

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**February 20, 2025**

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

Motion President Hix, second: Commissioner Andrews to approve agenda as submitted. Roll call: Ayes: Andrews, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. Motion passed 4-0-1.

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

Executive Director Mike Selep presented an ordinance for board approval.

Ordinance 25-04 authorizing amendment to the Personnel Policy regarding Change of Qualification Rate of Illness and Injury Pay for full-time employees. Mike Selep explained it would be for new employees, changing the accrual rate from when they start from 1.5 hours per pay period to 3.08 per pay period putting them at the same amount as all other employees of the park district.

Superintendent of Projects and Loss Prevention Chris Corbett presented resolutions for board approval.

Resolution 25-02 awarding a contract in the amount of \$161,000.00 to Mid-America Pool Renovation, Inc. (Grandview, Missouri) for the indoor Pelican Harbor leisure pool resurfacing 2025 project. Corbett explained the district is switching from a Diamondbrite to an Interglass system. Diamondbrite is a five-year warranty and Interglass is a 25-year warranty.

Resolution 25-03 authorizing the 2025 Purchase of Playground Equipment for Gateway Wetlands Playground from Kompan, Inc. of Austin, Texas.

Resolution 25-04 authorizing the purchase of playground equipment for Knights of Columbus from Landscape Structures, Inc. of Delano, Minnesota.

The board had no questions.

## *District Operations and Activities Update*

Executive Director Mike Selep reported:

- The South Suburban Park & Recreation Professional Association (SSPRPA) Legislative Breakfast is tomorrow.
- The Valley View Educational Enrichment Foundation Dinner is Friday, March 7.
- The Jerry Hix Park Dedication will be held Saturday, April 26. The dedication will start at 9:45 am and the Arbor Day Celebration with the Village of Bolingbrook will begin at 10:00 am.
- The Spray Pad Dedication will be held on Wednesday, May 28 at 4:00 pm.
- Due to the BOBB Awards event on Thursday, April 17 the Executive Director would like to move the Board Workshop meeting time up to start at 4:00 pm and the regular Board meeting to start at 4:30 pm. The board agreed to the time change.

## *Update*

Debbie Chase, Director of Business and Technology reported:

- Remote Work Policy – asked the board to review the policy for approval next month.
- Business Continuity Plan – minor update - incorporating the red binder for safety purposes as part of the Operations Manual. Debbie Chase asked the board to review for approval next month.
- Cybersecurity Training PDRMA – Debbie will sign up board members for the 30-minute training. Training should be available next week.
- SAS 99 Interviews (Fraud) – Debbie said emails will be going out to board members re fraud awareness.

Chris Corbett – Superintendent of Projects and Loss Prevention reported:

- Met with the school district to review the Intergovernmental Agreement (IGA) as it relates to the Bolingbrook Athletic Counsel (BAC). The park district presented some suggestions and are waiting for the school district to review and bring forth their suggestions.
- Met with the Forest Preserve District of Will County to discuss the extension of DuPage River Trail at Weber Road between Royce Road and Boughton Road.

Mike Selep, Executive Director reported:

- Some discussions took place regarding Kemper Sports and the agreement extension for Boughton Ridge/Ashbury's. Looking to finalize the agreement in a few weeks.
- Community Survey – Conducted five focus groups. Staff reviewed the transcripts and will have a debrief meeting with Customer Life Cycle, Inc. next week.

Commissioner Andrews asked for clarification regarding U.S. Immigration and Customs Enforcement (ICE) visits. Mike said ICE would not go out to parks and pickup people, they would come to the Administrative Office first to ask for documentation. Mike said we don't

think there is any concern. The park district checks for and retains thorough employment documentation on all employees.

**Public Comment**

None

**Unfinished Business**

None

**New Business**

None

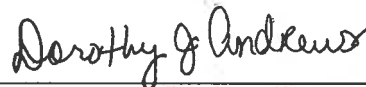
**Closed Session**

None

**Adjournment**

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

**Minutes Verification Signature**



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

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**February 20, 2025**

President Hix called the meeting to order at 7:13 pm. Roll call: Andrews, Vastalo, McVey, President Hix. Absent: McKay

The meeting began with the Pledge of Allegiance.

