

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
June 20, 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.

Annual 2022 Comprehensive Annual Report (ACFR)

Tricia Dubiel, Superintendent of Business and Finance along with Jennifer Martinson of Lauterbach and Amen presented the 2023 Annual Comprehensive Financial Report. Tricia said two motions will come before the board tonight for approval: (1) to accept the Annual Comprehensive Financial Report Year Ended December 31, 2023 and (2) to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2023 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 discusses the district's economic condition and outlook, long term financing plans and major initiatives. Tricia reviewed some financial highlights and accomplishments throughout Fiscal Year of 2023. Tricia thanked the board for their support and guidance throughout the process.

Jennifer Martinson presented a brief overview of the 2023 Financial Audit. Ms. Martinson thanked the board. The board had no questions or comments on the Annual 2023 Comprehensive Financial Report.

District Operations and Activities Update

Executive Director Mike Selep reported there is one resolution for approval: Resolution 24-16 approving an appraisal proposal with Renzi and Associates for appraisal services for the Promenade Shopping Center. The board had no questions.

Chris Finn, Director of BGNR reported on the Central Park splash pad – went out to bid for installation of equipment and amenities. Bids came in a lot higher than anticipated. Staff are in discussion with the architect firm and Vortex who is the manufacturer of the equipment to see if we can obtain better bids for the project. Bids will be sent out in July. Commissioner McKay asked if there would any delay in completing the project. Chris Finn said no.

Executive Director reminded the board there will be a Legislator Appreciation event for Lilac and Champion Parks on June 28, 2024 from 10:00 am to 12:30 pm. Illinois State Representative Janet Yang Rohr will be present. Representative Yang Rohr helped fund the playgrounds with \$142,000 in grant dollars.

Agreement Updates:

- Police Agreement – Staff are working out some of the details as we look to have the agreement approved in July.
- KemperSports Agreement – Staff working with KemperSports to make sure the agreement is good to go moving forward.

Project Updates

Chris Finn reported:

- Wipfler/Tibbott parking lot removal- putting up barricades and cutting asphalt for removal on Monday. Village will provide dump trucks to haul asphalt away on Tuesday. The following week Innovation Landscaping will put black dirt and seed blanket down to get grass started. Split rail fences will also be installed at both ends.
- Jerry Hix Park – Staff will meet with Pulte to discuss the condition of turf and other items and amenities that were on the punch list to fix.

Public Comment

Alice Murray a resident of Bolingbrook asked for wind screens for the pickleball courts at Indian Chase Meadows due to windy conditions. Chris Finn, Director of BGNR spoke to Ms. Murray regarding her request.

Ms. Murray commented on the long line at Pelican Harbor yesterday. She spoke to Mike Baiardo, Director of Facilities and he reported yesterday was the largest grossing day the district had for general attendance. They were not prepared for the influx of customers. Both cash registers were open by 12:15 pm. Mike said the pool hit capacity by 1:00 pm and they had to turn people away.

Ms. Murray asked if there was a new park and where was it located. Commissioner McKay said the name is Jerry Hix Park and it is located west on Hassert Blvd. near Plainfield.

Unfinished Business

None.

New Business

None

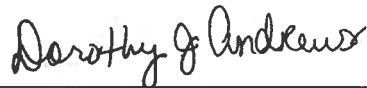
Closed Session

None

Adjournment

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

Minutes Verification Signature

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

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

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
June 20, 2024

President Hix called the meeting to order at 7:02 pm. Roll call: Andrews, McKay, Vastalo, McVey, President Hix.

President Hix asked Kirsten Lee to begin the meeting with the Pledge of Allegiance.

Motion President Hix, second: Commissioner Vastalo to approve the agenda as submitted. 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 May 16, 2024
- B. Monthly Board Meeting Minutes of May 16, 2024
- C. Closed Session Meeting Minutes of May 16, 2024

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

President Hix read and presented the Illusions Gymnastic Team with a Proclamation for a year of growth and development of all athletes and coaches with a successful conclusion of the season at the League Championships. The Illusions Gymnastics Level 3, Level 2 and Excel Gold Teams finished in first place in their division and Excel Silver solo Malia who placed 3rd in her All-Around Competition.

