

BOLINGBROOK PARK DISTRICT
Annerino Community Center
Workshop Meeting Agenda
February 17, 2022
6:30 PM

NOTICE. MEETING MODIFICATION DUE TO COVID-19

“Pursuant to the Governor’s Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually. Public comment may be emailed to Executive Director Ron Oestreich roestreich@bolingbrookparks.org at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

Public (Zoom Meeting) Participation directions and link are located below

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

Public Participation Instructions for Regular Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/83873315665?pwd=RXFNSE9wUHhSckwvMGlxWDRWMWdWUT09>

Meeting ID: 838 7331 5665. Passcode: 827698

One tap mobile. +13126266799,,83873315665#,,,,*827698# US (Chicago)

- **Please be sure to use your legal name.** Any use of inappropriate names may result in ejection from the meeting. Plan to join the meeting at least 5 minutes prior to start of meeting.
- **Items for Public Comment may also be emailed to roestreich@bolingbrookparks.org by 4:30 pm on 2/17/2022 to be read at the workshop during Communication from the Public.**

BOLINGBROOK PARK DISTRICT
Annerino Community Center
Board Meeting Agenda
February 17, 2022
7:00 PM

NOTICE. MEETING MODIFICATION DUE TO COVID-19

“Pursuant to the Governor’s Executive Orders, the Governor has made a disaster declaration in response to COVID-19. In accordance with 5 ILCS 120/7(e), the head of the public body has determined that an in-person meeting of all of the individual Board members under the Open Meetings Act is not practical or prudent. At least one board member will attend in person. Members of the public may continue to attend the meeting in-person or virtually. Public comment may be emailed to Executive Director Ron Oestreich roestreich@bolingbrookparks.org at least two hours prior to the scheduled meeting. Said email will be read by a representative of the Board at said meeting or otherwise placed into the record.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of:
 - A. Monthly Board Workshop Meeting Minutes of January 20, 2022
 - B. Monthly Board Meeting Minutes of January 20, 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 \$305,347.34, subject to audit.
11. Committee Reports
 - A. Administration and Personnel – **President Vastalo**
 - B. Finance and Technology – **Commissioner Hix**
 - *Motion to approve Ordinance 22-01 authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Park Bonds, Series, 2019C, of the District.*
 - C. Buildings, Grounds, and Natural Resources – **Commissioner Andrews**
 - *Motion to approve Resolution 22-10 awarding a contract in the amount of \$40,125.00 to Westside Mechanical of Naperville, IL for BGNR HVAC unit replacement.*

- *Motion to approve Resolution 22-11 approving contract in the amount of \$148,375 to Hacienda Landscaping for the Freedom & Sunset Parks Playground Replacement 2022, including Alternates 1 and 4 (Minooka, Illinois).*
- *Motion to approve Resolution 22-12 awarding a contract in the amount of \$174,355.80 to Innovation Landscape for Bradford, Community & Winston Woods Parks playground renovations 2022, including Alternates 1, 2 and 4 (Oswego, IL).*
- *Motion to reject all bids for the Outdoor Pelican Harbor Bathhouse Flooring Replacement.*
- *Motion to Approve Resolution 22-13 approving an emergency purchase from West Side Mechanical in the amount of \$60,000 to replace a Lochinvar hot water boiler for Pelican Harbor pools (Naperville, Illinois).*

- D. Recreation and Facilities – Commissioner McKay
 - Recreation Division: (Pre School, Dance, Gymnastics, REACH, Athletics, Day Camp, Events)
 - Facilities Division: (Adults, Fitness, Aquatics)
- E. Marketing – Commissioner McVey
- F. Golf Course and Ashbury’s – Commissioner McVey
- G. 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.
 - (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.

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.

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- **Items for Public Comment may also be emailed to roestreich@bolingbrookparks.org by 4:30 pm on 2/17/2022 to be read at the Board Meeting during Comments from the Public.**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Workshop Meeting Minutes
January 20, 2022

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

Motion Commissioner Vastalo, second Commissioner Hix 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

- Resolution 22-08 Update to the Bolingbrook Park District Personnel Policy Manual.

Executive Director Ron Oestreich explained when staff take off the day before or the day after a Holiday the current policy states that the non-exempt employee does not get paid for the holiday. This eliminates the possibility of “extended holidays.” With the Covid-19 quarantine and isolation requirements the policy has been amended to state if non-exempt full-time staff have Covid-19 they do not lose their holiday pay if it falls before and/or after a holiday.

Commissioner Vastalo asked if staff are required to show proof. Oestreich said yes.

- Resolution 22-09 Authorizing the execution of an intergovernmental agreement between the Northern Will County Special Recreation Association and the Bolingbrook Park District for the installation of a Snoezelen multi-sensory room at the Bolingbrook Park District.
- Resolution 22-05 approving Requisition #REQ0006637 in the amount of \$67,063.07 for virtual network replacement through Dell Marketing LP.
- Resolution 22-07 approving Requisition #REQ0006641 in the amount of \$77,448.85 for network router replacement through Mindsight Inc.
- Resolution 22-01 authorizing purchase of playground equipment in the amount of \$30,628.09 for DuPage River Greenway at Royce Road from Cunningham Recreation (Charlotte, NC).
- Resolution 22-02 authorizing purchase of playground equipment in the amount of \$157,879.00 for Winston Woods, Bradford and Community Parks from NuToys (LaGrange, IL).
- Resolution 22-03 authorizing purchase of playground equipment in the amount of \$122,895.35 for Freedom and Sunset Parks from Play Illinois, LLC (Westmont, IL).
- Resolution 22-04 authorizing the purchase order of LED Lighting through Correct Digital Displays for Remington Lakes Sports Complex (Sandwich, IL).

The board had no questions or comments.

Projects Update – Chris Corbett reported

Staff released bids on Tuesday, January 4 for the installation of all playgrounds. A bid was released for installation at Sunset and Freedom Parks; a separate bid for the installation of playgrounds at Bradford, Community and Winston Woods Parks. Bid openings for both are set for Thursday, January 27. Staff will be bringing recommendation for approvals at the February Board Meeting.

The playground equipment purchases are about a 6 to 10 week lead time. Hoping to get equipment by April and start construction with completion by June. Bids are out for the installation for the parks. Approval for installation will come before the board at the February board meeting.

Corbett said we plan on utilizing Kids Around The World in 2022. This is not for profit organization based out of Rockford, IL. They remove playground equipment at their expense and take them to third world countries.

The Pelican Harbor floor replacement is also out to bid. The bid opening is February 1 and will come before the board at the February board meeting for approval.

The purchase of Remington Lakes LED lighting is on the agenda for board approval tonight. This is a 14-week lead time Anticipating installation at the end of March.

Buildings and Grounds HVAC system is out to bid. Current lead times on equipment could take up to 20-weeks for delivery. Bid opening is scheduled on Tuesday, February 1. Work is anticipated to begin early Summer or when product arrives to contractor. This will come before the board for approval at the February board meeting.

BRAC gym floor will go out to bid in February. Also, the annual sealcoating bid will go out in February. Looking for board approval at the March board meeting.

Annerino Community Center air conditioning units will go out to bid in March for board approval in April.

Working on bid for sport court refinishing.

The board had no questions or comments.

Oestreich announced new this year a manager will present each month to the board a recap of their area. Oestreich turned the floor over to Chris Piasecki, Facility/Fitness Manager. Piasecki recapped LifeStyles Fitness Center for 2021.

