

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**April 18, 2024**

President Hix called the meeting to order at 6:30 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.

**District Operations and Activities Update**

The following Resolutions were reviewed:

- Resolution 24-14 approving a Five-year Lease Agreement between the Bolingbrook Park District and Pitney Bowes for the Postage Machine Lease Renewal, subject to attorney review and approval. Beth Benner reported our current postage meter lease terminates on May 31, 2024 and it is in the interest of the District to renew the postage meter lease. With the lease, we are provided with support for the postage meter as well as receive any updates without any additional cost. The Board had no questions.
- Resolution 24-15 approving Requisition #REQ0014166 with Dell Marketing L.P. in the amount of \$35,157.59 for Capital Asset Replacement of Desktops and Laptops. Bill Oetzel reported each year as a part of our capital asset replacement plan, desktops and laptops that are scheduled to go end of life are replaced. This year, we are scheduled to replace 12 desktops and 7 laptops. The Board had no questions.

Executive Director Mike Selep provided each board member a ParkiePalooza flyer. Selep said All Staff Training is undergoing a transformation based on feedback collected from the Food For Thought session held by the Innovation Committee which included staff from all departments. The event will be held on Saturday, May 18 at 8:00 am to 11:00 am. Pre-fun hour starting at 8:00 am. Then from 9:00 am to 11:00 am we will present four different components; Mission of the Park District, Innovation, Safety and Recognition.

Executive Director Mike Selep reported the KemperSports contract is expiring at the end of this year. Mike Selep will send information to the board for discussion.

Executive Director Mike Selep updated the Board regarding the Churchill Drive fence project. Mike Selep said a letter was drafted by the district's attorney and sent to the residents regarding payment of legal fees.

### **Project Updates – Chris Corbett**

- Ashbury’s HVAC – project complete and all units operable.
- 2024 Playgrounds:
  - Champion – built; draining, stone & fabric and EWS & concrete will be done next week.
  - Lilac – started build today, anticipate 2 weeks.
  - Bloomfield Oasis – start 1<sup>st</sup> week in May; anticipate completion by end of May.
- Splash Pad
  - Start installation after Labor Day – Grand Opening May of 2025
- Sealcoating
  - Need to finalize dates, plans with all parties (Ashbury’s, BYBL, etc.)
  - Anticipate sealcoating to begin end of May 2024
- DCEO Grant(s)
  - Notice of State Award approved by Executive Director Mike Selep.
  - Projects receiving DCEO nearly complete (ACC roof & playgrounds)
  - Anticipate reimbursement by end of summer.

Executive Director Mike Selep and Park Board President Jerry Hix provided a brief overview of the Financial Sustainable Workshop they attended along with eight other Bolingbrook Park staff. Hix said the workshop’s focus was on providing information on how to make best meet our mission of providing world-class service while being fiscally responsible.

Park Board President Jerry Hix and Executive Director Mike Selep talked about park and recreation agencies throughout the country who struggled with financial stability and how they turned things around. They also explained the steps that the district will take based on information shared at the workshop to create a policy and plan for the District’s long-term financial sustainability.

### **Public Comment**

None

### **Unfinished Business**

None.

### **New Business**

None

### **Closed Session**

None

**Adjournment**

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:00 pm. Second: Commissioner Andrews. All in Favor, "Ayes". Motion passed 5/0.

**Minutes Verification Signature**

A handwritten signature in cursive script that reads "Dorothy J. Andrews".

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

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**April 18, 2024**

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

President Hix asked Mike Baiardo to begin the meeting with the Pledge of Allegiance.

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

Motion President Hix, second: Commissioner Andrews to approve the following meetings:

- A. Monthly Board Workshop Meeting Minutes of March 21, 2024
- B. Monthly Board Meeting Minutes of March 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**

None

**PUBLIC COMMENTS**

None

**ATTORNEY'S REPORT**

Attorney James Hess had no report.

**LEADERSHIP TEAM REPORT**

Executive Director Mike Selep said for the 23<sup>rd</sup> year in a row, the District has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement in Excellence in Financial Reporting ending in fiscal year ending December 31, 2022. Selep congratulated the Finance department.

Commissioner McKay said it a very tough award to achieve and congratulated the Finance department.

President Hix said it is also helps when the district goes out for bond ratings to have that track record of superior reporting.

Mike Baiardo, Director of Facilities announced Gwen Fuesz is the new Aquatic Manager.

Executive Director Mike Selep turned to the floor over to Sarah Mejicano, Facility Manager who introduced Elaine Koppel the new Assistant Aquatic Manager. Elaine started with the park district in 2020 as a swim instructor, a swim team coach and a lifeguard. She worked her way up to swim coordinator and assistant head swim team coach. Elaine has work very hard and is excited to see what Elaine will bring to this position. Fun Fact: Elaine has 4 guinea pigs.

Commissioners welcomed Elaine Koppel.

### **TREASURER'S REPORT**

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the amount of \$548,237.49, subject to audit. Second: Commissioner McVey. 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:

- AED's at Lily Cache East / West were deployed on Friday, April 12. WESCOM (911 Dispatch Center) was made aware of the new units and process on accessibility of units. Bolingbrook Fire Department has also been made aware.

