



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station... a children's museum  
1095 W Perry Street, Bourbonnais, IL 60914  
April 27, 2020 at 5:30 P.M.**

President Wayne Delabre started the meeting by reading the follow:

The meeting is being held under Public Act 101-0640, which amends Section 7 of the Open Meeting Act to allow for public bodies subject to OMA to conduct remote meetings under certain conditions. We are holding a remote meeting based on Governors Executive Order that is issued through June 29, 2020.

The April 27, 2020 Board of Commissioners Zoom Board Meeting was called to order by President Delabre at 5:30 pm with the following people present:

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

Appointees Present: Hollice Clark  
Remoted in: Dan Borschnack and Brian Scott

Staff Present: Paula Rogers and Amanda Langlois  
Remoted in: Joe Galloy, Sarah Winkel, Mike Crews, Sharon Richardson, Kelli Brza, Kourtnee Thompson, Brittaney Beck, Jen Blair, Lillian Hurt, Kristi Schu, Tammy Marcotte and Frank Cianci.

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Bennett asked Clark about his discussions with the South Suburban Executives to see what common ideas they have during COVID-19. Clark stated that they are trying to figure out how to make with virtual programs, they have given him sites to be able to purchase hand sanitizer, face masks, thermometers, etc.

**Staff Reports:**

Executive Director: Hollice Clark submitted his monthly Executive Director Report with the April 27, 2020 board packet.

Finance & Personnel- Paula Rogers submitted her monthly Financial Report with the April 27, 2020 board packet. Rogers also handed out financials at the meeting

that are included in the minutes of the meeting. She explained everything is down due to COVID-19 and next month will be worse. Tax levy did come in on Friday April 24, 2020.

Recreation Station- Sarah Winkel's board report was filed with the April 20, 2027 board packet. (This consists of Kourtnee Thompson, Nicole Jenkin and Jen Blair's reports)

Diamond Point – Mike Crew's board report was filed with the April 27, 2020 board packet.

Parks & Grounds- Joe Galloy's board report was filed with the April 27, 2020 board packet.

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

Special Recreation: No minutes were submitted. Bennett added they did have a Zoom meeting and that Tom Breitenbucher has been visiting patrons. And when they reopen, practicing social distancing will be very challenging to teach to those patrons.

Living History: No minutes were submitted.

### **Consent Agenda:**

A motion was made by Gregoire and seconded by Settle to approve the Consent Agenda. **Roll call: Bennett-AYE, Gregoire-AYE, Hebert-AYE, Settle-AYE, Delabre-AYE. Motion Carried.**

- Approval for minutes of Committee of the Whole Meeting Feb. 19, 2020
- Approval of minutes for Regular Board Meeting Feb. 24, 2020
- Approval of minutes for Board/Staff Retreat Meeting March 3, 2020
- Approval of minutes of Committee of the Whole Meeting April 8, 2020

### **Unfinished Business:**

### **New Business:**

Delabre asked if there was a motion for Resolution 20-R-01, which allows the board to hold a Zoom Board Meeting in which the public can join as well. Settle made the motion, Bennett seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to approve to pay the March bills? Bennett asked what is the Constant Contact bill and Barco Products bill? Barco Products bill was a bench for the Olde Time Farm Show. Settle made the motion to pay the March bills, Gregoire seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to approve to pay the April bills? Bennett asked if we received our portion of the Chocolate Tour, and Clark responded yes we did. Hebert asked if we have cancellations and they used a credit card, are we losing the 3% fee, and Rogers responded, yes. She also stated that it only comes up to approximately \$300 or less. Any deposits we have paid for trips that have been canceled, we will receive our money back as well. Most trips have actually been rescheduled, so no money is involved. Settle made the motion to pay the April bills, Bennett seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

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

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

Delabre asked if there was a motion to approve the Disposal Ordinance 2020-01. Gregoire made the motion. Bennett asked if we could donate the old CPR dummies, and Clark agreed that we would do that. Bennett also asked about the banners, and Clark responded that we have to put them on the disposal ordinance before we can think about selling them. Settle seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried**

Delabre asked if there was a motion to approve the Annexation Ordinance 2020-02. Bennett made the motion, Settle seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried**

Delabre asked if there was a motion to accept the bid from our current Auditor, Groskreutz, Abraham, Eshleman & Gerretse CPA. Settle made the motion, Gregoire seconded. **Roll Call: Bennett- YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to accept the lowest bid from KPI to do the electrical work at the Willowhaven storage facility. Settle asked if it would be a 200-amp service, Clark responded yes. Gregoire made the motion, Settle seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried.**