CORRESPONDENCE TO THE BOARD FROM PUBLIC

President Hix acknowledged communication from Andrew Gregg, Mitchell Hahn, Deresa Hogland and Randy Beyer concerning the removal of the pathway between Leslie and Tibbott School. Hix said the cost to replace the pathway would be around \$40,000 and it is on property that is no longer used.

Alice Murray a resident of Bolingbrook complimented the landscaping redesign at Pelican Harbor. Ms. Murray said it looks great!

PUBLIC COMMENTS

Alice Murray personally thanked Kirsten Lee, Manager of Gymnastics/Cheer/Ninja for developing an adult gymnastics program. Ms. Murray said there are all age level participating in the program.

ATTORNEY'S REPORT

No report

LEADERSHIP TEAM REPORT

Executive Director thanked Kirsten for bringing the gymnasts to the board meeting tonight for recognition.

Selep reported the Foundation Glow Golf Outing had 42 golfers and raised over \$6,000 for the Foundation for Bolingbrook Parks. Funds raised help support the financial assistance program. This allows kids to participate in park district programs that they normally can't afford. It was a great time for a great cause.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the amount of \$757,578.48 subject to audit. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

LAISION REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Renzi and Associates proposal is for completion of an appraisal on the Promenade Shopping Center in response to the Property Tax Appeal Board (PTAB). Commissioner Vastalo made a motion to approve Resolution 24-16 approving an appraisal proposal with Renzi and Associates for appraisal services for the Promenade Shopping Center. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo acknowledged staff who had 10 or more years of service: (10 years) Cliff Beyer, Brent Gidley, Susan Meier, Jason Norman. (15 years) Denice Pantano and Sam Warren. (25 years) Saul Ruiz, Christy Sorenson and Terri Tamer.

Commissioner Vastalo congratulated this year's Susan Hoster-Suggs Award of Excellence winners: Chris Corbett, Hannah Grise, Christa Isom, Ginger Leopold, Sarah Pasch and Kai Wahlgren.

Commissioner Vastalo announced the family of Joni Jones raised \$4,800 for the Joni Jones Memorial Preschool Fund. Contributions will be directed toward preschool scholarships commemorating Miss Joni's commitment to children.

Finance and Technology – Commissioner McKay reported:

The 2023 Annual Comprehensive Financial Report has been presented for Board review and acceptance. The report will be filed with the State of Illinois and a Notice of Availability of Annual Audit will be published in the local newspaper by the required deadline of June 30. The report will also be added to the website after approval. Commissioner McKay made a motion to

approve to accept the Annual Comprehensive Financial Report Year Ended December 31, 2023. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The certification documents the Disclosure Officer's opinion that the information in the 2023 Annual Comprehensive Financial Report is correct and complete in all material respects and will be filed on the Electronic Municipal Market Access system (EMMA) to fulfill the District's required annual disclosure with the Municipal Securities Rulemaking Board (MSRB) by June 30, 2024. Commissioner McKay made a motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2023 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 Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McKay congratulated the team as they did an excellent job!

The Business and Technology department was busy this last month setting up all of the business controls for cash handling and technology controls for touch screens, payment processing and inventory.

Bill Oetzel, Tricia Dubiel and Debbie Chase attended ALICE training.

Debbie Chase, chair of the IPRA IT Networking Committee, hosted a virtual meeting on Thursday, May 23 with over 50 registered for the event. Presentations included PwrPlatform and a variety of other functions.

Buildings, Grounds and Natural Resources – Commissioner McVey reported:

Commissioner McVey made a motion to reject all bids for the Central Park Splash Pad 2024 project. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion carried 5/0.

Valley View School District has begun construction of the playground at Jonas Salk Elementary School.

Parking lot at Wipfler Park / Tibbott Elementary School will be permanently removed starting next week.

Sealcoating at Central Park, Ashbury's at Boughton Ridge, Remington Park and Lily Cache Greenway Trail took place the last week of May. The last piece of the sealcoating plan for 2024 is Indian Boundary Park scheduled to take place in July 2024.

