



**Bourbonnais Township Park District
Board of Commissioners Meeting
Willowhaven Park & Nature Center
1451 N 4000 E Rd, Kankakee, IL 60901
August 23, 2021 at 5:30 P.M.**

The August 23, 2021 Board of Commissioners Board Meeting was called to order by President Hebert at 5:33 pm with the following people present:

Commissioners Present: David Zinanni, William Bukowski, Anthony Settle, Brian Hebert

Appointees Present: Hollice Clark, Michael Hayes, Dan Borschnack

Staff Present: Amanda Langlois, Paula Rogers, Mike Crews, Joe Galloy, Frank Cianci

Visitors: Clark Gregoire, Bob Redmond, Neil Piggush, Herb Forkenbrock, Dwight & Linda Lockwood

Dwight Lockwood stated they are regular pickleball players and they knew we have already spent money on plans for the courts and would like a report as to on where we are at with them. Hollice Clark explained that the board was working on it and would make a decision soon.

Staff Reports:

Executive Director: Hollice Clark stated:

This past Thursday Don & Jane Neville relatives of Lomira Perry visited the district. The couple turned over documents and historical documents that they had of Lomira Perry that included her will and other papers. During their visit, I took them on a tour of Perry Farm Park and they were excited for the opportunity to see the park. It was great talking with the Neville's on the memories and the history that they told me of the farmstead.

Starting at 3 pm on Friday August 27 and running through Saturday August 28 ending at 3 pm is our Bio Blitz event. This event is in partnership with the Soil & Water Conservation District, Olivet Nazarene University and the district. A list of activities is in the flyer that you have received. If you have time stop by and enjoy the day.

I am excited to announce that we have hired Cheri Smolkovich as our new Marketing/Community Outreach position. Cheri will begin her duties on September 10. This is not soon enough because Julie Gindy who puts our brochure together has entered a new venture and resigned from helping the district with the brochures.

Our request for reimbursement will move on to the Finance Committee of Kankakee County. The meeting will be held on Wednesday to approve our request for reimbursement. As I stated earlier the district will begin the process of requesting reimbursement for the seal coating that the district will be undertaking.

*The date for the Board Strategy and Action Plan review meeting needs to be changed because one board Commissioner is not able to attend the meeting. I would recommend that we meet on September 15 for this meeting and our Committee of the Whole meeting on September 22. Would that work in your schedules?
On Friday August 27, Senator Patrick Joyce will be touring the district.*

Exploration Station

Exploration Station

Currently, our museum staff is doing their shutdowns items on Monday while they are closed. Carpet cleaning in half of the museum was done today and will be completed next Monday.

Hours of the museum will not be changed this Fall. The museum will be open Tuesday through Saturday. Donations after noon will take place from 1:30 pm till 5 pm on Tuesday and Thursday.

Please mark your calendars for Harvest in the Hollow scheduled for Friday and Saturday October 22 and 23.

Finance & Personnel- Paula Rogers board report was filed with the August 23, 2021 board packet. She handed out cash receipts and financials for July.

Recreation Station- Sarah Winkel was absent but her staff's reports were filed with the August 23, 2021 board packet. Clark stated that Winkel has been out sick. He did want to add that summer camp was very successful and that we are still looking for counselors for our Before & After School Program.

Diamond Point – Mike Crew's board report was filed with the August 23, 2021 board packet. Crews added they have edged all concrete at Diamond Point and working on Field 1.

Parks & Grounds- Joe Galloy's board report was filed with the August 23, 2021 board packet. Galloy noted they are busy mowing, working on the farm house landscaping, etc. He also noted that they had the water table delivered to the museum by Hoekstra Transportation. He also handed quotes on new Kubota's, that we will discuss later in the meeting.

Brian Hebert wanted to say all of the concerts this year was really good and well attended. He thanked staff for going above on National Night Out, they did a great job.

Ad Hoc Committee Reports:

Special Recreation: The minutes were handed out at the meeting on August 23, 2021. Anthony Settle stated they are disposing of a 1998 18 passenger bus and they will have mums for sale as a fundraiser.

Living History: No minutes were submitted.

Kankakee County Visitors Bureau: The minutes were filed with the August 23rd board packet.

