

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
June 16, 2022

President Vastalo called the meeting to order at 6:30pm. 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.

President Vastalo stated that she wanted to take this moment in the meeting to publicly apologize to the staff for the way the board discussed the playground installation challenges at Winston Woods Park. President Vastalo also apologized to Commissioner Andrews. Commissioner Andrews thanked President Vastalo.

Executive Director Ron Oestreich read the following introductory statement.

- *In your board packet you received two bound reports: the ACFR & the Auditors Communications to the Board, Dan Berg from Sikitch will be discussing these documents during his presentation.*
- *The Certificate of the Disclosure Officer documents that Board Treasurer, Commissioner Dorothy Andrews opinion that the information in the Annual Comprehensive financial report is Correct and Complete and in all material respects. And that Commissioner Andrews will authorize a member of the Finance Team to file the proper disclosures required by the Municipal Securities Rulemaking Board which is required because have outstanding bonded debt in the public market place.*
- *On behalf of the Disclosure officer, Board Treasurer Dorothy Andrews, I am asking if any of you are aware of information that may be **MISLEADING** or **INCORRECT** in the Annual Comprehensive financial report.*
- *No Commissioners commented that they were aware of incorrect or misleading information.*

Presentation of 2021 Annual Comprehensive Financial Report:

- Executive Director Oestreich introduced Dan Berg from Sikitch to present the 2021 ACFR.
- Mr. Berg thanked the Board for allowing him time to present the results of this important annual document. He also thanked and complimented Debbie Chase, Tricia Dubiel, and the Finance Team at Bolingbrook Park District for their contributions to completing the ACFR.
- Mr. Berg explained that our ACFR goes above and beyond what is required audit submittal by the State of Illinois and by the ACPA. will be submitted to the Illinois Governmental Finance Officers Association (IGFOA) as application to the Excellence in Financial Reporting Award that signifies that our reporting document has met many points of criteria. If awarded, this will be the

23rd consecutive year that Bolingbrook Park District has earned this distinction. This report also gives a 10-year perspective on financial performance, which is great for history and also great for bond rating agency data.

- Mr. Berg described the Letter of Transmittal, which is a comprehensive summary of the operations in Fiscal year 2021, describing why certain decisions were made throughout Fiscal Year 2021. He also described the Auditors opinion followed by the Management Discussion and analysis, which compares 2021 to 2020.
- Mr. Berg also described the Auditors Opinion which was a clean (unmodified) opinion. Best opinion auditors are allowed to give.
- Financial highlights include the following:
 - BPD added to its bottom line. Net position improved by \$2.1 million from 2020 final.
 - General Fund has Fund Balance of \$7.1 million. The district's policy is to have 5 to 8 months of expenditures in reserves in the event of emergency. We currently have 11 months in reserves.
 - Mr. Berg commended staff and board for efforts to keep costs down, especially with the revenue shortage since 2020.
 - Mr. Berg did state for us to continue monitoring and reducing the negative fund balance in Recreation. No recommendations were provided from Sikitch regarding this reduction.
- Smaller binder No findings were recorded.
- Only 2 adjusting journal entries. He was complimentary of the Business Office Team.
- No significant deficiencies were identified.

Commissioner McKay asked for clarification on the two journal entries, which were essentially re-allocation of funds.

No Commissioners had questions and all thanked Mr. Berg for his presentation and work on the Audit and ACFR.

District Operations and Activities Update

Executive Director, Ron Oestreich reviewed the following Resolution, Ordinance and Action items:

- *The acceptance of the Annual Comprehensive Financial Report Year Ended December 31, 2021.*
- *The acceptance of Certification from Disclosure Officer confirming that the 2021 Annual Comprehensive Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.*
- *Resolution 22-21 for a three- year agreement for multi-factor authentication services between Mindsight and the Bolingbrook Park District.*
- *Resolution 22-20 awarding a contract including Alternate #1 in the amount of \$113,777.76 to J&R 1st In Asphalt, Inc of Hickory Hills, Illinois for the Indian Boundary Park Parking Lot Expansion Project.*
 - Commissioner McKay asked where exactly the new parking lot is located.

- Executive Director Oestreich described the exact location (southern end of park – expanding the existing parking lot)
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Operational Updates

Lindsey Pollina, Dance, Theater, and Teen Program Manager presented a recap for the Dance, Theater, and Teen Program Area.

