



**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
May 24, 2021 at 5:30 P.M.**

The May 24, 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, Wayne Delabre, Brian Hebert

Appointees Present: Hollice Clark, Michael Hayes, Dan Borschnack

Staff Present: Amanda Langlois, Paula Rogers, Frank Cianci, Brittaney Beck, Kourtnee Thompson, Nicole Jenkins

Visitors: Clark Gregoire, Andy Howard, Bridget Deatrick, Chris Breach

Staff Reports:

Executive Director: Hollice Clark stated that Sarah Winkel, Joe Galloy and Mike Crews will not be here tonight. He thanked those commissioners that have reached out to him about volunteering at Family Night Out. On June 16, 2021 we will have the Grand Opening of the Backyard Playstation at the Exploration Station, before the Committee of the Whole meeting. Preschool graduation was a huge success, with the barrel train rides for the graduates and the area fire and police all coming together for a big parade. Clark then stated that on Wednesday May 26, 2021 he will be having a meeting about the porch construction. We will find out then an estimated start and end time.

Finance & Personnel- Paula Rogers submitted her monthly Financial Report with the May 24, 2021 board packet. She handed out some financials that are preliminary and do not include yearend adjustments. Rogers added that she is pushing for the auditors to not have to file an extension. We do get them the data they need in plenty of time. Zinanni asked what is considered timely on the audit. Rogers stated by the end of October but that doesn't normally happen, it's normally done by Dec-Jan. Bukowski asked if these are state auditors, Rogers said

no it is a firm we hire. He thinks the auditors should be there for us since we pay a pretty penny for them.

Recreation Station- Sarah Winkel's board report was filed with the May 24, 2021 board packet.

Diamond Point – Mike Crew's board report was filed with the May 24, 2021 board packet.

Parks & Grounds- Joe Galloy's board report was filed with the May 24, 2021 board packet.

Ad Hoc Committee Reports:

Special Recreation: No minutes were submitted. Settle stated they are starting back up as we are.

Living History: No minutes were submitted.

Consent Agenda:

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

- Approval for minutes of Committee of the Whole Meeting May 19, 2021
- Approval of minutes for Regular Board Meeting May 24, 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. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, 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 Board Training by Odelson, Sterk & Frazier LTD. Delabre made the motion, Hebert seconded. **Roll Call: Bukowski-**

AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.

Hebert asked if there was a motion to authorize the Executive Director to hire a Contractor to repair Perry Farm Barns, Maintenance Facility and Structures. Settle made the motion, Delabre seconded. As discussion was had, the board decided to add an addendum to the motion. They would authorize Clark up to \$8,000.00 to have repairs done on Perry Farm Barns, maintenance Facility and Structure. Settle made the motion, Bukowski seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to authorize the Executive Director to hire a Painting Contractor to paint Perry Farm Barns, Maintenance Facility and other Structures. Settle made the motion and Bukowski seconded. Discussion was had and the board decided to add an addendum to the motion to authorize Clark up to \$17,000.00 for the painting. 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 Executive Director to hire a Contractor to Tuck Point Perry Farm Farmhouse Foundation. Zinanni 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 job description of Special Events & Community Engagement Manager. Delabre made the motion and after three times asking, Settle seconded. Clark stated he would like to outsource marketing to Pathfinder and this position would concentrate on special events, sponsorships, summer concerts, etc. Rogers explained by doing this the district would save over \$25,000.00 The district needs a person to run Special Events, staff is getting burned out doing it on top of their normal duties. Settle believes this position should stay how it was and thought Sharon Richardson did a fine job. **Roll Call: Bukowski- NO, Zinanni-AYE, Settle- NO, Delabre-AYE, Hebert-NO. Motion did not pass.**

Hebert asked if there was a motion to approve the contract for Pathfinder for Marketing Services. Delabre made the motion, Settle seconded. Settle and Bukowski both agreed this should stay in house and the public would like that. Delabre added the district would be saving over \$25,000 by doing this and that person would concentrate on our events. He believes the public would like that savings as well as seeing the work they do. Hebert said we should revisit it again


and he knows Pathfinder does do a good job. **Roll Call: Bukowski- AYE, Zinanni-NO, Settle- NO, Delabre-AYE, Hebert-NO. Motion did not pass.**

Hebert asked if there was a motion to appoint Hollice Clark to the Kankakee County Convention Bureau. Delabre made the motion and Settle seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-AYE, Hebert- AYE. Motion carried.**

At this point Hitchcock Design Group did their presentation.

Motion to adjourn at 7:43 pm was made by Settle, seconded by Delabre. **All in favor, Motion carried.**

Respectfully Submitted by Amanda Langlois.



Hollice Clark III, Executive Director

6-28-2021
Date



Brian Hebert, President

6-28-2021
Date

Minutes approved at the board meeting of June 28, 2021