

BOLINGBROOK PARK DISTRICT
Workshop Meeting Minutes
June 21, 2018

President Hix called the meeting to order at 6:00pm. Roll call: Roll call: Ayes: Traczek, Vastalo, McCloud, Allen, President Hix.

Motion Commissioner Vastalo, second Commissioner Traczek to approve agenda as submitted. All in Favor, "Ayes". Motion passed 5/0.

Review of District Business

Executive Director Ron Oestreich gave an overview of the long range planning process that the district has navigated through from late 2013 to present day.

- Completed a bond refunding, defining the district's financial position in late 2013 into 2014.
- 2014 the district completed the short, medium, and long range Strategic Plan.
- 2015 the district completed a Long Range Facility Improvement Plan which included BRAC, ACC, HONC, Pelican Harbor and Ashbury's.
- 2016 the district conducted focus groups which lead to a Community Wide Survey (also held in 2016).
- Early 2017, the district conducted a capital asset priority exercise in which Board and Leadership Staff prioritized potential new capital projects. Staff also updated the BPD Capital Asset Replacement Program, narrowing the focus of potential replacement projects to the five year period of 2019 to 2023.
- 2017 representatives from Public Communications Inc. conducted two community wide input group sessions. The district received positive reviews and input from the community that they would support projects that encompass the entire community instead of a specific interest group such as (golf, fishing, or sports).
- The Capital Asset Replacement Program [CARP] (2019 to 2023), as well as the districts potential future capital based on community input and the prioritization exercise was presented in October. The board then gave staff direction to work with FGM Architects who narrowed down the districts focus on future projects.
- At the March 15, 2018 board meeting, representatives from FGM Architects presented several projects at BRAC for the board to consider.
- At the April 6 Special Board Meeting, the Board gave Oestreich direction to move forward on capital asset replacement projects, as well as pathway connection, renovation of the center island of the Lazy River at Pelican Harbor, and renovation of the front of BRAC (2 meeting/program rooms, 4 family changing rooms, and renovation of LifeStyles/Aquatics locker rooms).
- Oestreich showed updated renderings and plans for the BRAC projects.
- Finally, Oestreich stated that the District does not have sufficient Capital Funds for these projects and will be bringing recommendation to the Board for a November 6 referendum to be approved by resolution at the July 19, 2018 Board Meeting.

The Board had no questions.

Tricia Dubiel, Superintendent of Business and Finance presented three motions for approval:

1. Resolution 18-08 designating Hinsdale Bank & Trust, a division of Wintrust Financial Corporation, as the depository of the funds of the Bolingbrook Park District (Hinsdale/Bolingbrook).
2. Motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2017 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.
3. Motion to accept the Comprehensive Annual Financial Report Year Ended December 31, 2017.

Dubiel introduced Jennifer Martinson from Lauterbach and Amen. Ms. Martinson and Dubiel briefly reviewed the 2017 Comprehensive Annual Financial Report with the Board. The Board had no questions and approved the CAFR.

The CAFR will be available for viewing on the districts website and a copy for viewing is available at the Annerino Community Center reception desk.

Board members had no questions.

Dubiel said it has been a pleasure working with her Business Office Team, the Operations Team, the Leadership and Administration Team, all of the Board Members and all those professional service providers that bring their expertise to the Park District.

Review of Ordinances, Resolutions, Action Items

Executive Director Ron Oestreich reviewed the following Ordinances, Resolutions and Action Items:

- Ordinance 18-02 adopting prevailing wage rates to be paid to laborers, mechanics and other workers performing construction of public works for the Bolingbrook Park District.
- Ordinance 18-03 authorizing the disposition by auction of personal property owned by the District.
- Motion to accept the Comprehensive Annual Financial Report Year Ended December 31, 2017.
- Motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2017 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.
- Motion to approve Resolution 18-08 designating Hinsdale Bank & Trust, a division of Wintrust Financial Corporation, as the depository of the funds of the Bolingbrook Park District (Hinsdale/Bolingbrook).
- Motion to approve Resolution 18-07 awarding a contract in the amount of \$102,072 to Gene May Heating & Cooling of Oswego, Illinois for replacement of package roof top heating & air conditioning units at the Annerino Community Center.

Mike Baiardo, Director of Recreation and Facilities reported the districts vending machines (beverages) are serviced by Pepsi. Over the last six months Baiardo has been documenting issues with Pepsi. Some of the issues are; repairs taking too long, not restocking in a timely manner (empty vending machines) and customers have been dispensed expired products. The districts vending machine for snacks is serviced by Hometown Beverage Company. Baiardo is working with Hometown to secure a contract for snacks and beverages. In July a contract will come before the board for approval.

