

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**January 17, 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 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.

Amrita Raghuraman and Caitlin Murray Health Educators from the Will County Health Department gave a brief presentation re Tobacco Free Parks.

**Review of Ordinances, Resolutions, Action Items**

Executive Director Ron Oestreich reviewed the following resolutions:

Resolution 19-01 authorizing purchase of a 2019 F-250 Pickup Truck (\$29,488), 2019 F-450 Platform (\$35,096) and two (2) 2019 F-250 Pickup Trucks (\$30,011) from Landmark Ford of Springfield, Illinois. Ron said this is through the State Purchase and all together \$3,000 under budget.

Resolution 19-02 approving 2019 playground renovations contract with Upland Design Ltd of Plainfield, IL. Ron said Upland Design will be handling the 5 playground renovations for 2019.

**District Operations and Activities Update**

Executive Ron Oestreich will give monthly referendum updates to the Board regarding the referendum implementation plan. Oestreich reported on the following:

- Bond Rating results: achieved a Aa2 rating.
- Timeline for Bond Sale: will take place in the next few days. Paperwork needs to be completed by February 27.
- Playground design open house is Tuesday, February 29. Postcards were mailed to households who were a mile around each of the playgrounds.
- Architect and Construction contracts are being reviewed by Tressler. A Special Board meeting will be held on Tuesday, January 29 at 6:00pm. to vote on acceptance of these contracts.
- Topographical and Engineering contractors already working on studies for the Lazy River island.

Debbie Chase, Director of Business and Technology said next month a resolution will come before the board for the annual Cisco Smartnet agreement. Cisco provides support for the entire district's network equipment.

Tricia Dubiel, Superintendent of Business and Finance talked about the Supplemental Property Tax Levy. Dubiel reported on January 11 the State of IL published the CPI factor at 1.9%. This increased the district's debt service limitation allowing the district to capture the remaining levy amounts needed to fund the debt service payment for 2016 C Series. A resolution or ordinance will come before the board for approval at next month's board meeting.

Oestreich officially announced the hiring of Chris Corbett as the Projects and Planning Manager. Corbett has been involved in various projects at ACC and BRAC. Corbett was hired from within.

**2019 Internal Committees**

- Employee Recognition and All Staff – Mike Baiardo and Terri Tamer
- BPDU – John Chase and Sherrie Izban
- Wellness and Fun – Jill Mukushina
- Green Team – Chris Martner
- Safety – Chris Beyer and Chris Piasecki
- Strength’s - Debbie Chase
- Partnership – Kim Smith
- Mentoring – Mike Baiardo

Oestreich talked to Stefan Verleysern with National Fitness Campaign. Their focus is making communities healthier. Oestreich said they have funding for a Fitness Park and targeted Bolingbrook as a possible site.

The one year Cooperative Agreement between AMITA and Bolingbrook Park District has been signed. This is an ongoing partnership with the hospital and brings the district \$18,000 which can be used for marketing, concert series, Fall Fest, Winter Fest and some of the district’s other events.

**Communication from the Public**

Alice Murray a resident of Bolingbrook said in 2019 the ComEd Greenway is going to be re-addressed and a document will be signed for the bike trail. Ms. Murray said the district is responsible for maintaining the area from edge to edge. She encouraged the board to negotiate a better deal for mowing. As a resident she does not like to see tax dollars going to a private company. Upkeep should be the trail and maybe 10 feet to either side, but not the whole expanse.

Ms. Murray also commented on the purchase of new pickup trucks, stating two of the trucks are replacing Dodge Rams which are very small trucks. Small trucks add flexibility to the fleet because staff can take trucks in small areas.

