

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Budget Workshop - November 10, 2022

President Vastalo called the meeting to order at 5:30pm. Roll call: Commissioners; Andrews, McVey, President Vastalo. Absent: Commissioners: Hix, McKay.

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

OPENING STATEMENTS BY BOARD MEMBERS

President Vastalo thanked staff for all their hard work and effort that went in to preparing the budget.

INTRODUCTION OF BUDGET 2023

Executive Director Ron Oestreich welcomed the board and staff to the Budget 2023 Work Shop.

What Happened in 2022

- Completed the Community-Wide Survey Pulse Check.
- Completed the sale of Hidden Oaks Nature Center and Hidden Oaks Trout Farm was completed this year. Started the process in 2019.
- Completed five referendum playground renovations: Bradford Park, Community Park, Freedom Park, Sunset Park, and Winston Woods.
- Financially through October Bolingbrook Park District operational funds are \$1,245,547 over budget projection. Revenue is exceeding budget by just over a million and expenses under budget by \$165,000. The overall park district bottom line including major operating funds, non-major funds, and special funds are over projection by 1.5 million dollars. This is a testament to the districts' recovery efforts, the districts conservative budgeting for property taxes and our district wide expense management efforts. The district is in wonderful financial shape for now and for our future.
- The BGNR Team planted 66 new trees, 294 perennial flowers and 4,300 annuals. They also continued to successfully manager over 183,000 square feet of facility space all of this plus mowing and maintaining 51 properties, nearly 1,200 acres with a 40% shortage of staff from 2019 to 2022 (part-time). There have been 1,201 work orders have been submitted through October and the team has completed 1,076 that is an average of 3.5 work orders completed per day (includes weekends).
- The Customer Care Team has received 52,044 incoming phone calls through October. Total transaction revenue is \$1,530,395 taken through the front desks, that is an average of 172 phone calls per day and an average of \$5,000 of revenue coming in per day. The customer care team are busy, talented, professional and the back bone of each of our facilities.
- The Marketing Team processed 566 different print projects (flyers, newsletters, signage and brochures). The district has 184,433 new website users so far this year. Social media followers have grown 9% in 2022. That is an average of 1.8 print projects per day and 604 new web users per day.
- The Business team processed 1,071 refunds, 175 business tickets, 2,228 journal entries, processed The Technology team 1,288 technology tickets and trained 31 new users. That is an of 4 tech requests per day completed.

- The Human Resources team is the busiest department in the district.
 - They on-board all the full and part time new hires
 - Submit annual reporting to IMRF, IDOL, OSHA and PDRMA.
 - They negotiate insurance, medical, dental and vision.
 - Negotiate and set up staff meetings for Deferred Compensation.
 - Assist the Business Office with payroll and W2's.
 - Work closely with PDRMA for workman compensation cases and unemployment hearings. They also track all unemployment requests
 - Track Covid related activities.
 - Work with Executive Director updating the personnel policy manual.
 - Track all employee forms and evaluations (full and part time)
 - Work with staff when deciding to retire.
 - Organize and manage the Employee Recognition Program
 - Implemented Ascentis program

- Projects and Planning
 - Outdoor bathhouse flooring resurface
 - Bathhouse rolling door, the BRAC Gym flooring
 - Remington Sports field lighting
 - BGNR HVAC units replaced
 - Indian Chase Meadows basketball and tennis courts resurfacing
 - Turned roller hockey into a dedicated Pickleball court
 - Prairie Trails Park tennis court resurfacing
 - Indian Boundary parking lot expansion
 - Sealcoating
 - DuPage River playground installation

Oestreich said BGNR, Customer Care, Marketing, Business & Technology, Human Resources and Projects are the back bone of the district. Oestreich thanked all the departments and said we can't do what we do for our community without their help.

Oestreich touched on Recreation and Facilities revenue and expenses. Oestreich said revenue through October was \$474, 251.00 over budget. Each of these areas are well over their revenue projections. Expenses through October only \$90,000 over budget projection.

It was a busy spring, summer and fall with over 50 free events held throughout the year.

Oestreich said in 2022 the district brought in alternate revenue sources and partnered with Advent Health, Bolingbrook Hospital, Domino's Pizza, Fountaindale Public Library and Meijer contributed \$20,200 to the park district collectively.

The team also submitted grant requests to ComEd with a successful grant of \$485,000 and to Will County for our ARPA funds which could equate to \$400,000 which we are still waiting to hear back from ARPA.

All staff participated in the Strategic Plan. The board, staff and community completed a SWOT Analysis leading up to the creation of the districts Strategic Plan which will be presented at the November Board Meeting.

