

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**January 18, 2024**

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

Motion Commissioner 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.

**District Operations and Activities Update**

Executive Director Mike Selep reviewed the following Resolutions and Ordinance for approval at tonight's meeting:

Ordinance 24-01 updating the Bolingbrook Park District Personnel Policy Manual Section 5-3 Information Systems Policy. *The Board had no questions.*

Resolution 24-02 approving a contract with Vermont Systems, Inc. for Cloud Hosting Services and Maintenance Support for 2024. – *Debbie Chase said this is a continuation of the services the district is currently utilizing. The Board had no questions.*

Resolution 24-03 for approving a Software as a Service (SAAS) Agreement with Tyler Technologies, Inc. for Cloud Hosting Services and Maintenance Support for 2024.

*Debbie Chase explained we are moving software to the cloud. This will greatly improve the district's disaster recovery capabilities. The Board had no questions.*

Resolution 24-04 for approval of a Memorandum of Understanding (MOU) between the Bolingbrook Park District and the Bolingbrook Soccer Club for the purchasing (by BSC) and installation (BPD) of an Automated External Defibrillator (AED) at the Lily Cache Soccer field complex. One AED for both East and West Campuses.

*Chris Finn explained the soccer club approached the park district regarding installing AED's at Lily Cache Sports Field complex. They obtained a grant to purchase the AEDs and would like to park district to install and provide power. Units will be external. The Board had no questions.*

Resolution 24-01 authorizing the purchase of playground equipment in the amount of \$185,183.90 for Bloomfield Oasis Park, Lilac Park, and Champions Park from Play Illinois, LLC of Westmont, IL. *The Board had no questions.*

**Operational Updates**

Chris Corbett, Superintendent of Projects and Loss Prevention introduced Tyler Gillespie the new Athletic Manager. Tyler lives in Romeoville with his family and dogs. He coaches basketball and loves to be active. Commissioner Hix welcomed Tyler and promised him a challenge.

## **2024 Projects Update / Overview - Chris Corbett reported on the following updates:**

On January 5 met with staff to review the Emergency Operations Management Plan (Red Binder), following the review the Village of Bolingbrook's REACT Team (SWAT Team) did a formal hard lockdown scenario at Annerino Community Center.

### **Vehicle and Facility Procedures**

- PDRMA requires the district to do an annual smart goal. This year the smart goal was to create a safety culture throughout the district. Part of the goal was to update the Red Binder and host the REACT Team lockdown. Another goal was to create a safety binder for each park district vehicle to include PPE Matrix, Job Task Analysis
- Created an annual training matrix for staff.

### **2024 Playgrounds**

- Installation bids out late January; bid opening mid-February; Board Action March
- Kids Around the World – February Board Action (Agreement to take equipment)
- **Ashbury's HVAC / Captive Air Replacement**
- Replacement of HVAC / Captive Air – anticipating April 2024

### **ACC Roof Replacement**

- Anticipate install when weather allows during 1<sup>st</sup> Quarter

### **Central Park Splash Pad**

- Awaiting Designs from Upland / Manufacturer (Vortex)
- Finalizing Construction Schedule
- Contract with soil sample vendor (location of old BGNR facility)
- Met with ERA / Upland on Utility locate work (construction documents)

### **Outdoor PH Zero Depth Pool**

- Contract with Sandblaster – anticipate February work
- Contract with Painter – anticipate March work
- Materials Purchase – February 2024 (PD Purchase)
- Anticipate under budget roughly \$17,000

### **Sealcoating 2024**

- Bid opening late February
- Board Action March 2024
- Sites include Ashbury's & Remington parking lots; ACC parking lot; Lily Cache Trail & Indian Boundary Parking

### **Perry Weather**

- District is entering into an Agreement to provide National Weather Service alerts, real time weather information, meteorology support to staff to help identify safety hazards and eventually provide a baseline for facility closures. More details to come upon implementation of the program. Commissioner Andrews appreciates how technology is helping the residents to keep them informed of what is happening at the park district with weather related information.

