

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
May 18, 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 Andrews 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

Executive Director, Mike Selep said once Resolution 23-17 authorizing the formation of Decennial Committee on Local Government Efficiency is approved tonight, a Resolution will come before the Board at the June Board Meeting adopting regulations. The Board had no questions.

All Staff Training will take place Saturday, May 20 at Brooks Middle School. Safety training as well as honoring the district's Length of Service Awards and Susan Hoster-Suggs Awards will be presented.

Resolution 23-16 authorizing district check signatory – Debbie Chase, Director of Business and Technology said this is adding the Executive Director, Mike Selep as one of our check signatories. The Board had no questions.

Resolution 23-15 approving the Golf Car Fleet Lease Proposal with Harris Golf Cars for 24 golf cars in the amount of \$4,185.00 per month for three years. Debbie Chase said our current golf car lease expires in 2024. Due to challenges with golf car availability, Harris Golf Cars has recommended that we sign the 2024 lease now. This will reserve available cars for us in 2024, and if not available, allow us to continue with our current leased equipment until new cars are available.

Ordinance 23-03 authorizing the disposition, by auction, of personal property owned by the Bolingbrook Park District. Chris Corbett, Superintendent of Projects and Loss Prevention said this is our yearly auction of expired goods no longer of use to the park district. The Board had no questions.

Debbie Chase reported our Annual Comprehensive Financial Report (ACFR) for 2022 will be presented at the June 15 board meeting for review and acceptance. Jennifer Martinson of Lauterbach and Amen will be attending the Board workshop at 6:30 pm on June 15 to present. The Board had no questions.

Debbie Chase said there will be an update to the Duo Webb App next week. The Board had no questions.

Mike Baiardo, Director of Facilities reported:

Valley View School District is going to add 15 minutes to their dismissal time at Elementary Schools, Middle Schools and the High School. This will affect the Gymnastics programs. Annerino Community Center will have to stay open longer. Information on the time change will be determined at a later date.

Open Gym – Due to incidents, the district is evaluating the program. Participants are required to show a School ID or driver's license to get a wrist band. Park police officers are doing walk throughs on open gym days and a manager will also be on duty. Staff are in the process of creating a new system which will require participants to obtain a pass (similar to the aquatic pass) and pay a minimal fee.

Pelican Harbor Bathhouse Flooring – new flooring will have more grit to resist slipping. This will take place the first or second week in June. In the meantime, mats and signage will be posted.

Communication from the Public

Michael Likens, a resident residing at 454 E. Briarcliff, said he is an avid pickleball player and presented three requests to the Board:

1. Install a paddle rack to the fence
2. Explore an option to get a pickleball court on the east side of Bolingbrook
3. Asked for garbage cans at Schraeder Park and Rotary Park

The Board thanked Mr. Likens for his requests.

Unfinished Business

None

New Business

None

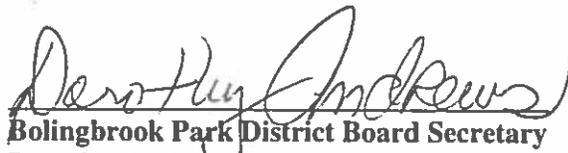
Closed Session

None

Adjournment

Commissioner Vastalo made a motion to adjourn from the workshop meeting at 6:49 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
Dorothy Andrews

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
May 18, 2023

President 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 April 20, 2023
- B. Monthly Board Meeting Minutes of April 20, 2023

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

CORRESPONDENCE TO THE BOARD FROM PUBLIC

Commissioner Vastalo received a thank you note from Matt Williams and the residents of Churchill Drive thanking the Board for meeting with them.

COMMENTS FROM THE PUBLIC AT MEETING

None

ATTORNEY'S REPORT

Attorney John O'Driscoll welcomed new Executive Director Mike Selep.

John O'Driscoll said there have been several disaster declarations by the Governor over the last couple of years and they have come to an end.

LEADERSHIP TEAM REPORT

Executive Director, Mike Selep invited the Board to attend the Glow Golf Fundraiser hosted by the Foundation for Bolingbrook Parks. The fundraiser is Saturday, June 17. Check-in is at 7:30 pm with heavy appetizers and beverages. The cost is \$60 per person. There are still sponsorships available. Funds that are raised are primarily for the Financial Assistant Program.

