

BOLINGBROOK PARK DISTRICT
Ashbury's at Boughton Ridge
Budget Workshop
November 10, 2018

Commissioner Hix called the meeting to order at 8:00 am. Roll call: Traczek, Vastalo, McCloud, Allen, President Hix.

Commissioner Hix asked Executive Director Ron Oestreich to begin the meeting with the Pledge of Allegiance.

President Hix displayed the Vote for Referendum sign and said congratulations! Hix said staff put a lot of work into this and received tremendous support from the community. Hix said we had some opposing voices and said this is healthy and a part of our Democratic system. Hix said it is the good work that staff do on an everyday basis that gave us a 62.36% approval rating. Hix said the district spent six years getting to the decision point and will spend another five years in the execution phase.

Executive Director Ron Oestreich welcomed everyone to the 2019 Budget Work Shop. Oestreich said the focus for this workshop will be the 2019 work plan. Oestreich said a work plan is an important tool to assign managers tasks, manage workflow and track various components of a budget, and milestone deadlines. The team worked hard to create a strong work plan for their areas. Revenue and Expense are tied to these work plans.

In 2018 the district's main objectives revolved around future planning. Long range objectives were developed from the results of community input of capital priorities into an action plan of objectives. This lead to a future plan which lead the board to approve a referendum question to be placed on the November 6, 2018 ballot. The referendum passed by 62.36%. Oestreich said this is a wonderful indication of the support that our Bolingbrook residents show to the Park District.

The capital implementation plan for 2019 and projected plan for 2020 will be discussed at the Thursday, November 15 Budget Work Shop.

On schedule for 2019:

- Employees salary and benchmarking
- Adding three full time positions: an IT person to handle brochure entry and data management and 2 in BGNR designed to increase commitment and longevity.
- Planning for the 50th Anniversary of the Park District in 2020.

Oestreich thanked the entire Administrative, Leadership and Operations team for their work on the 2019 Budget.

BPD Financial Overview: Debbie Chase, Director of Business and Finance and Tricia Dubiel, Superintendent of Business reported:

- Security of the district's finances, data and infrastructure is the main focus for 2019.
- Continue to grow fund balances to strengthen the district.
- Continue to conservatively budget in preparation for a potential property tax freeze.
- Continue to focus on realistic budgeting to allow for accurate forecasting.
- Referendum - working with bond advisor to develop models of what the structure of the bond issue will look like for 2019. The models will be presented to the board at the upcoming budget work shop on Thursday.
- Once decisions have been made the 2019 budget binder will be updated as well as the Budget and Appropriation Ordinance and the Property Tax Levy. The documents will come before the board, for approval, at the December Board Meeting.

- The bond debt series will be retired on January 1, 2019. This will be the last bond and debt payment the district has to make for that series. This decreased the property tax bill. The district will no longer have to collect taxes to make that payment.

Dubiel reviewed the following funds for 2019:

- Proposed Tax Levy
- Primary Operating Funds: General, Recreation, Museum, Golf and two LCSRA Funds (Operations and ADA improvements).
- Non-Major Funds Audit, Insurance, IMRF, Social Security, Paving/Lighting, Police and Working Cash
- Budget Revenue/ Expense : Capital, LCSRA ADA and Debt Service

The board had no questions or comments.

Business and Technology - Debbie Chase, Director of Business and Finance reported: Focus is on security for 2019.

- Moving to a firewall managed service support structure with proactive monitoring and alerts
- Implement Cisco Umbrella, a DNS malware protection
- Provide security training for all full time employees
- Capital replacement of 16 desktops and 14 laptops
- Capital replacement of 3 Card Printers
- Capital replacement of 3 Servers
- Hire a software assistant – entry of 3 seasonal brochures, responsible for ACH billing for Dance, Preschool, LCSRA, Personal Training and the REACH program. In addition, this position will manage and prepare of all the district refunds. Other responsibilities; processing financial aid requests and creating logins for VSI applications. Also, manage support for RecTrac needs. Tentative start date: February 20, 2019.
- Purchase Dashboard module.
- Capital projects:
 - Initial setup of access control for entry to offices at ACC and BRAC. This will provide a higher security level to offices.
 - 26 Pro Licenses to bring all staff to current version
 - Additional camera at BGNR and HONC
 - (2) all in one desktops
 - Additional switch to accommodate the need for additional ports (running out of space)
 - 4 wall monitors to increase available meeting space
 - 10 desk phones
 - Upgrade to HONC video cameras

Commissioner Allen asked if referendum money is going to be spent on all the items just mentioned. Chase said no, they only put essential items in the capital budget. We did not budget any capital expenditures. After the referendum was passed we were comfortable utilizing some of the funding that was already available for other capital needs.

