

BOLINGBROOK PARK DISTRICT
Workshop Meeting Minutes
February 15, 2018

President Hix called the meeting to order at 6:30pm. Commissioners present at roll call: Vastalo, Traczek, Allen, McCloud, President Hix.

Motion Commissioner Traczek, second Commissioner Vastalo 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 stated only one Resolution was up for approval, Resolution 18-03 approving Requisition #RE0000344 in the amount of \$37,034.29 for Cisco Smartnet renewal through Mindsight. The board had no questions.

Review of District Business

Tricia Dubiel, Superintendent of Business and Finance explained the Supplemental Levy. Dubiel stated at the March board meeting staff will be presenting a second supplemental levy to capture \$50,000 towards funding the future debt service payments for the 2016 C Bond Series. On January 12, 2018 the State of Illinois announced the 2017 CPI (Consumer Price Index) factor was at 2.1%. This increased the district's debt extension base. The debt extension base limits the amount of levy that the district can do on an annual basis for some of its outstanding bond debt. During the planning of the 2016 refunding we used a conservative 1% of growth in the CPI factor to determine the amount of bond that should be issued. The CPI grew by 2.1% in 2016 and 2.1% in 2017. If the board approves the second supplemental levy the district we will have a remaining \$31,000 that will need to be captured after this year. The board had no questions.

Debbie Chase, Director of Finance and Technology talked about the new IT position. In early January IT vacated the Application Support Specialist position. Prior to that positions vacancy all the RecTrac support was moved under the system support umbrella. Chase said when discussing the vacant position with the Executive Director she explained there was a dire need for more system support staffing. Chase put in a recommendation to hire a second System Support Specialist. By adding this second position it will extend support coverage and add a Saturday shift. This will improve the availability of support in the district.

Commissioner Hix asked if Incode is starting to reduce some of the need for application questions. Chase said they still have open issues from the VSI upgrade. They have seen a reduction over the first two months.

Commissioner Hix also asked when they anticipate the need for a full time Application Support person. Chase said they are still analyzing to see how they want to move forward with this.

Communication from the Public

Alice Murray a resident and an employee of the Bolingbrook Park District asked why the monthly budget was not attached to the board report like it has in the past and asked if it is available on line. Staff corrected Alice stating it is the Bill Listing, not the budget that accompanies the board packet. Kim Smith added the agenda and bill listing are posted on the website.

Old Business

None

New Business

None

Executive Session

Commissioner Hix made a motion to enter into Closed Session pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (2) Collective negotiating matters and (21) Approval or semi-annual review of closed meeting minutes at 6:43pm. Commissioner Allen 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 6:55pm. Commissioner Traczek seconded. All in Favor "Ayes".

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:00pm. All in Favor "Ayes".

Minutes Verification Signature

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**Bolingbrook Park District Board Secretary
Melissa McCloud**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
February 15, 2018

President Hix called the meeting to order at 7:01pm. Commissioners present at roll call: Vastalo, Traczek, Allen, McCloud, President Hix.

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

Commissioner Hix asked for a moment of silence for Anna Kuehn, the mother of Alice Murray and for the seventeen high school students who were killed or injured in the Parkland, Florida shooting incident.

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

- Workshop Meeting Minutes – January 17, 2018
- Board Meeting Minutes – January 17, 2018

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

CORRESPONDENCE FROM THE PUBLIC

Commissioner Hix received an inquiry regarding facility and field rentals which is being discussed by staff and said staff will have a response to that individual later this month.

Commissioner Hix read correspondence from Mr. Terrance Jamison which was forwarded to the board. Mr. Jamison is a resident of Bolingbrook and an US Air Force Vietnam veteran. Mr. Jamison would like the Park District Board to consider offering greatly reduced/discounted Park District membership rates and fees for veterans, reservists and active military personnel living in Bolingbrook. Commissioner Hix responded to Mr. Jamison letting him know this request would be referred to staff on how to proceed with his request.

Commissioner Hix said the district offers programs such as Silver Sneakers, the Financial Assistance Program as well as Healthy Minds and Healthy Bodies.

Executive Director said any military personnel (on active duty) who come home on leave receive a complimentary membership while at home. There is discussion regarding reservists.