Objectives in 2023

- Full implementation of the districts Short-Range Plan.
- Full-time wage and compensation study.
- Updating long range plans for parks and facilities.
- Improvements in staff recruitment, retention and training.
- Re-energizing the districts internal committees including the creation of a DEI committee and infrastructure and improvements as well.

- Adding 2 new full-time positions in BGNR.
- Seeking out alternate revenue sources and new partnerships.
- Final stages of the 2018 Referendum.
- Projecting a 4% merit raise pool with full implementation of midpoint adjustments for those eligible.
- Projecting property tax collection rate of 99.5% because of the 5% CPI, we will implement a 4-year ADA improvement plan focused on bike-path improvements.

The district still has challenges which are staffing levels, supply chain, governmental mandates and minimum wage increases.

Oestreich ended the presentation by saying we have a dedicated and goal setting team. What you get by achieving your goals is not as important as what you become by achieving your goals.

Oestreich thanked the commissioners for their support and thank his team for all their support and hard work. 2023 will be a phenomenal year!

BPD FINANCIAL REVIEW

Tricia Dubiel, Superintendent of Business presented a review of Operating Funds for the districts major operating funds and non-major funds as well as Operating Expenses, Charges for Services, Property Taxes, Trends and Fund Balance goals. Tricia also reviewed Capital and Debt Service funds.

Board Questions / Comments: None

BUSINESS AND TECHNOLOGY

Debbie Chase, Director of Business and Technology started out her presentation by thanking the Managers, Superintendents and Directors who worked so hard to put the 2023 budget together. Their skills and passion are tremendously appreciated. Debbie also thanked Executive Director Ron Oestreich for his leadership enabling this organization to grow and develop. Debbie expressed a special thank you to Tricia Dubiel, Superintendent of Business and Finance who spend many hours with her to develop this budget. It's a challenging and rewarding experience at the same time. Debbie thanked the Board of Commissioners who make all this possible.

Debbie highlighted areas the district will focus on next year.

Financial Goals

- Long Term Goal
 - Meet Fund Balance Policy in all funds to create stability
 - Seek new funding source for Capital Replacement needs
 - Develop multi-year operating budget to aid in future financial planning
- Ongoing Goal
 - Strive to keep property tax rates low
 - Continue to provide managers with financial knowledge and tools to be successful
 - Focus on financial stability and growth

Business Goals

- Continue expansion of district in-depth financial analysis
- General ledger training update for Managers
- Ongoing review and enhancement of internal controls

Technology Goals

- Moving Recreation on premise software server into the cloud (it will increase redundancy, uptime and availability).
- Adding a ceiling mounted projector and screen in the multi-purpose room
- Update Ashbury's audio-visual equipment
- Replacement of ACC/BRAC digital copiers
- Upgrading the districts PDF Software
- Capital replacement of 1 Server, 22 Desktops, 13 Laptops and 18 Tablets

Board Questions / Comments: None

MARKETING AND CUSTOMER CARE

Kim Smith, Director of Marketing and Customer Care reported:

2022 Review

Marketing Department restructure

- Went from 2 full-time staff to 1 full-time staff, added 1 part-time position and 1 summer intern.
- First year offering both digital and print version of the brochure
- Building partnership revenue back up: 2019 revenue - \$44,780, 2020 revenue - \$20,180 (before shutdown), 2021 revenue - \$18,930, 2022 revenue - \$20,200.
- Complete year of full desk operation at Pelican Harbor

Budget Impact Items for 2023

- Updating images in the BRAC hallways
- Addition of winter engagement activity (similar to the Summer Parks Challenge)
- Implementation of minimum wage increases for Customer Care Representatives
- Reduced budget for newsletter/brochure items mainly due to the selection of a lower cost paper

Non-Budget Impact Items for 2023

- Implementation of online store providing wider variety of uniforms for Customer Care Representatives.
- Implement branding manual updates
- Execution of the marketing plan with updated market segmentations (market segmentation is the term for putting perspective buyers into groups with common needs and who respond similarly to a marketing action. Can be based on geography, psychographic, demographic, behavioral, etc.)

Use of Market Segmentations

- Targeted Programming: having a market segmentation in mind while creating programs will ensure the program is designed to meet the needs of the segmentation.
- Meets the Needs of our Community: we can see where we are program heavy and where we might need to add or remove programming.
- Ties into Diversity: helps wrap our mind around diversity within people and can help overcome biases.
- Available tools to reach Target Markets: social media, direct mail, public relations, digital, paid advertising and word of mouth.

