

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**December 17, 2020**

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

Motion Commissioner Vastalo, second Commissioner Allen to approve agenda as submitted. Roll call: Ayes: Andrews, Allen, President Vastalo. Nays: None. Absent: Hix, McCloud. Motion passed 3/0.

Commissioner McCloud joined meeting at 6:34pm

**District Operations and Activities Update**

Executive Director Ron Oestreich reviewed the following action items for Board approval:

1. Approve President Sue Vastalo as delegate to represent Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 30, 2021.
2. Approve Ordinance 20-05 an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2021 and ending December 31, 2021.
3. Approve Ordinance 20-07 Levying and Assessing taxes for the Bolingbrook Park District, Will County, Illinois for the tax year 2020

**Operational Updates**

John Chase, Superintendent of Facilities reported:

- On December 30 a mailer will go out to all fitness members. The focus of the mailer is to thank members for their support, announce the restoration of memberships and explain the process of moving forward. Letters will be customized based on type of membership.
- January 1 – February 28, 2021 existing members will receive free use of center and group exercise.
- Non-member guests will pay \$9 to reserve a 45-minute workout or take a group exercise class.
- New simplified membership structure: 3 memberships will be offered: fitness, fitness/aquatic or a senior/student membership.
- New memberships will no longer have a 12-month commitment.
- Childcare will be a separate add on. This service will not be bundled as part of the membership.
- Members will swipe their cards to enter the fitness center. This will give them a club feel.
- Those who do not sign up for their new membership will become inactive on March 1, 2021.
- Billing will begin on March 1 for monthly members. Future billing will occur on or about the first of each month (formerly the 15<sup>th</sup>). All new monthly billing will be credit card billing.
- Members who paid in full will be extended the number of days/months remaining on their membership.

Kai Wahlgren, Superintendent of Recreation reported:

- Preschool programs will continue, in person, at all three sites on January 19, 2021.
- REACH programs will begin January 19 or when school reports in person. Registration will be available to the public beginning January 11, 2021.
- The all-day program is currently running at BRAC while ACC remains closed to the public.

Mike Baiardo, Director of Recreation and Facilities reported:

- BRAC hours January 2021:
  - Monday – Friday 6am – 9pm
  - Saturday & Sunday 7am – 5pm

Executive Director announced the Governor extended the closure to January 9, 2021. Annerino will be closed until January 9, 2021.

**Communication from the Public**

None

**New Business**

None

**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Work Shop Meeting at 6:43pm.

Commissioner Allen seconded. Roll call: Ayes: Andrews, Allen, President Vastalo. Nays: None. Absent: Hix, McCloud. Motion passed 3/0.

**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**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Public Hearing regarding the FY 2021 Budget and Appropriation Ordinance**  
**Meeting Minutes of December 17, 2020**

President Vastalo called the meeting to order at 6:45pm. Roll call: McCloud, Andrews, Allen, President Vastalo. Absent: Hix.

Motion Commissioner Vastalo, second Commissioner Allen to approve the agenda. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Commissioner Vastalo made a motion to open the Public Hearing regarding the FY 2021 Budget and Appropriation Ordinance. Commissioner Allen seconded the motion. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**Comments from the Public**

There were no comments or questions from the Public.

**Comments from Board Members**

There were no comments or questions from Board Members.

Commissioner Vastalo made a motion to close the Public Hearing at 6:47pm. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Commissioner Vastalo made a motion to adjourn from the Public Hearing at 6:48pm. Commissioner McCloud seconded. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**Minutes Verification Signature**

  
**Bolingbrook Park District Board Secretary**  
**Denise Allen**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**December 17, 2020**

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

President Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner Vastalo, second Commissioner Allen to approve the agenda. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

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

- o Budget Work Shop Meeting Minutes of November 10, 2020
- o Budget Work Shop Meeting Minutes of November 12, 2020
- o Monthly Board Workshop Meeting Minutes of November 19, 2020
- o Monthly Board Meeting Minutes of November 19, 2020

Roll Call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**CORRESPONDENCE FROM THE PUBLIC**

Commissioner Vastalo received a letter from a woman questioning why the district is building a pavilion at Hidden Lakes and not making the road wider and putting in a sidewalk along the road. Vastalo forwarded to Executive Director Ron Oestreich who will respond to her questions.

**COMMUNICATION FROM THE PUBLIC**

None

**ATTORNEY'S REPORT**

Attorney, John O'Driscoll reported the EOC has issued some guidance regarding vaccinations and how employers can make it mandatory.

**LEADERSHIP TEAM REPORT**

Executive Director Ron Oestreich wished everyone a Merry Christmas!

