

**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
January 26, 2015 at 5:30 P.M.**

The January 26, 2015 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: 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, Brittaney Beck, Mike Crews and Amy DuMontelle

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

Public Comment:

Herb Forkenbrock: we have at least three hundred (300) teams signed up so far for weekend tournaments, things are looking really good. "I am estimating this will be the best year yet"

Consent Agenda:

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

- Approval of minutes for Regular Board Meeting- December 15, 2014
- Finance Committee Minutes -January 15, 2015
- Museum Committee Minutes –January 13, 2015
- Approval of bills

Pride Recognition – N/A

Committee Reports:

Finance: Paula Rogers reported; the Finance Committee met at 7A.M. on January 15, 2015 at the Perry Farm House with Donna Brown, Brian Hebert, Dan Borschnack, Hollice Clark and Paula Rogers in attendance. Items discussed included; unclaimed property, preliminary December financials, credit card expenditures, employee status / benefits and a payroll comparison for FY 14-15.

These minutes have been filed with the January 26, 2015 Board Packet.

Museum: Hollice Clark reported; the Museum Committee met at 5:20P.M. on Tuesday, January 13, 2015 at the Exploration Station with Kim Bennett, Wayne Delabre, Brittaney Beck and Sarah Winkle in attendance. Items discussed included; Frosty Express wrap up,

planning spring/summer events, Art in the Park, June 6, 2015, 25th year Anniversary of ES, July 28, 2015,

Up, Up and Away update, Shop-a-lot Market upgrade, new lesson plans for Up, Up, and Away and Paleontology, education signs, rental policy change, outreach, spring and summer brochure, PDRMA and interstate sign

These minutes have been filed with the January 26, 2015 Board Packet.

Recreation: N/A

Parks and Grounds: N/A

Special Rec: Donna Brown reported that the River Valley Special Recreation Association did meet on January 21, 2015. Minutes from this meeting were handed out and will be filed with these minutes.

Staff Reports:

Executive Director – Hollice Clark submitted his monthly Executive Director Report (filed with the January 26, 2015 Board Packet). Along with this report Mr. Clark reported the following:

- The IL Association of Park Districts (IAPD) State Conference was attended by management staff in Chicago last week. It was asked that reports turned in by staff on attended sessions be forwarded by email to the Board. Hollice will email them out when they are received.
- Frosty Express Social Media Award
- Hollice Clark welcomed and introduced Intern Ashley Lovell to the Board, Ashley will be with us through April 30th.
- A Committee of The Whole meeting will be held February 4th at the Exploration Station.
- The Annual Wine and Beer Tasting will be held February 6th at the Riverside Fitness Center in Bourbonnais. A flyer was handed out to everyone.
- A reminder was given that nominations for the 2014 Volunteer of the Year are due, please submit those nominations promptly.
- OSLAD is holding now due to the governor freezing all expenditures until further notice
- Our annual bond review will be held by conference call on February 5th.
- A meeting with an affordable care consultant will be held next week.

Recreation:

Hollice Clark explained that the Recreation Station is currently experiencing some growing pains with the addition of the Silver Sneakers program, having over 70 people sign up for the program. We are addressing some parking issues but all-in-all the program is bringing many more opportunities to our District's seniors.

He also added that the 2015 Spring Brochure is scheduled to be mailed on February 17th.

Reports were submitted from staff members and all reports have been filed with the January 26, 2015 Board Packet, these include:

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

Finance & Personnel – Paula Rogers explained that she is still working on balancing the 2014 December financials and reported the following:

- The FY 13-14 Audit was recorded with the County Clerk on the 23rd of December along with the Tax Levy.
- All W2's and 1099's are complete and have been sent out.

Exploration Station – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the January 26, 2015 Board Packet. Brittaney Beck addressed the Board with the following information:

- Frosty Express was a great success. Extended the event to two (2) days was very well received. Thank you to all the hard working staff and wonderful volunteers.
- Our partnership with Sparkle continues, we are still in the planning stages but hope to launch new party packages soon.
- We hope to have the grocery store enhancement complete with scanning system installed mid-February.
- Blankets for Peds out-reach program: Kristi, Education and Community Relations Coordinator is working on a new program where Exploration Station, with help from patrons, come together and make fleece tie blankets for children in the Peds Unit at Riverside and St. Mary's. Each blanket will have a special letter and a coupon inviting them to visit when they are feeling better. Riverside is on board and we are in the process of contacting St. Mary's.
- In preparation for our 25th anniversary, a great committee has been put together to get planning started.

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

- Back-stop repairs will begin soon however only the existing issues will be addressed for now. This will allow for the repairs to be complete in time for the open of the spring season.
- A new event will be held this year on July 17th. Family Night out at Diamond Point will be free to the public and incorporate various activities such as a movie in the park, bounce houses and in partnership with Herb Forckenbrock, a baseball skills contest.
- About eighty-five percent (85%) of last season's staff will be returning this spring (This report has been filed with the January 26, 2015 Board Packet)

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

- Parks and Grounds staff is doing a great job
 - Preventative maintenance is being performed on equipment.
 - Repairs to the hayracks and attaching steps.
 - Preparing, cleaning and organizing the shop for the new season.
 - We are looking at drop gates for the trail heads. This is a safer option.
- (This report has been filed with the January 26, 2015 Board Packet)

Living History: N/A

Unfinished Business: N/A

New Business:

The Board was presented with the memorandum of understanding for our part time custodians and maintenance staff with Laborer's International Union of North America, Local 751. The park district attorney, Paula Jacobi explained that negotiations are scheduled in March and she recommends approval by the Board at this time.

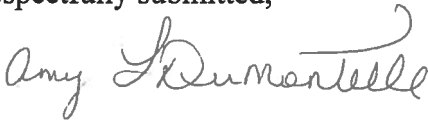
A motion was made by Bennett to approve the Memorandum of Understanding covering the terms and conditions for the regular part-time employees bargaining unit., second by Lehnus. Roll call vote: Bennett-Aye, Brown-Aye, Lehnus-Aye, Hebert-Aye, Delabre-Aye. All in favor, Motion carried. Paperwork was given to Paula Jacobi.

Delabre also asked the Board to please complete the annual Executive Director evaluation and have it returned for the February 4 Committee of The Whole Meeting.

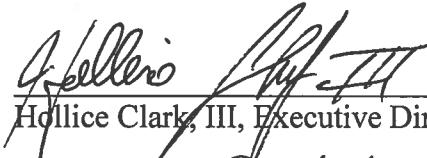
Wayne Delabre extended a welcome to potential new board members, Brandon Meredith, Anthony Settle and Clark Gregoire and thanked them all for their attendance.

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

Respectfully submitted,



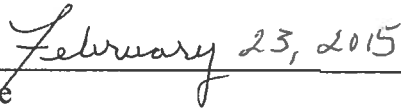
Amy L. DuMontelle,
Administrative Assistant



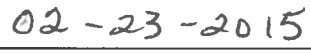
Hollice Clark, III, Executive Director



Wayne Delabre, President



Date



Date

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