

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Workshop Meeting Agenda
January 19, 2023
6:30 PM

1. Call to order
2. Roll call
3. Approval of Agenda
4. District Operations and Activities Update
5. Communication from the Public
6. Unfinished Business
7. New Business
8. Closed Session pursuant to 5 ILCS 120/2 (c) for the purpose of discussing:
 - (1) The employment, discipline and performance of specific employees.
 - (2) Collective negotiating matters.
 - (5) The purchase or lease of real property.
 - (6) The setting of a price for sale or lease of property.
 - (11) Pending or probable litigation.
 - (21) Approval or semi-annual review of closed meeting minutes.
9. Motion to adjourn

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Board Meeting Agenda
January 19, 2023
7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of:
 - A. Truth in Taxation Public Hearing Meeting Minutes of December 15, 2022
 - B. Budget and Appropriation Public Hearing Meeting Minutes of December 15, 2022
 - C. General Obligation Limited Tax Park Bonds Public Hearing Meeting Minutes of December 15, 2022
 - D. Monthly Board Workshop Meeting Minutes of December 15, 2022
 - E. Monthly Board Meeting Minutes of December 15, 2022
6. Correspondence to Board from the Public
7. Comments from the Public at Meeting
8. Attorney's Report
9. Leadership Team Report
10. Treasurer's Report
 - A. Approval of Disbursements – approval of payment of bills including travel reimbursement in the amount of \$793,512.46, subject to audit.
11. Committee Reports
 - A. Administration and Personnel – **Commissioner Vastalo**
 - *Motion to approve Bolingbrook Park District FOIA Officers Beth Benner, Debbie Chase, Chris Corbett, and Chris Finn.*
 - B. Finance and Technology – **Commissioner Hix**
 - *Motion to approve Resolution 23-02 approving Interfund Transfer Actions regarding the General Fund and Recreation Fund to permanently forgive the Recreation fund balance deficit not to exceed \$2,250,000.*
 - *Motion to approve Ordinance 23-01 Consideration of an ordinance providing for the issue and sale of not to exceed \$1,150,000 General Obligation Limited Tax Park Bonds of the District to pay the costs of certain capital improvements.*
 - C. Buildings, Grounds, and Natural Resources – **Commissioner Andrews**
 - *Motion to approve Resolution 23-01 authorizing purchase of eight (8) 20'x20' shade structures for Pelican Harbor in the amount of \$72,929.00 from Parkreation, Inc. of Prospect Heights, Illinois.*

- D. Recreation – Commissioner McKay
 - Pre School/Early Childhood
 - Dance/Theatre
 - Gymnastics/Cheer/Ninja
 - REACH/Daycamp/Enrichment
 - Youth and Teen Programming
 - Community Events
 - E. Facilities – Commissioner McKay
 - Fitness
 - Aquatics
 - Athletics
 - Adult Trips
 - F. Marketing – Commissioner McVey
 - G. Golf Course and Ashbury’s – Commissioner McVey
 - *Motion to approve Resolution 23-03 approving fourth amendment to the contract with Kemper Sports Management regarding management of Boughton Ridge Golf Course and Ashbury’s.*
 - H. NWCSRA - Commissioner McVey
12. Unfinished Business
 13. Comments from the Public at Meeting
 14. New Business
 15. Announcements
 16. Closed Session pursuant to 5 ILCS 120/2 (c) for the purpose of discussing:
 - (1) The employment, discipline and performance of specific employees.
 - (5) The purchase or lease of real property.
 - (6) The setting of a price for sale or lease of property.
 - (11) Pending or probable litigation.
 - (21) Approval or semi-annual review of closed meeting minutes.
 17. Adjournment
 18. Citizens’ Guide to Addressing the Park Board:

Anyone wishing to speak under the agenda item entitled “Comments from the Public” shall adhere to the following guidelines:

1. A person shall be permitted to speak upon being recognized by the chairperson. Please stand (if possible), announce your name and address before commencing. All comments under COMMENTS FROM THE PUBLIC are limited three (3) minutes, and each person shall only be permitted to speak once.
2. All speakers shall address their comments to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment.
3. The chairperson shall preserve order and decorum. The chairperson shall decide all questions of order.
4. When addressing the Park Board, members, administrative officers and other persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the harmony of the Park Board and the meeting, the chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the chairperson or upon the affirmative vote of two-thirds ($\frac{2}{3}$) of the park board commissioners present. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.
5. Please do not repeat comments that have already been made by others.

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
December 15, 2022

President Vastalo called the meeting to order at 6:30pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

Motion Commissioner Vastalo, second Commissioner Andrews to approve agenda as submitted. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

District Operations and Activities Update

Executive Director Ron Oestreich reviewed Ordinances and Resolutions that will come before the board at tonight's meeting:

- Resolution 22-32 approving destruction of certain Park District Closed Session Audio Recordings.
- Ordinance 22-05 an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2023 and ending December 31, 2023.
- Ordinance 22-06 Levying and Assessing the Taxes for the Bolingbrook Park District, Will County, Illinois for the Tax Levy Year 2022.
- Resolution 22-30 purchase playground equipment for Balstrode Park and Erickson Park from Play Illinois, LLC of Westmont, IL.

Chris Corbett, Superintendent of Projects and Planning asked the board if they had any questions regarding the designs that were chosen for the parks. Park designs were included in the December 15, 2022 Board Report for board review. The Board had no questions or comments.

- Resolution 22-31 authorizing purchase of a Ford F-250 Crew Cab 4x4 8' Bed Truck from National Auto Fleet Group of Watsonville, California.

Multi Factor Authentication – Debbie Chase, Director of Business and Technology talked about the Cyber Security Training for Board members.

Projects Update – Chris Corbett, Superintendent of Projects and Planning reported:

- Remington Ball Field Lights – working with contractor Correct Digital Display who is working with the manufacturer and distributor on some concerned readings.
- Pelican Harbor Shade Structures – working on locating where shades will go next year. Approval will come before the board at the January board meeting.
- ADA Trails – working with Upland Design to start work on a plan for the next four years for the ADA trails. There is over 900,000 square foot of asphalt trails in the district and over one million square foot of parking lots asphalt. Plans will be available at the end of the first quarter.

The board had no questions.

Communication from the Public

None

New Business

None

Closed Session

None

Adjournment

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:38pm. Second Commissioner McKay. All in Favor “Ayes”.

