

**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
August 24, 2015 at 5:30 P.M.**

The August 24, 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, Clark Gregoire, Brian Hebert, Anthony Settle and Wayne Delabre.

Appointees Present: Dan Borschnack, Paula Jacobi and Hollice Clark

Staff Present: Paula Rogers, Sarah Winkel, Mike Crews, Brittaney Beck, Brandi Kaner and Amy DuMontelle

Visitors Present: Marie and Louie King

Public Comment: - N/A

Employee Presentation: N/A

Presentation- Tom Breitenbucher: Tom Breitenbucher, Executive Director of River Valley Special Recreation Association (RVSRA) thanked the board for having him come speak. Mr. Breitenbucher shared a list of upcoming community events that RVSRA have attended and will be attending and handed out a 2014-2015 RVSRA Annual Report and a RVSRA Fall 2015 Brochure

Pride Recognition: Brandi Kaner introduced Marie King to the Board. Mrs. King is an active Seniors Programs Volunteer, always going above and beyond. President Delabre presented Mrs. King with a P.R.I.D.E. (Personal Responsibility In Determining Excellence) Certificate and thanked her for all that she does.

Staff Reports:

Executive Director: – Hollice Clark submitted his monthly Executive Director Report (filed with the August 24, 2015 Board Packet). Along with this report Mr. Clark reported the following:

- We welcomed over 1000 (one thousand) people for the Exploration Station's Birthday Bash and many stayed to listen to American English for our Summer Concert series. A big thank you to the Board for their support and to the staff for a job well done.
- The Senior Picnic was a great success due to Brandi Kaner's hard work. We heard many compliments on the evening from our seniors.
- The early summer flooding has caused quite a bit of damage to the trails at Perry Farm especially around the construction at the Kankakee River Metropolitan Agency (K.R.M.A.) Contact has been made with the agency and pictures have been taken. Executive Director Clark explained that he is working with the City of Kankakee Engineer Dave Tyson on these issues and will be meeting with Mr. Tyson again this week.
- Updates have been made to the Perry Farm House front desk making it handicapped accessible.

Many updates are also being made at the Recreation Station. The board was invited to stop in and take a look at the many improvements.

-Last month it was mentioned that we had been given a grant from Lowe's for \$5,000.00 (five thousand dollars and 00/100). We have decided to utilize the funds to update the resource room at the Recreation Station. (depictions of the work to be done were included in the board packet)

- Dane Mall, Risk Management Services Manager with Park District

Risk Management Agency (PDRMA) came for a visit last week. Some items discussed were; a breakdown of our work comp history, playground signage and tree clean-up.

Finance & Personnel – Paula Rogers submitted the following:

-a Balance Sheet Prev Year Comparison (as of July 31, 2015)

-a Profit & Loss Prev Year Comparison, May through July 2015 report

-a Profit & Loss Prev Summary by Month, May through July 2015 report

All have been filed with the August 24, 2015 Board Packet.

Paula Rogers reported the following:

-The auditors finished their onsite visit on August 6, 2015. Tricia Mills was very pleased with how smoothly things went and did not foresee any material issues.

-Many of our seasonal staff have left or will be leaving soon.

Exploration Station – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the August 24, 2015 Board Packet. Ms. Winkel addressed the Board with highlights from her monthly report:

-Our Business After Hours was a wonderful success, the presentation of O'Flaherty Way was well received. Thank you to all who helped.

- Our 25 year birthday bash was also a success! Although we had hoped for attendance of around 400 (four hundred), more than 1000 (one thousand) came to celebrate with us in the three hour period. Another HUGE thank you to all who helped make it such a special day!

-During the museum's annual shut down we will be transforming the animal room into the STEAM Lab (science, technology, engineering, ART and mathematics) We are very excited about the possibilities. The Kankakee County Convention and Visitors Bureau donated \$2500.00 (two thousand five hundred dollars and 00/100) towards our STEAM Lab. We are very grateful!

