



**Bourbonnais Township Park District  
Board of Commissioners Meeting  
Exploration Station  
1095 W Perry St, Bourbonnais, IL 60914  
October 5, 2020 at 5:30 P.M. (originally scheduled for Sept 28, 2020)**

The October 5, 2020 Board of Commissioners Meeting was called to order by Commissioner Delabre at 5:30 pm with the following people present:

Commissioners Present: Wayne Delabre, Clark Gregoire, Anthony Settle  
Commissioner Remotely Called in: President Brian Hebert

Appointees Present: Hollice Clark, Dan Borschnack, Michael Hayes

Staff Present: Amanda Langlois, Paula Rogers, Sharon Richardson, Mike Crews

Visitors Present: Tom Breitenbucher

Commissioner Wayne Delabre stated that due to the Remote Attendance Policy 1-106, which requires a motion, by the majority of the board members present, to allow President Brian Hebert to participate in the meeting. Delabre then asked for a motion to allow Brian Hebert to remotely call in to the meeting and vote. Gregoire made the motion, Settle 2<sup>nd</sup>. Roll Call, Settle- Aye, Gregoire- Aye, Delabre-Aye. Motion Carried.

Presentation: Breitenbucher handed out the River Valley Special Recreation Association flyer along with the dates and attendance of programs that have been offered. He thanked the park district for all of their support. When COVID hit, it affected the RVSRA drastically. Their participants had a hard time dealing with change. With home visits and virtual programs offered, everyone seems to be doing ok. The foundation stepped in and helped with costs of virtual programs and has offered scholarships as well.

**Staff Reports:**

Hollice Clark - Report is given weekly to board. Clark handed out a potential time line for acquiring a new board commissioner. Delabre asked where the interviews will take place. Clark responded they will be at the museum and he would have Amanda Langlois greet each person and send them in one at a time, while keeping social distancing in mind. Clark also added that at the last Committee of the Whole meeting he passed out a tentative 5-year capital plan. He would like each board member to prioritize each item and give him back the results at the next board meeting. He mentioned to the board that for cost savings purposes, he is considering closing some of the facilities on December 28, 29 and 30, 2020. During this time, full time staff would utilize vacation/personal days. We would still have maintenance come in to feed the animals and do building checks.

Delabre asked if Clark knew anything about the Village of Bradley going to the city of Kankakee about LeVasseur Park. Clark stated that Terry Memenga, from the Village of Bradley, asked if Bradley could take over the park to be able to clear some wooded area for a path for residents to utilize which would give more parking in the area.

Finance & Personnel: Paula Rogers handed out all month end reports and an income statement for the month of August. Payroll is down as well are hours worked, since we haven't had as many programs. Average hourly rate is up because full time employees are working 60% of the hours. We have received 97% of our tax levy so she suggested we go ahead and pay the Special Recreation their portion, as we normally wait until October and November, after we have received the full tax levy. She also stated we are still 70% down from last year as far as revenues but our expenses are down as well. Rogers then added we should be right on target to implement Kronos on January 1, 2021. Delabre asked Rogers if she could use her judgement and tell us how we will look come March and April 2021, she said she has been watching the numbers and we should be fine. She also recommended we do not amend the budget until after January 2021.

Rec Department: Sarah Winkel's board report was filed with the September 28, 2020 Board Packet. Winkel was absent but Clark noted there will be a virtual program guide for January and February and then a regular program guide for March through July. He also wanted to applaud Jen Blair and Tammy Marcotte for working through all of the Covid restrictions and rules and still ran Summer Camp and Before and After School with no issues.

Diamond Point: Mike Crew's board report was filed with the September 28, 2020 Board Packet. Crews stated he starting a project to reseed an area at Diamond Point, while they are still fixing sprinkler heads, aerating fields, etc.

Parks & Grounds: Joe Galloy's board report was filed with the September 28, 2020 Board Packet. Galloy was absent but Clark added that vandalism has continued at the parks. Harold LaGesse found one of our story books in the prairie that was vandalized.

