

**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
March 28, 2016 at 5:30 P.M.**

The March 28, 2016 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 and Hollice Clark

Staff Present: Brittaney Beck, Mike Crews, Brent LeBran, Sharon Richardson and Amy DuMontelle

Visitors Present: Tom Breitenbucher, Herb Forkenbrock and a representative of Kankakee Valley Construction Co.

Public Comment: N/A

Employee Presentation:

Sharon Richardson introduced herself, gave a brief description of her background and job duties within the park district and presented an overview of this year's 30th Birthday Celebration of the Bourbonnais Township Park District "We Are BTPD" The park district will celebrate 30 years on November 3, 2016.

Tom Breitenbucher addressed the board: Mr. Breitenbucher updated the Board on current Special Rec programs along with updates that have been made at the facility and thanked the Board for their affiliation and continued support.

Herb Forkenbrock addressed the board: Mr. Forkenbrock explained that scheduling for Diamond Point is ahead of where it was last year at this time. 550 (five hundred-fifty) teams have been scheduled so far with an average of 45 to 50 (forty-five to fifty) teams per weekend.

Pride Recognition: N/A

Staff Reports:

Executive Director: – Hollice Clark submitted his monthly Executive Director Report (filed with the March 28, 2016 Board Packet). Along with this report Mr. Clark reported the following:

-Jackie Prim had her baby girl! All is well.

-Jackie Prim has been awarded a \$1000.00 (one thousand and 00/100 dollar) Power Grant from IAPD, IL Association of Park Districts

-There are many exciting new ventures on the horizon. We have been and will continue working with the Village of Bourbonnais on several projects. One includes the Skate Park that was mentioned in today's newspaper.

-This year we are going through our LCR, Loss Control Review with PDRMA, Park District Risk Management Agency. We are working toward a 96% score and accreditation by PDRMA.

-Reminder: the 11th Annual Volunteer Recognition Night is May 11

Finance & Personnel – N/A

Exploration Station – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the March 28, 2016 Board Packet. In Sarah’s absence, Brittany Beck addressed the Board with highlights from the Exploration Station monthly report including the following:

- Special Families Resource Fair took place Thursday March 3. Attendance was lower than expected.
- The Easter Egg Hunt was a success, attendance was good.
- Art in the Park is coming Saturday, June 4th. Call to artists has been sent out.

Recreation - Sarah Winkel submitted her monthly Recreation Department Report. This report has been filed with the March 28, 2016 Board Packet. The following highlights were given by Hollice Clark:

- The St. Pat’s Dinner was a big success with 325 (three hundred twenty-five) in attendance.

Reports were submitted from Recreation Supervisors and included in the Recreation Department Report

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the March 28, 2016 Board Packet. Mr. Crews shared the following:

- Spring is here! Tournament start this weekend, we are ready.
- Required OSHA training has been completed.

Parks & Grounds – Brent LeBran submitted a monthly Parks and Grounds Report. This report has been filed with the March 28, 2016 Board Packet. Highlights shared included:

- Job Fair went well, many employees will be returning.
- We are still looking for a custodian to work evenings and weekends.

Ad Hoc Committee Reports:

Special Recreation: No Minutes were submitted.

Living History: Minutes from February 10, 2016 and March 16, 2016 were submitted and are included in the March 28, 2016 Board Packet.

Consent Agenda:

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

- Approval of minutes for Regular Board Meeting- February 22, 2016
- Committee of the Whole minutes – March 7, 2016
- Approval of bills

Unfinished Business:

Roadway and Trail Resurfacing Project bid results summary:

	Holland Asphalt	KVCC
Base Bid	\$136,801.00	\$230,370.70
River Trail Alternate 3-Overlay	\$85,268.00	\$119,693.00
Inner Trail Alternate 6-Overlay	\$174,542.00	\$251,301.00
Total	\$396,611.00	\$601,364.70

Tyson Engineering performed the Bid Letting, checked references and background of the two bidders and recommends that we award the project to Holland Asphalt Services, Inc. South Holland Illinois.

A motion was made to award the Roadway and Trail Resurfacing Project to Holland Asphalt Services by Settle. Seconded by Gregoire. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Abstained, Settle-Aye; Delabre-Aye. Motion carried.

New Business:

A motion was made to approve the Ordinance 2016-01, Disposal Ordinance by Bennett. Seconded by Gregoire. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. Motion carried.

As requested by the Executive Director, A motion was made to approve entering into an agreement with Management Association of Downers Grove, IL, to complete a benchmark analysis of 10 management positions at the park district by Settle. Seconded by Gregoire. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Nay, Settle-Aye; Delabre-Abstained. Motion carried.

Unable to find a qualified gardener to maintain flower beds around the Perry Farm and Willowhaven Park. Executive Director, Clark recommended we outsource this function to a commercial landscaper. 2 (two) contract proposals were provided to the Board’s for consideration. Bennett made a motion to sign the contract by submitted by Art’s Landscaping of Bourbonnais, IL. This contract will run for 8 eight months, include spring clean-up of flower beds and 11 (eleven) on site visits, 4 (four) hour per. The total contract is for \$19,380.00 (nineteen thousand, three hundred eighty dollars and 00/100) Seconded by Gregoire. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Nay, Settle-Aye; Delabre-Aye. Motion carried.

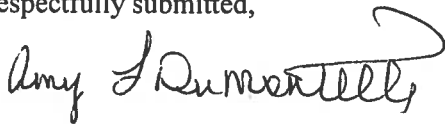
Coyne Street concerns discussion included the following:

- parking issues
- Mayor Schore has suggested that camera be installed
- On duty police officers are parking there to complete reports

Letter of Support for Designation of the Kankakee River as a National Water Trail or “NWT” has been received. Gregoire motioned to sign the letter of support. Settle seconded. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

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

Respectfully submitted,



Amy L. DuMontelle,
Administrative Assistant



Hollice Clark, III, Executive Director

04 - 25 - 2016

Date



Wayne Delabre, President

4/25/16

Date

Minutes approved at the board meeting of April 25, 2016.