Delabre asked if there was a motion to accept the bid of \$4940 from Nugent to do the concrete work at Willowhaven storage facility? No motions were stated. Settle responded that R&R did great work already and he wasn't impressed when Nugent's work at the playground. They left a pipe stick out at the playground that should have been taken care of. Delabre asked Brian Scott if the board could accept a bid that was not the lowest? Scott looked it up and stated that yes, as long as the job was under \$25,000 and if previous work was unsatisfactory, the board could accept any bid they chose. Hebert asked why the concrete and electrical was not added in the original plan? Clark stated that when the plans were presented to the board, he explained that there would be add-on's, such as electrical and concrete. By doing it this way, the district saves money. Delabre then asked if there was a motion to accept the bid of \$5490? Settle made the motion, Gregoire seconded. **Roll Call: Bennett-YES, Hebert-NO, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried**

At this time, Clark handed out a packet about COVID-19 which explained ideas on how to reopen the district when it is time. He stated that as far as financials, we are in a great position right now. We will not be spending any money on facilities, we have prepared ourselves for the minimum wage increase in July, we have already reduced staff and opening/closing times at facilities. Family Night Out has been postponed until 2021. Summer concerts and programs for June and July have not been canceled yet. As far as summer camp, we have to wait on guidelines from the Governor before we can proceed forward. We are ready though. Masks, hand sanitizer, sneeze guards, thermometers, etc have all been purchased in preparation to open. Delabre added we are at the mercy of the Governor and we will need to be flexible, things literally change daily. Bennett thanked Clark for providing the board with a direction for the next 30, 60, 90 days.

Bennet asked if we've talked to Herb Forkenbrock about the May tournaments? Clark said yes and they have all been canceled due to the Stay at Home Order. Forkenbrock is planning tournaments in June and July and has requested to utilize Diamond Point in August and September as well for possible tournaments. We are currently working with him to make that happen. Rogers added we aren't actually

losing money at Diamond Point because we do not have seasonal employees working. Adult Softball has also been pushed back until June. Bennett asked about the Reflection Garden stone as well as the grand opening, Clark replied that it is on hold. Pickleball courts are on hold as well.

Delabre asked if there was a motion to approve Hollice Clark as Pro-Tem President for the purpose of holding an Election of Board Officers? Gregoire made the motion, Bennett seconded. **Roll Call: Bennett-YES, Hebert-YES, Settle-YES, Gregoire-YES, Delabre-YES. Motion Carried**

A nomination was made to name Brian Hebert as President of the Bourbonnais Township Park District of Commissioners by Bennett seconded by Gregoire.

With no other nominations offered, Delabre made a motion to close nominations for President, Bennett seconded, **all in favor. Motion Carried.**

A nomination was made to name Kim Bennett as Vice President of the Bourbonnais Township Park District of Commissioners by Settle seconded by Bennett.

A nomination was made to name Wayne Delabre as Vice President of the Bourbonnais Township Park District of Commissioners by Gregoire seconded by Delabre.

No other nominations were given. Gregoire made the motion to close the nominations seconded by Delabre, **all in favor. Motion carried.**

Delabre asked for all in favor of Kim Bennett as Vice President. **Roll Call: Bennett- YES, Hebert-YES, Settle- YES, Gregoire-NO, Delabre-NO. Motion carried.**

Delabre congratulated Hebert on his new position and turned the meeting over to him.

President Hebert made the following board appointments:

Board Attorney- Hebert passed on this since the board will start the process of hiring a new attorney, **all in favor. Motion carried.**

Hollice Clark- Secretary- Bennett made the motion and Gregoire seconded to approve this appointment, **all in favor. Motion carried.**

Dan Borschnack- Treasurer- Gregoire made the motion and Delabre seconded to approve this appointment, **all in favor. Motion carried.**


Sarah Winkel- Assistant Secretary- Bennett made the motion and Settle seconded to approve this appointment, **all in favor. Motion carried.**


President Hebert made the following appointments: Commissioners Committee Assignments for FY 2020-2021. According to the Board of Commissioners Policy, Brian Hebert made the following appointments: River Valley Special Recreation Association: Bennett and Settle.


Hebert asked if there was anything else anyone would like to add to the meeting? Settle asked if he could tell Joe Galloy to please not sit on the tractor the way he was when they were plowing the fields. He had a friend get hurt that way. Bennett complimented Nicole Jenkins on her Willowhaven Hike video. Hebert added that the prairie looks really good, staff is doing a great job and even though we are going through a rough time, we are in good shape because we have great people in charge and doing great things. Hebert then ended with thanking Delabre for his 16 years of service as Board President.

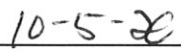
Motion to adjourn at 7:08 pm was made by Bennett, seconded by Settle. **All in favor, Motion carried.**

Respectfully Submitted by Amanda Langlois.

  
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Hollice Clark III, Executive Director

  
\_\_\_\_\_  
Date

  
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Brian Hebert, President

  
\_\_\_\_\_  
Date

Minutes approved at the board meeting of June 22, 2020