LifeStyles Fitness Center 2021 Recap

Chris Piasecki gave a brief recap of 2021 which was a fun, challenging and exciting year.

Piasecki said they took a risk and cancelled 1,400 memberships and went to a monthly membership starting in March of 2021. We let everyone into the facility for free to try LifeStyles in the hopes they would come back to be a member. In 2021 we brought in 510 new members, missed the 600 goal by 90 members.

Currently we have 460 members this is down from 510 due to some members cancelling their monthly membership. This means we have 90% retention rate, which was really strong for 2021. Industry-wide we are right around 70% and that is where we want to be. Currently we have happy, active and engaged members.

Piasecki's goal is to have 900 in 2022 by keeping members happy and active.

Group exercise is strong with 42 classes running.

Virtual programming keeps LifeStyles very competitive and will continue to build on this. Most districts stopped virtual programming after letting people back into their facilities.

Commissioner Andrews asked if there was any thought to bringing back corporate memberships. Piasecki said they have been working countlessly on this with no success. Corporate has been a challenge and will look into it.

Catalytic Converter Theft Issue

Chris Martner, Director of Buildings, Grounds and Natural Resources talked about the catalytic converter incidents at BGNR and Ashbury's. On January 16, 17 someone cut the fence in the B&G yard and looked under 3 different trucks and left. No damage was done, nothing was taken. Martner said all trucks are parked inside each night.

Ashbury's parking lot is not fenced in. On January 19 the mechanic inspected the two peapod trucks and found that their catalytic converters (2 on each truck) had been taken. Police reports were completed on both incidents.

Martner also reported an ADA swing was taken from a park. The police are aware and increasing their patrol.

Vaccine Mandate

Oestreich said prior to January 13 there was an action item on the board meeting agenda regarding the Federal Occupational Safety and Health Administration (OSHA) emergency temporary standard Covid-19 policy. This policy was requiring private employers with 100 or more employees to adopt either a temporary mandatory vaccination or vaccinate-or-test policy. The Illinois Department of Labor also adopted this as per the OSHA standard.

On January 13, 2022 the US Supreme Court issued a stay of the Emergency Temporary Standard (ETS). Illinois Department of Labor (IDOL) immediately adopted this stay as well.

The District has a policy in place and a contract with Midwestern Clinical who will conduct onsite collection of samples for those who need to be tested. Results will be reported to HR as well as the employee via their cell phone. If the stay should be lifted the district is ready to put the policy into play.

Community Wide Survey Pulse Check

Oestreich said the Community Wide Survey happened during the pandemic between March and April of 2020. Results indicated people wanted to see an upgrade of BRAC and Pelican Harbor.

Kim Smith, Director of Marketing and Customer Care said there are two parts to the Community Wide Survey Pulse Check. In 2020 we had 6 sets of focus groups all broken up between the east and west sides of town and looked at demographics (age, heavy users, non- users, mid-level users) from these six groups we made sure we had representatives from all areas within the community. The results from these six focus groups is how the survey was developed. The survey was mailed out to every random fourth household.

The first part of the pulse check is to contact the people from the 2020 focus groups and ask them if they have seen improvements in these areas. We will ask specifically if they have been to BRAC and Pelican Harbor since the renovations. We will ask what are their thoughts on the new website, has it improved for registration, have they been to the new parks and do they think they are getting more information through the New Letters that are sent out.

Oestreich said the second part of the pulse check is focused on the exploration of our recreation activities moving to park district specific questions. They will be asked what advice do they have for the district.

Commissioner McKay asked if these individuals are part of the focus groups in the past? Smith said there are two separate groups, the first group are the people who were part of the focus group in 2020. The second focus group is going to be polled from people who registered for programs in the last two years.

Oestreich reminded board members of some upcoming events:

- Ninja Warrior Event – Saturday, January 20 at ACC. Starting at Noon
- Who Am I Event (Mayor Mary, NFLPA, - BRAC) – Saturday, February 5 from 1pm to 4pm.
- Winterfest – Saturday, February 12 from 10am to 2pm
- Black History Month Celebration – Saturday, February 12 from 2pm to 5pm at BHS
- IAPD Legislative Zoom Breakfast – Monday, February 28.

Communication from the Public

None

Unfinished Business

None

New Business

None

Closed Session

None

Adjournment

Commissioner Vastalo made a motion to adjourn from the Work Shop Meeting at 6:59pm. Second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Board Meeting Minutes
January 20, 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 Andrews 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 and Appropriation Meeting Minutes of December 15, 2021
- B. Monthly Board Workshop Meeting Minutes of December 15, 2021
- C. Monthly Board Meeting Minutes of December 15, 2021

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

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich shared with the board all the external involvement and internal committee involvement that staff are currently involved in for 2022. Oestreich is very proud of the team and their involvement.

TREASURER'S REPORT

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the \$953,245.51 subject to audit. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Commissioner Vastalo made a motion to approve Resolution 22-08 update to the Bolingbrook Park District Personnel Policy Manual. 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 approve Resolution 22-09 authorizing the execution of an intergovernmental agreement between the Northern Will County Special Recreation Association and the Bolingbrook Park District for the installation of a Snoezelen multi-sensory room at the Bolingbrook Park District. Second Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo reported all Audits balanced.

Finance and Technology – Commissioner Hix reported:

Commissioner Hix made a motion to approve Resolution 22-05 approving Requisition #REQ0006637 in the amount of \$67,063.07 for virtual network replacement through Dell Marketing LP. 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 Resolution 22-07 approving Requisition #REQ0006641 in the amount of \$77,448.85 for network router replacement through Mindsight Inc. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix said he is pleased with the Will County Treasurer has been issuing checks as scheduled and the district hit the 99.1% collection rate which is excellent. The district has one more payment due in January that will apply to this year and the cash flow position is looking very strong.

Buildings, Grounds and Natural Resources – Commissioner Andrews made motions to approve the following resolutions:

Representatives from Cunningham Recreation, along with internal Park District staff designed the DuPage River Greenway playground using Gametime equipment. Equipment is being purchased through the Bolingbrook Park District membership with U.S. Communities (Omnia Partners) joint purchasing program that competitively bids equipment on behalf of its members. A Resolution including playground renderings and equipment cost is included in this Board packet.

Commissioner Andrews made a motion to approve Resolution 22-01 authorizing purchase of playground equipment in the amount of \$30,628.09 for DuPage River Greenway at Royce Road from Cunningham Recreation (Charlotte, NC). Second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Upland Design designed Winston Woods, Bradford and Community Parks using Landscape Structures equipment. Equipment is being purchased through Sourcewell cooperative purchasing program that competitively bids equipment on behalf of its members. After the Sourcewell discount, the total cost of both playgrounds' equipment is \$157,879 in which the District received a savings of 6% (\$2,843) at Bradford Park; a savings of 6% (\$3,149) at Winston Woods Park; and a savings of 6% (\$3,435) at Community Park.

Commissioner Andrews made a motion to approve Resolution 22-02 authorizing purchase of playground equipment in the amount of \$157,879.00 for Winston Woods, Bradford and Community Parks from NuToys (LaGrange, IL). Second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Upland Design designed Freedom and Sunset playgrounds, including the Ninja Course at Freedom Park using Burke equipment. Equipment is being purchased through Sourcewell cooperative purchasing program that competitively bids equipment on behalf of its members. After the Sourcewell discount, the total cost of all equipment is \$122,895.35 in which the District received a savings of 15% (\$22,061.10), in addition to an additional courtesy discount (\$5,342.55).

