

BOLINGBROOK PARK DISTRICT
Ashbury's at Boughton Ridge
Workshop Meeting Minutes
May 16, 2019

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

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

Review of Ordinances, Resolutions, Action Items

Executive Director Ron Oestreich reviewed the following resolutions and ordinance:

Resolution 19-21 authorizing change in designation of Freedom of Information Officers. This change is removing Jim Patula and adding Chris Martner.

Resolution 19-20 an agreement with Davis Bancorp Incorporated to provide courier pickup/delivery services three times per week at the Bolingbrook Recreation and Aquatic Complex, subject to attorney review. Tina Simpson, Accounting Supervisor said this is the district's courier service that will be picking up bank deposits and delivering to the district's bank. There will be three pickups per week at the BRAC location which will include all facility receipts. The previous courier service, Thillens, discontinued this service. Tina feels Davis Bancorp provides all the services the district needs.

Ordinance 19-05 approving amendment to Bolingbrook Park District Operations Manual re Investments and Cash Reserve Policy. Ron Oestreich said the district had to make the adjustment to Operations Manual to accept the new investor.

Resolution 19-18 awarding a contract in the amount of \$162,903.66 to D&J Landscaping for replacement of playgrounds at Heritage, Lily Cache and Poplar Parks.

Resolution 19-19 awarding a contract in the amount of \$43,707.04 to D&J Landscape of Plainfield, Illinois for Jaycee Park Playground Replacement.

Review of District Operations and Activities Update

Chris Corbett reported Weather Tech is doing work on 111th and Weber Roads. The district is working with engineers hired by Weather Tech and the Village to get easements that Weather Tech needs in order to put a 30" drain that will boar underneath the districts paths and go to Lily Cache creek.

Oestreich reported a resident who was upset about the district and stocking fish at Hidden Lakes for the Trout Derby. He was very upset after the 6 inch rain that hidden lake was actually hidden.

The resident wanted to approach the board to see if the district could shore up the banks so the DuPage River would not spill into the lakes and is also looking for the board to invest in silt removal in the ponds.

Oestreich said shoring up banks would require extensive permitting from Army Corp of Engineers and would be a significant expense. The district is looking into a remedy, much like we did at Boughton Ridge Golf Course to reduce the silt and create the bladder of silt on the property. The silt is coming from the quarry not the river.

Oestreich said there are two projects on the capital asset replacement plan; one is to renovate the bait shop in 2021 and renovate the well allowing to add our own water to Hidden Lakes and stop getting quarry water. Oestreich said perhaps those two projects can be swapped to allow for the well water sooner. The resident was upset because all four lakes were stocked and when it rained it flooded the lakes and the fish probably swam downstream. Oestreich said this is a rarity.

John Chase, Superintendent of Facilities said there are 153 days left before travelers leave for the Ireland trip. Participants are making payments on their balance that is due. The district made a payment of \$28,000 for the deposits that we received for 35 of the 40 travelers. The district did not pay for the other 5 because Collette did not clear 5 of the seats. John said the district would not pay until the five seats were cleared. Collette cleared the 5 seats and will make a payment in June. The remaining payment will be paid in August. John will come before the board in July to approve payment of around \$82,000.

Beth Benner, Administrative Assistant reported at the June board meeting she will be presenting a 5 year lease agreement with Pitney Bowes for the postage meter at the June meeting. Beth feels Pitney Bowes continues to keep their prices competitive and would benefit from the 5 year lease.

Tricia Dubiel, Superintendent of Business and Finance informed the board at the June meeting Dan Berg from Sikich will be presenting the 2018 Comprehensive Financial Report. Dubiel said it will look a little different this year. Tricia said Sikich uses a certain type of software. The content will be similar but the formatting may be a little different.

Oestreich said the district has been approached by an independent movie maker who wants to film at Hidden Lakes. The Village, Police Department and the district all have reservations about this request. District concerns are the title of the movie and the content as well as insurance. The Village and police are concerned about logistics and what is involved. Ken Teppel, Public Safety Director is scheduling a meeting with the film maker and his son which will include the district.

Oestreich reported DCFS has again contracted the park district to host an Aquatic Safety Day on June 4. This will be very similar to the safety day presentation of last year. John Chase and Rob Bast are meeting with DCFS tomorrow.

