

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Budget Workshop - November 10, 2022

President Vastalo called the meeting to order at 5:30pm. Roll call: Commissioners; Andrews, McVey, President Vastalo. Absent: Commissioners: Hix, McKay.

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

OPENING STATEMENTS BY BOARD MEMBERS

President Vastalo thanked staff for all their hard work and effort that went in to preparing the budget.

INTRODUCTION OF BUDGET 2023

Executive Director Ron Oestreich welcomed the board and staff to the Budget 2023 Work Shop.

What Happened in 2022

- Completed the Community-Wide Survey Pulse Check.
- Completed the sale of Hidden Oaks Nature Center and Hidden Oaks Trout Farm was completed this year. Started the process in 2019.
- Completed five referendum playground renovations: Bradford Park, Community Park, Freedom Park, Sunset Park, and Winston Woods.
- Financially through October Bolingbrook Park District operational funds are \$1,245,547 over budget projection. Revenue is exceeding budget by just over a million and expenses under budget by \$165,000. The overall park district bottom line including major operating funds, non-major funds, and special funds are over projection by 1.5 million dollars. This is a testament to the districts' recovery efforts, the districts conservative budgeting for property taxes and our district wide expense management efforts. The district is in wonderful financial shape for now and for our future.
- The BGNR Team planted 66 new trees, 294 perennial flowers and 4,300 annuals. They also continued to successfully manager over 183,000 square feet of facility space all of this plus mowing and maintaining 51 properties, nearly 1,200 acres with a 40% shortage of staff from 2019 to 2022 (part-time). There have been 1,201 work orders have been submitted through October and the team has completed 1,076 that is an average of 3.5 work orders completed per day (includes weekends).
- The Customer Care Team has received 52,044 incoming phone calls through October. Total transaction revenue is \$1,530,395 taken through the front desks, that is an average of 172 phone calls per day and an average of \$5,000 of revenue coming in per day. The customer care team are busy, talented, professional and the back bone of each of our facilities.
- The Marketing Team processed 566 different print projects (flyers, newsletters, signage and brochures). The district has 184,433 new website users so far this year. Social media followers have grown 9% in 2022. That is an average of 1.8 print projects per day and 604 new web users per day.
- The Business team processed 1,071 refunds, 175 business tickets, 2,228 journal entries, processed The Technology team 1,288 technology tickets and trained 31 new users. That is an of 4 tech requests per day completed.

- The Human Resources team is the busiest department in the district.
 - They on-board all the full and part time new hires
 - Submit annual reporting to IMRF, IDOL, OSHA and PDRMA.
 - They negotiate insurance, medical, dental and vision.
 - Negotiate and set up staff meetings for Deferred Compensation.
 - Assist the Business Office with payroll and W2's.
 - Work closely with PDRMA for workman compensation cases and unemployment hearings. They also track all unemployment requests
 - Track Covid related activities.
 - Work with Executive Director updating the personnel policy manual.
 - Track all employee forms and evaluations (full and part time)
 - Work with staff when deciding to retire.
 - Organize and manage the Employee Recognition Program
 - Implemented Ascentis program

- Projects and Planning
 - Outdoor bathhouse flooring resurface
 - Bathhouse rolling door, the BRAC Gym flooring
 - Remington Sports field lighting
 - BGNR HVAC units replaced
 - Indian Chase Meadows basketball and tennis courts resurfacing
 - Turned roller hockey into a dedicated Pickleball court
 - Prairie Trails Park tennis court resurfacing
 - Indian Boundary parking lot expansion
 - Sealcoating
 - DuPage River playground installation

Oestreich said BGNR, Customer Care, Marketing, Business & Technology, Human Resources and Projects are the back bone of the district. Oestreich thanked all the departments and said we can't do what we do for our community without their help.

Oestreich touched on Recreation and Facilities revenue and expenses. Oestreich said revenue through October was \$474, 251.00 over budget. Each of these areas are well over their revenue projections. Expenses through October only \$90,000 over budget projection.

It was a busy spring, summer and fall with over 50 free events held throughout the year.

Oestreich said in 2022 the district brought in alternate revenue sources and partnered with Advent Health, Bolingbrook Hospital, Domino's Pizza, Fountaindale Public Library and Meijer contributed \$20,200 to the park district collectively.

