

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**March 18, 2021**

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

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

Executive Director Ron Oestreich introduced Patty Bernhard of Rosanova & Whitaker, Ltd and Greg Sagen of the Signature Group. Ms. Bernhard gave a brief presentation for the new park Pulte Homes is constructing in the Sawgrass subdivision located at Hassert and Essington. The park site will consist of an active play area, half basketball court, picnic shelter, playground area, picnic grove, trail system throughout and bike racks. Pulte is donating the park site to the Bolingbrook Park District. Expected completion December of 2022.

Oestreich said this will be the 51<sup>st</sup> property for the park district. Oestreich said the district is working with Tressler and Ms. Bernhard of Rosanova & Whitaker to finalize the agreement which will come before the board at the April meeting.

Commissioner Hix asked: What are the provisions for parking? Are they on the street? Greg Sagen said yes, parking would be on the street.

**District Operations and Activities Update**

Executive Director Ron Oestreich reviewed the following Resolutions and Ordinances:

1. Ordinance 21-03 approving amendment to the BPD Operations Manual.
2. Ordinance 21-04 approving amendment to the BPD Personnel Policy Manual.
3. Resolution 21-10 approving Requisition #REQ0004041 in the amount of \$128,795.69 for Cisco switch upgrade through Mindsight.
4. Resolution 21-11 approving Requisition #REQ0004049 in the amount of \$7,720 for actuarial services through Lauterbach & Amen, LLP.
5. Resolution 21-07 awarding a contract in the amount of \$118,773.50 to Hacienda Landscaping for Drafke and Plimmer Parks playground replacement, including all three alternatives (Minooka, IL).
6. Resolution 21-08 award a contract in the amount of \$130,818.00 to Hacienda Landscaping for Ivanhoe and The Forest playground replacement, including all four alternatives (Minooka, IL ).
7. Resolution 21-09 approving a contract to Pavement Systems, Inc. in the amount of \$28,343.00 for seal coating asphalt pavement 2021 (Pavement Systems, Inc., Blue Island, IL).
8. Ordinance 21-02 approving agreement with Kids Around The World in regard to removal of playground equipment at Century Park, Drafke Park and The Forest Park.

Commissioner Vastalo asked: Why are Kids Around The World not removing the other two parks (Ivanhoe & Plimmer). Chris Corbett, Superintendent of Projects and Planning said some of the older park equipment is not usable for their purposes.

9. Approve License Agreement between the Bolingbrook Park District and Sheridan LLC d//b/a Bee All About It. John Chase, Superintendent of Facilities said the current bee keeper is retiring and is recommending Sheridan LLC. The organization is very involved with the Bee Keeping Association in the area.

### Operational Updates

- Debbie Chase, Director of Business and Technology reported they have been in the process of going through multiple demos for time and attendance. Chase said they've narrowed it down to two choices. Next an expanded group will review the time and attendance portion and also review the HIRS system. Chase said our existing time and attendance expires at the end of June and they would like to have something in place by June 1.

Oestreich said we don't want to wait for the April board meeting to finalize the vendor. They want to start the implementation process in time for the startup of our summer programs. Oestreich requested of the Board for a Special Board Meeting scheduled for the week of March 29-April 2. Oestreich will send an email to the board to confirm dates.

Commissioner Hix asked: Does this involve replacement of equipment or is it a software only project? Chase said it does not involve replacement of equipment, it involves replacement of some existing software mostly web-based software with more of a consolidated solution.

Commissioner Hix asked: If we are choosing between two vendors is it the same consulting group doing the implementation or different groups depending on who we select? Chase said one is a partner of HIRS time and attendance so they would work together to provide the on boarding and the other is one organization that would also provide on boarding.

Commissioner Hix asked: Are both organizations ready to launch in our time frame? Chase said yes.

- Capital Projects Updates – Chris Corbett, Superintendent of Projects and Planning reported:
  - Two actions items will be presented at the April board meeting. 1) Asphalt replacement at Annerino/Central Park. The School District agrees to assist financially with the removal and replacement. 2) OSLAD Century Park project. Construction starting in May and anticipated completion by end of September.
  - Good news! Received approval from IDNR for installation of the bridge over the creek at Drafke park. All bike trails will be completed by end of 2021.
- Aquatics Opening – John Chase, Superintendent of Facilities reported:
  - Turned memberships back on March 1. Bringing Pelican passes back starting April 5 (\$55 Res/\$64NR) passes are valid through September 30.
  - PH will open daily from 12noon to 5:30pm. Open front half of park Monday-Thursday. Open full park on Friday, Saturday and Sunday including the Lazy River.
  - Pelican Harbor will officially open June 5 through August 22.
  - Offering private rentals with two slots on Saturday and Sunday and also offer indoor only private rentals during the daytimes.
  - Special hours for day camps - 9:30am – 11:30am on Friday mornings

