

BOLINGBROOK PARK DISTRICT
Workshop Meeting Minutes
May 17, 2018

Vice President Vastalo called the meeting to order at 6:30pm. President Hix arrived and called a roll call: Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix.

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

Review of District Business

Executive Director Ron Oestreich turned the floor over to Debbie Chase, Director of Business and Technology. Chase said due to thorough and a detailed request for proposal the finance team was able to make a decision regarding banking services for the park district. Chase then turned the floor over to Tricia Dubiel, Superintendent of Business and Finance. Dubiel said the district received four proposals, one from BMO Harris Bank which is the district's current bank. Dubiel asked the board to approve banking services be transferred over to Wintrust (Bolingbrook Bank & Trust). Dubiel went on to say the reason why the district is recommending Wintrust is that they offer competitive pricing structures and offer more services than the district is utilizing now. Wintrust is supportive and involved in the Bolingbrook community. Dubiel feels they will bring services to our district, to our employees and to our customers.

Dubiel introduced the Wintrust team; Rick Morales, Natalie Peterselli and Diana Sorescu. The team talked about community, partnership, employee services and customer service expectations. The board had no comments or questions and welcomed the Wintrust team aboard.

Chris Martner, Director of Buildings, Grounds and Natural Resources talked about 4 upcoming Boy/Girl Scout projects:

- Build another raised bed at the community gardens (boy scout).
- Put callisthenic equipment in at Bulldog Park (boy scout).
- Bronze project – build a Gaga Pit (form of dodge ball played in a 24 foot wide octagon area) at Central Park (girl scouts).
- Little Free Library at Lily Cache Sports Field (cub scout)

The board had no questions.

Executive Director, Ron Oestreich reported there was a pool leak in the Lazy River. There are three issues; two of the three have been resolved. The most minor issue will be resolved after Pelican Harbor opens. Staff has been working with contractors to get the issue resolved.

Oestreich reminded the board representatives from Lauterbach and Amen will be giving a CAFR presentation at next month's meeting. All Staff Training is Saturday, May 19 at Living Water Church at 8:00am.

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: (1) The employment, discipline and performance of specific employees and (2) Collective negotiating matters at 6:50pm. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Allen made a motion to adjourn from Closed Session at 7:15pm. Commissioner Vastalo seconded. All in Favor "Ayes".

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 7:16pm. All in Favor "Ayes".

Minutes Verification Signature

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

**Bolingbrook Park District Board Secretary
Melissa McCloud**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
May 17, 2018

President Hix called the meeting to order at 7:17pm. Commissioners present at roll call: Vastalo, Traczek, Allen, McCloud, President Hix.

President Hix asked Mr. Oetzel 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 Traczek to approve the following meetings:

- Special Meeting Minutes – April 6, 2018
- Workshop Meeting Minutes – April 19, 2018
- Board Meeting Minutes – April 19, 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 said Chavonda Cochran, Customer Care Manager and James Rodriguez, Graphic Communications Specialist will introduce two new full time employees.

Chavonda Cochran introduced Sheila Ubelhor the new Accounting Clerk. Sheila has been with the district on a part time basis helping with AP processing. Sheila joined the team as a full time employee. She comes to the district with an extensive background in bookkeeping as well as many other areas in accounts payable.

James Rodriguez introduced Ron Tomasek the new Custodian at Annerino Community Center. Ron worked part time for 7 to 8 months at the BRAC. Ron also worked in the roofing industry for 34 years and prior to that he worked for the movie industry. Ron lives in Bolingbrook with his wife Lisa. He has 3 dogs, 7 kids and just welcomed his 22nd grandchild.

- Kim Smith, Director of Marketing and Customer Care reported the new Spanish Ambassador's program is underway. Three Spanish Ambassadors have been hired. The district will start promoting the program to the community. A voice mail has been set up for Spanish speaking customers so they can leave a message. The ambassadors will contact them and answer any questions they may have.

