



**Bourbonnais Township**  
**PARK DISTRICT**

**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
April 25, 2022 at 5:30 P.M.**

The April 25, 2022 Board of Commissioners Meeting was called to order by President Hebert at 5:30 pm with the following people present:

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

**Appointees Present:** Ed Piatt- Executive Director, Amanda Langlois- Board Secretary, Michael Hayes- Board Attorney, Rob Romo- Interim Treasurer

**Staff Present:** Paula Rogers, Frank Cianci, Mike Crews, Tammy Marcotte, Victor Harling, Nicole Jenkins, Jen Blair, Mike Mitchell, Kristi Schu, Kelli Brza, Cherie Smolkovich

**Visitors:** Clark Gregoire, Chris Breach, Bart Durbin, Alyssa Durbin, Joe Zinanni, Cindy Mullinax, Darrel Bruck, Paul Schore

**Public Comment-** Bart Durbin, North West Territory Alliance, handed out packets to the board explain the Clash on Kankakee that he would like the board to consider bringing back to Perry Farm. They would be looking at having it here in June 2023. Discussion was had and the board noted they would consider it and be in touch with Mr. Durbin.

**Oath of Office-** Amanda Langlois, Board Secretary inducted Jeff Mullinax to the Board of Commissioners with the Oath of Office. The board congratulated Mullinax as new Board Commissioner.

Before staff reports, Hebert thanked staff for working hard, keeping our parks clean, programs running, etc. He led into wanting to honor Nicole Jenkins with a PRIDE Award. She was asked to be an Interim Director for the Recreation Station and did so willingly. He explained her accomplishments and length of service with the district.

**Staff Reports:**

Interim Executive Director Piatt went over the items he has accomplished in a short amount of time:

- *Doug Bright Architect- getting proposals for roofs, barns, sheds & maintenance barns*
- *Working with Historical Society on replacing windows*
- *Reviewing and assessing the operating budget to present to the board at the next meeting*
- *Organizational chart redone and posted on website*
- *Coyne Street dam in need of repair. D&D Construction is evaluating and preparing a proposal for repairs. A claim was filed on 04/25/22 with PDRMA*
- *Leadership advisory council was formed and met on 4/22/22 and includes 6 staff for training regarding leadership, organizational culture, and working committee on advisory status regarding district problems.*
- *Revised employee manual, waiting for approval from board tonight.*
- *Negotiations with Herb Forkenbrock regarding contract for 2023 season at Diamond Point*

- *Temporary pickleball court was introduced at Rec Station outside. Working with Village of Bourbonnais to use, at no cost, Keno Park tennis courts as a court*
- *Reviewing existing pay scales for the district*
- *Continual assessment of existing programs and the introduction of new community partnerships to maximize assets and provide wide opportunities for patrons*
- *Continue to meet with staff and review programmatic needs and opportunities*
- *Regenerate and optimize the organizational culture of the BTPD and promote unity and branding of one park district. Marketing efforts will be directed to maximize exposure throughout the county and enable us to attract more people for our programs and events*

IT- Frank Cianci's report was submitted in the board packet and added he has been busy with support since things are picking up and lining up training for staff.

Superintendent of Finance & Personnel- Paula Rogers passed out financials with a report on seasonal hiring. She stated we implemented a hotline, 444, for employees to call and leave messages with any HR issues. Rogers is working on budget as well as working with Susie Warner from HomeStar Insurance getting our insurance packages ready for this year.

Superintendent of Recreation- Nicole Jenkins report was submitted in the board packet. Jenkins stated that the recreation department is busy working on summer camp and busy planning fall programs. She also noted that as hard as it was, the district decided to not offer our adult softball league.

Superintendent of Parks- Mike Crews report was submitted in the board packet. Crews added he has been busy with work orders and getting facilities ready for summer. He is still assembling staff for summer.

Marketing- Cherie Smolkovich's report was submitted in the board packet. Smolkovich thanked the Village of Bourbonnais, especially Lindy Casey, for partnering with us on the very successful Easter Egg hunt we had. She is working on Family Night Out which she will have more information at the next meeting on that.

**Ad Hoc Committee Reports:**

Special Recreation- The report was submitted in the board packet. Settle added that they are in the process of looking through applicants for the new Executive Director for the RVSRA. He also stated that a family donated \$10,000 to the Special Recreation.

Living History- No meeting was had.

Kankakee County Convention & Visitors Bureau- No minutes submitted. Piatt stated he will attend his first meeting with them in May.

Perry Farm Park Committee- No minutes submitted.

Diamond Point Park Committee- No minutes submitted

**Consent Agenda:**

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

- Approval of minutes for Regular Board Meeting March 28, 2022
- Approval of minutes for Committee of the Whole Meeting April 4, 2022
- Approval of minutes for Special Board Meeting April 12, 2022

## **Unfinished Business:**

### **New Business:**

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

After the election, Attorney Hayes noticed payroll was not voted on. Zinanni asked if there was a motion to approve payroll. Hebert made the motion and Zinanni seconded. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Hebert asked for a motion to have the district install a sign for the Veteran's area at Perry Farm. Settle made the motion, Bukowski seconded. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Hebert asked for a motion to allow alcohol for another year at district events at the park. Bukowski made the motion, seconded by Mullinax. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Hebert asked for a motion to accept the revisions in the employee handbook that Piatt presented to the board. Settle made the motion, seconded by Zinanni. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Hebert asked for a motion to accept the Executive Directors Contract for Ed Piatt. Zinanni made the motion, seconded by Bukowski. Hebert asked if the board wanted to table it so the attorney could look it over. Zinanni stated that it is based off of the previous Executive Directors contract and he feels like it is ok, Settle agreed. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-NO. Motion carried.

Hebert asked if there was a motion to approve Ed Piatt as Pro-Tem President for the purpose of holding an Election of Board Officers. Hebert made the motion, Zinanni seconded. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

A nomination was made to name David Zinanni as President of the Bourbonnais Township Park District of Commissioners by Settle seconded by Bukowski.

With no other nominations offered, Settle made a motion to close nominations for President and vote, Bukowski seconded. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

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President Zinanni took over and nominated Anthony Settle as Vice President of the Bourbonnais Township Park District of Commissioners, seconded by Bukowski.

With no other nominations offered, Hebert made the motion to close the nominations and vote, seconded by Bukowski. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

President Zinanni made the following board appointments:

Board Attorney- Odelson, Sterk, Murphey, Frazier & McGrath LTD.  
Seconded by Hebert. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Board Attorney- Thomas Planera & Associate, LTD  
Seconded by Hebert. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Board Secretary- Amanda Langlois.  
Seconded by Hebert. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Treasurer- Rob Romo.  
Seconded by Bukowski. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-NO. Motion carried.

President Zinanni made the following appointments: Commissioners Committee Assignments for FY 2022-2023. According to the Board of Commissioners Policy:

River Valley Special Recreation Association: Brian Hebert and Anthony Settle.  
Seconded by Mullinax. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Living History: Bill Bukowski. Seconded by Hebert. Roll Call: Mullinax- AYE, Bukowski- AYE, Zinanni- AYE, Settle- AYE, Hebert-AYE. Motion carried.

Motion to adjourn meeting at 6:12 pm made by Settle, seconded by Mullinax. All in favor. Motion carried.

Minutes respectable submitted by Amanda Langlois.

  
Amanda Langlois, Board Secretary \_\_\_\_\_ Date 5/23/22

  
David Zinanni, President \_\_\_\_\_ Date 5-23-22

Minutes approved at the board meeting of May 23, 2022.