

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
April 18, 2019

President Hix called the meeting to order at 6:30pm. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Absent: None. Motion passed 5/0.

Motion Commissioner Vastalo, second Commissioner Traczek to approve agenda as submitted. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Review of Ordinances, Resolutions, Action Items

Executive Director Ron Oestreich reviewed the following resolutions and ordinance:

- Resolution 19-13 approving contract renewal re Service Agreement between Access One, Inc. and Bolingbrook Park District.
- Resolution 19-14 awarding a contract in the amount of \$89,776.11 to Innovation Landscape Inc. of Plainfield, Illinois for ADA Park Improvements 2019 – Various Sites. Oestreich said this is part of the ADA transition plan. This plan has nothing to do with playground.
- Resolution 19-15 authorizing the purchase of playground equipment for Jaycee Park from NuToys Leisure Products. Oestreich said this is part of the Joint Purchase.
- Resolution 19-16 authorizing the purchase of playground equipment for Poplar, Heritage & Lily Cache Playgrounds from Playpower LT Farmington, Inc. Oestreich said this is also part of the Joint Purchase.
- Resolution 19-17 in the amount of \$44,134 approving the contract for piping modifications to the existing geothermal well system located at Hidden Oaks Nature Center to Amber Mechanical Contractors, Inc. of Alsip, IL.
- Ordinance 19-04 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District.

District Operations and Activities Update

Courier Service Agreement – Debbie Chase, Director of Business and Technology reported the previous courier service withdrew from providing service to the park district. They are no longer in that line of business. Debbie said the business office has been hard at work to secure a new vendor. Tressler is currently reviewing an agreement with a new vendor. This agreement will be presented to the Board at the May 16, 2019 board meeting for approval.

ACC updates and Info Cards – Justin Waters, Marketing and Communications Manager talked about the updates to the facility; new logo and mission statement at entrance to administration office, updates to the board room (wall wrap and mission statement), window clings at both entrances, board pictures and bulletin board hung closer to board room. Justin said this was a team effort.

Justin also distributed program information cards based on age, interest, and by facility. This will help reference programs in the brochure.

VVSD / BPD Meeting regarding the Intergovernmental Agreement - Executive Director Ron Oestreich reported, Mike Baiardo, Kai Wahlgren, Dan Falese and himself had a meeting with VVSD regarding the Intergovernmental Agreement to solidify the IGA for the future use of Bolingbrook High School. The park district was informed that the high school has been entertaining outside groups. Outside groups are getting access to the high school who are not part of the BAC. VVSD assured Dan Falese and BPD that there is nothing in writing and they are not allowing outside groups to use their gym. By the end of the meeting BPD stood tall for the BAC namely BCB, BSC, and football. It was suggested to send outside groups to BAC so they can give these groups the opportunity join the BAC. Further, if the high school is contacted by outside groups, they will pay a higher hourly rate than the BAC groups. BPD will be awaiting the final version of the updated IGA. Oestreich said all in all this was a good meeting for BAC and BPD.

Recreation and Facilities Department: Business Unit SWOT Analysis - Mike Baiardo's focus for this year was to evaluate the way we do our business. The goal was to create a playbook for 2020 to 2023. Mike reported so far they have conducted an analysis of programs and services that are offered. Mike found that it is important to be consistent in the evaluation of our participants (progress reports). A lot of time it is based on skill and we want to make sure socialization and development are things that we are consistent with too, not just physical development. Mike is creating guidelines for adding new programs (budget implementation, market research and evaluation) and revamping of the current cost recovery model and purposeful use of the districts program space. Mike said he is looking to complete a SWOT Analysis for each business unit.

Project Update - Chris Corbett, Projects and Planning Manager:

- 2019 Playground Replacements – bids are out to plan holders for demolition and to install playgrounds. Bids should be back early May. Construction to start June 1 with a completion date of August 1.
- The district has a proposal out to Weather Tech for a sponsorship to rename Remington to Weather Tech Park.
- Pelican Harbor Lazy River – working with FGM Architects. They submitted the project to IPDH last week for State approval. Working with W.B. Olson - all bid openings will take place on Tuesday, June 4.
- Wetland Property (19 acre parcel). Chris Corbett noticed some flooding on the property and did a walk through. Discovered a significant beaver dam that was causing flooding issues. Chris worked with the Village to remove the dam. The water is now flowing. This should eliminate future flooding. Chris and Jim attended a Will County Bicycle Commission meeting with the Forest Preserve who originally talked about purchasing the property, but declined to purchase it due to issues with the Army Core. The district hired Upland Design to work the Army Core to see what the district would need to do to get the property up to speed. Oestreich said this is just a triangle shape parcel on the north east end of the parcel the district is looking to acquire, not the entire property.