Commissioner Andrews made a motion to approve Resolution 22-03 authorizing purchase of playground equipment in the amount of \$122,895.35 for Freedom and Sunset Parks from Play Illinois, LLC (Westmont, IL). Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Staff reviewed multiple vendors to replace existing 28-year old ballfield lighting at Remington Lakes Sports Complex, which serves the majority of Adult Athletic leagues, along with rentals throughout the year. New LED field lights will provide the District the ability to program lights either onsite or through a smart device with the elimination of sole key switches. District also anticipates a decrease in lighting costs as these new lights are LED vs. existing metal halide. Purchase and installation of field lights are through Correct Digital Display and NCPA (National Cooperative Purchasing Alliance) which competitively bids equipment on behalf of their members.

Commissioner Andrews made a motion to approve Resolution 22-04 authorizing the purchase order of LED Lighting through Correct Digital Displays for Remington Lakes Sports Complex (Sandwich, IL). Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Andrews said on behalf of the community she thanked staff who worked on discounts through U.S. Communities (Omnia Partners) joint purchasing program and Sourcewell.

Commissioner Andrews reported the following items under BGNR Operations:

- Custodian Ron Tomasek has decided to move on to an opportunity with NWCSRA after working as a full time with the Bolingbrook Park District since April 2018. Best wishes to Ron!
- Sam Warren has accepted the role as full-time Custodian beginning January 24. He has been with the Bolingbrook Park District in a part time role for 18 years. Sam enjoys making music, cooking, and playing basketball. Congratulations to Sam!
- Staff has started the repairs and repainting of the Welcome to the Park Signs for the winter season. This is an annual task that prolongs the life of the signs. Five signs have been completed thus far. Staff has also been busy getting equipment ready for the spring season by cleaning, servicing and inspecting equipment. Community event train trailers have been updated with new decking and are ready for service this year.
- When they are not needed for snow removal, the Natural Resources, Horticulture and Turf staff has started to focus on winter clearing and tree pruning. Dying and undesirable trees have been removed around ponds at the following parks: Community, Pathways, Rotary, BRAC, Blackhawk, Liberty, Indian Chase Meadows and Territorial. They have also started clearing invasive trees and shrubs along the Lily Cache Greenway off of Orchard Drive. Park tree pruning on all parks East of Schmidt and removal of hazardous trees at all of our parks is underway. Lastly, both of the open full-time positions (one each for the Grounds Division and the NRHT Division) will be posted to be filled soon with an anticipated start date in the first quarter.

Commissioner Andrews reported the following items under Projects:

- Staff released bids on Tuesday, January 4 for the installation of all playgrounds. A bid was released for installation at Sunset and Freedom Parks; a separate bid for the installation of playgrounds at Bradford, Community and Winston Woods Parks. Bid openings for both are set for Thursday, January 27. Staff will be bringing recommendation for approvals at the February Board Meeting.
- Staff also released bid for the Outdoor Pelican Harbor Bathhouse Flooring project on Tuesday, January 4. Bid opening for this project is scheduled for Thursday, January 27. Recommendation for approvals are planned for the February Board Meeting.
- Lastly, staff released bids for the replacement of HVAC units at the Buildings & Grounds facility. Current lead times on such equipment could take up to 20-weeks for delivery. Bid opening is scheduled on Tuesday, February 1. Work is anticipated to begin early Summer or when product arrives to contractor.
- Staff are busy finalizing bid packets for two additional bids to be released in February 2022. Annual District Sealcoating; and refinishing of the BRAC Gym Floor are bids going out. Both bid openings will take place late February for March Board recommendation.
- ACC Sensory Room Project is ongoing and scheduled for completion in early to mid-February. NWCSRA has been involved with location of outlet placement and all inspections with the Village of Bolingbrook have occurred with no concerns.

Recreation & Facilities – Commissioner McKay reported:

Recreation

- Winterfest will be held on Saturday, February 12 from 10:00am to 2:00pm, outside of the Annerino Community Center.
- The majority of the family fun activities have been planned for outdoors like curling, snow ball sling shot, show shoeing, games, fire pit and more have been planned.

Dance

- The December Early Childhood Dance Concert was a huge success with over 80 dancers. The Pioneer Powerdance program performed as well.
- Tickets for the show were sold out with 450 people in attendance.
- This winter, Powerdance has been added at BJ Ward Elementary School.

Gymnastics

- Gymnastics winter session has 32 classes with 181 participants as of January 6.
- The Illusions Gymnastics Teams are preparing for their first meet in over 2 years at Riverside/Brookfield High School on January 15 and 16.
- With the resignation of Laney Hauptert for a new position with Deerfield Park District, the hiring process for a new Manager of Gymnastics and Ninja has begun. Superintendent of Recreation, Kai Wahlgren will be managing the program until a new manager is hired.
- Ninja winter session has 16 classes with 88 participants enrolled.

Theatre

- 19 actors performed in the winter play, Ho Ho Ho! The Santa Claus Chronicles were sold out events in December.
- Spring musical, Willy Wonka Kids, currently has 19 actors enrolled. Rehearsals start Thursday, January 13.
- Dance Manager Lindsey Pollina will be taking over the theatre program.

REACH

- Enrollment is currently at 81 kids at Pioneer Elementary School and 45 kids at Jonas Salk Elementary School.

Winter Camp

- Winter Camp was offered for eight days over the winter break at BRAC. Participants enjoyed sports, games, crafts and swimming every day. Camp had 118 total registrations or an average of 15 participants daily.

Adult Athletics

- Registration is open for the Winter/Spring Adult Volleyball, Racquetball, and Basketball Leagues.
 - Volleyball League will begin on January 20
 - Basketball League will begin January 29
 - Racquetball League will begin February 2

Fitness

- December recorded 24 new memberships during the month of December which is right on pace with 2018 and 2019 numbers which came in at 25 and 30 memberships for the month of December.
- Member visits to Lifestyles Fitness recorded 4,584 for the month of December which brought the average daily visit for 2021 in at 122 per day.
- Christmas Eve and New Year's Eve Lifestyles offered a free ZOOM Body Pump class. Approximately 40 guests joined the two days combined.
- Lifestyles is expecting to receive 6 new Life Fitness Treadmills and 1 additional Free Motion incline trainer within the next 4-6 weeks.

Aquatics

- Pelican Harbor added open swim to the schedule during winter break to serve guests while students were off school. Attendance was strong with more than 600 guests during the period.
- Staff earned a 4- Star overall award from Starguard for the 2021 year. Staff continues to train and strive for 5-Stars.
- Starting January 24, there will be no lap lane availability from 6:00-9:00 pm to ensure a quality experience for all guests. NWCSRA is re-starting their swim team and swim lessons on Monday nights.
- Lap swim is available during all other operating hours, leaving 98 hours weekly of lap swim time. The public have been notified by January Lap Lane Schedules printed and posted in facility.
- Pelican Harbor continues to support the Bolingbrook High School Swim Team by offering weekday afternoon space (2:30-4:00 pm) for the newly-created girl's and boy's swim teams. The teams practice at a time when the pool is otherwise not used.
- Pelican Harbor had a total of 271 participants register for swim lessons in December.
- The Pelicans Swim Team currently has 82 athletes enrolled.
- Parkie's Reindeer Games was held December 18 had 61 participants.

