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

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

Motion Commissioner Vastalo, second Commissioner McKay 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

Director of Business and Technology, Debbie Chase reported:

- Submitting for board approval a check signatory change at the February 25, 2023 Special Meeting.
- Resolution 23-08 is for the AVI upgrade at Ashbury's for their audio/visual system. The system is at end of life. The amount is $73,304.00.

Director of BGNR, Chris Finn reported:

- Resolution 23-04 is for the purchase of a Kubota Utility Tractor used to pull the triple deck mower which is also used to mow all the large grassy areas. The current tractor is 22 years old.

Superintendent of Projects and Loss Prevention, Chris Corbett reported:

- Resolution 23-05 contract for flooring replacement for Annerino office carpet, BRAC Zone, and alternate #1 being the community room at BRAC.
- Resolution 23-06 awarding a contract in the amount of $63,468.00 to Fence Connection for the cedar fence replacement at Indian Boundary, subject to Attorney review and approval.
- Resolution 23-07 awarding a contract in the amount of $131,776.85 to Innovation Landscape which includes alternate #1 and #2 for wood fiber at Balstrode and Erickson Parks.

The Board had no questions.

Indian Boundary Fence Update – Chris Corbett updated the board regarding the fence and issue with residents:

- There are trees (two Silver Maples and other invasive species trees / shrubs) along the existing fence line at Indian Boundary (on park district property) that are pushing on the fence causing the fence to fall.
- Staff reviewed the GIS (Geographical Information System) to review existing property lines to see where trees fall prior to staff removing.
- Upon reviewing GIS, staff saw existing fence is approx. 15 feet west of actual property line.
- Staff then hired Surveyor to obtain actual survey data.
- Survey confirmed property lines are actually 14 feet within Churchill Residents current property.
- Tressler LLP was contacted to verify if the park district should still recommend contract for purchase / installation of fence (intended to be placed at existing location). Residents currently have personal items on park district property.

- Staff went house-to-house (12 houses) on Monday, February 13 with letter to discuss replacement of fence and removal of trees (that are within residents' fence line, but on park district property) to gauge feedback / concerns. Five residents had no questions.
- One resident installed a gate on park district fence line to allow access for their boat to go in and out at the backside of their house. They modified the fence without park district approval.
- Chris met with the Administrative Team and it was agreed the park district should not allow residents to modify park district property for their personal use.

Commissioner Hix asked if this was the existing fence on the west side of Indian Boundary Road, Chris replied "yes". Chris said the new fence will be placed in the same location where the old fence is.

Chris will reach out the residents to let them know when the tree removal will begin. Staff will not encroach on resident's property to remove trees.

The board had no further questions.

Compensation Survey Process Update; Terri Tamer, Superintendent of Human Resources reported:
- The Compensation Survey process is the part of the Strategic Plan for the second quarter.
- Working with HR Source for full-time positions. Forty-two positions are being reviewed.
- The goal is to have the new structure plan by June for the 2024 budget.

Indian Boundary Theft Update: Mike Baiardo, Director of Facilities reported:
- The property stolen was stored inside a shipping container.
- The Cricket league is liable for the property stolen.
- Cricket has asked to put in electric for security cameras or lighting.
- Must go through process of providing information to the district requesting electric.

Festival of Colors Update: Mike Baiardo, Director of Facilities reported:
- Hindi Festival of Colors is a celebration of a Hindi Holiday called Holi.
- This event will be a rental held at and around Trojan Shelter.
- Contract and certificate of insurance is required.

Mike Baiardo announced the All Staff Training (in-person) will be held on Saturday, May 20 at Brooks Middle School starting at 8:30 am. More details to follow at a later date.

Communication from the Public
None

Unfinished Business
None

New Business
None

Closed Session
None

Adjournment

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:56 pm. Second Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature

Bolingbrook Park District Board Secretary
Jake McVey

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

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

President 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 Andrews to approve the following meetings:

A. Special Meeting Minutes of January 12, 2023
B. Monthly Board Workshop Meeting Minutes of January 19, 2023
C. Monthly Board Meeting Minutes of January 19, 2023

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

Commissioner Andrews received a verbal comment from a person asking if the district would consider giving residents rental discounts at Ashbury's. The board had no comment.

ATTORNEY'S REPORT

Attorney, John O'Driscoll said the Governor has indicated they will be bringing the executive order emergency declarations to an end in the distant future.

LEADERSHIP TEAM REPORT

No report

TREASURER'S REPORT

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the $438,777.68 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:

- All audits balanced
- One false alarm reported

Finance and Technology – Commissioner Hix reported:

Commissioner Hix made a motion to approve Resolution 23-08 approving Requisition #REQ0010185 in the amount of $73,304.00 for audio/visual upgrade through AVI Systems, Inc. Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, Vastalo. Nays: None. Absent: None. Motion carried 5/0.

The bond issue closed yesterday as expected with no issues or problems.

