

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**December 19, 2024**

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

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

**Review of Ordinances, Resolutions, Action Items**

Executive Director Mike Selep presented resolutions and ordinances for board approval.

**Administration and Personnel**

- Resolution 24-22 approving the destruction of certain Park District closed session audio recordings. Selep said discussion will take place in closed session.

**Finance and Technology**

- Ordinance 24-06 an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2025, and ending December 31, 2025.
- Ordinance 24-08 levying and assessing the taxes for the Bolingbrook Park District, Will County, Illinois for the Tax Levy Year 2024.
- Ordinance 24-07 authorizing the Bolingbrook Park District to make changes to Section III (Guiding Parameters) of its existing Fund Balance Policy.

**Buildings, Grounds and Natural Resources**

- Resolution 24-21 authorizing and approving agreement for architectural services with the Park District's 2025 Playground Renovations with Upland Design LTD of Plainfield, Illinois for Gateway Wetlands and Knights of Columbus parks.

The Board had no questions or comments.

## **District Operations and Activities Update**

Proposed Personnel Policy Updates for consideration – Debbie Chase, Director of Finance & Technology reported:

- Recommending a remote work policy. There is already remote work that takes place, but the district does not have a formal policy in place. A formal policy will give protection to the district and to staff. The policy will be presented at next month's meeting for approval.
- Evaluate process for short-term employees. During the busy seasons it is hard to get through all the evaluations of seasonal employees. We are adding some additional information for supervisors for better guidance.
- Benefit Change – adding additional personal days for non-exempt full-time and personal time for part-time employees. Employees who work over 1,000 hours who currently receive 16 hours will be extended to 32 hours and employees who work over 500 hours will receive 16 hours of personal time.

Future Discussion

- Community Survey – completing in 2025. Entering the qualitative phase in January Putting together 5 different focus groups.

Executive Director received correspondence from the public regarding adult programming. Discussion will take place at the regular board meeting.

### **Public Comment**

None

### **Unfinished Business**

None

### **New Business**

None

### **Closed Session**

Commissioner Andrews made a motion to enter into Closed Session at 6:50 pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (21) Approval of semi-annual review of closed session meeting minutes. Second: McVey. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

President Hix made a motion to adjourn from Closed Session at 6:56 pm. Second: Commissioner McKay. All in Favor "Ayes".

**Adjournment**

President Hix made a motion to adjourn from the Workshop Meeting at 6:57 pm. Second: Commissioner Vastalo All in Favor, "Ayes".

**Minutes Verification Signature**

*Dorothy J. Andrews*

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

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**FY 2025 Budget and Appropriation Ordinance Public Hearing Meeting Minutes**  
**December 19, 2024**

President Hix called the FY 2025 Budget and Appropriation Ordinance Public Hearing to order at 6:57 pm. Roll call: Andrews, McKay, Vastalo, McVey, President Hix.

Motion Commissioner Hix, second: Commissioner Andrews to approve the agenda as submitted. All in Favor “Ayes”. Motion passed 5/0.

**Comments from the Public**

Alice Murray a resident of Bolingbrook asked where she can find a copy of the 2025 Budget. Debbie Chase, Director of Finance and Technology said both the Budget and Appropriation Ordinance and Summary Budget are located online. The final document will be uploaded once the board approves.

**Comments from Board Members**

No comments or questions from Board Members.

**Motion to Adjourn**

Commissioner Hix made a motion to close the Budget and Appropriation Ordinance Public Hearing at 7:00 pm. Second: Commissioner Andrews. All in Favor “Ayes”. Motion passed 5/0.

**Minutes Verification Signature**



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

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**December 19, 2024**

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

President Hix asked Ms. Benner to begin the meeting with the Pledge of Allegiance.

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

President Hix made a motion to approve the following meetings, Second Andrews:

- A. Budget Workshop Meeting Minutes of November 4, 2024
- B. Budget Workshop Meeting Minutes of November 6, 2024
- C. Monthly Board Workshop Meeting Minutes of November 21, 2024
- D. Closed Session Meeting Minutes of November 21, 2024
- E. Monthly Board Meeting Minutes of November 21, 2024

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

**CORRESPONDENCE TO THE BOARD FROM PUBLIC**

President Hix said board members received a letter from a resident regarding an event in our brochure, Drag Show Brunch. Hix said comments will be addressed back to the resident.

**PUBLIC COMMENTS**

None

**MOTION TO REPORT ON REVIEW OF CLOSED SESSION MEETING MINUTES**

President Hix made a motion to report on the review of closed session meeting minutes. Second: Commissioner Andrews.

Commissioner Andrews said the Board has completed the semi-annual review of closed session meeting minutes and has found there is still a need for confidentiality for the following meetings:

August 17, 2023	May 16, 2024
November 6, 2023	September 19, 2024
January 18, 2024	November 21, 2024
February 15, 2024	

In addition, there is a need for continued confidentiality of all previously identified closed session meeting minutes.