Communication from the Public

None

Old Business

None

New Business

None

Closed Session

Commissioner Hix made a motion to enter into Closed Session at 6:55pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (21) Approval or semi-annual review of closed meeting minutes.

Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix.

Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to adjourn from Closed Session at 6:58pm. Commissioner

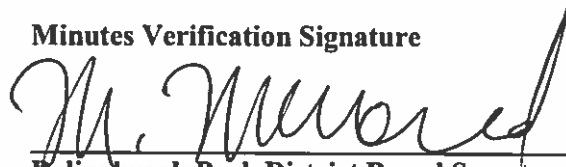
Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None.

Absent: None. Motion passed 5/0.

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 6:59pm. Commissioner Traczek seconded. All in Favor "Ayes".

Minutes Verification Signature

A handwritten signature in black ink, appearing to read "M. McCloud", written over a horizontal line.

Bolingbrook Park District Board Secretary

Melissa McCloud

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
April 18, 2019

Commissioner Hix called the meeting to order at 7:00pm. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

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

Motion Commissioner Hix, second Commissioner Traczek to approve the agenda. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

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

- Workshop Meeting Minutes – March 21, 2019
- Board Meeting Minutes – March 21, 2019

Roll Call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

MOTION TO REPORT ON REVIEW OF CLOSED SESSION MEETING MINUTES

Commissioner Allen made a motion to report on review of closed session meeting minutes. Commissioner Traczek seconded. Allen said the board has done the semi-annual review of closed session meeting minutes and has found that the following closed session meeting minutes from January 19, 2019 no longer need to remain confidential and are available for public inspection. Further, there is still a need for confidentiality for the March 21, 2019 closed session meeting minutes. Roll Call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich turned the floor over to Forrest Rackmyer. Forrest said a few months ago they were looking for a new Natural Resources crew leader to lead the department. Through several interviews and some really good candidates they selected Amanda Stillwell. Amanda is the district's in-house applicant. She is an avid outdoor photographer and really enjoys gardening.

Forrest introduced Dan Finn the new Horticulturist. Dan comes to the Bolingbrook Park District with five and a half years of experience and a Bachelor of Science degree in Earth and Environmental Science from University of Illinois – Chicago. Dan is a Certified Burn Manager, an ISA Certified Arborist, and an Illinois Pesticide Operator. Dan lives in Naperville with his wife, Stephanie, and one year old son, Cayden.

Cliff Beyer announced the promotion of Justine Olinger to Custodial Crew Leader. Justine started with the district in 2006 as a seasonal custodian; in 2007 she became full time Custodian. With 13 years of experience at the Bolingbrook Park District, she is very excited to bring positive energy and exceptional service to not only the Buildings Division, but throughout the District.

Oestreich said two wonderful young ladies who work for the district as full time employees are now being promoted to crew leaders. Oestreich said this is exciting and promotion from within is the district's goal.

Rob Bast, Aquatic Manager reported aquatics had their first audit from Star Elite March 15. Aquatics received a Five Star overall. Below are the scores and names from the audit.

Lifeguard Observations: Josh Elesterio: 5-Star, Chantal Cervantes: 5-Star, Sydnie Matula: 4-Star and Ashley Portillo: 4-Star.

Scenarios & Skills

- Response & Recognition (mannequin drop): Chantal Cervantes 5-Star
- Sudden Cardiac Arrest: Ashley Portillo, 3-Star
- Unresponsive Drowning Guest: Riley Strafacci, AnneMarie Mirocha, Chantal Cervantes, Josh Elesterio: 5-Star
- Spinal Management: Sydnie Matula, AnneMarie Mirocha, Chantal Cervantes, Josh Elesterio: 4-Star
- First Aid Check: Riley Strafacci, 5-Star

Dispatch Observations: Ashley Portillo: 4-Star

Facility Operations and Management:

- Supervisor Observation: AnneMarie Mirocha: 5-Star
- Physical Facility Observation: 5-Star
- Documentation Assessment: 5-Star

TREASURER'S REPORT

Commissioner Allen made a motion for approval of disbursements – approval of payment of bills, in the amount of \$616,505.91, which includes conference expense and travel reimbursement to Commissioner Hix in the amount of \$120.00. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Hix reported:

Hix said the audit is wrapping up and the Financial Report will be ready in June.

