



**Bourbonnais Township Park District
Board of Commissioners Meeting
Willowhaven Park & Nature Center
1451 N 4000 E Rd, Kankakee, IL 60901
September 23, 2019 at 5:30 P.M.**

The September 23, 2019 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: Anthony Settle, Brian Hebert and Wayne Delabre.

Appointees Present: Hollice Clark, Dan Borschnack and Brian Scott

Staff Present: Jen Blair, Kourtnee Thompson, Sarah Winkel, Tammy Marcotte, Paula Rogers, Mike Crews, Sharon Richardson, Joe Galloy and Amanda Langlois

Visitors Present: Doug Bright, Tom Breitenbucher, Laura McElroy

Doug Bright from Bright Architecture handed out a proposal of a new maintenance building for Willowhaven, This building will not be heated, no cement floor, no electricity but could be added at a later time. It will be a basic FBI or Morton building. There is an alternate in the plans for a concrete slab. It will be a wood constructed building with poles and metal panels and it will be red to match the current Willowhaven facility. Bids will be opened on October 2, 2019.

Tom Breitenbucher from the River Valley Special Recreation came to thank BTPD for their continuous support to RVSRA. He stated we are great to work with and that our staff is amazing. Programs, summer camp & trips are at an all-time high in attendance. Breitenbucher also mentioned they purchased a 14 passenger bus, replaced the roof on the facility and launched a new website. November 2, 2019 is the next Great Mouse Race.

Staff Reports:

Sharon Richardson went first to discuss monthly reports since she needed to leave quickly for Sleepy Hollow practice. Her monthly report was submitted with the September 23, 2019 board packet. She added the Scarecrow Festival was a success, hoping the Haunted Trail will be as well, tickets go on sale for that October 1, 2109. Richardson is also working on the Annual Report.

Executive Director: Hollice Clark submitted his monthly Executive Director Report with the September 23, 2019 board packet. Fall is here and the team did an amazing job decorating. Scarecrow Festival was a success and Business Before Hours is October 2, 2019 from 7:30-8:30 am. Clark handed out an Economic Alliance report. He stated that Dennis Crawford from the Bourbonnais Elementary School District, will help us store our busses. As far as a storage facility, Clark is working on it. Hebert asked if the board packet could be less in size. Clark said he would look into seeing if we could have a master copy of the packet for the Open Meetings Act so that each board member would not have to have as much in the packet and he will also look into IPADS for the board.

Finance & Personnel: Paula Rogers submitted her monthly finance report with the September 23, 2019 board packet. Rogers stated she went over financials in the Committee of the Whole. She has been busy working with Krono's to get that started.

Recreation Station: Sarah Winkel submitted her monthly report with the September 23, 2019 board packet. Winkel stated her, Lillian Hurt and Hollice Clark went to the new printers last week for a meeting which was very productive. The next brochure is in process, the restrooms at the Rec Station are wonderful, and the Car Show was a huge success. Hebert congratulated Tammy Marcotte and staff on the Car Show. Winkel also added that Preschool will begin Sept 9.

Diamond Point: Mike Crews submitted his monthly report with the September 23, 2019 board packet. Crews added he is busy doing end of the year maintenance and weed control. Plus they've hosted St George Regionals and came and helped with the corn stalks for decorating the farm and Sleepy Hollow.

Parks & Grounds: Joe Galloy submitted his monthly report with the September 23, 2019 board packet. Galloy went over each facility's items that he has been working on. At the Rec Station, basic mowing and fixed air conditioner. At Willowhaven, seal coating is almost complete on all outside items. At the Exploration Station, he said that Brittaney Beck, Kristi Schu and Tammy Anderson did a great job with shut down and his guys did not have to help much. As far as Perry Farm, the pavilion restrooms are all working, a new chicken coop was built, they got all corn stalks needed for Scarecrow Festival and Sleepy Hollow, and planted 500 plants around the Reflection Garden with the help of Mike Crews and his employees.

Ad Hoc Committee Reports:

Special Recreation: August 20, 2019 minutes were submitted with the September 23, 2019 board packet.

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 said the motion to adjourn after closed session needs to be added. Delabre then asked if there was a motion to approve the consent agenda, with the correction. Hebert made the motion, Settle seconded.

Roll Call: Bennett- Absent, Gregoire- Absent, Hebert- Aye, Settle- Aye, Delabre- Aye. All in favor. Motion Carried

- Approval of Regular Board Meeting Minutes August 26, 2019 *with corrections
- Approval of Committee of the Whole Meeting September 11, 2019
- Approval of Committee of the Whole Meeting September 18, 2019

Unfinished Business: N/A

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

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

Delabre asked if there was a motion to approve the Intergovernmental Agreement with the Bradley Elementary School District. Settle made the motion and Hebert seconded. **Roll Call: Bennett- Absent, Hebert- Aye, Settle- Aye, Gregoire- Absent, Delabre- Aye. Motion Carried**

Delabre asked if there was a motion to approve the Disposal Ordinance 2019-07. Settle made the motion and Hebert seconded. **Roll Call: Bennett- Absent, Hebert- Aye, Settle- Aye, Gregoire- Absent, Delabre- Aye. Motion Carried**

Delabre asked if the Friends of the Foundation should be tabled due to members missing. Hebert made the motion to table it and Settle seconded. **Roll Call:**

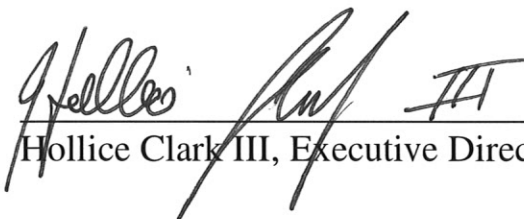
**Bennett- Absent, Hebert- Aye, Settle- Aye, Gregoire- Absent, Delabre- Aye.
Motion Carried**

Clark asked if the Committee of the Whole meeting be moved to October 23 at 5 pm. Settle made the motion and Hebert seconded. **Roll Call: Bennett- Absent, Hebert- Aye, Settle- Aye, Gregoire- Absent, Delabre- Aye. Motion Carried**

Delabre asked if any board members had keys to any facility, please turn them into Hollice, Paula or Amanda when they had a chance.


Delabre asked if there was a motion to adjourn at 6:02 pm. Settle made the motion, Hebert seconded. **All In Favor, Motion Carried.**

Respectfully Submitted by Amanda Langlois.



Hollice Clark III, Executive Director

10/28/19
Date



Wayne Delabre, President

10-28-19
Date

Minutes approved at the board meeting October 28, 2019