

**Bourbonnais Township Park District Board of Commissioners Meeting**  
**Exploration Station...a children's museum**  
**1095 W Perry Street, Bourbonnais, IL 60914**  
**February 23, 2015 at 5:30 P.M.**

The February 23, 2015 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present by roll call: Kim Bennett, Donna Brown, Brian Hebert, Denny Lehnus and Wayne Delabre

Appointees Present: Dan Borschnack, Paula Jacobi and Hollice Clark

Staff Present: Paula Rogers, Frank Cianci, Jackie Uphoff, Ashley Lovell, Brittany Beck, Mike Crews and Amy DuMontelle

Visitors Present: Michael Fenton, with the Daily Journal, Brandon Meredith, Clark Gregoire, Anthony Settle.

**Public Comment:** N/A

**Pride Recognition**

Jackie Uphoff presented Crystal Martinez with the BTPD P.R.I.D.E. Award. Miss Martinez was thanked for her service. She is professional and has a calm demeanor while working.

**Staff Reports:**

Executive Director -Hollice Clark submitted his monthly Executive Director Report (filed with the February 23, 2015 Board Packet).

- The OSLAD grant has been placed on hold by Governor Rauner. Contact has been made with Peter Murphy, CEO of Illinois Association of Park Districts (IAPD) and State Representative, Kate Cloonen.

- Our Affordable Care analysis and the districts health insurance has been reviewed. A recommendation will be brought to the board in the next few months.

-The Bourbonnais Elementary School District #53 (BESD) students will be working on a Willowhaven video project. When the project is complete it will be presented to the Board of Commissioners and we will host a viewing party out at Willowhaven.

-Please remember to submit any nominations for the volunteer of the year award by email.

**Recreation:**

Hollice Clark reported:

The spring brochure was mailed out on February 18<sup>th</sup>. Planning for the summer brochure is underway.

Staff has begun working with local artist Christiana Loraine to offer fine art programs and representatives of local art gallery FEED to offer film making classes. These programs are new offerings and we are excited to continue building fine art programs for the park district.

Reports were submitted from staff members and all reports have been filed with the February 23,

2015 Board Packet, these include:

- February Board Report, Jackie Uphoff
- February Board Report, Brandi Kaner
- February Board Report, Lisa Milton
- February Board Report, Jen Coronelli
- WH February 2015, Nicole Jenkins

**Finance & Personnel** – Paula Rogers submitted the December 2014 financials and reported the following:

- The budget process is underway, workbooks are out and Hollice and I will be meeting with each department to figure FY 2015-16 projections
- Currently working on compiling data for required IRS reporting.
- January 2015 financials will be completed and distributed at the February 23, 2015 meeting.

**Exploration Station** — Sarah Winkel submitted her monthly report for the Exploration Station which is included in the February 23, 2015 Board Packet. Brittaney Beck addressed the Board with the following information:

- The Annual Special Families with Special Needs Easter Egg Hunt will take place March 28<sup>th</sup> at 1:00 PM. All are invited to come experience this endearing event.
- We will be hosting a book fair at Barnes and Noble to raise funds to purchase books that will be given out at our Kick Off to Summer Reading event in May. The Book Fair is March 21<sup>st</sup> 11A-3P
- We are excited to partner with FEED, which will allow us to offer activities with a new approach to art.
- The new grocery store enhancement is running slightly behind schedule due to recent weather events.

**Diamond Point** – Mike Crews submitted his monthly Diamond Point Park Report and discussed the following items:

- Currently working with Concessions on some minor remodeling to bring service counters up to Health Department Code.
  - Getting a bid on a small walk-thru gate for the back entrance.
  - Clean-up of grounds will continue as weather allows.
  - Herb already has approximately 450 teams signed up for tournaments. Our projected revenue for the 2015 season is expected to be higher than the final number from the 2014 season.
- (This report has been filed with the February 23, 2015 Board Packet)

**Parks & Grounds** – Brent LeBran addressed the board and submitted his monthly Parks and Grounds Report. Highlights were as follows:

- Preventative maintenance is done on equipment and shop organization continues.
- Winter cleaning at Willow Haven is done.
- Hayrack repairs are almost complete

(This report has been filed with the February 23, 2015 Board Packet)

**Committee Reports:**

**Special Recreation;** Donna Brown reported that the River Valley Special Recreation Association (SRA) met on February 17, 2015. *Minutes from this meeting were handed out and will be filed with these minutes.* Commissioner Brown explained that the audit and intergovernmental agreement was

discussed. The current discrepancy between Kankakee and Bourbonnais seems due to having used the Estimated Assessed Value (EAV) in the 2007 Agreement. She noted that the SRA has never approached the Bourbonnais Township Park District for funding on a project in the past.

