

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
February 18, 2021

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

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

District Operations and Activities Update

Executive Director Ron Oestreich reviewed the following Resolutions:

- Approve Resolution 21-06 approving Requisition #REQ0003856 in the amount of \$69,316.34 for Cisco Smartnet renewal through Mindsight. Debbie Chase, Director of Business and Technology explained Mindsight provides services to support the district's firewall, routers, switches and desk phones. This is a three-year agreement saving the district \$25,000.

Commissioner Hix asked: What is the rationale for offering the savings? Chase said they have offered this every year, but this year it was a significant amount and worth looking into. Hix said this is very worthwhile.

- Motion to approve Resolution 21-03 awarding a contract in the amount of \$89,809.00 to Hacienda Landscaping for the 2021 ADA Paving Improvements Project, including Alternate #1 (Minooka, Illinois).
- Motion to approve Resolution 21-04 authorizing purchase of playground equipment for Plimmer and Drafke Parks from NuToys (LaGrange, IL).
- Motion to approve Resolution 21-05 authorizing purchase of playground equipment for Ivanhoe and The Forest Parks from Imagine Nation (Westchester, IL).

The Board had no questions or comments.

Personnel Policy and Operations Manual Updates

Debbie Chase, Director of Business and Technology explained to the Board the Personnel Policy Manual and Operations Manual updates. Updates will come before the Board for approval next month.

Actuary Services

Chase said next month Tricia Dubiel, Superintendent of Business and Finance will be presenting a work shop for a four-year agreement for an external audit process that handles our GASB 74/75 which requires the district to have an actuary evaluation completed for OPEB (Other Post-Employment Benefits). These benefits are related to health insurance.

The Board had no questions.

Projects Updates

Christ Corbett, Superintendent of Projects and Planning reported he will have the following ordinance and resolutions for board approval at the March meeting:

- Ordinance: Kids Around The World for playground equipment removal.
- Resolution: Ivanhoe and The Forest parks playground replacement & installation
- Resolution: Drafke and Plimmer parks playground replacement & installation
- Resolution: Sealcoating asphalt pavement 2021

The board had no questions.

Recreation Programming

Kai Wahlgren, Superintendent of Recreation reported:

- Christy Sorenson is now overseeing Preschool and Early Childhood programs, Concerts, Visit Your Local Parks, Library Events.
- Ryan Kertson is now overseeing the REACH extended care program and Athletics
- Laney Haupt – Gymnastics/Cheer/Ninja, Teen programs, Theatre programs
- Dance Manager – received over 30 applications and interviews will begin next week.
- Kai Wahlgren – overseeing the Day Camp program. Camp is moving back to BRAC this year.

The Board had no questions.

Pelican Harbor Outdoor Pool

John Chase, Superintendent of Facilities reported:

- Open Memorial Day weekend. Close pool August 22 after VVSD goes back to school.
- Last year limited to residents only, this year open to residents and non-residents.
- Schedule: M-Thurs – open front half of park only. Saturday and Sunday open the entire park. Lazy River will be reservation only for social distancing purposes.
- Admission Fees – M-Thurs. (\$7 RES., \$10 NR), Fri. thru Sun. (\$10 RES, \$17 NR). Prepaid reservations will be required for limited capacity.
- Limited walk ups.
- Bringing back Pelican Passes. Early Bird pricing for everyone (\$55 RES, \$65 NR).

The Board had no questions.

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 6.49pm.
Commissioner Hix seconded. Roll call: Ayes: McCloud, Hix, Andrews, 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**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
February 18, 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 McCloud to approve the agenda. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

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

- o Monthly Board Work Shop Meeting Minutes of January 21, 2021
- o Monthly Board Meeting Minutes of January 21, 2021

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

ATTORNEY'S REPORT

Katherine Gibbons of Tressler, LLC reported President Biden's American Rescue Plan is now in front of the house and the part that will most impact the park district is the expansion of the Family First Coronavirus Response Act (FFCRA). More information to follow.

On January 29, 2021 OSHA came out with a new guidance on workplace safety during COVID-19 and they suggested everyone develop a COVID-19 Prevention Program.

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich said Justin Waters, Marketing and Communications Manager wrote an article *Maintaining Relevancy When the Floor Falls Out*. The article appeared the November/December edition of the IPRA Magazine. Oestreich said Justin has a talent for writing.

Received a Thank You letter from Marilyn Sanders, the Chicago Regional Director of the US Census Bureau stating Bolingbrook Park District is a value member of the 2020 Census Bureau.

Oestreich announced the district received a check for \$200,000 from the Illinois State Comptroller's office for the OSLAD project for Century Park. We receive 50% up front and the other 50% later.

President Vastalo read a Citation of Retirement for Angie Newberry, Operations Assistant with the Buildings and Grounds Department. Angie was unable to attend, but sends much thanks and appreciation. Angie will remain with the Park District in a part-time position.

TREASURER'S REPORT

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$653,346.49, subject to audit. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

- There were 3 audits and they all balanced.
- The Park District is continuing to operate as efficiently as possible. Difficult decisions that were implemented in 2020 are continuing in 2021 due to the ongoing pandemic. Vastalo said everyone has been doing an excellent job. Vastalo thanked everyone.

Finance and Technology – Commissioner McCloud reported:

- Each year the District purchases support services for our Cisco equipment that includes critical network firewalls, routers, and switches. The agreement provides 4-hour hardware replacement for critical components, allowing for the district to quickly recover from network hardware outages. This agreement also provides support for other non-critical equipment, providing next day replacements when necessary. Mindsight is our Cisco support vendor who provides these support services for the district. This year, a 3-year agreement has been selected due to the significant savings Mindsight provided.

