

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
March 21, 2024

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

Motion Commissioner 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.

District Operations and Activities Update

The following Resolutions were reviewed:

- Resolution 24-12 authorizing the Bolingbrook Park District to approve intervention in certain tax appeal cases.
- *Executive Director Mike Selep explained: The major source of revenue for funding Park District services is the Illinois real property tax. This resolution is to authorize the law firm of Tressler LLP to file interventions in real property tax assessment proceedings on behalf of the Bolingbrook Park District when taxpayers seek to have their assessed valuation of their properties reduced by appealing to the Board of Review. Bolingbrook Park District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000; and (2) the Park District, after consultation with Tressler LLP, determines that intervention is warranted in a particular case.*
- Resolution 24-09 awarding a contract in the amount of \$301,016.80 to Innovation Landscape for Bolingbrook Playground Renovations 2024 including Alternates 1, 2 and 4 (Oswego, IL). Chris Finn, Director of BGNR reported this is for Lilac, Champions and Bloomfield Oasis parks.
- Resolution 24-10 awarding a contract in the amount of \$84,750.00 to Denler, Inc. of Joliet, Illinois for Sealcoating 2024, (no alternates).
 - *The Board had no comments or questions.*
- Resolution 24-11 approving a one-year agreement between Bolingbrook Athletic Council (BAC) and the Bolingbrook Park District. Mike Baiardo, Director of Facilities said this agreement is the same as in terms of writing in 2023 and will expire in December of 2024.
 - *The Board had no comments or questions.*

- Resolution 24-13 approving the amended Golf Cart Fleet Lease proposal with Harris Golf Carts for 24 golf carts in the amount \$4,411.77 per month for four years. Mike Selep said we were able to get a reduced rate by going from a 36-month lease to a 48-month lease. Golf carts will be under full warranty for the batteries.

The board had no comments for questions.

Tricia Dubiel, Superintendent of Business and Finance thanked the Board for responding to Lauterbach & Amen survey for the fraud assessments. A team of auditors will be coming out from Lauterbach & Amen the first week in April for final field work. The report will be represented at the June Board Meeting. *The board had no comments or questions*

Executive Director Mike Selep reported the Promenade has a tax appeal currently underway. The district is being requested to re-assess the Promenade property. The district will consider re-assessing the property. The board had no objections to proceed. *The board had no comments or questions.*

Executive Director Mike Selep gave an update regarding the police agreement with the Village of Bolingbrook. The agreement has not been updated since 2002. The police requested a significantly higher amount for the ability to maintain the current agreement that is in place. The district researched other options and will meet with the Village Administrator and the Chief of Police to discuss how to provide coverage for the times that the district needs.

Commissioner Hix said to avoid an increase the district went from three park police officers down to two which covers all the hours the district is in operation. The entire police department is on call if the district has an emergency, not just park police. Park police are on call if they are needed elsewhere. Commissioner Hix said the district will have police protection regardless of what plan the district puts together.

Project Updates – Chris Finn

- Ashbury's HVAC replacement – starting the week of April 1. Ashbury's will be closed until 2:00 pm to accommodate the crane lifting the units on top of the roof on Tuesday, April 2.
- Playgrounds – work will start next week with Innovations upon board approval.
- Sealcoating – ongoing starting in June through the end of summer.
- Spray Pad – due to rising costs with engineers the district will be doing ground features for the splash pad with a shade structure. These features will be interchangeable with out-of-the-ground features in the future.

The board had no questions.

Kai Wahlgren announced the Week of the Young Child will be starting April 15 through April 20.

Terri Tamer, Superintendent of HR announced the Bolingbrook Park District will hold a Job Fair on Thursday, April 4 from 4:00 - 6:00 pm. at the BRAC. This will only be for seasonal and part-time jobs with the Bolingbrook Park District. Some of the areas will be doing on-site interviews.

Executive Director, Mike Selep announced the Park District will be receive a recognition for 35 Years of Involvement with the Chamber Award at the annual Bolingbrook Area Chamber of Commerce Best of Bolingbrook Award (BOBB).