- Birthday parties are back (outdoor only). Keep indoor pool closed and use for lap swimming.
- Dance Update – Kai Wahlgren, Superintendent of Recreation happily announced the hiring of a new Dance Manager Lindsey Pollina. Lindsey comes to the district from Crystal Lake Park District where she was a Cultural Arts/Special Events Supervisor. She oversaw Dance and Theatre. Lindsey’s first day is Monday, March 29.

Kai said the March Danceforce Concert has been changed to one day. Performance will take place on Sunday, March 28 at 1:00pm at the Village Hall Performing Arts Stage.

- Facility Hours Update – Mike Baiardo, Director of Recreation and Facilities reported
  - ACC hours: Monday – Friday 8:00am to 8:00pm., Saturday 7:00am to 5:00pm.
  - BRAC hours: Monday – Friday 5:00am to 9:00pm., Saturday & Sunday 7:00am to 5:00pm.
  - Pelican Harbor desk will be staffed starting April 5. Hours: Monday-Friday 4:00pm to 8:00pm., Saturday 7:00am to 5:00pm., Sunday 12noon to 5:00pm.

**Special Events Update:**

- Summer Concerts will be held June through July from 7:30am to 9:30pm.
- Kid’s Garage Sale – April 24 at Volunteer Park South.
- Go Fly A Kit – May 22 at Volunteer Park South.
- Spike Ball and Cornhole Tournament – May 22 at Remington Lakes Sports Complex. Geared towards ages 18 and up.
- Mario Kart Tournament – June 11 – geared for ages 10 and up.
- Family Bike Challenge – July 24 from 10:00am – 1:00pm.
- Outdoor 3 on 3 Basketball Tournament - August 13 at Remington Lakes Sports Complex 6:00pm to 10:00pm.
- Family Challenge – August 7 at Central Park.
- Camp Out at Wipfler Park – September 11 to September 12.
- Movie Nights (Thursdays) – June 17 (Trolls World Tour at Indian Chase Meadows Park), July 1 (The Croods: A New Age at Wipfler Park), July 15 (Car’s at Winston Woods Park), July 29 (Tom & Jerry at Central Park) and August 5 (Ray and the Last Dragon at Volunteer Park).

Commissioner Allen asked: Will the list of events be posted on the website?  
Mike said yes on the website and in the brochure.

Commissioner Andrews thanked Mike for having a voice and listening to bring the youth programs forward and offering family togetherness events as well. Andrews said she appreciates all the work Mike and the Rec and Facilities team did.

Commissioner Vastalo suggested a movie night at the golf course with golf carts like a drive-in movie.

**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 7:07pm.

Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo.

Nays: None. Absent: None. Motion passed 5/0.

**Minutes Verification Signature**

A handwritten signature in black ink, appearing to read "Denise Allen", written over a horizontal line.

**Bolingbrook Park District Board Secretary  
Denise Allen**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**March 18, 2021**

Commissioner Vastalo called the meeting to order at 7:08pm. Roll call: McCloud, Andrews, Hix, Allen, President Vastalo.

President Vastalo began the meeting with the Pledge of Allegiance.

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

Motion Commissioner Vastalo, second Commissioner Hix to approve the following meeting minutes:

- Monthly Work Shop Meeting Minutes of February 18, 2021
- Monthly Board Meeting Minutes of February 18, 2021

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

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

Executive Director Ron Oestreich received an email from Saud Gazanfer. Mr. Gazanfer submitted three questions. Oestreich asked Commissioner Vastalo if he could respond to Mr. Gazanfer's questions. Vastalo replied yes.

1. What is the plan for improvement for fishing in current water bodies managed by Bolingbrook Park District?

Oestreich said we were asked this question last year for Hidden Lakes, but not for the other three ponds the park district manages. A Fish Survey was added to our list of future considerations and will add this request for our other three ponds to the same list. This will be an expense and we will be budgeting accordingly through the prioritization process.

2. Is there a plan around the stocking and inventory of the fish?

Oestreich said we will be stocking Hidden Lakes five times this year prior to each of the scheduled fishing derbies. April, May, June, August and September. As for the inventory we will be sticking to the same fish that we have always stocked, trout in April and catfish throughout.