Kai Wahlgren, Superintendent of Recreation updated the board on the agreement with Valley View School District to add Wood View Elementary School to the REACH Program. This will be the 5th REACH site. Wahlgren, Baiardo and Corbett, Facility/Athletic Manager met with school staff. Wood View Elementary School PTO extended care program - 'Coyote Club' requested for the Park District to take over their before & after school care effective 2018-2019 School Year. The REACH program is anticipating 30 children in the morning and up to 50 children in the afternoon. Tibbott Elementary School also expressed an interest in the REACH program.

Oestreich, Wahlgren, Baiardo and Corbett met with Gary Grizaffi and Mike Lopez from VVSD regarding the Intergovernmental Agreement.

Main points of discussion were:

- Changing times for BAC's use of the elementary schools (6:30 – 9:30pm)
- Eliminating Bolingbrook High School from the weekday use schedule and trying to work out a weekend rate that will be consistent for all BAC groups to use.
- Remove some of the Character Counts Training. Some of the individual groups are now doing the training.

- Formally add the Power Dance program to the agreement.

The board had no questions or comments.

Communication from the Public

None

Old Business

None

New Business

None

Closed 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 (1) The employment, discipline and performance of specific employees at 6:43pm. Commissioner Vastalo seconded. Roll call: Ayes: Traczek, Vastalo, McCloud, Allen, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to adjourn from Closed Session at 6:50pm. Commissioner Vastalo seconded. All in Favor "Ayes".

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 6:52pm. Commissioner Vastalo seconded. All in Favor "Ayes".

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Melissa McCloud**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
June 21, 2018

President Hix called the meeting to order at 7:00pm. Commissioners present at roll call: Vastalo, Traczek, Allen, McCloud, President Hix.

President Hix asked Tim Jaskiewicz to begin the meeting with the Pledge of Allegiance.

Motion Commissioner Hix, 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 – May 17, 2018
- Board Meeting Minutes – May 17, 2018

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich said there were several introductions tonight.

- Kai Wahlgren, Superintendent of Recreation introduced John Colantuono the new Building Technician at BRAC. John comes to the district from the private sector. He lives in Plainfield with his wife and his three sons. John has an electrical and building maintenance background, a trades background with a five year apprenticeship, OSHA certified and most recently CPO Certified.
- John Chase, Superintendent of Facilities congratulated Tim Jaskiewicz the former Aquatic Manager on his new position with PDRMA as a Risk Management Consultant.
- John Chase introduced Rob Bast, the former Assistant Aquatic Manager, as the new Aquatic Manager.

Oestreich reported the district had the opportunity to host a DCSF/Village/Town Leadership event at Pelican Harbor in regard to drowning prevention. Oestreich said Tim Jaskiewicz did a great job of getting our Starfish Aquatic Institute and StarGuard representatives to attend. Oestreich drew the Board's attention to a pewter star fish which was presented to the Park District Board and to the Mayor from Leslie Donovan from Starfish Institute.

Oestreich recognized Terri Tamer, Superintendent of Human Resources for completing her Human Resource Management Certificate class at COD. Also, COD's promotion material has Terri's testimonial on the front page.

Oestreich reported the Foundation for Bolingbrook Parks Glow Golf Event was last Saturday night and after all expenses were paid the Foundation made a profit of \$2,000.

TREASURER'S REPORT

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$691,980.23, subject to audit. Commissioner Traczek seconded. 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 Hix made a motion to approve Ordinance 18-02 adopting prevailing wage rates to be paid to laborers, mechanics and other workers performing construction of public works for the Bolingbrook Park District. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud. Nays: Hix. Absent: None. Motion passed 4/1.

Commissioner Hix made a motion to approve Ordinance 18-03 authorizing the disposition by auction of personal property owned by the Park District. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Finance and Technology – Commissioner Allen reported:

The 2017 Comprehensive Annual Financial Report has been presented for Board review and acceptance. The report will be filed with the State of Illinois and a Notice of Availability of Annual Audit will be published in the local newspaper by the required deadlines of June 30. The report will also be added to the website after approval. Commissioner Allen made a motion to accept the Comprehensive Annual Financial Report Year Ended December 31, 2017. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The certification documents the Disclosure Officer's opinion that the information in the 2017 Comprehensive Annual Financial Report is correct and complete in all material respects and will be filed on the Electronic Municipal Market Access system (EMMA) to fulfill the District's required annual disclosure with the Municipal Securities Rulemaking Board (MSRB) by June 30, 2018. Commissioner Allen made a motion to approve and acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2017 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

After an extensive request for proposal for banking services, the Finance committee would like to develop a partnership with Hinsdale Bank and Trust Company, a division of the Wintrust Community Bank (Hinsdale/Bolingbrook) for our banking services. Commissioner Allen made a motion to approve Resolution 18-08 designating Hinsdale Bank & Trust, a division of Wintrust Financial Corporation, as the depository of the funds of the Bolingbrook Park District (Hinsdale/Bolingbrook). Commissioner Traczek seconded.