Public Comment

Alice Murray a resident of Bolingbrook said a friend of hers put in a request to have some dead trees cut down on the southside of Heritage Park. Her friend received an email back stating they could not cut down trees due to the warm weather and the ground being too soft. Ms. Murray said the trees have been dead for 3 years. Commissioner Hix said he will follow up on the issue and get back to her.

Unfinished Business

None.

New Business

None

Closed Session

None

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 6:50 pm. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. 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
March 21, 2024

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

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

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

Motion Commissioner Hix, second: Commissioner Vastalo to approve the following meetings:

- A. Monthly Board Workshop Meeting Minutes of February 15, 2024
- B. Monthly Board Meeting Minutes of February 15, 2024
- C. Closed Session Meeting Minutes of February 15, 2024

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

CORRESPONDENCE TO THE BOARD FROM PUBLIC

Commissioner McKay received numerous compliments regarding the Frost Bite Open held at Boughton Ridge Golf Course. The event was an overall success.

PUBLIC COMMENTS

Alice Murray, a resident of Bolingbrook asked if the district contracts with the police for the teen pool party and other events. Commissioner Hix said the district has the ability to schedule park police for special events and that will be a part of revised agreement. If there is a situation that requires immediate attention the police will respond upon calling. The district does not pay for emergency responses.

Ms. Murray asked about the Diversity, Equity Education Institute committee meeting and where she could find out more information about the committee. Executive Director Mike Selep said this is a workshop through the Illinois Parks and Recreation Association. It's leaders' from throughout the state coming to share knowledge and resources. The district is in the starting phase of building a DEI Committee. Selep will contact the agency to see if they have an agenda and forward to Ms. Murray.

Ms. Murray asked who she can contact regarding the bike trails. Selep said Chris Corbett.

Commissioner Hix said he received communication from a resident asking about the status of the hot tub and recommendations for upgrades to the facility. Hix talked to the resident regarding the available funds to do upgrades but the cost is far beyond anything he expected. Hix said when major modifications are done we have to become ADA compliant and that would be substantial in terms of the hot tub. Hix will communicate back to the resident.

ATTORNEY'S REPORT

Attorney James Hess said they will be working on the tax objection. Attorney Hess had no further report.

LEADERSHIP TEAM REPORT

Executive Director Mike Selep said the Park District and the Village of Bolingbrook lost Joni Jones a radiant soul and a most amazing friend this past week.

Selep talked with her daughter Carrie and she is working with the district to establish a Joni Jones Memorial to provide scholarships for families in need and to purchase equipment for the Park District preschool program. The family will request in lieu of flowers to donate to the Joni Jones Memorial.

Commissioner Hix asked for a moment of silence in honor of Joni Jones.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the amount of \$717,611.47, subject to audit. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

The major source of revenue for funding Park District services is the Illinois real property tax. This resolution is to authorize the law firm of Tressler LLP to file interventions in real property tax assessment proceedings on behalf of the Bolingbrook Park District when taxpayers seek to have their assessed valuation of their properties reduced by appealing to the Board of Review. Bolingbrook Park District shall only authorize intervention if (1) the taxpayer is seeking a reduction in the assessment of property equal to or greater than \$100,000; and (2) the Park District, after consultation with Tressler LLP, determines that intervention is warranted in a particular case.

Commissioner Vastalo made a motion to approve Resolution 24-12 authorizing the Bolingbrook Park District to approve intervention in certain tax appeal cases. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo said under her report regarding staff trainings that this is proof positive that we invest in our staff's education and advancement.

Finance and Technology – Commissioner McKay reported:

McKay said he had a great meeting the Tricia Dubiel, Mike Selep and Commissioner Hix yesterday. The district is looking very good for the summer months ahead.

McKay said the IT staff is taking a lot of training in preparation for moving the district's office products and mail services to the cloud.

Commissioner McKay asked Attorney James Hess the following questions:

- If the district were to have a finance committee that meets once a month to go over numbers, budgets, etc., would it be subject to the Open Meetings Act in recording and documenting these meetings?
 - Attorney Hess said if it is a formal committee formed by the Board of Commissioners, it would be subject to the OMA by posting agendas and recording minutes, etc. If it is just a staff meeting, it is not subject to OMA.
- McKay asked if talking about a formal committee, what is the process of decision making to move forward, to present, or vote on something?
 - Attorney Hess advised that the formal committee can form its own rules and procedures. Usually they are similar rules as the board follows.
- McKay asked whether everyone on a formal committee is a voting member?
 - Attorney Hess advised that it is usually the case but formal committees have no ability to spend money, etc.