**TREASURER'S REPORT**

Commissioner Vastalo made a motion for the payment of bills including travel reimbursement in the amount of \$562,407.68, subject to audit. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

## **COMMITTEE REPORTS**

### **Administration and Personnel – Commissioner Vastalo reported:**

Commissioner Vastalo made a motion to approve herself as delegate to represent Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 30, 2021. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

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

The Budget and Appropriation Ordinance for budget year 2021 is being presented to the Board for approval. The total expense for next year's budget and appropriation is estimated at \$27,955,326. This reflects a 7% decrease in expense over budget year 2020. This is reflective of the decrease in expenses anticipated in 2021 as we continue through COVID recovery.

*Commissioner McCloud made a motion to approve Ordinance 20-05, an Ordinance making a combined annual Budget and Appropriation of funds for the Bolingbrook Park District, Will County, Illinois for the fiscal year beginning January 1, 2021 and ending December 31, 2021. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.*

The Tax Levy Ordinance is being presented to the Board for approval. The total tax extension of \$9,022,608, exclusive of debt service, is based on a 6% increase in EAV, and growth of new property of \$60,000,000.

*Commissioner McCloud made a motion to approve Ordinance 20-07 levying and assessing the taxes for the Bolingbrook Park District, Will County, Illinois for the Tax Levy Year 2020. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.*

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

Lifestyles Fitness is getting a fresh look and getting everything ready for a January 1<sup>st</sup> reopen.

BRAC renovations – conducted preliminary punch list. Staff anticipate completion for the entire project by the end of December/early January.

Staff are working with the Village of Bolingbrook to finalize the Construction-Documents for the OSLAD Century Park project.

### **Recreation & Facilities – Commissioner Hix absent – no report.**

## **Marketing – Commissioner Andrews reported:**

The first official edition of Bolingbrook Park District news was sent to all homes in Bolingbrook the week of December 7. This 16-page newsletter-style piece contains information on how to view the digital program guide, a calendar of upcoming important dates, articles about programming this year, update on referendum projects and more. The guide can be found on the park district website, social media channels, and hard copies may be picked up at the Bolingbrook Recreation & Aquatic Complex. Parkie's Holiday Recreation Pack was launched on December 1 and was downloaded 382 times within the first week.

### *November Social Media & Email Marketing Statistics:*

- Total Fans (Facebook, Instagram, and Twitter): 17,967
- Total Engagement: (The sum of reactions, comments and shares): 2,285
- Total Page Content Clicks: (The number of times people clicked on a post): 4,367
- Total E-Mail Database Contacts: 15,803

Annerino: Total calls received in November 1,017, total transactions in November \$4,740.85

BRAC: Total calls received in November 1,449, total transactions in November \$9,055.50

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

Due to comprehensive expense management efforts, the overall bottom line for the Golf Course operation in November exceeded target by nearly \$50,000.

November Greens Fee Revenue is above target by 77%. YTD is also ahead of target by nearly 27% and ahead of last year by 39%.

October Restaurant Food Revenue is below target by nearly \$10,000 and Liquor Revenue is below target by nearly \$13,000 which is to be expected since the operation is not running a 100%.

October Overall Revenue is below target by 73%. YTD is below target by 41% and below last year by 21%. Operational expenses are still lower than budget. In some cases, as much as a 40% savings. Payroll is 22% below target YTD with additional savings coming due to additional staff reductions.

## **NWCSRA - Commissioner Andrews reported:**

The Bolingbrook Knights of Columbus hosted their annual holiday party for NWCSRA participants and their families -The Santa Claus Christmas Celebration Drive Thru Event was held on Saturday, December 5 from 11:00 AM to 3:30 PM at the St. Dominic Church/School Parking Lots with 80 participants driving thru to meet up with the Knights and our staff as well as receive some gifts, hot chocolate and have the opportunity to meet with Santa.

NWCSRA programming has gone back to virtual only until the end of 2020 to comply with COVID guidelines.

NWCSRA will be working with Impact/ES99 over the next several months to complete a 360-degree marketing assessment process to more thoroughly understand our current marketing resources, strengths and weaknesses, establish priorities, and position ourselves to create a marketing plan that will update our brand and develop enhancements.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

None

**NEW BUSINESS**

Attorney John O'Driscoll mentioned Tressler will be giving five to six presentations at the upcoming conference (virtual) in January and asked the board to give feedback on those presentations.

Commissioner Vastalo wished everyone a Merry Christmas and a safe and Happy New Year!

Commissioners' Allen, McCloud and Andrews wished everyone a Merry Christmas!

**ANNOUNCEMENTS**

None

**CLOSED SESSION**

None

**ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Allen to adjourn from the regular board meeting at 7:15pm. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**Minutes Verification Signature**

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

**Bolingbrook Park District Board Secretary  
Denise Allen**