Commissioner Hix asked if Wintrust presented from the Bolingbrook office last month. Tricia Dubiel, Superintendent of Business and Finance answered yes. Hix asked if they would be the

districts main contact. Dubiel said the district will have contacts within Bolingbrook Bank and Trust and will also have contacts within their corporate area as corporate oversees the governmental services. Dubiel said she would be working with corporate with anything that has to do with the set up and signatories. Local services will be handled through the Bolingbrook office.

Commissioner Hix asked what is the relationship with Hinsdale? Dubiel said Hinsdale is the regional umbrella that encompasses Bolingbrook Bank and Trust. Wintrust has different regional umbrellas.

Commissioner Hix asked what purpose does Bank of America serve? Dubiel said Bank of America is serving as the third party collateralized depository trust. Dubiel said when we have collateral and it is with a third party it is not held with the bank we have our funds deposited with. They are contracted with Bolingbrook Park District, Wintrust and Bank of America.

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

Buildings, Grounds and Natural Resources – Commissioner Vastalo reported:

Two months ago, bids to replace eight roof-top air conditioning units at the Annerino Center were rejected due to higher than projected cost. Staff restructured the project by reducing the number of replacement units from eight to six and re-bid the project.

Six contractors submitted bids. The low bid of \$102,072 provided by Gene May Heating & Cooling is \$5,398 under budget. Staff interviewed the low bidder, checked references and determined that their bid is accurate and they are capable of successfully completing the project. The work is scheduled to be completed within four consecutive work days between August 27 and September 28.

Commissioner Vastalo made a motion to approve Resolution 18-07 awarding a contract in the amount of \$102,072 to Gene May Heating & Cooling of Oswego, Illinois for replacement of package roof top heating & air conditioning units at the Annerino Community Center. Commissioner Traczek seconded. Roll call: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Staff have been very busy with all the rain and maintaining the athletic fields has been challenging.

In accordance with the 2018 work plan, basketball courts at Remington Lakes Sports Complex were resurfaced.

To improve accessibility and improve functionality of the patio on Hidden Oaks Nature Center's roof, typical patio furniture was replaced with benches and planters that surround the patio. This will allow for more seating while providing a large area for programming.

Recreation & Facilities – Commissioner McCloud reported:

Movies start at 8:15pm. Locations and movies below:

- o June 19 – *The Sandlot*, Village of Bolingbrook, Performing Arts Center, 375 Briarcliff Rd.
- o July 19 – *Ferdinand*, AMITA Bolingbrook Hospital, 500 Remington Blvd
- o July 30 – *Coco*, Bull Dog Park, 351 Blair Lane

DanceForce ended their season out strong and had placement auditions for the 2018-2019 season on June 2. A great turn out of veteran and new faces came through, which helped to build the excitement for the new season, which began on Monday, June 11. Some of last season's dance pieces will be featured at the Village Picnic on June 24.

Excel Musical Theater has a new summer class option, *Beyond the Script* – IMPROV ONLY! In this extension class, the participants will focus solely on Improv to help strengthen their stage presence.

Our annual Exhibition was a blast and the smoothest operation experienced in the past ten years! The theme, "I am a Future Super Hero... Watch Me Grow!" was well received by parents, grandparents, teachers and friends. Saturday hosted 123 preschoolers in two shows and Sunday hosted 175 developmental gymnasts in three shows.

Adult programming for May included only one trip and it was a success. This was our second co-op trip with the Woodridge Park District and the combined attendance of seventy participants enjoyed an excursion to the Holland, MI Tulip Festival on May 9.

Fitness

Our Silver Sneakers and Prime membership continues to grow with 31 new members this month. LifeStyles recorded the highest record for monthly visits in May with 2,958 visits! Wednesday Walkers has begun and is expected to keep this trend continuing for the slower summer months and well into the remainder of the year! LifeStyles recently received a \$6,168 check for membership visits this past month surpassing our previous high which was \$6,110!