Committee of The Whole; the Committee of The Whole met at 5:30 P.M. on February 4, 2015 at the Exploration Station with Brian Hebert, Wayne Delabre, Denny Lehnus, Donna Brown, Kim Bennett, Dan Borschneck, Hollice Clark, Clark Gregoire and Anthony Settle present.

These minutes have been filed with the February 23, 2015 Board Packet.

Finance; Paula Rogers reported; the Finance Committee met at 7A.M. on February 19, 2015 at the Perry Farm House with Donna Brown, Dan Borschneck, Hollice Clark and Paula Rogers in attendance. Items discussed included; payroll comparison for FY 14-15, budget process update, employee status/insurance benefits and credit card expenditures.

These minutes have been filed with the February 23, 2015 Board Packet.

Museum: N/A

Recreation: N/A

Parks and Grounds: N/A

**Consent Agenda:**

A motion was made by Bennett to approve the consent agenda as presented. Seconded by Lehnus. Roll call: Bennett -Aye, Brown -Aye, Hebert -Abstain, Lehnus-Aye, Delabre-Aye. Motion carried.

-Approval of minutes for Regular Board Meeting- January 26, 2015

-Committee of The Whole Meeting minutes from February 4, 2015

-Finance Committee Minutes -February 19, 2015

-Approval of bills

**Living History:** N/A

**Unfinished Business:** N/A

**New Business:**

The Board was presented with a request for approval to create a full-time position of Site Coordinator I: Jackie Prim briefly explained the role of this position and answered all questions from the board. A motion was made by Brown to approve the full-time position of Site Coordinator I, seconded by Bennett. Roll call vote: Bennett-Aye, Brown-Aye, Hebert- Aye, Lehnus -Aye, Delabre -Aye. All in favor, Motion carried.

The Board was presented with a request for approval to create a full-time position of Parks Labor I: A motion was made by Lehnus to approve the full-time position of Parks Labor I, second by Hebert. Roll call vote: Bennett-Aye, Brown-Aye, Lehnus-Aye, Hebert-Aye, Delabre-Aye. All in favor, Motion carried.

The Board was presented with a request for approval to create a full-time position of Information Systems Coordinator: a brief discussion was held and questions were answered.

A motion was made by Bennett to approve the full-time position of Information Systems Coordinator, second by Brown. Roll call vote: Bennett-Aye, Brown-Aye, Lehnus-Aye, Hebert -Nay, Delabre-Aye. Motion carried.

The Board was presented with a request for approval to create a full-time position of Senior and Trip Coordinator:

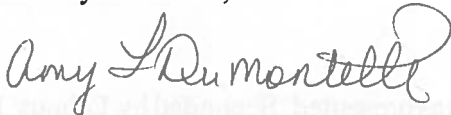
A motion was made by Lehnus to approve the full-time position of Senior and Trip Coordinator, second by Brown. Roll call vote: Bennett-Abstain, Brown-Aye, Lehnus-Aye, Hebert -Abstain, Delabre-Aye. Motion carried.

President Delabre asked the Board if they had reviewed all closed session minutes from July 2014 to December 2014. All signified yes. Attorney, P. Jacobi advised that entering into closed session was not necessary to review if it had already been done by memo.

A motion was made by Brown to release all closed to session minutes for the time period reviewed, second by Bennett. Roll call vote: Bennett-Aye, Brown-Aye, Lehnus-Aye, Hebert-Aye, Delabre-Aye. All in favor, Motion carried. (This releases minutes: July, 28, 2014 and December 22, 2014)

Motion to adjourn at by Lehnus, seconded by Bennett. All in favor, Motion carried.

Respectfully submitted,

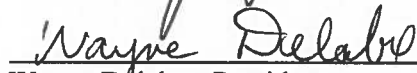


Amy L. DuMontelle, Administrative Assistant



Hollice Clark, III, Executive Director

Date



Wayne Delabre, President

Date

Minutes approved at the board meeting of February 23, 2015.