3. From grants received from the State of Illinois is there any plan to improve the diversity and health of aquatic wildlife?

Oestreich said if the Governor releases the Museum Grant monies in the State Fiscal 2021-2022 Budget the district is obligated to complete the Bait Shop and Learning Pavilion project with these monies. We were awarded \$505,000.00 and are obligated to complete that project. We can't use grant money that has been awarded for this project on other purposes. What we can do is investigate if there are other grant resources available for these purposes. Again, this needs to fit into our priorities in our operations.

Commissioner Hix had a conversation with Mr. Robert Widuch regarding the status of items while in physical therapy. Hix said the district provided Mr. Widuch with all the answers to his questions.

### **ATTORNEY'S REPORT**

None

### **LEADERSHIP TEAM REPORT**

Executive Director Ron Oestreich talked about the new DCEO guidelines for camps, museums, events and a Bridge to Phase 5 that has been circulated. The guideline for camps: (allows up to 30 kids in a pod which is up from 10 last year). Museums allow 25% capacity. Events allow 20% or 15 people per 1,000 square feet. Spectator events allow 25% seating capacity. The Bridge to Phase 5: if we achieve 70% of adults 65 and over having received at least one vaccine we will be at that Bridge. In Phase 5 if we hit 50% of our state's population of 16 and over being vaccinated we will get to Phase 5 and will fully open. We are pleased to see some relief for some of the areas that were more stringent.

Debbie Chase, Director of Business and Technology announced on Saturday, March 20 Ron will be celebrating his 25<sup>th</sup> Anniversary with the Bolingbrook Park District. Congratulation to Ron.

### **TREASURER'S REPORT**

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$446,962.21, subject to audit. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

### **COMMITTEE REPORTS**

**Administration and Personnel** – Commissioner Vastalo reported:

With staff recommendation Commissioner Vastalo made a motion to approve Ordinance 21-03 approving amendment to the BPD Operations Manual. Vastalo said this ordinance is dealing the Cyber Security Policy and Grant Accountability and Transparency Act. Commissioner Hix seconded. Roll call: Ayes: Andrews, McCloud, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

With staff recommendation Commissioner Vastalo made a motion to approve Ordinance 21-04 approving amendment to the BPD Personnel Policy Manual. Commissioner Hix seconded. Roll call: Ayes: McCloud, Andrews, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Oestreich commented these are required for the district to apply for and receive state grant money. It is the Grant Accountability and Transparency Act. These are required additions to both our Operations Manual and Personnel Policy Manual to follow the GATA program

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

The District's network switches are at the end of life in 2021. Network switches are a critical part of the infrastructure that delivers services to the phones and desktops throughout the District. (Projected savings = \$18,134.19.)

*With staff recommendation Commissioner McCloud made a motion to approve Resolution 21-10 approving Requisition #REQ0004041 in the amount of \$128,795.69 for Cisco switch upgrade through Mindsight. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

As a part of the annual external audit process, GASB 74/75 requires the District to have an actuarial valuation completed for OPEB, which is Other Post-Employment Benefits. These benefits are related to Health Insurance that a former employee can participate in through COBRA or retirees who can elect participation in continued coverage of medical and dental insurance. The reporting follows a biannual timeline, full report in first year and limited report in the second year. Due to the biannual timeline and the documentation required to establish services with a firm, a 4-year agreement is recommended. From the proposals received, Lauterbach & Amen is recommended for actuarial services.

*With staff recommendation Commissioner McCloud made a motion to approve Resolution 21-11 approving Requisition #REQ0004049 in the amount of \$7,720 for actuarial services through Lauterbach & Amen, LLP. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

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

**Drafke and Plimmer Playground Replacement**

Bids went out on Monday, February 8 for replacement of playgrounds for Drafke and Plimmer parks. Both playgrounds replacements are anticipated to begin in April with completion by the end of June. The recommended bid price includes accepting all three alternates. Alternate #1 is wood surfacing at Drafke, alternate #2 is drainage at Drafke and alternate #3 is wood surfacing at Plimmer Park.

