

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center**  
**Budget Workshop – Tuesday, November 10, 2020**

Vice President McCloud called the meeting to order at 5:30pm. Roll call: Andrews, McCloud, Allen, President Vastalo. Commissioner Hix arrived to meeting at 5:32pm.

Commissioner McCloud began the meeting with the Pledge of Allegiance.

**Board President Opening Comments:**

President Vastalo said she appreciates what staff has gone through this past year. Vastalo said she appreciates all the hard work that has gone into the budget preparation. It may not be ideal but she knows staff did the best they could to protect the district.

**Executive Director Introduction of Budget 2021:**

Executive Director Ron Oestreich thanked the board and staff and welcomed everyone to the Budget Work Shop for 2020 and 2021.

***Positive Outcomes for 2020:***

- Completed the Community Wide Survey
- LCSRA merged with Northern Will County Special Recreation Association to form a four community SRA.
- Completed the Comprehensive Recreation and Facilities Plan
- Replaced five playgrounds
- Completed the Pelican Harbor and Lazy River Island Project
- 95% complete with the BRAC renovation project
- Received notification of an OSLAD grant award for Century Park
- Received \$104,000 from the 2014 Museum grant that was frozen

***Challenges from 2020:***

- Property tax revenue from 2019 to 2020 projected – lost about \$273,000
- Programs and Services projected to lose \$3.7 million
- Property Tax revenue shortage from 2019-2020 of about \$490,000 this is about a 5% reduction in collections.
- From 2019 to 2020 nearly \$2 million dollars in revenue shortage
- Programs run in 2019 from January 1 to October 31 (3,221 programs), 2020 (601 programs).
- Program Participation in 2019 from January 1 to October 31 (105,700 participation), in 2020 (10,550 participation.)
- Canceled: WOYC, Parkie's Pool Party, Parkie's 5K, Fall Fest, Craft Show, 3 Fishing Derbies, 5 Internal Golf Outings, 10 Restaurant Events, Preschool Graduation Ceremonies, 15 Senior Trips, Trackless Train and Portable Climbing Wall for events, Block Parties and 5 Playground Opening Events, and opening of the new Pelican Harbor Island. Closed Hidden Oaks Nature Center from March 16 until now, closed LifeStyles at ACC from March 16 to now, Annerino Community Center and BRAC were closed from March 16 to June 15, Pelican Harbor was closed from March 16 to July 16 and Boughton Ridge Golf Course was closed from March 16 to April 30.
- Part-time staff on furlough from April 8 to June 16 (321 staff), from June 16 to July 16 (about 255 staff), July 16 to August 30 (189 staff) and August 30 to October 30 (251 staff) this totaled 960,000 in savings in payroll and doesn't include money that the district is paying out for unemployment.
- Hiring freeze for full time staff since March 16. Through October 31 we have 10 vacant positions totally \$314,000. Put in place a raise freeze for all full-time staff totally \$120,400. This resulted in a total of \$434,000 in full time staff savings.
- Departmental reductions totaling \$899,000 in expense management for just the facilities and all business units.
- Total estimated expense reduction for 2020 is nearly 3 million dollars.

### ***Bolingbrook Park District Plans for 2021:***

- Executive Director said Debbie Chase, Director of Business and Technology and Tricia Dubiel Superintendent of Business and Finance will be rolling out some unique and creative ways to manage our 2021 budget. The district is projecting not to collect 95% property tax revenue instead of the usual 99%. We are also projecting a conservative revenue approach to all of our facilities and programs.
- We will continue the district's expense management measures and continue with a hiring freeze for all full-time staff with the exception of 3 (NHRT Manager, NR Crew Leader and possibly the Dance Program Manager).
- Full time Exempt staff (supervisory) will continue with a raise freeze through 2021, with an option to adjust in 4<sup>th</sup> quarter if finances allow.
- Full time Non-exempt (hourly) staff will be eligible to receive a 1.5% merit increase.
- Part-time staff will continue to be furloughed until needed.
- Continue with Referendum Projects
- Not funding CARP in 2021

Oestreich thanked this team and said this has been a difficult year. Staff have been creative, strong, honest, and communicative and worked well as a team. Oestreich said it has been a rewarding experience to lead this group through these very trying and unprecedented times.