- Lindsey reported some enrollment highlights: Enrollment for 2021/2022 was up over 2020/2021, but down from 2019 due to not having the Dance Force Team enrollment.
- Thus far in 2022, we have seen an increase in participation, especially in the early childhood dance classes. Particularly in the spring session, leading to the Spring Dance Concert on May 15.
- We are rebranding the Dance program area into the Bolingbrook Park District Dance Academy. DanceForce will be part of this academy.
- In 2021, we brought back Power Dance Project into two schools. Pioneer and BJ Ward Elementary.
- We successfully hosted our December Dance concert and the May Dance Concert. The May concert had over 700 people in attendance.
- We are working closely with the 21Century Grant program with Valley View School District.
- This summer we are debuting a new fun program: the TikTok Dance Workshop featuring some of the more well-known TikTok dances.
- Theatre had their first ever musical performance Willy Wonka Kids over the weekend of May 20 at the Bolingbrook Community Center. Every show was sold out. Over 320 tickets sold.
- Summer Theatre includes 21 Century Grant programming for theatre.
- Teen programming is ramping up. We have several enrolled in self-defense class as well as Teen Night at Pelican Harbor on Tuesday, July 19.
- Looking forward, all 3 areas are growing. New curriculum for dance as well as offering workshops and programming with 21st Century Grant. For teens, partnering with other area Park District's and Recreation Departments to grow the program offerings and teen trips.
 - President Vastalo asked if we could promote Teen programming on the signs throughout the Village. We informed her that most of the promotions to the teens are via cell phone.

- Commissioner Andrews asked if we will contact the school district dance teams to see if we can partner with them for our dance programs or if they can be a resource for staff. Go through Rob Rose

Sarah Sielisch, Aquatic Manager reported that we have had a strong start to the season.

- Pelican Passes 2,020 YTD. With a target of 2,189.
- Annual Membership 1,161 YTD. With a target of 1,188.
- Strong June attendance for Swim Lessons as well as Daily Admissions
- Staffing levels have also been good despite the national labor shortage.

The board had no questions

Ron Oestreich, Executive Director updated the Board on several current and upcoming projects.

- Freedom Park Playground opened to the public on Thursday, June 9. Sunset Park playground is anticipated to be complete by end of June.
- Sport Court resurfacing is scheduled to start this month at Indian Chase Meadows & Prairie Trails Parks. Weather has slightly delayed the project until the week of June 27.
- Remington Park ballfield lights are scheduled to be replaced beginning of July. Staff are working with the Athletics team for scheduling to eliminate down time for scheduled programming.
- Net was installed at the first tee box at Boughton Ridge to protect the house.

Ron Oestreich, reported that Bob Kalnicky, Executive Director for the Community Service Council will be attending the board meeting with his fund-raising partner JJ Martin to present I-pad Bingo/Gaming opportunities for Ashbury's. This is informational for the board's consideration. No decision will be made at that meeting.

Commissioner Hix stated to the Board for them to understand that this topic is introducing gambling on Park District property.

Commissioner McKay asked if it was gaming to keep people eating or actual payout. Oestreich stated that there are actual payouts. This I-Pad gaming is legal in Bolingbrook and it is in place at Tailgaters.

Communication from the Public

None

New Business

None

Motion to Adjourn

Commissioner Vastalo made a motion to adjourn from the Work Shop Meeting at 6:57pm. Second
Commissioner Andrews. All in Favor "Ayes"

Minutes Verification Signature

A handwritten signature in black ink, appearing to read "Jake McVey", written over a horizontal line.

Bolingbrook Park District Board Secretary

Jake McVey, Secretary

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
June 16, 2022

Commissioner Vastalo called the meeting to order at 7:00pm. Roll call: Andrews, McKay, Hix, Mc Vey, 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. Motion passed 5/0.

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

- A. Monthly Workshop Meeting Minutes of May 19, 2022
- B. Closed Session Meeting Minutes of May 19, 2022
- C. Monthly Board Meeting Minutes of May 19, 2022

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

Correspondence to the Board from Public

None

Comments from the Public at Meeting

None

Attorney's Report

No formal report

Recognition of Staff

President Vastalo read Christine Martner's Citation of Retirement and presented Christine with her signed and framed Citation.