*With staff recommendation Commissioner Allen made a motion to approve Resolution 21-07 awarding a contract in the amount of \$118,773.50 to Hacienda Landscaping for Drafke & Plimmer Parks playground replacement, including all three alternates (Minooka, Illinois). Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

**Ivanhoe and The Forest Playground Replacement**

Bids went out on Monday, February 8 for replacement of playgrounds for Ivanhoe and The Forest. Both playground replacements are anticipated to begin in April with completion by the end of June. The recommended bid price includes accepting all four alternates. Alternate #1 is wood surfacing at Ivanhoe Park, alternate #2 is painting of the pavilion at Ivanhoe, alternate #3 is wood surfacing at The Forest Park, and alternate #4 is painting of the pavilion at The Forest.

*With staff recommendation Commissioner Allen made a motion to approve Resolution 21-08 awarding a contract in the amount of \$130,818.00 to Hacienda Landscaping for Ivanhoe & The Forest playground replacement, including all four alternates (Minooka, Illinois). Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

### **Seal Coating**

The 2021 work plan included funds to seal coat asphalt pavement in three parks, added pickleball courts at Central Park and the entire BRAC / Pelican Harbor parking lot.

*With staff recommendation Commissioner Allen made a motion to approve Resolution 21-09 approving contract to Pavement Systems, Inc. in the amount of \$28,343.00 for seal coating asphalt pavement 2021 (Pavement Systems, Inc., Blue Island, IL). Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

### **Kids Around the World Agreement**

Kids Around the World (KATA) is a not-for-profit corporation registered in Illinois that removes playgrounds at their expense (as donation by the owner) to send equipment to locations all over the world for children in underprivileged areas.

*With staff recommendation Commissioner Allen made a motion to approve Ordinance 21-02 an agreement with Kids Around The World in regard to removal of playground equipment at Century Park, Drafke Park and The Forest Park. Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

The Bolingbrook Beautification Committee is planning to continue the tradition of planting a tree for Arbor Day. This year a white oak will be planted near the pond on the north side of the parking lot at the Bolingbrook Recreation and Aquatic Complex. The date is Saturday, April 24 at 10:00am.

Congratulations to Dan Finn, Natural Resources, Horticulture, and Turf Manager. Dan Finn, current Horticulturist at the Bolingbrook Park District, has been promoted to the NRHT Manager.

BRAC Aerobics Room Flooring will be replaced starting the week of March 22.

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

### **Bee Apiary Agreement**

*Commissioner Hix made a motion to approve License Agreement between the Bolingbrook Park District and Sheridan LLC d//b/a Bee All About It. Hix explained this motion is about the upkeep and management of the bee population at Hidden Lakes. The former bee keeper is retiring. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

### **Approvals Explanation**

Commissioner Hix took a moment to explain the approvals process. He stated that a lot of items were approved for a lot of money without much discussion in the Board Meeting. Hix explained that the approvals are the final step in a series of discussions, beginning with the Park District's Long-Range Plan followed by the annual budget workshop and approval. Many of the items have gone through community input, such as the playground designs. Staff review proposals, then present recommendations to the board in both the board packet, and regular updates. They come before the board in the workshop in the month prior to the approval meeting and then again in workshop the night of the board meeting for final questions. As you see tonight, the final vote is made. The public only sees the final activity, they do not see all the work that goes on behind the scenes.



Commissioner Hix said he loves to see activities coming to the fore as the grass starts to green. He thinks the staff, up to this point, are commendable.

A lot of activities are starting up in much smaller numbers than we want to see. We had 83 children in preschool.

The DanceForce team participated in a competition in February bringing home nineteen awards. Hix was most pleased with was the most studio spirit, enthusiasm and exceptional sportsmanship award. Hix said that is one of things the district prides itself on and it shows. Danceforce will also be competing in a competition March 13.

Currently there are 30 Gymnastics/Cheer/Ninja classes running with 189 participants

Youth Athletics & Martial Arts have 62 participants enrolled in 8 programs.

The Adult Volleyball League is running with 8 teams in one division. Adult Men's Flag Football League is open and currently at 8 teams.

The REACH Before and After School and All-Day REACH keeps growing.

#### Fitness:

- 102 guests took a tour of the new LifeStyles facility.
- Memberships are growing steadily.
- Rockin Red Zumba maxed out at 16 participants. They all received a "Throwback" LifeStyles water bottle before leaving.
- Group exercise saw 815 participants in person and virtual.
- 3,205 visits were recorded in February, recording 1,189 more visits than the previous month.

#### Aquatics:

- Pelican Harbor getting ready for summer by opening up seasonal job applications.
- Open swimming and private rentals are growing.
- 1,069 lap swimmers for the month of February.
- Private swim lessons, semi-private swim lessons, and Parkie's swim babies had a total of 61 participants signed up for the February session.