Oestreich introduced Mike Baiardo, Director of Recreation and Facilities.

Mike Baiardo thanked the Board of Commissioners, staff, public, and especially managers, supervisors of the Recreation and Facilities team.

Mike Baiardo said last year was a year of learning, teaching and understanding. The focus of the Recreation/Facilities team for 2018 was and is Team Unity through professional development, team meetings and team building. 2019 focus will be evaluating the way we do business through social equity, customer engagement, overcoming financial barriers and modernizing customer interactions.

Baiardo introduced his team: Kai Wahlgren- Superintendent of Recreation, John Chase-Superintendent of Facilities and Jill Mukushina-Superintendent of Special Recreation.

LCSRA – Jill Mukushina, -Superintendent of Special Recreation reported for 2019:

LCSRA Team: Sherrie Izban, Carrie Gascoigne and Gina Petkus

- Cruisers (adult day program)
 - Price increase in services and supplies
 - Move one of the day programs to Prairie Activity & Recreation Center (Plainfield Park District's new building).
 - Change registration process – instead of dropping off registrations Carrie will set up times for participants to meet her to go over a registration packet to ensure complete and accurate information.
- Competitive Sports
 - Unified Sports (when a participant with a disability and a person without a disability compete together in a sport). Had success with the tennis program and will offer golf and bocce in 2019.
 - Individual Skills – Special Olympics has certain individual skills you can go and do and still qualify for medals and move on the state games. Looking to do this with basketball, floor hockey, volleyball and golf.
 - Quarterly Coaches Meetings – great opportunity to get together and share with the coaches, plan out the season and get feedback at the end of the year. This will help build the quality of the programs.
 - Day Camp – restructuring leadership. In the past there was a coordinator over the children's and teens program. In 2019 there will be one coordinator for all LCSRA camps. Underneath the coordinator will be staff that will oversee the age group for the four areas. This will make it more streamline and have information coming down from one source.
 - Youth S.A.F.E – this is going to be a mental health initiative. Looking to put some programs together to build relationships and have a safe place to come to recreate.
 - Sports and Fitness Classes – offering sports specific skills classes as well as child focus fitness classes.
 - Work Plan – building a sensory room at ACC. Jill showed examples.
 - Capital Campaign – Bolingbrook and Plainfield to raise funds with a goal of \$125,000. \$75,000 will be used to equip the sensory room equipment. \$50,000 is for construction.

Commissioner Allen asked if there would be an added cost to hold a program at the new Plainfield PARC facility. Jill said there would be a nominal fee to use the room.

Recreation – Kai Wahlgren, Superintendent of Recreation reported for 2019:

Recreation Team: Chris Corbett-Athletics & REACH, Maureen Franzen-Gymnastics, Cheer and Ninja, Christy Sorenson-Programs and Events, Leslie Smith and Dori Santarsiere-Dance

- Recreation Services:
 - Remove carpet at ACC Observation Deck and install flooring.
 - Renovate former Arts and Crafts rooms at ACC for multipurpose use.
- REACH
 - Add a 6th REACH Site – Tibbott Elementary School
 - Add staff software – improve efficiency and increase communication with staff
 - Add 10-day coupon book or punch cards. Will allow more flexibility for parents and control drop-ins.
- Athletics
 - Add warning track to Central Park Field #1
- Gymnastics
 - Expand baby ninja classes

- Increase age limits of Ninja – add 12 and 13 year olds
- Purchase new Ninja equipment
- Increase Customer Service
- Cheer – relocate cheer team practice to allow for growth
- Dance
 - Program Coordinator - Acquire Rhythm Works Certification
 - DF Coordinator - Acquire International Dance Teacher Standards Certification to train staff.
 - Excel Music Theatre will have a name change, BPD Theatre Company. Adding a full length production. Will not be part of the DanceForce Concert.