The team also submitted grant requests to ComEd with a successful grant of \$485,000 and to Will County for our ARPA funds which could equate to \$400,000 which we are still waiting to hear back from ARPA.

All staff participated in the Strategic Plan. The board, staff and community completed a SWOT Analysis leading up to the creation of the districts Strategic Plan which will be presented at the November Board Meeting.

Objectives in 2023

- Full implementation of the districts Short-Range Plan.
- Full-time wage and compensation study.
- Updating long range plans for parks and facilities.
- Improvements in staff recruitment, retention and training.
- Re-energizing the districts internal committees including the creation of a DEI committee and infrastructure and improvements as well.

- Adding 2 new full-time positions in BGNR.
- Seeking out alternate revenue sources and new partnerships.
- Final stages of the 2018 Referendum.
- Projecting a 4% merit raise pool with full implementation of midpoint adjustments for those eligible.
- Projecting property tax collection rate of 99.5% because of the 5% CPI, we will implement a 4-year ADA improvement plan focused on bike-path improvements.

The district still has challenges which are staffing levels, supply chain, governmental mandates and minimum wage increases.

Oestreich ended the presentation by saying we have a dedicated and goal setting team. What you get by achieving your goals is not as important as what you become by achieving your goals.

Oestreich thanked the commissioners for their support and thank his team for all their support and hard work. 2023 will be a phenomenal year!

BPD FINANCIAL REVIEW

Tricia Dubiel, Superintendent of Business presented a review of Operating Funds for the districts major operating funds and non-major funds as well as Operating Expenses, Charges for Services, Property Taxes, Trends and Fund Balance goals. Tricia also reviewed Capital and Debt Service funds.

Board Questions / Comments: None

BUSINESS AND TECHNOLOGY

Debbie Chase, Director of Business and Technology started out her presentation by thanking the Managers, Superintendents and Directors who worked so hard to put the 2023 budget together. Their skills and passion are tremendously appreciated. Debbie also thanked Executive Director Ron Oestreich for his leadership enabling this organization to grow and develop. Debbie expressed a special thank you to Tricia Dubiel, Superintendent of Business and Finance who spend many hours with her to develop this budget. It's a challenging and rewarding experience at the same time. Debbie thanked the Board of Commissioners who make all this possible.

Debbie highlighted areas the district will focus on next year.

Financial Goals

- Long Term Goal
 - Meet Fund Balance Policy in all funds to create stability
 - Seek new funding source for Capital Replacement needs
 - Develop multi-year operating budget to aid in future financial planning
- Ongoing Goal
 - Strive to keep property tax rates low
 - Continue to provide managers with financial knowledge and tools to be successful
 - Focus on financial stability and growth

Business Goals

- Continue expansion of district in-depth financial analysis
- General ledger training update for Managers
- Ongoing review and enhancement of internal controls

Technology Goals

- Moving Recreation on premise software server into the cloud (it will increase redundancy, uptime and availability).
- Adding a ceiling mounted projector and screen in the multi-purpose room
- Update Ashbury's audio-visual equipment
- Replacement of ACC/BRAC digital copiers
- Upgrading the districts PDF Software
- Capital replacement of 1 Server, 22 Desktops, 13 Laptops and 18 Tablets

Board Questions / Comments: None

MARKETING AND CUSTOMER CARE

Kim Smith, Director of Marketing and Customer Care reported:

2022 Review

Marketing Department restructure

- Went from 2 full-time staff to 1 full-time staff, added 1 part-time position and 1 summer intern.
- First year offering both digital and print version of the brochure
- Building partnership revenue back up: 2019 revenue - \$44,780, 2020 revenue - \$20,180 (before shutdown), 2021 revenue - \$18,930, 2022 revenue - \$20,200.
- Complete year of full desk operation at Pelican Harbor

Budget Impact Items for 2023

- Updating images in the BRAC hallways
- Addition of winter engagement activity (similar to the Summer Parks Challenge)
- Implementation of minimum wage increases for Customer Care Representatives
- Reduced budget for newsletter/brochure items mainly due to the selection of a lower cost paper

Non-Budget Impact Items for 2023

- Implementation of online store providing wider variety of uniforms for Customer Care Representatives.
- Implement branding manual updates
- Execution of the marketing plan with updated market segmentations (market segmentation is the term for putting perspective buyers into groups with common needs and who respond similarly to a marketing action. Can be based on geography, psychographic, demographic, behavioral, etc.)

