

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**June 20, 2019**

President Vastalo called the meeting to order at 6:30pm. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Absent: Hix. Motion passed 4/0.

Motion Commissioner McCloud, second Commissioner Allen to approve agenda as submitted. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Tricia Dubiel, Superintendent of Business and Finance reviewed the Comprehensive Annual Financial Report for 2018. This is the first year Sikich performed the audit for the Bolingbrook Park District. Tricia asked the board to make two motions, the first is to acknowledge receipt and acceptance of Certification from Disclosure Officer and the second is to accept the Comprehensive Annual Financial Report Year Ended December 31, 2018. Tricia asked the board if they found any information in the report to be misleading or inaccurate. Board members said no.

Ms. Dubiel introduced Dan Berg with Sikich. Mr. Berg and Ms. Dubiel briefly reviewed the 2018 Comprehensive Annual Financial Report with the Board. Mr. Berg thanked staff for their responsiveness in turning in all the documents very quickly. The Board had no questions.

Commissioner McCloud asked Tricia if the board needed to approve the Certification from Disclosure Officer before the board votes on the Comprehensive Annual Financial Report. Executive Director Ron Oestreich said no because the board is approving both at the 7:00pm board meeting.

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

Executive Director Ron Oestreich reviewed the following resolutions:

Approve a Five Year Postage Lease with Pitney Bowes discussed at last month's meeting.

Accept the Comprehensive Annual Financial Report Year Ended December 31, 2018.

Acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2018 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.

Resolution 19-23 awarding Guaranteed Maximum Price Amendment to W.B. Olson of Northbrook, Illinois in the amount of \$1,001,950 for Construction Management with contingency for the Pelican Harbor Lazy River Island Development. Oestreich said this is phase one of two at BRAC. It is \$300,000 or so over the target, but not over budget. The budget was set at the one million mark. Phase two will be under the \$300,000 overage.

John Emser from W.B. Olson said there are three primary reasons for the overage: (1) added scope to the additional concept budget and added additional drainage around the lazy river (2) added a relocation of the existing water main and (3) added an electric panel for the electrical service work which caused this overage.

### **District Operations and Activities Update**

Kai Wahlgren reported 30 DanceForce dancers will be attending the National Dance Competition in Orlando, Florida next week. They will be competing June 27 through July 1. 27 dances qualified for Nationals.

Oestreich said there is good news out of Springfield. The approved State budget has allowed for \$29 million in funding for OSLAD (Open Space Land Acquisition and Development). This funding source was frozen from 2015 to 2018, and has now been funded for projects. The last OSLAD grant the district applied for was in 2014 for Century Park. The application was unsuccessful at the time, missing by only a few points. The district will reapply for the grant with the help of Upland Design. Upland Design will lead the district through the application process. The district will hold two public input groups meetings at BRAC. This first is on Tuesday, July 2 and the second meeting will also be scheduled in July (no date set yet). Door to door delivery and social media will be used to get the work out in the Century Park neighborhood.

### **Communication from the Public**

None

### **Old Business**

None

### **New Business**

None

### **Closed Session**

Commissioner Vastalo made a motion to enter into Closed Session at 6:59pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (21) Approval or semi-annual review of closed meeting minutes. Commissioner McCloud seconded. Roll call: Ayes: Andrews, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Commissioner Vastalo made a motion to adjourn from Closed Session at 7:01pm. Commissioner Allen seconded. Roll call: Ayes: Andrews, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

### **Adjournment**

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 7:02pm. Commissioner McCloud seconded. All in Favor "Ayes".

**Minutes Verification Signature**



**Bolingbrook Park District Board Secretary  
Denise Allen**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**June 20, 2019**

President Vastalo called the meeting to order at 7:04pm. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

President Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner McCloud, second Commissioner Allen to approve the agenda. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

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

- Workshop Meeting Minutes – May 16, 2019
- Closed Session Meeting Minutes – May 16, 2019
- Board Meeting Minutes – May 16, 2019

Roll Call: Ayes: Andrews, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

None

**ATTORNEY'S REPORT**

No formal report

**LEADERSHIP TEAM REPORT**

Executive Director, Ron Oestreich turned the floor over to Forrest Rackmyer who introduced Sara Earhart the new full -time Natural Resources Grounds Worker. Sara has worked for a number of years in land management and arboriculture with the Illinois Institute of Technology. She is also attending Britton College for Horticulture and specializing in plant pathology. Sara enjoys camping, biking and jogging. Her dog's name is Merlin.