This year's Parkie's event will be held on Saturday, August 25. The 2018 edition of the race will expand on the already popular 5k /10k and add an event for the kids which will be a 100 yard dash. Each child will receive a Super Hero Parkie Cape! Staff is actively planning the event and will be ramping up promotional activities in the coming weeks.

Aquatics

Summer membership sales continued strong in May, more than doubling the projection. A strong marketing effort and a hot opening weekend really contributed to the strong sales in May.

May daily paid admissions were again outstanding with nearly 4,000 more paid visitors than expected.

Museum

There were 8 groups that visited the nature center in May. (school- 212 students, special pop- 66 participants) Highlights include:

- Planting seeds and decorating grow bags
- Learning about pollinators and how helpful they are to the environment
- Learning about the different habitats that are located in the conservation area

Special Recreation (LCSRA) – Commissioner Traczek reported:

The first day of LCSRA Day Camp was June 11. It will run for 8 weeks and 3 additional days ending on August 8. A cumulative total of 348 children registered in attendance. That is 13 more children than last year. Below is a breakout by camp (total is for all 8 weeks and 3 days combined):

- Youth (3 – 12 yrs. old) 115 campers (77 full day/38 half)
- Teen (13 – 21 yrs. old) 233 campers (129 full day/104 half)

The 13 participants of HangTime participated in the Autism Walk on May 12 benefiting Autism Speaks.

Musical Theatre and Name That Tune performed on May 15 at the Levy Center and was a great success thanks to everyone.

Marketing – Commissioner Traczek reported:

The marketing team is partnering with other managers to develop a plan to improve information centers and the general common space at the Annerino Community Center along with the board room. A portion of the improvements will take place this fall, while the remaining items will be included in the 2019 budget.

Website activity has seen a significant boost in May. There were a total of 16,943 unique users for the month with 70.3% being new users.

Golf Course & Ashbury's – Commissioner Traczek reported:

Overall revenue exceeded May target by 5.8%. YTD is above target by 3%. Overall revenue is exceeding last year by 4.7%.

The preliminary Bottom Line YTD is exceeding target by \$171,551.

Jake Clara was hired as the new General Manager. Jake comes to Ashbury's from Harborside International Golf Center, a KemperSports facility on the south side of Chicago, where he served the last four years as Food and Beverage Director.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

Alice Murray a resident and employee of the Bolingbrook Park District inquired why she could not register, as an employee, for Parkie's 5K. John Chase, Superintendent of Facilities said she could sign up at any front desk. Ms. Murray said she tried at numerous desks. Kim Smith, Director of Marketing and Communication said HR will be correcting this matter.

Ms. Murray asked why the air conditioning units are being replaced at Annerino Community Center. Commissioner Hix said it is long overdue. Ms. Murray also asked why are only six units being replaced when there are eight units. Commissioner Hix said two will be replaced at a later time. Ms. Murray said wouldn't it be fiscally responsible to replace all eight at one time. Commissioner Hix said yes, the district lives within the budget. Ms. Murray suggested they wait because the air conditioning seems to be working so good. Oestreich commented this is part of the ongoing Capital Asset Replacement Program and is scheduled for continued replacement in 2018. Ms. Murray stated so there is a plan and the District is not scrounging to find funds. Oestreich said not scrounging to find funds, budgeting for projects.

NEW BUSINESS

Commissioner Hix made the following committee appointments:

Administration and Personnel – Commissioner Hix

Finance and Technology – Commissioner Vastalo

BGMR – Commissioner Traczek

Recreation and Facilities – Commissioner Allen

LCSRA, Marketing, and Golf Course/Ashbury's – Commissioner McCloud

ANNOUNCEMENTS

Commissioner Hix wished Tim Jaskiewicz well with his new position at PDRMA.

Commissioner Hix welcomed John Colantuono and Rob Bast and promised them a challenge.

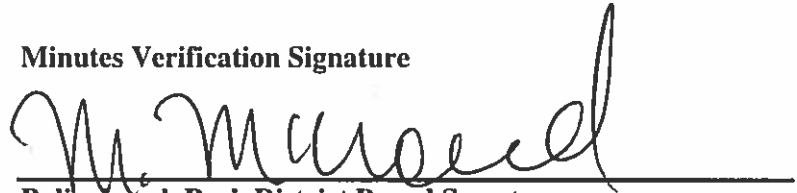
CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner Vastalo to adjourn from the regular board meeting at 7:32pm. All in favor "Ayes".

Minutes Verification Signature

A handwritten signature in black ink, appearing to read "M. McCloud", is written over a solid horizontal line.

**Bolingbrook Park District Board Secretary
Melissa McCloud**