Use of Market Segmentations

- Targeted Programming: having a market segmentation in mind while creating programs will ensure the program is designed to meet the needs of the segmentation.
- Meets the Needs of our Community: we can see where we are program heavy and where we might need to add or remove programming.
- Ties into Diversity: helps wrap our mind around diversity within people and can help overcome biases.
- Available tools to reach Target Markets: social media, direct mail, public relations, digital, paid advertising and word of mouth.

Board Questions / Comments: None

BUILDINGS, GROUNDS AND NATURAL RESOURCES

Chris Finn, Director of BGNR introduced his team; Natural Resources, Horticulture and Turf Manager-Dan Finn, Buildings Maintenance Manager-Cliff Beyer, and Parks Maintenance Manager-Bill O'Shea. Chris gave a brief overview of Buildings, Grounds and Natural Resources:

Highlights in 2022

- Fuel prices begin to rise
- With the installation of LED lights at several athletic fields (Remington, Central, & Lily Cache East) will reduce the contracted cost of light repairs and bulb replacement.
- Supply issues continue and there are additional costs for (fertilizer, herbicides, paint for athletic fields as well as facilities, pumps, motors, delivery charges and surcharges). Also repair costs for many things continue to be higher.
- Hiring two new Full-time positions one in buildings and one in NRHT.
- Contracted mowing will continue swapping Freedom Park for Veterans Park.

Highlights in 2023

- Boot reimbursement
- Better gloves
- Raffles for Above & Beyond / Star Cards
- Department lunches 3 times a year

Highlights in 2023 - Buildings

- Repair Lily Cache Creek irrigation pump
- Pelican Harbor – pool concrete repairs
- Purchase a scissor lift for use at Pelican Harbor, BRAC, ACC and BGNR facilities
- Pelican Harbor: continue to replace valves, pump replacements, painting of walls & ceiling at bathhouse, replace pool gutter tops, and replace chlorinators
- Purchase new floor machines and power washer head for cleaning pool decks.

Highlights in 2023 – Grounds

- Replace athletic field painter (airless), pressure washer and snow blower
- Purchase a field roller
- Replace players benches at baseball/softball fields
- New park ID sign at River Hills Park
- Two Ford Ranger trucks are on order
- Ordered one Hybrid F-150 truck
- Ordered one F-250 truck

Highlights in 2023 – Natural Resources, Horticulture, Turf

- Contracted mowing to include Prairie Trail, River Hills, Sunset & Veterans Parks
- Convert additional sign beds to perennial flowers from annual flowers
- Continue fall and spring prescribed burns
- Purchase an Air Spade
- Purchase a Kubota Tractor
- Purchase 2 Hustler Mowers

Board Questions / Comments: None

CAPITAL AND CAPITAL ASSET REPLACEMENT PROGRAM

Chris Corbett, Superintendent of Projects and Planning: Chris thanked the board and staff for all their support.

Capital and Carp 2023

Playground Replacements

- Balstrode Park and Erickson Park - purchase approvals to Board at December Board meeting. Both parks expected to be complete by end of June (start April 2023) and will utilize “Kids Around The World” and internal staff for removal.

- Wood View Elementary School – Valley View to pay for equipment, site modifications and produce C-Docs. The park district will pay for installation of purchased equipment. Installation bid to be included with above two playgrounds.

Indian Boundary Fencing Replacement

- Replace 930 LF of cedar privacy fencing. This replaces the 24-year-old existing fence.
- Anticipate start/completion of construction in April 2023.