Commissioner McCloud made a motion to approve Resolution 21-06 approving Requisition #REQ0003856 in the amount of \$69,316.34 for Cisco Smartnet renewal through Mindsight. Commissioner Allen seconded. Roll call: Ayes: Andrews, Hix, McCloud, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0

Buildings, Grounds and Natural Resources – Commissioner Allen reported:

- The 2021 ADA transition plan included work to the trailhead for DuPage River Greenway at Royce Road, concrete work at Winston Woods, asphalt work at Hidden Lakes and concrete work at Indian Boundary Park. On February 4, 2021 of the eighteen (18) contractors that picked up bid packets, six contractors submitted bids. The low bid of \$89,809.00 was provided by Hacienda Landscaping. There was an alternate bid (#1) for stamped concrete for the wedding aisle at Winston Woods Park. Hacienda Landscaping alternate bid was \$3,000 to which the Park District is accepting as well.

Commissioner Allen made a motion to approve Resolution 21-03 awarding a contract in the amount of \$89,809.00 to Hacienda Landscaping for the 2021 ADA Paving Improvements Project, including Alternate #1 (Minooka, Illinois). Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

- The 2021 work plan called for replacement of five (5) playgrounds. One of the replacements is part of the OSLAD Grant Project at Century Park. Upland Design designed Plimmer and Drafke playgrounds using Landscape Structures equipment. After the Sourcewell discount, the District received a savings of 6% for each Plimmer and Drafke parks.

Commissioner Allen made a motion to approve Resolution 21-04 authorizing purchase of playground equipment for Plimmer and Drafke Parks from NuToys (LaGrange, IL). Commissioner McCloud seconded. Roll call: Ayes: Hix, Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

- Upland Design designed Ivanhoe and The Forest parks playgrounds using Playworld equipment. After the Sourcewell discount, the District received a savings of 22% for Ivanhoe and 23% for The Forrest.

Commissioner Allen made a motion to approve Resolution 21-05 authorizing purchase of playground equipment for Ivanhoe and The Forest Parks from Imagine Nation (Westchester, IL). Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

- Staff has been busy pushing, shoveling and moving snow in district parking lots as well as the parks. Commissioner Allen thanked the staff because it provides a place to take her dogs for some much needed time outside. Allen said Indian Boundary has been fantastic.

Recreation & Facilities – Commissioner Hix thanked staff for all the hard work trying to figure out how to engage the community while still following all the guidelines that are thrust upon us. The start up of in person activities is very healthy. Hix thanked staff for their effort.

Commissioner Andrews said she feels the same way and the board is behind staff 100%.

Marketing – Commissioner Andrews reported:

- The park district is incentivizing people to sign up for a free tour of the renovations at the Bolingbrook Recreation & Aquatic Complex. All they have to do is take a tour and fill a form out telling us what they're looking forward to in 2021. The promotion runs February 1-28, with the winners being selected March 1.
- The district-wide marketing plan has been updated for 2021 to focus on the recovery of programs and services, as well as incorporating feedback from the community-wide survey.
- The digital program guide featuring March, April and May programs was released on January 25. This is the last shortened guide. The next guide will feature all summer programs and will be released on April 26.
- The second printed Bolingbrook Park District Newsletter was sent to households the first week of February. Articles include information about:
 - Tour BRAC, Win Cash Promotion
 - BRAC Renovation Project Pictures
 - Hidden Lakes Long-Term Plan
 - Pelican Harbor Lifeguards earning 5-Star Honors
 - Elder Angel Project Recap
 - REACH Program

January Social Media & E-Mail Marketing Statistics:

- Total Fans (Facebook, Instagram, and Twitter): 18,169
- Total Engagement: (The sum of reactions, comments and shares): 1,849
- Total Page Content Clicks: (The number of times people clicked on a post): 3,399
- Total E-Mail Database Contacts: 15,825

Design work completed in January

Brochure Pages Designed	81
Digital Assets	23
Print Materials Created	19
Photos Edited	717

Commissioner Andrews said the Customer Care Team has done a great job adapting and adjusting with all the changes required due to the various phases we are in. Total transactions in January were \$20,354.37.

Golf Course & Ashbury's – Commissioner Andrews reported:

- Overall January revenue for Ashbury's was under budget by \$15,500 (-27%). January saw the continuation of Tier 3 COVID-19 mitigations. The good news is that we are now in Phase 4, which allows 50% capacity in the bar, restaurant, and banquet areas.
- The following events and specialty evenings are planned:
 - February 20 – Country Music Night and Frost Bite Open (68 golfers prepaid)
 - Friday Night Fish Fry
 - February 27 – Comedy Night

NWCSRA - Commissioner Andrews reported:

- Because of the unique nature of our participants, NWCSRA has been working with Will County Department of Public Health officials to provide COVID-19 vaccinations to the staff of our Adult Day Program. Registration numbers for the Adult Day Program have been strong.
- NWCSRA hired Carrie Henry for the Athletics Coordinator position.
- NWCSRA recently completed a 360-degree marketing assessment process with Impact/ES99. The goal of the assessment is 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 enhanced strategies to meet the current and future needs of our participants and member agencies.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

None


CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Andrews to adjourn from the regular board meeting at 7:25pm. Roll call: Ayes: Andrews, Hix, McCloud, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature

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**Bolingbrook Park District Board Secretary
Denise Allen**