Board Questions / Comments: None

BUILDINGS, GROUNDS AND NATURAL RESOURCES

Chris Finn, Director of BGNR introduced his team; Natural Resources, Horticulture and Turf Manager-Dan Finn, Buildings Maintenance Manager-Cliff Beyer, and Parks Maintenance Manager-Bill O'Shea. Chris gave a brief overview of Buildings, Grounds and Natural Resources:

Highlights in 2022

- Fuel prices begin to rise
- With the installation of LED lights at several athletic fields (Remington, Central, & Lily Cache East) will reduce the contracted cost of light repairs and bulb replacement.
- Supply issues continue and there are additional costs for (fertilizer, herbicides, paint for athletic fields as well as facilities, pumps, motors, delivery charges and surcharges). Also repair costs for many things continue to be higher.
- Hiring two new Full-time positions one in buildings and one in NRHT.
- Contracted mowing will continue swapping Freedom Park for Veterans Park.

Highlights in 2023

- Boot reimbursement
- Better gloves
- Raffles for Above & Beyond / Star Cards
- Department lunches 3 times a year

Highlights in 2023 - Buildings

- Repair Lily Cache Creek irrigation pump
- Pelican Harbor – pool concrete repairs
- Purchase a scissor lift for use at Pelican Harbor, BRAC, ACC and BGNR facilities
- Pelican Harbor: continue to replace valves, pump replacements, painting of walls & ceiling at bathhouse, replace pool gutter tops, and replace chlorinators
- Purchase new floor machines and power washer head for cleaning pool decks.

Highlights in 2023 – Grounds

- Replace athletic field painter (airless), pressure washer and snow blower
- Purchase a field roller
- Replace players benches at baseball/softball fields
- New park ID sign at River Hills Park
- Two Ford Ranger trucks are on order
- Ordered one Hybrid F-150 truck
- Ordered one F-250 truck

Highlights in 2023 – Natural Resources, Horticulture, Turf

- Contracted mowing to include Prairie Trail, River Hills, Sunset & Veterans Parks
- Convert additional sign beds to perennial flowers from annual flowers
- Continue fall and spring prescribed burns
- Purchase an Air Spade
- Purchase a Kubota Tractor
- Purchase 2 Hustler Mowers

Board Questions / Comments: None

CAPITAL AND CAPITAL ASSET REPLACEMENT PROGRAM

Chris Corbett, Superintendent of Projects and Planning: Chris thanked the board and staff for all their support.

Capital and Carp 2023

Playground Replacements

- Balstrode Park and Erickson Park - purchase approvals to Board at December Board meeting. Both parks expected to be complete by end of June (start April 2023) and will utilize “Kids Around The World” and internal staff for removal.

- Wood View Elementary School – Valley View to pay for equipment, site modifications and produce C-Docs. The park district will pay for installation of purchased equipment. Installation bid to be included with above two playgrounds.

Indian Boundary Fencing Replacement

- Replace 930 LF of cedar privacy fencing. This replaces the 24-year-old existing fence.
- Anticipate start/completion of construction in April 2023.

Shade Structure Replacement – Outdoor Pelican Harbor

- Replacement of existing Funbrella shade structures
- Anticipated to eliminate safety concerns with movable parts, cranks, etc.
- Anticipated start in April 2023, completion before opening day

Annerino Carpet Replacement (Offices)

- Replace carpets starting inside office door through Business office
- Refresh walls / door frames for consistency
- Start time following winter season – 2nd quarter

ADA Plans / Future Growth

- Investigate future needs for ADA
- Produce a future plan for ADA funding
- Review existing paths for grades/slopes (Jaycee Park and Knights of Columbus)
- Identify a plan for 2024, 2025, 2026 fiscal years on replacements

Corbett talked about the Indoor Pelican Harbor Spa & Pool ADA study. Deficiencies were noted. There are plans to discuss the ability to modify and correct deficiencies and price out modifications. Corbett is working with FGM Architect to put a plan together in 2023.

Other Project Items 2023

- Central Park tennis courts surfacing/stripping
- Concession roof replacement – Central Park and Lily Cache East
- Safety gates at outdoor Pelican Harbor – access/security
- BRAC gym floor screen/seal
- BRAC zone flooring replacement
- ACC Gymnastics floor carpet replacement
- Obenauf Auctions (2 in 2023)

Board Questions / Comments: None

COMMUNICATION FROM THE PUBLIC

None

BOARD COMMENTS

Commissioner Andrews appreciates information staff provides to the board. Andrews said she was able to answer questions, from residents, regarding the LED lights and the benches this week.

Commissioner Vastalo said “great job!” She expected nothing less than what staff always provides the board.

ANNOUNCEMENTS

Commissioner Vastalo said Happy Veterans Day.

Vastalo announced the next Budget Workshop be held Tuesday, November 15 at 5:30pm.