Hix met with the finance committee yesterday and said the district is still in a good financial position and moving in the right direction.

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

With staff recommendation Commissioner Andrews made a motion to approve Resolution 23-04 authorizing purchase of one (1) Kubota Utility RoPS Tractor with 4wd and hydraulic-shuttle transmission not to exceed $36,290.71 for the Natural Resources, Horticulture & Turf Department from Burris Equipment Company of Joliet, Illinois. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, Vastalo. Nays: None. Absent: None. Motion carried 5/0.

With staff recommendation Commissioner Andrews made a motion to approve Resolution 23-05 awarding a contract including Alternate #1 in the amount of $44,310.00 to Douglas Floor Covering, Inc. of North Aurora, Illinois for Flooring Replacement (Carpet & VCT) 2023. Second Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, Vastalo. Nays: None. Absent: None. Motion carried 5/0.

With staff recommendation Commissioner Andrews made a motion to approve Resolution 23-06 awarding a contract in the amount of $63,468.00 to Fence Connection, Inc. of Elgin, Illinois for the Indian Boundary Cedar Fencing Replacement 2023. Second Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, Vastalo. Nays: None. Absent: None. Motion carried 5/0.

With staff recommendation Commissioner Andrews made a motion to approve Resolution 23-07 approving contract in the amount of $131,776.85 to Innovation Landscape for Bolingbrook 2023 Playground Renovations including Alternates #1 and #2 (Oswego, Illinois). Second Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, Vastalo. Nays: None. Absent: None. Motion carried 5/0.

The district was awarded the Comed grants for the B&G building LED lighting for inside and outside, along with the BRAC gymnasium lights. Staff is working with our contractor Twin Supplies to get the B&G LED light project wrapped up for interior and exterior lights.

WinterFest 2023 was very well attended. A lot of staff helped set up and break down for the event. Andrews was sure the residents enjoyed the festival.

Full-time hourly staff completed their reviews in the Ascentis program. This was a new process for staff and they were receptive to change and had some comments for the future. Managers and Part-Time staff are currently doing their reviews.

The Grounds and NRHT crews continue to work on parking lots, sidewalks, and paths to keep them clear of snow and ice from the few storms we have had.

New carpeting was installed in the gymnastics viewing area.

The parks staff continue with winter projects, painting and repairing picnic tables and welcome park signage.

The parks staff are also removing Erickson and Balstrode playgrounds in preparation for the contractor to install the new playgrounds this spring.

Staff are ordering materials and supplies for sport fields, playgrounds, and sports courts.

Players benches at several sites (Indian Boundary, Remington, Wipfler, Central) are being delivered this week and will be installed by staff.

The NRHT staff have been working hard on tree maintenance this winter. The Horticulture and Turf crews have been trimming trees in all parks between Schmidt Road and Veterans Parkway.

Village of Bolingbrook assisted the Park District in bank stabilization of the Lily Cache Creek at Oasis Park. Big thank you to the Village for their assistance and support.

Pelican Harbor shade structures are on order and have an estimated ship date of March 10.

Staff purchased new player dugout benches for Central Park, Werth Tee-Ball Complex, Wipfler Park, and Indian Boundary Park. Staff will be replacing benches upon arrival and prior to the sports seasons.

Recreation – Commissioner McKay reported:

Recreation
Winterfest was a success with many smiling faces. Over 400 people were estimated to have stopped by. Although the event conditions were cold and windy, that did not deter the many families that attended to try some outdoor family fun.

Mini Mardi Gras Pop-Up Event for ages 2–6 years with adult is scheduled for Monday, February 20. There will be fun activities such as mask decorating, spontaneous parades, making festive slime and more.

There is a total of 130 enrolled for the Winter/Spring dance session. Early childhood classes make up the majority with 99 dancers in 14 classes. Youth has 3 classes with 21 dancers and there are 10 dancers in 2 adult classes.

The gymnastics winter session is running well. Preschool enrollment is at 145. The Illusions Gymnastics Team had a great start to their 2023 season on January 14 and 15 in Riverside Brookfield. Level 2 finished 1st place in the Small Group Category, Level 3 finished 2nd place in the Large Group Category, Level 4 finished 2nd in the Small Group Category, and Tillina Ross finished 1st in All Around in the Excel Gold Division!

Ninja enrollment for the winter session is at 122. There was such a demand for signups that another time slot was added to the week.

Chasewood Learning Programs for the two winter sessions have great enrollment numbers with 45 already enrolled for the Minecraft or LEGO Robotics.

Facilities

Fitness
January recorded 81 new memberships and 27 renewals, which came in over our projection of 65 total memberships for the month. This brings our current membership total to 688.

Lifestyles Fitness recorded 8,294 visits for the month of January which is the highest total of visits in a month since February of 2020.

Aquatics
The pool made $121,193.15 in revenue overall in the month of January and expenses were $43,037.37. The pool is already off to a big start for the 2023 making a net worth of $78,155.78.

