



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Explor. Station 1095 W Perry St, Bourbonnais, IL 60914  
March 22, 2021**

The March 22, 2021 Board of Commissioners Board Meeting was called to order by President Hebert at 5:30 pm with the following people present:

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

Appointees Present: Hollice Clark, Dan Borschnack, Michael Hayes

Staff Present: Amanda Langlois, Paula Rogers, Sarah Winkel, Mike Crews

Visitors: Bill Bukowski

**Staff Reports:**

Hollice Clark

*Friday marked one year that the State of Illinois issued it stayed at home order. Personally, I would like to thank all of the staff that worked to continue to offer services to the citizens of the park district. Ruby Bridges had a quote that stated, "Don't follow the path. Go where there is no path and begin the trail." I truly believe our staff made a large trail that will be followed for years to come. It has been stated in many meetings that our maintenance staff was superstars through the pandemic. I agree with that statement because people showed renewed interest in outdoor activities and they made sure that our parks were in top conditions each and every day.*

*Although, I believe that some credit to our Recreation Department. Jen Blair and Tammy Marcotte worked tirelessly to make sure that our summer camp went off without and outbreaks and they accomplished that goal. In addition, to stay in touch with their preschool students Easter eggs were delivered throughout the township and county bringing smiles to preschool student. As an encore they pulled off the best ever graduation celebration by having the kids parade around the Village Green riding in the barrel train. Kourtnee Thompson called each of the district card playing Seniors checking in on them and having conversation with them. Seniors pointed out on their return they appreciated the weekly calls from Kourtnee.*

*To continue to offer programs and special events, staff worked to put together Santa in the Barn. The event brought many smiles to families faces and many families hope that we will continue the event next year. On Saturday we will have our Easter Egg hunt with a twist. These ideas come from our staff that cares and want to offer our residents events. I am proud that the district is partnering with the Village of Bourbonnais and sponsors to put this year's event on.*

*I appreciate my administrative team of Paula Rogers, Kelly Brza and Amanda Langlois who worked tirelessly to make sure that the district continues to run without missing a beat. The one thing I am proud of is that the district showed empathy and we cared about our staff. I stated many times in meetings that as a district we must pivot to adapt to the new normal and I will state here tonight my staff did an outstanding job in surviving and adapting to the changing climate. We still do not know what the new normal is but I am confident that the team that the Bourbonnais Township Park District has will rise to the occasion and pivot and adapt to the changing climate. Overall staff wrote a new chapter this past year.*

*This past Saturday the Colorado pickup truck was involved in an accident. All of the procedures and process was followed dealing with an accident. The district is in the process of filing an insurance claim and getting estimates on getting the vehicle fixed.*

*As I stated in the Committee of Whole meeting I reached out to the Illinois Historic Preservation Office and received the registration form for the Durham-Perry Farmstead. To note able piece of information as I scanned the document is the following:*

1. On page 10 it points out the garage was built between 1939 and 1940 and is included on the site plan of the farmstead
2. On page 12 it points out the actual boundary which is totally different than what I was told over the years.

*I have forwarded this document on to our architects as they are preparing to present in front of the Kankakee Historical Preservation Committee to allow us to refurbish the garage.*

*On Thursday March 18, I had my first Greenway Trail planning meeting. The Committee is updating the trail maps and adding additional trails in Kankakee County. Connection to Diamond Point Park was discussed during the meeting and the trails at Perry Farm.*

*On Tuesday March 16, all Management met with Hitchcock Design Group team and kicked off the Comprehensive Plan project. Staff was enthusiastic that the board is having the plan completed. Here is a copy of the project schedule for your review. After the meeting the Hitchcock team toured all the district facilities and talking with staff on optimize use of space and programing idea. It was a great to see my staff interacting and discussing the future look of the district. The district team is putting together information that they have requested from us concerning the plan.*

*As requested, I reach out to Mack Wilken again concerning the design of the eastern storage facility door at Willowhaven. Here is the plan that he had Clearly design and the cost associated with them installing the door.*

*Currently, there are many bills are being proposed in Springfield. During our Legislative Breakfast and today, Jason Anselment and Peter Murphy from the IAPD reviewed pending legislation. Peter is concern that OSLAD dollars will be swept by the Governor. Although, this week two grant program was awarded this past week. One propose bill that stuck out to me was SB 317, this bill will allow park district eligible to apply for the Visitor Attraction Grant for capital improvement. The district could apply at facilities that brings visitors to the community like Diamond Point Park, Exploration Station and Willowhaven.*

*As you can tell there is a lot going on around the district. In addition, the district is monitoring the changes that are occurring daily with the Restore Illinois Plan. According to Jason Anselment today we could be moving to a Phase 4 plus based on the percentage of individuals that has been vaccinated. In addition, the Governor has change requirements on capacity. If a person is vaccinated they are not counted against your capacity.*

*The pavilion restrooms has been completely fixed and the district will be removing the handwashing station this week.*

Paula Rogers handed out her report and financials. She noted she is working on finalizing the budget.