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

- Commissioner McKay made a motion to approve Resolution 24-15 approving Requisition #REQ0014166 with Dell Marketing L.P. in the amount of \$35,157.59 for capital asset replacement of desktops and laptops. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passes 5/0.
- Commissioner McKay made a motion to approve Resolution 24-14 approving the lease with Pitney Bowes for a postage machine meter for a five-year term. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passes 5/0.
- Commissioner McKay met with finance committee and reported everything balances and is looking excellent!

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

- The Park District and the Bolingbrook Beautification Committee will be planting an Oak tree at Bulldog Park for Arbor Day on Saturday, April 27 at 10:00 am.

- Welcome Joel Garcia and Tim Fitzgibbons as NRHT groundswokers, and Donny Barbanente to the Parks Crew as a groundswoker to the Bolingbrook Park District BGNR Department.
- Concession stands are open as well as bathrooms.
- Staff is busy getting Pelican Harbor ready for opening day.
- The new plastic signs for Jerry Hix, Jaycee, Boan Woods, and Gateway Wetlands have been received.
- Annerino Community Center roof installation is complete.

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

*Recreation*

- The BPD Dance Academy's May Dance Concert: Music Motion Power Hour will be held on Saturday, May 11 at 2:30 pm at Bolingbrook High School.
- The May theatre production of The Lion King Kids will take place on Saturday, May 18 and Sunday, May 19 at Brooks Middle School. The show will feature 29 students, ages 8-13.
- Gymnastics Illusions Team is in their final regular season meet on April 20 and 21. The Day One Sports Academy has 336 participants through the winter sessions and spring sessions, registration for spring session 2 classes are currently open.
- The Monday night Co-Rec Recreational League has 7 teams. This is the first year that the Co-Rec Recreational league will be running.
- Our next teen event will be our Pop-Up Earth Day Service Project on Saturday April 20 9:30-11:30 am. Staff will be leading a park cleanup at Lily Cache Sports Complex.
- Preparations for summer Day Camp are underway. Day Camp will run for 10 weeks beginning on June 3 and run through August 9.
- On April 20, participants in the Take Home Terrariums program will create unique works of art with provided materials. Current participants range from 10-52 years old.
- Block Party Package applications will be available for community wide activities/event and block parties starting May 1.
- Friday, April 21 – free open swim at Pelican Harbor from 4:00 to 8:00 pm which is part of Week of the Young Child.
- Touch a Truck (all ages) Saturday, April 22 from 11:00 am-2:00 pm also part of Week of the Young Child.

*Lifestyles*

- Lifestyles fitness recorded 9,000 visits for a total of 9,000 for the month.
- April 24 - Chiquita will host a Zumba Dance event for District 365 Hispanic parent group at ACC.

*Aquatics*

- Memberships and daily admissions had good volumes.
- Pelican Harbor had a total of 336 participants register for swim lessons in March.

- Swim lessons have made a total of \$127,232 by the end of March and \$77,176 was budgeted.

### **Facilities**

- Daily open gym admissions were 1,521.
- Room rentals generated \$28,000 between ACC and BRAC.

### **Marketing** – Commissioner Andrews reported:

- Domino's Pizza has signed on to be our exclusive pizza provider for parties and outings again in 2024. Their partnership includes guaranteed discounted pizza rates for Bolingbrook Park District as well as sponsorship funds.
- Fountaindale Public Library has also signed on to be a sponsor for Parkie's 5K again this year. They are also advertising in the June newsletter to promote their summer reading program. Commissioner Andrews said she loves when the community works together. She said it is excellent to have the Fountaindale Library with the park district.
- Congratulations to Betti Napiwocki for being selected as the new Birthday Party and Outing Sales Coordinator. She has been a valued employee since May 2021 as a Customer Care Representative.

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

- Ashbury's and Boughton Ridge Golf Course's total revenues were up 23.2% compared for the first quarter of the year compared to 2023. Overall revenue has exceeded budget by 14.4% YTD.
- Overall revenue for March 2024 exceeded budget by \$14,442. Golf revenues were 16.1% higher than budget despite some challenging weather conditions in the later part of the month.
- Operational expenses were managed well throughout the month.
- The new Ashbury's menu launched at the beginning of April.
- There were several successful events in March and early April, including the Shamrock Shootout on March 16, Easter Brunch on March 31 and Wine Tasting Dinner on April 6 and Solar Eclipse Golf on April 8.

### **NWCSRA** - Commissioner Andrews reported:

- The agency completed the interview process for the Superintendent of Recreation position and hired Carrie Gascoigne. Carrie has served in the role as Recreation and Services Manager since 2020. She will assume her responsibilities in her new role on April 15.
- Both numbers of participations and service hours have continued to grow since the merging of LCSRA and NWCSRA in 2020.
- Growth has also continued in terms of number of participants served by the agency as NWCSRA serves the Bolingbrook, Plainfield and Lockport Township Park Districts as well as the Village of Romeoville Parks and Recreation Department.

**UNFINISHED BUSINESS**

None

**PUBLIC COMMENT**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Vastalo thanked the staff for doing a good job keeping the false alarms down.

President Hix welcomed Elaine Koppel and promised her a challenge.

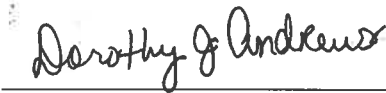
**CLOSED SESSION**

None

**ADJOURNMENT**

Motion President Hix, second: Commissioner Vastalo to adjourn from the regular board meeting at 7:25 pm. All in Favor "Ayes".

**Minutes Verification Signature**



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