

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
November 16, 2023

President Hix called the meeting to order at 6:32 pm. Roll call: Andrews, McKay, McVey, Hix.
Absent: Vastalo.

Motion Commissioner Hix, second: Commissioner McVey to approve agenda as submitted. Roll call:
Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

District Operations and Activities Update

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

Resolution 23-29 amending the Board of Commissioners of the Bolingbrook Park District's September 21, 2023 Meeting Minutes. – Selep explained that there were a few words that needed to be adjusted due the sensitive nature of the information. The board had no questions.

Resolution 23-28 authorizing the amount of money estimated to be levied in accordance with the Truth in Taxation Law for the Bolingbrook Park District, Will County, Illinois for the Levy Year beginning January 1, 2023 and ending December 31, 2023 at a proposed estimated aggregate levy of \$10,241,421. Debbie Chase, Director of Business and Technology said we are exceeding the 105%. The board had no questions.

Resolution 23-25 awarding a contract in the amount of \$200,000.00 to Westside Mechanical Group (Naperville) for Ashbury's at Boughton Ridge HVAC Replacement 2023. Chris Corbett, Superintendent of Projects and Loss Prevention said this is one of the ARPA projects.

Resolution 23-26 authorizing and approving an agreement for architectural services for the Park District in connection with the Park District's 2024 playground renovations with Upland Design LTD of Plainfield, Illinois.

Motion to approve Resolution 23-27 authorizing and approving an agreement for architectural services for the Park District in connection with the Park District's Splash Pad Project at Central Park with Upland Design LTD of Plainfield, Illinois.

The board had no questions regarding the above three resolutions.

Operational Updates

Debbie Chase said next month she will be presenting to the board an agreement with UKG for a replacement for Ascentis. The contract with Ascentis ends on April 30, 2024.

Mike Baiardo, Director of Facilities requested approval from the board to hire two new full-time positions (Facility Manager and Assistant Facility Manager) for 2024 and to hire in 2023 if need be. Commissioner Hix asked if he had money in the budget for 2023. Baiardo said yes. The board approved the hiring of the two positions.

Mike Selep, Executive Director said we received the salary results and would like to present to the board for approval an implementation plan at the December board meeting. We would like to follow HR Resources recommendations.

Selep said the district is working on an intergovernmental agreement with the Fountaindale Library. This agreement will be presented at the December Board meeting for approval. The library requested the district to put book lockers in at the BRAC. The lockers would enable people to pick up their library books at BRAC. The library would deliver the books at BRAC and people will retrieve their books. The library received ARPA funding for the lockers.

Chris Corbett made the Board's aware of Senate Bill 1710 which was approved by the Senate mid to late October 2023. Chris said the bill states any bike trail that connects to a highway (any vehicular street) must have a warning sign placed 150 feet from the street notifying pedestrian/bike trail that there is an impending intersection. They gave an implementation plan date of January 1, 2024. The district must identify, invest and install signs within a 5-week period to comply. Chris has reached out to several agencies and senators to get more clarification. Chris said he identified 52 intersections the would affect the park district. This would be a \$6,000 investment for the district.

Commissioner Hix asked Chris if he reached out to IAPD for advisement. Chris said IAPD did not give any advisement on this subject and he did not get advisement from representatives down state.

Chris reported all Village of Bolingbrook police officers are equipped with body cameras. Chris reached out to PDRMA to see if there are were recommendations that the district would have to make to our staff who reach out to the police for assistance. PDRMA suggested reiterating State of Admission to staff and use tack and discretion when talking with police. Commissioner McKay asked if the district has to educate BAC groups. Chris said no, they are separate from the park district.

Chris also reported on January 5, 2024 the Village of Bolingbrook SWAT Team will conduct their REACT Training at the Annerino Community Center. The building will be closed for the day.

Commissioner Andrews asked if the district conducts fire drills. Chris said yes.

Wahlgren, Director of Recreation announced the district is bringing back the annual Holiday Party on January 5, 2024 starting at 6 pm at the Levy Center. More information to come.

Lindsey Pollina, Dance Program Manager formerly invited the Board of Commissioners to attend their theatre performance "Fairy Tale Christmas Carol" in December.

Communications from the Public

None

Correspondence from the Public

None

New Business

None

Public Comment

None

Closed Session

None

Adjournment

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 7:07 pm. Second: Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature

Dorothy J. Andrews

**Bolingbrook Park District Board Secretary
Dorothy J. Andrews**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
November 16, 2023

President Hix called the meeting to order at 7:08 pm. Roll call: Andrews, McKay, McVey, President Hix. Absent: Vastalo.