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Public Hearing Regarding Truth in Taxation
December 15, 2022 - 6:40 PM

President Vastalo called the Truth in Taxation Public Hearing to order at 6:40pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

Commissioner Vastalo made a motion to approve agenda as submitted, second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to open the Truth in Taxation Public Hearing. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Comments from the Public

No comments or questions from the Public.

Comments from Board Members

No comments or questions from Board Members.

Motion to Adjourn

Commissioner Vastalo made a motion to close the Truth in Taxation Public Hearing at 6:42pm. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to adjourn from Truth in Taxation Public Hearing at 6:42pm. Second Commissioner McKay. All in Favor “Ayes”

Minutes Verification Signature

Bolingbrook Park District Board Secretary
Jake McVey

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Public Hearing Regarding the FY 2023 Budget and Appropriation Ordinance
December 15, 2022 - 6:45 PM

President Vastalo called the Budget and Appropriation Ordinance Public Hearing to order at 6:45pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

Motion Commissioner Vastalo, second Commissioner Hix to approve the agenda. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to open the Public Hearing regarding the FY 2023 Budget and Appropriation Ordinance. Second Commissioner McVey.

Comments from the Public

No comments or questions from the Public.

Comments from Board Members

No comments or questions from Board Members.

Motion to Adjourn

Commissioner Vastalo made a motion to close the Public Hearing at 6:46pm. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to adjourn from the Public Hearing at 6:46pm. Second Commissioner Hix. All in Favor “Ayes”.

Minutes Verification Signature

Bolingbrook Park District Board Secretary
Jake McVey

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room

**Public Hearing concerning the Intent of the Board of Park Commissioners of the
Bolingbrook Park District, Will County, Illinois to Sell not to Exceed \$1,150,000
General Obligation Limited Tax Park Bonds
December 15, 2022 - 6:50 PM**

President Vastalo called to order the Public Hearing concerning the intent of the Board of Park Commissioners of the Bolingbrook Park District, Will County, Illinois to Sell not to Exceed \$1,150,000 General Obligation Limited Tax Park Bonds at 6:50pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

Commissioner Vastalo made a motion to approve the agenda, second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to open the Public Hearing Concerning the Intent of the Board of Park Commissioners of the Bolingbrook Park District, Will County, Illinois to Sell not to Exceed \$1,150,000 General Obligation Limited Tax Park Bonds. Second Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo stated the purpose of the hearing is to receive public comments on the proposal to sell bonds of the District in an amount not to exceed \$1,150,000 of General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expense's incident thereto. All persons desiring to be heard will have the opportunity to present written or oral testimony with respect. These park bonds will used for capital improvements.

Comments from the Public

No comments or questions from the Public.

Executive Director Ron Oestreich stated he did not receive any written communication from the public. +

Comments from Board Members

No comments or questions from Board Members.

Motion to Adjourn

Commissioner Vastalo made a motion to close the Public Hearing at 6:52pm. Second Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to adjourn from the Public Hearing at 6:53pm. Second Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
December 15, 2022

Commissioner Vastalo called the meeting to order at 7:00pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

President Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner Vastalo, second Commissioner McKay to approve the agenda. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Motion Commissioner Vastalo, second Commissioner Andrews to approve the following meetings:

- A. Budget Workshop Meeting Minutes of November 10, 2022
- B. Budget Workshop Meeting Minutes of November 15, 2022
- C. Closed Session Meeting Minutes of November 15, 2022
- D. Monthly Workshop Meeting Minutes of November 17, 2022
- E. Monthly Board Meeting Minutes of November 17, 2022

Roll Call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

CORRESPONDENCE TO THE BOARD FROM PUBLIC

None

COMMENTS FROM THE PUBLIC AT MEETING

None

MOTION TO REPORT ON REVIEW OF CLOSED SESSION MEETING MINUTES

Commissioner Vastalo made a motion to report on the review of closed session meeting minutes. Second Commissioner Hix. Commissioner McVey stated we are keeping the closed session meeting minutes private. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

ATTORNEY'S REPORT

No report

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich turned the floor over to Chris Piasecki, Facility/Fitness Manager who introduced Mario Leanos. Mario has recently been promoted from a part time groundsworker to a full time groundsworker. Mario lives at home and likes spending time with his family.

Kim Smith, Director of Marketing and Customer care introduced Brent Gidley the new Software Assistant. Brent used to be an Assistant Facility Manager at BRAC and ACC. He has a teaching background and his strengths are perfect for this position, Brent is a learner. Brent is an excellent brother, uncle and family man. We are so happy to find Brent in this role.

Executive Director, Ron Oestreich presented Beth Benner, Administrative assistant with an Above and Beyond Card. Oestreich said Beth did an amazing job with the Budget Workshop meeting minutes. It was especially a challenge because she was not in attendance at any of the meetings to hear them live and take her own notes.

Congratulations to the Jane Addams Girls Basketball program. Both the Junior Varsity and Varsity made the Elite 8 State playoffs.

TREASURER'S REPORT

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the \$372,974.18 subject to audit. Second Commissioner McVey. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Per Illinois statute, 5 ILCS 120/2.06, the Board of Park Commissioners the Board may destroy audio recordings older than 18 months old where the closed session minutes have been approved.

Commissioner Vastalo made a motion to approve Resolution 22-32 regarding the destruction of certain Park District closed session audio recordings. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

The Park District will continue the Partnership with Advent Health Bolingbrook Hospital in 2023. This will be the 17th consecutive year of partnership. This year's agreement brings \$10,000 to the District from the Hospital to offset costs of special events and services.

Audits all balanced.

Finance and Technology – Commissioner Hix reported:

Commissioner Hix made a motion to approve Ordinance 22-05 an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2023 and ending December 31, 2023. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to approve Ordinance 22-06 levying and assessing the taxes for the Bolingbrook Park District, Will County, Illinois for the Tax Levy Year 2022. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix congratulated the Finance Team on their many years of planning to get where the park district is today. Hix commented the district is in a good financial position.

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

Commissioner Andrews made a motion to approve Resolution 22-30 authorizing purchase of playground equipment for Balstrode and Erickson Parks from Play Illinois, LLC of Westmont, IL. Second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Andrews made a motion to approve Resolution 22-31 purchase a 2023 F-250 Crew Cab 4x4 with 8' truck bed from National Auto Fleet Group of Watsonville, California. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Staff has been busy cleaning up the shop/the yard and disposing of small trash items. The cold storage area has been organized for the upcoming winter months to park trucks and snow removal equipment in the shop.

