

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
July 20, 2023

President Hix called the meeting to order at 6:33 pm. Roll call: Andrews, McKay, Vastalo, McVey, Hix.

A brief discussion ensued regarding Indian Boundary Fence.

Motion Commissioner Hix, second: Commissioner McKay 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

Executive Director, Mike Selep reported all 12 homeowners on Churchill Drive will be represented by one attorney.

Review of Ordinances and Resolutions for approval at tonight's board meeting:

- Debbie Chase, Director of Business and Technology – Ordinance 23-04 amending the Bolingbrook Park District Operations Manual re Section 7 “Purchasing Authority and Prompt Payment Policy” and Section 34 “BPD Disaster Recovery Plan”. Commissioner Hix asked when the first live drill would take place. Debbie Chase said there will be two a year one for IT and one for all management staff. The first drill is scheduled for September 30.
- Chris Corbett, Superintendent of Projects and Loss Prevention reviewed Resolution 23-20 approving license agreement for the use of Park District Property along Indian Boundary Road and Ordinance 23-05 authorizing the sale of Real Property owned by the Bolingbrook Park District that is no longer needed or deemed necessary or useful. The board had no questions.

Chris Corbett announced Representative Dagmara Avelar will make an appearance at tonight's board meeting. Chris said he and the past Executive Director, Ron Oestreich have been working with Representative Avelar for a quite some time to obtain funding for a new roof at Annerino Community Center. The district received \$120,000 from Representative Avelar to fund a portion of the roof replacement.

Director Selep proposed the following dates for upcoming budget workshops:

- Monday, November 6
- Wednesday, November 8

All board members agreed on Monday, November 6 and Wednesday, November 8. Meetings will begin tentatively at 5:30 pm or 6:00 pm at Ashbury's.

Kim Smith gave a brief overview of the Innovation Committee. This is an action item from the Strategic Plan.

- The committee has been formed and is up and running.
- The role of the Innovation Committee is to create a district-wide system that supports ideas. The committee is made up of individuals from all different departments.
- The action items committee is working on: creating Food for Thought sessions. Sessions will take place once a quarter with different topics. All levels of staff will be invited.
- First brainstorming session will be Tuesday, July 25 at Ashbury's. The Topic will be "Engaging t
- Teens with the Bolingbrook Park District.
- Once a quarter the committee will bring speakers to the Operations meetings who have done innovative things within their field with parks and recreation.
- Implement an innovation board. This will be an online format that all staff can submit ideas.
- Next year: celebrate innovation within the district. The committee will present awards for things that go great and prizes encouraging staff to keep trying things.
- Working on creating a funding source.

Communication from the Public

None

Unfinished Business

None

New Business

None

Closed Session

None

Adjournment

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

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Dorothy J. Andrews

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
July 20, 2023

President Hix called the meeting to order at 7:04 pm. Roll call: Andrews, McKay, Vastalo, McVey, President Hix.

President Hix asked Representative Avelar to begin 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 Andrews to approve the following meetings:

- Monthly Workshop Meeting Minutes of June 15, 2023
- Monthly Board Meeting Minutes of June 15, 2023

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

Commissioner Hix introduced House Representative of the 85th District, Dagmara Avelar.

Representative Avelar shared a bit of her background. Her parents immigrated from Ecuador and made their home in Bolingbrook. She attended Bolingbrook High School. Avelar represents many municipalities. She reported for the 5th year in a row the state budget is balanced and she was able to bring, to our communities, over 3 million dollars for capital projects in the 85th district. Part of this investment was to grant the Bolingbrook Park District \$120,000 to help with the replacement of the roof at Annerino Community Center. Representative Avelar said supporting park districts is so important when it comes to having a healthy and active community.

The board thanked Representative Dagmara Avelar for her support.

CORRESPONDENCE TO THE BOARD FROM PUBLIC

Commissioner Hix received communication from Village Trustee, Michael Carpanzano who shared a compliment from a resident who was impressed with the cooperation between the park district and other governmental units of the Village.

Hix received communication from a former park district employee and resident, John Chase. John called for contact information for the gentlemen who owns Boundless Adventures a rope type course that the park district looked at for the Nature Center. He is pursuing that for the County he works for in Michigan.

COMMENTS FROM THE PUBLIC AT MEETING

Commissioner Hix said the floor is open for comments.