Chris Martner, Director of BGNR gave the following updates

- Leisure pool has been repaired
- Lazy River leak found and is an easy fix
- Dive Well leak is underneath the slide

Communication from the Public

None

Old Business

None

New Business

None

Closed Session

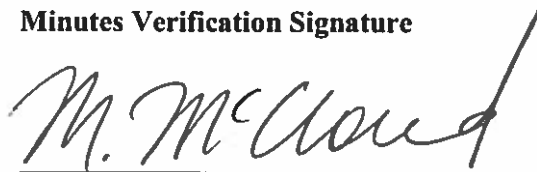
Commissioner Hix made a motion to enter into Closed Session at 6:16pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (1) The employment, discipline and performance of specific employees, 5) The purchase or lease of real property and (6) The setting of a price for sale or lease of property. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to adjourn from Closed Session at 6:53pm. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 6:54pm. Commissioner Traczek seconded. 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
Ashbury's at Boughton Ridge
Board Meeting Minutes
May 16, 2019

Commissioner Hix called the meeting to order at 7:00pm. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix.

President Hix asked Commissioner Traczek to begin the meeting with the Pledge of Allegiance.

Motion Commissioner Traczek, 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 Vastalo to approve the following meetings:

- Workshop Meeting Minutes – April 18, 2019
- Closed Session Meeting Minutes – April 18, 2019
- Board Meeting Minutes – April 18, 2019

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

Commissioner Hix acknowledged the following people:

Bob Jaskiewicz, Village Trustee
Ken Harris, Will County Board
Dr. Sandra Carlson, Valley View School Board
Jackie Traynere, Will County Board
Debra Savage, Will County Regional Office of Education

Ken McConnaughay, President of the Foundation for Bolingbrook Parks, said the funds raised by the Foundation are used to contribute to the Bolingbrook Park District's Financial Assistance Program. These funds help families with financial difficulties participate in park district programs. Mr. McConnaughay also donated \$3 to the Jeans Day Program for financial assistance.

Ken McConnaughay presented a check in the amount of \$1,000 to Jill Mukushina, Superintendent of Special Recreation for LCSRA's Sensory Room. A sensory room is specially designed room which combines a range of stimuli to help individuals develop and engage their senses. Contributions can be made at www.lcsrasensoryroomcampaign.org

Patty Droogan congratulated Dorothy Andrews on her newly elected seat as Commissioner of the Bolingbrook Park District. Ms. Droogan said everyone looks forward to working together. Ms. Droogan also donated \$5 to the Foundation.

ATTORNEY'S REPORT

No formal report

LEADERSHIP TEAM REPORT

Executive Director Ron Oestriech turned the floor over to the Chris Corbett, Projects and Planning Manager who introduced Ryan Kertson the new Facility/Athletic Manager. Ryan is a Graduate from Illinois State University and comes to the district with more than five years of park district experience in program management, athletic league and facility management.

Ken McEwen, Parks Maintenance Manager introduced Scott Smith the newest grounds full time employee. Scott has been with the district since 2015 as a permanent part time employee. He started his full time position on May 6.

Ken also introduced Josh Hill, full time grounds worker. Josh comes to the district from the Forest Preserve District of DuPage County. Josh is a licensed herbicide operator and has ten years of experience in the landscaping industry.

Faith Gebert, Operations Assistant at Hidden Oak Nature Center introduced Keith Martin. Keith was promoted to a full time custodian. Keith started with the district in 2018 as a part-time custodian.

Commissioner Hix explained when a new employee joins the park district they have a manager responsible for their performance and they are assigned a mentor to help them adapt and learn.

TREASURER'S REPORT

Commissioner Allen made a motion for approval of Disbursements – approval of payment of bills including travel reimbursement in the amount of \$565,015.72 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 reported:

Commissioner Hix made a motion to approve Resolution 19-21 authorizing a change in designation of Freedom of Information Officers. With the recent retirement of Jim Patula, Chris Martner has been named FOIA Officer. Commissioner Traczek seconded the motion. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix announced the BPD Annual Audit will be presented at the June 20 board meeting. Tricia Dubiel, Superintendent of Business and Finance and her staff did a wonderful job getting through the preparation.