The board is also recommending destruction of tapes from closed session meeting minutes that are older than 18 months, with the exception of March 17, 2022 due to the sensitive nature of that meeting upon recommendation from legal counsel.

Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Motion passes 5/0.

### **ATTORNEY'S REPORT**

Attorney John O'Driscoll mentioned he would be speaking at the IAPD/IPRA Conference in January.

### **LEADERSHIP TEAM REPORT**

Executive Director announced Santa Claus is coming to Annerino Community Center on Friday, December 20 between 5:10 – 5:20 pm. then off the BRAC arriving at 6:10 – 6:20 pm.

### **TREASURER'S REPORT**

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the amount of \$472,272.26 subject to audit. Second: Commissioner McVey. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

### **LAISION REPORTS**

**Administration and Personnel** – Commissioner Vastalo – reported:

Commissioner Vastalo made a motion to approve Resolution 24-22 approving the destruction of certain Park District closed session audio recordings. Second: Andrews.

May 19, 2022	February 25, 2023 (1)
September 15, 2022	February 25, 2023 (2)
October 20, 2022	March 2, 2023
February 16, 2023	March 16, 2023

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

The 2025 Board Meetings have been scheduled for every third Thursday of the month except for September 25 and October 23 which will held the fourth Thursday of the month.

**Finance and Technology** – Commissioner McKay – reported:

Commissioner McKay made a motion to approve Ordinance 24-06 an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2025 and ending December 31, 2025.

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

Commissioner McKay made a motion to approve Ordinance 24-08 levying and assessing the taxes for the Bolingbrook Park District, Will County, Illinois for the Tax Levy Year 2024. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McKay made a motion to approve Ordinance 24-07 authorizing the Bolingbrook Park District to make changes to Section III (Guiding Parameters) of its existing Fund Balance Policy. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

**Buildings, Grounds and Natural Resources** – Commissioner McVey Hix reported: The 2025 work plan includes the replacement of two playgrounds (Knights of Columbus and Gateway Wetlands). The Bolingbrook Park District has been working with Upland Design for many years and plans on continuing that relationship in 2025 with the design of the 2025 playgrounds. The contract presented also has an option to proceed with the design of trails at Knights of Columbus to be bid alongside the playground bid. The trail portion is part of the ADA Trail Improvement Plan.

Commissioner McVey made a motion to approve Resolution 24-21 authorizing and approving agreement for architectural services with the Park District's 2025 Playground Renovations with Upland Design LTD of Plainfield, Illinois. Second: Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Staff are beginning to contact vendors to schedule projects that will be completed in 2025.

Beginning Thursday January 2, the cleaning service that the district is currently using, McBroom will be adding on days at the Annerino Community Center. Working 6 days with Fridays being their day off. Business as usual and we will continue to have coverage throughout the day.

Staff continues to winterize and prepare for the cold, making repairs to playgrounds.

The new slide arrived for Wipfler Park.

Central Park Spray Pad is close to being completed. System will stay winterized until Spring where it will be started to check for functionality. Anticipating opening around Memorial Day 2025.

Staff are working on updating the Intergovernmental Agreement with Valley View School District. Park District recommendations have been distributed to Valley View for their review.

**Recreation & Facilities** – Commissioner Hix reported:

- Early childhood programs complete fall classes for 2024 there were 284 children an increase of 60 children (21%) from fall.
- BPD Dance Company dancers attended a team building field trip to see the Salt Creek Ballet's performance of The Nutcracker on Sunday, December 1. The dancers had a great

time and had the opportunity to meet the performers and take photos on the stage after the show.

- There are three camps happening over the winter break; Lil Ninjas Winter Camp, Gymnastics Youth Camp, and Lil Ninjas New Years Camp
- November Party Stats: Nerf/Ninja/Gymnastics: 8 parties / 119 guests.
- REACH enrollment for the 2024-2025 school year is continuing to grow at two the sites, Pioneer and Jonas Salk Elementary School.
- Adult participants will take a journey “around the world” to view more than 50 decorated trees representing the holiday traditions of various cultures.
- Adult Pickleball classes have been added into the Winter Brochure for 2025. Participants can choose between a Beginner, Intermediate and Advanced class.
- This year Day One Sports Academy Coaches are teaching fundamentals of sports to 919 participants.
- Martial Arts slightly below projections but running strong at 964 participants.
- Climbing Wall Birthday Parties will be offered in 2025.
- Wallyball and racquetball combined have 666 participants. There has been an increase of 31 Wallyball rentals compared to 2023.
- Lifestyles Fitness recorded 5,919 visits to the fitness center and 3,609 group fitness visits for a total of 9,528.
- Turkey Burner Challenge had over 140 participants for the 1<sup>st</sup> year. Turkey Burner Workout had over 200 participants throughout the morning.
- Parkies Reindeer Games will be held on December 21 at Pelican Harbor.
- Pelican Harbor will be hosting the Bolingbrook Fire Department on December 16 and 18 to test and train with new underwater equipment.
- Year-to-date, swim lessons made \$370,759.16 in revenue, officially exceeding budgeted revenue.