Commissioner Allen asked if REACH currently uses computers or iPads. Wahlgren said yes, they have iPads at all facilities. There is also communication through emails.

Facilities – John Chase, Superintendent of Facilities reported for 2019:

Facilities Team: Kathy Hassert-Early Childhood & Day Camp, Rob Bast and Amanda Prince-Aquatics, Melinda Weaver-HONC, Chris Piasecki-Fitness/Facility.

Adult Trips

- Irish Splendor Trip-Full (10/16 /2019 to 10/23/2019)
- 2020 Trip – Scandinavia
- Identify part-time staff to support trips

Aquatics

- New Summer Training program – focus on operations and consistency.
- Use StarGuard Elite 1) addition training (dispatch training) and 2) Perform a soft opening before the pool opens up to the public in May.
- Admissions and Concessions – to speed up the line use tablets for payments.
- Implement SwimGen for student tracking by using on line report cards for swim lessons.
- End of season public swim hours – limit open weekdays after school is in session.

Early Childhood & Day Camp

- Introduce monthly payment option for preschool
- Implement ePact document management solution to give the district the ability to collect medical information as well as pickup and drop off information for preschool, day camps and REACH. This will integrate with RecTrac.
- Realign preschool offerings
- Tot Rock and Rockin Kids program
- Interdepartmental and intergenerational programming

Fitness

- Programming to attract a next level audience
- Credit card monthly billing
- Research treadmill replacement
- Research spin bike replacement

Hidden Oaks and Hidden Lakes

- Fully program sensory garden
- Add outdoor recreation programming
- Add a Lead Naturalist to the program
- Offer a three day camp option
- Add Team Building programming
- Launch Otis Adventure Club
- Celebrate the facility's 10th Anniversary
- Change Hidden Lakes hours

Commissioner Allen asked what the average age is for fitness members. John said we do not have an exact age, but looking at the demographics the age is between 35-50. John said the district will look at who they serve the best. John said the district is trying to serve multiple populations now.

Commissioner Hix asked if the program is longer with the new monthly payment plan for preschool and can they opt out every month? John said they will be committed to new monthly payment program.

Commissioner Hix stated he wants the software to be put to good use and get its full benefits. Mike Baiardo said as the team goes through the planning process a timeline will be set up. Staff have not gotten to that point with each of those individual pieces yet.

The board had no more questions or comments for staff.

Marketing and Customer Care – Kim Smith, Director of Marketing and Customer Care reported: MCC Team –Justine Waters, James Rodriguez, Chavonda Cochran and Susan Meier.

Marketing will continue to work with team members to implement some of their exciting projects and new initiatives for 2019 for their business units.

Kim said Tuesday was a huge test to see how the Bolingbrook Park District brand was viewed in the community. The district was very excited to see that the referendum passed and that the community trusts the park district with their tax dollars.

The goal next year is make sure to communicate and develop a plan to keep the trust with the community. In the first quarter the marketing team will prepare a solid communications plan to continue communicating the bigger picture of what the park district does and where these projects are going.

The 21 playgrounds were an important piece of the referendum. It reaches all areas of the community. Marketing will be partnering with Jim Patula, Superintendent of Projects & Planning and Loss Control and the Leadership Team to make sure the district reaches out and gets feedback from those smaller communities to ensure playgrounds are serving their needs and have some input to the process.

Kim also reported marketing will be developing a committee for celebrating the Park District's 50th Anniversary in 2020. The committee will consist of full and part time staff, community members, board members and people who just want to come together and help the district plan how to celebrate.

Buildings, Grounds and Natural Resources – Chris Martner, Director of BGNR reported for 2019: BGNR team: Cliff Beyer and Ken McEwen.

Chris said last year's goal was to make a difference in the lives of those the district serves. BGNR will continue to strive for that in 2019 and beyond.

We strive to make sure that our team remains current with training and development. Full time staff, as well as part time staff attend conferences and workshops throughout the year.

The teams' goal again is to improve quality in playgrounds, athletic fields; helping install new surfaces in district facilities and making sure trails are safe in our natural areas.