Commissioner Hix said the members of any formal committee would be appointed by the board of commissioners. Attorney Hess advised that the Board President usually appoints formal committee members subject to the approval of the Board.

Buildings, Grounds and Natural Resources – Commissioner McVey reported:

Six bids were submitted to replace Bloomfield Oasis Park which is 19 years old, Lilac Park -18 years old, and Champions Park - 19 years old.

Commissioner McVey made a motion to approve Resolution 24-09 approving contract in the amount of \$301,016.80 to Innovation Landscape for Bolingbrook Playground Renovations 2024 including Alternates 1, 2 and 4 (Oswego, Illinois). Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McVey made a motion to approve Resolution 24-10 awarding a contract in the amount of \$84,750.00 to Denler, Inc. of Joliet, Illinois for Sealcoating 2024, (no alternates). Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Staff are transitioning from winter to spring getting fields ready and open up bathrooms at the Golf Course.

New counter tops, sinks and faucets have been purchased and installed that were budgeted to be completed before opening 2024 Pelican Harbor season. This will add to the aesthetics of the bathhouse look.

Annerino Community Center roof replacement project is nearly completed.

Sandblasting on the Outdoor PH Leisure pool is complete. Next step is to remove existing caulked expansion joints, re-seal these joints and paint the pool. Project should be complete well in advance of pool opening.

Twenty-eight-year-old main gym curtain motor has been replaced at the BRAC. In addition, two of the gym hoop motors were replaced, along with a complete re-programming of all gym controls.

Recreation & Facilities – Commissioner Hix reported:

Recreation

- Little Learners classes took place February 7-21 with 70 children enrolled.
- Open preschool registration for 2024-2025 school year begins on March 18.
- Early childhood programs continue to exceed expectations with enrollments. 2024 is at 229 which is a 44% increase in participation.
- The Performance Company participated in their first ever dance competition. Each of the dances received a platinum score and won a Judge's Choice Award entitled "Partner Perfection".
- Three of our dancers, Olivia, Zoe, and Selena, received scholarships which means that they stood out to the instructors teaching the convention classes.
- Spring session begins March 7. This will be our first session running our Mini Broadway Stars class.
- Gymnastics/Cheer/Ninjas had multiple activities going on in March.
- The gymnastics team will be having an all-day fundraiser on Monday, March 25 at MOD.
- The REACH program continues to grow.
- Staff are working hard to provide new teen programming and events. Staff are partnering with surrounding Park Districts (Woodridge, Downers Grove, and Lisle) as well as the Heart Haven Outreach Program (H2O) to provide a larger variety of teen programming for the summer season.
- Bolingbrook will be hosting the Teen Pool Nights again this summer.
- Our next teen event will be our Pop-Up Earth Day Service Project on Saturday, April 20. We will be heading over to Lily Cache Sports Complex to do a park cleanup. This is free to participate and a great way for teens to receive their service hours.
- Parkie's Breakfast and Ballet Pop-Up event will take place on Tuesday, March 26 from 9:00-10:15 am.
- The next Family Engagement Night, Family Obstacle Challenge is on Wednesday, March 20.
- Enrichment Programs this month included the sold-out maple tapping and tasting on March 3.
- Beginner and intermediate Archery lessons are going well.

- The Flashlight Easter Egg Hunt coming up on March 27 is sold out with 200 registered participants.
- Upcoming adult trip includes a trip to Cosley Zoo in Wheaton.

Lifestyles

- Lifestyles fitness recoded 8,261 attendees in the last month.
- Memberships up 25% from January of last year.

Aquatics

- Day off school had a total of 175 paid customers.
- Staff is in process of hiring seasonal staff.
- Lifeguarding classes are scheduled to run April – June.
- February had 72 new memberships.
- Rentals: Forty-three events in February with 1,230 participants.
- PH has 325 participants register for swim lessons in February.
- Pelican Swim Team participated in the Division Championship on March 3 and took second place.