Recreation Station- Sarah Winkel's board report was filed with the March 22, 2021 board packet. Winkel noted that the May-August brochure is being finalized and the newsletter is up and running. She also added that we will be doing a new event this year on July 10<sup>th</sup>, it is called UNPLUG ILLINOIS. This will encourage patrons to go outside, and enjoy our parks. She will be emailing instructions as far as the Easter Egg Hunt goes, explaining how the event will take place. Winkel also wanted to thank the board and everyone for all of the support while she was off.

Diamond Point- Mike Crews board report was not turned in on time to be added to the packet, he apologized. He stated that he has been out to Diamond Point to get things ready for the season. Crews also noted he has been helping Joe Galloy where needed, games will start in early April, weather permitting and that the water is on in concessions.

Parks and Grounds- Joe Galloy's board report was filed with the March 22, 2021 board packet. Galloy was absent since he is off on workman's compensation from an injury. Clark stated Galloy is doing good, his guys have been trimming trees, the slab is done at Willowhaven, along with the sidewalk and the burns are done.

Marketing- Clark stated that staff has been working hard getting items done that need to be done while Sharon Richardson is still off.

## **Ad Hoc Committee Reports:**

Special Recreation: Report submitted with the March 22, 2021 Board Packet. Settle added that Tom Breitenbucher will be contacting Hollice Clark about a new project.

Living History: No meeting due to Covid-19. Amanda Langlois will email Dr. Paul the National Historical Register for Perry Farm.

Kankakee County Visitors Bureau: Report submitted with the March 22, 2021 Board Packet. Settle noted that the date listed is incorrect. Langlois will make the correction from Wednesday March 23 to Wednesday March 24, 2021.

**Consent Agenda:** Hebert asked for a motion to accept the Consent Agenda. Settle made the motion and seconded by Delabre. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**

-Approval of the minutes of Regular Board Meeting March 22, 2021

-Approval of the minutes of the Committee of the Whole minutes April 21, 2021

**Unfinished Business:** N/A

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

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

Hebert asked if there was a motion to approve to remove the residence discount on Exploration Station fees. Delabre made the motion and Hebert seconded. Settle asked if we had to increase to \$8 and not give a residence discount. Clark explained that the motion is remove residence. **Roll Call: Settle- NO, Gregoire- NO, Delabre- NO, Hebert- NO. Motion Denied.**

Hebert asked if there was a motion to approve the job description for Playologist for the Exploration Station. Settle made the motion and Delabre seconded. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**

Hebert asked if there was a motion to approve the Architect proposal for the Perry Farm porch and ramp upgrade. Gregoire made the motion and Delabre seconded. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**

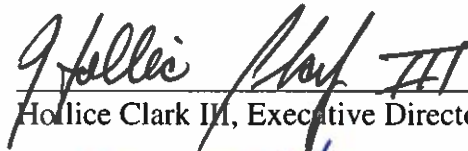
Hebert asked if there was a motion to approve the proposal for the Recreation Station front door and security door. Delabre made the motion and Gregoire seconded. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**


Hebert asked if there was a motion to approve the CCTV Security System at the Recreation Station. Delabre made the motion and Gregoire seconded. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**

Hebert asked if there was a motion to approve the access control for Recreation Station, Maintenance Facility and Perry Farm House. Delabre made the motion and Settle seconded. **Roll Call: Settle- AYE, Gregoire- AYE, Delabre- AYE, Hebert- AYE. Motion Carried.**

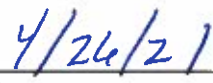
With no further business a motion was made by Delabre to adjourn the meeting at 6:15 pm and seconded by Settle. All in Favor. Motion carried.

Respectfully Submitted by Amanda Langlois

  
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Hollice Clark III, Executive Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Brian Hebert, President

  
\_\_\_\_\_  
Date

Minutes approved at the April 26, 2021 board meeting