

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Multi-Purpose Room**  
**Workshop Meeting Minutes**  
**June 17, 2021**

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

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

Tricia Dubiel, Superintendent of Business and Finance reviewed the Comprehensive Annual Financial Report for 2020. Dubiel asked the board to consider approving the 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, 2020. Dubiel said the certificate formerly documents her opinion as Disclosure Officer for the District. Dubiel asked the board if they found any information in the report to be misleading or incorrect. Commissioner Andrews, Cairy, Hix, McVey, President Vastalo answered “no”.

Dubiel talked about how the 2020 activity impacted the district’s Fund Balances. Dubiel also reviewed major operating funds and the capital funds. Dubiel said is has been a pleasure working with her business office team, the district’s management and operations team as well as the board. 2020 has been a very challenging and is very proud of this organization because through team work and innovation we were able to fulfill the mission of the Park District.

Dubiel introduced Dan Berg from Sikich. Mr. Berg has over 33 years of experience in public accounting and has participated in more than 900 audits from municipalities and other governmental units. Dubiel said it has been a pleasure working with Dan Berg.

Dan Berg gave a quick overview of how the audit went.

Mr. Berg thanked staff for their responsiveness in turning in all the documents very quickly.

The Board had no questions.

**Board Discussion**

Commissioner Vastalo received a call from Ken Teppel, Co-Village Administrator, from the Village of Bolingbrook regarding the district’s practice for serving alcohol at park district events. Vastalo told Mr. Teppel park district events are family events and therefore do not think alcohol plays are part in our events. Mr. Teppel was specifically talking about the concerts and ask that we reconsider this. Commissioner Hix said the district sponsors and pays for the bands, it is not a park district event and it is not held on part district property so he feels it is up to the Village to make that decision. Some discussion ensued between board members and they all agreed to the Village of Bolingbrook selling alcohol at the concert series events that the District sponsors. Commissioner Vastalo will report back to Ken Teppel on the board decision.

## **District Operations and Activities Update**

Executive Director Ron Oestreich reviewed the following Resolution and Action Items:

- Accept the Comprehensive Annual Financial Report Year Ended December 31, 2020.
- Acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2020 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.
- Resolution 21-18 approving third amendment to the contract with Kemper Sports Management regarding management of Boughton Ridge Golf Course and Ashbury's

Jake Clara, General Manager at Boughton Ridge Golf Course and Ashbury's and Vince Juarez from Kemper Sports reported on year to date results from Ashbury's and Boughton Ridge Golf Course. Year to date through May after surpassing their monthly revenue budget for the last three months (March, April, May) generated over 7,000 rounds in golf. Maintained expense management saving \$18,000 and also maintained a high level of service. Jake and Vince thanked Ron Oestreich and the board for all their support.

Commissioner Hix said the statics are great and it is nice to hear the positives.

Commissioner Andrews asked if they are still doing the surveys. Mr. Clara said they still use the comments cards for feedback.

The Board had no further comments or questions.

Oestreich announced the Foundation Night Golf is Saturday, June 19 at Boughton Ridge. Oestreich estimated a \$5,200 profit from the event. The Foundation received a lot of support from a lot of people in our community and businesses.

### **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 7:08pm.  
Commissioner Andrews seconded. All in Favor, "Ayes"

**Minutes Verification Signature**



**Bolingbrook Park District Board Secretary  
Jake McVey**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Multi-Purpose Room**  
**Board Meeting Minutes**  
**June 17, 2021**

Commissioner Vastalo called the meeting to order at 7:09pm. Roll call: Andrews, Cairry, Hix, McVey, 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, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

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

- o Monthly Work Shop Meeting Minutes of May 19, 2021
- o Monthly Board Meeting Minutes of May 19, 2021

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

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

Commissioner Hix received communication from Geno Bagnolo, representing Trojans Football and Cheer, regarding the use of Trojan Field and their assumption that they own the field. They are trying to track down a title for some piece of property they think they own in Central Park. Executive Director Oestreich said so far nothing has been produced.

Commissioner Cairry asked if they owned the signage. Commissioner Hix said no. Any permanent equipment or improvements purchased by the BAC organizations are considered donations to the Park District.