Executive Director announced:

- Veteran's Ceremony tomorrow at Village Hall
- Annual Tree Lighting is Saturday at 6pm at the Promenade

Adjournment

Commissioner Vastalo made a motion to adjourn from the budget workshop at 7:50pm. Second Commissioner McVey. All in Favor "Ayes"

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Jack McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Budget Workshop - November 15, 2022

President Vastalo called the meeting to order at 5:30pm. Roll call: Andrews, Hix, McVey, President Vastalo. Absent: Commissioner McKay

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

OPENING STATEMENT BY EXECUTIVE DIRECTOR

Executive Director Ron Oestreich said again, this is his annual opportunity to celebrate what the district has done this past year and build a bridge to next year's plan and budget. At the last budget work shop meeting we talked a lot about our strategic plan. Oestreich believes it's an important step for future of the Park District.

Oestreich said many of the strategic initiatives revolve around recreation, facilities, and our programming.

Oestreich announced Kai Wahlgren, Director of Recreation and Mike Baiardo, Director of Facilities will be presenting tonight. Mike and Kai's team did a great job crafting a 2023 budget that both honors the past and embraces the future.

RECREATION and FACILITIES

Mike Baiardo, Director of Facilities reported on Recreation Services and Kai Wahlgren, Director of Recreation reported on Events and Services

RECREATION – Kai Wahlgren, Director of Recreation introduced the Recreation Team:

Kai Wahlgren, Director of Recreation presented 2023 Key Initiatives for Recreation:

- **Special Events and Services** – continue to offer Movies in the Park, Summer Concert Series, Block Party Packages, Visit Your Local Park, Monthly Free Programs and larger events: Winterfest and Fall Fest.
- **Preschool** – Expand class room enrollments, continue to work on curriculum and possibly purchasing a new curriculum for preschool.
- **Early Childhood** – Classes are a great feeder to Preschool. Continue to offer fun popular classes.
- **Gymnastics** – Revise and update Gymnastics Exhibition format, offer quarterly special events, offer adult gymnastics. Continue to focus on building a team.
- **Ninja** – Update Ninja curriculum and continue to grow the program.
- **Dance** – Expand Powerdance to more schools (currently at two schools), continue to grow performance group.
- **Theatre** – Research new space (larger). Currently using the Village Community Center. Build on instructional classes (Improv). Continue to offer spring musicals.
- **Teens** – Continue to offer trips, and service opportunities and upcoming creative events.
- **REACH** – Become DHS Certified to accept state aid. The district wants to accommodate and accept funding for lower income families.
- **Enrichment Programming** – Continue to offer the five Fun Family engagement nights with the 21st Century Grant Program and expand the 21st Century Grant Program into five additional schools and the district (small one day classes).
- **Day Camp** – Continue growth in day camp program, keeping creative with field trips (an average off-site field trip can cost \$6,000 to \$7,000). Continue to offer in house activities. Offer mini teen engagement trips to keep older kids engaged.
- **Behavioral Management** – Focus on better planning and training for staff.

Board Questions / Comments:

Commissioner Vastalo asked if Humphrey Middle School or BJ Ward Middle School had space to accommodate the theatre group? Wahlgren said Middle Schools are harder to get into as they have a lot of activities going on throughout the year. Brooks Middle School will be undergoing some renovations next year.

Commissioner Andrews asked if the district considered offering a Social and Emotional program for teens. Andrews said it is offered at Valley View School District and it helps teens get along.

Wahlgren thanked the board for their questions.

FACILITIES – Mike Baiardo, Director of Facilities introduced the Aquatic/Fitness and Athletic Team:

Mike Baiardo, Director of Facilities presented 2023 Key Initiatives for Facilities:

Aquatics

- **Pelican Harbor**
 - Indoor pool will be open during outdoor pool swim
 - New Funbrellas
 - Facility Upgrades: sound system upgrade, bathhouse repainted, lounge chair upgrade, additional vacuum and parachute skimmer, touchup paint outside slides, new pool gutters in catch pool, new life vests, new guard tubes and new dispatch chairs & guard umbrellas.
 - 2023 fee increases to Open Swim Daily Admission, Pelican/Summer Pool Passes and Month to Month Aquatic Memberships. Pool Rentals, Birthday Parties, Concession products
 - Wage increases
 - 2023 Fee increases for swim lessons and swim team

Aquatic Special events 2023:

