

**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
September 28, 2015 at 5:45 P.M.**

The September 28, 2015 Board of Commissioners Meeting was called to order by President Delabre at 5:45 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, Brent LeBran, Frank Cianci, Lisa Milton, Jackie Prim, Nicole Jenkins, Brittaney Beck, Brandi Kaner and Amy DuMontelle

Visitors Present: N/A

Public Comment: - N/A

Employee Presentation:

Jackie Prim, Recreation Supervisor introduced herself and gave a brief summary of her education and path to the park district along with a description of day to day operations.

Pride Recognition: N/A

Staff Reports:

Executive Director: – Hollice Clark submitted his monthly Executive Director Report (filed with the September 28, 2015 Board Packet). Along with this report Mr. Clark reported the following:

- We had 146 scarecrows this year for our annual Scarecrow Fest (an increase of 34 from last year) and helped Presence St. Mary's Hospital raise \$646.00 (six hundred forty-six dollars and 00/100) for breast cancer research.
- Wednesday the 30th will be our Business Before Hours from 7:30 AM to 8:30 AM fro the business community. WKAN talk show will broadcast live from the farm. Please join us if your schedule allows.
- We are currently working with the Bradley Police Department and will be installing a "24 hour camera surveillance" sign at Coyne Street Park.
- We will be asked to sign the Enterprise Zone for Kankakee County ordinance soon. The area effecting the park district will be the property tax abatement.
- Roof issues were recently discovered at the Recreation Station and raised safety concerns. These repairs have been made.
- Committee of the Whole will meet October 14th

Finance & Personnel – Paula Rogers submitted the following:

- a Balance Sheet Prev Year Comparison (as of August 31, 2015)
- a Profit & Loss Prev Year Comparison, May through August 2015 report
- a Profit & Loss Budget vs. Actual, May through August 2015 report

All have been filed with the September 28, 2015 Board Packet.

Paula Rogers reported the following:

- A summary of the reports handed out.
- The second half of sales tax revenue has been received.

Exploration Station – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the September 28, 2015 Board Packet. Ms. Winkel addressed the Board with highlights from her monthly report:

- 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.
- 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

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the September 28, 2015 Board Packet. Highlights were given as follows:

- The projected timeline for the Backstop Project was reported: Fields # 3&4; 8/24---9/11 is finished, Fields # 5&6; 9/14---10/2 is 75% finished and Fields # 1&2; 10/5---10/23
- Batting cage construction will begin after all major construction is complete.
- 16 (sixteen) weekends are scheduled for tournaments in 2016

Parks & Grounds – Brent LeBran submitted a monthly Parks and Grounds Report. This report has been filed with the September 28, 2015 Board Packet. Brent reported the following:

- The grass continues to grow, we are keeping up as best as they can.
- 3 (three) more trail head drop gates have been received and will be installed in place of lift gates later this fall
- All advertising monitors have been installed at all facilities.

Recreation:

Hollice Clark reported that all staff has submitted their first draft for the winter brochure. It is exciting to see the new programs that will be offered to our residents and community.

The Recreation Station is seeing record enrollment in our Preschool and Before and After School programs. For the Commissioner's reference, a Recreation Department Cancellation Report has been included in the board packet.

Reports were submitted from staff members and all reports have been filed with the September 28, 2015 Board Packet, these include:

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

Ad Hoc Committee Reports:

Special Recreation: N/A

Living History: (no meeting was held in September due to a lack of a quorum) Sample boards have been created and left at the Perry Farm House that show a history signage project for Perry Farm.

Recognition of Brent LeBran's 21 (twenty-one) years of service.

Consent Agenda:

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

- Approval of minutes for Regular Board Meeting- August 24, 2015
- Finance Committee minutes –September 24, 2015
- Recreation Committee minutes –September, 2015
- Approval of bills

Unfinished Business:

Update River Valley Special Recreation Association Advisory Committee Appointment

New Business:

Lincoln Way Special Rec has a 28 (twenty-eight) passenger handicap accessible bus they would like to sell us for \$13,000.00 (thirteen thousand dollars and 00/100)

A motion was made by Settle to approve the expenditure of \$13,000.00 (thirteen thousand dollars and 00/100) to purchase a 28 (twenty-eight) passenger handicap accessible bus.
Seconded by Gregoire.

Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor.
Motion carried.

Bennet 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

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

In: 6:35 P.M

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

Out: 7:10 P.M.

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

Respectfully submitted,




Amy L. DuMontelle,
Administrative Assistant



Hollace Clark, III, Executive Director

October 26, 2015
Date



Wayne Delabre, President

10-26-15
Date

Minutes approved at the board meeting of October 26, 2015.