Leadership Team Report

No formal report

Treasurer's Report

Commissioner Andrews made a motion for the approval of payment of bills including travel reimbursement in the amount of \$661,691.68, subject to audit. Second; Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Motion passed 5/0.

Committee Reports

Administration and Personnel – Commissioner Vastalo reported:

Human Resources Update

- Since January 1, 2022 The HR Department has processed a total of 232 employees (145 new and 87 returning seasonal).
- The All Staff Training sessions are well underway. To date, 85% of the Bolingbrook Park District staff has participated in the training.
- Staff training topics include: whistle-blower, statement of admission, cyber security, harassment, stretching and lifting, personal protective equipment and bloodborne pathogens, and 3 points of contact. Thank you to everyone who contributed to this important annual training.

President Vastalo acknowledged the wonderful partners with Bolingbrook Park District including the Village of Bolingbrook, Fountaindale Public Library District, AdventHealth Bolingbrook Medical Center, S&T Too, Domiño' Pizza, and Meijer.

All monthly audits balanced.

Finance and Technology – Commissioner Hix reported:

- *Commissioner Hix made Motion to accept the Annual Comprehensive Financial Report Year Ended December 31, 2021. Second; Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Motion passed 5/0.*
 - Commissioner Hix and Commissioner McKay complimented the Finance Team, Business Office Team, and the entire Management Team on the strong financial position the District is in after two challenging years. Also complimented the team on 22 consecutive years receiving the Excellence in Financial Reporting designation.
- *Commissioner Hix made Motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2021 Annual Comprehensive Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner. Second; Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Motion passed 5/0.*
- *Commissioner Hix made Motion to approve Resolution 22-21 for a three- year agreement for multi-factor authentication services between Mindsight and the Bolingbrook Park District. Second; Commissioner McVey. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Motion passed 5/0.*

Buildings, Grounds and Natural Resources – Commissioner Andrews reported:

- *Commissioner Andrews made a motion to approve Resolution 22-20 awarding a contract including Alternate #1 in the amount of \$113,777.76 to J&R 1st In Asphalt, Inc of Hickory Hills, Illinois for the Indian Boundary Park Parking Lot Expansion Project. Second; Commissioner McKay. Roll call: Ayes: Andrews, McKay, Hix, McVey, President Vastalo. Nays: None. Motion passed 5/0.*

- The River Sweep event held on Saturday, May 21 was a success. 45 volunteers assisted. Thank you for helping.
- Pelican Harbor is now fully open with all features running. There were several leaks repaired in diving well.
- Staff has completed installing a temporary cricket pitch and lined the field at Indian Chase Meadows for the “tape ball” version of cricket. Staff assisted with the field preparation for the annual Lions Club Beep Baseball Tournament held at Volunteer Park.
- Staff has completed the audit for Freedom Park Playground and Ninja Course. Staff is planning for the DuPage River Greenway Playground build starting the week of July 11.
- The NRHT crews also planted 2,820 annual flowers at our facilities and parks to add some color and interest.
- Sport Court resurfacing is scheduled to start this month at Indian Chase Meadows & Prairie Trails Parks. Weather has slightly delayed the project until the week of June 27.
- Remington Park ballfield lights are scheduled to be replaced beginning of July. Staff are working with the Athletics team for scheduling to eliminate down time for scheduled programming.
- Pavilions at Sunset, Freedom, Prairie Trails, Community and Winston Woods are scheduled to be repainted starting the week of June 20.
- Buildings & Grounds Facility HVAC units are anticipated to be replaced by end of July.
- Sealcoating of parks will begin in July. Staff are finalizing dates with contractor.

Recreation & Facilities – Commissioner McKay reported:

Recreation

- Several Dance classes from the May Concert will be performing at the Juneteenth event on June 18 and Village Picnic on June 26.
- Impressed with the 3 completely sold out Theater productions in May.