Marketing: Sharon Richardson's board report was filed with the September 28, 2020 Board Packet. She stated that the Annual Report will be mailed on October 8, 2020. Since many events/programs have been canceled, our social media is down. Richardson is working on a farm animal campaign as well as a fall@perryfarm campaign, all on social media. Settle suggested we decorate with more cornstalks. Richardson said she did three photo ops for the public and everyone is loving it.

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

Special Recreation: Minutes were submitted from their August 20, 2020 meeting.

Living History: No minutes submitted. They haven't met due to COVID-19.

**Consent Agenda:**

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

**Motion Carried.**

- Approval of the minutes of Regular Board Meeting August 24, 2020
- Approval of the minutes for Committee of the Whole Meeting September 21, 2020
- Approval of amended minutes for Regular Board Meetings April 27, 2020 and May 18, 2020

**Unfinished Business: N/A**

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

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

Delabre asked if there was a motion to approve Disposal Ordinance 20-06. Gregoire made the motion and Settle seconded. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried.**

Delabre asked if there was a motion to allow Clark open a Money Market account at First Trust Bank. Settle made the motion and Gregoire seconded. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried.** Clark added that when Hebert is back in town, he will need to be added to the bank account.

Delabre asked if there was a nomination to for the vacant Vice President position on the board. Gregoire made a motion to elect Wayne Delabre, Hebert seconded. Delabre asked three times if there were any other nominations. None were given. He then asked if there was a motion to elect Delabre as Vice President. Gregoire made the motion. Settle seconded. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried**

Delabre explained that the board appointed Kim Bennett to the Kankakee County Convention and Visitors Bureau. He recommends that the board appoints Hollice Clark to fill her spot. Gregoire made the motion to appoint Clark to the KCCVB board as the BTPD representative, Settle seconded. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried**


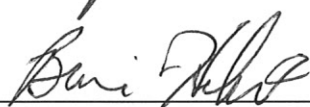
Delabre then asked if anyone was interested in being assigned to the RVSRA board as the BTPD representative. Gregoire said he would like to be considered for that position, Hebert also had interest. Delabre asked if there was a motion for Gregoire to be the appointed to RVSRA. Delabre made the motion. Gregoire seconded. **Roll Call: Settle-NO, Gregoire-AYE, Delabre-AYE, Hebert-NO. TIED. No motion carried.** Delabre asked if there was a motion for Hebert to be the appointed to RVSRA. Settle made the motion. Hebert seconded. **Roll Call: Settle-AYE, Gregoire-NO, Delabre-NO, Hebert-AYE. TIED. No motion carried.**

Delabre asked if there was a motion to approve construction, up to \$8000, for the racking at the Willowhaven storage facility. Settle was persistent about not wanting to bury steel in the ground and no welding. Clark is going to have Galloy get the board the complete updated cost on the project. Settle made the motion. Gregoire seconded. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried**

Delabre ended with the fact that discussing the Scarecrows would be truly an operational matter and it shouldn't be on the agenda. If the board does, then it would show to staff that they need to bring every item to be approved. He continued that when the board canceled the Scarecrow Festival, it was based on State recommendations at the time. He left the floor open for discussion. Settle added he wants to talk about the scarecrows along the fence on Kennedy Dr. at some point. Clark stated he will be talking with our attorney and the new representatives at PDRMA to get their opinion and thoughts on the situation.

With no further business a motion was made by Gregoire to adjourn the meeting at 6:26 pm and seconded by Settle. **Roll Call: Settle-AYE, Gregoire-AYE, Delabre-AYE, Hebert-AYE. Motion Carried**

Respectfully Submitted by Amanda Langlois

 _____ Hollice Clark III, Executive Director	Date	<u>10/26/2020</u>
 _____ Brian Hebert, President	Date	<u>10/26/2020</u>

Minutes approved at the October 26, 2020 board meeting