

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
April 15, 2021

Commissioner Vastalo called the meeting to order at 7:00pm. Roll call: McCloud, Andrews, Hix, Allen, President Vastalo.

President Vastalo began the meeting with the Pledge of Allegiance.

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

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

- Monthly Work Shop Meeting Minutes of March 18, 2021
- Monthly Board Meeting Minutes of March 18, 2021
- Special Board Meeting Minutes of March 30, 2021

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

ATTORNEY'S REPORT

No formal report.

REVIEW OF CLOSED SESSION MEETING MINTUES

Commissioner Allen said the Board has done a semi-annual review of Closed Session Minutes as well as Closed Session Recordings. The Board has found that the following Closed Session minutes from September 17, 2020 need to remain confidential and are not available for public inspection.

The Board reviewed Closed Session recordings and found that the recordings from April 18, 2019 and June 20, 2019 can be destroyed. Recordings from May 16, 2019 need to be kept.

Commissioner Allen made a motion and a vote to report on review of Closed Session Meeting Minutes and Recordings. Commissioner Hix seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Operational Updates – Chris Corbett

Next month two action items will be presented to the Board:

- Outdoor Pelican Harbor Bath House – installation of epoxy flooring for outdoor bath house.
- Completion of the bike trail system from Veterans Parkway all the way through to the intersection of Hassert, Bradford and Weber roads. All the pieces are in place. Construction set in early June. Completion by the end of September. This has been a community effort.

Mike Baiardo, Director of Recreation and Facilities gave a brief update for Recreation and Facilities Comprehensive Plan for 2021 to 2023.

- Finished the first quarter of 2021
- Working on Phase 6 of the Comprehensive Plan
- Working as a group to provide and build written process for starting new services
- Reworking and evaluating surveying our customers
- Working with Managers to put together a Fulltime Staff Manual
- Unifying youth athletics for the entire community of Bolingbrook
- State of Illinois Department of Human Services – working on submitting application for funding of our REACH program.

Communication from the Public

None

New Business

None

Closed Session

Commissioner Vastalo made a motion to enter into Closed Session at 6:46pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (1) The employment, discipline and performance of specific employees. Commissioner Hix seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo made a motion to adjourn from Closed Session at 6:55pm. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Adjournment

Commissioner Vastalo made a motion to adjourn from the Work Shop Meeting at 6:56pm. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Denise Allen**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
April 15, 2021

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

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

District Operations and Activities Update

Executive Director Ron Oestreich reviewed the following Resolutions and Action Item:

- Resolution 21-16 approving the terms and authorizing the execution of a donation agreement between the Bolingbrook Park District and Pulte Home Company, LLC.

Oestreich said this is the property (Essington and Hassert) we have been discussing at the last two board meetings. This will be the district's 51st property. The agreements have been worked through Tressler and their attorney and it is coming before the board tonight for approval.

- Approve Addendum to the Intergovernmental Agreement by and between Valley View School District 365U and the Bolingbrook Park District.

Oestreich said this is in regard to Central Park parking lot. The Annerino Community Center shares the parking lot with BJ Ward Middle School. This addendum is for sharing costs of replacement of the parking lot.

- Approve Resolution 21-13 awarding a contract in the amount of \$586,053.00 to Hacienda Landscaping for Century Park OSLAD Development, including all four alternatives (Minooka, IL).
- Approve Resolution 21-14 awarding a contract in the amount of \$1,035,490.88 to Abbey Paving Co., Inc. for the Central Park Pavement Improvements Project (Aurora, Illinois).

Oestreich reported the entire project is about \$13,000 over. We did not initially include the \$90,000 engineering fees. We had to spend the money on engineering due to the flooding in certain areas of the parking lot.

Commissioner Hix asked: Does the project include the drive by the newer entrance and the path back towards the tennis courts? Oestreich said yes and the engineers are well aware of the underground stream.

Commissioner Hix asked: Are we doing anything to fortify the underlayment that is there now? Chris Corbett, Superintendent of Projects and Planning said they scoped every storm drain on every culvert with a camera. They determined where there were breaks, debris, blockages. They also did 10-15 core samples of different aspects of the parking lot to see what the underlayment was and what type of stone is there. There was an extensive study done on the entire parking lot.

- Approve Resolution 21-15 approving Conveyance of Easement to the Bolingbrook Park District - Bella Vista Townhome HOA Lot 5.

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich had two introductions:

Tina Simpson, Accounting Supervisor introduced Daniel Finn as the districts Natural Resources, Horticultural and Turf Manager. Tina said Dan started with the Bolingbrook Park District in March of 2019 in the roll of Horticulturist. He is an ISA Certified Arborist, Certified Prescribed Burn Manager and holds an Illinois Pesticide Applicator License. Dan enjoys running, camping, hiking and back packing with his wife Stephanie and his son Cayden who is three years old. Tina happily shared that Dan and his wife are expecting their second child in October.