Rob Bast announced aquatics received an overall 4-Star Audit from Star Guard Elite. The following staff received: Justin Brown (4 Star), Maxwell Padlo (5 Star), Lauren Mirocha (5 Star) for Life Guard Observation. Michaela Drabes (4 Star) for Individual CPR Skills. Alex Cline (5 Star) for Slide Dispatch Observation. Ryan Pettey (4 Star) for Response and Recognition. Kylie Burkett (5 Star) for Supervisor Observation. Natalie Hey (5 Star) for Lifeguard Observation. Noah Sammarco and Anaise LaForest (4 Star) for Spinal Management Scenario. Max Padlo, Michaela Drabes and Emily Nickols (4 Star) for Unresponsive drowning.

## **TREASURER'S REPORT**

Commissioner McCloud made a motion for approval of payment of bills including travel reimbursement in the amount of \$814,882.62 subject to audit. Commissioner Allen seconded. Roll call: Ayes: McCloud, Allen, Andrews, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

## **COMMITTEE REPORTS**

**Administration and Personnel** – Commissioner Vastalo said Commissioner announced Commissioner Allen will make the first motion.

Commissioner Allen said per inspection of old audio recordings per 5 ILCS 120/2.06, the Board of Park Commissioners may destroy closed session audio recordings older than 18 months which have been previously approved. Commissioner Allen made a motion to approve Resolution 19-22 regarding the destruction of certain Park District closed session audio recordings. The list is per the Resolution 19-22 (Exhibit 1). Commissioner McCloud seconded the motion. Roll call: Ayes: Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Commissioner Vastalo reported:

The districts postage machine lease expires in October of this year. The district would benefit from a 5 year lease agreement which would be billed in 4 quarterly installments of \$484.35. The lease will expire in 2023. Commissioner Vastalo made a motion to approve a five year postage lease with Pitney Bowes. Commissioner McCloud seconded. Roll call: Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**Finance and Technology** – Commissioner McCloud reported:

The 2018 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 McCloud made a motion to accept the Comprehensive Annual Financial Report Year Ended December 31, 2018. Commissioner Allen seconded. Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

The certification documents the Disclosure Officer's opinion that the information in the 2018 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, 2019. Commissioner McCloud made a motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2018 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner. Commissioner Allen seconded. Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**Buildings, Grounds and Natural Resources** – Commissioner Allen reported:

As part of the 2018 referendum, Phase 1 of the BRAC renovation (Pelican Harbor Island Development) has been in the design and bidding process. On June 4, 2019 bids were opened for the six different trade packages for the Lazy River Island project. Commissioner Allen made a

motion approve Resolution 19-23 awarding Guaranteed Maximum Price Amendment to W.B. Olson of Northbrook, Illinois in the amount of \$1,001,950 for Construction Management with contingency for the Pelican Harbor Lazy River Island Development. Commissioner Vastalo seconded. Ayes: McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Gateway Wetlands Gazebo and fence along Feather Sound Drive has been scraped, repaired and painted. Patrons that walk the trail in this area have paid many compliments to staff as they have progressed through this project.

Kids Around The World (KATA) removed playgrounds at Jaycee, Poplar and Heritage Parks the week of June 3 in preparation for installation. All three playgrounds were removed in two days.

Playground installation will begin the week of June 17. Equipment is being delivered to job sites or to contractor's yard. Lily Cache playground will be the first playground to be installed, followed by Heritage, Jaycee and concluding with Poplar Park. Anticipated completion date for all four playgrounds is scheduled for 1<sup>st</sup> full week of August.

**Recreation & Facilities** – In the absence of Commissioner Hix, Commissioner McCloud reported: DanceForce is preparing for Nationals on June 26. Along with Nationals, DanceForce will be performing at Juneteenth (Saturday, June 22) and the Village Picnic (Sunday, June 30).

The Illusions Gymnasts brought home many honors from the Optional State Meets in Carol Stream on May 6 and May 11. The Silver Team captured third place bringing home a large trophy which you can view their trophy case in the lobby.

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

- o June 20 – *Lego Movie 2*, Village of Bolingbrook, Performing Arts Center, 375 Briarcliff Rd.
- o July 18 – *The Grinch*, AMITA Bolingbrook Hospital, 500 Remington Blvd.
- o July 29 – *Spiderman: Into the Spiderverse*, Bull Dog Park, 351 Blair Lane

The Summer Concert Series started last night. Please see the website [www.bolingbrookparks.org](http://www.bolingbrookparks.org) for the schedule. Also see the website for Visit Your Local Park dates.