Staffing has been a challenge. BGNR is looking to move some part time staff to full time positions. An additional crew leader position in NR and an additional groundsworker position will be added. This will make the department more efficient.

Chris reviewed some of the BGNR work plan items.

Commissioner Vastalo asked if staff could apply for the two new positions. Chris said yes, BGNR has a very talented group of permanent part time staff and would not be surprised if staff applied. The district has a strong record for hiring from within.

Boughton Ridge and Ashbury's – Jacob Clara, General Manager and Dean Lytton Regional Operations Executive both from KemperSports. Lytton oversees several properties as well as Boughton Ridge Golf Course and Ashbury's.

Lytton talked about golf industry trends and said the industry has been flat for years. There is some growth in Junior Golf (6-17 years) and Millennial Golf (18-14 years old). Lytton referred to a chart showing long term participation trends.

Jacob Clara talked about the 2018 Year in Review, Revenue Breakdown, Golf, Food and Beverage, Administration and 2018 Financial Results.

Clara reviewed the 2019 Budget for:

- Golf
- Ashbury's
- Administrative
- 2019 Budgeted Financial Results
- Sales and Marketing for Golf, Food and Beverage
- Communication and Advertising
- True Review Quality Survey

Commissioner Hix said he liked the fact that they are implementing Kemper systems. Hix said it has taken too long to get there. Hix thinks Kemper is on the right track.

Communication from the Public

None

Executive Session

None

Announcements

Commissioner Hix announced the next Budget Work Shop meeting will be held at 6:00 pm on Thursday, November 15 at Annerino Community Center.

Commissioner Hix said one of things he heard today was cooperation across departmental boundaries. Hix said the district is operating as whole. It's important to the community.

Adjournment

Commissioner Traczek made a motion to adjourn from the budget workshop at 10:45am. Commissioner Allen seconded. All in Favor "Ayes".

Minutes Verification Signature

A handwritten signature in cursive script that reads "M. McCloud". The signature is written in black ink and is positioned above a horizontal line.

**Bolingbrook Park District Board Secretary
Melissa McCloud**

BOLINGBROOK PARK DISTRICT
Budget Workshop and Monthly Workshop Meeting
November 15, 2018

President Hix called the Budget Workshop and Monthly Workshop Meeting to order at 6:00pm. President Hix made a motion to appoint Commissioner Allen as Secretary Pro Tem for this meeting, second Commissioner Traczek. Roll call: Ayes: Traczek, Vastalo, Allen, President Hix. Nays: None. Absent: McCloud. Motion passed 4/0.

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

There were no opening statements by the Board of Commissioners.

Executive Director Ron Oestreich said at the last budget workshop most of the operational areas were covered leaving Capital and CARP for this evening. A lot of work has been done since last Tuesday on the 5 year future plan for the referendum.

Oestreich talked about the district's new capital and referendum related Capital and CARP projects. Oestreich said these projects do not appear in the 2019 budget and work plan because the district was not sure the referendum would pass. Therefore the district budgeted conservatively.

Jim Patula, Superintendent of Projects and Planning and Loss Prevention and Oestreich reviewed: New Capital, Referendum Bond Funded Capital Projects and Capital Asset Replacement Projects (CARP).

Oestreich said the district started the preliminary meetings with, Eric Anderson of Piper Jaffray & Co., the districts bond advisor. Eric Anderson was scheduled to present options at tonight's meeting but needed more time due to all the moving parts to this particular bond issue. Oestreich announced there will be a Special Board Meeting on Tuesday, November 27 at 6:00pm at the Annerino Community. Eric Anderson will be at this meeting to discuss the options for the bonds.

Oestreich said a public facing referendum plan will be posted on the district's website. The plan has goals which demonstrate delivery of referendum items and to manage expected financial impact, and assure high quality and integrity.

Oestreich announced the Project Manager position will be open and posted next week. As Patula transitions toward retirement in May it has been budgeted for this position to begin in January. The idea is to have the new person work with Patula for months before he retires.

The board had no questions or comments.

Communications from the Public – Budget 2019

Alice Murray an employee and resident of Bolingbrook mentioned Jim Patula said he was looking for a grant and asked if the grant has anything do to with the completion of a project and said what if the district is unsuccessful in obtaining a grant. Patula said if the district is successful the project will come in under budget. The district has the money regardless of the grant. If there is no grant available to the district or unsuccessful in our application we can still fund the project fully.

