

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
July 17, 2025

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

President Hix made a motion to approve the agenda as submitted. Second: Commissioner McVey. Roll call: Ayes: McKay, Andrews, McVey, Vastalo, President Hix. Nays: None. Absent: None. Motion passed 5/0.

District Operations and Activities Update

Executive Director Mike Selep reported there are several meeting minutes that have reached 18 months. The board will conduct their semi-annual review of the minutes in which several will be up for destruction. Coming before the board tonight for approval is Resolution 25-24 approving destruction of certain Park District closed session audio recordings.

Upcoming Events:

- Rescheduled Lazy River 5K is tonight
- The sing-along version of the movie Frozen will be featured at the hospital tonight starting at 8:30 pm.
- Jubilee & Pathways Parade Weekend – September 12-14
- Fall Fest – September 27

Executive Director Mike Selep talked about summer teen takeovers and how the park district will address these situations.

Executive Director Mike Selep also talked about the debris and damage left from the 4th of July in some of our parks. Staff will be working on a solution for next year.

The Board had no questions.

Kim Smith, Director of Marketing and Customer Care reported post cards went out and a full presentation of the Community Wide Survey will be presented to the board at the September board meeting.

Executive Director Mikke Selep said the budget process has begun. A budget timeline will be sent to the board with specific times to meet with their liaison.

Executive Director Mike Selep and Director of Business and Technology Debbie Chase met with the districts bond advisors Speer Financial, Inc. and were very pleased with the presentation. Bond advisors will present an overview for future plans, to the board, at the August 21 Board Workshop.

Operational Updates

- Gateway wetlands playground will be completed shortly.
- 2 new pickleball courts are coming.
- Staff are preparing for the big upgrade at the Pelican Harbor indoor pool.

The board had no questions.

Public Comment

None

Unfinished Business

None

New Business

None

Closed Session

None

Adjournment

President Hix made a motion to adjourn from the Workshop Meeting at 6:50 pm. All in Favor "Ayes".

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Sue Vastalo

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
July 17, 2025

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

Jacob Jusino began the meeting with the Pledge of Allegiance.

Commissioner Hix made a motion to approve the agenda as submitted. Second: Commissioner Andrews. Roll call: Ayes: McKay, Andrews, McVey, Vastalo, President Hix. Nays: None. Absent: None. Motion passed 5/0.

President Hix made a motion to approve the following meetings:

- Monthly Board Meeting Workshop Minutes of June 19, 2025
- Monthly Board Meeting Minutes of June 19, 2025
- Closed Session Meeting Minutes of June 19, 2025

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

CORRESPONDENCE TO THE BOARD FROM PUBLIC

None

PUBLIC COMMENTS

Parker Campbell introduced herself and had no comments.

MOTION TO REPORT ON REVIEW OF CLOSED SESSION MEETING MINUTES

President Hix made a motion to report on review of closed session meeting minutes. Second Commissioner: Andrews. Commissioner Vastalo stated the following audio recordings will be destroyed: August 17, 2023 and November 8, 2023. Roll call: Ayes: McVey, Vastalo, McKay, Andrews, President Hix. Nays: None. Absent: None. Motion passed 5/0.

ATTORNEY'S REPORT

No report.

LEADERSHIP TEAM REPORT

Executive Director Mike Selep said there is an app for staff to get engaged and involved in at the park district. It's an interactive challenge using the Goosechase App. Staff can win prizes throughout the summer. Each week, multiple challenges will be released focused on fun right here in Bolingbrook. Staff earn points for each completed challenge. Prizes are awarded based on point total. There are a total of 86 park district staff participating in the challenge.

Kim Smith, Director of Marketing and Customer Care introduced Alice Doherty the district's high school marketing intern that the district received through the initiative with the Will County Economic Development Commission. Alice is programing the Goosechase Challenge with staff as well as with the public. She is a senior at Bolingbrook High School and is trying out for the tennis team. Alice is also very active in DuCap and put together Teen TedX event.