- Parkie's Easter Egg Hunt, Swim Like a Mermaid, (2) Teen Nights, Parkie's Pumpkin Patch and Parkie's Reindeer Games
- **Athletics**
 - Adult Athletics – Overall expenses increasing 6% (staff 2%-Umpires/Referees 2%) and league supplies 19%). Overall revenue increasing (league fees increasing 5%).
 - Flat rate fees for residents and non-residents
 - Continue with softball tournaments, racquetball, pickleball leagues, and tournaments and offer Special Events such as Whiffle Ball and Basketball Tourney.
- **Youth Athletics**
 - Continue with Junior Basketball league (currently has 90 participants).
 - Grow Day 1 Sports Academy - Add lead coaches to improve quality of instruction
 - Offer contractual camps and instruction
 - Offer additional Special Events which is multi-sport kids' tournament
 - Grow Marital Arts program in 2023
 - Bring in Victory Martial Arts which is a tie between boxing and ninja

FACILITIES – Mike Baiardo, Director of Facilities introduced the LifeStyles Team:

- Chris Piasecki – Facility/Fitness Manager
- Gwendolyn Fuesz – Aquatics & Fitness Assistant Manager

LifeStyles

- Memberships
 - Memberships projected for 2023: 826
 - Member Engagement has increased 2019 (18%), 2021 (27%) and 2022 (44%).

- Focus on Member Engagement with 6 Advent Health Seminars, 4 Les Mills launch weeks, Rocking Red Zumba, Grand Slam Fitness Challenge, Silver Sneakers Holiday Party and Beast Mode Challenge.
- Paid Special Events: Family Fitness Obstacle Night, Indoor Triathlon and Parkie's 5K.
- Sales 2023
 - Waiving Enrollment Fee
 - Bring a Friend Discount
 - Corporate Membership
- Community Engagement
 - Sell memberships at 5 Village / Community Events
 - Work the Chamber of Commerce
 - Meet with 10 workforces in Bolingbrook

Board Questions / Comments:

Commissioner Vastalo asked if we offered Tai Chi. Baiardo said yes, he will get a copy of the schedule for her.

Commissioner Andrews asked if we reached out to local colleges to hire students for instruction for Sports Academy. Baiardo explained he has mailed the job board people and sports coaches. We reached out to Lewis University, St. Frances, Joliet Junior College and Benedictine with no success.

BOUGHTON RIDGE GOLF COURSE AND ASHBURY'S

Ron Oestreich introduced the team from Boughton Ridge Golf Course and Ashbury's: Vince Juarez, Regional Operations Executive from KemperSports, Bruce Hutcheon, General Manager and Tom Akai Assistant General Manager.

Mr. Juarez referred to a charts' showing 2022 projections for green fees, golf shop, rounds, banquets (food & beverage), restaurant, wage compression, accounting changes and chargebacks.

2022 Year in Review

- Saw a huge growth in women and junior golfers
- Shorter loops (3 holes, 6 holes, 9 holes) are very popular
- Fighting Wage Compression
- Increases in payroll which reduced revenue
- KemperSports TruReview (comment cards) – BRGC is 78.0 on the Net Promoters Score year to date, up from 56.7 back in 2017 and a low of 47.9 back in 2018.
- Green fees are up
- Golf shop revenue up by 12.8%
- Rounds are down less than a percent
- Banquet revenue is up over 35%
- Restaurant revenue is up over 20%
- Total Food and Beverage is up over 18%

Assistant General Manager, Tom Akai. Mr. Akai recapped 2022 Golf Highlights

- Promoted outings to the general public via email distribution and on-property signage
- In-house outing sold well – average of 28 golfers per outing equated to 78% capacity
- Green Fee/Cart Fee on pace with same period 2021
- Tee gifts – customized bag tag with BRGC logo and BPD logo on the other side.
- Hosted 14 special events including 6 Wine and Dine
- Booked 17 private golf outings
- 189 players in leagues up from 179

General Manager, Bruce Hutcheon reviewed the 2023 Golf Department Budget

2022 Key Assumptions

Golf

- Food and Beverage increase
- Reduced golf chargeback
- Increase green fee \$1.00 across all sectors
- Green fee revenue flat to FY21 and cart fee revenue projected up by 2%
- Increase tournament fees
- Focus more on Special Events
- Leverage national buying
- Monitor operating expenses and payroll

Sales and Marketing for Golf

- Drive golfers to BoughtonRidgeGolf.com
 - Paid ads, direct links on social media posts and eblasts. Every tee time booked online = additional subscriber.
- Third party providers
 - Ongoing programs with GolfNow and TeeOff.com
- Golf Outings
 - Flat rate, F&B inclusive golf outing menu.
- League play
 - Positive feedback in 2019 and 2021
- Increase Number of Creative Golf Events
 - Increase awareness with consistently scheduled paid ads, social media posts, eblast
 - Increase frequency of already successful golf events

Sales and Marketing for Ashbury's (Food and Beverage)