President Hix asked Mr. Weber to begin the meeting with the Pledge of Allegiance.

Motion Commissioner Hix, second Commissioner McKay to approve the agenda. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

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

Monthly Board Meeting Work Shop Meeting Minutes of October 19, 2023
Monthly Board Meeting Minutes of October 19, 2023

Roll Call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

CORRESPONDENCE TO THE BOARD FROM PUBLIC

Commissioner Hix did not have any correspondence, but did have discussion with a resident who participated in the adult developmental gymnastics class and had nothing but rave reviews for Kirsten Lee, Manager of Gymnastics/Cheer/Ninja.

Commissioner Hix also had a conversation with a lap swimmer who is not happy that lap lanes are not open for use 100% of the time. Hix said sometimes programs are allocated to the lap lanes for scheduled purposes. Commissioner Hix will reply to the lap swimmer when he collects the correct data. All this information is on the website.

Commissioner Hix reviewed guidelines for the public addressing the board. Hix said anyone who wishes to address the board should direct their questions to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment. Please do not address staff directly. All comments are limited to three (3) minutes, and each person shall only be permitted to speak once.

PUBLIC COMMENTS

Nancy Anding a resident of Bolingbrook said great job on the fence installation. She complimented Chris Corbett, Superintendent of Projects and Loss Prevention, and said the contractor was very professional and provided a quality product. Ms. Anding said the homeowners appreciated and thanked the board and the attorneys.

Mr. Merle Weber a resident of Bolingbrook thanked Mike Baiardo, Director of Facilities for providing new pickleball nets. Mr. Weber addressed the board regarding pickleball fees he suggested a senior rate for using the gym instead of the standard fee of \$3.

ATTORNEY'S REPORT

No Report

LEADERSHIP TEAM REPORT

Executive Director, Mike Selep turned the floor over to Hannah Grise who introduced Jacob Jusino the new Systems Support Specialist. Hannah said Jacob's interest in technology started from a young age when his grandfather taught him to use a computer. He is also a big fan of video games and board games.

Selep stated he has gone through a lot of budget processes throughout his career and he found that Bolingbrook Park District's process to be the most interactive and as a result the most rewarding. The amount of energy, care and passion that was put in the process has demonstrated a commitment to our staff and our board toward our overall success and that is why we are able to effectively serve the community. Selep gave a special thanks to the Finance Team, Department Heads and Managers.

Selep made an official announcement that Jill Mukushina will be the next Executive Director of the Northern Will County Special Recreation Association (NWCSRA).

Selep announced that the Holiday Cheer Challenge held at the Holiday Inn on December 7 from 5:00 to 8:00 pm. Ashbury's will be participating and will be matched up with the LaBranche Family Foundation.

Ashbury's will host their first Singo Event on December 7 from 6:00 to 8:00 pm. Singo events will also be held on December 14 and December 21.

NWCSRA will also hold their Recognition Dinner on December 7 from 6:30 to 9:00 pm at the Bolingbrook Golf Club.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the \$370,574.10 subject to audit. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Hix reported on behalf of Commissioner Vastalo.

Commissioner Hix said Commissioner Vastalo sends well wishes to everyone. She is back at home after having a knee replacement and is doing well.

On behalf of Commissioner Vastalo, Commissioner Hix made a motion to approve Resolution 23-29 amending the Board of Commissioners of the Bolingbrook Park District's September 21, 2023 Meeting Minutes. Second: Commissioner McVey. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

Finance and Technology – Commissioner McKay reported:
Based on staff recommendation:

Commissioner McKay made a motion to approve Resolution 23-28 authorizing the amount of money estimated to be levied in accordance with the Truth in Taxation Law for the Bolingbrook Park District, Will County, Illinois for the Levy Year beginning January 1, 2023 and ending December 31, 2023 at a proposed estimated aggregate levy of \$10,241,421. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

For the third time since its inception in 2014, Debbie Chase coordinated the development of the Software Symposium offered by the Administrative & Finance Section through the Illinois Park & Recreation Association.

Tina Simpson attended an IGFOA payroll seminar on October 12, the IGFOA Chicago Metro Chapter Lunch and Learn on Fraud on October 18. Tina left with a fraud incident management protocol as well as a plan to handle incidents of fraud when they occur.

