

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
January 21, 2021

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

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

District Operations and Activities Update

Executive Director Ron Oestreich reviewed the following motions:

- ❖ Ordinance 21-01 authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Park Bonds, Series, 2019C, of the District.

Debbie Chase, Director of Finance and Technology explained the restructure model for our 2019 debt refunding anticipated a conservative 1.5% growth in our DSEB (debt service extension base). For budget 2021 and 2022, the DSEB has grown by 2.3% and 1.4% respectively. This supplemental levy allows the District to capture additional growth to service our 2019 bonds. The Board had no questions.

- ❖ Resolution 21-02 requesting Easement from Platinum Development LLC also known as Stahelin for installation of bike path.

Chris Corbett, Superintendent of Projects and Planning said after months of negotiations and with assistance from the Village of Bolingbrook, Stahelin who is also Platinum Development approved the easement along the north end of Bradford Place and Weber Road for construction of a 10' bike trail as originally approved from Hartz Homes. Hartz Homes can now finish out the project at their cost. Completion expected this spring. Oestreich thanked Corbett for his diligence for getting this complete. The Board had no questions.

- ❖ Resolution 21-01 awarding a contract in the amount of \$46,839.54 to Burris Equipment for the purchase of a tractor. The Board had no questions.

Oestreich shared the following statistics from 2020:

2019 total W2's issued: 861	2020 total W2's issued 544	This is a reduction of 37% fewer staff working.
2019 total hours worked: 379,170	2020 total hours worked: 202,621	This is a reduction of 46% fewer hours worked.

This was due to COVID-19

New Website

Kim Smith, Director of Marketing and Customer Care announced Monogram Group out of Chicago in partnership with Pilot Digital has been selected to build Bolingbrook Park District's new website. A total of 60 requests for proposals were sent out. Ten proposals were returned. A selection committee consisting of the marketing team, technology team and leadership team interviewed four finalists. Monogram Group excelled in their technical expertise, SEO knowledge and overall project approach. Smith said we felt Monogram brought something different to the table for the district. Work will begin in February with an expected launch date early in the fourth quarter.

Pre-work (the first 3 months):

- Dive into understanding our district, our residents and what their wants and needs are, and what they want to get out of our website.
- Dive into our history, facilities, and our services.
- Complete a communication audit and will look at all our marketing and communications materials to get a better understanding of our value and market positions.
- Complete a competitive audit with 8 neighboring or regional park districts as well as private facilities in the area.
- The final part of the pre-work is external phone interviews with residents, non-residents, users, non-users to get a real in depth understanding of what people actually want to see on our site.

Commissioner Allen asked: How much will the project cost? Kim said \$90,000.

Commissioner Allen asked: Does the price include an app people can download to use or just a website? Smith said this includes SEO and potentially an app. Smith said right now we are addressing our resident ID issue and want Monogram to help us develop a system whether it's via an app or through the website so people don't have to physically come into our facility. Commissioner Allen. Smith said she does not know what the solution will be at this point. Smith said our ultimate goal is to make interacting on line much easier than it is now.

Commissioner Allen asked: Has Monogram worked with other park districts? Kim said they have not worked with any park districts.

Commissioner Hix asked: What is their target market? Kim said they are an international company they have worked with small businesses, government entities and all kinds of private entities. They are a broad agency.

Commissioner Hix asked: Do they bill by project phase? Kim said yes.

Commissioner Hix asked: What is the average amount of people expected to work on this project? Kim said a team of close to 8. Each person has different specialties they will bring to the table.

Commissioner Hix asked: What is the estimated total of hours they expect to expend? Kim did not have this information on hand, but as soon as she gets this information she will forward to Hix. Hix was wondering how they came to \$90,000. Kim said \$30,000 is for all the research and \$60,000 is for the build. The board had no further questions.

BRAC Renovation Update

BRAC Aquatics Locker room modifications – Corbett said upon opening the new Aquatics locker rooms, there have been requests by the public to add additional bench space. As result, the team met with both the Architect and WB Olson to come up with a solution. We will be removing some lockers in both the Men's & Women's Aquatics Locker Rooms to accommodate roughly 8' of additional benches for patrons. Dependent on timeline, staff may be moving some temporary benches inside of the locker rooms until work is complete. The Board had no questions.

Projects Update

2021 Playground Renovation (5 this year, 4 of which are not grant related which is Plimmer, The Forest, Ivanhoe and Drafke) – Corbett reported next month a recommendation will come before the Board for approval on purchase of equipment for all four parks (two NuToys, two from ImagineNation). Bids will go out for install early next month, with bid opening late February (March Board Action). Construction April through July for all four parks.