- Increase frequency of successful events
- Increase awareness via paid ads, social media posts and eblasts
- Return to hosting Holiday events: Easter, Mother's Day, Father's Day, Breakfast w/Santa
- Banquets/Special Events – Dedicated Wedding, Banquet, Meeting and Catering Menus more comparable in the marketplace.
- Outbound Sales – Celebration of Life Events – Ashbury's binders delivered personally to 10+funeral homes throughout the community.
- A La Carte
 - Revised menu based on 2021 sales and product mix data
 - Expanded menu for 2022
 - Continue successful Chef's Specials and Feature Cocktails

Communication and Advertising

- Social Media – Instagram & Facebook
 - Success with paid ads, boosted posts and event packages
- Email
 - Weekly email schedule – highlight club events, promotions, specials
- Website
 - Online tee times
 - Pop-Up Ads
 - New pictures and content
- Onsite Promotions
 - Strategically placed signage around Dining Room and Bar
 - Signage on Golf Carts, Clubhouse Flyer

Board Questions / Comments:

Commissioner Vastalo said staff always do an excellent job and the board is very proud of your presentations and the work that goes into them. Vastalo thanked the staff.

No further comments from the board.

Executive Session

Commissioner Vastalo made motion to enter into Closed Session pursuant to 5 ILCS 120/2 © for the purpose of discussing (3) Selection of Person to fill Public Office at 7:27pm. Second Commissioner Andrews. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: McKay. None. Motion passed 4/0.

Commissioner Vastalo made a motion to adjourn from Closed Session at 8:08pm. Second Commissioner McVey. All in Favor "Ayes"

Adjournment

Commissioner Vastalo made a motion to adjourn from Budget Work Shop at 8:09pm. Second Commissioner Hix. All in Favor "Ayes"

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Jake McVey

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
November 17, 2022

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

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

District Operations and Activities Update

Executive Director reviewed the following Resolutions:

Resolution 22-27 approving Bolingbrook Park District Strategic Plan.

Approve Commissioner, Jerry Hix as delegate to represent Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 28, 2023.

Resolution 22-28 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, 2022 and ending December 31, 2022 at a proposed estimated aggregate levy of \$9,476,937.

Resolution 22-29 authorizing purchase of a 2023 Ford f-150xl 4wd Supercrew 6.5' box w/3.5l hybrid engine from National Auto Fleet Group of Watsonville, California.

Operational Updates

BYBL – Indian Boundary – Chris Finn, Director of BGNR talked about the dumping of sod in the northwest of park district property where staff will be putting leaf piles that we vac and organic matter, compost area for the park district. Staff found 2-3 dump truck loads worth of sod that was cut out and dumped. There is a berm on the far-left side of the park that is just west of the Cricket Field. A meeting has been set up with BYBL to discuss the sod placement that was not approved by the park district and the dumping of sod on Naperville's property.

ADA Bike Path – Chris Corbett, Superintendent of Projects and Planning said the district is looking at doing all the DuPage River Greenway and Lily Cache ComEd Greenway paths and trail renovations with the ADA money over the next four years.

Cyber Security Training – Debbie Chase, Director of Business and Technology – Debbie said since the board has access to the district's email services it is required they take the Cyber Security Training.

Truth in Taxation Hearing – Debbie Chase, Director of Business and Technology – we are recommending, as a finance team, curing the Recreation fund deficit with the general fund transfer because it is really transparency into what we have available to us. We have a very inflated general fund and a large deficit and people don't always look at them together. Clear picture of what our finances are and it will adjust our general fund balance down zero out that deficit in the fund balance in the recreation fund and we would like to bring that as a recommendation in a resolution next month.

Potential Bond Sale – Ron Oestreich, Executive Director reported the finance committee discussed and the consensus is this would be beneficial to the district to bolster capital dollars. It gives us the opportunity to fund capital. With the board’s approval Oestreich will put this in motion. There will be a BINA hearing on December 15.

Athletics 2022 Year in Review – Ryan Kertson, Facility / Athletic Manager reported:

- Junior Basketball league is running this fall for the first time since 2019. Rebranded jersey’s, rule updates and incorporating officials at the game.
- Adult Basketball league ran for the first time in winter/spring since 2018. Had six teams and getting a lot of inquiries for 2023 winter/spring.
- Day 1 Sport Academy is our in-house youth sports programs coached by our own park district staff coaches versus contracted. Had success adding ages 10 to 13. Developed an onboard coach training so it will be consistent coaching. Coaches will be well versed in all sports we offer.
- Athletic offering for the 21st Century Enrichment program, adding sports along with nature offerings and arts & crafts.
- Adult Flag Football – going back to new officials again to provide better experience for the teams.