Indian Boundary Fence update:

Chris Corbett, Superintendent of Projects and Loss Prevention reported he received all 12 license agreements from all of the residents. Chris said there are some items that are missing and will work with the residents to get signatures and insurance documents.

Chris said a couple of residents asked for an extension to October 2 for the fence installation. The original date was September 6. The fence company agreed to move the date to October. Chris made a recommendation to the Board to allow residents to continue to have access to the property until that date.

Chris also stated he did not receive one single letter of intent from residents.

Nancy Anding, a resident of Bolingbrook, stated a cover letter was included with the license agreements that were forwarded to the Board indicating intent to purchase from every homeowner.

Attorney James Hess confirmed that he received a cover letter dated May 12. The cover letter did not contain signatures, it only contained homeowners addresses on Churchill Drive. There were no signed letters of intent from individual residents.

Ms. Anding asked if the district had any considerations or conversations regarding the options presented by the residents? President Vastalo said the Board is waiting to receive the 12 letters of intent to consider options, under advisement. Vastalo said the Board is not sure if it is interested in selling.

Ms. Anding said the residents are here for a purpose. This is land that is no use to the district and wanted to give the district an opportunity to sell a small parcel to residents which would solve this matter. Residents understand that a lease might not work. Attorney James Hess confirmed that the lease option would not work as a long-term solution.

Nick Corcinschi, residing at 1027 Churchill Drive, said by submitting licenses, as requested, he thought this was a step forward asking the Board to review their request. President Vastalo said when the 12 signed letters of intent are received, the Board will have an answer by next month's board meeting.

Ms. Anding feels the burden was put on the residents when the park district was at fault for 35 years. The district did not know it was their property line until a survey was completed. Ms. Anding said families will be greatly impacted by this.

Stephanie Dominguez, residing at 1045 Churchill Drive, expressed concern over having to either move or take down her playground set and pool. She said that the residents will continue to come to board meetings until there is a resolution.

Commissioner Hix said that residents are always welcome to attend.

Ms. Anding said she checked with DuPage Township on taxes and what it would cost for residents to file. The cost of the land for a developed property is \$4.10. The property at the back of the yard is not worth anything because it backs up to a road, there is no developmental value on this property. Ms. Anding and the residents just want to work with the park district in getting this resolved.

President Vastalo said nothing is noted on the agenda to make a decision tonight. This item will be included on next month's agenda.

Commissioner Hix asked what the \$4.10 number given from the accessor's office was and what was the description of what you can buy for this cost? Ms. Anding said that is her developed property value. The property in question between the back yard and the road is of no developmental value.

Ms. Anding thanked the Board for their time.

TREASURER'S REPORT

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the \$488,572.19 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 State is requiring the Bolingbrook Park District to form a Decennial Committee on Local Government Efficiency Act. Over the course of the 18 months, the committee will gather, collect

information, as well as prepare and submit a written report by the Board of Commissioners to the Will County Board. The committee will meet on June 15, 2023 at 6 pm.

With staff recommendation Commissioner Vastalo made a motion to approve Resolution 23-17 authorizing the formation of a Decennial Committee on Local Government Efficiency. Second: McKay. Roll call: Ayes: Andrews, McKay, McVey, President Vastalo. Nays: Hix. Absent: None. Motion passed 4/1.

Executive Director Mike Selep asked to interrupt the Committee Reports to introduce a new employee, Mike Selep turned the floor over to Cliff Beyer who introduced Stephany Molinar. Stephany has been working with the custodial team part-time for almost one year. She has recently retired from a 27-year nursing position and is looking forward to her new full-time career the district. Stephany is married with three children. She enjoys hiking and camping.

Commissioner Hix promised Stephany a challenge.

Finance and Technology – Commissioner Hix reported:

The District recommends an update to the check signatories, approving authority for check signatories that includes our new Executive Director, Mike Selep.

Commissioner Hix made a motion to approve Resolution 23-16 granting power and authority for updated check signatories. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

For the 22nd year in a row, the District has been awarded the Government Finance Officers Association (GFOA) Certificate of Achievement in Excellence in Financial Reporting. Congratulations to Tricia Dubiel, Superintendent of Business and Finance and her team.