Corbett reported the 5th park is Century which is part of the OSLAD grant. He is submitting drawings to the Village and IDNR at the end of this month. Bid documents going out in February with bid opening in March (March Board Action). Construction starting May with completion by end of September.

VVSD – 21st Century Grant

Mike Baiardo, Director of Recreation and Facilities reported Valley View School District received a 21th Century Grant for 2021 through 2025. They have not been able to use some of this funding because of the pandemic. The grant provides monetary funding for extracurricular activities after school. The idea behind these activities is to build confidence and provide enrichment-based programs. The program is for people who can't afford these activities. The grant analyzes test scores and evaluates the students that are able to participate within the actual program to see if their test scores increase with the extra activities added to their programming schedule.

Due to the pandemic, Valley View School District was given sanction to use 21st Century Grant dollars to fund student's enrollment in the park district all day care, e-learning program. They will be providing information on families interested and who would benefit most from this program. This is a temporary use of the grant dollars as they were not able to use for the regular after school programming this past fall.

We are trying to get the e-learning program off the ground at either Annerino, Humphrey School or a third-party site. The program would run from 8:30am to 3:30pm like the all-day REACH program. This program would hopefully start March 1.

Commissioner Andrews asked: Are the off-site locations that were originally set up still in agreement if we need their facility? Baiardo said yes, the reason for using the Promenade location is because it is close walking distant from Humphrey School.

The board had no further questions.

Phase 4 Openings

Baiardo announced the State of Illinois confirmed that region 7 (Will County) has moved to Phase 4, Tier 1 starting Friday, January 21. This means we can have programming for groups of 25 or less.

Starting Monday, January 25 Annerino will be opened to the public again. Preschool starts this week and we will also bring back karate, gymnastics, dance and theatre at Annerino. The hours are: M-F 8:00am – 6:00pm, Saturday 9:00am, Sunday – Closed.

ACC & BRAC rentals will begin Friday, January 22. Capacity is limited to 25 people per space.

The following Aquatic swim programs will begin on February 1: Babies, Semi-private swim lessons and Swim team.

Oestreich said Ashbury's opens tomorrow following the winter schedule: will be open Thursday, Friday, Saturday and Sunday – closed Monday, Tuesday, Wednesday.

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 7:01pm.

Commissioner Allen seconded. 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 be 'D. Allen', written over a horizontal line.

**Bolingbrook Park District Board Secretary
Denise Allen**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
January 21, 2021

Commissioner Vastalo called the meeting to order at 7:02pm. Roll call: Andrews, McCloud, 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: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

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

- Monthly Board Work Shop Meeting Minutes of December 17, 2020
- Budget and Appropriation Meeting Minutes of December 17, 2020
- Monthly Board Meeting Minutes of December 17, 2020

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich invited the Board and the Public to visit our website to review our return to programming schedule. Also, on the website is the Districts 2020 In Review.

TREASURER'S REPORT

Commissioner Hix made a motion to approve the payment of bills including travel reimbursement in the amount of \$1,281,353.57, subject to audit. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

COMMITTEE REPORTS

Administration and Personnel – Commissioner Vastalo reported:

Human Resources will be updating the BPD Personnel Policy Manual. As they navigated through many initiatives due to COVID-19 mandates, they feel strongly that updates (especially dealing with emergency situations) will be critical moving forward.

IDPH (Illinois Department of Public Health) completed their formal inspection of BRAC on December 30, and was approved to open.

The Village of Bolingbrook also conducted final inspections on all trades the last week of December, officially issuing a certificate of occupancy.

Construction is substantially complete with a few minor outstanding punch list items for WB Olsen to complete.

Finance and Technology – Commissioner McCloud reported:

The restructure model for our 2019 debt refunding anticipated a conservative 1.5% growth in our DSEB (debt service extension base). For budget 2021 and 2022, the DSEB has grown by 2.3% and 1.4% respectively. This supplemental levy allows the District to capture additional growth to service our 2019 bonds.

Commissioner McCloud made a motion to approve Ordinance 21-01 authorizing a supplemental property tax levy to pay the principal of and interest on the outstanding General Obligation Limited Park Bonds, Series, 2019C, of the District. Commissioner Andrews. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Buildings, Grounds and Natural Resources – Commissioner Allen reported:

As part of the 2018 Referendum, the bike path between Weber and Veterans Parkway at Bradford will be completed. Superintendent of Projects and Planning, Chris Corbett has been working with the Village, County, and several businesses to obtain the necessary easements for connection.