Commissioner Hix made a motion to approve the agenda as submitted. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, Vastalo, McVey, President Hix. Nays: None. Absent: McKay Motion passed 4-0-1.

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

- Monthly Board Meeting Workshop Minutes of February 20, 2025
- Monthly Board Meeting Minutes of February 20, 2025

Roll Call: Ayes: Andrews, Vastalo, McVey, President Hix. Nays: None. Absent: McKay, Motion passed 4-0-1.

**CORRESPONDENCE TO THE BOARD FROM PUBLIC**

Commissioner Andrews received an email from a mom who was grateful that Andrews was able come and talk to the boy scout troop about the park district. Andrews said she distributed brochures and thinks it might have sparked an interest in some wanting to sign up for programs.

Commissioner Hix received an email from a resident who offered the park district a 340 lb. big screen tube television. Staff said it was a nice thought, but the TV was not needed.

**PUBLIC COMMENTS**

None

**ATTORNEY'S REPORT**

Attorney John O'Driscoll reported there has been movement in the Promenade tax appeal issue.

**LEADERSHIP TEAM REPORT**

Executive Director, Mike Selep thanked the BGNR team for an amazing job keeping up with snow removal the last couple weeks.

Selep also thanked Debbie Chase, Director of Business and Technology who has been working about 3 different positions. She has been doing a fantastic job along with her team.

### **TREASURER'S REPORT**

In the absence of Commissioner McKay, Commissioner Hix made a motion for the approval of payment of bills including travel reimbursement in the amount of \$832,253.20, subject to audit. Second: Commissioner Andrews. Roll call: Ayes: Andrews, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. None. Motion passed 4-0-1.

### **LAISION REPORTS**

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

- With staff recommendation Commissioner Vastalo made a motion to approve Ordinance 25-04 authorizing amendment to Personnel Policy regarding Change of Qualification Rate of Illness and Injury pay for Full-time Employees. Second: Commissioner Andrews. Roll call: Ayes: Andrew, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. Motion passes 4-0-1.
- Commissioner Vastalo announced the Bolingbrook Chamber of Commerce Ambassador “A: Team members who are present tonight are Beth Benner, Debbie Chase, Chavonda Cochran, and Mike Selep.

**Finance and Technology** – Commissioner Hix reported on behalf of McKay:

- Financials are looking very strong.

**Buildings, Grounds and Natural Resources** – Commissioner McVey reported:

- Gateway Wetlands Park playground purchase - equipment is being purchased through OMNIA Partners cooperative purchasing program that competitively bids equipment on behalf of its members. After the OMNIA discount, the total cost of all equipment is \$67,275 in which the district received a savings of 28% (\$23,100). A Resolution including playground renderings and equipment cost is included in this Board packet.

*Commissioner McVey made a motion to approve Resolution 25-03 authorizing the 2025 purchase of playground equipment for Gateway Wetlands Playground from Kompan, Inc., of Austin, Texas. Second: Andrews. Roll call: Ayes: Andrew, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. Motion passes 4-0-1.*

Knights of Columbus Park playground equipment is being purchased through Sourcewell cooperative purchasing program that competitively bids equipment on behalf of its members.

*Commissioner McVey made a motion approve Resolution 25-04 authorizing the 2025 purchase of playground equipment for Knights of Columbus from Landscape Structures,*

*Inc., of Delano, Minnesota. Second: Andrews. Roll call: Ayes: Andrew, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. Motion passes 4-0-1.*

The 2025 work plan is to remove the current indoor Pelican Harbor diamondbrite surfacing of the leisure pool and replace it with an Interglass system. If replacing the current system with diamondbrite, the Park District would receive an eight-year warranty. The newly specified Interglass system provides the Park District with a twenty-five-year warranty. Staff visited sites that currently utilize the Interglass system and agree it would be a positive change for the district. Reference phone calls to those agencies currently utilizing the Interglass system also came back positively. Interglass is used in other Parks & Recreation agencies, along with the hotel industry. The low bid of \$161,000.00 was provided by Mid-America Pool Renovation, Inc. Mid-America Pool Renovation, Inc. has completed similar work for the Park District in the past with quality results. The work is scheduled to occur during the indoor PH pool shutdown starting Monday, August 4 and being completed by August 13.