Our Annual Comprehensive Financial Report 2022 will be delivered in June.

In April, new carpet was installed in the ACC offices. While the Technology Team doesn't install carpet, they were hard at work relocating equipment and setting up alternate work spaces for staff throughout the office area. Commissioner Hix thanked the IT staff for keeping the district in business.

The finance department attended an internal control seminar *Control is Everything: Building a Strong System of Internal Controls in Your Government*.

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

Each year, the Bolingbrook Park District sells off equipment that is no longer needed or has outlived its useful life.

With staff recommendation Commissioner Andrews made a motion to approve Ordinance 23-03 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District. Second: Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

The participants that have bought plots at the Community Garden have started getting crops in the ground. Over the next month the plots will be busy with all the participants working their areas.

The buildings department continues preparation of Pelican Harbor outdoor pool; which will be opening on May 27.

Per the CARP budget a new scissors lift was purchased to be used at all locations.

Grounds crews will be on site at Pelican Harbor to get sand volleyball courts cleaned up and nets put up for opening day.

A new bench was installed by staff in the Pelican Harbor men's bathhouse.

Restorations are underway on two closed fields at LCSF #2 and #11. Staff have removed old damaged turf and planted new sod in goal mouths and center field.

Staff planted 42 trees this spring, and will be planting perennial flowers, shrubs and annual flowers through the end of May.

Natural resource crews have been focusing on treating early season invasive species in our natural areas.

The turf crew has started mowing and string trimming parks.

Project Updates

Both new playgrounds are officially open to the public. Erickson and Balstrode opened up on Friday, April 28.

The Outdoor Pelican Bathhouse projects have been completed

Two safety gates were installed out at the pool the week of May 15. These two gates included audible alarms and are to be used solely for a facility evacuation.

Staff met with residents regarding the Indian Boundary Fence Project on Wednesday, April 26.

Recreation & Facilities – Commissioner McKay reported:

Recreation

- Kudos go out to the success of the Week of the Young Child. The preschool and early childhood team as well as the recreation and facility managers did an amazing job of planning and coordinating the week-long event. Overall, more than 1,000 people participated.
- Bolingbrook Park District Summer Concert Series will be held on Wednesday evenings at the Roger C. Claar Performing Arts Center from 7:00 pm to 9:00 pm.
- Gymnastics – summer registration has begun and classes will resume the week of June 5.
- The Illusions gymnastics team had fabulous results at their first trip to the AAU Central District meet in Bourbonnais with our Level 2 team capturing 3rd place! The girls ended their season with the GJO League Championships in Aurora on May 6 and 7.
- May Dance Concert: Game Night will be held Saturday, May 13. 683 tickets were sold for the event.
- Coming this summer, staff will be introducing additional daytime class options for classes, brand new class, and new half day dance camps.
- Theatre - the upcoming *Annie Kids* performances which will be held on Thursday, May 18 at 6:00 pm, Friday, May 19 at 6:00 pm, and Saturday, May 20 at 12:00 pm at the Bolingbrook Community Center in the Chamber's Auditorium. 316 Tickets for *Annie Kids* have been sold so far.
- Day Camp will begin on June 5 and run through August 11. Registration is showing strong numbers to kick off a great start to the season.
- Our next teen event will be our Teen Pool Parties this summer on June 29 and July 13.

Fitness

- March recorded 59 memberships: 32 new memberships and 27 renewals, exceeding the 45-membership projected for March.
- Lifestyles fitness recorded 7,496 visits for the month of April which was 2,000 more visits than in April of 2022.
- Staff is preparing for the transition of our aqua exercise classes to move outdoors in June. The schedule will have 20 classes per week to take advantage of our lazy river and deep well attractions.
- April recorded 3,337 group fitness visits for the month which represents 45% of our total visits to Lifestyles.
- Group virtual classes continue to be a popular offering for some of our members.

