



**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
October 25, 2021 at 5:30 P.M.**

The October 25, 2021 Board of Commissioners Board Meeting was called to order by President Hebert at 5:30 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, Kourtnee Thompson, Kristi Schu, Sarah Winkel, Cherie Smolkovich, Joe Galloy, Nicole Jenkins, Frank Cianci

Visitors: Pam Clark, Herb Forkenbrock, Paul Schu

Staff Reports:

Executive Director:

**EXECUTIVE DIRECTOR COMMENTS
BOARD MEETING
October 25, 2021**

First, I would like to thank the team for stepping up and getting Harvest in the Hollow set up. Brittany Beck was out all week and the efforts of Kristi Shu, Tammy Anderson, Joe Galloy and other management personnel made it happen. It is great to see our team pull together as they did this week in setting up for a special event.

We have received the required paperwork from Kankakee County concerning ARPA funds reimbursement. The district is in the process of pulling the required paperwork for reimbursement that the county requested.

Currently, I have started to pull information together to submit the application for Kankakee County Historical Preservation Committee concerning the Perry Farm House. I have reached out to Best Metals to get a sample of the metal shingle that the commissioner requested for the roof.

This past month the district completed a project for PDRMA titled Slip, Trip and Fall. In completing the project there are some deficiencies that the district will need to address these deficiencies next year so that we can be compliant when we are reviewed by PDRMA.

Kankakee County Convention & Visitors Bureau. The agency will be hosting a Meet and Greet on November 17 from 7:30 am till 9 am.

Exploration Station- The report was filed with the October 25, 2021 board packet. Clark added with Brittany Beck being out the last couple weeks, Kristi Schu and Tammy Anderson really stepped up and took things over to make sure Harvest in the Hollow ran great.

Finance & Personnel- Paula Rogers board report was filed with the October 25, 2021 board packet. Rogers asked if there were any questions about the tax levy or audit, none were asked.

Recreation Station- Sarah Winkel's board report was filed with the October 25, 2021 board packet. Winkel gave a brief review of her report, adding that the brochures will be mailed this time.

Diamond Point – Mike Crew was absent but his board report was filed with the October 25, 2021 board packet.

Parks & Grounds- Joe Galloy's board report was filed with the October 25, 2021 board packet. Galloy also wanted to thank Kristi Schu, Tammy Anderson and Nicole Jenkins for helping maintenance with the preparations of Harvest in the Hollow. He added the park is still experiencing vandalism.

Marketing- Cherie Smolkovich's report was filed with the October 25, 2021 board packet. She thanked everyone for making her feel so welcome and helping her get acclimated. Smolkovich also stated Chocolate Tour is set for February 5, 2022.

Ad Hoc Committee Reports:

Special Recreation: The minutes were filed with the October 25th board packet. Settle added the Great Mouse Race is set for November 13th and they are taking bids for the 13 passenger bus.

Living History: No minutes were submitted.

Kankakee County Visitors Bureau: The minutes were filed with the October 25th board packet. Clark added that they will have a Meet and Greet in their new place. It will be at the Majestic in Kankakee on Nov 17th from 7:30 am to 9 am.

Consent Agenda:

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

-Approval of minutes for Regular Board Meeting September 27, 2021

Unfinished Business: Frank handed out another quote for the video/recording equipment. The quote was from Ruder Technologies and he stated it is not complete. It doesn't have everything we are looking for, so the total will go up. Zinanni stated some districts just post the voice recordings and that is something we could think about. Hebert asked if there was a motion to table this. Zinanni made the motion and Bukowski seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Hebert-AYE. Motion carried.**

New Business:

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

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

Hebert asked if there was a motion to nominate a Delegate for the IAPD Business meeting for January 29, 2022. Since there were none, Hebert stated they would table this until the November meeting.

Hebert asked if there was a motion to approve Disposal Ordinance 2021-06 for the Employee ID Card Maker which will be donated to the River Special Recreation Association. Bukowski made the motion, Settle seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve the Board Meeting schedule for 2022. Zinanni made the motion, Settle seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to appoint a board member to the Perry Farm Committee as well as the Diamond Point Park Committee. Bukowski and Settle both stated they would like to be on the Perry Farm committee and Zinanni stated he would like to be on the Diamond Point Park committee. Zinanni made the motion, Bukowski seconded. Hebert noted that this is strictly an advisory committee that cannot down grade staff or tell them what to do. It is strictly a committee to bring back ideas to the board. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve the Fiscal Year 2020/2021 Audit. Hebert read the following:

Summary Financial Highlights for the 2021 fiscal year are as follows:

The global pandemic continued to affect the Bourbonnais Township Park District during fiscal year 2020-2021. While our parks and open space areas experienced an unprecedented surge in visitation our revenue generating programs continued to be negatively impacted. Operating revenues from youth and teen programs, including day camp, preschool and before and after school programs were down over 22% or \$51,000 from the prior year. Unfortunately, while mitigation guidelines reduced our preschool program capacity by 50% it increased the overall cost per enrollee, so expenditures were only down by 6.8% or \$9,700. In addition, with schools closed and parents working from home, the district saw a drastic decrease in participation in before and after programs.

Hardest hit by the pandemic was the Exploration Station. Mitigation requirements caused the facility not to open for 11 months. Once reopened patrons were reluctant to utilize the facility because of the requirement of scheduling an appointment for their visit and having to wearing masks. Although, staff did an excellent job in keeping museum members engage by offering take home kits. The closure to the public for the

majority of the year resulted in operating revenues being down over 70% or \$170,000. Fortunately, the actions we took to furlough staff and hold expenditures to a minimum enabled us to hold the operating loss to less than half of the reduction to operating revenues or \$82,000. The pandemic will take the museum a bit longer to recover from because the district extended memberships for 11 months. This will continue to reduce membership revenues and lower attendance due to the mitigation requirements are expected for the next fiscal year as well.

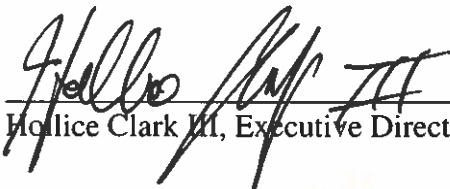
Overall, the decisions the district made helped to minimize the decrease in income by cutting expenses and furloughing non-essential staff for up to 16 weeks. The district was also able to take advantage of the lower interest rates available and leverage our reputation and borrowing power to obtain \$1.5 million dollars in bond financing. And since it was locally sourced we were able to significantly reduce the cost of issuance while further strengthening our partnerships within the community by going through Peoples Bank. The measures taken allowed the district to survive the pandemic without hampering our ability to continue to provide high quality services to our community. These business decisions have made the district stronger and in a better position to better serve our participants in the years to come.

Settle made the motion, Zinanni seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle-AYE, Hebert-AYE. Motion carried.**

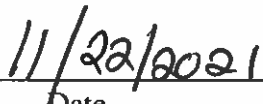
Hebert asked for a motion to go into close session at 6:00 pm to discuss personnel issues. Settle made the motion and seconded by Zinanni. **All in favor, Motion carried.**

Motion to reconvene open meeting made by Settle, seconded by Zinanni. **All in favor, Motion carried.** Motion to adjourn meeting at 7 pm made by Settle, seconded by Zinanni. **All in favor. Motion carried.**


Respectfully Submitted by Amanda Langlois.



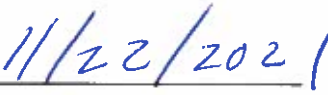
Hollice Clark III, Executive Director



Date



Brian Hebert, President



Date

Minutes approved at the board meeting of November 22, 2021