Oestreich said with OSLAD you need to commit the dollars before you can apply for the grant.

Alice asked how the district will communicate to the residents whose parks will be replaced. Kim Smith, Director of Marketing and Customer Care said there will be online formats and meetings with each group as their park comes up. Kim does not have all the details at this time. Communication will happen within 6 months.

Ms. Murray said it sounded like different people were going to be in charge of some of the playground renovations and asked for an explanation. Oestreich said each area has their specific function. The Project Manager will be handling the playground renovations. Renovations with upgrades to pumps, filters and the mechanics of Pelican Harbor will be handled by Cliff Beyer, Buildings Maintenance Manager.

Ms. Murray asked if staff would be taking down the existing playgrounds or will it be contracted out. Oestreich said the district will be working with Kids at Play a company that removes playgrounds. If the playground is usable Kids at Play will ship it to other countries that can utilize the equipment.

Ms. Murray asked if there is anyway community members can follow up on the success or lack of success in using the playground equipment? Oestreich said that information can be provided. Plainfield Park District has used this company with much success.

Final Comments – Budget 2019

Commissioners said great job on the budget.

Commissioner Hix announced the discussion with the bond advisor has been delayed until Tuesday, November 27 at a Special Board Meeting.

Review of Ordinances, Resolutions, Action Items

- Ordinance 18-08 authorizing the disposition by auction of personal property owned by the District.
- Commissioner Al Traczek as delegate to represent Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 26, 2019.
- Resolution 18-15 determining the amount of money estimated to be levied in accordance with the Truth in Taxation Law for the Bolingbrook Park District, Will County, Illinois for the Fiscal Year beginning January 1, 2018 and ending December 31, 2018 at a determined proposed aggregate levy of \$8,711,978 for 2018.
- Resolution 18-14 awarding a contract in the amount of \$63,868 to Midwest Bus sales, Inc. of Kankakee, Illinois for the purchase of a 2019 para-transit shuttle bus.

Review of District Business

Patula reported the Kings Road Extension – per the Village of Bolingbrook this project has been put on hold until December.

Kai Wahlgren, Superintendent of Recreation reported The Bolingbrook Park District's after school program (REACH) is working with the Northern Illinois Food Bank and West Suburban Community Pantry to pilot an online food pantry. The pilot program will offer a variety of grocery items, which can be picked up from four locations. Annerino Community Center is one of the pickup locations. The dates are Thursday, November 29 and Saturday, December 1.

Wahlgren reported the Arts and Craft room is undergoing a transformation in 2019 to make way for a multipurpose room.

Wahlgren invited the Commissioners to the Winter Concert Series to be held on Sunday, December 16 at 1:00 for Dance and 5:00 for Theatre.

Kim Smith announced the Bolingbrook Park District sold its first brochure advertisement. Grove Dental purchased the inside front cover of the Winter/Spring guide for \$1,500. They also signed on for the whole year. Revenue from the advertisement will offset the cost of the brochure.

Communication from the Public

None

Old Business

None

New Business

None

Closed Session

None

Adjournment

Motion Commissioner Vastalo, second Commissioner Traczek to adjourn from the Budget Workshop and Monthly Workshop Meeting at 6:39 pm. 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
November 15, 2018

President Hix called the meeting to order at 7:00pm. President Hix made a motion to appoint Commissioner Allen as Secretary Pro Tem for this meeting, second Commissioner Traczek. Roll call: Ayes: Traczek, Vastalo, Allen, President Hix. Nays: None. Absent: McCloud. Motion passed 4/0.

Commissioners present at roll call: Traczek, Vastalo, Allen, President Hix. Absent: McCloud.

President Hix began the meeting with the Pledge of Allegiance.

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

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

- Workshop Meeting Minutes – October 18, 2018
- Board Meeting Minutes – October 18, 2018

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

Alice Murray an employee and resident of Bolingbrook said she heard there was going to be a minimum wage increase on July 1 for the State of Illinois. Ms. Murray asked if the park district was aware of the increase and how will they handle this.