The Spanish Ambassadors will attend the Village picnic to represent BPD and help the district better communicate to our Spanish speaking residents. More details to come in the future.

- Kim said the district launched the first ever Family Parks Challenge. The goal is to encourage the community to participate by picking up a form starting May 1 or download it at bolingbrookparks.org. Tour each park highlighted on the map on the back cover of the summer brochure, answer questions on the challenge form and turn the completed form in starting July 15 to receive a prize.
- Executive Director Ron Oestreich announced the Foundation for Bolingbrook Parks is having a Glow Golf event on Saturday, June 16 (\$50 per person or \$190 for a foursome). All proceeds go to the Foundation for Bolingbrook Parks.
- Oestreich reminded the Board about the promotional event for Blackhawk Pond on Saturday May 26 from 10:00am to noon. The event will include frozen yogurt donated by Andy's Frozen Custard for the first 200 attendees. Other events include music, face painting, games, and a scavenger hunt.

TREASURER'S REPORT

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$462,548.11, subject to audit. Commissioner Vastalo 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 had no report.

Executive Director Ron Oestreich gave KUDOS to Terri Tamer, Superintendent of HR, Laura Mensik, Human Resource Assistant and Brittney Price, Human Resource Processor for on boarding up to 800 staff for the summer season.

Finance and Technology – Commissioner Denise Allen

The Comprehensive Annual Financial Report (CAFR) for 2017 will be presented at the June 21 Board Meeting for review and acceptance.

Buildings, Grounds and Natural Resources – Commissioner Sue Vastalo reported:

Bolingbrook Park District will receive a \$4,000 grant for DuPage River Ecological Improvements from Illinois American Water. The project will reduce the occurrence of invasive species to less than 10 percent in the area. In addition, native planting will restore the natural landscape.

Modifications to the Central Park football stadium were recently completed. Work included replacing the stairs and ramp, adding dedicated wheel chair areas and installing stairs and railings leading up the bleachers.

Last month, bids to replace nine roof-top air conditioning units at the Annerino Center were rejected. Staff restructured the project by reducing the number of replacement units and has re-bid the project. A summary of bids and staff's recommendation will accompany the June Board Report.

Recreation & Facilities – Commissioner Melissa McCloud reported:

In partnership with AMITA Health Bolingbrook the Annual Summer Concert Series begins June 6. Concerts are held on Wednesday evenings from 7:30-9:00 pm. All concerts are held at the Village of Bolingbrook's Performing Arts Center located at 375 W. Briarcliff Road (adjacent to Village Hall and the Police Station).

Visit your local park take place on Fridays from June 8 through July 27 from 10:00 am - 12:30 pm.

Annual Gymnastics Exhibition will be held on Saturday and Sunday, June 2 and 3.

May Concert Series will be held Saturday, May 19 at 2:00pm and 6:00pm. and Sunday, May 20 at 2:00pm. at Bolingbrook High School. Excel Musical Theater will be performing at both shows on Saturday and Sunday.

The Week of the Young Child Event was held April 22-27. The entire week drew approximately 3,117 participants. The committee brought in \$5,182 in funds to offset the cost of this week's events. The philanthropic initiative to WOYC gained \$1,200 for Almost Home Kids and is still continuing to grow.

Just a reminder Camp Alotta Fun will be located at Annerino Community Center and Central Park. Camp starts Monday, June 4.

Fitness

Membership sales exceeded the month's expectations with 206 vs. 166 anticipated. The membership attrition rate remained below the 2% target, falling in at 1.9% with 30 cancellations vs 32 expected.

LifeStyles recently received a \$6,000 check for membership visits this past month surpassing our goal of \$5,000.

Lifestyles is offering a special summer student membership for \$149 targeted toward returning college students and high school students looking to maintain their fitness during the summer months. The membership is valid from May 1 to August 31.

