

**Bourbonnais Township Park District
Board of Commissioners Meeting
Willowhaven Nature Center
1451 N 4000 E Road, Bourbonnais, IL 60914
July 25, 2016 at 5:30 P.M.**

The FY 2016-17 Budget Hearing was opened at 5:30 P.M. by President Delabre. Delabre asked with anyone present had questions or comments, none were offered. President Delabre closed the Budget Hearing.

The July 25, 2016 Board of Commissioners Meeting was called to order by President Delabre at 5:33 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: Sarah Winkel, Paula Rogers, Brittaney Beck, Jake Knox, Adele Hinze, Christina Pender, Jen Coronelli and Amy DuMontelle

Visitors Present:

Public Comment: N/A

Employee Presentation:

Hollice Clark introduced our new Parks and Grounds Manager, Todd Poole.

Christina Pender thanked the park district for the opportunities she has been given as a summer intern.

Pride Recognition:

Brittaney Beck introduced her staff, Jake Knox and Adele Hinze. Each employee is here tonight to receive a BTPD P.R.I.D.E. Award for consistently going over and beyond their job description. Many thanks for these great employees.

Staff Reports:

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

-Work continues on the Loss Control Review

-Some money has been released by the state, we are hoping to receive a letter in the next few weeks.

-Mayor Adams has requested the use of our tent to be used outside of the district for Christmas in April. With the following items taken into consideration the Board agreed to allow the use of the tent: the not-for-profit rental agreement will be signed, BTPD staff will be there to set-up and we will be listed as a sponsor for the event.

-A Parks & Grounds meeting will be scheduled for August 9, 2016, 5:00 P.M. at the Recreation Station.

-A 2016 Board Retreat has been scheduled for August 16, 2016, 5:00 P.M. at Tucci's in Bourbonnais. The Board was asked to prepare ideas and questions for discussion and bring them with.

Finance & Personnel – Paula Rogers gave a Time Pro and B S & A update. The final approval of the budget will take place prior to the July 25, 2016.

The following reports were given to the board:

-a Balance Sheet Prev Year Comparison (as of May 31, 2016)

-a Profit & Loss Prev Year Comparison, May 2016 report

All will be filed with these minutes.

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 July 25, 2016 Board Packet.

-Our September-December 2016 Brochure should be mailed out August 1st.

-Jen Coronelli will be leaving the park district to pursue her teaching career August 5th. We wish her the best! Interviews have started to find a new Athletics Director

Recreation - Sarah Winkel submitted her monthly Recreation Department Report. Reports were also submitted from Recreation Supervisors and included in the Recreation Department Report This report has been filed with the July 25, 2016 Board Packet. Sarah also mentioned:

-We are currently transitioning to our fall programs but will still have some programs running from the May – August 2016 Brochure.

Brian Hebert, on behalf of the Board thanked Jen Coronelli for her time with the park district.

Diamond Point – no report was submitted, Executive Director Clark, mentioned the following:

-Softball and Sand Volleyball are going very well.

-The last tournament of the season will be held this week.

Parks & Grounds – Executive Director Clark submitted a monthly Parks and Grounds Report.

This report has been filed with the July 25, 2016 Board Packet.

It was added that the fencing replacement around the animals is complete and they will plan on grating the animal pathway in August.

Ad Hoc Committee Reports:

Special Recreation: *No Minutes were submitted.*

Living History: Notes from July 20, 2016 (filed with the July 25, 2016 Board Packet)

Consent Agenda:

A motion was made by Settle to approve the consent agenda. Seconded by Gregoire

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

- Approval of minutes for Regular Board Meeting- June 27, 2016

- Approval of bills

- Finance Committee minutes of July 20, 2016

Unfinished Business:

A motion was made to approve the FY 2016-17 Budget and Appropriation Ordinance 2016-02 by Gregoire. Seconded by Settle. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

New Business:

Approval of Recreation Supervisor-Athletics Job Description. A motion was made by Settle, seconded by Hebert. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

Approval of Bourbonnais Township Park District Archives and Museum Acquisition Policy. A motion was made by Settle, seconded by Bennett. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

A motion was made to give approval for ordering skate park plaza equipment by Gregoire. Seconded by Settle. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Abstained, Settle-Aye; Delabre-Aye. Motion carried.

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

In: 6:10 P.M

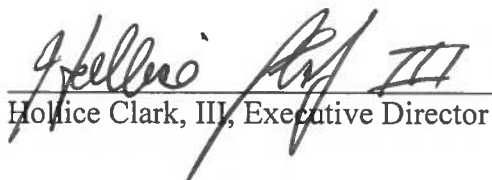
Motion to come out of Executive Session made by Gregoire. Seconded by Bennett. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. Motion carried.

Out: 6:20 P.M.

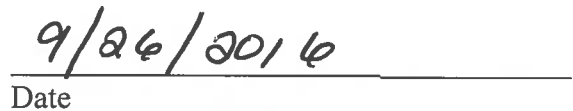
Motion to adjourn at by Bennett, seconded by Settle. All in favor, Motion carried.

Respectfully submitted,

Amy L. DuMontelle,
Administrative Assistant



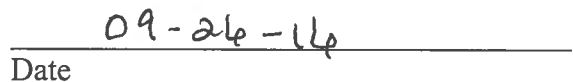
Hollie Clark, III, Executive Director



Date



Wayne Delabre, President



Date

Minutes approved at the board meeting of August 22, 2016.