### **Director of Business and Technology:**

Debbie Chase, Director of Business and Technology talked about how the district will be focusing on rebalancing the district's financial structure by:

- Limit 2021 employee development
- No 2021 holiday party or All Staff Training
- Eliminate many of the 2021 community events
- Remove chargebacks from Aquatics and Fitness business units
- Remove all CARP 2021 transfers
- Redistribution of property taxes across all fund

### **BPD Financial Overview: Tricia Dubiel, Superintendent of Finance**

The focus in this budget was to mitigate the pandemic impact on the operational portion of fund balance while ensuring the compliance of the District's commitment to the community of a five-year referendum project plan and the bond issuance covenant. The goals are very different from one another and equally important.

- The operating fund balance is an indicator of financial stability and is a main source of funding operations during the first five months of the year prior to the receipt of property taxes, one of the main components of revenue, traditionally making up about 55% of total revenues.
- During 2020, the loss of charges for services is estimated to be \$3.5 million, mitigation actions have been taken to decrease budgeted expense minimizing the loss to a projected \$45,000.
- The projected operating bottom line is about \$520,000 which includes a \$475,000 payout of the LCSRA fund balance to the NWCSRA.
- There is much uncertainty surrounding District operations due to the pandemic. The 2021 budget assumes a progressive increase in charges for services and expenses have been budgeted to mitigate loss of operating fund balance to \$85,000.
- The budgeted operating bottom line deficit is \$115,000 which includes the final payout of the LCSRA fund balance to NWCSRA of \$30,000.
- Operations will be closely monitored during 2021 and mitigation actions will be adjusted accordingly to mitigate the loss of fund balance. The Budget and Appropriations ordinance was approached differently from prior years with the vision of best-case scenario and is based on historical trends of expense activity.
- The capital fund balance reflects the balance of the referendum bond proceeds.

- When the \$14 million of referendum bonds were issued, the District committed to completing a five-year capital project for the community and a legal covenant to spent 85% of the proceeds within a 3-year period or \$10.5 million by 2/22/2022.
- This project plan began in 2019 and while the pandemic shut down facilities and significantly decreased programming, the referendum project plan had to continue to move forward to meet these commitments.
- The District projects to spend \$6.6 million of the proceeds during 2020 bringing fund balance to \$6 million and has budgeted to spend \$3 million during 2021. We are on track to meet the commitments.
- Lastly, the Tax Levy Ordinance is designed to capture the growth allowable under The Property Tax Extension Limitation Law (PTELL). The aggregate levy of \$9,022,608 is an increase is 4.98% from the prior years aggregated extension of \$8,594,597. The District does anticipate a decrease in the tax rate from .5050 in 2020 to .4709 in 2021 due to an increase in EAV.

**Board Questions/Comments:** None

**Business and Technology Overview:** Debbie Chase, Director of Business and Technology:

Chase said last year she presented a 3 Year Plan, but due to the pandemic the plan has been re-adjusted. Some things in the plan had to be accomplished. Chase highlighted a couple of things that were on the plan that were started:

- Cyber Security Policy – the policy is completed, but in review-not approved yet.
- The Business Continuity and Disaster Recovery Succession Plan is 50% complete.
- Started working with Financial Analysis Software-will bring more to the board in the future

Required items that had to be completed in 2020 and are continuing into 2021:

- Training on new Incode Purchasing Module
- New Email Filter
- IP Subnet Reconfiguration
- Wireless Network Upgrade
- New Antivirus Software
- Financial Software transition to new servers
- Network UPS System Upgrade
- Phone System Upgrade

Chase also discussed the many adaptations made by the Business and Technology Team to assist in the ever changing operational landscape in 2020.

- Mandated Closure
  - Minimal hardware needs to adapt
  - Remote communications a strength
  - Expanded bandwidth
  - Zoom meetings
- Business Services
  - Accounts payable processed remotely, printed on-site
  - Accounts payable remote support
  - Payroll processed remotely, printed on-site
  - Month end processed remotely, printed on-site
  - Refunds printed on-site
- Technology Services
  - Remote support for staff
  - Refunds processed remotely
  - Brochure updates, change and additions handled remotely
  - Recommend/Set up/Monitor Movie Night projection technology
  - Trips module for scheduled visits
  - Resident ID process revamped

**Board Questions/Comments:** None

**Recreation and Facilities Overview:** Mike Baiardo, Director of Recreation and Facilities

***Recreation and Facilities Comprehensive Plan 2021-2022***

Mike Baiardo presented the Recreation and Facilities Comprehensive Plan 2021-2022. Mike said the plan was supposed to be a 3 to 5 year plan, but due the pandemic the Recreation and Facilities Division adapted to a two-year plan in order to make fast and flexible operational adjustments.

