

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**March 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**

Chris Finn, Director of Buildings, Grounds and Natural Resources talked about the Indian Boundary fence situation. Some discussion ensued. The board had no questions.

Attorney James Hess presented 3 options to the Board regarding the fence.

1. Removal of the fence and not replacing the fence
2. Remove current fence and replace the fence
3. Sell property to individual residents

The Board will discuss and choose a timeline.

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

Debbie Chase, Director of Finance and Technology presented three resolutions for board approval.

1. Debbie Chase, Director of Finance and Technology presented Resolution 23-12 approving Requisition #REQ0010466 in the amount of \$30,400.00 for VSI RecTrac Hosted Services through Vermont Systems, Inc. Debbie reported this will give us a much stronger up time for the connectivity going to the districts website. It will also give us a high redundancy and backup. The board had no questions.
2. Chris Finn, Director of BGNR presented Resolution 23-10 awarding a contract in the amount of \$26,976.00 to Pavement Systems, Inc. of Blue Island, IL with no alternates for Sealcoating Asphalt Pavement 2023. Chris reported this would include several paths throughout the pathway system, Deatherage/Drdak parking lot and the cart path at Boughton Ridge Golf Course. The Board had no questions.
3. Mike Baiardo, Director of Facilities presented Resolution 23-11 approving an Agreement between Bolingbrook Athletic Council and the Bolingbrook Park District. Mike reported the agreement goes through December 31, 2023. All members in attendance voted “yes” from the BAC organizations. The Board had no questions.

Debbie Chase discussed Phishing and Whaling emails. Debbie reminded everyone to pay close attention to where things are coming from and the wording that is used in the emails. Attacks are escalating. Debbie will be sending out updates for things to look for.

Chris Finn announced Arbor Day tree planting will be held Saturday, April 29 at the Annerino Community Center.

Mike Baiardo announced there will be no T-Ball Parade this year. T-Ball will play their four games on April 22 starting at 9:00 am to 1:00 pm.

**Communication from the Public**

None

**New Business**

None

**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:55 pm. Second Commissioner Andrews. All in Favor "Ayes".

**Minutes Verification Signature**

  
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**Bolingbrook Park District Board Secretary  
Jake McVey**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**March 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 Andrews 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 McVey to approve the following meetings:

- A. Monthly Board Workshop Meeting Minutes of February 16, 2023
- B. Monthly Board Meeting Minutes of February 16, 2023
- C. Closed Session Meeting Minutes of February 16, 2023
- D. Special Meeting Minutes of February 25, 2023
- E. Special Meeting Minutes of March 2, 2023
- F. Closed Session Meeting Minutes of February 25, 2023
- G. Closed Session Meeting Minutes of March 2, 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**

Alice Murray, a resident of Bolingbrook said she heard the hot tub was not working and asked if it has been fixed. Sarah Sielisch, Aquatic Manager said the hot tube was fixed and running today. Ms. Murray also heard the district might be removing the hot tub. Commissioner Vastalo said she has not heard any rumors of the hot tub being removed.

Ms. Murry inquired about the tree removal process in the parks She asked how many trees have been removed. Chris Finn, Director of BGNR said he did not have a number and would follow up with her to answer to her questions.

**ATTORNEY'S REPORT**

Attorney John O'Driscoll reminded the board to file their Economic Statement of Interest which is due May 1, 2023.

**LEADERSHIP TEAM REPORT**

Beth Benner, Administrative Assistant said the Wahlgren family sent a card thanking the Board, Administrative Team, and the Recreation and Facilities team for the beautiful flowers for Tru Wahlgren's service.

Beth Benner displayed a plaque from IAPD certifying that the Bolingbrook Park District has been a member in good standing since 1971 and is a member in good standing for the year 2023.

Beth Benner turned the floor over to Susan Meier who introduced Daniel DeLara the new System Support Specialist.

Susan Meier, Day Camp, Reach & Enrichment Manager said Daniel came to the district from Phillips Flowers. He worked there for almost 18 years. Thirteen of those years he was their Information Technology Tech Support person. Daniel is a resident of Bolingbrook. He has been married for sixteen years and has four beautiful children. He enjoys the outdoors, fishing, and fixing cars. He is currently enrolled at Rasmussen College where he is continuing his education.

### **TREASURER'S REPORT**

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the amount of \$664,691.12, subject to audit. Second Commissioner McKay. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

### **COMMITTEE REPORTS**

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

The District held a Job Fair on March 8 from 4:00 pm to 7:00 pm. There were 23 permanent part time and seasonal jobs posted. Advertisements went out to 63 schools, colleges, and churches.

All Staff Training will be held at Brooks Middle School on Saturday, May 20, 2023. The training will include safety, wellness, cyber security and security awareness, and whistle blower training.

