

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Workshop Meeting Minutes
June 15, 2023

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

Motion Commissioner Hix, second: Commissioner McVey 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

Indian Boundary Fence Update

Executive Director Mike Selep gave a brief update regarding the Indian Boundary park fence. Selep informed the board he received a signed letter from all 12 homeowners stating they are interested in purchasing the property, but this was different from the Park District's letter of intent, which it provided to the homeowners. Two of the homeowners have returned the Park District's letter of intent with a \$1,000 deposit. The board will consider the option of selling if all Park District letters of intent and deposits are received by June 30.

Selep asked the district's Attorney John O'Driscoll to elaborate on the additional options the board could consider that were the most cost effective. Attorney O'Driscoll briefly explained 3 options that would be the most cost effective:

- 1) Remove fence and do not replace (if no agreement to sell is reached) – residents can put their own fence up (Village permit). Residents would still be asked to remove personal items (swing set, bushes, landscaping, etc.) off park district party at the end of the term of the license agreement. This would save the district \$60,000 for a new fence.
- 2) Sell property by way of a quitclaim deed and do not replace fence. This would eliminate/reduce title fees and closing costs.
- 3) Sell property by way of a quitclaim deed and replace fence. Like option 2, this would eliminate/reduce title fees and closing costs.

Commissioner Vastalo asked if there were any board members who were opposed to selling all together? No board members said they were completely opposed to selling.

Commissioner McKay said he would consider meeting somewhere in the middle. Both parties do not want to pay for legal fees.

Commissioner McVey said he is not in favor of paying costs for the sale to individual residents, and also not in favor of the quitclaim deed.

Commissioner Andrews is in favor of option #1 if an agreement with residents cannot be reached.

Commissioner Hix said he is not in favor of paying costs for the sale to individual residents, and not in favor of a quitclaim deed.

Discussion ensued between board members and they feel option #1 makes the most sense.

Annual 2022 Comprehensive Annual Report (ACFR)

Tricia Dubiel, Superintendent of Business and Finance along with Jennifer Martinson of Lauterbach and Amen presented the 2022 Annual Comprehensive Financial Report. Tricia said two motions will come before the board tonight for approval:

- *Motion to accept the Annual Comprehensive Financial Report Year Ended December 31, 2022.*
- *Motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2022 Annual Comprehensive Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.*

Tricia described the Letter of Transmittal, which is a comprehensive summary of operations in Fiscal year 2022, describing why certain decisions were made throughout Fiscal Year 2022.

Jennifer Martinson gave a brief overview of how the audit went. Jennifer thanked the board. The board had no questions or comments on the Annual 2022 Comprehensive Financial Report.

Personal Purchasing Authority

Debbie Chase, Director of Business and Technology reported in 2018 staff asked the board for some additional purchasing authority for managers which has worked very well. Debbie said with recent staffing changes it became apparent we have some additional purchasing authority needs that we would like to bring before the board at the July Board Meeting. The need is for an assistant manager's supervisor position (just below a manager) have a \$1,000 purchasing authority for that position. The other purchasing authority request is for pre-approved staff authorized to approve a purchase not exceeding \$250. Those are the two recommendations for the July Board meeting. The board had no questions.

Mike Selep reported with the resignation of the Facility/Fitness Manager this position is being re-evaluated for possible changes.

Communication from the Public

Commissioner Hix stated this is the Workshop where the board discusses specific general information from the Executive Director. If you wish to discuss the fence issue please wait until we open the formal board meeting.

Unfinished Business

None

New Business

None

Closed Session

None

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:15 pm. Second: Commissioner McKay. All in Favor "Ayes".

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Dorothy Andrews**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Board Meeting Minutes
June 15, 2023

President Hix called the meeting to order at 7:22 pm. Roll call: Andrews, McKay, Vastalo, McVey, President Hix.

Executive Director Mike Selep began 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 McVey to approve the following meetings:

- Monthly Work Shop Meeting Minutes of May 18, 2023
- Monthly Board Meeting Minutes of May 18, 2023

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

CORRESPONDENCE TO THE BOARD FROM PUBLIC

Commissioner Hix received a request from two residents on Carriage Lane regarding three very large cottonwood trees in Forest Park. The trees are shedding cottonwood all over their property and AC units.

Chris Finn, Director of Buildings, Grounds and Natural Resources said due to the weather the cottonwoods have been producing a lot of cottonwood this year. The two trees in question are close to the property line and one is in the park. Chris Finn said the trees are very healthy and there is no need to cut them down. The trees are too large and too close to the houses and street for the park district to comfortably remove them. A contracted service would have to remove the trees.

Chris Finn said there is a treatment to slow down the germination of cottonwood and he will discuss with the natural resource team. The park district would like to be notified if the homeowner wishes to trim the trees themselves. Chris Finn said if you trim too much off one side it would make the tree side heavy and could possibly topple over into the park.