Hix said good news on the property tax front, the equalized asset value grew 6%. Hix said the typical house in Bolingbrook would have a \$39 tax reduction this year and happily announced that it is going to be more. Hix does not have specific data to share right now. The district's estimates were conservative and beat the mark both from the cost of the bonds as well as an EAV growth.

Finance and Technology – Commissioner Vastalo reported:

The auditors have completed final field work for the 2018 audit. The 2018 Comprehensive Annual Financial Report (CAFR) will be presented to the Board of Commissioners for approval at the June 20, 2019 Board meeting.

Access One has provided telecommunications services to the District for the last 3 years. The District has found the MPLS network provided to be reliable, and service to be responsive. Based on our positive experience with Access One, we are extending the agreement for 3 additional years saving \$1,500 per month. With staff recommendation Commissioner Vastalo made a motion to approve Resolution 19-13 for a three year contract renewal of the service agreement between Access One, Inc. and the Bolingbrook Park District. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Buildings, Grounds and Natural Resources – Commissioner Traczek reported:

Congratulated Justine Olinger and welcomed Josh Hill.

Spring sports are getting started and staff has been busy preparing for the season.

Prescribed Burn Season is well underway in the natural areas.

The annual Arbor Day Tree Planting will be on Saturday, April 27 at 10:00am at Champions Park. A tree will be planted in cooperation with the Village of Bolingbrook Beautification Committee.

With staff recommendation Commissioner Traczek made a motion to approve Resolution 19-14 awarding a contract in the amount of \$89,776.11 to Innovation Landscape Inc. of Plainfield, Illinois for ADA Park Improvements 2019 – Various Sites. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The District's Referendum passing included replacing twenty-one playgrounds over the next five years. Jaycee Playground will be replaced in 2019 by Landscape Structures Commercial Play Structures, and is available through Sourcewell. Sourcewell is a cooperative purchasing program. With staff recommendation Commissioner Traczek made a motion to approve Resolution 19-15 authorizing the purchase of playground equipment for Jaycee Park from NuToys Leisure Products. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Poplar, Heritage and Lily Cache Playgrounds are also scheduled to be replaced in 2019. Little Tikes Commercial Play Structures equipment will be installed at all three sites. Equipment is being purchased through Playpower LT Farmington, Inc. With staff recommendation Commissioner Traczek made a motion to approve Resolution 19-16 authorizing the purchase of playground equipment for Poplar; Heritage & Lily Cache Playgrounds from Playpower LT Farmington, Inc. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

To operate at full efficiency, modifications need to be made to the Geo-thermal heating and well system at Hidden Oaks Nature Center. This includes the addition of two pumps, an air and dirt elimination device. With staff recommendation Commissioner Traczek made a motion to approve Resolution 19-17 in the amount of \$44,134 approving the contract for piping modifications to the existing geothermal well system located at Hidden Oaks Nature Center to Amber Mechanical Contractors, Inc. of Alsip, IL Commissioner McCloud seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Each year, the Bolingbrook Park District sells off equipment that is no longer needed or has outlived its useful life. With staff recommendation Commissioner Traczek made a motion to approve Resolution 19-04 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District. Commissioner Vastalo seconded.

Commissioner Hix corrected Traczek stating it is an ordinance, not a resolution. Commissioner Hix then made a motion to amend Resolution 19-04 to read Ordinance 19-04 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Recreation & Facilities – Commissioner Allen reported:

Dance: All dance classes are working on their choreography for our annual May Concert. May Concert will be held on May 18 and 19.

Gymnastics: The Illusions Gymnastics team will begin preparation for their State Meets on May 5 and 11. Results will be provided in May.

Early Childhood: Week of the Young Child is Sunday, April 28 to Friday, May 3. Offering different activities each day.

Adults: Upcoming trip is April 26 – Chicago Pedway Tour.