Debbie Chase, Director of Business and Technology informed the Board of two resolutions to consider at next month's meeting: 1. Firewall upgrade and relocate the Ashbury's firewall to BRAC and 2. Office 365 upgrade.

Tricia Dubiel, Superintendent of Business and Finance informed the board of two supplemental levies to consider at next month's meeting. The two supplemental levies will be capture future funding for debt service payments on the 2019C and 2023 Series.

Kai Wahlgren, Director of Recreation

- Sarah Mejicano, Aquatic Manager has transitioned into her new role as the BRAC and ACC Facility Manager.
- The Aquatic Manager position has been posted and closes the end of January.
- Tyler Gillespie is the new Athletic Manager
- Dave Burisek is the new Fitness Manager
- Gwen Fuesz will be going back to her original position as Assistant Aquatic Manager, and in the interim, she will serve as the Aquatic Manager until a new manager is hired.
- Posting an Assistant Facility Manager position as well.

**Communications from the Public**

Commissioner Hix asked the public to defer any comments to the regular board meeting.

**Correspondence from the Public**

None

**New Business**

None

**Public Comment**

None

**Closed Session**

None

**Adjournment**

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:02 pm. Second: Commissioner Vastalo. All in Favor "Ayes".

**Minutes Verification Signature**



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

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**January 18, 2024**

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

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

Motion Commissioner Hix, second: Commissioner McVey 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:

- A. Monthly Board Workshop Meeting Minutes of December 21, 2023
- B. Truth in Taxation Public Hearing Meeting Minutes of December 21, 2023
- C. Budget and Appropriation Public Hearing Meeting Minutes of December 21, 2023
- D. Monthly Board Meeting Minutes of December 21, 2023

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

**CORRESPONDENCE TO THE BOARD FROM PUBLIC**

None

**PUBLIC COMMENTS**

Commissioner Hix reviewed the guidelines for speaking under Public Comments:

- A person shall be permitted to speak upon being recognized by the chairperson. Please stand (if possible), announce your name and address before commencing. All comments under PUBLIC COMMENTS are limited three (3) minutes, and each person shall only be permitted to speak once.
- All speakers shall address their comments to the chairperson. The chairperson may request that the appropriate member of the Park Board or staff respond to the comment.

Randall Kloeder a resident of Bolingbrook expressed concerns regarding pickleball and the recent drop in attendance due to the \$3 fee. Mr. Kloeder said it seems like the weaker players have been weeded out and are no longer showing up due to the higher caliber of pickleball players from surrounding areas.

Commissioner Vastalo suggested a senior day (free day). Commissioner McKay suggested a voucher type system - play so many games get one free.

Commissioner Hix said he will take their concerns to staff and to discuss some ideas.

Janet Gonzalez a resident of Bolingbrook said it makes more sense financially to buy a membership than to pay the daily rate, but does not use the membership due to not many class offerings after 5:00 pm. Ms. Gonzalez asked what the \$3 fee pays for?

Executive Director said the fee covers facility operations to keep lights on and staffing needs.

Commissioner Hix said he will take their comments under consideration and will provide feedback to the group.

### **ATTORNEY'S REPORT**

No Report

### **LEADERSHIP TEAM REPORT**

Executive Director Mike Selep thanked the Board, Staff and police department for their involvement with the January 5 training.

Selep also thanked the BGNR staff for all their hard work removing snow from park district facilities keeping our staff and patrons safe. Thank you!

Selep announced the Foundation for Bolingbrook Parks and the Bolingbrook Area Chamber of Commerce are teaming up together to present the first PechaKucha Night "A Great Leap for Mankind" on February 29 at Ashbury's. Different individuals will give presentations about their experiences. Each presentation will last 6 minutes and 40 seconds. Each presentation will have 20 power point slides lasting 20 seconds each.

The NWCSRA will host a basketball game against the Village officials of Romeoville on Tuesday, February 6 at the Romeoville Recreation Center.