Schedules are being made to strip and wax floors at BRAC and Annerino multipurpose rooms.

No skating signs have been installed by the ponds that the District manages.

Staff have started to bring in park ID signs into the shop to be repainted; after they are repainted staff reinstalls them. The painting adds years of life to the signs before we have to get new ones made.

Staff has completed turf repairs for this fall, and has shut down all permitted athletic fields for the season.

Canopies have been removed from playground structures (to reduce wear and tear from strong winds and snow loads); these will be re-installed in the spring.

Staff continues to repair and inspect playgrounds on a daily basis.

Playground mulch was added to Plimmer & River Bend playgrounds.

Tressler, LLP has assisted staff with the review of the Park District's bid specs. Updated language, laws, etc. has been presented / recommended. Staff will be utilizing these new bid specs for all bid packets moving forward.

Staff are busy finalizing bid packets for two additional bids to be released in January 2023. Carpet / VCT flooring replacement at both ACC and the BRAC; and replacement of the cedar fencing at Indian Boundary are bids going out. Both bid openings will take place late January for February Board recommendation.

Recreation & Facilities – Commissioner McVey reported:

Recreation

The Preschoolers are working on their Holiday Songs for families and will be taking part showcasing their songs at the end of each class. The preschool program will be participating in the Elder Angel Tree program again this year which works with local nursing homes and assisted living facilities to provide gifts for local seniors in need during the holiday season.

Theatre students will be performing 'Twas The Opening Night Before Christmas December 16 and 17 at the Bolingbrook Community Center on the Chamber's stage.

Our Illusions Gymnastics Team will be working hard over the winter break with open gyms to prepare for the upcoming 2023 season. The team will also be celebrating a successful year with a Secret Santa gift exchange and a team pool party at BRAC after the new year. We will also be hosting a youth gymnastics 2-day camp Dec 20 and 22.

Enrollment for the 2022-2023 school year has continued to increase for our two REACH, Pioneer and Jonas Salk Elementary Schools. Pioneer has reached our goal of 100 children registered as compared to 95 last month, and Jonas Salk has 58 children registered as compared to 55 last month. Registration is still on-going.

Winter Camp will be offered at the BRAC during winter break again. Camp will be offered from Wednesday, December 21, 2022 until Wednesday, January 4, 2023. Campers will enjoy daily swimming at Pelican Harbor, games, sports, movies and crafts.

Our extremely popular, free Meijer event, the Candy Cane Flashlight Hunt, returned this year at a new location—Winston Woods Park on Friday, December 9. 150 kids of all ages enjoyed searching for a grand total of 800 mini candy canes.

Fitness

Lifestyles Fitness recorded almost 6,600 visits for the month of November bringing the average daily visit count to 213 which is the first time since 2019 that Lifestyles averaged more than 200 visits a day. This number represents the engagement that Passport to good health had for the month of November.

November recorded 2,923 Group Fitness visits for the month which was over 1,000 visits higher than 2019 numbers with 20 fewer classes being offered.

Indoor Aqua Aerobics classes have been a hit at the Indoor Pool. November aqua aerobics classes made up 22% of the total group ex visits for the month, with 645 total visits.

Aquatics

Pelican Harbor will be open during the winter break from December 21 through December 31. Closed on Christmas Day.

Daily admissions for 2022 has currently exceeded budget by grossing almost \$568,000 in revenue.

Parkies Reindeer Games will be held on December 17 from 9am to 11:30am with 37 currently signed up.

Registration is open for youth sports & martial arts programs. These programs will begin in January.

Adult athletics is in between seasons. Registration is open for Co-Rec Volleyball, Adult Basketball, Racquetball and Women's 3 x 3 Basketball for the 2023 season.

There are two upcoming Adult trips; Elf the Musical will take place on January 4 and the group will be heading out to Starved Rock on January 18 for a Bald Eagle Trolley Tour.

Marketing – Commissioner McVey reported:

The marketing and fitness teams partnered together to mail out Holiday cards to all Lifestyles members. The card shows appreciation to our current members and offers a free trial for a friend.

Demand for summer private rentals at Pelican Harbor are at an all-time high. Private rentals will be available January- February for residents of Bolingbrook. Nonresidents will be able to book private rentals beginning in March.

Golf Course & Ashbury's – Commissioner McVey reported:
New marketing going out to promote banquets and events.

NWCSRA - Commissioner McVey reported:

The NWCSRA Recognition Dinner Dance was held on Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club. There were about 140 in attendance compared to 90 last year. Their goal next year is 200.

With the continued growth of Sensory Room several part-time staff are being trained for staff leadership roles to lead additional sensory sessions in both locations.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Vastalo wished everyone a Merry Christmas.

Commissioner Hix welcomed Mario Leanos and Brent Gidley and promised them a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Andrews to adjourn from the regular board meeting at 7:23pm. All in Favor "Ayes".

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

ADMINISTRATION AND PERSONNEL

Resignation of Executive Director, Ron Oestreich

- At nearly 27 years of employment with Bolingbrook Park District, Executive Director Ron Oestreich has tendered his resignation to the Board of Commissioners. Ron has accepted a new position as Parks and Recreation Director for the Town of Farragut, Tennessee (a suburb of Knoxville). His last official day with Bolingbrook Park District is Friday, February 3, 2023. Ron’s son and extended family live in the Knoxville area, and it has been a long-time desire of Ron and his wife Christy to eventually live in that area. He will dearly miss his Commissioners, co-workers, friends, and the residents of Bolingbrook that he served for so many years. Ron will also be truly missed.

- The Board will be conducting a search for a new Executive Director and will communicate progress with the Administrative Team.

- The Administrative Team will continue to be serving in their respective roles during the interim period. The following chart depicts additional interim responsibilities.

Staff and Area of Coverage	Interim Management
Beth Benner	Kim Smith
Chris Corbett	Chris Finn
Terri Tamer	Debbie Chase
Boughton Ridge/ Ashbury’s & Kemper Contract	Mike B. (Operations) Debbie C. (Finance)
Capital Projects	Chris C. with support from Chris F.
Board Reports and Annual Reporting	Kim S. and Beth B.
HR Related Situations	Terri with support from Debbie C.
NWCSRA	Mike B. with support from Kai W.
Strategic Plan Implementation	All Admin
Communications with Mayor and Village Officials	Kai W.
Mentoring Committee	Terri T.