*Commissioner McVey made a motion to approve Resolution 25-02 awarding a contract in the amount of \$161,000.00 to Mid-America Pool Renovation, Inc. (Grandview, Missouri) for the Indoor PH Leisure Pool Resurfacing 2025 Project. Second: Vastalo. Roll call: Ayes: Andrew, Vastalo, McVey, President Hix. Nays: None. Absent: McKay. Motion passes 4-0-1.*

- Bathroom partitions at Central Park Concessions and Indian Boundary Comfort Station have been replaced.
- Counters, sinks and faucets at the Annerino Community Center have been replaced. Current counters were from 1999 facility renovation.

Counters, sinks and faucets at Bulldog Park have arrived. Staff are waiting for warmer weather to install prior to the softball season.

- Staff contracted with Synergy Sports Charlotte, LLC to perform a feasibility study to review the economic, financial benefits to modify Trojan Football field at Central Park into a multisport turf facility

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

- In Recreation - activity levels are good. Strong programs with good involvement.
- Fitness had 10,000 visitors this month.

**Marketing** – Commissioner Andrews reported:

- Bolingbrook Bank & Trust has renewed their sponsorship for the Bolingbrook Park District Financial Assistance Program. They will also be hosting financial education seminars throughout the year.

- Bolingbrook Park District has secured the Star 96.7 studio sponsorship media buy for March-August again. This buy includes mentions at the top of every hour (24 hours/day, 7 days/week) on Star 96.7. It also includes features on the station's website. This buy allows the district to highlight different areas of the programming and facilities as well as drive people to our website.
- Website consumption has improved since last month.
- Social media is also trending up.
- A total of 50 customers were contacted for customer service audits in December with a 66% response rate. The only suggestion for improvement was regarding pool parties and rentals being booked out so early. Parties are booked out through the spring and privates for the summer. Customers are frustrated that available slots book up so quickly.
- Totals calls and transactions are up from last month.

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

- Ashbury's and Boughton Ridge Golf Course's total revenues for the month of January are ahead of budgeted revenue by \$4,817, which is 12.5% above budget. Revenues are up \$2,877 year to date above 2024, which is 7.1% compared to 2024.
- Golf budget is minimal in January due to weather considerations; however, revenues exceeded budget by \$72.
- Expenses were managed well throughout the month.
- Payroll was 8.1% under budget for the month.
- Overall operating expenses are 10.3% under budget YTD.

Following ongoing events: All you can eat Fish Fry on Fridays and Trivia Nights are continuing on Tuesday nights.

**NWCSRA** - Commissioner Andrews reported:

- Three of the NWCSRA Wolves basketball teams (Gold, White and Black) finished in first place at the January 26 regional tournament, which advanced them to the Special Olympics State Basketball Competition in March at Illinois State University. Wolves Grey team fell short finished second, losing their final game by 1 point. Wolves Green finished their final game strong and finished in fourth place. Great season for all basketball players! Best of luck at the State Tournament to the Gold, White and Black teams!
- In efforts to grow adapted sports opportunities for individuals with physical disabilities, NWCSRA will be joining forces with three other Special Recreation Associations to provide a sled hockey experience for individuals with disabilities on March 25 from 6:00-8:00 pm at the Darien Sportplex. The goal of this experience is to for SRAs to collaborate to expose individuals to the sport opportunities.
- Bridget Brittman was hired as NWCSRA's new Marketing Manager. She will start her new position on February 17.

**UNFINISHED BUSINESS**

None

**PUBLIC COMMENT**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Hix announced there will be a Lions Club St. Paddy's Day Dinner on Saturday, March 15 at the Levy Center. Doors open at 6:00 pm. and dinner will be served at 7:00 pm. \$30 for adults, \$10 for kids.

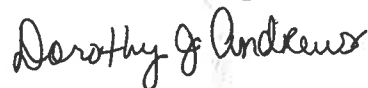
**CLOSED SESSION**

None

**ADJOURNMENT**

President Hix made a motion to adjourn from the regular board meeting at 7:43 pm. Second: Commissioner Vastalo. All in Favor "Ayes".

**Minutes Verification Signature**



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