Executive Mike Selep talked about the drowning at the Naperville Park District and how it impacted our lifeguards.

On a happier note Anthony Morelli, Superintendent of Recreation mentioned the districts lifeguards were planning on participating in the lifeguard games the next day and they made a decision not to instead they had an in-service training 3 hours prior to the pool opening. Gwen Fuesz, Aquatic Manager was there to support her staff.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the amount of \$1,177,421.24, subject to audit. Second: Commissioner Vastalo. Roll call: Ayes: Vastalo, McKay, Andrews, McVey, President Hix. Nays: None. Absent: Vastalo. Motion passed 5/0.

LIAISON REPORTS

Administration and Personnel – Commissioner Andrews reported:

- The monthly Operations Meeting on June 26 featured a team cultural awareness and sensitivity training session conducted by Dr. LeVar Ammons. The training was titled "Cultural Awareness & Inclusive Actions - Becoming Stronger Together Through Meaningful Dialogue and Shared Understanding" involved 32 leaders of our organization. Attendees participated in a variety of interactive discussions to raise cultural awareness. The team discussed the definition of cultural awareness, the importance of cultural awareness, barriers to cultural awareness, and how to become more culturally aware and inclusive.
- Per Illinois statute, 5 ILCS 120/2.06, the Board of Park Commissioners may destroy audio recordings older than 18 months old where the closed session minutes have been approved.

With staff recommendation Commissioner Andrews made a motion to approve Resolution 25-24 the destruction of certain Park District closed session audio recordings. Second: Commissioner Vastalo. Roll call: Ayes: McKay, Andrews, McVey, Vastalo, President Hix. Nays: None. Absent: None. Motion passes 5/0.

Finance and Technology – Commissioner McKay reported:

- In preparation for our new WebTrac app, access control devices have been upgraded. This will allow our patrons to gain door access by utilizing their phone and the web app, The app houses their Resident ID as well as their family ID's.
- The Business, Technology and HR Ticketing System has been migrated to the cloud. This provides improved uptime and the opportunity to take advantage of new features and upgrades more quickly. The Technology portal is fully available, Business will soon be available with HR's new ticketing system coming in the near future.
- All accounts are in balance.

Debbie Chase, Director of Business and Technology invited the Board to attend a Disaster Recovery/Business Continuity Tabletop Exercise. The focus of the exercise is to provide the management team with a more thorough understanding of the disaster recovery/business continuity plan while also seeking updates and changes to continue to improve the plan. Debbie will email board members with date and time.

Buildings, Grounds and Natural Resources – Commissioner Hix reported:

- There was an excessive amount of garbage in our parks from July 4.
- Preparation for the shutdown for the indoor pool will be immense. A lot of work will be happening.
- The buildings team is starting the process of installing the LED light fixtures in the Annerino parking lot.
- Staff continue to bring the climbing wall over to camp on Tuesdays & Thursdays for the duration of summer camp.
- Staff have been cleaning up graffiti at parks, especially Poplar Park.
- Preparation for the Labor Day Bolingbrook Soccer Club Tournament has begun.
- Trees were removed at Knights of Columbus Park and replaced with new trees through a grant received from Trees Forever.

Recreation & Facilities – Commissioner McVey reported:

Recreation

- BPD Dance Company begins the start of its 2025/2026 season on July 21 with a choreography camp and will host its first event, a kickoff to the new season for dancers and their families, at Pelican Harbor on July 27.
- Theatre Summer Showcase will take place on Wednesday, August 6 at 5:00 pm in the Annerino Multipurpose Room.
- In July, in-house entertainment for all campers will include the annual Glow Party and Camp Carnival, with outbound field trips to Hollywood Blvd Theaters, Enchanted Castle and Family Fun Zone. The weekly Teen Mini-Trips for July include Green Valley Forest Preserve, Isle a la Cache Museum, Phillips Park Zoo and a trip to Annerino Community Center to enjoy the indoor climbing wall and an outdoor archery class.
- There are two Visit Your Local Parks left. Friday, July 18, Indian Chase Meadows and Friday, July 25, Johansen Farm Park.
- Middle School pool party scheduled for July 31.