Sheila Ubelhor and Tina Simpson attended an IGFOA 1099 Reporting session – When, What and How to File on October 4.

Sheila Ubelhor and Tina Simpson attended CPR training provided by the District on October 9.

All internal audits balanced.

Buildings, Grounds and Natural Resources – Commissioner McVey reported:

The 2024 work plan included funds to replace 15-year-old HVAC units at Ashbury's at Boughton Ridge. These funds were made available due to the approval of funding by Will County through the American Rescue Plan Act (ARPA).

Commissioner McVey made a motion to approve Resolution 23-26 authorizing and approving an agreement for architectural services for the Park District in connection with the Park District's 2024 playground renovations with Upland Design LTD of Plainfield, Illinois. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

The 2024 work plan includes replacement of three additional playgrounds (Lilac, Champions and Bloomfield Oasis Parks). The Bolingbrook Park District has been working with Upland Design for many years and plan on continuing that relationship in 2024 with the design of the 2024 playgrounds.

Commissioner McVey made a motion to approve Resolution 23-26 authorizing and approving an agreement for architectural services for the Park District in connection with the Park District's 2024 playground renovations with Upland Design LTD of Plainfield, Illinois. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

The Bolingbrook Park District applied with Will County to fund the District's first Splash Pad in Bolingbrook as part of the American Rescue Plan Act (ARPA). As result, the Park District hopes to use the professional services of Upland Design to assist in design of this new amenity.

Commissioner McVey made a motion to approve Resolution 23-27 authorizing and approving an agreement for architectural services for the Park District in connection with the Park District's Splash Pad Project at Central Park with Upland Design LTD of Plainfield, Illinois. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 4/0.

With winter around the corner the buildings team has started cleaning and winterizing concessions and blowing down irrigation systems.

Buildings first annual derby race will take place at ACC Multi-Purpose room November 16.

Project Updates

The ACC Partial Roof Replacement project went out to bid on Monday, October 30. Bid opening is scheduled for Tuesday, November 28. Staff are anticipating bringing recommendation to the Park Board at the December Board Meeting with anticipation the project will take place prior to the rainy spring season. This project is part of the 2024 Budget and partially funded through DCEO Grants with State Funding.

Recreation & Facilities – Commissioner Hix reported:

Recreation

The Preschoolers Halloween Parades took place outside October 30 and inside October 31 at Annerino and BRAC at the end of class on Monday and Tuesday.

The Royal Fall Ball took place on November 4 at Annerino with dancing, a craft, caramel apple bar and a visit from two princesses.

The Performance Company participated in the Trunk or Treat portion of Freaky Fun Friday on October 20. They will be performing at the Promenade Festival of Lights event on Saturday, November 11 at 5:15 pm and at the Village Holiday Walk Event on Saturday, December 2 at 5:45 pm.

The second session of fall classes has begun with 12 registered in our adult classes, 18 participants in our 18 months to 3 years old classes, and 39 participants in the Powerdance program.

Theatre students will be putting on the production of A Fairy Tale Christmas Carol at Brooks Middle School on Friday December 15 at 7:00 pm and Saturday December 16 at 1:00 pm.

Theatre students will be taking a field trip to Deerfield Park District to attend Deerfield Family Theatre's production of Beauty and The Beast on Friday, November 10. This will expose the students to other theatre productions as well as they will receive an exclusive backstage tour.

Staff are excited about the upcoming November 22 Adult Gymnastics Pop-in at the Annerino Community Center in the gymnastics gym from 5:00-7:00 pm. A great way to kick off the holiday season.

Staff was excited to report that fall session 2 enrollment is up 12% from fall session 1, from 374 to 428 total participants.

REACH activities are picking up at the two schools who we presently serve. The program continues to grow.

Registration is still ongoing for the Santa Home Visits that are available for those who don't want to stand in-line at the mall and for families who want Santa to come to their home.

A free Finals Destress Event for high school students will be held during Bolingbrook High School finals week December 18-20 from 1:00 pm to 5:00 pm each day.

The VVSD 21st Century program continues this month, bringing programs such as nature enrichment, arts and crafts, sports, and first aid basics to community schools. We are currently servicing 10 facilities throughout the district.

Programs this month include: Pumpkin Shoot & Play Zone, Bite Size Nutrition and Glow Party

Meijer and Free Events: Freaky Fun Friday (633 participants) and Hot Cider Stroll.

Participants are ready for a fun night out on November 8, visiting an adults-only arcade in downtown Chicago.