Selep turned the floor over to Chris Finn, Director of BGNR who introduced Steve Kulesza the new Parks Maintenance Manager. Chris said Steve has nine years' experience working in the parks and recreation field. He spent seven years as a Park Specialist I and Park Specialist II at the Naperville Park District and for the last two years he has been a Park Foreman at the Geneva Park District. Steve has experience in ballfield grooming, turf maintenance, natural area and tree work and has a passion for composting. Steve is married and has three boys.

Susan Meier, Day Camp/REACH/Enrichment Manager introduced Dave Burisek the new Fitness Manager. Susan said Dave has a Bachelor's Degree in Exercise Science from Eastern Illinois University. He also has a wide variety of experience in managing fitness centers such as Anytime Fitness, Delnor Health and Fitness Center, and the Golden Corridor Family YMCA. Dave is married and is very passionate about dogs and loves to exercise.

### **TREASURER'S REPORT**

Commissioner McKay made a motion for the approval of payment of bills including travel reimbursement in the \$914,541.98 subject to audit. Second: Commissioner Andrews. 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:

Commissioner Vastalo reported updates were made to the following areas within Section 5-3 Information Systems Policy: Remote Access, Multi-Factor Authentication, Updates and Critical Patches and Backups.

*Commissioner Vastalo made a motion to approve Ordinance 24-01 updating the Bolingbrook Park District Personnel Policy Manual Section 5-3 Information Systems Policy. Second: Commissioner*

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

The Park District is currently in conversation with Village of Bolingbrook officials to update the Intergovernmental Agreement for Police Services. The Village of Bolingbrook is also in the process of updating their agreements for police services with units of local government. Commissioner Vastalo said this is an active discussion.

### **Finance and Technology** – Commissioner McKay reported:

In 2023, we moved our recreation software to a cloud hosted environment. The move to a cloud hosted environment has been a positive one and we are pleased with the outcome.

*Commissioner McKay made a motion to approve Resolution 24-02 for approving a contract with Vermont Systems, Inc. for Cloud Hosting Services and Maintenance Support for 2024. Second: Commissioner Andrews. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0. Commissioner McKay said we will be moving our finance software to a cloud hosted environment. This will greatly improve availability of software while keeping the configuration consistently updated and current.*

*Commissioner McKay made a motion to approve Resolution 24-03 for approving a Software as a Service (SAAS) Agreement with Tyler Technologies, Inc. for Cloud Hosting Services and Maintenance Support for 2024. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.*

Commissioner McKay met with the Finance Team yesterday and reported the district has a solid plan for outlining the budget. All accounts balanced.

### **Buildings, Grounds and Natural Resources** – Commissioner McVey reported:

Equipment is being purchased through Sourcewell a cooperative purchasing program that competitively bids equipment on behalf of its members for Bloomfield Park, Lilac Park and Champions Park. After the Sourcewell discount, the total cost of all equipment is \$185,183.90 in which the District received a savings of 15% (\$31,955.10).

*Commissioner McVey made a motion to approve Resolution 24-01 authorizing the 2024 purchase of playground equipment in the amount of \$185,183.90 for Bloomfield Oasis Park, Lilac Park, and Champions Park from Play Illinois, LLC of Westmont, IL. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.*

*Commissioner McVey made a motion to approve Resolution 24-04 for a Memorandum of Understanding (MOU) between the Bolingbrook Park District and the Bolingbrook Soccer Club for the purchasing (by BSC) and installation (BPD) of an Automated External Defibrillator (AED) at the Lily Cache Soccer Field complex. One AED for both East and West Campuses. Second: McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.*

Commissioner McVey gave a shout out to all the crews on snow patrol for removal of snow/ice off pathways, parking lots, and sidewalks.

Staff are busy painting and repairing park signs, park benches and picnic tables. Getting ready for Winterfest and spring.