Bolingbrook Park District FOIA Officers

- In accordance with (5 ILCS 140/3.5) Sec. 3.5. Freedom of Information officers; Each public body shall designate one or more officials or employees to act as its Freedom of Information officer or officers. The following staff are recommended as FOIA Officers for Bolingbrook Park District. Beth Benner, Debbie Chase, Chris Corbett, and Chris Finn.

Staff Recommendation: Approve Bolingbrook Park District FOIA Officers Beth Benner, Debbie Chase, Chris Corbett, and Chris Finn.

Internal Audits

Cash Bank Audit	
Annerino Community Center	Balanced
Petty Cast Audit	
Business Office	Balanced
Inventory Audit	
Gymnastics	Balanced

FINANCE AND TECHNOLOGY

Finance

Forgiveness of Recreation Fund Balance Deficit

- As presented in the Budget Workshop on November 10, 2022; in order to provide a clear picture of the Recreation Fund Balance and the General Fund Balance, staff recommends the permanent forgiveness of the Recreation fund balance deficit. This forgiveness does not have any effect on the District's bottom line.

Staff Recommendation: Approve Resolution 23-02 approving Interfund Transfer Actions regarding the General Fund and Recreation Fund to permanently forgive the Recreation fund balance deficit not to exceed \$2,250,000.

Bond Ordinance

- The District has an opportunity to capture available growth in the debt service extension base. The funds will be utilized for certain capital improvements.

Staff Recommendation: Approve Consideration of Ordinance 23-01 providing for the issue and sale of not to exceed \$1,150,000 General Obligation Limited Tax Park Bonds of the District to pay the costs of certain capital improvements.

Business and Technology

Statistics

- 34 refunds were processed
- 4 business support tickets were completed
- 82 technology support tickets were completed

BUILDINGS, GROUNDS & NATURAL RESOURCES

Approvals

Purchase of Outdoor Shade Structures – Outdoor Pelican Harbor

- The 2023 work plan included replacement of 26-year old shade structures at Outdoor Pelican Harbor. Staff have been working with the Facilities Team to find a structure and location that assists the Pelican Harbor team with parties and group outing rentals. Staff have decided to remove the existing thirteen (13) structures and replace with eight (8) larger shade structures that will be placed around existing landscape for patrons. New structures will be 20'x20', white, center posted that will look very similar to the structures on the island of the Lazy River.

Equipment is being purchased through Sourcewell Cooperative Purchasing that competitively bids equipment on behalf of its members.

Staff Recommendation: Approve Resolution 23-01 authorizing the purchase of eight (8) 20'x20' shade structures for Pelican Harbor from ParkReation, Inc. of Prospect Heights, Illinois.

BGNR Operations

Com Ed Grant

- The Director of Buildings, Grounds & Natural Resources is working with the contractor of Twin Supplies about getting the new application turned into Com Ed for Lily Cache Sports fields lights. The contractor is working with the same supplier that did the lights at Central Park to see what can be done to use the same lights at Lily Cache. We want to keep the lights at the sports fields the same if possible. We will be putting in an application for a Com Ed grant for LED lights for the BRAC gym and the B&G building.

Buildings

- The Buildings staff is busy completing work orders, finishing up small projects and getting quotes for planned 2023 budgeted projects.
- Due to high winds in December, there is a section of Annerino roof that needs to be replaced. We currently have tires as temporary ballast in place to hold down the roofing material as we work with our insurance company to get quotes.

Parks

- Staff has been making repairs and repainting the Park ID Signs for the winter season. This is an annual task that prolongs the life of the signs. Approximately 15 signs have been completed thus far this winter; staff will continue to do more during the winter months.
- Staff have brought approximately 20 picnic tables in to replace boards and paint them. There are still more picnic tables that staff will be painting and repairing this winter. At a few parks staff have been permanently mounting picnic tables in the shelters.
- Staff has also been busy getting equipment ready for the spring season by cleaning, servicing and inspecting equipment.

- Staff are starting to prepare items for Winterfest. Chris Montrose has painted a very nice welcome sign for the event.
- Winter clean up along pond basins and liter picking in parks has begun.
- We have finally received our first shipment of memorial benches; they have been assembled and will be put out as soon as weather permits. We are still waiting on another supplier to ship more memorial benches that we have ordered.

Athletics

- Staff removed garbage and debris from Indian Boundary cricket fields.
- We met with soccer to discuss the upcoming season, and will do the same with BYBL in the next month.

Natural Resources Horticulture & Turf

- The Natural Resources, Horticulture and Turf crews have started to focus on winter clearing and tree pruning. With the warmer weather we have been having lately it has limited us as to what projects we have been able to complete; this is due to the soft wet turf.
- The Horticulture and Turf Crews have been pruning trees and shrubs in the parks between Schmidt Road and Veterans Blvd. So far, they have completed Indian Boundary, St. Francis, and Remington Parks.
- The Natural Resources crew has been working to removed dead and dying trees from parks and working on clearing projects along the DuPage River Greenway trail from Indian Boundary to Hidden Lakes.
- The Grounds & NRHT Crews have been cross trained on tree pruning; in the coming weeks crews will be working together to prune trees in the parks.

Project Updates

- Staff released bids for the replacement of Office Carpet at Annerino and VCT replacement at BRAC on Monday, January 9. Bid opening is scheduled on Thursday, February 2. Work is anticipated to begin late March, early April.
- Staff released bids on Monday, January 16 for the installation of Balstrode & Erickson Park playgrounds. Bid opening is set for Thursday, February 2. Staff will be bringing recommendation for approvals at the February Board Meeting. Work is anticipated to start as soon as March if field conditions allow. Playground equipment could be available to ship from vendor late February.
- Staff released a bid on Monday, January 16 for the replacement cedar fencing along Indian Boundary Park Drive. Bid opening for this project is scheduled for Thursday, February 2. Recommendation for approvals are planned for the February Board Meeting. Work is anticipated to begin late March, early April for this project as well.
- Staff are finalizing bid packets for the District Annual Sealcoating to be released in February 2023. Bid opening for this project will take place late February for March Board recommendation.
- Superintendent of Projects & Planning, Chris Corbett, recently passed his CPSI (Certified Playground Safety Inspection) Certification through the National Recreation and Park Association (NRPA). Certification is valid for a period of three (3) years. This was Chris' first-time taking exam. Congratulations Chris!