**Marketing** – Commissioner Andrews reported:

Commissioner Andrews complimented Davie Burisek, Fitness Manager for his dedication to the fitness members and all the fun events the fitness team puts together throughout the year.

The marketing team will be completing a review of website keywords over the next four weeks. Keywords need to be updated regularly as an important aspect of our Search Engine Optimization (SEO) in order to connect with users’ search queries. This involves review updating content of every page of the website to match the new keywords.

The marketing team has partnered with the fitness team to offer a Lifestyles Level Up Challenge through the Goosechase App in January and February. The goal is to increase engagement with our members. Challenges will include items that must be completed within our facilities and at home. This also gives us an opportunity to highlight our parks and trails.

A total of 45 customers were contacted for customer service audits in November with a response rate of 51%. Overall feedback for the team was positive. A consistent pain point for customers is the registration process for Silver Sneakers classes. The team is aware of these challenges and are working through ideas to improve the system.



**Golf Course & Ashbury's** – Commissioner Andrews reported:

Ashbury's and Boughton Ridge Golf Course's total revenues are up 14.3% compared to the first 11 months of the year in 2023. Overall revenue is \$193,659 above 2023 YTD.

Overall revenue fell short of budget by \$19,809 for November. Revenue is \$33,926 short of YTD budget and \$193,659 ahead of revenue at this time last year.

Banquet Revenue totaled \$15,524 which was 37.6% below budget of \$24,896.

Operational Expenses were managed well throughout the month. Payroll was .7% over budget for the month. Overall operating expenses are .5% under budget YTD.

### ***Meetings, Events & Promotions***

- Hosted the Turkey Shoot Golf Outing with 48 golfers, achieving a sell-out.
- Catered food to Angelic Kindness Charity event at Bolingbrook Golf Club, donating an item and the charity paying for an item.
- Held Comedy Night, with 61 attendees.
- Featured live music by a local musician, enhancing the dining experience.
- Hosted two Park District Budget Workshops and a three-day corporate meeting for Wi-Tronix with 25 attendees.
- Hosted three birthday parties, four baby showers and three youth sports meetings.
- Ashbury's participated in the Holiday Cheer Challenge through the Chamber of Commerce as a vendor on December 5 at the Bolingbrook Golf Club and was matched up with Operation Christmas. Operation Christmas received the most donations during the evening. As a result, Ashbury's will host the Holiday Cheer Challenge next December.
- Heroes of Rock Show featuring Skip Griparis doing his 50s, 60s, 70s Heroes of Rock Show will be held January 11. Skip is from the Olivia Newton John Band/New Colony Six band/Major League Movies).
- Trivia Nights are continuing each Tuesday night.

**NWCSRA - Commissioner Andrews reported:**

- The Annual NWCSRA Recognition Dinner was held on December 12 at the Bolingbrook Golf Club. A great time was had by all 180 in attendance.
- 19 NWCSRA members of the NWCSRA Swim Team competed in the 45th Annual FVSRA Swim Meet on Saturday, December 7. Each swimmer competed in two events and eight of those swimmers competed in two relays.
- Three NWCSRA athletes will be competing at the 2024 Regional Snowshoeing Competition being held at Mt. Greenwood Park on December 14. All three athletes will run the 50-meter and 100-meter dash. All gold medal winners will advance to the State Finals, February 11-13 in Galena.
- The five NWCSRA Wolves basketball teams are entering their eighth week with five games under their belt, preparing them for their Regional Basketball Competition on January 26. Players from all five teams will compete against Romeoville village officials on January 14 at the Romeoville Recreation Center. This is a great opportunity to enjoy watching the Wolves and celebrating with pizza provided by Mayor Noak after the game.

**UNFINISHED BUSINESS**

None

**PUBLIC COMMENT**

Alice Murray, a resident of Bolingbrook expressed concern regarding pickleball screens that were blown down at Indian Chase Meadows and their replacement in the spring. Ms. Murray said the screening that was put up is inadequate. Pickleball players are requesting more aggressive screening.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioners wished everyone Happy Holidays.

Executive Director Mike Selep congratulated Mike Mackaluso General Manager of Ashbury's for winning the Holiday Cheer Challenge. Ashbury's will host next years event.

**CLOSED SESSION**

None

**ADJOURNMENT**

President Hix made a motion to adjourn from the regular board meeting at 7:37 pm. Second: Commissioner McKay. All in Favor "Ayes".

**Minutes Verification Signature**

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