Commissioner Hix said on behalf of the board he will let the residents know the district does not cut down healthy trees. They will have an opportunity to trim trees if they choose to and perhaps there is a remedy to reduce the production of cottonwood.

COMMENTS FROM THE PUBLIC AT MEETING

Commissioner Hix opened the floor for comments from the public. Hix stated all comments under COMMENTS FROM THE PUBLIC are limited three (3) minutes, and each person shall only be permitted to speak once. The public is giving input to the board and the board may or may not respond. The floor is now open.

There were no comments from the public.

ATTORNEY'S REPORT

No report

participate in "Friends Helping Friends" by donating monies for Almost Home Kids as part of our Week of the Young Child Celebration.

A total of 746 tickets were sold for the May Dance Concert.

Our Illusions gymnastics team is back in the gym for the summer working on new skills and getting ready for a new season in 2024. Our team will be demonstrating their skills and tumbling passes at the Village Picnic on June 25 at the Village Hall. We will also be selecting some of our ninjas to represent the program at the Village Picnic on June 25 at the Village Hall.

A total of 472 tickets were sold for our 3 "Annie Kids" performances. This is about a 40% increase in sales from last year's spring musical.

Day camp began on June 5 and runs through August 11. Registration is ongoing weekly and is projecting over 200 campers per week.

Free summer Movies in the Park began on June 8 with Black Panther 2, and will continue every other Thursday through August 3.

The Family Bike Challenge will take place on Saturday, June 24 by Meijer. Families will receive a map of parks to visit where they will complete a game, with a chance to win a prize at the end of the event.

Our next teen event will be our teen pool parties this summer on June 29 and July 13 from 7:30-9:30 pm at Pelican Harbor. We currently have 4 registered for our Middle School Night and 2 registered for our High School Night.

There are three remaining summer concerts at the Roger C. Claar Performing Arts Center on June 21, 28 and July 5.

Take a trip to your local park and while visiting take a ride on the trackless train, try climbing the portable climbing wall, check out a book with the Fountainsdale Public Library Bookmobile

June

- o Friday, June 23, Wipfler Park (549 Rockhurst)
- o Friday, June 30, Indian Chase Meadows – next to the tennis courts behind Pioneer School (525 Pheasant Chase Drive)

July

- o Friday, July 7, Champions Park (1600 Firethorn)
- o Friday, July 14, Remington Lakes Sports Complex (811 W. Remington Blvd.)
- o Friday, July 21, Johansen Farm Park (770 Hartford Lane)
- o Friday, July 28, Winston Woods – parking lot by playground, across from Woodview School (200 Winston Drive)

Fitness

May recorded 83 memberships: 32 new memberships and 51 renewals, exceeding the 65-memberships projected for May.

Lifestyles fitness recorded 6,770 visits for the month of May which was 1,400 more visits than May of 2022.

In total, Lifestyles has a total of 794 members, year-to-date, right on pace with current projections.

The current group fitness class schedule contains 45 classes per week. May recorded 2,460 group fitness visits for the month which represents 36% of our total visits to Lifestyles!

Virtual classes continue to be a popular offering for some of our members.

\$288 was brought in from group exercise and fitness drop ins which is equivalent to 11 full-time members.

Aquatics

Outdoor pool opened May 27 at 11:30 am to pass holders and 12:00 pm-5:30 pm to the public.

Overall, the pool is off to a positive start for the 2023 making a net worth of \$81,488.50.

The pool made \$24,863.25 in revenue over Memorial Day weekend. This is a successful start to the 2023 outdoor pool.

The Outdoor PH bathhouse flooring project was completed on Saturday, May 27 and the washrooms were opened for full operations on Tuesday, May 30.

Overall, aquatics has trained 251 staff, and is still hiring Lifeguards.

Aquatic staff have started Lifeguard certifications having completed 4 lifeguard courses so far. Lifeguard courses continue through June. There have been 93 lifeguards officially certified and 10 more new guards have just accepted the position and will go through training in June.

Birthday parties made \$13,545.00 in the month of May and was budgeted for \$6,500.00. Private rentals made \$12,526.00 in the month of May and was budgeted for \$1,890.00. Group bookings made \$16,666.00 in the month of May and budgeted for \$5,000.00

Pelican Harbor had a total of 103 participants register for swim lessons in May. Exceeding the budgeted amount of 94.

Swim lessons has earned a total of \$198,869.94 through May while \$123,730.00 was budgeted.

Pelicans Swim Team started scheduling private lessons and bringing in revenue for the summer swim team season, which earned \$13,469.15 revenue in May exceeding the budgeted amount of \$2,000. Typically, the Pelicans summer season starts in June, this why the revenue exceeded expectations.