COMMUNICATION FROM THE PUBLIC

Alice Murray a resident and employee of the Bolingbrook Park District said following up on her last comment it's called the expense approval report. Ms. Murray said there is no report for January as well as some other months in 2017. Kim Smith, Superintendent of Marketing and Customer Care clarified the agenda is on the website not the expense approval report. Ms. Murray said it is very important that the report is included on line so residents can see it easily.

Ms. Murray commented on Mr. Jamison's request and said as a resident she would totally support reduced rates for anyone involved in the military. Ms. Murray also commented she would like to see rates reduced for anyone who lives in Bolingbrook. She would like to see the park district be more competitive than anyone in the area and get people into our facilities.

Ms. Murray gave a shout out to the Buildings and Grounds unit for tackling the snow and the indoor people for keeping the floors so shiny considering all the salt that gets tracked in. She also thanked outside people for clearing parking lots and walkways. As a resident and employee she thanked her co-workers and herself. Ms. Murray went on to say this is all after four years with no raise. Ms. Murray said this speaks to the kind of people that we are. The district really has good people working for them that are very dedicated and love their jobs. Ms. Murray said union negotiating tactics continue to emphasize how worthless and dispensable they are. She said they will continue to stand solidly for what is right and just. Ms. Murray feels things are going to change and are going to get better. Commissioner Hix thanked Ms. Murray for her comments.

Motion to Report on Review of Closed Meeting Minutes

Commissioner Allen made a motion to report on Closed Meeting Minutes stating the Board has done their semi-annual review of closed session minutes and has found that there is still a need for confidentiality of the following minutes; July 20, 2017, August 17, 2017, September 21, 2017, October 19 and 26, 2017, November 16, 2017 and December 21, 2017. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

ATTORNEY'S REPORT

No report

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich reported:

- The Bolingbrook Park District along with Tressler, LLP has been nominated for the Bolingbrook Best of Business Awards which will be held on Thursday, March 8 at the Bolingbrook Golf Club.
- The Aquatic staff was awarded the Five Star National Aquatic Reward from the Starfish Aquatic Institute. This is highest rating that an aquatic complex can receive for aquatic safety, management safety and the overall aquatic operations. KUDOS to Tim Jaskiewicz, Aquatic Manager and his team.
- All Staff Training will be held on Saturday, May 19. Training will begin at 8:00am. Laurie Hoffner is the Keynote Speaker for this event.

TREASURER'S REPORT

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$379,512.28, subject to audit. Commissioner McCloud seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Allen made a motion for approval of travel reimbursement for President Hix in the amount of \$112.80. This was for attendance at the IAPD/IPRA Conference. Commissioner McCloud seconded. Roll call: Ayes: Vastalo, Allen, McCloud. Nays: Traczek. Abstain: President Hix. Absent: None. Motion passed 4/1.

COMMITTEE REPORTS

Administration and Personnel

Commissioner Hix said goals and objectives for the year have been arm rustled, defined, documented and published. We have traceability and accountability for the things the district is trying to accomplish. Also, The Foundation for Bolingbrook Parks wrote a check for a donation in the amount of \$20,178 the largest portion of which came via the Cricket Club. The Foundation is planning a fun-raiser event this spring involving a mini golf tournament and food truck event on Saturday, May 19. More details to follow.

Finance and Technology – Commissioner Denise Allen

Commissioner Allen made a motion to approve Resolution 18-03 approving Requisition #REQ0000344 in the amount of \$37,034.29 for Cisco Smartnet renewal through Mindsight. This is for purchase support services for our Cisco equipment with a renewal term of 2/28/18 through 2/27/19. Commissioner Traczek seconded the motion. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passes 5/0.

Buildings, Grounds and Natural Resources – Commissioner Sue Vastalo reported:

Crews are systematically pruning and chipping at parks.

Most of the NR crew is going to be headed to a natural areas symposium on February 24. They are attending on their own time over the course of a weekend to learn some practices and techniques that they can immediately turn around and use in our natural areas. NR staffs' eagerness to evolve protocols makes them a great asset to future projects.

