

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
September 21, 2023

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

Motion Commissioner Vastalo, 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 received a request from Bolingbrook Trojans asking Bolingbrook Park District board members to participate in the coin toss at the beginning of each football game for homecoming. Selep will send out a listing of times.

Debbie Chase, Director of Business and Technology informed the board of a Purchasing Authority Policy update. Debbie explained after the last update in July which added a \$250 level and \$1,000 level for assistant managers they quickly discovered some service areas that had needs that were different from the \$250. Debbie will bring before the board a resolution to approve a change that would give the supervisor the authorization and direction of what that limit would be. Chase said different positions have different needs.

Chris Corbett, Superintendent of Projects and Loss Prevention reported the district received the \$142,000 from State Representative Janet Yang Rohr. The funding will be used for renovations next year at Champion and Lilac Parks.

Chris Finn informed the board the park district would be cancelling Waste Management's contract. Cancellation must be submitted 90 days prior to the renewal of the contract. Finn is currently reviewing contracts with Flood Brothers and Republic.

Mike Baiardo, Director of Facilities talked about Open Play (any sports activity held in gymnasiums at BRAC and ACC) and fees that were implemented in August (\$3.00 per person per sport) to participate in pickle ball, volleyball, basketball, table tennis, and senior volleyball. A \$50 punch pass will be offered that allows for 20 visits which equates to \$2.50 a visit or participants can purchase a membership for \$29 a month (\$25 for seniors). Also, financial assistance will be offered for participants who can't afford to pay the full amount.

Baiardo talked about the Facility Team re-organization and his plan to post two positions in 2023 for a Fitness Manager and an Athletic Manager both positions will not have a facility tied to their positions. In 2024 Mike said he is proposing to create two new additional positions (1) Facility Manager who would oversee BRAC facility management, rentals and open gym and (1) Assistant Facility Manager who would report to the Facility Manager and would oversee ACC facility management, rentals, racquetball/wallyball, climbing wall and open gym. Baiardo will continue to manage the facilities if the two additional positions are not approved in 2024.

Chase said Resolution 23-22 is to approve the replacement for 2 digital copiers at ACC and BRAC. This is the official request for board approval.

Chris Finn, Director of BGNR said Resolution 23-23 is to approve the purchase of one 2024 Ford Super Duty F-450 truck to be paid for in 2024. This is a pre-order. The truck will be used all year round for snow removal in the winter and use as a water truck in the summer and to haul heavier equipment.

Communication from the Public

None

New Business

None

Closed Session

None

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:05 pm. Second Commissioner Andrews. All in Favor "Ayes".

Minutes Verification Signature

A handwritten signature in cursive script that reads "Dorothy Andrews". The signature is written in black ink and is positioned above a horizontal line.

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

BOLINGBROOK PARK DISTRICT
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Board Meeting Minutes
September 21, 2023

President Hix called the meeting to order at 7:05 pm. Roll call: Andrews, McKay, Hix, McVey, President Vastalo.

President Hix asked State Representative Janet Yang Rohr to begin the meeting with the Pledge of Allegiance.

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

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

- Decennial Meeting Minutes of August 17, 2023
- Monthly Board Workshop Meeting Minutes of August 17, 2023
- Monthly Board Meeting Minutes of August 17, 2023
- Closed Session Meeting Minutes of August 17, 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 said he received communication and it has already been addressed by Mike Baiardo, Director of Facilities regarding pickleball. Hix will relay the information to pickleball participants.

COMMENTS FROM THE PUBLIC AT MEETING

Commissioner Hix introduced State Representative Janet Yang Rohr.

Representative Janet Yang Rohr thanked the board for having her tonight. Rohr said she represents the 41st District which includes Naperville, Warrenville and the northwest corner of Bolingbrook. She said it has been a pleasure working together finding a way to make sure that her share of constituents are served. She was very excited to work with staff with the rebuilt of Champion and Lilac playgrounds. She said our outdoor spaces are so important to physical health, mental health and the well-being of the entire community. Representative Rohr commented on how easy it was to work with park district staff in getting this done. These capital projects and capital funding opportunities are hard to predict from Springfield. She thanked everyone who made this happen.

Commissioner McKay thanked State Representative Janet Yang Rohr for thinking of the Bolingbrook Park District.

