

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
April 25, 2016 at 5:30 P.M.**

The April 25, 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: Sarah Winkel, Mike Crews, Jen Coronelli and Amy DuMontelle

Visitors Present: Sherri Denault,

**Public Comment:** N/A

**Presentation by Sherri Denault:**

Sherri Default presented to the Board a proposal to bring a nature inspired outdoor art gallery to the park late this coming summer for approximately five weeks. A short slide show was presented "Openness to Awareness". The only concern of the Board would be vandalism. With the concern/issue of vandalism understood by Ms. Default, the Board looks forward to the outdoor gallery.

**Pride Recognition:** N/A

**Staff Reports:**

**Executive Director:** – Hollice Clark submitted his monthly Executive Director Report (filed with the April 25, 2016 Board Packet). Along with this report Mr. Clark reported the following:

-Working with vendors in researching the cost of security cameras for Coyne Street and Perry Farm. Updates will be provided as they are available.

-Repairs to leaking windows at Willowhaven are in progress.

-A Willowhaven Task Force has been formed to create a vision for what we want our Nature Center to be. We will be visiting other Nature Centers and talking with area teachers for input on the educational aspect.

-Hollice explained his three main goals of focus for the coming fiscal year, (1) increase revenue at Diamond Point (2) upgrade and increase revenue at Willowhaven and (3) find additional space for the recreation department.

-Comcast Cares Day went very well. They would like to come back again next year.

Brian Hebert commented on what a great project this is, he was very impressed.

-Work with the Village of Bourbonnais on a skate/ice park and the Chocolate Tour continues.

-Please mark your calendars for our annual Volunteer Recognition, scheduled for May 11.

Finance & Personnel – Paula Rogers gave a summary of the February financials and handed out the following reports to the board:

- Budget Overview
- Tax Levy PTell Worksheet
- Payroll Comparison FY 2015 vs. FY 2016
- Balance Sheet Prev Year Comparison (as of February 29, 2015)
- Profit & Loss Prev Year Comparison May 2015 through February 2016
- Profit & Loss Budget vs. Actual, May 2015 through February 2016

*All will be filed with the May 23, 2016 Board Packet.*

Paula Rogers gave a summary of the reports handed out.

Exploration Station – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the April 25, 2016 Board Packet. Sarah Winkel addressed the Board with highlights from the Exploration Station monthly report:

- Kick off to Summer Reading will be May 26<sup>th</sup> this year from 6-7pm at the museum.
- Art in the Park will be June 4<sup>th</sup> from 11am – 3pm.
- The announcement of our partnership with the Gretchen Charlton Art Gallery will be on Saturday, May 7<sup>th</sup>. Press releases will be sent out.

Recreation - Sarah Winkel submitted her monthly Recreation Department Report. This report has been filed with the April 25, 2016 Board Packet. The following highlights were given:

- The newly developed cancellation policy will go into effect May 1<sup>st</sup>. A phone registration procedure and gift card procedure is currently being worked on.
- Christina Pender will be working with us as the summer intern, please welcome her
- Willowhaven will begin summer hour, open to the public on May 4th

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

In talking about upcoming events, the Board asked if a calendar could be created and given prior to each month with a list of events and programs. Amy will see that this is done each month.

Diamond Point – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the April 25, 2016 Board Packet. Mr. Crews shared the following:

- New benches for fields 5 & 6 are complete.
- Getting pricing on building batting cages.
- the first couple of weeks were slow due to the weather however we are in full swing now. Mike added that approximately half of the seasons games are played in May.

Parks & Grounds – Brent LeBran submitted a monthly Parks and Grounds Report. This report has been filed with the April 25, 2016 Board Packet.

- mowing has commenced
- the Recreation Station playground has been mulch
- garden plots will be plowed and ready to go this week

**Ad Hoc Committee Reports:**

Special Recreation: No Minutes were submitted.

Also discussed:

- a short update on the last River Valley Special Recreation Association meeting attended by Bennett and Settle.
- Kankakee Valley Park District has paid their portion of money owed to the River Valley Special Rec.

Living History: Minutes from March 16, 2016

Also discussed were:

- A Self-guided Tour Book has been created for the Kankakee County area, Perry farm is first on the tour.
- We have received approval from the county to go forward on renovations to the garage at Perry Farm.

**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- March 28, 2016
- Parks and Grounds Committee minutes – April 7, 2016
- Finance Committee minutes – April 20, 2016
- Approval of bills

**Unfinished Business:**

**New Business:**

Review of the first draft of the FY 2016-17 Budget

Wayne Delabre made an appointment of Executive Director Hollice Clark as President Pro-Tem for the purpose of holding an Election of Board Officers.

A nomination was made to name Wayne Delabre as President of the Bourbonnais Township Park District Board of Commissioners by Bennett and Gregoire, a request for any other nominations was made three (3) times.

With no other nominations offered. Gregoire made a motion to close nominations for President of the Bourbonnais Township Park District Board of Commissioners. Bennett seconded. All in Favor. Motion carried.

A nomination was made to name Kim Bennett as Vice President of the Bourbonnais Township Park District Board of Commissioners by Gregoire and Delabre, a request for any other nominations was made three (3) times.

With no other nominations offered. Settle made a motion to close nominations for Vice President of the Bourbonnais Township Park District Board of Commissioners were closed. Gregoire seconded. All in Favor. Motion carried.

A motion was made by Bennett to elect Wayne Delabre as President of the Bourbonnais Township Park District Board of Commissioners. Settle seconded. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Abstained. Motion carried.

A motion was made by Gregoire to elect Kim Bennett as Vice President of the Bourbonnais Township Park District Board of Commissioners. Settle seconded. Roll call: Bennett -Abstained, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. Motion carried.

A motion was made by Settle to make the following appointments: Paula Jacobi, Board Attorney, Dan Borschneck, Board Treasurer and Hollice Clark, Secretary, Sarah Winkel, Assistant Secretary. Gregoire seconded. All in Favor, Motion carried.

Commissioners Committee Assignments for FY 2016-17. According to the Board of Commissioners Policy, Wayne Delabre made the following appointments:

Finance and Personnel: Gregoire and Delabre

Recreation: Hebert and Bennett

Museum: Hebert and Delabre

Parks and Maintenance: Settle and Gregoire

River Valley Special Recreation Association: Settle and Bennett

In the future all Recreation – and Museum committee meetings will be combined.

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. AND 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.

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

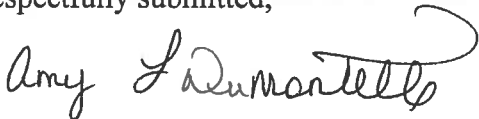
In: 6:00 P.M

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

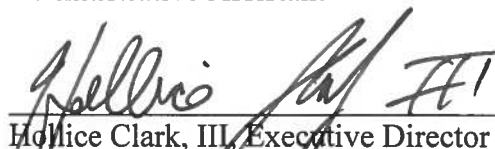
Out: 6:31 P.M.

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

Respectfully submitted,



Amy L. DuMontelle,  
Administrative Assistant

  
Hollice Clark, III, Executive Director

5/24/16  
Date

  
Wayne Delabre, President

05-24-2016  
Date

Minutes approved at the board meeting of May 23, 2016.