

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
November 21, 2016 at 5:30 P.M.**

The November 21, 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, Paula Jacobi and Hollice Clark

Staff Present: Sarah Winkel, Paula Rogers, Mike Crews, Todd Poole, and Amy DuMontelle

Visitors Present: N/A

**Public Comment:** N/A

**Pride Recognition:** N/A

**Staff Reports:**

**Executive Director:** – Hollice Clark submitted his monthly Executive Director Report (filed with the November 21, 2016 Board Packet). Along with this report Mr. Clark reported the following:

- Acting Out Theatre has picked Perry Farm as their location of their summer performance of Beauty and the Beast. Performances will be held July 20, 21, 22 and 23, 2017.
- Staff is currently working through the changes in the FSLA that will be taking effect on December 1, 2016.
- Focus groups continue to be conducted in the community.
- A committee is reviewing district rental fees.

**Finance & Personnel** – Paula Rogers handed out an updated FY 2016-17 Tax Levy, a summary of audit financials for FY 2015-16 and monthly update memo. *These documents will be filed with these minutes.*

**Exploration Station** – Sarah Winkel submitted her monthly report for the Exploration Station which is included in the November 21, 2016 Board Packet.

**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 November 21, 2016 Board Packet.

Sarah Winkel added the following:

- The brochure has gone to the post office two weeks ahead of schedule. Calls will be made to prevent this in the future

**Diamond Point** – Mike Crews submitted his monthly Diamond Point Park Report. This report has been filed with the November 21, 2016 Board Packet.

Mike Crews reported the following:

- The parking lot project at Diamond Point is being completed tonight
- The complex has been winterized.

Parks & Grounds – Todd Poole submitted a monthly Parks and Grounds Report. This report has been filed with the November 21, 2016 Board Packet.

Todd Poole reported the following:

- Perry Farm playground equipment repairs and upgrades have been completed.
- Approximately twenty dead trees have been taken down at the Perry Farm. Several trees have been planted.
- Maintenance continues to mulch leaves and cut grass one final time today.
- The spreader is on the truck and ready for winter.

**Ad Hoc Committee Reports:**

Special Recreation: Minutes of October 18, 2016 were submitted and have been filed with the November 21, 2016 Board Packet.

Bennett reported that the Special Rec. fundraiser held recently was a quite successful and from this a memorial for the passing of a participant was given.

Living History: *No Minutes were submitted.*

**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- October 24, 2016
- Approval of bills
- Committee of the Whole Minutes on November 16, 2016

**Unfinished Business:**

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

**New Business:**

A motion was made by Gregoire to give approval to the FY 2015-16 Financial Audit for the Park District. Dan Borschnack explained that some changes in the required reporting have been made. The FY 2015-16 Financial Audit reflects those changes. Seconded by Settle.

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

A brief discussion was held concerning the review of the 2016 Tax Levy Ordinance. Executive Director, Clark recommended filing at 4.99%. Gregoire made a motion to file the Levy at 4.99%. Settle seconded. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Nay, Settle-Aye; Delabre-Aye. Motion carried.

Approval of proposed changes to the Employee Handbook. A brief discussion was held concerning the Family Medical Leave Act (FMLA) open time for a position. Executive Director, Clark explained it would be his practice to cover the position within until employees return is at all possible. Executive Director Clark also added that the Employee Handbook will be available in printed form upon request and will be posted on the website. A motion was made by Settle to

approve the changes, seconded by Bennett. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in favor, Motion carried.

Approval of the proposed position and job description of Special Events/Rental Coordinator: Executive Director, Clark reviewed the basis of the decision to create this new position. After review of cost and projected overtime numbers in keeping with the new employments laws, creating the will be the most efficient and cost effective for the district. However the job will not be posted until late January or February, while Congress reviews the new. If repealed the position will not be filled. It was added that the board will be informed before the job is posted. A motion was made by Gregoire to approve, seconded by Settle. Roll call: Bennett -Nay, Gregoire -Aye, Hebert –Nay, Settle-Aye; Delabre-Aye. Motion carried.

After review of the proposed Annual Board of Commissioner’s Meeting Schedule for 2017, a motion was made by Bennett to approve the changes, seconded by Settle. Roll call: Bennett - Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in favor, 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. 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. All in Favor, Motion carried.

In: 6:28 P.M

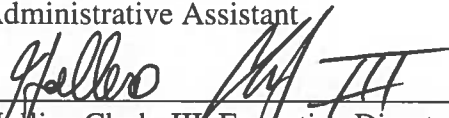
Motion to come out of Executive Session made by Settle. Seconded by Gregoire. Roll call: Bennett -Aye, Gregoire -Aye, Hebert – Aye, Settle-Aye; Delabre-Aye. All in Favor, Motion carried.

Out: 6:41 P.M.


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

Respectfully submitted,

Amy L. DuMontelle  
Administrative Assistant

  
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Hollice Clark, III, Executive Director

12-19-16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Wayne Delabre, President

12-19-16  
\_\_\_\_\_  
Date

Minutes approved at the board meeting of December 19, 2016.