Executive Director, Ron Oestreich said this is all hearsay for now. The new governor does not take office until January. Oestreich said all areas of the district are well over the minimum wage. Ms. Murray said she heard \$13 as of July 1. Oestreich said in the past they have incrementally increased minimum wage over a several year period.

Commissioner McCloud arrived at 7:04pm.

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director Ron Oestreich said the referendum passed at 62.36% and formally recognized the staff who worked so hard and the board who contributed and worked hard on the referendum. Oestreich also thanked the Independent Friends Group who advocated for the park district

Commissioner Vastalo also mentioned the Citizens of Bolingbrook and their support of our Referendum. Oestreich also thanked that group.

TREASURER'S REPORT

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$439,850.72, subject to audit. Commissioner Traczek 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 Ordinance 18-08 authorizing the disposition by auction of personal property owned by the District. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Hix made a motion to approve Commissioner Al Traczek as delegate to represent Bolingbrook Park District at the annual meeting of the Illinois Association of Park Districts on Saturday, January 26, 2019. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Allen, McCloud, President Hix. Nays: Traczek. Absent: None. Motion passed 4/1.

Commissioner Hix thanked everyone for their hard work on the budget.

Finance and Technology – Commissioner Vastalo reported:

Due to changes in the law in 2016, we are required to approve a resolution determining the amount of money estimated to be levied in accordance with the Truth in Taxation Law 20 days prior to the approval of the levy ordinance. The District's 2018 proposed aggregate levy is 104.98% of the 2017 extended aggregate levy, falling below the 105% limit for Truth in Taxation. This means the District is not required to hold a Truth in Taxation public hearing for the 2018 levy.

Commissioner Vastalo made a motion to approve Resolution 18-15 determining the amount of money estimated to be levied in accordance with the Truth in Taxation Law for the Bolingbrook Park District, Will County, Illinois for the Fiscal Year beginning January 1, 2018 and ending December 31, 2018 at a determined proposed aggregate levy of \$8,711,978 for 2018. Commissioner Traczek seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Under Technology 93 support tickets were completed in September.

Buildings, Grounds and Natural Resources – Commissioner Traczek reported:

On August 8, 2018, the District's 2010 paratransit shuttle bus was involved in an accident. The insurance company estimated repairs to exceed the bus value and the bus was totaled. The Park District received an insurance payment of \$16,443. Being short one bus is a hardship for LCSRA and staff determined it was necessary to replace the vehicle.

Commissioner Traczek made a motion to Approve Resolution 18-14 awarding a contract in the amount of \$63,868 to Midwest Bus Sales, Inc. of Kankakee, Illinois for the purchase of a 2019 paratransit shuttle bus. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Chris Martner, Director of Buildings, Grounds and Natural Resources read the remainder of the BGNR report for Commissioner Traczek.

The Natural Resources, Horticulture, and Turf staff has completed fall planting. A total of 32 trees, 37 shrubs, 16 perennials and about 5000 native plugs (as part of the DuPage River Greenway project).

Fall athletics have completed their seasons and staff has started the repairs to the permitted playing fields and the sandlot fields. Staff has been busy removing invasive species from Winston Woods, Hidden Oaks Conservation Area and DuPage River Greenway. The Community Gardens season has ended and staff will be putting the gardens to bed soon. Thank you to the Bolingbrook Garden Club for assisting the Grounds staff in constructing a second compost bin at the Community Gardens.

Irrigation lines are being blown down in preparation for winter on all athletic fields and water lines at all concession stands have been winterized. Staff has completed the shutdown of the outdoor pools including painting part of the lazy river, and the zero depth pools.

Congratulations to Mike Stamper, Permanent Part Time staff member at BGNR for completing the three day training session and passing the exam to become our newest CPSI. The District now has three certified playground safety inspectors (Ken McEwen, Dave Cluts, and Mike Stamper).

Currently, staff is working with Amber Mechanical to locate and repair leaks within the geothermal system at Hidden Oaks Nature Center. The facility has temporary heaters to maintain constant temps and keep programs and rentals running without too much inconvenience to our patrons.

The indoor pool's music and public address system was ten years old and no longer provided clear music and public address announcements. To improve safety and enhance our customers listening experience the wiring, speakers and amplifier was replaced with updated and upgraded equipment.