#### Hidden Oaks Nature Center

- Meijer sponsored the Owl Prowl on February 18 with 18 guests in attendance.
- Hidden Oaks partnership with Indian Prairie School District kicked off this month with the first two presentations in the 14-week series. Students were engaged with learning to be a scientist and being introduced to many of the animal residents of Hidden Oaks Nature Center.

#### Marketing – Commissioner Andrews reported:

Commissioner Andrews thanked everyone for coming out to the meeting tonight.

The park district team has begun work with Monogram Group and Pilot Digital for the website re-design. A lot has been completed so far. Internal meetings were completed in late February. External focus groups have begun with fourteen Bolingbrook residents. Results of these focus groups will help the team finalize a priority list of improvements with the new site.

Tour BRAC, Win Cash Facebook Promotion Results - A total of 82 total tours were scheduled, with 89 forms filled out and returned. Ultimately, the promotions goal was to boost fitness memberships. During the time of the promotion (February 1-28), 62 people signed up for a Lifestyles Fitness Membership. The total money spent on the advertisements was \$166.09, resulting in \$2.02 spent per tour and \$2.67 spent per membership sign-up. Commissioner Andrews said great job team?

In February Social Media really kicked up. The total for Facebook, Instagram, and Twitter database contacts was 15,957.

Design work for the brochure was completed in February. Total photos edited was 439.

Customer Care did an outstanding job. Last month total calls were 2,225 and total revenue was \$20,354. We are heading in a positive direction considering 2020.

Commissioner Andrews thanked the Marketing Team.

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

February Overall Revenue is below target by 88%. YTD is also below target by 143% and last year by 346%. Commissioner Andrews said this is due to the ongoing COVID restrictions for the restaurant and banquet facility. We are heading in a great direction because we are getting ready to open up more of the facility, restaurant space and banquet space.

March is where we will begin to see the full effect of the partial relief of COVID-19 mitigations. We will also see stronger YTD comparisons from 2021 to 2020, based on the 2-month closure last year.

Operational expenses are projected at a savings of 164%, which will translate into a positive bottom line. Payroll was slightly over, but OPEX was down.

Events at Boughton Ridge: March 20 – Shamrock Shootout Golf Outing. See the website for additional details.

**NWCSRA** - Commissioner Andrews reported:

Staff are busy preparing the FY2021/22 budget for final approval at the April NWCSRA Board of Directors meeting. Most important will be the re-start and potential expansion of services to those who have not known about our activities. Finally, fully funding the equipment for the sensory room at the Annerino Community Center.

### **UNFINISHED BUSINESS**

None

### **COMMUNICATIONS FROM THE PUBLIC**

Christian Cairy introduced himself as a candidate running for Park District Commissioner. He thanked the entire Bolingbrook Park District staff for continuing to maintain the health and safety while keeping it a place for fun. Christian recently visited the BRAC and thinks the improvements at LifeStyles Fitness Center are excellent. He can't wait to see what happens at Pelican Harbor.

Christian congratulated Ron Oestreich for 25 years of service to the district and said his dedication and leadership is an inspiration to us all.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Vastalo congratulated Mr. & Mrs. Cairy for the birth of their son, Bently Thomas Cairy.

Oestreich said one year ago at this meeting we were standing up in the hallway outside because the building was shut down. We have come a long way in a year where now we are in Zoom board meetings. Oestreich thanked the board.

**CLOSED SESSION**

None

**ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:35pm. Roll call: Ayes: McCloud, Hix, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

**Minutes Verification Signature**

A handwritten signature in black ink, appearing to read "Denise Allen", written over a horizontal line.

**Bolingbrook Park District Board Secretary  
Denise Allen**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Special Board Meeting**  
**March 30, 2021**

President Vastalo called the meeting to order at 5:01pm. Roll call: Hix, Andrews, Allen, President Vastalo. Absent: McCloud.

Executive Director Ron Oestreich said the district has spent the last 18 months in search of and in need of a Human Resource Information System. The district's current systems end of life is June 30. Staff did an extensive search, held many meetings and demonstrations with many companies and Ascentis met the district's needs. Their package is robust and staff strongly believe they will be a wonderful fit with Bolingbrook Park District.

Commissioner McCloud joined the meeting via Zoom at 5:07.