Adult Trips

This summer the adult trips will be busy with trips planned to the Chicago Air and Water Show, Jazzing at the Shedd, a Nature Museum Tour, and a Beekeeping experience just to name a few!

Adult Athletics

Adult softball for the spring season has a total 42 teams, which is an increase of 7 teams more than 2022.

Registration is open for summer youth athletic and martial arts programs.

Bolingbrook Youth Flag Football informed the Park District their group was dissolving after fall of 2022. The Park District is offering youth flag football leagues for ages 5-6, 7-9, and 10-13. Enrollment is now available and aiming to begin the evaluations on August 5.

Marketing – Commissioner McVey reported:

A special welcome goes to Tess Eken. She will serve as the Bolingbrook Park District's summer marketing intern. Tess attended our preschool here at the Bolingbrook Park District and worked as an assistant swim team coach with our very own Bolingbrook Pelicans! Her first day was May 30.

The third UChicago AdventHealth Bolingbrook seminar took place on Monday, May 8. The topic was Women's Health and Nutrition. This was a request from the Lifestyles membership on topics they would like to attend.

The First Bolingbrook Bank & Trust held a seminar at the Annerino Community Center. The seminar focused on the home buying process.

Golf Course & Ashbury's – Commissioner McVey reported:

Ashbury's and Golf Course's bottom line at the end of June is on budget. The comparison to last year through May is good. Total revenue is up 13% and expenses down 2%.

Golf green fees did very well for the month of May exceeding budget in fees, leagues, and riding carts.

Struggled in the food and beverage area. As the golf course has found a new banquet manager, the hope is to see an increase in banquets and events.

Upcoming Events: Nine, Wine & Dine Saturday, June 24 and Wine Tasting Dinner Thursday, June 29.

NWCSRA - Commissioner McVey reported:

NWCSRA participated in the Special Olympics torch run on Tuesday, June 6. Athletes and the Bolingbrook day program began the run at the Bolingbrook Village Hall, along with over 30 officers and staff, with a brief ceremony before running through Bolingbrook down Route 53. The group met up with the Romeoville Police Department to continue this leg of the Torch Run through Romeoville down Route 53/Independence drive, to meet up with the Joliet Police Department. A fun time was had by all!

NWCSRA Day Camp began on Thursday, June 1 at Oak View Elementary School in Bolingbrook.

Inclusion is in full swing in Bolingbrook with 12 requests this summer, as of May 16. NWCSRA staff look forward to a great partnership this summer to make class experiences positive and fun!

Mark your calendars... NWCSRA will be conducting a car wash at Annerino Community Center the morning of August 15. Specific details on time will come next month.

UNFINISHED BUSINESS

Commissioner Vastalo said so the board received two letters regarding Indian Boundary Fence. They would like to receive the other 10 letters by June 30. Residents will be notified in the next couple of weeks what date the fence is coming down.

NEW BUSINESS

Commissioner Hix appointed the following committee appointments:

- Administration and Personnel – Commissioner Vastalo
- Finance and Technology – Commissioner McKay
- Recreation and Facilities – Commissioner Hix
- Buildings, Grounds, and Natural Resources – Commissioner McVey
- Marketing – Commissioner Andrews
- Golf Course and Ashbury's – Commissioner Andrews
- NWCSRA – Commissioner Andrews

Commissioner Andrews presented a challenge to board members at the last board meeting asking what their vision is for the next two to four years as a board member for the residents of Bolingbrook.

Commissioner McKay said as a board member he will continue the flow of what this park district has done. Continue to offer top notch programming. Grow opportunities that are beneficial and cost justifiable without having to tax our residents.

Commissioner Vastalo echoed what Commissioner McKay said. Vastalo said she would like to see the district get to a point where we are able to fund everything at the level where we won't have to sell bonds.

Commissioner Vastalo said as sad as it is to hear about the dissolution of the Bolingbrook youth flag football organization she thinks it's a good opportunity to take youth programs and do more with them.

Commissioner McVey said there has been a lot of change lately, sale of Hidden Oaks, new director and other restructuring. McVey said the park district staff are amazing which makes their jobs, as commissioners, easy. McVey said we need to stay on top of new trends specifically in recreation and focus on where the district can make changes for the better.

Commissioner Andrews would like to see improvement with safety systems in our parks. She wants everyone using our parks to feel safe. Andrews would like to see more signage "no firearms in park", emergency phone system, better lighting in parks. Work on employee retention by taking care of our employee's mental and emotional well-being, which in turn will help with employee retention.

ANNOUNCEMENTS

Commissioner Hix welcome Anthony Morrison, Nicholas Riebel, and Tyler Gillespie and promised them a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second: Commissioner Andrews to adjourn from the regular board meeting at 8:09 pm. All in Favor "Ayes".

Minutes Verification Signature


Bolingbrook Park District Board Secretary
Dorothy Andrews