Upcoming adult trip “Sail the Tall Ship Windy” on June 24.

This year's Parkie's event will be held on Saturday, August 24. The 2019 Parkie's 5k/10k will once again feature the Kids 100 yard dash. Each child will receive a Super Hero Parkie Cape.

Parkie's Pool Party is set for Saturday, July 13.

Nature Fest will be held on June 22.

**Special Recreation (LCSRA)** – Commissioner Andrews reported:

Commissioner Andrews thanked everyone for coming this evening. Andrews said she had the pleasure of talking with the supervisors in these areas. Andrews said their attitudes, the way they carry themselves, the professionalism and outgoing characters that they bring to the table is very appreciative at the Bolingbrook Park District and the community. Andrews also said they are doing a fabulous job working with the disability population.

The LCSRA Sensory Room Capital Campaign is off and running. Currently donations total \$6,100. Follow the campaign at [www.lcsrasensoryroomcampaign.org](http://www.lcsrasensoryroomcampaign.org).

LCSRA hosted two focus groups, led by Jan Hincapie, to collect feedback from the community on their experiences with LCSRA programs and services.

LCSRA hired 44 staff to help with our busiest season of the year, bringing the staff total to 110 part time employees. LCSRA spent the end of May and the beginning of June preparing them for the job that lies before them. Staff participated in All Staff Training, Seasonal Training and Job Specific Training.

Day camp began on Monday, June 10. This year, nine weeks of camp will be offered with camp ending on August 9. Camp is using a new Plainfield school this summer for weeks one through seven, Walkers Grove, followed by weeks eight and nine at the new Plainfield Park District's Prairie Activity & Recreation Center.

Friday, June 7 – Sunday, June 9, sixteen athletes from LCSRA along with seven coaches attended the Special Olympics STATE Summer Games at ISU in Bloomington. LCSRA athletes came home with 12 gold medals, 13 silver medals and 6 bronze medals.

Oestreich said the athletes and families will be at the July Board Meeting.

#### **Marketing – Commissioner Andrews reported:**

Pelican Harbor Outdoor Aquatic Park has a new party area. The marketing team designed window clings to add some color and create atmosphere within the outdoor party area. The window clings provide a fabulous design without blocking light for the indoor pool. Vented banners also help block the view to the party area from outside the park.

Plans have begun for Bolingbrook Park District's 50<sup>th</sup> Anniversary in 2020. Full and part-time staff has submitted ideas for the yearlong celebration. The leadership team is further developing the plan to ensure they are incorporated into the 2020 budget. We are looking forward to celebrating this incredible milestone.

#### **Golf Course & Ashbury's – Commissioner Andrews reported:**

May is below target by 12%. YTD remains behind target by 11% and last year by 14.7%.

Commissioner Andrews said she liked these numbers because it gives us the opportunity to expand and learn from that.

Record setting rainfall (8.25 inches) kept golfers away, especially our Leagues, which drive not only golf revenue but restaurant revenue as well.

One bright spot was banquet revenue, which was 20% over budget for the month.

Overall expenses are tracking lower than budget and lower than the 12% revenue shortfall as well. Payroll continues to be lower, operating expenses are tracking lower, and Cost of Good Sold (Profit margin) is strong at nearly 31%, which demonstrates cost savings in food and beverage product.

With expense management measures in place, overall net income is tracking in the positive with a budgeted shortfall of \$8,600 for May. Year to date bottom line also looks stronger than budget by nearly \$20,000.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

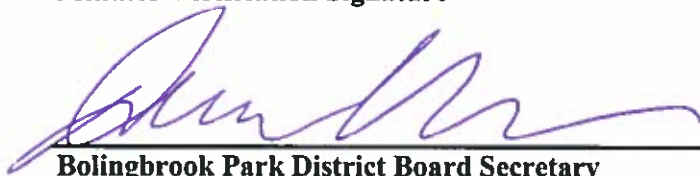
**CLOSED SESSION**

None

**ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Allen to adjourn from the regular board meeting at 7:27pm. All in favor "Ayes".

**Minutes Verification Signature**



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**Bolingbrook Park District Board Secretary  
Denise Allen**