Sarah Sielisch, Aquatic Manager introduced Lindsey Pollina the new Dance Program Manager. Sarah said Lindsey comes to the district from Crystal Lake Park District. Lindsey was their Cultural Arts Special Events Supervisor for three years. Prior to that she worked at Glenview Park District and danced there. Lindsey did a lot of jobs at Glenview Park District from swim lessons, lifeguard, summer camp, score keeper and much more. Lindsey attended the University of Kentucky where she received her major in Leadership Development and Minored in Dance.

TREASURER'S REPORT

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$462,236.10, subject to audit. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix said the district has been looking at cash the flow of the district in light of the changes the county has made for a multiple tax payment system as opposed to two major payments. It will be split into 4 payments. The district is in a very sound position and looking at the possibility of creating a credit facility with a local bank so the district has a back up plan if needed.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Pulte Homes is donating cash and land at the corner of Essington and Hassert called Sawgrass. It will be our 51st property. 4.85 acres will be a land donation with the remaining 1.54136 acres being a cash equivalency of \$246,617.60 which will become a playground.

With staff recommendation Commissioner Vastalo made a motion to approve resolution 21-16. Approving the terms and authorizing the execution of a donation agreement between the Bolingbrook Park District and Pulte Home Company, LLC. Commissioner Hix seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

With staff recommendation Commissioner Vastalo made a motion to approve Addendum to the Intergovernmental Agreement by and between Valley View School District 365U and the Bolingbrook Park District. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo reported all the districts audits balanced.

Commissioner Vastalo announced we have two new Board Members that will be sworn in next month. Christian Cairy and Jake McVey were elected to 4-year terms. Sadly, we will have to say Good Bye to Denise Allen and Melissa McCloud.

Finance and Technology – Commissioner McCloud reported:

The auditors have completed final field work for the 2020 audit. Staff is now assisting with updating statistical information and writing the 2020 financial summary. The 2020 Comprehensive Annual Financial Report (CAFR) will be presented to the Board of Commissioners for approval at the June 17, 2021 Board meeting.

Buildings, Grounds and Natural Resources – Commissioner Allen reported:

OSLAD – Century Park Construction - On April 1, 2020 six contractors submitted bids. The low bid of \$586,053.00 was provided by Hacienda Landscaping. Hacienda Landscaping has performed similar jobs for the Park District in the past with outstanding results. Bids came in much lower than anticipated. As a result, the Park District will be matching the State of Illinois at 50% for a total expense by each entity at \$320,127.

With Staff Recommendation Commissioner Allen made a motion to approve Resolution 21-13 awarding a contract in the amount of \$586,053.00 to Hacienda Landscaping for Century Park OSLAD Development, including all four alternates (Minooka, Illinois). Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

ACC Asphalt Replacement Project - On April 1, 2020 seven contractors submitted bids. The low bid of \$1,035,490.88 was provided by Abbey Paving Co., Inc. Reference checks for Abbey Paving came back positive, which included references from the Village of Bolingbrook and WB Olson. The Park District budgeted \$850,000 for this project. Valley View School District 365U has tentatively agreed to assist in funding the project by providing \$262,440 in accordance with the Intergovernmental Agreement.

With Staff Recommendation Commissioner Allen made a motion to approve Resolution 21-14 awarding a contract in the amount of \$1,035,490.88 to Abbey Paving Co., Inc. for the Central Park Pavement Improvements Project (Aurora, Illinois). Commissioner McCloud seconded. Roll call: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Hartz Homes (Bella Vista) will be installing the bike trail along Bradford Place within the next month, now that the Easement with Stahelin Commercial has been recorded and approved with Will County.

With Staff Recommendation Commissioner Allen made a motion to approve Resolution 21-15 approving conveyance of easement to the Bolingbrook Park District – Bella Vista Townhome HOA Lot 5. Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Recreation & Facilities – Commissioner Hix reported

Commissioner Hix said he was very excited as he read through the report this month to see the number of areas that are growing in participation. Hix thinks it is really neat to see people starting to come out for the good again and be involved on an active basis. Hix thanked staff from all areas of the district for getting activities running and trying to get the community back in sync again.

- REACH is moving back to the schools.
- DanceForce is having their Spring Concert on May 23.
- Gymnastics/Cheer/Ninja programs are growing with 20 classes going with 122 participants.
- Martial Arts has 66 students.
- Group Fitness/Group Exercise was well attended with 815 participants in February and 1,320 in March.
- 4,105 visits to the LifeStyles Fitness Center. 900 more than the previous month.
- Pelican Harbor coming on line soon. Open swim and private rentals are growing.
- 1,644 Lap Swimmers.
- HONC has been active particularly continue the school program.
- Hidden Lakes Bait Shop opened and the first Fishing Derby is Saturday, April 17 with four more to follow.