Shade Structure Replacement – Outdoor Pelican Harbor

- Replacement of existing Funbrella shade structures
- Anticipated to eliminate safety concerns with movable parts, cranks, etc.
- Anticipated start in April 2023, completion before opening day

Annerino Carpet Replacement (Offices)

- Replace carpets starting inside office door through Business office
- Refresh walls / door frames for consistency
- Start time following winter season – 2nd quarter

ADA Plans / Future Growth

- Investigate future needs for ADA
- Produce a future plan for ADA funding
- Review existing paths for grades/slopes (Jaycee Park and Knights of Columbus)
- Identify a plan for 2024, 2025, 2026 fiscal years on replacements

Corbett talked about the Indoor Pelican Harbor Spa & Pool ADA study. Deficiencies were noted. There are plans to discuss the ability to modify and correct deficiencies and price out modifications. Corbett is working with FGM Architect to put a plan together in 2023.

Other Project Items 2023

- Central Park tennis courts surfacing/stripping
- Concession roof replacement – Central Park and Lily Cache East
- Safety gates at outdoor Pelican Harbor – access/security
- BRAC gym floor screen/seal
- BRAC zone flooring replacement
- ACC Gymnastics floor carpet replacement
- Obenauf Auctions (2 in 2023)

Board Questions / Comments: None

COMMUNICATION FROM THE PUBLIC

None

BOARD COMMENTS

Commissioner Andrews appreciates information staff provides to the board. Andrews said she was able to answer questions, from residents, regarding the LED lights and the benches this week.

Commissioner Vastalo said “great job!” She expected nothing less than what staff always provides the board.

ANNOUNCEMENTS

Commissioner Vastalo said Happy Veterans Day.

Vastalo announced the next Budget Workshop be held Tuesday, November 15 at 5:30pm.

Executive Director announced:

- Veteran's Ceremony tomorrow at Village Hall
- Annual Tree Lighting is Saturday at 6pm at the Promenade

Adjournment

Commissioner Vastalo made a motion to adjourn from the budget workshop at 7:50pm. Second Commissioner McVey. All in Favor "Ayes"

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Jack McVey**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Multi-Purpose Room
Budget Workshop - November 15, 2022

President Vastalo called the meeting to order at 5:30pm. Roll call: Andrews, Hix, McVey, President Vastalo. Absent: Commissioner McKay

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

OPENING STATEMENT BY EXECUTIVE DIRECTOR

Executive Director Ron Oestreich said again, this is his annual opportunity to celebrate what the district has done this past year and build a bridge to next year's plan and budget. At the last budget work shop meeting we talked a lot about our strategic plan. Oestreich believes it's an important step for future of the Park District.

Oestreich said many of the strategic initiatives revolve around recreation, facilities, and our programming.

Oestreich announced Kai Wahlgren, Director of Recreation and Mike Baiardo, Director of Facilities will be presenting tonight. Mike and Kai's team did a great job crafting a 2023 budget that both honors the past and embraces the future.

RECREATION and FACILITIES

Mike Baiardo, Director of Facilities reported on Recreation Services and Kai Wahlgren, Director of Recreation reported on Events and Services

RECREATION – Kai Wahlgren, Director of Recreation introduced the Recreation Team:

Kai Wahlgren, Director of Recreation presented 2023 Key Initiatives for Recreation:

- **Special Events and Services** – continue to offer Movies in the Park, Summer Concert Series, Block Party Packages, Visit Your Local Park, Monthly Free Programs and larger events: Winterfest and Fall Fest.
- **Preschool** – Expand class room enrollments, continue to work on curriculum and possibly purchasing a new curriculum for preschool.
- **Early Childhood** – Classes are a great feeder to Preschool. Continue to offer fun popular classes.
- **Gymnastics** – Revise and update Gymnastics Exhibition format, offer quarterly special events, offer adult gymnastics. Continue to focus on building a team.
- **Ninja** – Update Ninja curriculum and continue to grow the program.
- **Dance** – Expand Powerdance to more schools (currently at two schools), continue to grow performance group.
- **Theatre** – Research new space (larger). Currently using the Village Community Center. Build on instructional classes (Improv). Continue to offer spring musicals.
- **Teens** – Continue to offer trips, and service opportunities and upcoming creative events.
- **REACH** – Become DHS Certified to accept state aid. The district wants to accommodate and accept funding for lower income families.
- **Enrichment Programming** – Continue to offer the five Fun Family engagement nights with the 21st Century Grant Program and expand the 21st Century Grant Program into five additional schools and the district (small one day classes).
- **Day Camp** – Continue growth in day camp program, keeping creative with field trips (an average off-site field trip can cost \$6,000 to \$7,000). Continue to offer in house activities. Offer mini teen engagement trips to keep older kids engaged.
- **Behavioral Management** – Focus on better planning and training for staff.