Adults

- Staff hosted two trips in December:
 - 10 guests enjoyed a heartwarming performance of Cinderella at the Paramount Theater and Aurora.
 - 16 guests joined in for a trip to Chicago's Christkindl Market.
- January trips will kick off with 7 adventurers experiencing the thrill of indoor skydiving.

Planning is underway for the next round of 21st century community learning programming. The next round will begin January 24 and will expand from 5 to 10 schools. Staff is currently working with VVSD staff on scheduling and developing programming.

In addition to in-school programming, staff is supporting a monthly series of family engagement nights exclusively for the school.

- December featured a family swim night
- January will feature family obstacle night on Sunday, January 23

Meijer stores signed on with a \$5,000 partnership contribution to support the district's monthly Family Program Series.

Marketing – Commissioner McVey reported:

For the first time in almost two years, the Bolingbrook Park District program guide is going to print. The spring guide marks the first guide to be available to in both digital form and print form since the spring guide in 2020. The guide will be mailed to those that requested it on January 24. It will also be available in facilities and on our website.

Commissioner McVey said all the metrics look good for social media and McVey highlighted the content marketing emails had an open rate of 27.60%. McVey said that is really good for any kind of mass emails. Good work!

Golf Course & Ashbury's – Commissioner McVey reported:

December Overall Revenue missed target, but year to date finished the year right at target, which is 25% over last year. Part of the reason for that was people were still golfing in December. The green fees were up 21%.

Upcoming events:

- Saturday, February 5 Comedy Night
- Saturday February 12 Valentine's Dinner

NWCSRA - Commissioner McVey reported:

- NWCSRA was excited that over 140 individuals attended the Annual Recognition Dinner Dance on December 16 at the Bolingbrook Golf Club to honor participant and staff achievements.
- Discussions are currently underway between the Bolingbrook Arts Council, NWCSRA and the Bolingbrook Park District to provide a large-scale event for individuals with disabilities, Glow Art & Celebration of All Abilities Fair, at the Annerino Community Center on October 8. This fair will feature amazing opportunities for individuals of all abilities to explore a variety of art projects as well as wheelchair sports and other activities to be determined.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

Rana Saeed from the Bolingbrook Cricket Club thanked the board and Director of Recreation and Facilities Mike Baiardo for finding his organization field time.

Former Commissioner Major Jones said he came to the meeting say hello to everyone and to recognize new Commissioner Frank McKay.

NEW BUSINESS

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:32pm. All in Favor “Ayes”.

Minutes Verification Signature

**Bolingbrook Park District Board Secretary
Jake McVey**

ADMINISTRATION AND PERSONNEL

Sale of Hidden Oaks and Hidden Lakes Finalized

- Hidden Oaks Nature Center, Hidden Lakes Trout Farm and the adjacent land sale was completed/closed and funds transferred to Bolingbrook Park District from the Forest Preserve District of Will County on Thursday, February 10, 2022.
- The final negotiations, details of transition, and final approvals went very well, which is a positive considering the many facets to this transaction.
- Although we will miss operating these very special facilities, we are confident that the team at the Forest Preserve District of Will County will truly enhance the conservation and environmental education experiences for our community.

Business Unit Wrap Up Presentations

- Recreation and Facility Managers will present to the Board of Commissioners a wrap up of their Business Unit’s annual operation at many of the monthly Board Workshop Meetings.
- This is a different date for most Business Units. The conclusion of a Business Unit’s annual operation season doesn’t necessarily occur at the end of the fiscal year.
- Managers will present to the Board of Commissioners throughout the year. Here is a tentative schedule of presentations:
 - Fitness - January
 - Preschool - May
 - Dance - June
 - REACH - July
 - Day Camp - September
 - Aquatics - October
 - Adult Athletics - November
 - Gymnastics - December

Internal Audits

All Day Drawer Audit	Status
Pelican Harbor Indoor Desk	Balanced
Cash Bank Audit	
BRAC	Balanced
Inventory Audit	
Gymnastics	Balanced

FINANCE AND TECHNOLOGY

Finance

2019 C Series Supplemental Levy

- The restructure model for our 2019 debt refunding anticipated a conservative 1.5% growth in our DSEB (debt service extension base). For budget 2023, the DSEB has grown by 5.0%. This supplemental levy allows the District to capture additional growth to service our 2019 bonds.

Staff Recommendation: Approve Ordinance 22-01 authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Park Bonds, Series, 2019C, of the District.

Business and Technology

Statistics

- 941 tax filing complete
- W2 and 1099 filings complete
- 187 journal entries processed
- 81 refunds processed
- 107 technology support tickets completed
- 13 business support tickets completed
- 3 new user trainings

BUILDINGS, GROUNDS & NATURAL RESOURCES

Approvals

Replacing Package Heating & Air Conditioning Units 2022 (BGNR Facility)

- The 2022 budget included funds to replace three RTU units; and a split unit including a furnace, air handler and evaporator at the Buildings & Grounds Facility. All units are original to the facility when opened in 2003.

On February 1, 2022 seven contractors submitted bids. The lowest, most responsible bid of \$40,125 was provided by Westside Mechanical. Westside has completed multiple projects for the District with outstanding results. The work is scheduled to commence in early to mid-Summer when units are available due to unexpected long lead times.

Bid Summary

Westside Mechanical	\$40,125.00
Quality Mechanical	\$49,995.00
Jensen's Plumbing & Heating	\$55,765.00
Hartwig Mechanical	\$55,859.00
RJ O'Neill Inc.	\$58,410.11
Comprehensive Construction Solutions	\$63,300.00
Zone Comfort	\$64,875.00

Staff Recommendation: Approve Resolution 22-10 awarding a contract in the amount of \$40,125.00 to Westside Mechanical of Naperville, Illinois for BGNR HVAC Unit Replacement 2022.

Freedom & Sunset Parks Playground Replacement

- Bids went out on Tuesday, January 4 for replacement of playgrounds. Both playgrounds replacement is anticipated to begin in April with completion by the end of June.

On February 2, 2022, six contractors submitted bids. The lowest, most responsible bid of \$130,818.00 was provided by Hacienda Landscaping. Hacienda Landscaping has performed similar jobs for the Park District in the past with quality results. The project budget by Upland Design for install was \$150,987.90.

The recommended bid price includes accepting alternates #1 and #4. Both alternates are for Engineered Wood Surfacing at each park.

Bid Summary (Base Bid & Alternates)

Hacienda Landscaping	\$148,375.00	Clauss Brothers, Inc.	\$251,584.59
Innovation Landscape, Inc.	\$149,179.30	Landworks Limited	\$290,644.37
D&J Landscape	\$165,066.65	Misfits Construction	\$326,015.00

Staff Recommendation: Approve Resolution 22-11 approving contract in the amount of \$148,375 to Hacienda Landscaping for the Freedom & Sunset Parks Playground Replacement 2022, including Alternates 1 and 4 (Minooka, Illinois).

Bradford, Community & Winston Woods Parks Playground Replacement

- Bids went out on Tuesday, January 4 for replacement of playgrounds. All three playgrounds replacement are anticipated to begin in April with completion by the end of June.