Hix said the park district has spent a lot of time discussing the Indian Boundary fence. Hix read a recap of following key points that represent the park district's position:

1. Selling public land is not a common practice or expectation for park districts in Illinois.
2. Approval of the Authorization of Sale and License Agreement are on tonight's agenda. This is the next step to request court approval of and receive direction on an acceptable process.
 - a. License Agreement is valid until October 2nd
 - b. If sale is not executed, personal property is due to be removed.
3. The District has already incurred substantial legal fees and staff time to get this issue to this point. Per the Letters of Intent, the homeowners will bear the fees and costs associated with the sale of the property regardless of whether the sale is completed or not.
4. The sale will be for all 12 parcels or there will be no sale.
5. If the sale is terminated prior to incurring further costs, the \$1000 deposit will be returned, and the Letter of Intent voided. If further costs are incurred and sale is not executed, the costs will be funded pro rata by the buyers from the \$1000 deposit.
6. If the sale is executed, the Park District retains the right to install or not to install a fence.
 - a. No modifications to the fence will be allowed.
7. A quit claim deed is less expensive than a purchase with title insurance; however, a quit claim deed does NOT provide any assurance that the BPD owns the property free and clear of easements, restriction or other claims.
8. The Park District will consolidate costs such as court filing fees and publication notices pro rata unless otherwise directed by the Court
9. Estimated cost of sale:
 - a. The current cost estimate for a sale using title insurance is \$6,000 - \$7,000 per buyer
 - b. The current cost estimate for a sale using quit claim deed is \$1,500 - \$2,000 per buyer

Commissioner Hix asked if he is correct to assume this level of cost is acceptable to all 12 buyers and said he does not expect an answer tonight.

Female resident (did not state name) said in her mind if no one has come forward in 35 years to claim the property in question then she thinks the district might be free and clear.

Male resident (did not state name) said he understands and has read through all the meeting minutes, emails and walked the property site.

Commissioner Hix said he is happy that all 12 residents are being represented by one attorney.

ATTORNEY'S REPORT

Attorney, John O'Driscoll commented how park districts have a legal spending limit of \$30,000 before having to go out for bid. He said that school districts now have a limit of \$35,000. He questioned the rationale of having different taxing having a different limit.

LEADERSHIP TEAM REPORT

Executive Director, Mike Selep formerly thanked Representative Dagmara Avelar from the 85th District and is extremely grateful for the \$120,000 grant to replace the roof at Annerino Community Center. The relationship with Representative Avelar developed over the years with former Executive Director, Ron Oestreich, and Chris Corbett.

Kim Smith, Director of Marketing and Customer Care introduced Tess Eken the new summer intern in the marketing department. Tess has been with district since the end of May. She will be a junior at the

University of Illinois Campaign where Tess is majoring communications and Spanish. She has lived in Bolingbrook her entire life. Tess was a participant in our preschool program, gymnastics, swimming and was an assistant swim coach. She is very versed with the park district.

The board welcomed Tess.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the \$733,099.66, subject to audit. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Congratulations to Sheila Ubelhor who has been promoted to Sr. Accounting Clerk. Sheila started with the District in November 2016, and was hired as a full time Accounting Clerk in March 2018. Sheila has expanded her education and training, enabling her to develop accounting skills necessary to the District.

Finance and Technology – Commissioner McKay reported:

Commissioner McKay made a motion to approve Ordinance 23-04 amending the Bolingbrook Park District Operations Manual re Section 7 "Purchasing Authority and Prompt Payment Policy" and Section 34 "BPD Disaster Recovery Plan". Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McKay said he met with the Financial committee yesterday. All areas are looking awesome and definitely within budget.

Buildings, Grounds and Natural Resources – Commissioner McVey reported:

Commissioner McVey made a motion to approve Resolution 23-20 approving License Agreements for the use of Park District property along Indian Boundary Road. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The residents along Churchill Drive in Bolingbrook have submitted 'Letters of Intent' to the Bolingbrook Park District to purchase space from the Bolingbrook Park District. The Park District will consider the sale of property to each resident (lot sizes vary and are included in this Board Packet). In order to consider the sale of property to each individual resident, a filed 'Resolution' must be first approved by Park District Board of Commissioners to proceed with the possible sale of property. The total acreage of property being considered for sale is approximately 0.299 acres, which would be split and sold individually between 12 households.

Commissioner McVey made a motion to approve Ordinance 23-05 authorizing the sale of real property owned by the Bolingbrook Park District that is no longer needed or deemed necessary or useful. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner McVey made a motion to revise Ordinance 23-05 subject to attorney review. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0. Commissioner Hix explained this is the first step that allows the district to go to court. If we haven't made a termination that we have intent to sell the land we can't present it to the court.

The LED light project at Lily Cache Sports Fields East has started. This is the Com Ed grant that the district applied for early in 2023. The project will take about 3 weeks to complete, and is weather dependent. The hope is to have the lights all set for the Labor Day Soccer Tourney.

The community garden plot users are invited to the Bolingbrook Garden Club Annual Picnic at the Burr Oak Shelter at the Hidden Lakes Nature Center on July 30.

Indoor pool maintenance - beginning Friday, August 4 through Friday August 18 the indoor pools will be closed for maintenance.