One full time and twelve part time employees were onboarded in February.

Commissioner Vastalo turned the floor over the Debbie Chase, Director of Business and Technology who requested to make an amendment in Resolution 23-12 to replace Vendor with Vermont Systems, Inc and approve as amended.

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

The District recommends moving to hosted point of sale services platform for RecTrac, our recreation point of sale and work order applications. Our web transaction services are already hosted by VSI. This move to a hosted platform will increase uptime, expand redundancy in services with the two data centers they host, provide an improved business continuity/disaster recovery scenario and allow for improved integration with our website due to the increased uptime.

*Commissioner Hix made a motion to approve Resolution 23-12 approving Requisition #REQ0010466 in the amount of \$30,400.00 for VSI RecTrac Hosted Services through Vermont Systems, Inc. as amended. Second Commissioner Andrews. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

Commissioner Hix welcomed Daniel DeLara.

The Park District hosted the IGFOA roundtable which focuses on meeting the specific needs of park district finance professionals.

Commissioner Hix reported he attended the finance committee meeting yesterday and said the financial strength of the district's position continues to increase. Operationally staff are doing a spectacular job.

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

*With staff recommendation Commissioner Andrews made a motion to approve Resolution 23-10 awarding a contract in the amount of \$26,976.00 to Pavement Systems, Inc. of Blue Island, Illinois with no alternates for Sealcoating Asphalt Pavement 2023. Second Commissioner McVey. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

Both the BRAC Gymnasium and the B&G Building LED ComEd grant projects have been completed. The application for the Lily Cache LED light project has been submitted to ComEd.

Staff will start to work on spring items, opening concession stand bathrooms, turning irrigation systems back on, and getting outdoor buildings ready for spring use.

Staff removed the playgrounds at Erickson and Balstrode parks. The installer will be starting the new playground installations later this month.

We received new benches for the parks after a long wait. Staff will be installing 4 memorial benches, and several other benches throughout the park system.

The natural resources crew has been working on clearing projects, removing invasive and undesirable plant species just off the trail along the Lily Cache Greenway.

The turf crew has begun aerating parks, grinding tree stumps, and preparing the parks for mowing season.

Contractor has mobilized on site with construction fencing as of March 1. Staff removed playgrounds the week of March 6 for construction to begin the week of March 20. Staff are anticipating playgrounds to be complete and open to the public by 1<sup>st</sup> week in May (weather dependent). All playground equipment and benches are on site ready for installation.

Staff met with the Village of Bolingbrook to discuss the transition of police services from Mike Baiardo to Chris Corbett as the new Loss Prevention Manager.

Pelican Harbor's new shade structures arrived the week of February 20. Staff removed the existing structures to prepare for the installation of new units. Contractor will begin installation of the new shade structures the end of March or beginning of April well in time for the opening of Pelican Harbor. The new units are 20' wide center posted structures that look similar to the units on the island.

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

**Recreation**

- Currently there are 150 children enrolled in preschool.
- Registration for current families enrolled in preschool and Little Learners classes took place in February. There was an increase of 31 children, which is a 60% increase from the 2022-2023 school year.
- Early childhood programs continue to exceed expectations with enrollments. Winter session 2022 had 78 children enrolled in program offerings and winter session 2023 is at 158 which is a 51% increase in participation.
- The theatre department will be offering the musical *Annie Kids* on May 18-20 at the Village Hall Community Center. Tickets will go on sale for all three shows on Monday, April 3.

- Gymnastic enrollment is strong, with 241 participants enrolled in the winter session. Developmental classes lead the way with 136 participants. Preschool gymnastics is doing well with 75 and teams are strong with 30 participants.
- Ninja enrollment for the spring session is high again with a total of 118 ninjas in the programs. 76 participants are in the Lil Ninjas classes while 42 are in the regular Ninja level classes. Staff are excited to offer a new level of Lil Ninjas beginning this spring, Lil Ninjas Two, an advanced 3 to 5-year-old Ninja level.

*With staff recommendation Commissioner McKay made a motion to approve Resolution 23-11 approving an agreement between the Bolingbrook Athletic Council and the Bolingbrook Park District. Second Commissioner McVey. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

### ***Fitness***

- February recorded 73 memberships: 60 new memberships and 13 renewals. That is an increase of 123% over the 2023 February Projection of memberships, which was 39.
- Lifestyles fitness recorded 7,495 visits for the month of February which was 2,000 more visits than February of 2022.
- Lifestyles has a total of 739 members year-to-date. This total is an increase of 46% more memberships than end of year 2022.
- February recorded 3,060 group fitness visits for the month which represents 41% of our total visits to Lifestyles.
- Virtual classes recorded a total of 257 participants. Virtual continues to be a popular option.