Commissioner Hix made a motion to approve Resolution 24-11 approving an agreement between the Bolingbrook Athletic Council and the Bolingbrook Park District. Second: McVey. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Adult Athletics

- Numbers are climbing in adult athletics.
- Registrations for adult softball, flag football and martial arts is currently open.
- In the process of hiring new Sports Academy coaches.
- Junior basketball has 35 participants split amongst four teams.

Facilities

- Lucas Sefcik has been hired as the new Assistant Facilities Manager.
- Staff is currently interviewing for part-time gym attendants and building attendants.

Marketing – Commissioner Andrews reported:

Commissioner Andrews commented on how amazing the Zumba and St. Patrick's Day cycling class were. Commissioner Andrews said it was a great time.

- UChicago Medicine AdventHealth Bolingbrook renewed their partnership with the Bolingbrook Park District. Their partnership provides \$12,000 towards funding community programs.
- Bolingbrook Park District has partnered with Star 96.7 as a studio sponsor from March 1-August 31. Bolingbrook Park District will be featured every hour on-air, every day of the week. We will also receive 168 online streaming mentions per week.
- Website consumption is still going strong. Social media has increased in February.
- Overall phone audit feedback was positive in February. Feedback from one customer stated staff were helpful, patient and very knowledgeable when assisting with the customers questions.
- Total transactions are up at \$157,138.65

Golf Course & Ashbury's – Commissioner Andrews reported:

In 2023, the Board approved an order for new golf carts on a three-year lease. This order was issued in 2023 for 2024 replacement because golf carts were significantly backordered. While waiting for new golf carts, we are renting the units on our recently expired lease and will be able to do that until we receive the new carts, hopefully in July. However, there has been a price increase on the three-year lease term that makes the four-year lease term more financially attractive. Overall, this amendment to move to a four-year lease will garner a savings of \$470.86 per month over the life of the lease.

Commissioner Andrews made a motion to approve Resolution 24-13 approving the amended Golf Cart Fleet Lease Proposal with Harris Golf Cars for 24 golf carts in the amount of \$4,411.77 per month for four years. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Ashbury's and Boughton Ridge Golf Course's total revenues were up 18% compared for the first two months of the year compared to 2023. Overall revenue has exceeded budget by 13.1% YTD.

Overall revenue for February 2024 exceeded budget by \$10,740. Golf revenues were 74% higher than budget.

Restaurant food/beverage revenue exceeded budget by \$3,295 while banquet operations revenue fell short by \$5,849 of budget expectations for the month of February.

Operational Expenses were managed well throughout the month. Payroll was 2.1% under budget.

The new Ashbury's menu will launch in the coming month.

Ashbury's hosted the inaugural Bolingbrook PechaKucha Night on February 29. Bolingbrook Foundation for Bolingbrook Parks teamed up with the Bolingbrook Chamber of Commerce to promote this event. 120 people were in attendance for this first-time event.

Upcoming Events:

- Easter Brunch – March 31
- Wine Tasting – April 6

NWCSRA - Commissioner Andrews reported:

The agency is currently in the interview process for a Superintendent of Recreation position with the goal of hiring a superintendent in April.

NWCSRA will attend the Parks Day at the Capitol and be a part of the shared table for Special Recreation agencies.

The 2023 Stub Budget Audit will begin at the end of April for the Stub Budget year of May 1-December 31, 2023 as the agency transitioned to a calendar fiscal year starting January 1, 2024..

Congratulations to our Wolves Black Team who brought home the Bronze medal at the 2024 State Basketball Tournament held March 8-10 at Illinois State University and Illinois Wesleyan University. Everyone is so proud of all our athletes and coaches. Way to go Wolves!

Commissioner Andrews announced there is a 3 on 3 Basketball Tournament this Saturday at Bolingbrook High School.

PUBLIC COMMENT

None

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner McKay thanked the board for letting him miss last month's board meeting.

Fundraiser at Tailgaters this Sunday for the Panthers group from 12noon to 4:00 pm.


CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second: Commissioner Vastalo to adjourn from the regular board meeting at 7:42 pm. All in Favor "Ayes".

Minutes Verification Signature



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