The plan is divided into 6 Phases:

- *Phase 1:* Preparation – create a vision for Recreation and Facility Services
- *Phase 2:* Internal R&F Input and Planning – gathering the R&F Department SWOT analysis and each business unit did their own SWOT analysis. Created a vision statement and department values (strategized, collaborate, implement and evaluate).
- *Phase 3:* External Input: gather external (outside R&F department) from: Community, Customers, Operations Team, and Board of Commissioners.
- *Phase 4:* Determine Commonalities that drive Initiatives – compiled data and determine reoccurring input from internal R&F input, external input from Board, Leadership/Management Teams and the Community Wide Survey. This created the Comprehensive Plan Goal and Objectives within the Comprehensive Plan.
- *Phase 5:* Setting Priorities, Goals, and Objectives (quality, equality, engagement, stewardship, accountability). These came from the external/internal and the customer driven input.
- *Phase 6:* Setting a final Work Plan for each Initiative

**Board Questions/Comments:** Commissioner Andrews asked about doing some programming for the skate parks. Andrews does not see much activity at the Skate Plaza by Annerino. Commissioner Andrews suggested updating to draw bigger crowds. Baiardo said programming might be an option in the future.

**Recreation Division Overview:** Kai Wahlgren, Superintendent of Recreation

*Recreation Services and events:* Many services were cut in 2020 due to the pandemic (train and wall, block parties, visit your local parks). Some services were modified (concert series-performed on a closed stage-eventually the concerts were performed outside). *2021 Initiatives:* offer smaller family, friendly special events (offer 4-6 movies in the parks and concert series at Village Hall).

*Preschool:* Adjusted to the “new normal” this fall. Kids wearing face coverings, new adaptive class sizes, and implemented safety protocols. Preschool had a total of 60 children at three different sites. *2021 Initiatives:* add a non-refundable registration fee, gradual increase in preschool, evaluate the current lottery system, evaluate the structure of preschool camps.

*Gymnastics/Cheer/Ninja:* 2020 brought in a new manager and new ideas.

*2021 Initiatives:* research future space for gymnastics, evaluate all the programs, rebuild the cheer program.

*Dance:* 2020 was a year of change. DanceForce went through some structural changes, went through a significant decline in enrollment, Manager of Dance left the district,

*2021 Initiatives* – evaluate our competitive dance teams, revamp/rebuild DanceForce, revamp the PowerDance program (get back in the schools), revise curriculum and evaluation process of the dancers and the program.

*Athletics:* 2020 was the year of restrictions and mitigations. Athletic manager has been creative and finding ways to get his leagues to run. The district was able to offer a lot of softball leagues.

*2021 Initiatives* – offer Triple-A USA leagues and tournaments, Season kick-off in April, themed tournament in October, create an in-house sports academy, research the feasibility to move some of the BAC in-house leagues under the park district operations.

*REACH: 2020* was going well, then everything shut down. Eventually offered an all-day REACH program.

*2021 Initiatives* – continue to offer an all-day REACH program, become a Department of Child Services certified program (this will bring in additional participation and funding)

*Day Camp: 2020 Camp Connections.* Created pods, tried to keep camp outside, smaller groups, separate supplies. We used to average around 300 kids per session, per week. We went down to 40 kids per week. Did curbside drop off/pickup, worked hard to come up with strategies and protocols to meet the change and needs of the pandemic. Kept staff safe.

*2021 Initiatives* – move camp back to BRAC, restructure camp, possible new name, rebuild the program back up. More hands on with training.

**Board Questions / Comments:** Commissioner Vastalo said in regards to taking over the in-house leagues, a lot of coaches are going to want to assess those players to encourage them to go into traveling teams. Vastalo suggested having a day, towards the end of the season, so the coaches can review the players.

Vastalo also suggested day camp have a scavenger hunt.

No other Board comments.