Fitness

October recorded 64 memberships: 33 new memberships and 31 renewals. 7,614 total visits for the month of October. LifeStyle membership totals (819) is on track for the year end projections 824 memberships.

Lifestyles held a “Beast Mode” challenge for the month of October. There were over 160 submissions for this promotion, this is a 46% increase from the 2022 participation.

Lifestyles is excited to announce the November Lifestyles Membership retention event, the Lifestyles Lottery! Members that attend a group exercise class on a selected date, will receive a custom Lifestyles scratch off ticket. Prizes include Lifestyles sweatshirt, Lifestyles sweat rags, discounts on 2024 fitness programs such as Lazy River 5k and Parkie’s 5k, and a grand prize of a free annual membership.

October recorded 3,225 group fitness visits for the month which represents 42% of our total visits for Lifestyle.

Virtual classes recorded 170 participants in the month.

Water Aerobics recorded 812 participants in the month of October, which makes up 25% of the total group exercise visits.

Aquatics

Overall attendance year-to-date is 21% above last year with almost 117,000 people.

Pelican Harbor will be open for lap swim November 23 from 7:00 am-12:00 pm on Thanksgiving Day.

Daily admissions brought in over a half a million dollars this year.

Birthday Parties and Private Rentals total for October:

- Birthday Parties: 30 parties/739 participants
- Private Rentals: 9 rentals/501 participants
- October swim lessons have 340 enrolled in total, with 95 new participants
- Swim lessons has earned a total of \$275,000.
- Pelicans Swim Team is excited to host their 1st Swim-A-Thon on January 6. Proceeds go towards a records board that will display each age groups fastest times!
- Parkie’s Reindeer Games will be held on December 16 from 9:00-1:00 am.

Marketing – Commissioner Andrews reported:

The marketing team will be launching its first winter engagement activity with the Parkie’s Great Bake-off. Families will be able to stop by the Annerino Community Center or the Bolingbrook Recreation & Aquatic Complex to pick up their baking challenge. The challenge will include a custom Parkie the Pelican cookie cutter, recipe, baking tips from Parkie, and a free Crumbl Cookies coupon. Submission will be made online for chances to win a prize pack from Crumbl Cookies and Park District gift cards. A special thank you goes out to Crumbl Cookies, 763 E. Boughton Road for their support.

The website is leveling out. Both September and October 2023 had an increase of 2,500 visitors from 2022.

- Customer Service audit report for October - A total of 16 answered and provided great reviews stating they had great service. Customers do appreciate the District calling to get feedback.

Golf Course & Ashbury's – Commissioner Andrews reported:

Ashbury's and Boughton Ridge Golf Course's bottom line through the end of September is ahead of last year in terms of total revenues and expenses are lower than last year.

October overall revenue was 35.9% below month end budget projection. Overall revenue is 12% under the budget projection YTD.

Operational Expenses have been well managed throughout the year.

Upcoming events: Turkey Shoot Golf Outing -Saturday, November 18 and Bacon Fest – Saturday, November 18.

NWCSRA - Commissioner Andrews reported:

NWCSRA staff are finalizing the draft budget for presentation to the NWCSRA Board of Directors at their upcoming November Board Meeting.

NWCSRA is currently preparing a grant submission through a Legislator Add-On Grant thanks to Senator Meg Loughran-Cappel. If awarded, this \$250,000 grant will support operational expenses such as staffing, supplies, equipment and contractual services for programming.

The inclusion trend continues to grow in all four of our member agencies, resulting in increased expenses anticipated for FY2024. The NWCSRA Board agreed to pool their resources for the current year, so as a result, the overages of two agencies offset by the under usage of the other two agencies.

The Winter-Spring program brochure is set to go out at the end of November with registration beginning in early December.

The Annual NWCSRA Recognition Dinner is scheduled for Thursday, December 7 from 6:30-9:00 pm at the Bolingbrook Golf Club. Please confirm ability to attend by November 15.

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Commissioner Hix said we will be holding a Truth in Taxation hearing and a Budget and Appropriation Hearing in December at the Annerino Community Center.

ANNOUNCEMENTS

Commissioner Hix welcomed Jacob Jusino and promised him a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner McKay to adjourn from the regular board meeting at 7:26 pm. All in Favor "Ayes".

Minutes Verification Signature

A handwritten signature in cursive script that reads "Dorothy J. Andrews".

**Bolingbrook Park District Board Secretary
Dorothy J. Andrews**