Aquatics

Opening day for Pelican Harbor Outdoor Aquatic Park is Saturday, May 26. Admission will be \$5 or \$1 with Resident ID. All admission receipts will be donated to the Foundation for Bolingbrook Parks. The annual staff training week will begin May 21.

The Illinois Department of Children and Family Services (DCFS) will be partnering with Pelican Harbor Outdoor Aquatic Park to promote safe swimming and drowning prevention. The intent is to draw awareness of the dangers of drowning in backyard pools and ponds. The event will take place on June 12 at 10:00am.

Museum

Staff did 3 outreach programs at Jamie McGee and Oak Trace on the topics of Earth day and spring.

On April 26 staff attended the Independence School's STEM. Naturalists did STEM experiments for students and families.

The first derby of the season was Saturday April 21. The biggest fish was 16 ¾" long.

New hours are:

- o Monday through Friday 10:00am – 4:00pm
- o Saturday/Sunday 8:00am – 6:00pm

Special Recreation (LCSRA) – Commissioner Traczek reported:

LCSRA staff have serviced and supported 41 participants through inclusion services for the winter-spring season, with requests still coming in for some of the end of season programs. Staff are preparing for summer with inclusion requests coming in from both districts. Meets to review process and expectation, trainings and staff placements are taking place to ensure everyone has a safe, successful summer.

Cruisers hosted the 4th annual SRA day program fishing derby on Wednesday, May 2. Six agencies participated in the event with 189 people in attendance. The weather was beautiful and several fish were caught.

On Saturday, May 5, eleven members of the LCSRA Track & Field team competed in Special Olympics Region E Spring Games at Thornwood High School in South Holland. LCSRA was one of 57 agencies that had athletes competing in this event this year. Six athletes brought home gold medals and now advance to the State Summer Games at Illinois State University from June 15- 17.

Marketing – Commissioner Traczek reported:

Early Bird Pelican Pass sales reached 1,792 total passes sold by the April 30 deadline. This was our highest early bird sales on record even with the moving the deadline up two weeks. The marketing and aquatic teams are now shifting messaging to focus on opening day.

Testing has been completed on the mobile responsive website. This is the final phase of updating Bolingbrook Park District's website. The changes will be moved to the live server before June 1.

Golf Course & Ashbury's – Commissioner Traczek reported:

April was a difficult month for the operation based on the record setting precipitation (snow and rain) and the record setting cool temperatures. Banquets were also low for April, which was not good timing based on the lower walk up business. May has been a stronger month in each category. Projected bottom line should remain positive based on expense management in key areas (F&B expense and payroll).

Upcoming Events:

- Nine, Dine & Wine – May 18
- 2018 CDGA Play Day – July 17

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

Commissioner Hix said May is the annual meeting of the Bolingbrook Park District in which the Election of Board Officers takes place. Commissioner Hix made a motion that the officers for the coming year remain the same as they are at present. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passes 5/0.

ANNOUNCEMENTS

Commissioner Traczek said the Lions Club will be hosting their annual Beep Baseball (baseball for the blind) Tournament on June 9 and 10. Traczek encouraged everyone to come out and experience Beep Baseball. Teams from New Jersey, Austin, Minneapolis, Cincinnati, Indianapolis and Chicago will be participating.

Commissioner Hix stated that there has been an employee with the district since 1995 working in Early Childhood. Her name is Joni Jones. Joni being quiet and reserved declined on attending tonight's board meeting to receive a resolution from board members. Hix stated Joni Jones was hired in February of 1995 as a preschool teacher. She received the Award of Excellence in 1997 and 2002. It is estimated that over 2,000 children passed through the classes that she has touched including Commissioner McCloud's daughter. Hix said he is sorry to see Joni go, but happy for her. A resolution will be presented to Joni Jones tomorrow morning in her class room. Hix encouraged everyone to stop by and say hello to her.

Commissioner Hix welcomed Sheila Ubelhor and Ron Tomasek and promised them a challenge.

CLOSED SESSION

None

ADJOURNMENT

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

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Melissa McCloud