Gregoire seconded. Roll call: Bennett -Aye, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. Motion carried.

In: 6:05 P.M

Motion to reconvene out of Executive Session made by Settle. Seconded by Bennett. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

Out: 8:24 P.M.

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

Respectfully submitted,

*Amy L. DuMontelle*

Amy L. DuMontelle,  
Administrative Assistant

*Hollis Clark III*  
\_\_\_\_\_  
Hollis Clark III, Executive Director

*4-23-18*  
\_\_\_\_\_  
Date

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

*4-23-18*  
\_\_\_\_\_  
Date

Minutes approved at the board meeting of February 19, 2018.