RECREATION AND FACILITIES

Recreation Division

Pre School / Early Childhood

Preschool

- Preschool returns on January 9. The 4-year-old classes are taking a field trip to the Library this week. Teachers are looking forward to taking their first field trip in 3 years.
- Preschool enrollment remains at 151 preschoolers.

Early Childhood

- Early Childhood programs are slated to begin the week of January 16.
- Currently there are 67 children enrolled for classes that have met their minimum and will run over the next two months with registration still ongoing.

Dance/Theatre/Teens

Dance Department

- Registration is going well for the Winter/Spring dance session. There are currently 81 enrolled for our departmental classes. Classes begin January 14.
- A new Powerdance site was introduced this session at Jonas Salk. Currently we have 16 registered at Pioneer, 5 at Jonas Salk, and 1 at BJ Ward.

Theater

- Theatre students did an amazing job in their performance of 'Twas The Opening Night Before Christmas December 16 and 17 at the Bolingbrook Community Center.
- The audience enjoyed the holiday show with both show nights nearly sold out.
- 272 tickets were sold in total for both nights.
- Our next show will be Annie Kids. Rehearsals begin on January 12 and the performances will be in May. There are currently 21 registered for the program.

Teens

- Our next Teen program is our After Hours at Annerino on February 19. There will be a timeslot for middle schoolers and another for high schoolers to come to Annerino for open gym, rock climbing, and a ninja course.

Gymnastics/Cheer/Ninja

Gymnastics

- The winter session begins January 9. Enrollment is coming in higher than expected and staff is excited for a new season of classes to begin! The Illusions Gymnastics Team starts their 2023 season off on January 14 and January 15 in Riverside Brookfield.

Ninja

- The Ninja program hosted a New Year's Lil Ninja Camp on January 3 with 7 participants enrolled! The ninjas had a lot of fun working off all their holiday food and candy!
- The winter session for all of ninjas begins January 9.

Cheer

- Cheer classes have returned and classes are set to start up again on Saturdays for children 4-8 years of age.
- Winter session classes will begin the week of January 9.

Gymnastics, Ninja and Nerf Parties

- January is booked with 6 parties for gymnastics, ninja and nerf parties! 2 of the parties are Nerf parties. Parties are already getting booked for the next couple of months as well!

REACH / Day Camp/ Enrichment

REACH

- Enrollment for the 2022-2023 school year has continued to stay steady with registration numbers for two the sites, Pioneer and Jonas Salk Elementary School. Pioneer currently has 101 children registered and Jonas Salk has 54 children registered.
- Registration is still on-going, and we are expecting to add more students as the winter weather months arrive.

Winter Camp

- Winter Camp officially began on December 21 and ran through January 4. Participants enjoyed activities such as games, crafts, sports, dance parties and daily swim time at Pelican Harbor indoor water park. Registration numbers were strong with a daily average of 18 participants, but reaching as high as 28 participants.

Enrichment Programs

- January is kicking off several enrichment programs with a bonfire event on January 7, featuring hot refreshments, games and music.
- On January 14, new and returning archery students will enjoy a pop-up event called Snowball Archery, where participants will aim for special game targets for a chance to win a prize.
- Later in the month, families are invited to participate in a series of self-led nature stations to explore four of the five senses.
- The park district is also hosting a variety of private enrichment programs, including two Girl Scout troops and a K-5th grade field trip from Wood View Elementary.

Youth

- Chasewood Learning Programs for Winter have great enrollment numbers to begin next week with 20 currently enrolled in Minecraft or LEGO Robotics.
- Enrollment for other programs are going slowly but staff feel more enrollments will be coming in now that school has restarted.

VVSD Grant Program

- The VVSD 21st Century Grant Program will resume January 30. Representatives from Bolingbrook Park District have an exciting array of programming planned for the students this session, including dance, first aid, natural science, crafting and sports. Staff are working closely with the VVSD team to fine-tune our proposed schedule to meet their evolving needs.

Meijer Event

- This month's free event to be held on Friday, January 13 is called Animal Tracks Hike. Participants will go on a guided hike through Boan Woods to search for signs from animals that remain active during winter, such as foot prints in the snow, animal nests, scat and more.

Advent Health
Bolingbrook

FREE

WINTERFEST

Saturday, February 4
Annerino Community Center
11:00 am-2:00 pm

Bring the family to the Annerino Community Center for a winter fun getaway featuring indoor and outdoor winter themed activities!

Outdoor games and activities for all including:

- ❄ Snow painting
- ❄ Snowball slingshot
- ❄ Snowshoeing
- ❄ Family challenges
- ❄ Giant checkers & tic-tac-toe
- ❄ Fire pit with s'mores
- ❄ Family photo station
- ❄ Fountaindale Public Library sponsored activities & bookmobile

Something for everyone!

We make the fun happen!

Central Park/Annerino Community Center | 201 Recreation Dr
bolingbrookparks.org

Facilities Division

Fitness

Lifestyles Fitness

- December recorded 33 new memberships and 12 renewals, which came in under projection of 68 total memberships for the month. This brings the 2022 total to 658.
- Lifestyles Fitness recorded 5,665 visits for the month of December bringing the total number of visits for the year to 68,329.

Group Exercise

- The current Group Fitness class schedule contains 48 classes per week.
- December recorded 2,248 Group Fitness visits for the month which represents 40% of our total visits to Lifestyles!
 - Virtual classes recorded a total of 253 participants. Virtual continues to be a popular offering for some of our members.
 - \$468 was brought in from group exercise and fitness drop ins which is equivalent to 16 full-time members.
 - Staff is encouraging these participants to purchase full time memberships.
 - December aqua aerobics classes made up 31% of the total group ex visits for the month, with 695 total visits.