Consent Agenda:

A motion was made by Settle and seconded by Delabre to approve the Consent Agenda. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert- AYE. Motion carried.**

-Approval of minutes for Regular Board Meeting July 26, 2021

- Approval of minutes for Budget Hearing on July 28, 2021
- Approval of minutes for Special Board Meeting on July 28, 2021
- Approval of minutes for Committee of the Whole Meeting August 18, 2021

Unfinished Business:

New Business:

Hebert asked if there was a motion to approve to pay the bills. Delabre made the motion and Settle seconded. Discussion was had about the hay. Settle thought we were doing our own, Joe Galloy stated that we didn't have the equipment nor could we find anyone to bail it. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve payroll. Delabre made the motion, Settle seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve the parking lot maintenance bid. Delabre made the motion, Hebert seconded. Neil Piggush explained the bids and details of the project. Zinanni asked how long it will last, Piggush estimated 5-7 years, depending on use, weather, etc. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve the professional services of Bright Architect for Perry Farm roof replacements. Delabre made the motion, Settle seconded. Discussion was had about the roofs. The garage is not included, since it is dry with no leaks. Clark also stated he can ask Doug Bright to go back to the National Historical Committee and see if we can use steel on the roofs. An addendum was added to the motion; we look into cedar shake roof. Motion by Settle, seconded by Hebert. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

DISCUSSION ON EQUIPMENT- Clark started the conversation by asking Galloy if any Kubota's were in stock? Galloy wasn't sure but would check. Delabre stated if something isn't broke, why fix it. He suggests we simply replace the one Kubota that is broke. Zinanni asked if they would take it on trade? Galloy stated they would take it to auction and we would get whatever they received for it, towards the purchase of a new one. Settle asked which model did Galloy suggest we get and Galloy stated the RTV1140. He will also get a price for the next meeting.

Hebert then asked if there was a motion to approve the Disposal Ordinance 2021-05 for the Kubota. Delabre made the motion and Bukowski seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

Hebert asked for a motion to approve the recommendation to make a Perry Farm and Diamond Point Committee? Bukowski made the motion and Zinanni seconded. Delabre asked why aren't

we including Willowhaven and the Exploration Station? He went on to explain several years ago we did have committees, with 2 board members and an employee. Kim Bennett suggested no more committee meetings and have monthly Committee of the Whole meetings instead because it is too hard to get people together to meet, then have to bring it to the board for even more discussion. Delabre suggested no committees but incorporate set times at the Committee of the Whole meetings for each department. This way the whole board can be involved with discussions. Zinanni wants to set these up to bring in outside experts and knowledge to help increase revenue. He went on saying it would just be a special group meeting for a short time. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-NO, Hebert-AYE. Motion carried.**

Hebert asked for a motion to approve the recommendation to video tape board meetings. Bukowski made the motion and Zinanni seconded. Delabre stated videotaped meetings are very hard to hear, microphones will be needed for each person, otherwise it will be muffled. Equipment wise, it could be very expensive. Clark added that Frank Cianci is in the process of looking into cost. Zinanni said the county does it all meetings, Bukowski agreed. Delabre would like to table the motion until next meeting, so they have process on equipment. Hebert asked for a motion to table it until the next meeting. Delabre made the motion, Hebert seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

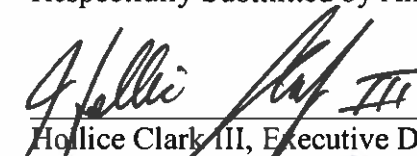
Delabre wanted to add something before the meeting ended. He said back in September 2020 the board started putting together a 5-year capital plan and labeled items of importance. Projects being done now were on that list. The roof, landscaping, etc. was put off because we knew we would be tearing it up with the construction, not to mention we had minimal staff. At this time, furloughs were being made, Covid was hitting us hard and we were basically just trying to get by, fixing only what needed to be fixed and saving every penny. Staff did an outstanding job maintaining what we could. Delabre stated with Hollice Clark's direction, the district survived and did an outstanding job.

Hebert asked if there was a motion to adjourn regular board meeting at 6:38 pm and to go into closed session for personnel issues. Zinanni made the motion and seconded by Bukowski. **All in favor, Motion carried.**

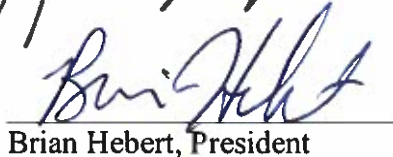
Reconvened to open meeting, motioned by Zinanni, seconded by Settle. All in favor, Motion carried.

Motion to adjourn the meeting by Zinnani, seconded by Settle. All in favor,

Respectfully Submitted by Amanda Langlois.


Hollice Clark III, Executive Director

9/27/2021
Date


Brian Hebert, President

9/27/21
Date

Minutes approved at the board meeting of September 27, 2021