Bourbonnais Township Park District

Committee of the Whole Meeting Minutes

October 26, 2026 | 5:30 p.m.

1. Call to Order

The Committee of the Whole meeting of the Bourbonnais Township Park District was called to order at 5:30 p.m. on Monday, October 26, 2026. Pledge of Allegiance.

Commissioners Present:

- Dave Zinanni
- Scott Chaplinski
- Jeff Mullinax
- Bill Bukowski

Appointees Present:

- Amanda Langlois, Board Secretary
- Mike O'Shea, Executive Director
- Jamie Boyd, Board Attorney

2. Executive Director's Report

Executive Director Mike O'Shea briefly reviewed his report included in the Board packet. He highlighted the following items:

- **2027–2031 Comprehensive Master Plan:** The Board is scheduled to vote on the Master Plan at the November meeting.
- **2027 Budget:** The Board will vote during the Regular Board Meeting to place the proposed 2027 Budget on public display for 30 days. A draft budget and proposed capital improvement list were included in the Board packet.
- **RVSRA Agreement:** O'Shea discussed the ongoing review of the RVSRA agreement. Commissioner Chaplinski conducted research on three Special Recreation Associations (SRAs), with his findings included in the Board packet. Chaplinski briefly summarized his research and observations.

O'Shea emphasized that the District is not seeking to withdraw from the RVSRA agreement but rather to finalize an agreement that best serves the interests of the District and its patrons.

Board Attorney Jamie Boyd explained that his proposed revisions were developed with the District's best interests in mind. He encouraged O'Shea to communicate with other Executive Directors involved in the agreement to discuss their interests and concerns.

Boyd further emphasized the importance of including a defined expiration or review date within the agreement. This would ensure that future Boards regularly evaluate the agreement and make necessary updates rather than allowing it to become outdated. He noted that the Board has a responsibility to the residents it represents to review such agreements periodically and stressed the importance of unanimous agreement among the participating parties.

3. Deputy Executive Director's Report

Deputy Executive Director Amanda Langlois stated that her written report was included in the Board packet and provided the following additional updates:

- Langlois received a phone call from Monique Petit, who expressed her family's desire to request donations toward the care of the Park District's animals in lieu of flowers for her father's funeral. Langlois will keep the Board informed as additional details become available.
- Langlois invited Board members to participate in the upcoming Turkey Trot, Christmas Parade, and Christmas on the Farm events. She will send a follow-up email with additional information and participation details.

4. Finance Director's Report

Finance Director Carter Rodman provided the following updates:

- Rob Romo is scheduled to visit the District on October 27, 2026, to assist with the bond call.
- The District's auditors are scheduled to return on Thursday, October 29, 2026, to complete the remaining audit work.

5. Bills and Payroll

The Board reviewed the Bills and Payroll reports. There were no questions or comments.

6. Committee Reports

A. Recreation Committee

Smolkovich's report was submitted in the board packet but she was absent. Executive Director O'Shea provided an update on the Exploration Station renovation project. He reported that the installation of the murals is scheduled for November. Wacky World will be here in December to install the 3D items.

B. RVSRA

No meeting minutes were submitted.

Langlois distributed a PowerPoint presentation prepared by Kristin Giacchino, who was originally scheduled to present but was unable to attend the meeting.

C. Living History Committee

The Living History Committee held a meeting; however, no meeting minutes were submitted.

Commissioner Zinanni reported that the committee was pleased with the recent painting improvements to the farmhouse. He also stated that the committee is developing historical narratives to accompany proposed QR codes throughout the park, providing visitors with additional historical information.

D. Friends of the Bourbonnais Township Park District Foundation

The Foundation met immediately prior to the Committee of the Whole meeting.

Commissioner Chaplinski reported that preparations for the Christmas Light Walk are underway. He explained that half of the proceeds will be directed toward sponsorships, while the remaining half will support the Light Walk. The event is scheduled to kick off on Thanksgiving night.

O'Shea added that the Park District will also have Christmas trees on display and available for purchase at a cost of $100 each, proceeds will go towards scholarships as well as the light walk.

7. Director of Parks and Facilities Report

Director of Parks and Facilities Joe Galloy's report was submitted and he provided an update on ongoing maintenance and improvement projects throughout the District.

Current activities include:

- Seasonal fall cleanup throughout the parks and facilities.
- Preparing and retrieving Christmas decorations and event materials for upcoming holiday programs.
- Installation of a memorial bench.
- Completing necessary playground repairs.

Executive Director O'Shea provided additional updates regarding future park improvements:

- **Willowhaven Park:** O'Shea continues to work on potential expansion opportunities. An additional design proposal is anticipated in December.
- **Diamond Point Park:** O'Shea recently met with an engineer to discuss potential improvements and is considering the development of a smaller-scale master plan specifically for Diamond Point Park.

8. Policy Review

Deputy Executive Director Langlois reported that staff will meet in November to review several employee handbook policies and potential revisions.

Staff anticipates bringing proposed updates to the Board for consideration as early as December, with January being the anticipated target if additional time is needed.

9. Old Business

There was no old business to discuss.

10. New Business

There was no new business to discuss.

11. Public Comment

Peggy King announced that the upcoming Mouse Race fundraiser will take place on November 6, 2026. Tickets are available for $25 per person.

12. Adjournment

Commissioner Zinanni made a motion to adjourn the Committee of the Whole meeting at 6:07 p.m. Commissioner Chaplinski seconded the motion. All in favor.

Motion carried unanimously.

The meeting was adjourned at 6:07 p.m.

Respectfully Submitted,

Amanda Langlois — 11/23/2026

Amanda Langlois
Board Secretary
Bourbonnais Township Park District