Planning for Parkies 5k and Howl-o-ween 5k are underway with staff.

Soccer and baseball spring/summer seasons have wrapped up until late summer/early fall. There are a few camps out on the fields through the summer months, and staff have been doing prep to those fields for the camps. Staff are completing field repairs, sod work, irrigation repairs, and detail work on athletic fields.

Prep for the Labor Day Bolingbrook Soccer Club Tournament has begun with goals being moved, and initial fields being marked for lining in late August. Fence posts and additional snow fencing will be purchased for the events as we have fields #2 & #11 fenced and closed off for the 2023 seasons.

Staff put out a bid to contractors for removal and replacement of asphalt for the trail leading from Lily Cache Lane up to the bridge at Jaycee Park, continuing on to Old Stone Road. The trail was identified as part of the District's ADA Trail Plan, along with needing replacement due to poor conditions. Bid opening is set for Tuesday, August 1. Recommendation to the Board at the August Board Meeting with work scheduled to begin in September and complete by end of October.

Playground at Wood View Elementary School has been completed. Staff are working with Valley View School District to CPSI inspect the playground for opening to take place soon. Construction at Jamie McGee School is ongoing. Anticipate playground opening before start of the 2023-2024 school year for students.

Central park tennis courts are being repaired and color coated the week of July 17 as identified in the 2023 work plan. Courts will only be down for one week (weather dependent).

Recreation & Facilities – Commissioner Hix reported:

Commissioner Hix complimented recreation in the progress that has been made in the last two years. Activity levels going up. Fund balances are raising into the positive numbers.

Recreation

Very pleased with the co-op program with Meijer. Hix said the more we reach out to the community the more notoriety we build.

Fitness

Memberships broke the 800 level. It's good to see the activity and visits to the health club.

Aquatics

Numbers look good and attendance is great. Projected 10,000 people in the month and we recorded 18,000. Budgeted 24,000 in revenue and made \$38,000. Classes are strong.

Starguard scores are exceptional. Parents are pleased with the attentiveness of our lifeguards and feel very safe with their children in the water.

Daily admissions were just under \$95,000 for the month.

Swim lessons were at 489 participants and continue to grow.

Marketing – Commissioner Andrews reported:

The role of the innovation committee is to create a district-wide system that supports and incentivizes ideas. The committee will be hosting its first Food for Thought Session: Engaging Teens on Tuesday, July 25 from 9:00-10:15 am at Ashbury's at Boughton Ridge. This event will feature full and part-time staff members from each department. The committee is also working on future initiatives for inclusion in the 2024 budget.

Commissioner Andrews commended Kim Smith, Director of Marketing and Customer Care for implementing the Innovation Committee which will engage and encourage staff ideas. This was one of the things she wanted to see happen while serving as a commissioner.

Commissioner Andrews also commended Kim Smith for engaging the community for partnering with Dr. Jill Jennings to be a part of a national campaign called the Let's Beat Breast Cancer Rally. Dr. Jennings taught the district's nutrition classes through our partnership with UChicago AdventHealth Bolingbrook. The rally will be held on September 20 from 6:00-7:00 pm at the Bolingbrook Recreation & Aquatic Complex.

Website consumption is very good. Page views are up which means people are viewing the district's website. Andrews also commended the social media and design work.

The customer care team welcomed two new team members, Maureen Fox and Sandra Monarrez, and one returning team member, Stacy Cooper. They have been busy training and learning the district.

Golf Course & Ashbury's – Commissioner Andrews reported:

The bottom line for the end of June is close to budget. The comparison to last year through June remains strong with a total revenue of 11.8% and expenses remaining flat.

Operation expenses have been well managed throughout the year coming in 29.8% below budget and 9% below year-to-date.

Payroll has been well managed being 12.7% below budget for year-to-date.

Upcoming Event: Comedy Night – Saturday, July 22.

NWCSRA - Commissioner Andrews reported:

This was the first year NWCSRA offered Day Camp as a part of ESY (extended school year) at Oak View Elementary School in Bolingbrook concluded. It was a positive collaborative effort with Valley View School District as children enrolled in summer school were able to enjoy an afternoon of camp. Several staff from VVSD were hired to assist with the Day Camp program.

NWCSRA Day Program participants will be conducting a car wash at the Annerino Community Center the morning of August 15. Watch for specific details to come.

Save the date for two upcoming events – Celebration of Special Recreation & Recognition (October 7) and the Recognition Dinner Dance (December 7).

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

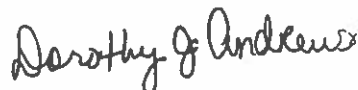
CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second: Commissioner Vastalo to adjourn from the regular board meeting at 7:47 pm. All in Favor "Ayes".

Minutes Verification Signature



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