- Preparation is underway for our first gymnastics/ninja exhibition since 2019! The theme this year is “Summertime is a Sweet Time at Bolingbrook Park District”. The event will kick off at 9:00am on Saturday, June 25.
- The Illusions Gymnastics team wrapped up their first season in AAU on May 14 and 15. The Level 2 team led the way with an outstanding performance placing in 3rd place, just shy of 2nd place by 0.125! Levels 3, 4 and 5 gymnasts all did very well individually; placing in the top 5 in every event.
- Summer Day Camp began June 6 and will run through August 12. The first week of camp has started off strong with 243 children registered compared to last year’s registration of 100 campers. Weeks two and three both had over 300 students attending.
- Staff is offering three events this summer for teens: Ax Throwing Trip - June 29, Teen Self Defense Seminars - June 23 and July 29, and Teen Night at Pelican Harbor - July 19
- Wednesday Summer Concerts continue at The Roger C. Claar Performing Arts Center. Movies in the Park continue as well. Visit Your Local Parks are also happening at 10 each Friday in different parks throughout Bolingbrook. Check our website for event locations.
- Staff are in the process of planning for the 3rd annual Family Bike Challenge on June 25. Staff is excited to offer this event for FREE.

Fitness

- May Fitness Memberships recorded 33 new memberships and 32 renewals, which is 3 more than projected for the month. Year to date membership sales are ahead of projection. Staff have added 358 memberships versus the May end of month projection of 342.
- Parkie’s 5K event will be held on Saturday, August 27. The 2022 event will once again feature the Kids 100-yard dash! Each child will receive a Super Hero Parkie Cape! Staff is actively planning the event and will be ramping up promotional activities in the coming weeks.

Aquatics

- The outdoor pool had a great opening weekend. Staffing levels are strong and memberships are on-target.

Adult Trips

- Upcoming Adult trips:
 - 6/20: Solider Field Tour
 - 6/29: A Day in Barb City
 - 7/20: Fiver Countries No Passport
 - 7/27: Lake Geneva Mailboat Excursion
 - 8/9: Pew and Pastries Tour
 - 8/19: Chicago Air and Water Show Preview
 - 8/24: Jazzin at the Shed

Marketing – Commissioner McVey reported:

- Mary Voss, Marketing Department Intern, is wrapping up the development of a selfie station at Pelican Harbor. This station will encourage families and teens to take photos and share them on social media. The station is planned to be completed by July.
- A Pelican Harbor Scavenger Hunt will also be introduced in July. This in-the-park adventure will provide a fun activity for visitors to complete while at Pelican Harbor. Visitors will need to find where all the Parkie's are hiding throughout the park in order to receive a prize. The Parkie's will move locations each month for a new opportunity to win a prize.
- Second interviews are taking place for the new Customer Care Assistant. We hope to have the new assistant in place by July 1.
- The Customer Care team has seen a tremendous increase in transactions at the front desk. Staffing has been increased to two customer care representatives at the BRAC and ACC desks during peak times to serve customers.

Golf Course & Ashbury's – Commissioner Mc.Vey reported

- Overall Revenue for May exceeded target by 8%. YTD is also above target by 12%.
- Greens Fee Revenue missed target by 26%, which is consistent with the other area courses due to the weather challenges. YTD is also down by 24%.
- 3 upcoming events: Comedy Night on 6/24, Nine, Wine, and Dine on 6/25, Strawdog Band on 7/3.

NWCSRA – Commissioner Mc.Vey reported

- After months of preparation and weeks of seasonal staff training, NWCSRA Summer Day Camp as well as seasonal programs and inclusion placements throughout our member agencies have begun. Enrollment is nearly double for Day Camp and are up over 50% from last year for seasonal programs
- The agency is gearing up to launch online registration with Amilia (SmartRec) for the fall season. A variety of communications are in progress to reach out to all current and past participants and their families to establish accounts on our registration system.
- The NWCSRA Annual Golf Outing will be held on June 23 at Prairie Bluff Golf Course with a shotgun start at 11:30am. This year's outing will be conducted in partnership with Angelic Kindness.

- Equipment for the Bolingbrook Sensory Room is scheduled for arrival and installation in late August/early September.

Unfinished Business

None

Communications from the Public

None

New Business

None

Announcements

President Vastalo announced that Parkie the Pelican has officially been donated and enshrined into the Bobble Head Museum in Milwaukee.

Executive Director Oestreich announced the Foundation for Bolingbrook Parks annual Glow Golf outing on Saturday, June 18 at Boughton Ridge. Projecting \$5,500 profit to go toward BPD financial assistance programs.

Closed Session

None

Motion to Adjourn

President Vastalo made a motion to adjourn from the regular Board Meeting at 7:26pm. Second Commissioner Andrews. All in Favor "Ayes"

Minutes Verification Signature



**Bolingbrook Park District Board Secretary, Jake
McVey**