On February 2, 2022, five contractors submitted bids. The lowest, most responsible bid of \$118,773.50 was provided by Innovation Landscape. Innovation Landscape has successfully completed projects for the Park District with quality results. The project budget by Upland Design for install was \$212,311.25.

The recommended bid price includes accepting Alternates #1, #2 and #4. All three alternates are for Engineered Wood Surfacing at each park.

Bid Summary (Base Bid & Alternates)

Innovation Landscape, Inc.	\$174,355.80
Hacienda Landscaping	\$198,249.50
D&J Landscape	\$236,542.19
Landworks Limited	\$379,364.11
Misfits Construction	\$417,803.00

Staff Recommendation: Approve Resolution 22-12 awarding a contract in the amount of \$174,355.80 to Innovation Landscape for Bradford, Community & Winston Woods Parks playground renovations, including alternates 1, 2 and 4. (Oswego, Illinois)

BID REJECTION:

Outdoor Pelican Harbor Bathhouse Flooring Replacement

- The 2022 budget included funds to replace the nine-year old 'Sundeck' flooring in the Outdoor Pelican Harbor Bathhouse and family changing rooms.

On January 4, staff released bid documents for replacement with an epoxy surface similar to the product installed during the BRAC Renovation. Three contractors submitted sealed bids prior to the bid opening on February 1. The lowest bid of \$42,030 was deemed unresponsive due to failure to provide proper documents and signatures. At this time, staff is not comfortable with the 2nd lowest and responsive bid. Staff are planning on putting the project out to bid again next month. Staff recommends a motion to reject all bids for this project.

Bid Summary

TSR Concrete Coatings	\$42,030.00
Tiles in Style, LLC	\$86,615.00
Capital Industrial Coatings, LLC	\$97,223.00

Staff Recommendation: Reject all bids for the Outdoor Pelican Harbor Bathhouse Flooring Replacement.

Replace Lochinvar Hot Water Boiler for Pelican Harbor Pools

- The District encountered an emergency purchase situation regarding the heat exchangers. It was an emergency because Staff encountered mechanical issues with the heat exchanger on the Lochinvar Boiler #2. Specifically, the heat exchanger is cracked and leaking, thus it needs replacement. The system is set up as two units that provide the heated water for the indoor and outdoor pools as well as the wall units the indoor pool area. At this time, we are only able to use one of the two boiler units and timing is critical to ensure we have both units back up and running for the summer pool season. Total price for removal and equipment and installation is \$60,000. The law allows that emergency expenditures do not need to go through the regular competitive process if $\frac{3}{4}$ of the Board members vote to approve. Each board member was polled for verbal approval. As a result, we are recommending formal approval of resolution 22-13 ratifying the emergency purchase.

On a potentially positive note, the existing unit will be returned to the Lochinvar factory for warranty review. If the warranty is granted, a credit of a to be determined dollar amount will be deducted from the \$60,000.

Staff Recommendation: Approve Resolution 22-13 approving an emergency purchase from West Side Mechanical in the amount of \$60,000 to replace a Lochinvar hot water boiler for Pelican Harbor pools (Naperville, Illinois)

Buildings, Grounds, and Natural Resources Update

Electronic Recycling

- In May, 2020 the Board approved an Intergovernmental Agreement between Bolingbrook Park District and Will County to become a drop off site for electronics recycling. In 2021, the amount of electronics recycled at the Park District drop off site was 95,670 pounds, “the second highest turn-key program site” in Will County serving 1,249 vehicles over the course of the year. These totals average out to be 77 pounds per vehicle and averaged 3,967 pounds per event. Thank you, Will County and Bolingbrook residents, to keep these items out of the landfill. The drop off is held on the first and third Tuesdays of the month from 5pm to 7pm in the Annerino Community Center Parking Lot south of the tennis courts. Please check out the website link below.

<http://www.willcountygreen.com/greenguide/electronic.aspx>

General Park Maintenance

- The winter season finally caught up to us in the form of snow. Staff tackled the 10” of snow that fell on February 2 and 3 like champions. They rose to the challenge head on and kept all facilities accessible during the storm. It was an entire team effort to get to our positive outcome. Great job team!

Natural Resources/Horticulture/Turf

- The NRHT staff has been working hard to keep facilities, parking lots, and trails open and clear of snow. When not working on snow removal, the Horticulture and Turf crews have focused on trimming and removing trees in all parks East of Schmidt Rd. The Natural Resources crew has been focusing on mowing or cutting invasive and weedy trees from the Lily Cache Greenway West of Orchard Dr. They have also completed a smaller clearing project along the Lily Cache Greenway at the intersection of Kings Road. and Hassert Blvd.

ACC Multipurpose Room

- With the space repurposed from the Fitness Center to a Multipurpose Meeting Room the large mirrors are no longer needed. Because the mirrors were glued to the wall it caused extensive damage to the drywall. Building Maintenance Technician Eric Szendel has done a great job repairing and finishing the walls for paint. Job well done!

Project Updates

- BRAC Gymnasium Surface Refinishing went out to bid on Monday, February 7. Bid opening will take place on Thursday, February 24. Recommendations for acceptance of contracts will be brought to the Board at the March meeting. Construction is set to take place mid-August following completion of the Summer Day Camp with completion prior to the Labor Day weekend.
- Sealcoating Asphalt Pavement 2022 bids went out to bid on Monday, February 7. Bid opening is set for Thursday, February 24. Work in 2022 includes Central Park, Bulldog Park, Remington Lakes Sports Complex, Winston Woods Park, Prairie Trails Park, Gateway Wetlands, Drafke Park, Indian Boundary Park, The Forest and lining of pickleball courts at Ivanhoe Park. Additional alternates will be included in the bid for pricing.
- Staff are finalizing details with Kids Around the World (KATA) on playground 2022 removals. Recommendation for approval to enter into contract with Kids Around the World will come at the March Board Meeting.
- ACC Sensory Room Construction is nearly completion. Anticipation is for NWCSRA to have equipment arrive as early as April 2022.

RECREATION AND FACILITIES

Recreation Division

Pre School / Early Childhood

Preschool

- Preschool resumed on Tuesday, January 18 after pausing for a week after winter break. The January payments were adjusted to reflect the change in schedule.
- January 2021 saw an increase in preschool enrollment. January 2022 saw some families pulling their children out of preschool (5 families) due to the surge in the Omicron Covid variant and a few families chose to enroll their children in preschool (3 families). Currently there are 161 children enrolled in preschool.
- Registration for 2022-2023 Preschool Program begins on March 9. Families can enroll on-line or in person. There are no longer preschool packets for families to pick up and complete before enrolling their child in preschool. Information has been streamlined and marketing has assisted to create one promotional piece that is two pages and matches the information in the seasonal brochure.

Early Childhood

- Early Childhood programs are running with good numbers. Currently there are 54 children enrolled for classes that will end in mid-February and next session begins a week later.

Dance

- Winter session classes began January 15 with 114 students registered for departmental classes.
- Powerdance - 21 registered at Pioneer Elementary and 11 registered at BJ Ward Elementary.
- Dance is participating in the 21st Century Grant program each Wednesday. Providing three weeks of classes at each school.
- Winter/Spring youth and teen classes along with Spring early childhood classes will be included in the May concert this year.
- Staff are working with Marketing to create a BPD Dance Academy logo and update the DanceForce logo. This will help with creating a brand for our dance department.

