



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
December 16, 2019 at 5:30 P.M.**

The December 16, 2019 Board of Commissioners Meeting was called to order by President Delabre at 5:30 pm with the following people present:

Commissioners Present: Clark Gregoire, Anthony Settle, Kim Bennett and Wayne Delabre.

Appointees Present: Dan Borschnack and Brian Scott

Staff Present: Joe Galloy, Paula Rogers, Sarah Winkel, Mike Crews, Amanda Langlois, Kourtnee Thompson, Tammy Marcotte, Noelle Klimek, Nicole Jenkins

Presentation: Sarah Winkel and Joe Galloy just wanted to give everyone an update from their meeting with the Water and Soil Conservation meeting that they had earlier in the week. They are excited to work with BTPD at Perry Farm and Willowhaven. There are many possibilities for a partnership with them. The biggest one being planned is a Bio Blitz that is currently scheduled for the end of August, more details to come.

**Staff Reports:**

Executive Director: Hollice Clark submitted his monthly Executive Director Report with the December 16, 2019 board packet. Clark was on vacation for the meeting.

Finance & Personnel- Paula Rogers handed out the financials along with the finished audit at the meeting. She stated that we are ready to vote on the tax levy tonight and if there were any questions, she is happy to answer any. There were no questions asked. Dan Borschnack gave a brief explanation as far as the audit. Liabilities went up as well as cash, there was only one deficit in fund balance where we had two last year. Borschnack stated that overall the audit was good, no weaknesses and if there are any questions he is happy to answer them. No questions were asked.

Recreation Station- Sarah Winkel's board report was filed with the December 16, 2019 board packet. Winkel added that the 2020 January through April brochure is out, they are working on the May through August brochure, and PDRMA helped greatly with the new Drug and Alcohol Policy changes.

Diamond Point – Mike Crew's board report was filed with the December 16, 2019 board packet. Crews noted it's quiet. He is hoping to be able to remove some willow trees in the north end of the pond at Willowhaven in order for people to utilize it.

Parks & Grounds- Joe Galloy's board report was filed with the December 16, 2019 board packet. Galloy laughed that one day the leaves were all cleaned up and the next day with the 50 mile an hour wind, we now have more leaves to clean up. He also added that they did a fire suppression test last week that went well.

Marketing- Sharon Richardson was absent but her board report was filed with the December 16, 2019 board packet.

#### **Ad Hoc Committee Reports:**

Special Recreation: *No meeting minutes were submitted.*

Living History: *No meeting minutes were submitted.*

#### **Consent Agenda:**

A motion was made by Settle and seconded by Gregoire to approve the minutes of Regular Board Meeting November 25, 2019. **Roll call: Bennett-AYE, Gregoire-AYE, Hebert-ABSENT, Settle-AYE, Delabre-AYE. Motion Carried.**

**Unfinished Business:** Delabre asked if there was a motion to approve a 5 year lease through People's Bank to purchase a bus through Midwest. Interest rate with People's Bank will be 2.45%. Gregoire made the motion and Bennett seconded.

**Roll Call: Bennett- AYE, Gregoire- AYE, Hebert- ABSENT, Settle- AYE, Delabre- AYE. Motion Carried.**

Delabre explained it states in the board policy manual that board meetings must be the 4<sup>th</sup> Monday of each month. Bennett has requested the May 2020 meeting be changed from Monday May 18, 2020 to Wednesday May 13, 2020. Delabre asked if there was a motion to change the meeting from May 18, 2020 to May 13, 2020. Bennett made the motion and Settle seconded. **Roll Call: Bennett- AYE,**

**Gregoire- NO, Hebert- ABSENT, Settle- AYE, Delabre- AYE. Motion Carried.**

**New Business:**

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

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

Delabre asked if there was a motion to approve the Tax Levy Ordinance 2019-08. Settle made the motion and Gregoire seconded. **Roll Call: Bennett-YES, Hebert-ABSENT, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to accept the changes to the Personal Policies 702 Drug & Alcohol Use. Gregoire made the motion and Settle seconded. **Roll Call: Bennett-YES, Hebert-ABSENT, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to accept the Personal Policy 501 Safety. Winkel added that only one word was changed in the policy, "immediately" was taken out of the verbiage. Settle made the motion and Gregoire seconded. **Roll Call: Bennett-YES, Hebert-ABSENT, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

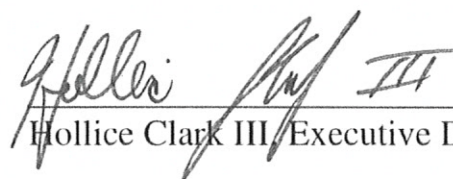
Delabre asked if there was a motion to approve the 2018-2019 Financial Audit. Gregoire made the motion and Settle seconded. **Roll Call: Bennett-YES, Hebert-ABSENT, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre explained that Clark and Winkel met with Andy Howard and he gave his expertise advice that the chance of us receiving the PARC grant was very slim. There are items that we can do throughout the year to better our chances and he suggested we work on those item. Delabre agreed we should not spend the money this year to apply for the grant and work on the items that would better our chances in receiving it at a later time. Settle, Bennett and Gregoire all agreed as well.

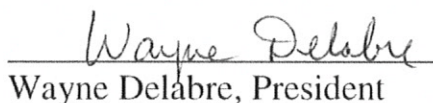
Delabre then noted that over the last two years there have been many issues with the board, not pointing any fingers at anyone, but as a board, they are all

responsible for the problems that have evolved. The board is getting involved in daily operations and personnel and that is not what the board's responsibility. As a board member, they need to direct employees to Human Resources first and should not be handling anything. Board members should never reply to employees sarcastically, with eye rolls, etc. One board member even had an employee written up for a disciplinary issue which should not have happened. Employees are confused as to the roll of a board member when board members involve themselves where they shouldn't be. Christmas is a time to reflect in both personnel and professional areas of our lives. It is a time to enjoy family and friends. Board members need to come back refreshed with a positive and new outlook. Delabre also mentioned he will be needing to travel back and forth to Texas over the upcoming months to help his daughter. He ended the night with a Merry Christmas to all and asked for a motion to adjourn. Bennett made the motion at 6:14 pm, seconded by Settle. **All in favor, Motion carried.**

Respectfully Submitted by Amanda Langlois.

  
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Hollice Clark III / Executive Director

1-27-2020  
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Date

  
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Wayne Delabre, President

1-27-2020  
\_\_\_\_\_  
Date

Minutes approved at the board meeting of January 27, 2020