### ***Aquatics***

- Lifeguard staff received their first audit for the 2023 season and ended with a 4-star rating overall. Receiving 4-Stars in three scanning scenarios, and 5-Stars in the remaining 10 categories: one scanning scenario, spinal management, unresponsive drowning, sudden cardiac arrest, first aid check, slide dispatch, supervisor observation, physical facility, and documentation.
- Daily admissions brought in \$11,804.00 for the month of February.
- Daily admissions for 2023 has currently exceeded budget of \$6,150.00, grossing \$12,392.00 in revenue, through February 28.
- Daily paid admissions were above expectation by 49 percent for the month of February. Daily member admissions for February were 2,028 visits compared to 1,746-member visits recorded in February 2022.

### ***Adults***

- On April 5, staff will provide the opportunity to test your axe throwing skills along with the fun of escaping a room in under an hour.
- On April 19, participants will visit Aurora Paramount Theatre to view the Musical "School of Rock" There are 5 pre-registered for this trip.
- The park district has purchased an additional bus which will now help with future programming opportunities starting in the summer.

### **Marketing – Commissioner McVey reported:**

#### **Two New Partners Signed with the Park District:**

- Bolingbrook Bank & Trust signed on as a \$10,000 sponsor for the Financial Assistance Program. Their sponsorship provides funding for scholarships for residents to participate in programs. Some benefits they receive for being a sponsor are visibility at key community events, ability to host monthly financial wellness seminars at the Park District, and advertising opportunities in the newsletter and program guide.
- Illinois Shotokan Karate committed to a \$3,750 advertising agreement. Their agreement includes space in the program guide and two newsletters.

James Rodriguez, Marketing and Communications Manager, received two new credentials. He is now a Professional Certified Marketer in Digital Marketing through the American Marketing Association and a Certified Digital Marketing Professional through the world-wide leader Digital Marketing Institute.

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

February overall revenue exceeded target by 24.4%. Finishing the month with \$12,626 over budget in revenue.

Payroll expenses are lower than projected due to the hiring process for banquet manager search.

Ashbury's continues meat-free dinner specials throughout lent which started on Ash Wednesday and continues on Fridays.

On Thursday, March 23, Ashbury's is hosting a pre-registration Wine Tasting Dinner Event, participants receive a delicious 4-course dinner with selected wine pairings for each course. Registration allows you to purchase full bottles to take home at attractive prices.

March Madness Tournament drink specials will begin March 16, with the Men's NCAA Tournament watching.

The Easter Brunch special is back again for 2023, it will take place on April 9, \$43 for adults and \$21 for youth under 12. Reservations are required, those interested can register at Ashbury Events.

**NWCSRA - Commissioner McVey reported:**

NWCSRA staff worked cooperatively during the month of February with the staff from Lincolnway Special Recreation Association (LWSRA) to conduct five ability awareness sessions during Physical Education classes at the elementary and junior high schools within Will County School District 92, which serves Lockport and Homer Glen. As a result, all 1,410 students of the district were provided opportunities to play a version of Paralympic sports – wheelchair basketball, sit volleyball and goalball. See video clip of the PE takeovers.

Growth of participation is on-going. We are excited to see the growth and potential for more.

- In 2020 we served 158 participants with 693 participations for a total of 14,847 hours of service provided.
- In 2021 we served 231 participants with 1680 participations for a total of 43,271 hours of service provided.
- In 2022 we served 339 participants with 2,553 participations for a total of 71,492 hours of service provided.

NWCSRA is excited to announce a completely different fundraiser experience this year, a Simulator Golf Outing on June 23 at Prairie Bluff.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

None

## NEW BUSINESS

None

## ANNOUNCEMENTS

Commissioner Hix welcomed Daniel Delara and promised him a challenge.

Commissioner Vastalo wished everyone a Happy Easter.

Commissioner Vastalo announced Mike Selep was hired as the new Executive Director for the Bolingbrook Park District. Mike will start May 1, 2023. Mike will be attending the April board meeting.

## CLOSED SESSION

Commissioner Vastalo made a motion to enter into Closed Session at 7:30 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 Vastalo made a motion to adjourn from Closed Session at 7:39 pm. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

After closed session there was further discussion regarding the fence. The Board wishes to move forward with Option 2, remove the fence and place a new fence in the proper location to reestablish the Bolingbrook Park District line. The Board is giving the residents until September 1, 2023 to clear their material. The fence will be put in during the month of September.

## ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner McKay to adjourn from the regular board meeting at 7:58 pm. All in Favor "Ayes".

Minutes Verification Signature

  
Bolingbrook Park District Board Secretary  
Jake McVey