**Facilities Division:** John Chase, Superintendent of Facilities

### *2021 Aquatics*

- New entrance to the indoor complex will improve guest services
- Improve Staff Rotation structure – change the rotation structure to reduce the number of guards at the beginning and end of the rotation. This will save the district money, yet still make sure we provide a safe environment.
- Modifying the summer training plans for the staff. We will no longer certify park attendants (staff who work the top of the slides).
- Investigate online memberships.
- Memberships return in January – expecting 50% of the 2020 budgeted amount for our budget in memberships in 2021.
- See a slower growth in the private/semi private lessons and group lessons.
- Daily admission cost will go up \$1.
- Increasing parties, lessons, and rentals to cover increased wage cost. (Parties and rental will begin in April).
- Keep concessions simple.

### *2022 Aquatics*

- Investigate private public partnerships to offer free swim lesson programming through schools during off hours.
- Explore concessions in the expansion building to serve the back half of the park.

### *2021 Fitness*

- Rebranding LifeStyles – new logo for fitness
- Focus on family fitness – open fitness center to give kids (age 11) the opportunity to be in the fitness center.

- Transition fitness memberships to a no-commitment membership. According to International Health and Racquet Sports Association 87% of fitness facilities to not have time commitment to their memberships anymore.
- Simplify the membership structure – going from seven membership types to four. Less confusion and much easier to manage and maintain.
- Continue to connect in-person and virtually. Add a virtual component to memberships – add group exercise schedule, add wellness, mindful and nutrition content.
- New selectorized equipment.
- Memberships return in January - expecting 50% memberships of original 2020 budget and 60% of Silver Sneakers back in 2021.
- Slower growth in personal training.
- Eliminate 2 part time coordinators. Reconfigured the Aquatic Assistance roll to support both fitness and aquatics.
- Added fitness attendant role to keep the facility cleaned.
- Closed the fitness center at Annerino Community Center. The space will be used to generate more revenue.

#### ***2022 Fitness***

- Replace treadmills.
- Investigate alternative uses for the LifeStyles desk area.
- Explore unbundling fitness center from group exercise.

#### ***2021 Hidden Oaks and Lakes***

- Facility-independent outdoor programming – since June we have been running outdoor programs. Don't necessarily need a building to run outdoor nature programs.
- Continue to emphasis on higher margin opportunities that we can do in the facility (group programs, group rentals, parties, overnights).
- New events: Turtle sales, Tails and Trails, Cider Stroll (adult program).
- Garden plots sales online.
- Lake improvements
- Eliminate permit fees allowing for anyone to fish Hidden Lakes. Planning to still have Bait Shop operational and will stock ponds 4 times per year for Derbies.
- Bring day camp back in 2021
- Potential new operational direction

#### ***2022 Hidden Oaks and Lakes***

- Grow facility-independent outdoor programming
- Explore alternate day camp programming to reach a wider audience
- Establish a permanent archery range

#### ***2021 Adult Trips***

- 2 adult trips planned: Mackinac Island in fall of 2021 and Italy in March of 2022

**Board Questions/Comments:** Commissioner Allen asked what happened to the pumpkins after the Pumpkin Shoot Event. John said staff tossed them out into the grasslands for the animals to feed on.

Commissioner Hix said he did not follow the logic in eliminating the fishing permit fees and not stocking the ponds. John said they are still going to stock the ponds, but only for fishing derbies. John said they stocked 500 lbs. of fish for the derbies. There were probably 50 lbs. of fish that were caught at the derby resulting in about 450 lbs. of fish left for people to catch.

The board had no more questions or comments.

#### **Communication from the Public**

None

**Executive Session**

None

**Announcements**


None

President Vastalo announced the next budget work shop will be Thursday, November 12 at Annerino Community Center board room and via Zoom starting at 5:30pm.

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the budget workshop at 8:05pm. Commissioner Hix seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo.

**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**  
**Budget Workshop – Thursday, November 12, 2020**

President Vastalo called the meeting to order at 5:30pm. Roll call: McCloud, Andrews, Allen, President Vastalo. Commissioner Hix arrived to meeting at 5:32pm.

Commissioner Vastalo began the meeting with the Pledge of Allegiance.

**Board President Opening Comments:**

President Vastalo stated she knows staff put a lot of work into the budget. Vastalo said it has not been an easy time and the board appreciates it.

**Executive Director Comments:**

Executive Director Ron Oestreich reviewed several items from the November 10, 2020 budget work shop meeting.