All 2024 playgrounds have been opened to the residents! (Champions, Lilac & Bloomfield Oasis).

Staff are meeting with representatives from Pulte on June 25 to review final punch list completions by Pulte. Staff will make recommendations (if any needed) to begin process to close on Jerry Hix Park.

Recreation & Facilities – Commissioner Hix reported:

Commissioner Hix congratulated staff for getting the season off to wonderful start.

Marketing – Commissioner Andrews reported:

Bolingbrook Park District and UChicago AdventHealth Bolingbrook have launched an awareness campaign for two important summer safety issues: drowning prevention and sun protection. Bolingbrook Park District created signs for display at Pelican Harbor and rack cards featuring a QR code for more information on these two life saving initiatives. The information stresses the importance of swim lessons and features Pelican Harbor.

Golf Course & Ashbury's – Commissioner Andrews reported:

Overall revenue for May 2024 was below budget by \$4,604. It remains \$18,319 ahead of YTD budget and \$67,728 ahead of last year's revenue at this time last year.

Overall expenses were managed well throughout the month.

Kemper and Park District staff met with representatives from NorthCape Furniture to discuss options to enhance the patio experience.

There were some successful events scheduled in the past month, including a Mother's Day Bruch on May 12, Paint n' Sip event on May 20; Folds of Honor Memorial Day Scramble for May 25, Nine Wine and Dine on June 1 and Vino and Vinyasa on June 12.

Events for June and July – Trivia Tuesdays, Foundation for Bolingbrook Parks Glow Golf (June 14) and Independence Day Outing (July 6).

NWCSRA - Commissioner Andrews reported:

NWCSRA partnered with local police departments for Law Enforcement events supporting Special Olympics leading up to the annual Summer Games.

The Annual Cop on the Rooftop event took place on May 17.

Athletes and staff participated in statewide run with police officers on June 4 with both Bolingbrook & Romeoville Police officers to pass the torch for the Annual Law Enforcement Torch Run to carry the Flame of Hope nearly 1,500 miles through thousands of communities throughout the state.

27 NWCSRA athletes, 10 coaches and family members traveled to the Illinois State campus in Bloomington for a successful weekend for the Annual Summer Games to compete in aquatics, soccer, bocce and track & field events. Athletes earned 16 gold, 7 silver and 4 bronze medals.

UNFINISHED BUSINESS

None

PUBLIC COMMENT

None

NEW BUSINESS

Mike Mackaluso from Ashbury's presented a KemperSports mid-year update:

Golf

- Offer Frequent Fairways program – have seen 31 participants come to play golf
- Rounds are up 827 this year
- Cart delivery expected in July.

Staff Training

- TruService training for staff was held May 20 with half of the staff
- Next training session will be on June 27 for the other half of staff
- Menu training took place the first week in April on how to prepare and service properly

Food and Beverage

- Al La Carte dining food revenue up 18% year over year
- New menu launched April 1 with first revision coming next week
- Al La Carte liquor revenue up 11% year over year
- Total year over year food and beverage up 13% to \$319,000
- Cost of goods sold food – 2% favorable to same period 2023
- Cost of sales in liquor – 1% favorable to same period 2023
- Patio menu being developed featuring pizzas, flatbreads and additional apps.
- New patio furniture

Marketing

- Continue using email database and social media to promote internal events and F&B specials.
- Pay per click (PPC) campaign with River Valley Media Group
- Promoting new menu
- Banquet booking initiatives using PPC campaign
- 2,000 followers on Facebook and 16,000 website users

The board thanked Mike for is mid-year update.

ANNOUNCEMENTS

None

Commissioner Hix asked for a moment of silence in honor of Joseph O'Driscoll the father of the Park District's attorney.

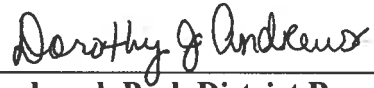
CLOSED SESSION

None.

ADJOURNMENT

President Hix made a motion to adjourn from the regular board meeting at 7:56 pm. Second: Commissioner Vastalo. All in Favor "Ayes".

Minutes Verification Signature

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

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