Recreation & Facilities – Commissioner Allen reported:

- Martial Arts has completed enrollment for this fall and SportsKids classes just started their 2nd session.
- The Illusions Gymnastics Team will host a state meet on December 2. REACH grew from September by four (4) students. Staff is looking at new single-day options to increase revenue and increase exposure to those families at each of the five (5) VVSD sites.
- During the month of November, the 4 year old and Pre-K classes will take a field trip to Fire Station #5.

Fitness

- Membership sales came in short of the months expectations.
- Silver Sneakers and Prime membership continues to grow.
- Lifestyles will be bringing on 2 trainers in late November.
- Lifestyles Fitness Center will open their doors at BRAC only on Thanksgiving Day from 7:00 am to 12:00 pm, offering free workouts and lap swimming.
- Lifestyles will have donation bins out in the fitness center and classrooms to collect for November's annual Food Drive.

Aquatics

- New annual membership sales finished above expectations for the month.
- Currently the swim team has 88 athletes on the roster.
- Swimming with Santa on December 22.

Museum

- Nature staff hosted 4 birthday parties this month.
- Staff taught 4 EE programs this month.
- Ten groups visited Oaks this past month.

Special Recreation (LCSRA) – Commissioner McCloud reported:

LCSRA participants and families will celebrate the holiday together, along with the Knights of Columbus, on Saturday, December 8 at the 28th annual Christmas Party.

The Concession Stand and bake sale fundraiser brought in \$1,000 for the scholarship fund.

LCSRA has partnered with Special Olympics Illinois for the Special Olympics Revenue Sharing fundraiser. Raffle ticket sales kicked off on November 1. LCSRA has 1,000 tickets to sell, with each ticket costing \$5. The drawing will be held on May 4 at the Special Olympics Spring Games with prizes of \$500, \$250 and \$100. Winner need not be present.

On Sunday, November 18, a group of 10 from LCSRA will cheer on the BEARS when they play their Division rivals, the Minnesota Vikings at MONGO's in Romeoville.

A Taste of Theatre has launched this past month with 6 participants, 5 of which are new to our theatre experience. Participants will have an opportunity to “taste” several of our previous plays, learn basic acting, singing and dancing and finally put on a brief performance. The performance will be held on December 11, please look for further details coming soon.

On Saturday, November 17, the LIONS Floor Hockey Team will compete in the Special Olympics State Floor Hockey Tournament at Northeastern University.

On Saturday, November 17, the LCSRA Swim Team will compete at the 40th Annual SEASPAR/Kiwanis Club Swim Meet at Downers Grove North High School.

LCSRA Special Olympics Basketball started on Tuesday, November 6. Registration maxed out at 36 participants, forming three teams for the season: Lions, Lions 2 and Lions 3.

LCSRA athletes will compete at the Special Olympics STATE Bowling Tournament and the FVSRA Invitational Swim Meet on Saturday, December 3.

Marketing – Commissioner McCloud reported:

Bolingbrook Park District has sold its first brochure advertisement. Grove Dental has purchased the inside front cover of the Winter/Spring guide for \$1,500. Revenue from the advertisement will offset the cost of the brochure.

The marketing team has finalized the plan to improve information center and the general common space at the Annerino Community Center along with the board room. Phase one of the plan will be completed in December followed by phase two in January. The third phase will include updates to program rooms and be included in the 2020 budget.

A new version of the Bolingbrook Park District logo has been released. This version is consistent with the Bolingbrook Park District brand, but offers a circular option to the mix. You may start to see it appear on apparel, etc.

Golf Course & Ashbury's – Commissioner McCloud reported:

Due to the early submittal of the Board Report, the Preliminary Financial Report for October was not available from KemperSports. Staff will report on October and November in the December report.

Upcoming events: Breakfast with Santa-December 15 at Ashbury's. Other sports specials are also being offered for Monday Night Football.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Hix announced a Special Meeting will be held on Tuesday, November 27 at 6:00pm at Annerino Community Center. The purpose of the meeting: to discuss referendum bonds.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner Vastalo to adjourn from the regular board meeting at 7:21pm. All in favor "Ayes".

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Melissa McCloud**