**BOARD COMMITTEE APPOINTMENT**

President Vastalo announced the following committee appointments:

- Commissioner Vastalo – Administration and Personnel
- Commissioner Hix – Finance and Technology
- Commissioner Andrews – Buildings, Grounds and Natural Resources
- Commissioner Cairry – Recreation and Facilities
- Commissioner McVey – Marketing, Golf Course & Ashbury's and NWCSRA

**ATTORNEY'S REPORT**

None

## **LEADERSHIP TEAM REPORT**

- Executive Director Oestreich turned the floor over to Dan Finn, Natural Resources, Horticulture, Turf Manager who introduced Matt Sienko the new Natural Resources Crew Leader. Matt comes to us most recently from Pizzo and Associates where he has been a Restoration Technician since 2011. He is a Certified Prescribed Burn Manager, where he has over 2000 acres of prescribed burn experience, and is licensed by the State of Illinois as a Pesticide Applicator. Matt resides in Orland Park, attended the University of Illinois where he studied Atmospheric Sciences and Physics. Matt enjoys hunting, camping and mountain biking.

Jose Ruiz Alcantara has been with the BPD for the past 15 years as a grounds worker and was promoted to Crew Leader of Turf in May. Jose has worked on the Horticulture Crew for most of his time at the District and is able to operate all equipment and has much landscaping experience. Jose enjoys running and walking his dogs.

The Board congratulated Matt and Jose!

Executive Director Oestreich announced the Village just promoted their 4<sup>th</sup> of July Fireworks Extravaganza at Bolingbrook Golf Club. Oestreich pointed out that our logo appears on their flyer because the district cancelled the district's Fall Fest fireworks and transferred our deposit over to the Village who also uses Melrose Pyrotechnics. In doing this the district is a co-sponsor at the 4<sup>th</sup> of July Fireworks Extravaganza.

## **TREASURER'S REPORT**

Commissioner Andrews made a motion for the payment of bills including travel reimbursement in the amount of \$591,825.15, subject to audit. Commissioner Cairry seconded. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

## **COMMITTEE REPORTS**

**Administration and Personnel** – Commissioner Vastalo reported: Saturday, July 10 at Plimmer Park is the Day of Play.

There were three internal audits performed and all audits balanced.

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

Commissioner Hix made a motion to accept the Comprehensive Annual Financial Report Year Ended December 31, 2020. Commissioner McVey seconded. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to acknowledge receipt and acceptance of Certification from Disclosure Officer confirming that the 2020 Comprehensive Annual Financial Report is complete and accurate in all material respects and the EMMA disclosure will be filed in a timely manner.

Commissioner Andrews seconded. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix said the Finance Committee established a process to monitor cash flow now and through the end of the year and beyond. Hix said with the County moving to a fourth collection cycle this year we know cash flows are going to be somewhat behind what they typically are. Staff will be adhering to an expense spending plan to stay within our guidelines.

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

Per the Capital Asset Replacement Plan, both of the original fuel tanks have been removed and replaced with new tanks, pumps, and electronic meters to record the fuel usage.

Pelican Harbor will now be open Friday, June 11 with the exception of the dive well as we continue work on a very deep break in a pipe. Executive Director Oestreich said the pipe has been repaired, the concrete has been laid and double reinforced where the diving board will be. It has to cure for one more week and it will open next weekend.

You may notice the Welcome to the Park sign beds and other park beds as the 4,000 plus annual plants start to bloom and fill in.

Bolingbrook Park District has been a part of the Conservation Foundation's DuPage River Sweep since 2005. May 15, 2021 was the 30<sup>th</sup> annual event. The weather started off dry, but it was raining steadily by the time we finished.

The playgrounds are looking good. Benches at all four sites are scheduled to be installed before June 25.

Annerino Community Center asphalt replacement started on Tuesday, June 8.

BRAC Dance Room floor replacement was complete before Summer programming started the week of June 7.

Village of Bolingbrook installed a water line from Boughton Road down to the Hidden Lakes Bait Shop the week of June 7. Water line will be used for the new bait shop project to provide water and flushable toilets to the new facility. Staff are anticipating the bid for the new Bait Shop to go out by the end of July.

Bella Vista asphalt trail was installed the week of May 31 that connected Bella Vista to the intersection at Weber Road and Bradford Place. The installation of the Weber Road Path & Lily Cache Path and Bridge project is anticipated to begin by mid-June. Project will continue until mid-September.

Century Park OSLAD construction started the week of June 7. Substantial completion is scheduled prior to the end of October.