Danceforce

- Marketing staff is creating a BPD Dance Academy logo which would replace the DanceForce logo. This will help with creating a brand for our dance department.
- Which includes reintroduce a dance company into the dance program. Staff's plan to do so is the following:
 - Our first step in this process will take place this summer with a performance-based dance class that students ages 6-12 will be able to register for.
 - Students will perform a couple times throughout the summer (i.e. at theater's annual summer showcase, at summer camp, and at any summer special events). This will help us gauge interest in a performance group and allow us to determine the appropriate next steps.

Gymnastics/Cheer/Ninja

- The search for new Manager of Gymnastics and Ninja is underway. Staff hopes to have someone hired by March 1.

Gymnastics

- The Winter session is underway and has 32 classes with 224 participants.
- The Illusions Gymnastics Team participated in their first meet in over 2 years at Riverside/Brookfield High School on January 15 and 16 with great results.
- Level 2 finished 3rd in their large team division. Jaanvi led the way with a first place All Around in her age group.
- Level 3 finished 2nd in their small team division. Makaela led the way with a first place All Around in her age group.
- Level 4 finish 3rd in their small team division. Kylie led the way with a third place All Around in her age group.
- The Gymnastics Exhibition is back and scheduled for Saturday, June 25. The Gymnastics Exhibition gives participants the opportunity to showcase their skills and what they have learned for family and friends.

Ninja

- The Winter session is underway and has 16 classes with 97 participants.
- The ninja program offered the Bolingbrook's Ninja Warrior competition held on January 22. The event was a huge success with 55 Ninja's competed for the fastest time to complete an obstacle course.
- The Ninja program will be hosting the first Ninja Mission of the year on Saturday, February 26. The Ninja Mission is an advancement ceremony where ninja demonstrate the skills needed in order to advance to the next level of Ninjas. The mission includes a warm-up, evaluation of Ninja skills, evaluation of the understanding of the Ninja creed, and an award ceremony to recognize the Ninjas and the progress they have made during class.

Theatre

- There are 24 registered for Bolingbrook Park District's first ever spring musical and 5 registered for our improvisation class.
- The spring musical this year is Willy Wonka Kids. Rehearsal's began with auditions on January 13. All roles have been assigned and read throughs and blocking have begun.
- Staff is still looking for an alternative option for performance venue as we have outgrown the multipurpose room.

REACH

- Enrollment is currently at 88 kids at Pioneer and 43 kids at Salk.

Youth Athletics & Martial Arts

- Day 1 Sports Academy has 87 participants enrolled in 8 of the 13 offered programs for the January – February session. Staff is working on hiring another staff for Saturday classes.
- Illinois Shotokan Karate classes have 166 enrolled in 20 programs. Tae Kwon Do has 25 enrolled in 2 classes.

Youth

- Youth General Interest programs have 67 enrollees for classes from Minecraft Engineering to Smart Start Art to Spanish to LEGO Robotics. These enrollments more than surpass where numbers were last year at this time.

Adult Athletics

- Volleyball & Basketball Leagues have started. This is the first time getting an adult basketball league back going prior to 2019.
 - Volleyball League has 26 teams in four divisions
 - Basketball League has 6 teams in one division
 - Racquetball League interest is low. Pushed the start date back one week in hopes of getting enough players to run the league.

Facilities Division

Fitness

- January recorded 64 new memberships during the month, right on pace with 2018 and 2019 historical trends, which is a positive sign of continued recovery.
- Member visits to Lifestyles Fitness recorded 5,167 for the month of January which is the highest number since our reopening in January 2021. Lifestyles averaged 8,000 visit per month in 2019 which shows that the business has regained 65% of membership visit volume.
- Group exercise classes recorded 2,010 visits for January which represents a slight increase over December's guest count of 1,982.
 - GRIT, previously scheduled for Monday mornings at 5:30AM was underperforming. After moving the class to 4:30PM Thursday, GRIT is now averaging 7 members per class!
 - Virtual classes continue to see an increase across the board in all formats which is expected to be related to cold weather and a surge in Covid-19 spread in the community. A total of 317 participants signed up for virtual classes in January.
- During January 22 through 28, Lifestyles certified Les Mills group exercise instructors launched the newest class formats to our members. Classes were team taught at times and members had a great experience! Formats launch included Body Pump, Body Attack and Grit.
- Shipping delays and material shortages have pushed back the anticipated delivery date for 6 new Life Fitness Treadmills to June. Staff is expecting to receive 1 additional Incline Trainer to be delivered on time in February.

Aquatics

Operations

- Pelican Harbor hosted a Starguard Instructor Development Course on January 8-9. This regional event showcased the district and its Aquatics Team's talents. Two of Pelican Harbor's staff earned their lifeguard instructor certification and 2 other staff renewed their certification.
- Monday is a very busy evening at the pool. To create the most positive experience for all guests there will be no lap lane availability on Mondays from 6:00-9:00 pm. Lap swim is available during all other operating hours, leaving 98 hours weekly of lap swim time. Contributing to the busy Mondays is NWCSRA's swim team and swim lessons. I
- Letters have been sent to eligible 2021 seasonal Pelican Harbor staff to return for the 2022 season. Initial response is strong and staff is looking forward to a great summer season. The positions are open online for new and returning summer seasonal staff to start applying. Interviews for new seasonal staff will begin in March.

New Fitness and Aquatics Assistant Manager

- Gwen Fuesz has been hired as the Assistant Fitness and Aquatic Manager. Gwen comes to us from Mundelein Park District where she held a similar position. Gwen's experience is vast and she is excited about the opportunities at Bolingbrook Park District. She begins her career with us on February 21.

BHS Swim Team

- Pelican Harbor continues to support Bolingbrook High School by offering weekday afternoon space (2:30-4:00 pm) for the newly-created girl's and boy's swim teams. The teams practice at a time when the pool is otherwise not used.

Rentals and Memberships

- Birthday Parties and Private Rentals total for January:
 - Birthday Party: 17
 - Indoor rental: 11
- 1,037 Annual Aquatic Memberships
- We are experiencing a large number of inquiries for pool parties and rentals for spring and summer, which is a great sign of continued recovery.

Swim Team

- The Pelicans Swim team is hosting 3 home meets in February on Feb. 5, 19, and 26.
- The Pelicans Swim Team currently has 83 athletes enrolled.
- The team's final Conference Meet will be held on March 20 in McHenry.

Special Events

- The next special event for Pelican Harbor will be Swim Like a Mermaid on March 13. Registration is available online and in facility.

Adult Trips

- Staff hosted one trip in January:
 - Six high-flying adventurers took to the virtual skies and conquered their fears while indoor skydiving.
- February will host two trips
 - Groundhog Day: The Musical
 - International Museum of Surgical Science
- Travelers interested in learning more about the March 2023 trip to Iceland can join the information meeting scheduled for February 28 at 7:00 pm. Registration is available online and in facility.

Valley View 21st Century Community Learning Program

- The 2022 round of this program began January 24, expanding from 5 to 10 schools. Staff is visiting all 10 schools each week to deliver programs on nature, science, crafting, sports, and dance.
- Staff is supporting a monthly series of family engagement nights exclusively for the school.
 - Family Obstacle Night was held on Sunday, January 23. Guests enjoyed fitness activities in the gym, testing the Ninja course in the Gymnastics gym, and time on the climbing wall
 - February will bring Family Teambuilding Night on Friday, February 18. Ten activity stations will be set up through the ACC gym where families will challenge each other to work together as a team to accomplish a task.