MOTION TO REPORT ON REVIEW OF CLOSED SESSION MEETING MINUTES

Commissioner Andrews made a motion to report on review of closed session meeting minutes. Andrews said the Board of Commissioners has agreed that the following meeting minutes will remain confidential:

- Thursday, February 16, 2023
- Saturday, February 25, 2023
- Saturday, February 25, 2023
- Thursday, March 2, 2023
- Thursday, March 16, 2023

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

ATTORNEY'S REPORT

No formal report

LEADERSHIP TEAM REPORT

Executive Director Mike Selep thanked the Bolingbrook Police Department for their work on Monday, September 18. Selep said they took swift action in apprehending the individual who was known to be armed, had previous altercations with the police, and was desperate after fatally shooting a family member. Selep recognized staff throughout the district for working with our patrons and staff to make sure everyone was safe.

Selep thanked the events crew, staff members and Commissioners Hix, Andrews, McKay, and McVey as well as family members that came out to participate in the Pathways Parade on Sunday, September 10. It was a joyous occasion.

Selep announced Sarah Sielisch, Aquatic Manager is getting married on Friday, September 22 and will return to work as Sarah Mejicano.

Commissioner Hix said the police response was phenomenal on Monday, September 18. Hix highly recommended registering with the Bolingbrook Police Department to receive 911 announcements. Hix said he sent a personal message to the police department.

TREASURER'S REPORT

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the \$466,667.06, 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:

- HR Source is currently in the process of conducting a comprehensive compensation study to examine the 43 different full-time job descriptions of the park district and comparing against a variety of different compensation studies within the field of parks and recreation as well as other industries to determine the competitive rate for each full-time position within the park district.

Finance and Technology – Commissioner McKay reported:

- *With staff recommendation Commissioner McKay made a motion to approve Resolution 23-22 approving Requisition #REQ0012167 in the amount of \$42,788 for capital asset replacements of 2 digital copiers through Chicago Office Technology Group, Inc. Second Commissioner: Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.*
- McKay said there was no finance meeting this week, but the information that he received from staff indicated the park district is in good shape. More to come at the next board meeting.

Buildings, Grounds and Natural Resources – Commissioner McVey reported:

- *Commissioner McVey made a motion to approve Resolution 23-23 authorizing purchase of one new/unused 2024 Ford Super Duty F-450 Truck, not to exceed \$66,997.41 from National Auto Fleet Group of Watsonville, CA. Second Commissioner: Hix. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.*
- Staff are busing preparing for our fall projects such as fall plantings, prescribed burns, field/turf maintenance, and many other projects.
- BRAC Lifestyles Fitness will be closed October 2 through October 6 for painting, deep cleaning and carpet cleaning.
- Parkie's 5k was held on August 26. Staff did a great job preparing the course and setting up the event. Staff are now preparing for Fall Fest on September 30. Staff is also assisting the Rec Team with freaky Friday setup and scene building and the Howl-o-Ween 5k prep will begin shortly after Fall Fest.
- Blackhawk Park continues to be a target of vandalism, a rocker apparatus piece was destroyed and the replacement parts cost \$480.00 in repairs.
- Accessible concrete walkway has been added at outdoor Pelican Harbor at the egress gate near the splash pad. Gate is used for emergency egress only.
- Staff met with representatives from Pulte to review the punch list. There were no objections from Pulte regarding any items. Pulte is still working on items, which included landscaping concerns, playground punch list, site amenities updates, etc.

Commissioner McVey asked how the punch list was going. Chris Corbett, Superintendent of Projects and Loss Prevention reported they met with Pulte and proposed a hydro seed for the turf renovation and they were willing to pull all the existing mesh and stone out to hydro seed the entire park.

Commissioner McVey asked if there was going to be another park in the second phase. Chris reported the next phase is Sawgrass Townes and the park district will be getting a land cash donation instead of a park/land. Chris is working with Debbie to get monetary value. The cash donation will depend on permits pulled by developer with the Village. Project is set to take some time for completion.

- The golf paths at Boughton Ridge Golf Course are set to be seal coated the week of September 18.
- As part of the ARPA (American Rescue Plan Act), staff are working on the bid document related to the replacement of HVAC units at Ashbury's at Boughton Ridge. Staff anticipate releasing bids early October with bid opening in late October. Bid results should be recommended to the board at the November meeting with work anticipated to begin in Spring 2024.
- Staff are anticipating proposals from Upland Design for two projects, to which design will begin in Fall 2023. (2024 Playgrounds & Splash Pad at Central Park).

Recreation & Facilities – Commissioner Hix reported:

Recreation

- Preschool registration continues to grow.
- Staff will be planning a free Finals Destress Event for high school students during Bolingbrook High School's finals week in December.
- Staff are currently working with VVSD 21st Century program to finalize the fall schedule for enrichment programs. Programs will tentatively start the week of October 2, and staff will be servicing 10 schools throughout the district.
- This month's Meijer free family event is geared towards the family dog. Participants can enjoy an early fall hike together, visiting stations of curated activities, including an egg hunt, paw print craft, and healthy treats.
- Fall Fest will be held in September and Freaky Fun Friday in October.