Oestreich addressed follow up questions from Commissioner Andrews regarding fitness:

- ***Why are we closing LifeStyles at Annerino Community Center?***  
Oestreich said the use of LifeStyles at ACC was very minimal throughout the day. Average attendance was 25 people per day. Looking for additional program space and having the room as a multipurpose space will have a greater impact. Oestreich said it is our goal to utilize that space more for general programming, such as growing the theatre program. The space can also be used for indoor rentals. The focus on one fitness center location reduces overhead and capital expense for the fitness operation which has been struggling for years.
  
- ***Will we be eliminating jobs by not staffing the LifeStyles desk at BRAC?***  
Oestreich clarified that the BRAC front desk will now serve as the check in point for LifeStyles and the indoor aquatic desk will be staffed by a customer care representative because that will be the busier desk.
  
- ***Are we still trying to attract corporate memberships?***  
Oestreich said yes, that never stopped. With the Aquatic/Fitness Program Supervisor in place it will free up the Facility Fitness Manager and the Aquatic Manager to pursue corporate memberships once we are fully open again.
  
- ***Are we going to have enough room for all the fitness equipment at BRAC?***  
Oestreich said the footprint of using the fitness center and gymnasium will likely continue in the near future and the selectorized equipment that is being purchased has less pieces than we currently have now. This will allow for more spacing.
  
- ***Are we really allowing 8-year old children to work out in the fitness center (it may make members uncomfortable)?***  
Oestreich said we are extending the membership to 11-year old's because they are too old to be in the childcare room and don't want them sitting alone in the lobby. The plan is to offer memberships to 11 years and up, but will also be having the family fitness days that may result in an 8-year old on the equipment, but only with a parent next to them.



John Chase, Superintendent of Facilities explained the replacement of the selectorized equipment to the board. Chase said the equipment is 15 years old and it is time to turn the equipment over. Chase is proposing to update equipment with one of Lifefitness brands, Hammer strength. Their service and quality are unmatched in the industry. Chase presented slides of the equipment.

Oestreich is asking the board for direction to continue with the process of purchasing this equipment. Oestreich said we would like to purchase it with an approval at next week's board meeting.

**Board Questions / Comments:** Commissioner Allen asked if the purchase of equipment under capital replacement? Oestreich said yes. Commissioner Allen also asked how low is membership this year due to Covid? Chase said memberships are not turned on at this time and we are not auto renewing memberships. Chase said there has been a decent amount of traffic through the fitness center. Oestreich said we are targeting both fitness and aquatics at a 50% membership return. Chase said he is not anticipating an increase in memberships because of the new equipment.

The board had no further questions.

**Marketing and Customer Care Overview:** Kim Smith, Director of Marketing and Customer Care

- Celebrating Bolingbrook Park District's 50<sup>th</sup> Anniversary during the pandemic
- Highlight video featured all year on social media, website and facilities
- Photo booth feature at Winterfest
- Videos and photos featured throughout the year
- Moved production of seasonal guide to a digital format and developed key information pieces sent to every home.
- Used every free communication tool possible to showcase the work of the Bolingbrook Park District team during the pandemic and continue to tell the story of the referendum projects.

2021...A fresh Start

- Continue with the digital guide and launch Bolingbrook Park District News. We are adding a newsletter format which will be sent to all homes. This will allow us to reach residents six times a year. This will result in a savings of \$30,000.
- Design, build and launch new Bolingbrook Park District website. Projected launch date October of 2021. Goals for the new site include:
  - Meet all current web best practice standards
  - Incorporate online proof of residency options
  - Ability to schedule appointments using VSI software
  - Member tools area with member only content
  - Improved sales funneling system that can be used for multiple business units
- Roll-out new logo and branding for LifeStyles Fitness.
- Desk operation changes to BRAC – desk operations will transition from the Lifestyles desk to the Pelican Harbor desk. The benefits of moving the location to Pelican Harbor are:
  - Aquatic patrons will be greeted by a Customer Care Representative as they enter through the aquatic doors to BRAC.
  - Ability to monitor traffic and assist customers better in the pool area
  - The fitness desk may be used by the training team to open up an opportunity for a stretching area for members.
- Host a community event to bring the public back to our facilities and showcase BRAC. BRAC will be 25 years old next year. The theme will be "*BRAC JAM*". More to come.

**Board Questions / Comments:**

Commissioner Vastalo said one of the things she liked about the brochure is the list of all the parks. She would go to many of the parks with her grandkids. Vastalo said if we lose the brochure we should still include park sites in the newsletter. Kim Smith thanked Commissioner Vastalo for her feedback.