**Recreation & Facilities – Commissioner Cairry reported:**

***Recreation***

- Voyage performed on June 2 at the Wednesday Night Concert with 1,068 in attendance. On June 9 Return2SouL performed with 1,478 in attendance.
- Tonight's first Movie in the Park is "Tolls World Tour".
- Camp Alotta Fun began June 7 at the BRAC. The first week had 111 participants registered for camp. Fun outdoor activities have been planned including Friday swim day at Pelican Harbor.
- The 2021 May Dance Concert: "From the Heart" occurred on Sunday, May 23. The concert was held at the Village of Bolingbrook Roger C. Claar Performing Art Center. Commissioner Cairry said great job to all the kids and a special thanks to Lindsey the Manager of the Dance program. Cary also, thanked the Bolingbrook Community Television for streaming the concert live for all to watch.
- DanceForce dancers attended the Star Quest competition in University Park, Illinois over Memorial Day weekend. All four soloists that attended received High Gold, one dancer came in 4<sup>th</sup> place, and another received an award for her costume.
- DanceForce auditions for the 2021/2022 year will be held June 19. DanceForce dancers will be attending Nexstar National Dance Competition June 27-July 2.
- Gymnastics continues to grow with 27 classes running with 182 participants compared to 21 classes and 156 participants last session.

- Two cheer classes are running with 10 participants. This is up from one class the last session.
- Ninja has 12 classes running with 74 participants. This is a slight decrease from the last session of 14 classes running. Summer session traditionally has lower numbers.
- Rehearsals for our Summer Showcase began June 9. There are 10 enrolled. Actors will perform monologues and scenes, as well as participate in a group musical number to be performed in a similar style to our previous show. Tickets will be sold for \$5 each.
- The Spring production of *"When Bad Things Happen to Good Actors"* was a huge success! The cast performed on May 20 and 21, bringing in \$425 in ticket sales from the 85 sold tickets.
- The Winter show will be *The Ho Ho Ho Chronicles*. We are working on the schedule for the production, as well as picking our shows for next year.
- The June – July Day 1 Sports Academy programs began the week of June 7. There are currently 101 participants enrolled in 15 different programs.
- The Sports Academy Camps began the week of June 7. There are currently 28 participants enrolled in 7 different camps.
- The Tae Kwon Do program currently has 15 participants enrolled in the beginner/white belt program.
- Illinois Shotokan Karate has 19 different programs offered starting the week of June 7. There are currently 70 enrolled with additional enrollment expected with spring classes ending the first week of June.
- The Men's Flag Football League is set to conclude on June 13.
- The 2020-2021 VVSD school year concludes on June 4. A huge thank you to the REACH staff to operate a modified REACH program to serve the families that needed REACH services.
- VVSD informed BPD they are partnering with the YMCA for the 21 Century Grant. REACH will be held at Pioneer and Jonas Salk elementary schools in the 2021-2022 school year. Commissioner Cairy asked if the YMCA will continue next year as well and will the grant program go away. Oestreich said VVSD is applying for an additional 21<sup>st</sup> Century Grant. In discussion with the school district Oestreich said we asked them to consider the park district, but don't know if the YMCA will continue with the VVSD in the next school year.

### ***Fitness***

- During the month of May fitness members no longer need to make a reservation to use the fitness center.
- Lifestyles Fitness Center is put back together after 11 months of the equipment being in the gym.
- May recorded 52 new fitness memberships and 8 renewals.
- Group exercise continued to grow, recording 1,704 visits for May, compared to 1,478 for April.
- Outdoor Zumba started twice a week in the BRAC parking lot.
- Senior dance made its appearance back on the schedule.

### ***Aquatics***

- Pelican Harbor hosted opening weekend to a capacity crowd (300) both Saturday, June 5 and Sunday, June 6.
- Harbor Heroes Pelican Harbors Junior Lifeguarding program will begin June 7.
- Birthday Parties, Camps and Outdoor Pool Rentals will begin June 11.
- Currently Pelican Harbor has 1,225 Annual Memberships.
- Currently Pelican Harbor has sold 869 Summer Pelican Passes for the 2021 season.
- Indoor Pelican Harbor welcomed patrons for open swim on Saturdays and Sundays from 12:00 pm-2:00 pm and 2:30 pm-4:30 pm.
- Pelican Harbor offers private rentals on Saturday and Sunday evenings from 5:15 pm-7:15 pm. May was 90% booked for private rentals with 9/10 booked.
- Staff greeted a total of 1,876 lap swimmers for the month of May.
- Pelican Harbor started allowing dedicated outdoor lap swim timeslots June 5 once the outdoor pool opens.