**Old Business**

None

**New Business**

None


**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 7:00pm. Commissioner Traczek seconded. All in Favor “Ayes”.

**Minutes Verification Signature**

  
 Bolingbrook Park District Board Secretary  
 Melissa McCloud

**BOLINGBROOK PARK DISTRICT**  
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**Board Meeting Minutes**  
**January 17, 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 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 Allen to approve the following meetings:

- Workshop Meeting Minutes – December 19, 2018
- Closed Session Meeting Minutes – December 19, 2018
- Budget and Appropriation Meeting Minutes – December 19, 2018
- Board Meeting Minutes – December 19, 2018

Roll Call: Ayes: Vastalo, Traczek, Allen, McCloud. Abstain: President Hix. Nays: None. Absent: None. Motion passed 4/1.

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

Commissioner Hix said had communication from a husband and wife who are residents and are also fitness members. They wanted to know why the district can't match Planet Fitness rates. Hix said he had a good conversation with the couple regarding the topic.

**ATTORNEY'S REPORT**

Attorney John O'Driscoll stated Governor Pritzker already signed changes to the prevailing wage act. O'Driscoll said there will be a lot changes to the prevailing wage in 2019.

**LEADERSHIP TEAM REPORT**

Executive Director Ron Oestreich turned the floor over to Kathy Hassert Early Childhood Program Manager who introduced Leslie Smith the new Dance Program Manager. Leslie has been with the district for 3 years as Lead Instructor and Dance Coordinator. Prior to that Leslie taught high school for ten years. In her spare time she loves to judge show choir competitions. Oestreich added Leslie was a part-time employee promoted to a full-time employee.

Leslie Smith, Dance Program Manager introduced Chrissy Krabbenhoft a senior at Neuqua Valley High School and the district's current DanceForce Student Director. Chrissy invited the Board to attend #DF-ItsShowtime DanceForce is Trending on Friday, February 15 or Saturday, February 16 at the Bolingbrook High School.

Justin Waters Communications and Marketing Manager introduced Forrest Rackmyer the new Natural Resources, Horticulture and Turf Manager. Forrest comes to the district from The Pizzo Group and was previously employed with the Geneva Park District. Forrest is an IDNR Certified Prescribed Burn Manager, and holds an Illinois Pesticide Applicator's License.

Rob Bast Aquatic Manager said on November 4 Pelican Harbor had an unannounced safety audit. Rob recognized lifeguards Ann Marie, Riley, Ethan and Michaela for receiving a 5 Star for observation. Both Ann Marie and Michaela received a 5 Star on their head, neck and spinal injury scenario. Katie received a 4 Star observation and a 4 Star in the first aid scenario as well as a 5 Star for the unresponsive child scenario with Ann Marie and Michaela.

Oestreich announced the Park District will be receiving an IPRA Exceptional Workplace Award for 2018. The award is based on how the district approaches fitness, mental health and smoking for employees. There are 50 different dimensions of health and wellness. The district earned 47 out of 50 on the rating. Board and staff will be recognized at the State Conference at IPRA's annual meeting on Friday, January 25.

### **TREASURER'S REPORT**

Commissioner Allen made a motion for approval of disbursements, approval of payment of bills including travel reimbursement in the amount of \$492,808.97 subject to audit. Commissioner Vastalo seconded. Commissioner inquired about a line item: Nuisance Wildlife for \$1,500. Oestreich said it was for beaver trapping. 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:**

Commissioner said it is outstanding to see how many staff are professionally involved:

- Terri Tamer received her Certificate in Human Resources from College of DuPage in 2018.
- Chris Martner completed her requirements to become a Certified Parks and Recreation Professional (CPRP).
- Ron Oestreich and John Chase completed their requirements to become Certified Parks and Recreation Executives (CPRE).
- Dave Cluts renewed his CPSI and part time Grounds Worker Mike Stamper received his CPSI (Certified Playground Safety Inspector) certifications.

Hix also said 16 different groups within the profession have representatives from the park district. The board has always encouraged continuing education. Commissioner Hix thanked staff for their involvement.