Ryan referred to charts for Softball and Volleyball statics. Ryan said we are building up numbers and are back to where we were. We are trending in the right direction.

Annerino Community Center rental revenue has absolutely skyrocketed because we don’t have the fitness center which leaves more room for rentals.

Ryan announced he joined the IPRA Facility Manager Committee. He will chair the committee in 2024.

The board had no questions.

Communication from the Public

None

Unfinished Business

None

New Business

None

Closed Session

None

Motion to Adjourn

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:53pm. Second Commissioner McKay. 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 – Board Room
Board Meeting Minutes
November 17, 2022

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

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner Vastalo, second Commissioner McVey 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 McKay to approve the following meetings:

- Monthly Workshop Meeting Minutes of October 20, 2022
- Closed Session Meeting Minutes of October 20, 2022
- Monthly Board Meeting Minutes of October 20, 2022

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

Correspondence to the Board from Public

None

Comments from the Public at Meeting

None

Attorney's Report

Attorney Pam Beck announced on November 10, 2022 Governor Pritzker again extended the Covid Emergency Relief order which will remain effect in its entirety until December 9.

Leadership Team Report

Executive Director, Ron Oestreich turned the floor over to Mike Baiardo who introduced his mentee Bill O'Shea the new Parks Maintenance Manager. Bill comes to the district from the Frankfort Square Park District where he held the position of Assistant Superintendent of Parks. Bill was responsible to the daily operations and managed all staff full and part time. Maintained 755 acres of turf, native areas, 26 playgrounds, 24 sports fields and 3 facilities. His past experience was operator and owner of Irish Oaks Landscaping and worked as a Cook County Correctional Officer. Bill grew up in Oak Lawn and resides there with his wife Marsha and his two children Emma and Brenden. His enjoys golfing, working out and his hobbies are working around the house and working on his cars.

Treasurer's Report

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the \$413,365.83, subject to audit. Second Commissioner Hix. 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:

With staff recommendation Commissioner Vastalo made a motion to approve Resolution 22-27 Bolingbrook Park District Strategic Plan. Second Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to approve Commissioner Hix as delegate to represent the Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 28, 2023. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Finance and Technology – Commissioner Hix reported:

Commissioner Hix made a motion to approve Resolution 22-28 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, 2022 and ending December 31, 2022 at a proposed estimated aggregate levy of \$9,476,937. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix said Tricia Dubiel, Superintendent of Business and Finance developed very nice set of reports for expense and revenue.

Commissioner said the county has been good with tax distributions staying on task.

Commissioner Hix reported the formal announcement of the Truth in Taxation meeting will held at 6:40pm in the Board Room at the Annerino Community Center on December 15, 2022. The tax levy is expected to exceed 105% of last years levy.

Commissioner Hix announced Brent Gidley joined us as Software Assistant on October 31. Brent had served as an Assistant Facility Manager at the District since 2013.

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

With staff recommendation Commissioner Andrews made a motion to approve Resolution 22-29 authorizing purchase of a 2023 Ford f-150xl 4wd Supercrew 6.5' box w/3.5l hybrid engine from National Auto Fleet Group of Watsonville, California. Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

We have received the Com Ed grant for the Lily Cache Soccer fields.

The buildings team has started cleaning and winterizing concession stands.

Shade canopies at playgrounds are being removed and “No Skating” signs will be going up around ponds to discourage people from going out on the ice this winter.

Staff continue to make repairs to playgrounds when needed.

Youth and adult athletic seasons are all winding down giving staff the opportunity to do turf repair where needed.

BRAC Gym Floors were resurfaced November 14 and 15.

2023 playground planning process has begun.

Key BGNR staff were introduced to Village Public Works employees on November 9 to open lines of communication and cooperativeness between the Park District and Village heading into the winter season.

Two additional ADA parking stalls were lined at the Bolingbrook Recreation & Aquatic Complex (BRAC) to accommodate patrons visiting Indoor PH.

Contractor and manufacturer's rep have been on site to the Outdoor PH Bathhouse floor to investigate the staining of floors.

Recreation & Facilities – Commissioner McKay reported:

Recreation

Early Childhood programs finish the 2nd Fall Session, there have been 105 children enrolled.

Theatre students will be performing 'Twas The Opening Night Before Christmas on Friday, December 16 at 6:00pm and Saturday, December 17 at 2:00pm. Tickets went on sale November 1. Over 30 tickets have been sold so far. Performances will be held at the Bolingbrook Community Center in the A-Wing.

Our next Teen program is our Teen Service Project in conjunction with Operation Christmas at Village Hall on December 13.