Staff has been diligently working on removing snow to keep daily operations running on a regular basis and the board thanked them.

Playground equipment has been purchased for Blackhawk Pond. Weather permitting, the playground can begin in early April and be completed ahead of the project's June 1 target date.

The 2018 Budget and Work Plan includes relocating human resource offices to the Annerino Community Center's conference room. Construction is anticipated to begin March 26 and be completed by June 8. The goal is to have human resource offices fully functional by mid-June.

Recreation & Facilities – Commissioner Melissa McCloud reported:

The Select Competition team (DanceForce) will head to their first regional competition – Kids Artistic Revue in Elgin February 23-25.

The Teen Job Fair and Seminar will take place at the Westmont Community Center on Friday, February 23 from 5:30 pm – 8:00 pm.

The 2nd Annual Quinceañera Expo will be held on Saturday, March 10 at the Annerino Community Center from 12:30-4:30 pm.

Winter start up came in with overall totals from the three programs at 691. Gymnastics and Cheer ran at 563 last year compared to 513 showing a slight decline. The largest decline we see is in the preschool classes.

The Illusions Gymnastics Team competed at Bloomingdale and captured 1st place on the Junior Bronze level and 2nd place on the Silver and Bronze levels. February does not have any meets unlike March that will offer three meets for us.

Storm Cheerleading competed in Chicago, Mini's took 1st, Youth took 2nd and Senior team took 4th and our two solos took 1st place. Storm will travel to Elgin for their next competition on February 18.

Staff are hosting a Family event on Saturday, February 25 – “We Love Our Customers” 5:30-7:30pm.

Lead Ninja Coach, Jonathan Wessel and Manager, Maureen Franzen will travel to Indianapolis on Saturday, February 24 to train with many of the gyms across the nation who have joined Ninja Zone.

Ninja Zone is restructuring its entire program curriculum in 2018. Jonathan, Lead Ninja Instructor will be meeting with our staff to roll out this change. Ninja enrollment is back on the rise and we are excited to see it continue to climb.

REACH did grow from December numbers by 9 students in January. Enrollment numbers at all four sites have grown since the start of the school year. YTD enrollment is down 4.8% over last year.

Preschool staff is preparing for the registration lottery for the 2018-2019 school year to be held on February 21.

Ten preschool staff came together to facilitate a service project with Feed My Starving Children in Aurora. The entire group prepared 104 meals for over 22,000 children in other countries.

A recently enacted policy to run all classes the first week that have at least 2 children in them has truly helped the program to retain children and families throughout the district, sometimes in other departments as well as Early Childhood. Staff has the opportunity to interact with families and either allow those programs to fill or migrate participants to other programs with more children.

Fitness

The January Take Your Shot fitness event was a success, creating membership engagement and producing \$4,000 in fitness revenue just that morning of the event. Renewals were just under our 70% target rate which is encouraging for a historically volatile month. Staff sent out 30 day membership gifts to our members to give to their family and friends in December to be redeemed by January 13. Sixty of these cards were turned in with 5 of them converting to full memberships and we still have several that have not expired yet.

Personal Training fell short of our goal, bringing in \$2,912 in sales. Some of the shortfall was due to our previous month's promotion where we offered once-a-year 10% discount on training packages to existing clients throughout December which translated into \$10,733 in training sales.

Membership visits for the month reached 9,222, nearly 2,200 visits higher than December. Group fitness visits remained strong with 25% of the month's guests joining a class.

February kicks off a month-long celebration in partnership with AMITA Health. LifeStyles is designating one treadmill as the Red Tread at both facilities. A .25 cent donation will be made to American Heart Association for each mile walked or run on these machines.

Aquatics

Annual memberships were 11% above projection for the month and 37% higher than last January. This is a good start to 2018, especially considering that new membership sales exceeded expectations by 17 members.

Daily admission was more than double the expected number, aided by special events and a full week at the beginning of the month when school was on break. The projected amount was conservative after a poor December. Total daily paid admissions slightly exceeded 2017 attendance, so that is a good sign that attendance is back on track.

