

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 Haupert 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

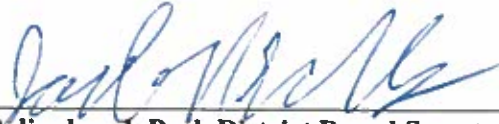
CLOSED SESSION

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

A handwritten signature in blue ink, appearing to read "Jake McVey", written over a horizontal line.

**Bolingbrook Park District Board Secretary
Jake McVey**