Executive Director Ron Oestreich said he is looking forward to the construction of a new bait shop at Hidden Lakes this year. Oestreich said we will complete the items in our annual work plan as approved in the district's budget. Oestreich said we are making some adjustments to our overall project plan. We have chosen to gracefully back out of the \$505,700.00 IDNR Museum Grant that we were awarded in 2020 for the Hidden Lakes Bait Shop and Learning Pavilion. This does not change our commitment in constructing a new bait shop with working rest rooms by the end of 2021.

Due to the unfortunate situation of COVID-19 many grants have already begun to scale back from their original projections. Bolingbrook Park District experienced this in 2014 with a similar IDNR grant for the outdoor pavilion at HONC. The district was awarded \$104,000 grant in which we completed the project with full expenditures of the original plan however all grants were frozen by the governor. We did eventually receive the \$104,000 in 2020 six years after completion of the project.

BPD Administration and Board did not feel comfortable in this current environment to spend \$505,700.00 with no immediate guarantee of reimbursement. It is not fiscally responsible to spend that money when we are carefully watching all other spending. We budgeted \$200,000 in capital expenditures toward the bait shop project this year and we are committed to completing it by end of 2021. This will feature a new shop with working rest rooms for public use. The learning pavilion will not be part of the new facility at this time. We will evaluate this addition in the future

Marketing – Commissioner Andrews reported:

Details and information on Pelican Harbor operations for the summer was released the first of April. The newsletter delivered to homes on April 5 gave details on the hours, time slots, how to reserve time slots, parties, outings, Pelican Pass sales and more.

Bookings are now being accepted for parties and outings. New this year is the use of DocuSign for the party and private pool rental agreements. This allows for easier tracking and eliminates the need for customers to come into the facility for their agreements. The team also streamlined the booking process for group outings to Pelican Harbor. These new systems will be monitored and adjusted as needed. Thank you to the IT team for helping with these changes. Another exciting change is the addition of the sports party by the athletics manager. We are confident this will be a welcomed addition by our community.

March social media and e-mail marketing statistics going sky high! Total e-mail data base contacts was 16,004.

Design work completed in March

Brochure Pages Designed	94
Digital Assets	81
Print Materials Created	45
Photos Edited	871

The customer care team is off to a great start. Total calls received at all locations in March was 3,466. Total transactions in March was \$84,414.48. Total calls have increased 55% since January and total transactions also increased 68% since January.

Golf Course & Ashbury's – Commissioner Andrews reported:

March Overall Revenue exceeded target by 11.5%. YTD is also below target by 33% and last year by 87%.

Greens Fee Revenue exceeded target by 70%! With that in mind we are beginning to see increased restaurant traffic as well as increased banquet bookings in upcoming months.

Ashbury's is now open. Their hours are 11:00am to 9:00pm. Mother's Day Brunch is May 9. Nine, Wine & Dine is Saturday, May 15.

Operational Expenses are projected at a savings of 76%, which will translate into a positive bottom line. Payroll was over by 11%, but OPEX was down.

NWCSRA - Commissioner Andrews reported:

NWCSRA will be working with Campfire Concepts to redefine the NWCSRA brand. This will include gathering community input through interviews and focus group discussions, completing a brand audit, logo update, brand style guideline and website redesign.

The agency will update financial software and explore options for recreational software updates; replace several older vehicles in the fleet in accordance with replacement plan.

Development of the Sensory Room at Bolingbrook Park District with a focus on enhancing sensory and military veteran programming.

NWCSRA Day Camp planning is in full swing. Three locations have been determined throughout our members agencies based on estimations of 65% of usual camper return.

NWCSRA Golf Outing & Fundraiser is scheduled for June 17 at Lockport Township Park District's Prairie Bluff Golf Course. It will feature an 11:30am shotgun start, plenty of contests/games/raffles, and a banquet dinner. Staff and annual participants are excited to return to the course after having a socially-distanced golf outing last year.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

Executive Director Ron Oestreich received two questions from resident Robert Widuch:

1. What is the timeline for the bait shop project?
 - o The project will be out to bid in July with a bid award in August and a start in September.
2. How many people have signed up for Rescheduled Volunteer Cleanup Day?
 - o 30 volunteers have signed up and the meeting time is 9:00am at Hidden Oaks Nature Center.

Jake McVey introduced himself as the recently elected Park Board Commissioner for the Bolingbrook Park District. Jake said he started working at the Park District in 2012 and said if feels good to come full circle and make his way back. Jake said he is excited to serve.

Christian Cairy introduced himself as the recently elected Park Board Commissioner for the Bolingbrook Park District. Christian thanked the board for their support and look forward to working with the staff at the Park District and listening to the residents and taking their ideas and concerns to the Board.

Commissioner Hix congratulated all the candidates from the April Consolidated Election.

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Vastalo said Happy Mother's Day!

Commissioner Hix welcomed Dan Finn and Lindsey Pollina. Hix said they are joining an excellent organization and promised them a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:32pm. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature

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

**Bolingbrook Park District Board Secretary
Denise Allen**