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

- Completed majority of transition of banking services from BMO Harris to Bolingbrook Bank and Trust.
- Currently exploring alternatives to our current courier services. Our existing vendor is no longer able to provide the services we require. They have offered for the district to transition to a new type of service that does not fit the district's needs.
- Established an investment plan for the first quarter of 2019 and executed investments.
- Added ability to make donations for LCSRA Sensory Room online as a guest. This new structure also allows for other donations to be accepted through the district's website.

- Expanded Silver Sneakers structure to incorporate two new offerings, Renew Active and AARP Medicare Supplement.
- Redesigned Birthday Party and Private Rental Facilities structure to improve the process for staff and customers.
- 50 support tickets were completed in December.

**Buildings, Grounds and Natural Resources** – Commissioner Traczek deferred to Commissioner Allen to present resolutions and Chris Martner, Director of BGNR will read his report.

Commissioner Allen reported:

The 2019 Capital Asset Replacement Program includes the replacement of four trucks. The trucks are available through the State of Illinois Joint Purchase Program. The cost of a Ford F-250 4x4 Crew Cab is \$30,011. We are receiving two of them. The cost of a Ford F-250 Super Cab 4x4 is \$29,488. The cost of a F-450 platform truck is \$35,096. The total expense for all four trucks is \$3,107 under budget. With staff recommendation Commissioner Allen made a motion to approve Resolution 19-01 awarding a contract in the amount of \$124,606 to Landmark Ford of Springfield, Illinois for the purchase of two 2019 F-250 Crew Cabs, a 2019 F-250 Super Cab and a 2019 F-450 platform truck. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passes 5/0.

This summer, five playgrounds will be replaced at Jaycee Park, Heritage Park, Poplar Park, Lily Cache Greenway and Remington Lakes Sports Complex. The design process will include public involvement to produce five unique playgrounds. To support the District, staff recommends employing Upland Design Ltd to provide conceptual designs, public engagement, land surveys, construction documents, public bidding and construction administration. With Staff recommendation Commissioner Allen made a motion to approve Resolution 19-02 approving 2019 playground renovations contract with Upland Design Ltd of Plainfield, IL. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passes 5/0.

Chris Martner Director of BGNR reported:

To initiate construction of Pelican Harbor's lazy river island in September 2019 and begin expanding Bolingbrook Recreation and Aquatic Complex in summer 2020, the district is employing an architect and construction manager. Staff recommends contracting FGM Architects and W.B. Olson to take the current conceptual designs to the point of construction documents and then manage the construction projects. FGM and W.B. Olson contributed drawings and cost estimates leading up to the referendum. Proposals from both agencies have been reviewed and approved by staff and are currently being studied by legal counsel. Once the agreements meet our attorney's satisfaction they will come before the Park Board of Commissioners for action.

The February Board Report will include bid results and staff recommended action for the replacement of Community Park's asphalt pathway and ten new roof-top air conditioning units at Annerino Community Center. Staff is currently preparing construction and bid documents for both projects.

Exciting news about Alice Murray. Alice has been with the District since 2005 (starting in a part time position) and was promoted to the Horticulturist position in December of 2011. Alice has decided to put away her pruning shears and enter the ranks of the retired. Alice's last day was last Friday, January 11. Alice has many plans for her retirement and the district wishes her well in all her future endeavors.

### **Recreation & Facilities – Commissioner Allen reported:**

The Bolingbrook Park District will once again be partnering with the Fountaindale Public Library to offer Winterfest. The event will be held on Saturday, February 9 at the Annerino Community Center from 10:00 am - 2:00 pm. Free activities and demonstrations will be offered.

Daddy Daughter Social will take place on Thursday, February 7 at the Levy Center in Bolingbrook. Ice Cream Sundaes will be served along with an interactive DJ, Photo Booth and keepsake craft.

The Quinceañera, Sweet 16 & Cotillion Vendor Expo will take place on Saturday, March 9 at the Annerino Community Center in the Gym from 12:30 – 4:30 pm. Admission is free.

Storm Teams are preparing for the T. C. Super Nationals in Schaumburg on February 9 & 10 and again on February 23 in Chicago at Extreme Spirit Premier Series.

