



**Bourbonnais Township Park District**  
**Board of Commissioners Committee of the Whole Board Meeting**  
**Recreation Station**  
**770 E Franklin Dr, Bradley, IL 60915**  
**February 24, 2025**

On February 24, 2025, President Zinanni called the Board of Commissioners Committee of the Whole Board Meeting to order at 5:30 pm with the following people present:

**Commissioners Present:** David Sadler, Dave Zinanni, Scott Chaplinski, Bill Bukowski, Jeff Mullinax

**Appointees Present:** Amanda Langlois- Board Secretary, Mike O'Shea- Executive Director, Jamie Boyd- Board Attorney

**Visitors:** Joe Galloy, Jeff Bonty, Cherie Smolkovich

Pledge of Allegiance

Executive Director- report was submitted in the board packet. O'Shea noted that the bid tabulation was included for the bike path from Kankakee Valley Construction for \$285,884.84 and the board will vote on that tonight at the regular board meeting. Mullinax asked if the path will be concrete and O'Shea stated he thought so but will check. Zinanni added that the amount is so low due to the fact that the company has another project in the area at the same time and this project is paid for with a grant and from the Village of Bradley, so the district will not be paying for anything, with the exception of moving the animal fence. O'Shea continued that the Perry Farm Maintenance roof agreement is in the packet and this is with Cole Jarvis for \$3900.00 which will also be voted on tonight. The castle started to get tore down today and the date for the flooring is March 24<sup>th</sup>. And lastly, he handed out a packet from Mixdesigns. It shows more updates for the Exploration Station.

Deputy Director- report was submitted in the board packet. Langlois added that she received a very nice thank you note from Lori Cyr for the gift that President Zinanni presented her at the Chocolate Tour from the district for being one of the founders of the Chocolate Tour, along with Sharon Richardson, who was an employee at the Park District at the time. Langlois reminded everyone to be sure to complete the Economic Interest as well.

IT- report was submitted in the board packet. Cianci was not present.

Finance & Personnel- No report was submitted, Brza was on vacation.

Bills & Payroll- Zinanni asked about a bill and Langlois explained it was a refund from a rental at Willowhaven. He also asked if about the lease on our trucks. Langlois stated that February should be our last payment on the leases but she will double check. O'Shea agreed with her.

Recreation- reports were submitted in the board packet. Smolkovich stated that the recreation department has had a great month in February. Very busy with trips and programs. She also wanted to remind everyone that the St Patrick's Day dinner is March 12<sup>th</sup> if they haven't registered. Zinanni added that it looked like Basham has been very busy researching and working on the Farmers Market.

RVSRA- the report was submitted in the board packet.

Living History- no report was submitted.

Parks & Facilities- report was submitted in the board packet. Galloy stated they have started on the castle tear down. They have also met with contractors about lighting at Diamond Point. He explained that since we have started our safety committee, our evaluation numbers have been increasing. He sent out a random question that staff could answer from our safety meeting minutes and the first one to answer would win. This month it was Cherie Smolkovich. He was happy he received many employees that tried to answer. Lastly, he mentioned that Reindeers has been doing the winter maintenance on the lawn mowers and we should be ready before spring.

Policy Review- Boyd went over the handout of how we want to change the verbiage of the financial policy procedure of the Executive Director signing checks and paying bills both electronically and written checks. It states:

*It is the intention of the elected Board of Trustees that the Executive Director hired by the board to lead the day to day operations of the district shall be responsible for overseeing the finances of the district with the assistance of the Treasurer, and other staff. This shall include the payment of all bills approved by the board, as well as regularly occurring payments which come due as a result of agreements entered into by the board.*

*The Executive Director shall be and hereby is vested with the authority to pay all necessary expenses of the District as they become due, such authority shall be limited to payment by the drawing of funds via check, or by such other electronic means of payment as may be or become the practice of the district. All such checks shall be countersigned by someone with authority to do so, in addition to being signed by the Executive Director, electronic payments shall reflect approval by an appropriate additional party.*

Next month, we will put it on the agenda to vote on it.

**Public Comment-** No Comment

Old Business- none

New Business- none

Motion to adjourn the meeting made by Mullinax, seconded by Bukowski. All in favor. Motion carried. Adjourned at 6:04 pm.

Minutes respectfully submitted by Amanda Langlois.

  
Amanda Langlois, Board Secretary

Minutes approved at the board meeting of March 24, 2025

  
Date