Meijer family program Series

- Meijer is a sponsor of the district's Winterfest event which will be held February 12.

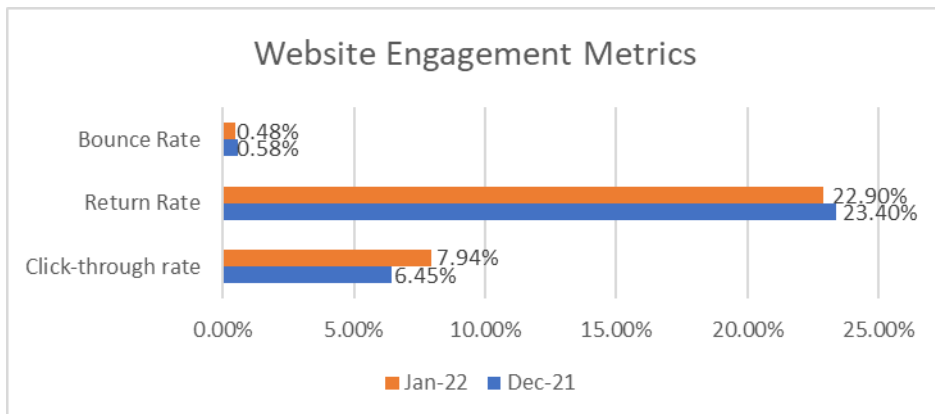
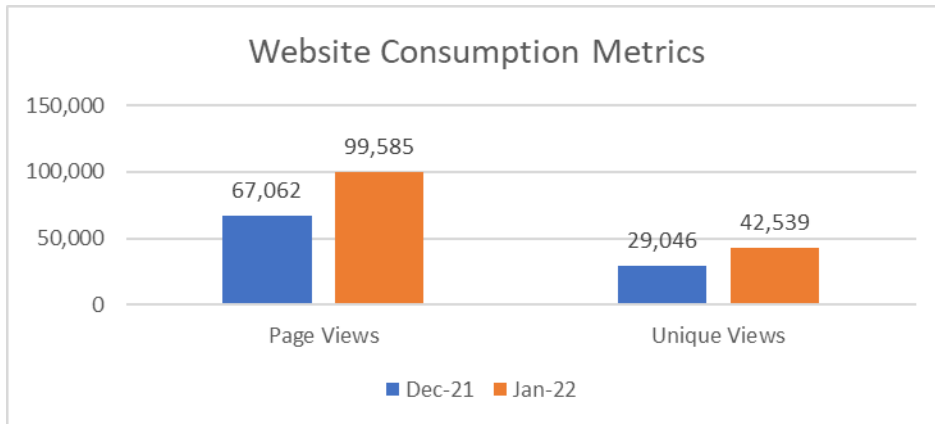
MARKETING AND CUSTOMER CARE

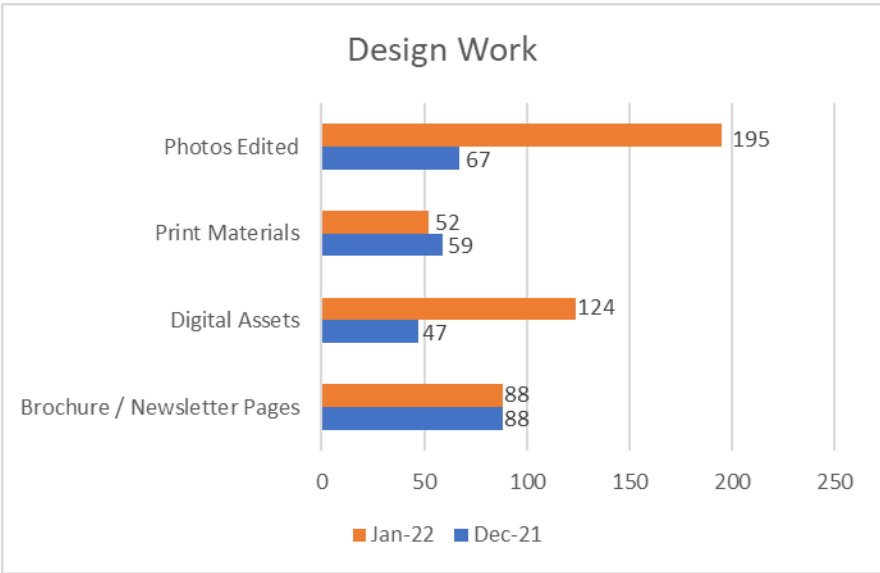
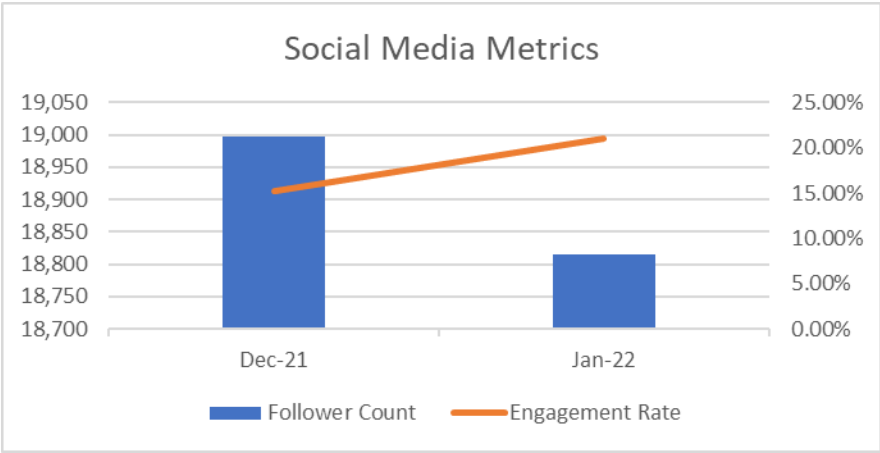
Bolingbrook Park District Dance Department Rebrand

- The team is finalizing a rebrand for the dance department. All dance programs will fall under the Bolingbrook Park District Dance Academy. BPD Danceforce will still serve as the performing division of the Dance Academy. The rebrand will go live with the release of the summer program guide. At that time, all social media accounts will change to the BPD Dance Academy. This will provide the dance manager more flexibility in social post content and be able to highlight all aspects of dance within the Bolingbrook Park District. She will also continue to highlight BPD Danceforce on those sites when the competitive division starts back up.