Finance and Technology – Commissioner Vastalo reported:

In April, the Board approved a new investment platform through PMA Financial Network called Illinois Public Reserves Investment Management Trust or IPRIME. To utilize the investment platform, our Investments, Cash Reserve Policy and Fund Balance Policy must authorize this investment platform. This has been added to our policy under Investment Parameters and Suitable and Authorized Investments. Commissioner Vastalo made a motion to approve Ordinance 19-05 amending the Operations Manual re Section 6-Investments, Cash Reserve Policy and Fund Balance Policy. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

In 2016, the District moved to a courier service to improve safety and best utilize manager time. The vendor we were utilizing no longer provides this type of courier service. The District has selected Davis Bancorp, Inc. to provide this service moving forward which includes deposit pick up and change delivery three times per week at our BRAC facility. Commissioner Vastalo made a motion to approve Resolution 19-20 an agreement with Davis Bancorp Incorporated to provide

courier pickup/delivery services three times per week at the Bolingbrook Recreation and Aquatic Complex. Subject to attorney review. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Buildings, Grounds and Natural Resources – Commissioner Traczek reported:

Last month, the Park Board of Commissioners approved the purchase of playground equipment for Heritage, Lily Cache, Poplar and Jaycee Parks. Since then, staff prepared bid documents with assistance of Upland Design for the playground installation. Bids for Heritage, Lily Cache and Poplar Parks will be furnished with ParKreation; while Jaycee Park will be furnished through NuToys. The project budget by Upland Design was \$182,325. Commissioner Traczek made a motion to approve Resolution 19-18 awarding a contract in the amount of \$162,903.66 to D&J Landscape of Plainfield, Illinois for Heritage, Lily Cache and Poplar Parks Playground Replacement. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Six contractor's bids were received on May 2nd. The low bid of \$43,707.04 was provided by D&J Landscape. References to Woodridge, Crystal Lake, Alsip and Glen Ellyn Park Districts were all positive. The project budget by Upland Design was \$53,423. Commissioner Traczek made a motion to approve Resolution 19-19 awarding a contract in the amount of \$43,707.04 to D&J Landscape of Plainfield, Illinois for Jaycee Park Playground Replacement. Commissioner Vastalo. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The Bolingbrook Park District will receive a \$5,000 grant for phase III of the DuPage River restoration project to eradicate invasive species and restore the wetland and shoreline.

Sara Earhart is joining Bolingbrook Park District to fill our open Full -Time Natural Resources Grounds Worker position.

Scott Smith and Keith Martin were both promoted from part time to full time positions.

The recent rainfall totaling over 6" of rain from April 29 to May 7 has literally halted outdoor athletics and stymied maintenance procedures. Staff has been working hard to try and catch up.

Commissioner Hix said the resolutions and ordinances presented at the board meeting are discussed 3 to 6 times previously. The Executive Director provides regular updates to the board. There is a work shop prior the regular board meeting where the Director provides information about items on the table tonight.

Recreation & Facilities – Commissioner Allen reported:

May Dance Concert will be held on May 18 and 19.

Excel Musical Theater program is finalizing their preparation for their first full length production of "Cinderella and the Substitute Fairy Godmother." This production will perform on May 19.

Movies Nights start at 8:15pm.

- 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 will begin starting June 5 through July 19.

Visit Your Local Park will begin starting June 7 through July 26 on Fridays.

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 and will include access to the fitness center and Pelican Harbor. This special will be promoted through LifeStyles, through social media, eBlasts, and in partnership with VVSD.

Staff is preparing for the summer season and the opening of Pelican Harbor Outdoor Park.

May 23 is the Soft opening of Pelican Harbor Outdoor Park. This will be for park district employees and their families. The official opening will be May 25.

The district is celebrating the 10th Anniversary of Hidden Oaks Nature Center with the very first Nature Fest on Saturday, June 22 from 10:00 am to 2:00 pm. The whole family can connect with nature for free with games and activities that span across the entire conservation area. You can do everything from fishing, to a craft, to learning about bees, to archery and more.

62 out of 80 (78%) garden plots have been sold.

Nature staff is working with the Bolingbrook Garden Club and West Suburban Community Pantry to grow vegetables in the community gardens for their clients this season. The Garden Club is encouraging its members who have plots to donate any excess yield to the pantry. One plot has been donated to the panty.

Special Recreation (LCSRA) – Commissioner McCloud reported:

The LCSRA Sensory Room Capital Campaign is off and running. Currently donations total \$5,000. Follow the campaign at www.lcsrasensoryroomcampaign.org.