- Swim lessons are typically not held during May as the team is preparing and training for the summer season. The management team got creative and fit time in for private swim lessons in the month of May to account for unbudgeted revenue. Total number of participants for private swim lessons was 56.
- Swim Teams season re-started on June 1 with a total of 43 athletes.
- Pelicans swim team is currently looking for a new head coach. During the interim period, assistant coaches are prepared and have been stepping up by filling in as needed.

### ***Museum***

The month of May was very active with 33 separate events held by Hidden Oaks Nature Center staff.

- Hidden Oaks partnership with Indian Prairie School District (IPSD) continued through May with students dissecting an owl pellet, learning about animal habitats, and more. Planning is underway for an end-of-school-year event at Hidden Lakes on June 26 and additional summer programming at select IPSD schools.
- Seven different Girl Scout troops visited the facility in May to learn about birds of prey, letterboxing (think scavenger hunt), nature detectives, fire building, and more.
- The Community Garden Plots are sprouting with plants. Eager gardeners started planting early in May. As of June 1, only 6 plots remain available.

### ***Hidden Lakes***

- The second fishing derby of the season was held on Saturday, May 15. A total of 70 catfish-hungry anglers attended on a picture-perfect day. Dylan scored the win in the kid's category with a 4.5 lb. cat fish.
- Hidden Lakes is set to host a kid's derby on Saturday, June 19. Anglers up to age 16 will compete in three age groups to earn Bass Pro gift cards. The derby will run from 10:00 am-12:00 pm and features a reduced entry fee of \$5.

### **Marketing – Commissioner McVey reported:**

- Bolingbrook Park District's average engagement rate for May is 70% which is above average for a page of that size.
- Bolingbrook Park District partnered with Miles Boone for two photoshoots in early June. The goal of these shoots was to capture highly engaging photos throughout the district.
- Parkie the Pelican made his first appearance in over a year.
- Customer Care Team has been very busy. They logged close to 4,000 calls in May.
- The Summer Park Challenge is back this year.
- New this year is Tails to Trails Challenge.

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

The current contract for Management Services for Boughton Ridge Golf Course between Bolingbrook Park District and KemperSports expires December 31, 2021. Staff is recommending an amendment to the contract, extending two years to a December 31, 2023 expiration date. There are no article changes to the contract with the exception of the extended expiration date.

Commissioner McVey made a motion to approve Resolution 21-18 approving Third Amendment to the contract with KemperSports Management regarding Management of Boughton Ridge Golf Course and Ashbury's. Commissioner Andrews seconded. Roll call: Ayes: Andrews, Cairry, Hix, McVey, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

May overall revenue exceeded target by 14%. YTD is also above target by 3.5% and up from last YTD by 45%. There were 7,000 golf rounds year to date through May.

Banquets are starting to pick up with 40 booked in the month of June. They had 75 throughout May.

### ***Upcoming Events:***

Foundation for Bolingbrook Parks Night Golf Outing – Saturday, June 19.

Independence Day Golf Outing – July 6.

Grill Out Supper Club – July 15.

Summer Night Golf – July 31.

### **NWCSRA - Commissioner McVey reported:**

- Day Camp started June 14. Two of the three sites are full with only a few different one-week slots available at our third site.
- Summer program numbers have doubled from spring numbers as individuals are eager to return to recreation programs.
- Over the course of the next six months, NWCSRA will be gathering community input through focus groups with staff, board members and participants/family members, completing a brand audit, logo update, creating brand style guidelines and website redesign.
- The Bolingbrook Sensory Room plans are nearly complete with 2D and 3D designs in the final stages of design. NWCSRA staff have been extremely excited to work with and appreciate the support Bolingbrook Park District staff to move forward with the project.
- The Romeoville Sensory Room participation continues to grow as NWCSRA has been able to serve a variety of ages and needs, from children on the autism spectrum, military veterans with PTSD to seniors with dementia. Oestreich said the Sensory Room will be in the former childcare room conveniently located across from the Recreation room where their programs take place.

### **UNFINISHED BUSINESS**

None

### **COMMUNICATIONS FROM THE PUBLIC**

None

### **NEW BUSINESS**

None

### **ANNOUNCEMENTS**

Commissioner Hix welcomed Matt Sienko and Jose Ruiz Alcantara, and promised them a challenge and a long career. Welcome aboard!

### **CLOSED SESSION**

None

### **ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:43pm. All in Favor "Ayes".

Minutes Verification Signature



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Bolingbrook Park District Board Secretary  
Jake McVey