Operations

- Lifestyles members received a holiday postcard, which included a festive picture of group exercise instructors and staff. The holiday postcard also included the opportunity to gift a free 7-day trail of Lifestyles Fitness Center, and a preview of our 2023 fitness events.
- Beginning January 9, members can pick up their Healthy After the Holidays calendar and complete daily tasks throughout the month. The calendar includes daily activities that promote both physical and mental wellness, in hopes that we can ensure our health after the holidays!
- The first seminar in our wellness series with AdventHealth Bolingbrook was a success. There was a total of 27 attendees at the “How to Eat Healthfully and Feel Whole” presented by Jill Jennings, ND. Feedback was very positive thanking us for hosting the event. Attendees said they definitely want to see more seminars.
- The second event, “The Game Changer” a movie with a healthy eating theme, will be held Friday, January 20.

Aquatics

Operations

- Bolingbrook High School Boys Swim Team started in November. This is the second year BHS is using the indoor pelican harbor pool for practice.
- Daily admissions brought in \$5,824.00 for the month of December.
- Daily admissions for 2022 has currently exceeded budget by grossing \$573,667 in revenue. The budgeted amount for year-end, 2022 is \$522,380.

Rentals, and Memberships

- Birthday Parties and Private Rentals total for December:
 - Birthday Parties: 27 parties/574 participants
 - Private Rentals: 6 rentals/325 participants
 - Group Outings: 4 groups/96 participants
- There was a total of 42 new Pelican Harbor Annual Aquatic Memberships for the month of December 2022, with a total of 1,049 Annual Aquatic Memberships. The December new memberships were exactly on what was budgeted which was 42.
- The total number of cancellations for Pelican Harbor Annual Memberships for December was 37.

Swim Lessons

- Pelican Harbor had a total of 321 participants register for swim lessons in December.
- Pelican Harbor had no one left on the waitlist for December swim lessons and is pushing for the same in January.

Swim Team

- The Pelicans' Fall season began September 12, with a total 83 participants signed up.
- The Pelicans have competed in the following:
 - December 3 against Oak Brook and won
 - December 17 against Carol Stream and won
- Next meet is January 21 against Carol Stream
- Pelicans Swim Team is holding an intersquad meet January 13 from 5pm-9pm.

Special Events

- Parkies Reindeer Games was held on December 17 from 9am-11:30am with 74 participants.

Youth Athletics & Martial Arts

Youth Athletic Programs

- Currently have 98 registered in 13 offerings compared to 86 registered last January-February offerings. Each sports session is broken into 6 weeks based on curriculum, dates, and pricing.
- Sports coach job is posted. Still searching for applicants, may have to pivot and ask Thunder & Lightning Sports Academy (Tennis contractor) to cover staffing this session of sports programs.
- Facility/Athletic Manager's goal is to hire & staff all sports programs with in-house staff.
- Overall youth athletics & martial arts participation numbers (not including Junior Basketball League)
 - Winter 2023 - 295
 - Winter 2022 – 276
- The Junior Basketball League
 - 17 enrolled in the 4-6 age group
 - 17 enrolled in the 7-8 age group

Martial Arts Programs

- Illinois Shotokan Karate is currently at 152 registered compared to 165 last year.
- Tae Kwon Do is currently at 29 registered compared to 25 last year
 - Added a third class offering to accommodate participants advancing within the program. The third class is for orange belts & above.
- Victory Mixed Martial Arts has 18 enrolled. This is a new offering this year.

Adult Athletics

- Registration is still ongoing. Here are the current registration numbers.
 - Co-Rec Volleyball – 28 teams (26 in fall)
 - Adult Basketball – 8 teams (6 last year). This was very popular this year. Facility/Athletic Manager will note this for next year to offer additional league nights/days or reserve more court space on Wednesday evenings.
 - Racquetball – 2 enrolled (Did not run last year)
 - Women's 3 v 3 Basketball – 1 team (New offering)

Adult Trips

- On December 14 participants headed to Paramount Theatre in Aurora for the “*Sound of Music*”. Participants had a wonderful time and were able to see Paramount Theatre all dressed up for the holidays!
- Participants enjoyed a cold but fun night on December 21 as they visited the Christkindl Market in Aurora and then went on an adventure through the town enjoying the holiday lights. This trip was partnered with the Village of Romeoville.
- In February the group will be heading back out to Aurora to view “*Into the Woods*” on February 8. Spots are still available for this day.

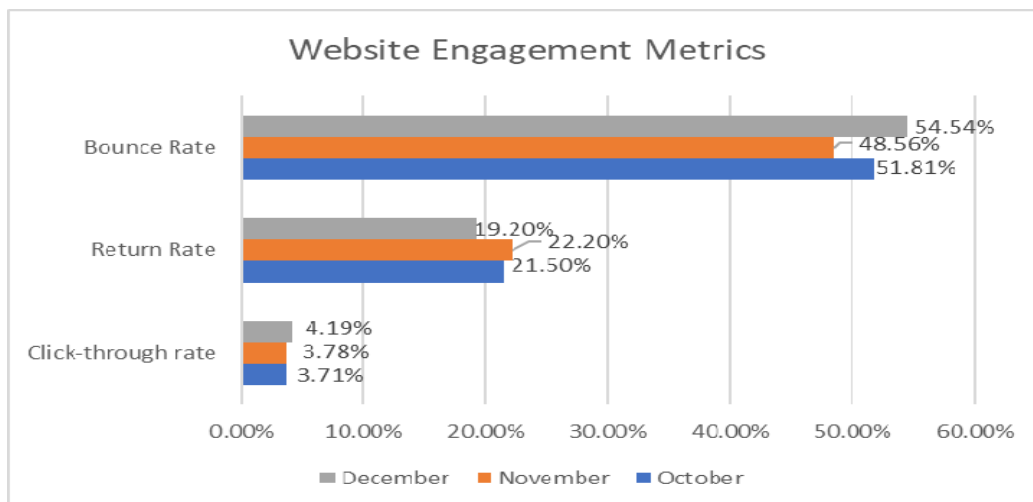
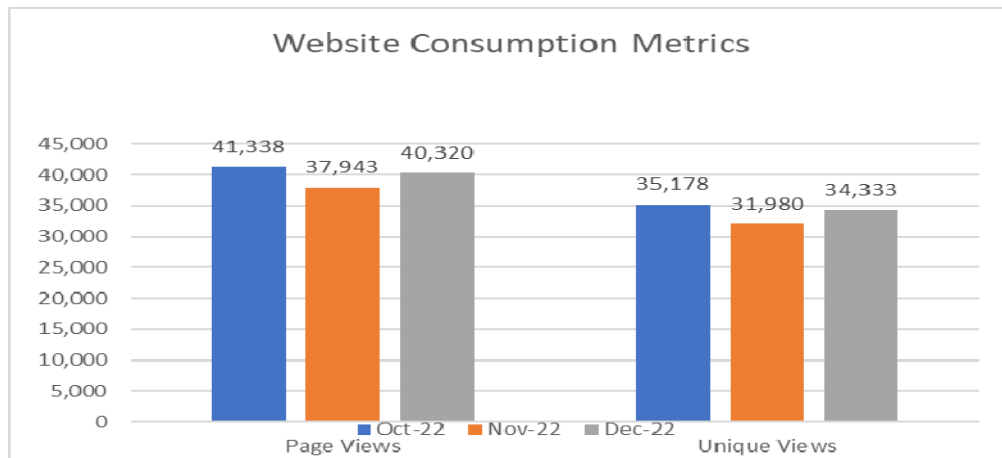
MARKETING AND CUSTOMER CARE