Board Questions / Comments:

Commissioner Vastalo asked if Humphrey Middle School or BJ Ward Middle School had space to accommodate the theatre group? Wahlgren said Middle Schools are harder to get into as they have a lot of activities going on throughout the year. Brooks Middle School will be undergoing some renovations next year.

Commissioner Andrews asked if the district considered offering a Social and Emotional program for teens. Andrews said it is offered at Valley View School District and it helps teens get along.

Wahlgren thanked the board for their questions.

FACILITIES – Mike Baiardo, Director of Facilities introduced the Aquatic/Fitness and Athletic Team:

Mike Baiardo, Director of Facilities presented 2023 Key Initiatives for Facilities:

Aquatics

- **Pelican Harbor**
 - Indoor pool will be open during outdoor pool swim
 - New Funbrellas
 - Facility Upgrades: sound system upgrade, bathhouse repainted, lounge chair upgrade, additional vacuum and parachute skimmer, touchup paint outside slides, new pool gutters in catch pool, new life vests, new guard tubes and new dispatch chairs & guard umbrellas.
 - 2023 fee increases to Open Swim Daily Admission, Pelican/Summer Pool Passes and Month to Month Aquatic Memberships. Pool Rentals, Birthday Parties, Concession products
 - Wage increases
 - 2023 Fee increases for swim lessons and swim team

Aquatic Special events 2023:

- Parkie's Easter Egg Hunt, Swim Like a Mermaid, (2) Teen Nights, Parkie's Pumpkin Patch and Parkie's Reindeer Games
- **Athletics**
 - Adult Athletics – Overall expenses increasing 6% (staff 2%-Umpires/Referees 2%) and league supplies 19%). Overall revenue increasing (league fees increasing 5%).
 - Flat rate fees for residents and non-residents
 - Continue with softball tournaments, racquetball, pickleball leagues, and tournaments and offer Special Events such as Whiffle Ball and Basketball Tourney.
- **Youth Athletics**
 - Continue with Junior Basketball league (currently has 90 participants).
 - Grow Day 1 Sports Academy - Add lead coaches to improve quality of instruction
 - Offer contractual camps and instruction
 - Offer additional Special Events which is multi-sport kids' tournament
 - Grow Marital Arts program in 2023
 - Bring in Victory Martial Arts which is a tie between boxing and ninja

FACILITIES – Mike Baiardo, Director of Facilities introduced the LifeStyles Team:

- Chris Piasecki – Facility/Fitness Manager
- Gwendolyn Fuesz – Aquatics & Fitness Assistant Manager

LifeStyles

- **Memberships**
 - Memberships projected for 2023: 826
 - Member Engagement has increased 2019 (18%), 2021 (27%) and 2022 (44%).

- Focus on Member Engagement with 6 Advent Health Seminars, 4 Les Mills launch weeks, Rocking Red Zumba, Grand Slam Fitness Challenge, Silver Sneakers Holiday Party and Beast Mode Challenge.
- Paid Special Events: Family Fitness Obstacle Night, Indoor Triathlon and Parkie's 5K.
- Sales 2023
 - Waiving Enrollment Fee
 - Bring a Friend Discount
 - Corporate Membership
- Community Engagement
 - Sell memberships at 5 Village / Community Events
 - Work the Chamber of Commerce
 - Meet with 10 workforces in Bolingbrook

Board Questions / Comments:

Commissioner Vastalo asked if we offered Tai Chi. Baiardo said yes, he will get a copy of the schedule for her.

Commissioner Andrews asked if we reached out to local colleges to hire students for instruction for Sports Academy. Baiardo explained he has mailed the job board people and sports coaches. We reached out to Lewis University, St. Frances, Joliet Junior College and Benedictine with no success.

BOUGHTON RIDGE GOLF COURSE AND ASHBURY'S

Ron Oestreich introduced the team from Boughton Ridge Golf Course and Ashbury's: Vince Juarez, Regional Operations Executive from KemperSports, Bruce Hutcheon, General Manager and Tom Akai Assistant General Manager.