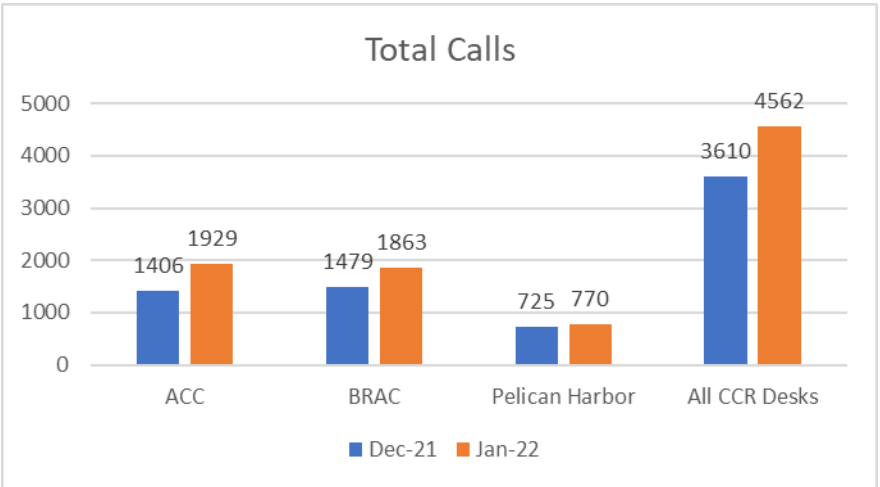
January 2022 Content Marketing Data

- The trend in the reduction of the bounce rate continued in January dropping from 0.58% in November to 0.48% in December. We are very pleased to see that. We do expect that this will start to level out. Our goal will be to continue to keep the bounce rate low since it does affect our search engine optimization.
- Our inbound message sentiment on all our social media channels remained at 98% positive or neutral for the month. All content marketing emails saw our open rate jump to 39%, which was 11% increase over 27.60% in December. The email subscriber churn rate remains low at 0.28%.

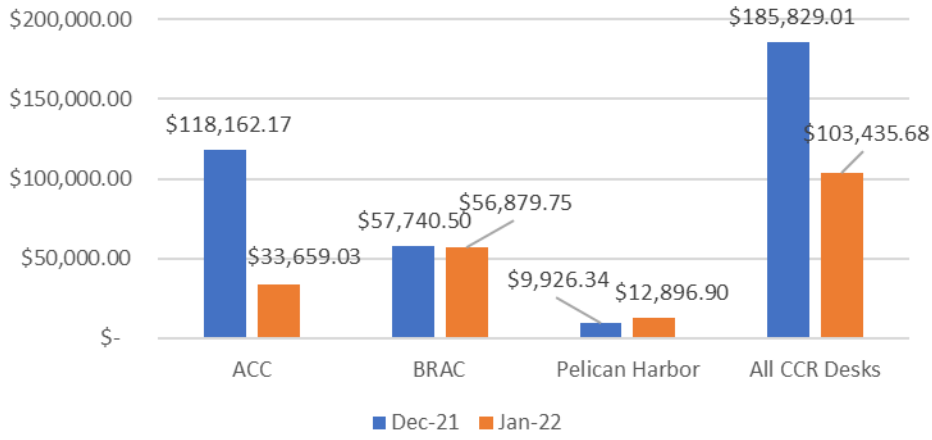




Customer Care Data



Total Transactions



BOUGHTON RIDGE GOLF COURSE & ASHBURYS



2022	2022	2022			YTD	YTD		Prior Year	2022 vs.
January Preliminary	Month Actual	Month Budget	Var	%	2022 Actual	2022 Budget	%	2021	2021 Actual
Golf Greens Fees Revenue	\$0	\$3,398	-3,398		\$0	\$3,398		\$36	
Golf League Revenue	\$0	\$0	0		\$0	\$0		\$0	
Riding Cart Revenue	\$0	\$0	0		\$0	\$0		\$0	
Pro Shop Revenue	\$42	\$0	42		\$42	\$0		\$0	
Restaurant Food Revenue	\$7,316	\$8,589	-1,273	-17.4%	\$7,316	\$8,589	-17.4%	\$2,008	72.6%
Restaurant Liquor Revenue	\$8,412	\$9,365	-953	-11.3%	\$8,412	\$9,365	-11.3%	\$1,406	83.3%
Food and Bev Event Revenue	\$2,465	\$1,500	965	39.1%	\$2,465	\$1,500	39.1%	\$0	100.0%
Banquet Revenue (Food and Bev)	\$6,754	\$3,120	3,634	53.8%	\$6,754	\$3,120	53.8%	\$0	100.0%
Total Revenue (after comps)	\$25,138	\$26,327	-1,189	-4.7%	\$25,138	\$26,327	-4.7%	\$5,584	77.8%
Payroll Expense	\$35,491	\$22,098	13,393	37.7%	\$35,491	\$22,098	37.7%	17,247	51.4%
Est. Food and Bev COGS	62.0%	32.0%	30.0%	30.0%	62.0%	32.0%	1.0%	48%	14.0%
Est. OPEX (Operating Expense)	\$36,000	\$42,405	-6,405	-17.8%	\$36,000	\$42,405	-17.8%	33,939	5.7%

Quite an interesting start to 2022. If you recall, 2021, January through March, the Restaurant was still in limited seating capacity due to COVID-19 Mitigations. All comparisons to last year will be well over for the first few months of 2022.

Preliminary Golf and Restaurant Monthly Performance

- **Operational Revenue**
 - January Overall Revenue missed target by only \$1,100.
 - There was \$3,398 budgeted for Greens Fee Revenue. We believe this to be a projection error that will be corrected.
 - January Restaurant Food Revenue missed target by \$1,200. Not too bad considering the exceedingly cold weather mid-month.
 - January Restaurant Beverage revenue missed target by \$953.
 - January Banquet revenue exceeded target by 54%. This is a combo of light projections and stronger than anticipated events.

- **Operational Expenses**
 - Operational Expenses are projected at a savings of 18%.
 - Payroll and COGS far exceeded target, prompting Management to make some adjustments to the back of house operations. This will be corrected moving forward.



NWCSRA/ Bolingbrook Park District/Bolingbrook Arts Council Event

- Members of the Bolingbrook Arts Council and staff from NWCSRA and the Bolingbrook Park District gathered for an energetic meeting at the Annerino Community Center on February 10 to meet, tour facility spaces, and finalize concepts for an event for individuals with disabilities, “Celebration of Special Recreation” (Where All Abilities Matter) from 10:00 am to 3:00 pm on October 8.
- This event will feature amazing opportunities for individuals of all abilities from throughout the NWCSRA service area and beyond to explore a variety of art projects, wheelchair sports (basketball, goalball, sit volleyball and bocce), and interact with groups that provide resources or services to individuals with disabilities throughout the NWCSRA service area.

Sensory Room Equipment

- The contract with Flaghouse has been signed and equipment officially ordered for the Bolingbrook Sensory Room space at Annerino. There are some anticipated delays with shipment and installation of equipment due to supply shortages. The revised goal will be to have the sensory room ready for use by the “Celebration of Special Recreation” event in early October.

Jill Mukushina Honored with State Award

- Congratulations to Jill Mukushina, Director of Recreation & Facility Operations, for being honored at the IAPD/IPRA Annual Conference on January 27 in Chicago. Jill received the Therapeutic Recreation Section Distinguished Member of the Year Award. Each IPRA section presented this award to a distinguished recreation professional who exemplifies the qualities of a leader, collaborator and advocate. Congratulations Jill!!

Status of NWCSRA Strategic Plan

- NWCSRA has worked with Campfire Concepts to conduct four different focus groups (Board, Staff, Participants/Families, and Community Stakeholders) during the past several months to explore NWCSRA resident and user opinions, interests, needs, desires and value of NWCSRA’s programs and services as well as how these relate to board, staff and community stakeholder expectations.
- Campfire Concepts is in the process of preparing a report to share with NWCSRA. Staff are eager to receive the report to review to assist with implementing changes to improve service delivery.
- A community sharing group has been developed based off of the feedback at the end of the Community Stakeholder Focus Group. NWCSRA has been able to help facilitate groups serving individuals with disabilities gathering together and have started sharing resources.