There were 22 poolside birthday parties in January. 496 pool partygoers come to the facility. There were 8 private rentals this month for an additional 435 swimmers to brave the cold and swim at Pelican Harbor. During open swim times, we had 9 group rentals with 229 swimmers (total) taking advantage of the pool. January 28 was the busiest day for birthday parties with 6 parties going on that day.

In an effort to get families to come to the pool on the school day off (Martin Luther King Day) free single scoops of strawberry ice cream were offered as part of National Strawberry Ice Cream Day. No registration was needed. Eleven members swiped in during the event and 39 guests paid daily admissions, totaling 50 guests for this event.

Museum

Open House was on January 30 and it was geared to special needs groups, SRA's, Memory Care Centers, Senior Centers, and home schools. Staff made several strong connections and everyone that had attended had never been to the Center previously.

Fifty-two participants from Sertoma, Ray Graham, and The Wild Group visited the center this month.

Staff led one environmental education program, connecting 3 children to nature.

Two scout groups visited Hidden Oaks in January.

Community Garden season opens April 15 (weather permitting).

The Bait Shop will reopen for the 2018 season on Monday April 2, 2018.

Special Recreation (LCSRA) – Commissioner Traczek reported:

The Cruisers groups have started 2018 off with a bang! Below are just a few of the activities on the monthly calendars - the Museum of Science & Industry, Disney on Ice, a Wolves Game, Painting Party at Bottle & Bottega, & Wizard of Oz theater performance.

Swim Lessons ran this winter session with season high numbers of 14 participants. Our swimmers are braving the cold for quality instruction from our LCSRA team. Each lesson is broken down into step by step instruction for the individual participant.

On Sunday, February 18, Lions, Lions 2 and Lions 3 basketball teams will compete at the ITRS Basketball Tournament.

Four Special Olympics sports began in February, Equestrian, Track & Field, Powerlifting and Soccer. All four programs are very close to reaching the maximum registration numbers.

Marketing – Commissioner Traczek reported:

For the second year in a row, Happy Heart Month kicked off on February 1. Facilities, our online presence and February events are highlighted red to raise awareness of the importance of taking care of your heart. The purpose of this campaign is to showcase the many benefits Bolingbrook Park District provides the community when it comes to a healthy heart.

Golf Course & Ashbury's – Commissioner Traczek reported:

January overall revenue exceeded target by 11.6% and last year by 20%.

January Restaurant food revenue exceeded target by 5.6%, but was 7% down from last year.

January Liquor revenue exceeded target by 20% and exceeded last year by 21%.

Upcoming Events: Comedy Night on Saturday, March 9 and St. Patrick's Day on March 17.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

Nick Carone with SEIU Local 73 representing the park district's workers addressed the Board regarding the union contract. Mr. Carone said they will be proposing a merit based increase system for the employees at the park district. Mr. Carone said the board are proponents of good work equals a better increase. This merit base increase is in place at other park districts. Mr. Carone said negotiations started in 2014 and the district is still at zero percent at the year's past. Mr. Carone said the union would like to go forward with this merit base system. Mr. Carone asked that the board hear him out and consider the retro pay as part of the package going forward.

Commissioner Hix asked which park district has the merit base system in place. Mr. Carone said Park Ridge Park District.

Hix said it is an interesting combination to think about a merit based subjective evaluation system in conjunction with the union contract. Mr. Carone said the way it works when they have the ratification vote for the members to accept the contract Mr. Carone takes it back to each individual member to let them know their increase will be based off their performance evaluation. He would like the board to consider some retro pay for the past couple of years. Other people have been getting raises in the district since 2014.

Commissioner Hix thanked Mr. Carone for his comments.

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Hix encouraged everyone to attend Comedy Club Night at Ashbury's.

Commissioner Hix also announced the Lions Club is holding a St. Patty's Day Event on March 10 at the Levy Center.

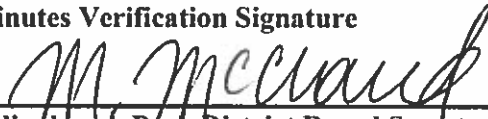
EXECUTIVE SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Allen to adjourn from the regular board meeting at 7:38pm. All in favor "Ayes".

Minutes Verification Signature

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

**Bolingbrook Park District Board Secretary
Melissa McCloud**