Mr. Juarez referred to a charts' showing 2022 projections for green fees, golf shop, rounds, banquets (food & beverage), restaurant, wage compression, accounting changes and chargebacks.

2022 Year in Review

- Saw a huge growth in women and junior golfers
- Shorter loops (3 holes, 6 holes, 9 holes) are very popular
- Fighting Wage Compression
- Increases in payroll which reduced revenue
- KemperSports TruReview (comment cards) – BRGC is 78.0 on the Net Promoters Score year to date, up from 56.7 back in 2017 and a low of 47.9 back in 2018.
- Green fees are up
- Golf shop revenue up by 12.8%
- Rounds are down less than a percent
- Banquet revenue is up over 35%
- Restaurant revenue is up over 20%
- Total Food and Beverage is up over 18%

Assistant General Manager, Tom Akai. Mr. Akai recapped 2022 Golf Highlights

- Promoted outings to the general public via email distribution and on-property signage
- In-house outing sold well – average of 28 golfers per outing equated to 78% capacity
- Green Fee/Cart Fee on pace with same period 2021
- Tee gifts – customized bag tag with BRGC logo and BPD logo on the other side.
- Hosted 14 special events including 6 Wine and Dine
- Booked 17 private golf outings
- 189 players in leagues up from 179

General Manager, Bruce Hutcheon reviewed the 2023 Golf Department Budget

2022 Key Assumptions

Golf

- Food and Beverage increase
- Reduced golf chargeback
- Increase green fee \$1.00 across all sectors
- Green fee revenue flat to FY21 and cart fee revenue projected up by 2%
- Increase tournament fees
- Focus more on Special Events
- Leverage national buying
- Monitor operating expenses and payroll

Sales and Marketing for Golf

- Drive golfers to BoughtonRidgeGolf.com
 - Paid ads, direct links on social media posts and eblasts. Every tee time booked online = additional subscriber.
- Third party providers
 - Ongoing programs with GolfNow and TeeOff.com
- Golf Outings
 - Flat rate, F&B inclusive golf outing menu.
- League play
 - Positive feedback in 2019 and 2021
- Increase Number of Creative Golf Events
 - Increase awareness with consistently scheduled paid ads, social media posts, eblast
 - Increase frequency of already successful golf events

Sales and Marketing for Ashbury's (Food and Beverage)

- Increase frequency of successful events
- Increase awareness via paid ads, social media posts and eblasts
- Return to hosting Holiday events: Easter, Mother's Day, Father's Day, Breakfast w/Santa
- Banquets/Special Events – Dedicated Wedding, Banquet, Meeting and Catering Menus more comparable in the marketplace.
- Outbound Sales – Celebration of Life Events – Ashbury's binders delivered personally to 10+funeral homes throughout the community.
- A La Carte
 - Revised menu based on 2021 sales and product mix data
 - Expanded menu for 2022
 - Continue successful Chef's Specials and Feature Cocktails

Communication and Advertising

- Social Media – Instagram & Facebook
 - Success with paid ads, boosted posts and event packages
- Email
 - Weekly email schedule – highlight club events, promotions, specials
- Website
 - Online tee times
 - Pop-Up Ads
 - New pictures and content
- Onsite Promotions
 - Strategically placed signage around Dining Room and Bar
 - Signage on Golf Carts, Clubhouse Flyer

Board Questions / Comments:

Commissioner Vastalo said staff always do an excellent job and the board is very proud of your presentations and the work that goes into them. Vastalo thanked the staff.

No further comments from the board.

Executive Session

Commissioner Vastalo made motion to enter into Closed Session pursuant to 5 ILCS 120/2 © for the purpose of discussing (3) Selection of Person to fill Public Office at 7:27pm. Second Commissioner Andrews. Roll call: Ayes: Andrews, Hix, McVey, President Vastalo. Nays: None. Absent: McKay. None. Motion passed 4/0.

Commissioner Vastalo made a motion to adjourn from Closed Session at 8:08pm. Second Commissioner McVey. All in Favor "Ayes"

Adjournment

Commissioner Vastalo made a motion to adjourn from Budget Work Shop at 8:09pm. Second Commissioner Hix. All in Favor "Ayes"

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Jake McVey