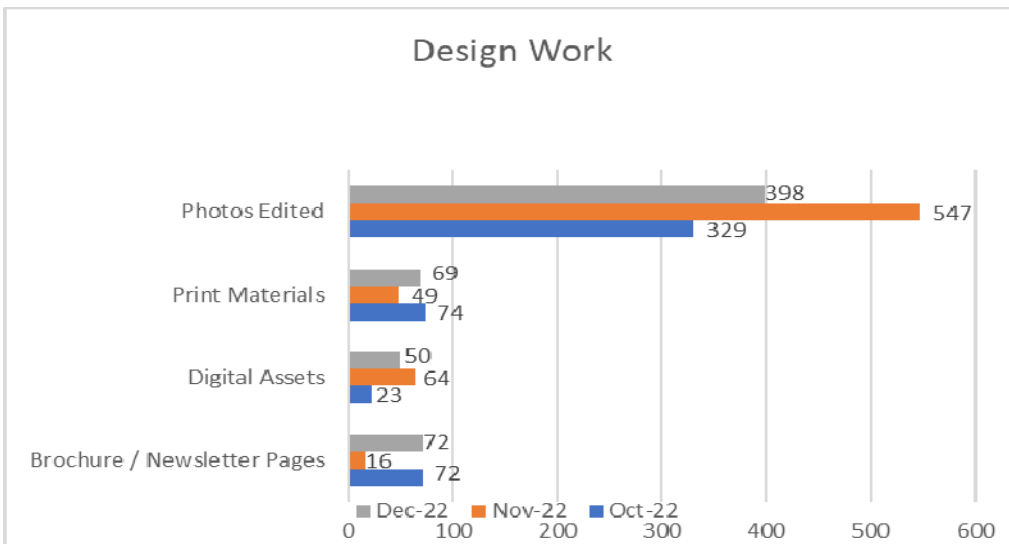
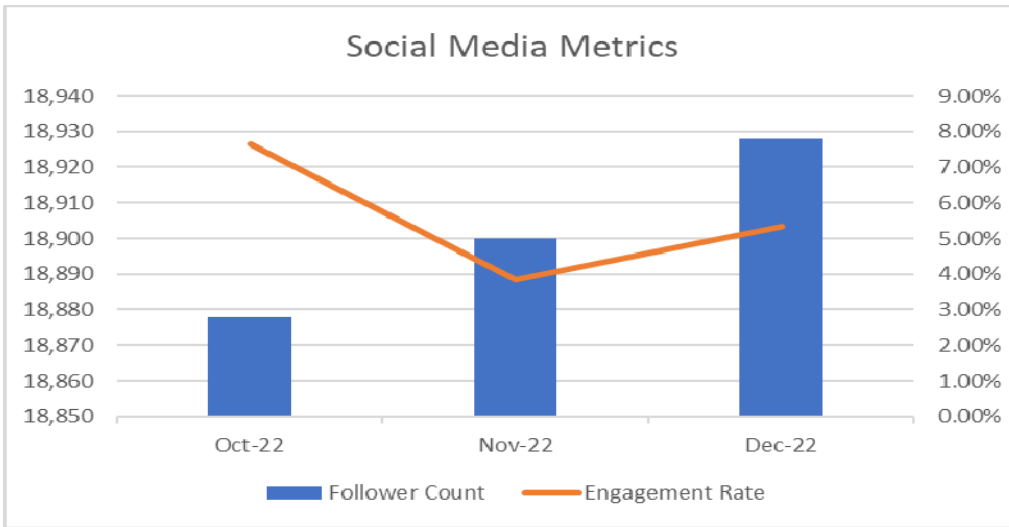
Lifestyles Digital Campaign Initial Results

- December and January are typically key months for the fitness industry. The team developed a digital campaign for the months of December and January focusing on online advertising. Initial results from December show a click through rate of .12 which is above the national average of .08. The campaign runs through January. More detailed results and membership numbers will be available in February.

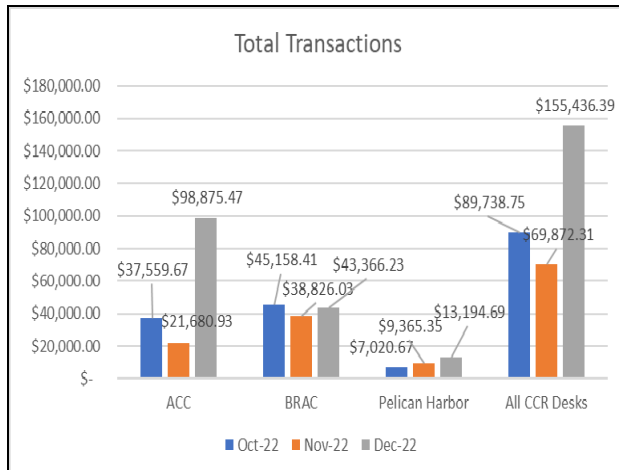
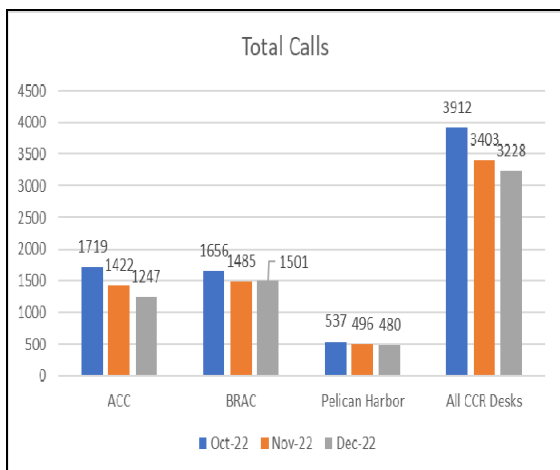
Bolingbrook Park District Market Segmentations Complete

- The Director of Marketing and Customer Care led the recreation and facilities team through an exercise discussion about the park district’s market segmentations. The purpose of this exercise was to gain a greater understanding of the various users of our services. This served as a kick-off point for our programming and innovation initiatives laid out in our strategic plan. The exercise led to the completion of the market segmentations, which can be found in our 2023 marketing plan. The next steps are to develop a plan to quantify our segmentations and set goals as we move forward.