Fitness

- Lifestyles had 7,435 visits in the month of August.
- Lifestyles membership totaled 837 for the year and has exceeded the years projection.
- Parkie's Lazy River 5K had 105 participants.
- Parkie's 5K had 347 participants.
- Group fitness recorded 27,850 visits so far this year.

Aquatics

- PH had 105,000 visits.
- Lifeguards received another 5 Star score from the Starguard audit in August.
- Staff had their own internal lifeguard games on August 2.
- The outdoor pool closed August 20. Looking into extending the open pool until after Labor Day next year.
- Daily admissions brought in over 500,000 for the year ending in August.
- Pelican Harbor annual memberships made \$103,804 in revenue for the year ending in August.
- Pelican Harbor summer passes made a little over \$170,000 for the year ending in August.
- Birthday parties and private rentals are doing very well.

Athletics

- Over the past two months the Day One Multisport program brought in 627 participants.
- Adult volleyball is doing well.

Marketing – Commissioner Andrews reported:

- Let's Beat Beast Cancer Rally was held Wednesday, September 20. Commissioner Andrews attended this event and said it was amazing. Andrews loved how the district partnered with the Physicians for Responsible Medicine.
- Social media engagement exploded in August due to the engagement with the Parkie's Lazy River Event. The video went viral for over three weeks with a total reach of 1,421,401 and 1,172 shares on the video. A total of 3,055 comments were made on the event video. Andrews suggested next year have a Parkie's Lazy River 3K right after the 5K or do both at the same time, or have 5K first followed by the 3K.
- Customer Service Week kicks off with our Customer Care Meeting on October 1. This is a great opportunity for staff to thank our customer care representatives for all that they do.

Golf Course & Ashbury's – Commissioner Andrews reported:

- The general manager at Ashbury's is holding a Fireside Chat tonight at Ashbury's.

- Ashbury's and Boughton Ridge Golf Course's bottom line through the end of August is ahead of last year in terms of total revenues and expenses are lower than last year. The comparison to last year through August remains strong, with total revenue up 7.2% and expenses remaining under budget.
- Overall revenue golf had a strong month and is tracking ahead of both last year and budget.
- Operational expenses have been well managed throughout the year.
- Ashbury's will host the Bolingbrook Chamber Thank Goodness It's Thursday event on Thursday, September 28 from 4:30-6:00 pm. This is a great way for Chambers to gather together to network. Ashbury's will supply some appetizers.
- Ashbury's will offer a Holiday Party Package for businesses in the area.

NWCSRA - Commissioner Andrews reported:

- It was exciting to see individuals returning to a variety of programs and utilizing these services. The allocation of contribution for each member agency has been utilized at a higher rate this year. As a result, there is a strong possibility that the District will be billed back for services over the 3% allocated contribution.
- Celebration of Special Recreation will be held on Saturday, October 7 from 11:00 am-3:00 pm at the Annerino Community Center. NWCSRA is anticipating 1,000 to 1,500 attendees and looking for additional volunteers to assist with the day's events. Please contact Gina Petkus at gpetkus@nwcsra.org by September 29.

UNFINISHED BUSINESS

Indian Boundary Fence Update:

- Attorney Caitlin Frenzer reported Tressler filed a petition with the court to approve the sale of the property on October 6. However, if potential objectors come to court or if the judge requires more time to review the documentation the October 6 dated can be pushed.

Easement update:

A survey showed multiple unrecorded telecommunications utilities installed on the property adjacent to the homeowners. Attorney Caitlin Frenzer asked the board if they wanted to approve the easement as one parcel while it is still in the park district's ownership which would be easier to do instead of the utility company coming back and having to record the utilities on all the separated parcels. The utility company offered to cover the cost.

Fence Installation update:

The plan is to have the fence installed in the second or third week in October while the ground is soft. If the petition is granted on October 6 there will be some time in between for the sale to go through and to get the documents recorded. Attorney Caitlin Frenzer is asking the board to provide direction on how to proceed with the fence installation even if the property transfer has not been formerly completed.

The board had no objections to excepting the easement if and when it is presented to the board prior to sale. Hix said it would be a simpler transition.

Discussion ensued regarding the filing of paperwork, timeframe getting approval from the court, and installation of the fence.

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner McKay to adjourn from the regular board meeting at 8:08 pm. All in Favor "Ayes".

Minutes Verification Signature


Bolingbrook Park District Board Secretary
Dorothy J. Andrews