LCSRA will host two focus groups for current customers and families, led by Jan Hincapie, to collect feedback from the community on their experiences with LCSRA programs and services. The focus groups will be held on: Saturday, May 18 from 1:30-3pm at ACC in Bolingbrook and Monday, May 20 from 7-8:30pm at PARC in Plainfield

Preparations for summer LCSRA day camp continues with a coordinator's meeting on May 23. Topics and planning will include camp groupings, staff assignments and construct the training schedule for day camp orientation week in June.

The Community Cruisers Day program groups have been practicing and preparing for their annual Talent Show. The talent show will be on May 22 at 1:00 pm in the Annerino gymnasium. This event is a staff favorite.

On Saturday, May 4, nine 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 60 agencies that had athletes competing in this event this year. The team brought home four gold, two silver, four bronze, two fourth place and one fifth place.

LCSRA Powerlifters, Brandon Moody (of Joliet) and Matthew Schuler (of Plainfield), competed in the USA Powerlifting Open Nationals in Lombard on May 10. USA Powerlifting invited up to 40 Special Olympics Athletes to compete in squat, bench and deadlift at this sanctioned event.

Marketing – Commissioner McCloud reported:

Efforts to boost early bird pass sales proved successful exceeding the 2018 early bird pass sale count by 201. The final early bird pass total was 1,992 passes. The team is now shifting promotions to opening day and trying to bolster further pass sales.

Parkie's Pool Party on July 13 is one of three events being featured in the Illinois Parks and Recreation Association's *Unplug Illinois* promotional campaign. This partnership is a great opportunity to increase exposure for Pelican Harbor and the event.

Promotions for the summer line-up of community events are in full swing. The campaign plays off of the IPRA *Unplug Illinois* campaign as we encourage our residents to "Plug into Fun." Promotions will include use of all social media platforms, our email database, press releases and our website.

The Customer Care Team sold 642 Pelican Passes in the last two days before the early bird date expired. This was a wonderful effort by the team as they challenged each other to keep shattering their goals.

Golf Course & Ashbury's – Commissioner McCloud reported:

As of March 31 all staff at Ashbury's and Boughton Ridge Golf Course have completed module 1, 85% had completed modules 2 and 3, and 60% had completed the entire program.

Ron Oestreich announced Boughton Ridge is hosting Folds of Honor which is a golf outing on Memorial Day, Monday, May 27. A portion of the proceeds go towards Folds of Honor program. This is a Kemper Sports wide program.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

Commissioner Hix read and presented a letter of congratulations to Commissioner Al Traczek for his 34 years of service from Peter Murphy, President and CEO of Illinois Association of Park Districts.

Commissioner Hix read and presented a Proclamation recognizing Commissioner Al Traczek for giving his time, his knowledge, care, generosity, and dedication to the staff, fellow commissioners, and especially the residents of Bolingbrook for 34 great years as Commissioner for Bolingbrook Park District. The Board of Commissioners and staff of the Bolingbrook Park District express their sincere appreciation for his outstanding dedication and offer their best wishes for the future.

Executive Director Ron Oestreich introduced newly elected Commissioner Dorothy Andrews.

Attorney John O'Driscoll administered the oath of office to elected Park Board Commissioners: Jerry Hix, Sue Vastalo and Dorothy Andrews.

Commissioner Allen made a motion to nominate the following slate:

- Sue Vastalo, President
- Melissa McCloud, Vice President
- Jerry Hix, Treasurer
- Denise Allen, Secretary
- Dorothy Andrews, Commissioner

Commissioner Vastalo seconded. Roll call: Ayes: Hix, Allen, McCloud, Andrews, President Vastalo.
Nays: None. Absent: None. Motioned passed 5/0.

President Vastalo appointed the following Board Committees:

- Personal & Administration – Sue Vastalo
- Finance & Technology – Melissa McCloud
- Buildings, Grounds & Natural Resources – Denise Allen
- Recreation – Jerry Hix
- Special Recreation, Marketing & Customer and Golf/Ashbury's – Dorothy Andrews

ANNOUNCEMENTS

Commissioner Hix welcomed Scott Smith, Josh Hill and Kevin Martin and promised them a challenge.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:50pm. All in favor "Ayes".

Minutes Verification Signature

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

**Bolingbrook Park District Board Secretary
Denise Allen**