Daily admissions for 2023 has currently exceeded budget by grossing $11,804.00 in revenue. The budgeted amount for January 2023 was $4,700.00.

Daily paid admissions were above expectation by 40%. Daily member admissions for January were 1,442.

There was a total of 84 new Pelican Harbor Annual Aquatic Memberships purchased in the month of January.

Birthday Parties made $18,063.00 in the month of January and was budgeted for $5,850.00.

Private rentals made $13,917.75 in the month of January and was budged for $4,021.00.

Group bookings made $3,792.00 in the month of January and was budgeted for $120.00.

Youth
141 registered in 13 offerings compared to 86 registered last January-February offerings.

Overall youth athletics & martial arts participation numbers: Winter 2023 – 371, Winter 2022 – 276

Marketing – Commissioner McVey reported:

The December and January digital campaign proved to be successful receiving a total of 842 web visits and clicks to the Lifestyles Fitness page directly from the digital advertisements.

The team met with Meijer representatives to discuss continuing our partnership into 2023. They are pleased with programs and offerings for the community and would like to continue supporting those initiatives through sponsorship.

The Bolingbrook community is proud that the Drafke Park playground is getting new life in Kenya. This single post reached 58,151 people and had over 2,683 reactions from being shared over 217 times.

January served as the launch for the new customer care phone audit process. Each month, the Assistant Customer Care Manager will call customers who have completed transactions at our front desks to follow-up on their experience with our team. A total of 15 audits were performed in January. We are excited to report the team hit their goal of 100%. Customers said their interactions with staff were great and some even offered a few recommendations on ideas and improvements for the district. Those ideas were then shared with the appropriate managers. We are excited for this new audit process to help us determine where we can make improvements.

Golf Course & Ashbury's – Commissioner McVey reported:

January overall revenue started off the year good. We are over by 8.8%.

Year- to-date operational expenses are projected at a savings of 22%.

The Frost Bite Open is Saturday, February 18.

NWCSRA - Commissioner McVey reported:

The final pieces of equipment for the Sensory Room arrived in late January. NWCSRA has worked with Valley View School District to begin bringing classrooms to the Bolingbrook Sensory Room to pilot programs that will officially begin with local school districts in the fall.

The second annual Celebration of Special Recreation is scheduled for Saturday, October 7 at the Annerino Community Center. Contributing partners from last year's event are on board to participate again this year. In addition, we are seeking commitments from new SRA and community partners that have expressed interest in participating this year.

NWCSRA's Executive Director, Mike Selep, won the IPRA Chairman's Award at the IPRA/IAPD Annual Conference. The Illinois Parks and Recreation Association Chairman gives the award to an individual who has contributed to the profession, supported them during their tenure, and has made an impact on them personally and professionally.

At the December 15, 2022, NWCSRA Board Meeting, Ron Oestreich was honored for his contributions as a board member of the agency and leadership in merging of LCSRA with NWCSRA. Staff and the Board of Directors were in attendance. Staff said many nice words and Ron replied what NWCSRA meant to him and his family.

UNFINISHED BUSINESS
None

COMMUNICATIONS FROM THE PUBLIC
None

NEW BUSINESS
None

ANNOUNCEMENTS
None

CLOSED SESSION
President Vastalo made a motion to enter into Closed Session at 7:20 pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing (11) the employment, discipline and performance of specific employees. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to adjourn from Closed Session at 7:53 pm. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

ADJOURNMENT

President Vastalo made a motion to adjourn from the regular board meeting at 8:05 pm. 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
Special Meeting Minutes
February 25, 2023

President Vastalo called the meeting to order at 9:00 am. 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.

Motion Commissioner Vastalo, second Commissioner Hix to approve Resolution 23-09 approving authority for district check signatories. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Communication from the Public

None

Closed Session

President Vastalo made a motion to enter into Closed Session at 9:01 am pursuant to 5 ILCS 120/2 (c) for the purpose of discussing (1) the employment, discipline and performance of specific employees. Second: Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to adjourn from Closed Session at 11:56 am. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to enter into Closed Session at 12:48 pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing (1) the employment, discipline and performance of specific employees. Second: Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McVey made a motion to adjourn from Closed Session at 5:52 pm. Second: Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Adjournment

Commissioner Vastalo made a motion to adjourn from the Special Meeting at 5:53 pm. Second: Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature

Bolingbrook Park District Board Secretary
Jake McVey

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Special Meeting Minutes
March 2, 2023

President Vastalo called the meeting to order at 5:00 pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

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

Communication from the Public
None

Closed Session
President Vastalo made a motion to enter into Closed Session at 5:02 pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing (1) the employment, discipline and performance of specific employees. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

President Vastalo made a motion to adjourn from Closed Session at 8:29 pm. Second: Commissioner Hix. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Adjournment
Commissioner Vastalo made a motion to adjourn from the Special Meeting at 8:30 pm. Second Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature

Bolingbrook Park District Board Secretary
Jake McVey