The Gymnastics fall session two began October 24 and is off to a great start. Most classes were full and some with waitlists. Staff was able to accommodate most requests by adding additional staff or moving children to other classes to keep up with the demand.

The Ninja fall season two is in full swing with an enrollment of 39 in the Baby Ninjas group, and 47 in the Lil Ninja level and 72 in the upper levels.

Ninja Parties continue to be a hit. Our parties continue to be booked by families who currently do not yet have their children in our programs, we are hoping with the positive reviews to see new faces in our program.

Enrollment for the 2022-2023 school year has continued to have strong registration numbers for two the sites, Pioneer and Jonas Salk Elementary School.

Freaky Fun Friday's Haunted Bath house and Trunk or Treat event on October 21 was a huge success. The weather was perfect and over 300 participants attended. The next Meijer Free Family Event took place at Bolingbrook Recreation and Aquatic Complex on Tuesday, November 8 from 10:00 am-12:00 pm for a Paint and Play Event. This free event had 20 kids and 20 adults participating. Thank you again to our wonderful partner, Meijer.

Fitness

Lifestyles Fitness recorded almost 6,000 visits for the month of October bringing the average daily visit count to 192 which was 28 more than the previous month. This number represents the engagement that Beast Mode drove in the month of October.

September recorded 2,741 Group Fitness visits for the month which were 500 visits higher than 2019 numbers with 20 fewer classes being offered.

Lifestyles Fitness Center is excited to launch our "Passport to Good Health" challenge for the month of November. Members and Non-Members can grab a Lifestyles Passport book at the front desk and enter our challenge to receive a Lifestyles shirt after 10 stamps and a Lifestyles Water bottle after 20 stamps. Staff is excited to build off the Beast Mode momentum to keep members happy and engaged!

Aquatics

Pelican Harbor began fall hours consisting of the following. See the website for fall hours.

Daily admissions for 2022 has currently exceeded budget by grossing over \$564,000 in revenue. The budgeted amount for year-end, 2022 is \$522,380.

There was a total of 61 new Pelican Harbor Annual Aquatic Memberships sold for the month of October, bringing the annual total to 1,111 Annual Aquatic Memberships. The October new memberships exceeded the budgeted of 32.

Special Events

Parkie's Reindeer Games will be held on December 17 from 9am-11:30am with 11 currently signed up.

Athletics

Illinois Shotokan Karate fall session has 167 participants enrolled in 19 classes, up from 139 participants enrolled in 19 classes in fall of 2021.

The Tae Kwon Do program is growing each session. The fall session has 35 participants enrolled up from 25 participants in the summer session.

Adult Trips

On December 14 staff will head to paramount theatres in Aurora for the Sound of Music. Seats are still available for this day.

Elf the Musical will take place on January 4.

The group will be heading out to Starved Rock on Jan 18, 2023 for a Bald Eagle Trolley Tour.

Marketing – Commissioner McVey reported:

The 2023 partnership and advertising packet has been updated with the details for 2023 events. Staff is working with partnerships with Advent Health Bolingbrook, Senior Helpers and Domino's Pizza.

The marketing team is completing a review of the current branding manual. The manual was originally created in 2010 and is reviewed usually every three years.

The marketing team is in the process of completing the 2023 Marketing Plan. A key element of the plan will be the updated market segmentations. The plan will be complete in December and detailed presentation will be given during the January board meeting.

Golf Course & Ashbury's – Commissioner McVey reported:

Preliminary Revenue (October, 2022) - Overall Revenue missed target by 6%. YTD is above target by nearly 4%.

Upcoming Events: Black Wednesday, Taco & Trivia Tuesday and Pasta Bar & Wine.

NWCSRA - Commissioner McVey reported:

NWCSRA 2022 Recognition Dinner Dance will be held Thursday, December 8 from 6-9pm at the Bolingbrook Golf Club.

The NWCSRA Winter/Spring brochure will launch on November 14. They are all excited to launch a variety of new programs as well as expand existing programs. Opportunities continue to increase throughout each of our member agencies as the number of participants in programs continue to rise with greater comfort to return to recreation programming.

NWCSRA facilitated a sensory friendly Trunk or Treat or Treat event on October 26 at the NWCSRA Office in Romeoville. They partnered with Best Buddies of Metro Chicago for this event. Over 50 families in attendance.

Unfinished Business

None

Communications from the Public

None

New Business

None

Announcements

Commissioner Vastalo wished everyone a Happy Thanksgiving. Second Commissioner McKay.

Commissioner Hix welcomed Bill O'Shea and promised him a challenge.

Closed Session

None

Motion to Adjourn

President Vastalo made a motion to adjourn from the regular Board Meeting at 7:24pm. Second Commissioner McKay. 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