- Free Community Events sponsored by Governor's State University and features the following:
 - July 17: Frozen (Sing Along Edition) located at AdventHealth Hospital
 - July 31: Dog Man at Annerino Community Center's Central Park
 - August 7: The Wild Robot at BRAC's Volunteer Park South
- The New Parent Network is a monthly meet-up for parents and caregivers, sponsored by UChicago Medicine AdventHealth. During each meeting, participants are invited to share their challenges, successes and tips with each other, and ask any baby questions they may for a neonatal nurse from AdventHealth.

Facilities

- Lifestyles fitness center recorded 144 memberships: 72 new memberships and 72 renewals in June.
- Lifestyles Fitness recorded a total of 9,550 visits for the month.
- In total, Lifestyles has 1,010 annual members. 13-month retention figures are at 72% for annual members.
- Events: July 18 – Zumba in the park and July 21 – Christmas in July Aqua Pop Up.
- June recorded 5,174 group fitness visits for the month of June.
- Outdoor Pelican Harbor is open daily through August 17. The outdoor pool will be open from August 17-24 with limited attractions. Please check the website for attraction availability. The indoor pool will be closed from July 25-August 24 for its annual maintenance shutdown.
- The Pelicans Swim Team will attend the divisional championship competition in River Trails on July 23 and celebrate the end of the summer season on July 26.
- The facilities team is in the process of planning and budgeting for new volleyball systems and getting competitively priced quotes.

Marketing – Commissioner Vastalo reported:

- Efforts to improve the Bolingbrook Park District search engine optimization (SEO) are showing some strong results. This is important because it ensures people find Bolingbrook Park District as they search on the world wide web. A total of 1,860,116 organic Google search impressions were recorded for the month of July. The top searched terms were related to Pelican Harbor with over 500,000 impressions. The Summer Concert Series, Camp Alotta Fun, and the employment page saw very strong performances. The largest improvement compared to last July was for Lifestyles Fitness Center with 41,023.
- Bolingbrook Park District's social media benchmarks compared to others in the industry are showing growth. Our audience growth rate was 0.46% versus the industry average which was -1.47%. Our post engagement rate was 5.47%, which was significantly higher than the industry average of 1.14%.
- The July customer service audits showed the team is doing well with the increased activity at the desk.

Golf Course & Ashbury's – Commissioner Vastalo reported:

- Ashbury's and Boughton Ridge Golf Course's total revenues for the month of June were \$5,877 above budgeted revenue, which is 2.5% higher than budget. Revenues are \$55,728 above year to date compared to 2024, which is 7.7% higher than 2024.
- Upcoming events: Brandye Phillips (Tina Turner) – August 15, Nine, Wine & Dine – August 16 and Labor Day Scramble – August 30.

NWCSRA - Commissioner Vastalo reported:

- The Adapted Sports Field being constructed in Romeoville is near completion.

Commissioner Vastalo thanked staff for keeping down the amount of monthly alarms recorded.

UNFINISHED BUSINESS

None

PUBLIC COMMENT

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

CLOSED SESSION

President Hix made a motion to enter in to Closed Session at 7:35 pm pursuant to 5ILCS 120/2(c) for the purpose of discussing (1) The employment, discipline and performance of specific employees. Second: Commissioner McKay. Roll call: Ayes: McVey, Vastalo, McKay, Andrews, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to adjourn from Closed Session at 7:47 Pm. Second: Commissioner McKay. All in Favor "Ayes".

ADJOURNMENT

Commissioner Andrews made a motion to adjourn from the regular Board Meeting at 7:50 pm. Second: Commissioner Vastalo. All in Favor "Ayes".

Minutes Verification Signature


Bolingbrook Park District Board Secretary
Sue Vastalo