



**Bourbonnais Township Park District
Board of Commissioners Meeting
Exploration Station... a children's museum
1095 W Perry Street, Bourbonnais, IL 60914
June 28, 2021 at 5:30 P.M.**

The June 28, 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, Mike Crews, Brittaney Beck, Kourtnee Thompson, Kristi Schu, Sarah Winkel

Visitors: Clark Gregoire

Staff Reports:

Executive Director:

**EXECUTIVE DIRECTOR COMMENTS
BOARD MEETING
June 28, 2021**

Tonight I would like to do a quick retrospect on last year. Last March was the beginning of the pandemic. The district followed the stay at home order and we had to pivot to continue to offer services to our participants. In addition, the district made the tough decision to furlough 8 full-time and 9 part-time employees. This was the hardest decision I have made in my 33 years of managing. Although, it was needed to make sure that the district survived and able to come through the pandemic. During the pandemic, there were no standard operating procedures, or a procedure manual, that the district could pull out because things change daily and sometimes hourly but staff pulled together, work through all of the difficulties as we spoke through zoom, and kept the district operational.

Today, I like to report that we have survived and based on Paula Rogers estimates we will make it till our tax payments without touching our savings or utilizing any of the bonding dollars that we currently have. This was a cooperative effort of the staff looking at what we can cut or stop during the shutdown. I have said this many times but we have a great staff that pivoted and adapted to the changes that we faced daily in making the park district work under the guidelines that was set in front of us. By working as a team each of us leaned on each other making sure that we were okay through the pandemic.

Last year budget came in under what was estimated and as a reminder that we ended the audited year with a surplus of \$175,000.00. This was due to the efforts of Paula Rogers and me meeting on a weekly basis on the financial picture of the district. In addition, staff was creative in developing programs like Santa in Barn, take home kits, adapting to changes to allow for before and after school care and summer camp to name a few.

As we move forward, I cannot thank my staff enough for a job well done. Although, we still do not know the after effects of managing through the pandemic but I know that we have the right team in place at the Bourbonnais Township Park District to handle anything that comes our way.

On Thursday, maintenance reported that our women's restroom and playground was vandalized overnight. The district has made the decision to start posting pictures of the incident on Facebook and asking for the public help if you see something report it. I have been working with the Sherriff Department on additional patrols and removing people from the park after hours. To that

regards the teenager who burnt the garbage can will be paying restitution for the cost of the liner. The district has a zero tolerance policy and when they are caught, we will prosecute fully as the law allows.

A few months ago, I informed the board that Acting Out Theatre would not be producing Sleepy Hollow theatrical performance. I am pleased to announce tonight that Kankakee Valley Theatre will be producing Sleep Hollow production starting in 2022. KVTA and the park district are excited about our partnership and KVTA is already thinking for other programming that we can utilize at the park district.

Finally, if you are planning to attend the senior picnic we will need to know tonight. The picnic will start around 5 and summer concerts will follow at 7 pm. Concerts will be held every Tuesday night in July alternating between the Perry Farm and Willowhaven.

As a reminder, our next board meeting will be held out at Willowhaven for July and August. We will be sending out reminders next month.

I will be on vacation starting on Tuesday June 29 and returning to the office on Tuesday July 6. Staff will be able to assist you with any issues but I will be available if the need arises because this is a stay vacation.

Finance & Personnel- Paula Rogers passed out the Budget Ordinance for the board to put it on display for 30 days, then they can vote on it. She stated they can amend the budget if need be. Rogers explained the budget and there were no questions.

Recreation Station- Sarah Winkel's board report was filed with the June 28, 2021 board packet. Winkel added that summer camp is going well, the Summer Passport program is out and running, and we are busy working on the next brochure. She also thanked everyone that helped at Family Night Out and added on July 10th will be Unplug Illinois from 9 am to 12 pm at Perry Farm. Anyone wanting to help, is more than welcome.

Diamond Point – Mike Crew's board report was filed with the June 28, 2021 board packet. Crews added he is waiting on the new restroom doors for Diamond Point to come in. He installed the new expressions swing, and it has been a hit.

Clark noted that the Exploration Station report is and always has been included in his report. He mentioned that they are offering a summer membership program as well as donation Tuesdays. He explained to everyone that the state mandates us to offer 52 days of donation days a year.

Parks & Grounds- Joe Galloy's board report was filed with the June 28, 2021 board packet. Galloy was absent but Clark wanted to note that the crew has been busy mowing, doing bus safety checks, redoing picnic tables and relocating the overabundance of ground hogs.

Ad Hoc Committee Reports:

Special Recreation: The minutes were filed with the June 28th board packet. Settle added the staff did a great job providing Zoom during COVID.

Living History: No minutes were submitted. Bukowski noted he would like to volunteer for this organization. Clark will contact Dr. Paul.

Kankakee County Visitors Bureau: The minutes were filed with the June 28th board packet. Clark added the organization will be moving downtown Kankakee for the time being. They are hoping to move into the old Midland Bank building in January 2022.