Commissioner Allen made a motion to approve Resolution 21-02 requesting Easement from Platinum Development LLC for the installation of bike path. Commissioner Hix seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

The 2021 Capital Asset Replacement Program includes the replacement of a tractor and tow behind mower.

Commissioner Allen made a motion to approve Resolution 21-01 awarding a contract in the amount of \$46,839.54 to Burriss Equipment of Joliet. Commissioner McCloud seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

The pipe that had been supplying water to Hidden Lakes from Elmhurst Chicago Stone Quarry, crossing over the DuPage River, has been removed.

Staff will be replacing the flooring at the old Annerino Lifestyles space to convert the room to a new multi-purpose space the week of January 25.

Recreation & Facilities – Commissioner Hix

Commissioner Hix said he was very happy with the activity level of staff trying to keep people engaged. There was a lot of creative thinking and different ways to reach the community.

Hix was very happy to see in person learning has resumed at BRAC.

Hix said he loved the theatre groups zoom production for December “The Year That Santa Got Mixed Up”. Hix said it’s also good to see REACH back.

Hix is glad to see LifeStyles renovation coming to completion. He received many good compliments from members.

New fitness membership sales program starting up March 1st. Hix liked the revisions. He was surprised about the \$9 for a 45-minute exercise session, but did not understand the need for the \$9-\$12 hour.

Lap swim had 1,832 swimmers in December. Hix thought the one on one swim lessons and Sunday lessons are great ideas.

Pelican Harbor is engaging staff with ideas, comments and suggestions. Hix said this is always very valuable.

Hix congratulated the Pelican Harbor lifeguard team for earning the 5-Star Aquatic Safety Award for 2020 from Starguard. Hix said over the years he received a number of comments from residents/ participants who feel very comfortable at Pelican Harbor both indoor and out door because of the professionalism of the guards. All the training the district invests certainly pays off.

Executive Ron Oestreich said the selectorized equipment will be installed January 27.

Marketing – Commissioner Andrews reported:

Monogram Group out of Chicago, Illinois has been selected to build Bolingbrook Park District’s new website.

BRAC graphics have been completed and Commissioner Andrews said they look great.

Three information centers were installed in the following locations at BRAC: new hallway near multi-purpose room, main lobby to replace old wooden flyer rack and in the new entrance to Pelican Harbor. Also, word walls in both the main lobby and the fitness center to further tie in the branding of the facilities and the park district were completed.

Social Media & E-Mail Marketing Statistics:

- Total Fans (Facebook, Instagram, and Twitter): 18,059
- Total Engagement: (The sum of reactions, comments and shares): 1,578
- Total Page Content Clicks: (The number of times people clicked on a post): 3,262
- Total E-Mail Database Contacts: 15,810

Design work completed in December – Brochure pages designed (38), Print materials created (15) and Photos edited (16).

Customer Care received 1,269 in December and total transactions in December were \$1,872.07

Golf Course & Ashbury's – Commissioner Andrews reported:

The overall bottom line for the Golf Course operation in December exceeded target by nearly \$50,000.

December Greens Fee Revenue is above target by over \$5,000. YTD has achieved a 25 year high of \$345,688 with more than 25,000 rounds played in 2020.

December Restaurant Food Revenue is below target which is to be expected due to not running on regular hours. Liquor Revenue is below target by nearly \$17,500.

December Overall Revenue is below target by \$147,881. YTD is below target by 57% and below last year by 38%.

Operational expenses are still lower than budget. In some cases, as much as a 40% savings. Payroll is 26% below target YTD with additional savings coming due to additional staff reductions due to COVID. .

NWCSRA - Commissioner Andrews reported:

NWCSRA programming has been operating as virtual only since late November until the beginning of February to comply with COVID guidelines provided by IDPH under Tier 3 mitigations.

Registration numbers for holiday themed special event programs were much higher than events were in the summer months. The goal is to maintain a variety of virtual programs and get back to in-person programming as soon as possible.

They have been working with Will County Department of Public Health officials in regards to providing access to our staff working our Adult Day Program to the COVID vaccine during Phase IB of vaccinations.

Registration numbers have been strong for returning to our Day Programs in February; however, with the current COVID restrictions, many of our previously served participants are still unable to participate as they are unable to meet face covering and social distancing guidelines.

NWCSRA began a 360-degree marketing assessment process with Impact/ES99 at the beginning of January to conclude in early February.

UNFINISHED BUSINESS

None

NEW BUSINESS

Commissioner Hix said we did not have a chance to celebrate the district's 50th Anniversary in 2020. Hix would like to see the district do something this year if conditions are better and we can have large groups outdoors. Maybe we rebrand as 50 + 1 or good bye 2020. Hix said this is important to do.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:18pm. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Denise Allen**