Terri Tamer, Superintendent of Human Resources reviewed new features for Human Resource Information Systems:

- Reduce from 15 different processes/products to 2
- One entry feeds through all processes/products, reducing errors.
- No supplemental tracking.
- Improve manager access to necessary tools, including information/reports.
- Provides one source for employees to access pay history, leave history, time entry and schedule.
- Streamlines all necessary HR access to one point of entry.
- Connects resources and improves awareness and communication.
- Learning Management System: Required compliance and safety training, orientations, department trainings and BPDU trainings.

Debbie Chase, Director of Business and Technology reviewed new features for time and attendance:

- Robust scheduling component available to all managers.
- Mobile app, web based, and phone options for connectivity – no more manual entry.
- Manager can see issues as they happen (mobile app notification) and quickly address them.
- Improves compliancy with labor laws-employee correction – manager approval.
- Downloads directly to payroll and reduces required payroll clerk review.
- Communication tool for employee, including manager notifications.

Oestreich reviewed, with the board, the costs and savings for the new HIRA/Time & Attendance

○ 1 <sup>st</sup> Year Expense:	\$84,806.99 (implementation costs included)
○ Annual Expense:	\$72,140.06
▪ Direct Cost Savings	\$34,436
▪ Indirect Cost Savings	<u>\$ 7,556</u>
Total	\$41,992
○ Projected 1 <sup>st</sup> Year Total Expense	\$42,814.99 (1 <sup>st</sup> year fee less savings)
○ Projected Total Annual Expense	\$30,148.06 (Annual fee less savings)

Oestreich asked if the board had questions.

Commissioner Hix asked: What fraction of the capabilities are we implementing in this phase?

Chase said we will be utilizing all other modules except payroll. Tamer said HR is utilizing benefits, insurance, reviews, employee files and application, and on boarding. Also, time and attendance, scheduling, integration or quick links to other products we use. It becomes one source for everywhere we need to go. Licensing fees will be eliminated. This is our direct cost savings.

Commissioner Hix asked: What else is in the direct cost savings?

Chase said there is no need for an extra staff member in HR and all the different applications and products HR has to utilize right now because we don't have other resources. We are really taking a lot of products and consolidating them down into one product that interacts with Incode.

Hix said this will be an efficiency and effectiveness improvement.

Commissioner Hix asked: How are you going to supplement the hours to do the implementation?

Chase said we just went through a huge finance software transition so she knows they can do it. It will be extra work on HR and the Business Team. We have not gone through the layout of the timeline yet. The most crucial modules will be first and then adding others as we go.

Commissioner Hix asked: Are you starting by adding active employees first? *Chase said yes.*

Commissioner Hix asked: There is a \$12,000 implementation cost. How many man hours does that equate to?

Chase said she would have to go back to look at the documentation and will forward this information to Commissioner Hix as soon as she has it.

Commissioner Hix said good guidance from the consulting team is important, it reduces having to go back and make corrections.

Commissioner Hix asked: Are managers notified if someone does not clock in as expected?

Chase said there is an app on their phone and they can quickly go in and see everything that is happening. It is very efficient.

Commissioner Andrews said this product sounds like it is time efficient.

Commissioner Hix said Terri Tamer has done a magnificent job. Terri said it was a lot of teamwork and she could never do it without Laura Mensik, HR Assistant.

*Commissioner Vastalo made a motion to approve Resolution 21-12 awarding a three-year agreement with Ascentis Corp. of Eden Prairie, Minnesota to provide comprehensive Human Resources Information System and Time and Attendance services to Bolingbrook Park District. Annual fee is \$72,140.06 with a one-time implementation cost of \$12,666.93. Commissioner Hix seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.*

### **Communications from the Public**

Commissioner Hix received communication asking if we will put back the seating in front of the LifeStyles desk? Executive Director, Ron Oestreich said there are plans to do something in that area, not sure if it's going to be the seating area that the Silver Sneakers group have used before.

**Announcements**

Commissioner Vastalo wished everyone a HAPPY EASTER!

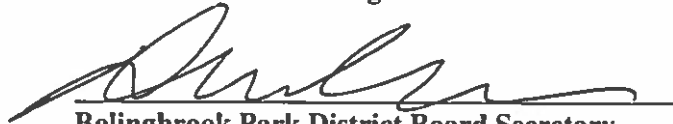
**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Special Meeting at 5:23pm. Commissioner Hix seconded. Roll call: Ayes: Andrews, McCloud, Allen, Hix, President Vastalo. Nays: None. Absent: None. Motioned passed 5/0.

**Minutes Verification Signature**

A handwritten signature in black ink, appearing to read "Denise Allen", written over a horizontal line.

**Bolingbrook Park District Board Secretary  
Denise Allen**