Fitness:

Silver Sneakers, Prime, Renew Active and AARP membership continues to grow.

Come De-Stress at Oaks on April 26 and Lifestyles on April 27. De-Stress at Oaks will feature a live demo of Silver Sneakers Yoga, a Naturalist-guided hike, door prizes, drawings, and light refreshments from 11:00 am to 1:30 pm. Saturday's event will have 7 classes running throughout the morning by our highly trained team members including 2 demo classes: Aqua Barre and Barre Above! Child care is available for this free event.

Aquatics:

Birthday Parties saw 42 bookings for March.

Parkie's Egg Hunt returns on Friday, April 19. Kids will hunt for candy-filled eggs in the water with some containing a special ticket for a bonus prize. The event will begin in waves starting at 9:00 am. Everyone registered is welcome to stay for open swim afterwards, concluding at 11:30 am. Early registration is encouraged and day of registration will be available at \$7 for residents and \$10 for non-residents.

Hidden Lakes Bait Shop reopened on Monday April 1, 2019.

Special Recreation (LCSRA) – Commissioner McCloud reported:

The LCSRA Sensory Room Capital Campaign launched on April 1. You can make a contribution at www.lcsrasensoryroomcampaign.org.

The IT department and LCSRA have been working together to generate a report that each manager will get on a daily basis. This report known as the Assistance Report identifies if a patron has requested accommodations in a specific program. This is a step in helping to streamline the inclusion process and make it more efficient for both managers and LCSRA supervisors.

Musical Theater performance of "A Gamer's World" at SEAL school on May 7 and Cruisers Talent Show is on May 22 at 1:00pm at Annerino in the gym

The Cruisers Minion group put together spring baskets with some games and toys to donate to the pediatric unit of Northwest Central DuPage Hospital.

Swim Lessons started a new session in March and was filled at a record high of 19 participants.

Special Olympics softball began in April. Twenty-three participants registered for the softball program, along with four participants from SEASPAR, resulting in two teams this year, Lions and Lions 2. The first game will be on May 14.

The LCSRA Soccer Team will compete in the REGIONAL Qualifier on Sunday, April 28 at Hinsdale South High School. Finishing in first place will advance them to the STATE Games in June at ISU.

Marketing – Commissioner McCloud reported:

Three new sponsors and advertisers have signed on within the last month for an additional \$4,150 in revenue. All current brochure advertising opportunities have been filled. Due to this demand, the partnership committee has decided to open up more a few more advertising opportunities within the seasonal guide for future issues.

Pelican Harbor Aquatic Park promotions began for the summer season. A total of 15,644 postcards were sent on April 1 to target demographics in seven area zip codes promoting the early bird deadline of April 30 for Pelican Passes. Other mediums have been deployed to promote the early bird sales including: social media, email communications, event postings, and in facility signs.

Golf Course & Ashbury's – Commissioner McCloud reported:

Upcoming events:

- Easter Brunch on Sunday, April 21
- Folds of Honor Golf Outing on Saturday, May 25
- Two Person Scramble on Friday, May 10.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

Commissioner Hix announced at the May Board Meeting the Oath of Office will take place for recently elected commissioners and will also be the annual meeting of this board.

ANNOUNCEMENTS

Commissioner Hix announced the May 16 workshop meeting will start at 6:00pm instead of 6:30pm and the regular board meeting will take place at 7:00pm. The meeting will be held at Ashbury's at Boughton Ridge, 335 E. Boughton Road. This information will also be posted for the public.

Commissioner Hix announced the district will be celebrating Jim Patula's retirement on April 26 at 5:30pm at Ashbury's.

Commissioner Hix presented and read a Citation of Retirement for Jim Patula. Jim said he has grown and learned so much over the past 30 years and it has been a pleasure and an honor to work for the Bolingbrook Park District.

Commissioner Hix welcomed Amanda Stillwell, Justine Olinger and Dan Finn and promised them a challenge.

Commissioner Vastalo wished everyone a HAPPY EASTER!

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner Traczek to adjourn from the regular board meeting at 7:36pm. All in favor "Ayes".

Minutes Verification Signature

A handwritten signature in black ink, appearing to read "M. McCloud", written over a horizontal line.

**Bolingbrook Park District Board Secretary
Melissa McCloud**