-Sleepy Hollow is scheduled for Fridays and Saturdays, October 9, 10th and 16, 17th

-Frosty Express is scheduled for Saturday and Sunday December 12 & 13, 2015

-The Winter Brochure is set to be out in the mail December 1st.

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the August 24, 2015 Board Packet. Highlights were given as follows:

-The projected timeline for the Backstop Project was reported: Fields # 3&4; 8/24---9/11

Fields # 5&6; 9/14---10/2 and Fields # 1&2; 10/5---10/23. Mr. Crews confirmed that work did begin that day on fields 3 and 4.

-The tournament season was over as of August 1st

-Local schools are using fields 5 and 6 as their home field.

The Board would like Herb Forkenbrock to attend the next Committee of The Whole meeting.

Parks & Grounds – Hollice Clark submitted a monthly Parks and Grounds Report. This report has been filed with the August 24, 2015 Board Packet.

Recreation:

Hollice Clark reported that with the temporary leave of Jen Coronelli, Jackie Prim will be overseeing athletics and Brandi Kaner will be over health and fitness. Lisa Milton has reported great numbers in our preschool program. With those numbers the district will be able to offer an afternoon program. The staff is very excited! We have had record numbers for Fun Time Day Camp and currently, program fees are up compared to this time last year. Overall, programs have been strong all summer.

Reports were submitted from staff members and all reports have been filed with the August 24, 2015 Board Packet, these include:

- WH August 2015, Nicole Jenkins
- August Board Report, Lisa Milton
- August Board Report, Jackie Prim
- August Board Report, Brandi Kaner

Ad Hoc Committee Reports:

Special Recreation: (no minutes were submitted)

Living History: (no meeting was held in July due to a lack of a quorum) Minutes for June 17, 2015 were submitted along with proposed history signage at Perry Farm. The Living History Committee made a motion at the August 2015 meeting to ask for a general consensus of the Board so they know whether or not to proceed with the signage project.

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-Aye. Motion carried.

- Approval of minutes for Regular Board Meeting- July 20, 2015
- Finance Committee minutes –August 19, 2015
- Parks Committee minutes –August 13, 2015
- Approval of bills

Unfinished Business:

Update River Valley Special Recreation Association Advisory Committee Appointment. During a brief discussion it was suggested that instead of removing people whose terms were not completed yet, possibly adding people. Attorney, Paula Jacobi mentioned that the agreement signed states 11 (eleven) shall serve on the advisory committee and she advised staying with the numbers in the agreement.

New Business:

Approve Disposal Ordinance 2015-02

A motion was made by Bennett to approve Ordinance 2015-02 and consider this the first reading. Seconded by Settle

Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; 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. Items pertaining to 5 ILCS 120/2 (2) (Collective Bargaining): Collective bargaining matters between the park district and its employees or their representative or deliberations concerning salary schedules for one or more classes of employees AND Items pertaining to 5 ILCS 120/2 (c) (21) (Review Close Session Minutes) semi-annual review of closed session minutes

Gregoire seconded. Roll call: Bennett -Aye, Gregoire -Aye, Hebert -Aye, Settle-Aye; Delabre-Aye. Motion carried.

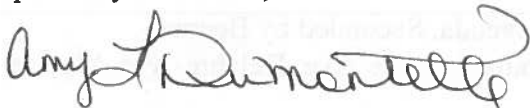
In: 6:08 P.M

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

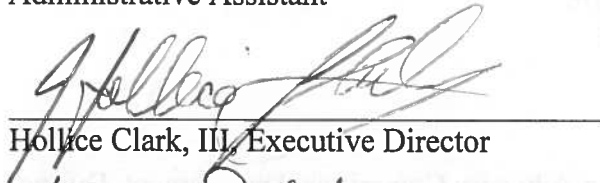
Out: 6:34 P.M.

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

Respectfully submitted,



Amy L. DuMontelle,
Administrative Assistant



Hollace Clark, III, Executive Director

09-28-2015
Date



Wayne Delabre, President

09-28-2015
Date

Minutes approved at the board meeting of September 28, 2015.