## **Recreation & Facilities – Commissioner Hix reported:**

### ***Recreation***

- 161 registered for preschool classes.
- 54 registered for early childhood classes.
- Both Powerdance and the Performance Company had good turnouts.
- Over 300 tickets sold for A Fairy Tale Christmas Carol.
- Rehearsals for Lion King Kids begin January 11.
- Gymnastics and Ninja had a series of camps and gymnastic parties.
- 93 children are registered at Pioneer and 50 children registered at Jonas Salk for REACH.
- Final Destress program was held the week of December 19-20. A total of 16 attended.
- Winter camp had 201 participants.
- Family Engagement Night (Glow Night) is scheduled February 21 through the VVSD 21<sup>st</sup> Century Grant Program.
- Adults trips: WNDR Museum and Frank Lloyd Wright's Oak Parks home and studio.
- Winterfest is Saturday, February 3 at Annerino Community Center.

### ***Fitness***

- Lifestyles fitness recorded a total of 7,246 visits.
- Lifestyles memberships exceeded year end projections with 831 memberships.

### ***Aquatics***

- There is 96 hours a week scheduled for lap swim.
- Memberships and daily admissions exceeded half a million dollars in 2023.
- We had 1,483 participants in rentals, birthday parties and groups.
- Swim lessons earned a little over \$300,000 in revenue in 2023.
- Parkie's Reindeer Games had 95 participants.

### ***Athletics***

- Day 1 Sports had 967 participants throughout 2023.
- Martial Arts had 966 participants in 2023.
- Adult athletics had 154 teams in 2023.

**Marketing** – Commissioner Andrews reported:

A survey was created with two design options for each of the following playgrounds to be replaced in 2024: Bloomfield Oasis, Lilac Park and Champions Park. A total of 385 responses were received. Lilac and Champions Park had clear design winners. Bloomfield Oasis was much closer. The design choices were shared with the Superintendent of Projects and Loss Prevention.

A total of 141 families picked up their bake-off kits through December. Feedback has been great.

Phone Audit Report - A total of 41 phone audit calls were made. Overall feedback was very positive.

A few suggestions for improvement were also made. One member commented that the Lifestyles Fitness Center is not as clean as it used to be 10 years ago and that the floor could use a deep clean and vacuum. This feedback was shared with the team. Another customer mentioned she had trouble logging in and staff resolved the issue in a timely manner.

**Golf Course & Ashbury's** – Commissioner Andrews reported:

Overall revenue exceeded budget by .9% this month as golf operations and banquet revenue exceeded budget.

Expenses have been well managed throughout the year.

**Upcoming Events:**

- PechaKucha Night - February 29, 2024
- Singo -Thursday at 6:00 pm
- Trivia Tuesdays from 7:00 pm to 9:00 pm
- Wine Tasting Dinner – January 27, 2024
- Frost Bite Open – February 3, 2024
- Comedy Night – February 10 with a Valentines Dinner for 2.

**NWCSRA** - Commissioner Andrews reported:

NWCSRA received two new vehicles in mid-December to replace two older vehicles in the fleet. The agency has been able to replace four vehicles from the fleet over the past two years.

The winter/spring season begins on January 15. Registration continues to grow in each NWCSRA service area year over year.

NWCSRA was nominated by the Romeoville Chamber of Commerce for the Non-Profit of the Year Award.

Preparation is currently underway to conduct the agency financial audit for the May 1, 2023 – December 31, 2023 stub year as the agency transitioned from May 1 to April 30 fiscal year to a calendar fiscal year starting January 1, 2024.



**PUBLIC COMMENT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Hix welcomed Steve Kulesza and Dave Burisek and promised them a challenge.

**CLOSED SESSION**

Commissioner Hix made a motion to enter into Closed Session at 7:51 pm pursuant to 5ILCS 120/2© for the purpose of discussing (1) The employment, discipline and performance of specific employees. Second: Commissioner McKay. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to adjourn from Closed Session at 8:52 pm. Second: Commissioner Vastalo. Roll call: Ayes: Andrews, McKay, Vastalo, McVey, President Hix. Nays: None. Absent: None. Motion passed 5/0.

**ADJOURNMENT**

Motion Commissioner Hix, second Commissioner McKay to adjourn from the regular board meeting at 8:52 pm. All in Favor "Ayes".

**Minutes Verification Signature**



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