



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Willowhaven Park & Nature Center  
1451 N 4000 E Rd, Kankakee, IL 60901  
August 26, 2019 at 5:30 P.M.**

The August 26, 2019 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: Kim Bennett, Anthony Settle, Clark Gregoire and Wayne Delabre. Hebert came after roll call, during the discussion that Herb Forkenbrock was having with the board.

Appointees Present: Hollice Clark, Dan Borschnack and Brian Scott

Staff Present: Jen Blair, Kourtnee Thompson, Nicole Jenkins, Sarah Winkel, Diana Dawson, Tammy Marcotte, Paula Rogers, Mike Crews, Joe Galloy, Kelli Brza, Amanda Langlois

Visitors Present: Tim Langlois and Herb Forkenbrock

Herb Forkenbrock talked about the 2019 softball season. Rain was an issue but Mike Crew's employees did a great job. He would like to continue working with the park district. A meeting is set up for September 11, 2019 to discuss the contract.

**Staff Reports:**

Executive Director: Hollice Clark submitted his monthly Executive Director Report with the August 26, 2019 board packet. He stated that tonight everyone has a copy of the Ballpark Sports Contract, the last 3 years revenue data sheets from the softball weekends, an Intergovernmental Agreement with the Bradley School District and an informational packet about the Foundation. Brian Scott will be looking over the Intergovernmental Agreement, Clark just wanted the board to have a copy to look it over as well. Clark thanked the board for allowing him to attend the NRPA Directors School last week. He will send notes from the class. Hoppy Pig is remodeling the storage facility that we currently rent. They would like us out by October or November. Clark will work on an intergovernmental agreement with the Bourbonnais School District to house our buses there. We also

need to find a 3000 square foot or more building to rent for storage for 6 months or longer. Clark also mentioned that Bourbonnais Fire Dept. is looking at the possibility of housing their rubberized boat at Perry Farm.

**Finance & Personnel:** Paula Rogers submitted her monthly finance report with the August 26, 2019 board packet. She also sent electronically the updated financials and handed out the final copy of the Budget Books.

**Recreation Station:** Sarah Winkel submitted her monthly report with the August 26, 2019 board packet. Fall brochures are out and are amazing. Summer Camp is done and Tammy Marcotte and Jen Blair did a great job. Winkel will be meeting with PDRMA on September 26, 2019.

**Diamond Point:** Mike Crews submitted his monthly report with the August 26, 2019 board packet. Crews mentioned his seasonal help is all back to school, he is working on maintenance items of things that can't during the season, and fall ball along with Jr High School ball is running well.

**Parks & Grounds:** Joe Galloy submitted his monthly report with the August 26, 2019 board packet. He has decided to break his report into each facility so the board sees a better picture of what is being worked on. Rec Station had new hand rails installed, new mulch was added and gutters cleaned and fixed. At Willowhaven they have been sealing all of the wood structures throughout the park. The Exploration Station is in good shape, strictly weeding the area. And around the farm, working on cutting and weeding, fixing chicken coop, removed hornets' nest and bathrooms in pavilions almost all fixed. Galloy was shocked and impressed at the crowd of National Night Out and how well all of the organizations worked together. BTPD was a big influence as well.

### **Ad Hoc Committee Reports:**

Special Recreation: July 16, 2019 meeting minutes were submitted in the August 26, 2019 board packet. Bennett mentioned the Mouse Race is November 2, 2019.

Living History: *no minutes were submitted*

**Consent Agenda:** Delabre asked if there were any questions on the minutes that are included in the board packet. Hebert stated he attended the meeting on August 15, 2019, and Bennett asked if we could add the word "possible" to the section where it states *the cover would be cheaper than a (possible) law suit for skin*

*cancer*. Both items have been corrected. Delabre then asked if there was a motion to approve the consent agenda, Settle made the motion, Gregoire seconded. **Roll Call: Bennett- Aye, Gregoire- Aye, Hebert- Aye, Settle- Aye, Delabre- Aye. All in favor. Motion Carried.**

- Approval of minutes for Budget Hearing July 29, 2109
- Approval of Regular Board Meeting Minutes July 29, 2019
- Approval of Special Board Meeting Minutes August 13, 2019
- Approval of Committee of the Whole Meeting August 15, 2019
- Approval of Committee of the Whole Meeting August 21, 2019

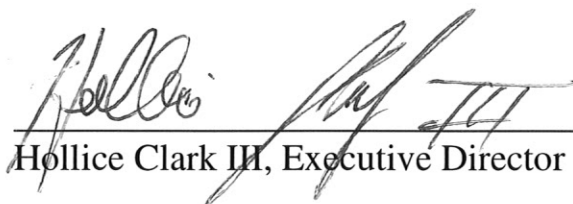
**Unfinished Business: N/A**

**New Business:** Delabre asked if there was a motion to accept the bills for August 2019, Gregoire made the motion, Bennett seconded. **Roll Call: Bennett- Aye, Hebert- Abstain, Settle- Aye, Gregoire- Aye, Delabre- Aye. Motion Carried.**

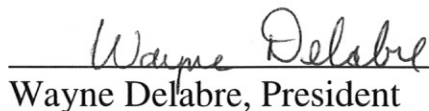
Delabre asked if there was a motion to accept the payroll for August 2019. Settle made the motion and Hebert seconded. **Roll Call: Bennett- Aye, Hebert- Aye, Settle- Aye, Gregoire- Aye, Delabre- Aye. Motion Carried.**

Delabre asked if there was a motion to adjourn into closed session at 6:10 pm. Settle made the motion, Hebert seconded. **All In Favor, Motion Carried.**

Respectfully Submitted by Amanda Langlois.

  
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Hollice Clark III, Executive Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Minutes approved at the board meeting September 23, 2019