



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
January 27, 2020 at 5:30 P.M.**

The January 27, 2020 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: Wayne Delabre, Clark Gregoire, Anthony Settle, Brian Hebert, Kim Bennett

Appointees Present: Hollice Clark, Dan Borschnack, Brian Scott

Staff Present: Jen Blair, Frank Cianci, Mike Crews, Tammy Marcotte, Sharon Richardson, Paula Rogers, Sarah Winkel

Visitors Present: None

Presentation: None

**Staff Reports:**

Executive Director: Hollice Clark thanked the board for allowing him to attend the Soaring to New Heights IPRA/IAPD Annual Conference. He has been making sure we are compliant with all of the laws and is working with PDRMA on shared training. He also met with Nick Allen from Senator Joyce's office. Clark made a request for \$80,000 to use towards the Perry Farm Garage. The park district will acquire the following items from Thee Olde Time Farm Show: Corn Binder, Hauling Trailer, Barrel Train, and Tractor. An auction date for Thee Olde Time Farm Show equipment has been set for Sunday, March 1, 2020. Construction out at Willowhaven should begin Thursday or Friday of this week.

Finance & Personnel: Paula Rogers briefly commented on the Financials. They have been entered into Excel and she is working on the notes. She will email the financials tomorrow. She is working on Kronos which has been a very big undertaking. She did get the final payment on the tax levy.

Recreation Station: Sarah Winkel's board report was filed with the January 27, 2020 Board Packet. Winkel added her and her staff has started the planning of the May – August Program Guide. The website will be formally announced this month. She also noted the Splash Page, which is the online registration page, has been updated to mimic the look of the website. Nicole Jenkins and Winkel met with staff from Kankakee County Soil & Water Conservation District and Olivet Nazarene University to begin the planning of the Bioblitz that will be held at Perry Farm in August. The Sweet Heart Dance is Saturday, February 8 and Basketball is well underway.

Diamond Point: Mike Crew's board report was filed with the January 27, 2020 Board Packet. Crew's added he has been busy with clean up at Perry Farm and prairie burn out at Willowhaven. He has been helping out while Joe has been on vacation.

Parks & Grounds: Joe Galloy was absent, but his board report was filed with the January 27, 2020 Board Packet.

Marketing: Sharon Richardson's board report was filed with the January 27, 2020 Board Packet. Richardson added she has been doing a lot of Chocolate Tour prep which includes getting to all 40 businesses to go over how the event will work. She is working with Lillian and Nicole on a new brochure for Willowhaven. She would like to improve the Easter Egg Hunt and is revamping the Living History event. It will be more like a program that will require pre-registration. The date is set for May 2. She is also working on Reach Screens, rentals, and the Family Night Out theme. The Reflection Garden Ribbon Cutting will be followed by the Volunteer Recognition Reception. She also went over some of what the Marketing Assistant, Lillian Hurt has been working on.

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

Special Recreation: Minutes were included in board packet.

Living History: None

**Consent Agenda:** A motion was made by Settle and seconded by Bennett to approve the minutes of Regular Board Meeting, December 18, 2019 and the Committee of the Whole meeting minutes with the corrected date of January 15, 2020. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

**Unfinished Business: N/A**

**New Business:** Bennett had a few questions on accounts payable including Chrome Books, tolls, fuel, fitness instructor and Hollice inspirational. After discussion, Delabre asked if there was a motion to approve the Accounts Payable. Gregoire made the motion and Settle seconded. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked if there was a motion to approve Payroll. Gregoire made the motion and Bennett seconded. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Bennett requested discussion on the Alcohol Resolution. Board Attorney, Brian Scott explained the Resolution. Bennett stated she did not feel she could be persuaded. She would like to see the use of other means of participation to increase revenue. Events at Perry Farm and Willowhaven should be opened up to other beer/wine vendors. She has questions on the record of Grapes & Hops Sales at our concerts and Tails & Ales. She suggested staff host programs at Grapes and Hops or other places. She feels alcohol does not align with our mission statement and principals. Gregoire added that his son plays softball and they like to have a beer when they play. Hebert aligns with Bennett. Does not feel it aligns with our mission statement. It is a Band-aid approach and does not think alcohol will do it. Delabre made a motion to approve the Resolution allowing alcohol at certain Bourbonnais Township Park District programs and special events. Gregoire seconded. **Roll Call: Bennett-NO, Hebert-NO, Settle-NO, Gregoire-AYE, Delabre-AYE. Motion Fails.**

Hebert questioned page 54 of the Board Policy Number 3-013. The policy states a report of harassment can be made to a director, but he feels it should be to HR. He wants to make sure it goes through the proper channels. Attorney Brian Scott stated this is pretty much state statute. Scott emphasized we need to pass this particular policy because it tracks state law and it needs to be passed by February 9, 2020. A motion was made, with the exception of changing the language, to approve Board Policy Number 3-013 Sexual Harassment and other Unlawful Harassment by Settle, Seconded by Gregoire. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked if there was motion to approve changes to Personnel Policies 703 Sexual Harassment and other Unlawful Harassment, with the exception of

changing the language. Motion was made by Bennett, Seconded by Settle. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked if there was a motion to approve the request to bid out auditing services for the park district. Motion was made by Gregoire and Hebert seconded. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked for a motion to approve the request to seek electrical bids for the Willowhaven storage facility. Motion made by Settle, seconded by Gregoire. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked for a motion to approve the lease agreement with Bourbonnais Elementary School. Settle asked if the busses would stay in the garage all year. Clark answered yes, it is \$2000 for both busses/year. Our current electrical and fuel costs will go down. A motion was made by Settle, seconded by Gregoire. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked for a motion to approve the bids for Willowhaven siding and windows project including the alternate bid for \$116,777. Hebert questioned the cost, thought the bid price was \$80,000. Clark stated that was the storage facility. Motion was made by Settle, seconded by Gregoire. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Delabre asked for a motion to approve the purchase of new district computer servers. Motion made by Gregoire, seconded by Bennett. **Roll Call: Bennett-AYE, Hebert-AYE, Settle-AYE, Gregoire-AYE, Delabre-AYE. Motion Carried.**

Clark stated he was contacted by Buck Tomlyn on potential property. A packet was passed out to board members to review. Discussion will take place at the Committee of the Whole.

Hebert wanted to take a moment to acknowledge Thee Olde Time Farm Show. It brought a lot to this community. The organization and show will be sadly missed. He would like to commend the organization for what they have done. Clark added

he would like to get bench in their honor and place it in the meadow where the event took place.


Bennett took a minute to show appreciation for the opportunity to attend the Soaring to New Heights IPRA/IAPD conference. She reimbursed the park district for the cost of registration.

Delabre asked for a motion to adjourn. Bennett made the motion at 6:34 pm, seconded by Settle, **All in favor, Motion carried.**

Respectfully Submitted by Sarah Winkel.

  
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Hollie Clark III, Executive Director

2-24-2020  
Date

  
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Wayne Delabre, President

2-24-2020  
Date

Minutes approved at the February 24, 2020 board meeting