We are pleased to announce the hiring of Leslie Smith as the new Recreation Manager of Dance for the Bolingbrook Park District.

Winter Camp Alotta Fun had 74 total enrollees over 3 days it was offered in December.

December closed out the strongest year ever for adult programming at the Bolingbrook Park District.

### **Aquatics**

Private parties were booked for 100% of the allotted spots for the month of December.

Commissioner Hix said he received a second communication from someone asking about the men's soccer program. They did not see it listed in the brochure. Chris Corbett Facility/Athletic Manager said there was a couple of years with no enrollment.

### **Special Recreation (LCSRA) – Commissioner McCloud reported:**

Jimmy Curran was awarded Staff of the Year for 2018 for his hard work and dedication to all of the participants. Jimmy has been with BPD for 13 years.

LCSRA has partnered with Special Olympics Illinois in the Special Olympics Revenue Sharing fundraiser. Raffle tickets are on sale now for \$5 a ticket with a chance to win \$500, \$250 or \$100. The drawing will be held on May 4, 2019 at the Special Olympics Spring Games – winner need not be present.

**Marketing – Commissioner McCloud reported:**

Small changes with a big impact are coming to Annerino Community Center. A wall wrap was added to the lobby to create a welcoming environment for our customers. Next steps are repainting columns, removing old plaques and replacing the literature racks to update the Annerino common spaces.

A total of 15,891 invitations were mailed on January 11 to residents who live within one mile from one of the five playgrounds scheduled for replacement in summer 2019. The invitations inform residents of the January 22 Playground Planning Community Input Session to be held at the Bolingbrook Recreation & Aquatic Complex beginning at 6:00 pm.

February is once again Happy Heart Month at Bolingbrook Park District! We will be offering classes and fun offerings.

**Golf Course & Ashbury's – Commissioner McCloud reported:**

Upcoming events: Wine Tasting on Wednesday, January 30, Super Bowl specials on food and drinks Sunday, February 3. Valentine's Day Specials on February 9, 10 and 14. Comedy Night, Saturday, February 23.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

Alice Murray, a resident, thanked the people who cleared the trails of snow at Heritage Park.

Ms. Murray also commented on the how nice it was of Rob Bast Aquatic Manager to recognize his staff for doing a great job on the audit.

Ms. Murray asked if the Construction Manager was bid out. Commissioner Hix said the Construction Manager has not been decided yet. This will not be put out to bid because they are professional services similar to the architectural work. The agencies have established their expertise with the district and have had great experiences with them in the past.

Ms. Murray said, for the record, when Cricket moved to Indian Boundary adult soccer was moved to Prairie Trails, which they did not like. So the soccer league quit.

Ms. Murray said she did not think she worked at B&G in 2005. Ms. Murray said she worked at the climbing wall. Chris Martner Director of BGNR said she would double check and get back to her.

Commissioner Hix asked Nicola Edmunds to introduce herself. Nicola Edmunds introduced herself and said she is running for Park Board Commissioner in April. Commissioner Hix said he always encourages people who are interested in running to introduce themselves.

Commissioner Hix said he is running as well as Sue Vastalo, Al Traczek, Dorothy Andrews, Deneen Lenoir and Saud Gazanfer. 7 are running for 3 seats.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Hix welcomed Leslie Smith and Forrest Rackmyer and promised them a challenge.

Commissioner Hix thanked Alice Murray for her service to the district and said the district appreciates the good work she has done and wished her the best on her retirement.

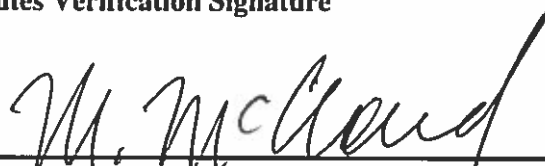
**CLOSED SESSION**

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**



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**Bolingbrook Park District Board Secretary  
Melissa McCloud**