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, Delabre-ABSENT, Hebert-AYE. Motion carried.**

-Approval of minutes for Regular Board Meeting June 28, 2021

Unfinished Business:

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, Delabre-ABSENT, Hebert-AYE. Motion carried.**

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

Hebert asked if there was a motion to place Ordinance 2021-03 Fiscal Budget 2021-2022 on Review. Bukowski made the motion, Settle seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve a Budget Hearing for Ordinance 2021-03 on July 28th starting at 5:30 pm. Settle made the motion, Bukowski seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve a special board meeting on Wed July 28th to approve FY2022 Budget. Settle made the motion, Zinanni seconded. Clark asked if this would also be a good night to have board training. He will contact Felicia and see if he can set it up. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to authorize the Executive Director to purchase a used Mid Bus for the Park District. Settle made the motion, Hebert seconded. Zinanni asked how many buses the district has. Clark said 3 and explained we would seal bid the selling of the mid bus. Once sold, we would have a 28 and 36 passenger bus. We would then need to purchase a used mid bus so we would have 3 total. We use the buses to transport kids and we currently don't use one because no one feels safe driving it. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve Disposal Ordinance 2021-04 for the Mid Bus. Settle made the motion, Hebert seconded. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve Resolution #21-R-01 to adopt the NIMS Concept of Emergency Planning and unified command. Zinanni made the motion, Settle seconded. Clark had webinar on NIMS after Zinanni brought it to his attention. This will allow us to apply for federal grants. Zinanni added it doesn't cost us anything and we would be eligible for disaster reimbursement as well. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre- ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to authorize the Executive Director to ascertain the services of HR Source to conduct the District Wage Survey. Settle made the motion, Hebert seconded. Settle asked if this is what we do every 2 years, Clark said yes and it is board policy to do so. This protects the district from salary discrimination. Zinanni asked if we can use the National survey that he sent to Hebert. Rogers explained that we do not want to use that one for many reasons. One example is that survey doesn't list all of the job titles we have, as well as it is a National survey, meaning cost of living and other factors aren't the same as our area. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-NO. Motion carried.**

Hebert asked if there was a motion to approve Piggush Engineering proposals for 2021 parking lot maintenance program at Willowhaven, Exploration Station, Recreation Station and Perry Farm Park. Settle made the motion, Bukowski seconded. Settle asked if this was a maintenance program, where they would maintain it yearly and would they stripe the lots. Clark noted it was not, it was a onetime item but yes, they will stripe Hebert asked what the approximate cost would be and Clark stated \$30,000.00. He noted when we put it out for bid, they can decide whether or not to accept the offers. **Roll Call: Bukowski- AYE, Zinanni-NO, Settle- AYE, Delabre- ABSENT, Hebert-AYE. Motion carried.**

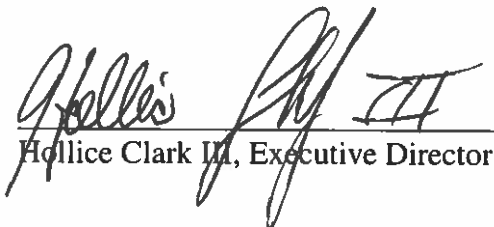
Hebert asked if there was a motion to authorize Executive Director to hire Bright Architecture to prepare bidding documents and begin the bid process of replacing roofs at Perry Farm homestead. Zinanni made the motion, Settle seconded. Hebert asked about the trees around the Perry Farm house. Clark stated two have been removed and they are looking at others as well. Bukowski would like the trees trimmed and not taken out. Hebert added it may be necessary to remove them in order to help the roofs. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre-ABSENT, Hebert-AYE. Motion carried.**

Hebert asked if there was a motion to approve a one-year trial period of alcohol that would begin on July 1, 2021 and end on July 31, 2022. Zinanni made the motion, Settle seconded. Bukowski stated he would like to give this a try and see how it goes. Settle doesn't mind alcohol at the concerts but isn't happy with it at softball. He doesn't want Diamond Point to get ruined. Clark asked if Kourtnee Thompson can speak, she runs our softball league. Thompson explained alcohol is not allowed in dug outs or on the field. This is the first summer we have not had an adult league at Diamond Point and it is due to the no alcohol policy. Crews added he doesn't have any issues with it as long as they pick up after themselves. Clark noted KVP, Special Rec

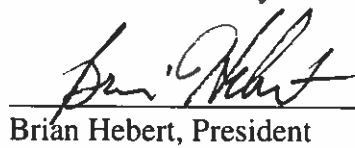
and BTPD all use PDRMA for their insurance and PDRMA is ok with alcohol as long as we are not selling it. Michael Hayes, the board attorney, agreed as well, that if PDRMA says its ok, he is good with it too. Thompson continued that at river road, people aren't abusing it, it is a family affair, easy going, and people just want to unwind after work and enjoy softball and a couple drinks. Zinanni stated in his neighborhood, his neighbor has a concert weekly in his garage and people come with their drinks. He agreed the district should at least try to allow it. Settle would like to see numbers in the future to see if this truly does help. Thompson said she could keep track and report back. **Roll Call: Bukowski- AYE, Zinanni-AYE, Settle- AYE, Delabre- ABSENT, Hebert-AYE. Motion carried.**

Motion to adjourn at 6:38 pm was made by Settle, seconded by Zinanni. **All in favor, Motion carried.**

Respectfully Submitted by Amanda Langlois.


Hollice Clark III, Executive Director

7-26-2021
Date


Brian Hebert, President

7-26/21
Date

Minutes approved at the board meeting of July 26, 2021