Aquatics

- Overall, the pool is off to a positive start for the 2023 making a net worth of \$ 51,276.73
- The pool made \$118,630.06 in revenue overall in the month of April.
- Full-time aquatic staff is also attending Humphrey Middle School on Wednesdays for the 21st Century Grant program to teach CPR and First Aid.
- Aquatic staff have started lifeguard certifications with the first class being in March, April, and May. Next class being May 17-21. This schedule continues through June. Certifying 105 lifeguards currently.
- There was a total of 72 new and 23 renewed Pelican Harbor annual aquatic memberships for the month of April for a total of 1,130 annual aquatic memberships.
- Pelican Summer passes went on sale April 1, and have sold 474 to date.
- Revenues have exceeded in all three areas: birthday parties made \$10,325.50, private rentals made \$3,998.00 and group bookings made \$5,571.00 all in the month of April.
- Pelican Harbor had a total of 342 participants register for swim lessons in April.
- Swim lessons made a total of \$149,409.22 by the end of April and \$115,650.00 was budgeted.
- Pelicans Swim Team has started scheduling private lessons and bringing in revenue for the summer swim team season, which earned \$10,525.00 revenue in April with an expectation of \$0.00 budgeted.

Youth

- Martial Arts program enrollment statistics Spring 2022 vs Spring 2023 is over 50 more participants.
- Flag football league has begun with 10 total teams and adult softball leagues have started, 42 teams total
- Pickleball tournament on May 6 went well, 13 teams in 3 different divisions (men's, women's & mixed doubles).

Marketing – Commissioner McVey reported:

- Starting May 22 and running through the summer, Bolingbrook Park District will sponsor Star 96.7's "Feel Good Story of the Day." This sponsorship includes 60 second commercials that feature our concert series, movies in the park, Pelican Harbor and more. It also includes features on the station's social channels.
- A targeted digital display campaign and social media campaign will also run June through July for Pelican Harbor. This campaign will foster 200,000 impressions each month and drive traffic to our website.
- The 2023 Summer Parks Challenge is back and will be featured in the June newsletter hitting homes the week of June 5.
- The Customer Care Team welcomed two new team members, Linda Owens and Donna Patterson.

Golf Course & Ashbury's – Commissioner McVey reported:
BRGC exceeded their revenue goal by 4.9% last month.

The search is still on for a Banquet Manager, which is part of the struggle in revenue.

Commissioner McVey made a motion to approve Resolution 23-15 approving the Golf Car Fleet Lease Proposal with Harris Golf Cars for 24 golf cars in the amount of \$4,185.00 per month for three years. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

NWCSRA - Commissioner McVey reported:

Congratulations to the NWCSRA Wolves on their 2023 State Basketball Championship victory.

Summer Day Camp reached capacity after the first week of registration. Participants continue to be removed from the waitlist throughout the registration period. Summer staff recruitment remains strong for camp staff.

NWCSRA is excited to announce a completely different fundraiser experience this year, a Simulator Golf Outing on June 23! Come to enjoy food, beverages, and contests while playing PGA West in a 9-hole scramble format at the new practice facility at Prairie Bluff.

UNFINISHED BUSINESS

Chris Finn, Director of BGNR addressed a question from a resident at last month's meeting regarding the DuPage River Greenway path. The path will be treated for weeds and staff will put stone down from the edge of asphalt path that leads down to the actual river. Staff will also mow along the path to keep overgrowth down.

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

Commissioner Vastalo made a motion to adjourn from the meeting. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Vastalo said the Board is adjourning to elect new Board Officers.

Attorney John O'Driscoll administered the Oath of Office to elected Park Board Commissioners: Jerry Hix, Sue Vastalo, Dorothy Andrews and Frank McKay.

Commissioner Andrews made a motion to nominate the following slate:

Jerry Hix, President
Sue Vastalo, Vice President
Frank McKay, Treasurer
Dorothy Andrews, Secretary
Jake McVey, Commissioner.

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

Commissioner Hix made a motion to move Board Committee Appointments to the June Board meeting. Second: Commissioner Vastalo. Roll call: Ayes: President Hix, Vastalo, McKay, McVey, Andrews. Nays: None. Absent: None. Motion passed 5/0.

ANNOUNCEMENTS

Commissioner Andrews challenged the Board to share, with the residents of Bolingbrook, what their vision is for the next four years of their term.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner McKay to adjourn from the regular board meeting at 8:00 pm. All in Favor "Ayes".

Minutes Verification Signature


Bolingbrook Park District Board Secretary
Dorothy Andrews