Bolingbrook Park District Customer Care Initiatives



BOUGHTON RIDGE GOLF COURSE & ASHBURYS



2022	2022	2022			YTD	YTD		Prior Year	2022 vs.
December Preliminary	Month Actual	Month Budget	Var	%	2022 Actual	2022 Budget	%	2021	2021 Actual
Golf Greens Fees/League Revenue	\$686	\$1,535	-\$849	-123.3%	\$417,215	\$414,539	0.6%	\$415,233	0.2%
Riding Cart Revenue	\$80	\$727	-\$647	-811.3%	\$112,332	\$117,281	-3.9%	\$114,673	-1.6%
Pro Shop Revenue	\$93	\$0	\$93	100.0%	\$21,107	\$23,300	-10.4%	\$14,586	11.9%
Restaurant Food Revenue	\$9,143	\$15,188	-\$6,045	-66.1%	\$2-2,34-	\$221,645	8.4%	\$193,783	18.7%
Restaurant Liquor Revenue	\$12,496	\$18,563	-\$6,067	-48.6%	\$2-0,116	\$284,580	-18.5%	\$223,930	8.0%
Food and Bev Event Revenue	\$1,613	\$5,000	-\$3,387	-204.3%	\$29,864	\$42,500	-42.3%	\$55,193	-64.8%
Banquet Revenue (Food and Bev)	\$24,302	\$25,740	-\$1,438	-5.9%	\$278,498	\$221,520	20.5%	\$198,509	28.7%
Total Revenue (after comps)	\$49,773	\$69,686	-19,913	-40.0%	\$1,365,560	\$1,357,632	0.6%	\$1,379,778	-1.0%
Payroll Expense	\$39,598	\$47,175	-\$7,577	-19.1%	\$575,958	\$555,754	6.3%	\$512,598	11.0%
Est. Food and Bev COGS	35.5%	31.5%	4.0%	4.0%	33.6%	31.7%	6.9%	35.7%	4.0%
Est. OPEX (Operating Expense)	\$38,000	\$48,298	-\$2,298	-6.0%	\$824,836	\$545,824	12.0%	\$832,545	-33.2%

Preliminary Golf and Restaurant Monthly Performance

- **Overall Revenue**
 - December Overall Revenue missed target by 40%. YTD is above target by .6%.
 - December Greens Fee Revenue missed target by \$849. YTD exceeded by .6% and last year by .2%.
 - December Food Revenue missed target by 66%. YTD remains above target by 8.4%.
 - December Beverage Revenue missed target by 49%. YTD is also under target by 18%.
 - December Banquet Revenue missed target by 6%. YTD is also above target by 20.5%.

- **Operational Expenses**
 - Year to Date Operational expenses are projected at a savings of 12%.
 - Payroll is over by 6.3%.

Amendment to Management Agreement

- The current contract for Management Services for Boughton Ridge Golf Course between Bolingbrook Park District and KemperSports expires December 31, 2023. Staff is recommending an amendment to the contract, extending one additional year to a December 31, 2024 expiration date. There are no article changes to the contract with the exception of the extended expiration date.

Staff Recommendation: Motion to approve Resolution 23-03 approving fourth amendment to the contract with Kemper Sports Management regarding management of Boughton Ridge Golf Course and Ashbury's.

Upcoming Events at Boughton Ridge and Ashbury's



Ashbury's
at Boughton Ridge

Valentine's Dinner for Two

Saturday, February 11th
\$74.95 per couple includes tax and gratuity
Beverages additional

Menu

1st Course Lobster Bisque
2nd Course Green Apple and Mint Salad
Intermezzo
3rd Course NY Sirloin Steak for 2, Bordelaise Sauce
Duchess Potatoes & Fresh Vegetable of the Day
4th Course Baked Alaska for 2, Strawberry Compote

Reservations required, seatings from 5:30-7:30 pm
Reserve online at: <https://bit.ly/AshburyEvents>



Boughton Ridge
GOLF COURSE

FROST BITE OPEN

Saturday, February 18th
11:00 am arrival

9 Holes | Rain or Shine or Snow | Foursomes | Walking Only

\$35 per player
Includes golf logo knit cap and a salad & hot pasta buffet
A portion of the entry fee benefits *Folds of Honor*

Register online at <https://bit.ly/AshburyEvents>





Seasonal Staff Training

- Seasonal staff training is currently underway as staff renew certifications in CPR/First AID and CPI (Crisis Prevention Intervention) and prepare for the beginning of the winter/spring season. Staff orientation and training for Sensory Room staff at Romeoville and Bolingbrook sensory room locations has also been completed to create new and expand existing opportunities for the upcoming season.

New Vehicles

- NWCSRA received two new 15 seat accessible buses (with seating for four wheelchairs) in late December purchased by Best Bus to replace vehicles utilized to provide program transportation. The two vehicles replaced have been purchased by our member agencies (Bolingbrook and Lockport Township Park Districts) for the trade-in value provided by Best Bus estimators.

Field of Dreams Update

- The Athletic Facilities Development Intergovernmental Agreement and New Sports Field License Agreement documents between the Village of Romeoville and NWCSRA have been finalized and signed for the new adapted sports field “Field of Dreams” at Romeo Crossing Park. Construction on the adapted sport field phase of the project is slated to begin in late 2023/early 2024 with anticipated usage for the summer of 2024. The park will also contain a dog park, three HS baseball fields, concession stand/restrooms/shelter, playground and parking lot.