Commissioner Hix asked what are we doing to validate residency. Kim Smith said right now they have to show their driver's license and we are now working on what is the best way to solve proof of residency.

Commissioner Andrews said she appreciates everything staff does.

The board had no further questions.

**Buildings, Grounds, Natural Resources Overview: Chris Martner, Director of Buildings, Grounds, and Natural Resources**

In 2020 the BGNR department completed the schedule as was presented last year in the budget work shop.

**What's new in 2021**

- Fuel tank replacement
- Boughton Ridge Golf Course irrigation pump – new system – replace motor and pump
- Replace Truck #19 Ford F250 Crew Cab with like truck
- Replace Kubota Tractor and 15' All flex mower deck
- Replace 13 VFD motors at BRAC

**Buildings**

- Continue to conduct field light maintenance for permitted athletic fields
- Complete contracted facility inspections: backflow, boilers, elevator, fire suppression systems
- Complete annual maintenance to indoor pool during shutdown
- Paint the outdoor pool surfaces in the plunge pool and the zero-depth pool
- Complete normal preventive maintenance for the safety/performance of our facilities

**Grounds**

- Assist with the removal of playgrounds due for replacement
- Continue to contract out the installation of safety surface material for playgrounds
- Purchase a plate compactor (used to repair ball fields, asphalt, paver patios)
- Purchase materials and prepare all athletic fields for permitted play
- Complete regular inspections and repair to playgrounds and trails
- Continue to remove snow/ice from park properties

**Natural Resources, Horticulture, Turf**

- Hire Natural Resources, Horticulture, and Turf Manager; NR Crew Leader in 2<sup>nd</sup> Quarter
- Continue to contract mowing for the River Hills and Prairie Trails Parks
- Plant annual flowers and trees/shrubs/perennials
- Mow the ComEd Greenway areas in-house – 3 times a year
- Contract turf fertilization and weed control for park properties
- Complete prescribed burns to approximately 50 acres
- Complete winter clearing of invasive woody plants

Executive Director Ron Oestreich reiterated to the board at the last work shop that the district would be freezing exempt staff for the remainder of 2021. Oestreich mentioned the district would not be extending that to the non-exempt (hourly) full time staff. This encompasses all of the BGNR staff who are hardworking and lower on the salary and wage matrix. Instead of a 3% merit increase they will be eligible for a .5% merit increase.

**Board Questions / Comments: None**

## **Capital and CARP 2021- Chris Corbett, Superintendent of Projects and Planning**

- Playground replacement 2021 (year 3 of 5) – Ivanhoe Park, The Forest, Plimmer Park & Drafke Park (all parks expected to be completed by end of July). We will use “Kids Around the World” for removal of park equipment that they deem re-usable.
- ADA improvements to be performed at all four playgrounds with larger improvements at The Forest, Drafke and Ivanhoe.

### **Annerino/Central Park Asphalt Replacement**

- The project involves removal and replacement of all asphalt at Annerino Community Center, Central Park, and Buildings and Grounds front and back. Working with Engineering Resource Associates (ERA). The project will go out to bid early February with Board action in March of 2021.
- Working on drainage issues in conjunction with the Village of Bolingbrook.
- Anticipated completion of entire project is July of 2021

### **Annerino Sensory Room**

- Relocated sensory room to the old childcare room. It was originally going to be in the Arts and Crafts room.
- In the process of working with NWCSRA and their focus groups to get a finished product (designs) that will benefit their clientele. Engineered drawings expected to be completed in the first quarter with Village approval also in the first quarter. Anticipated construction – second quarter.

### **Grant Submittals:** Submitted three separate grants for three different projects:

1. *Century Park OSLAD Grant* – approved in 2020 (\$400k). Awaiting 1<sup>st</sup> payment from State (\$200k). Construction to begin April 2021, completion by the end of September 2021.
2. *IDNR Bike Grant – Bike Trails* – obtained the Wetland Bank property. Working with Upland Design and the US Army Corps of Engineers to get the bridge in place. Received approval from the Village for Veterans Parkway crossing. Drafke Park (2021 playground replacement) access from bike trail to new playground. Close to finalizing the right of way to connect N/S along Weber Road from Will County Highway Department. Construction start in May, completed in September of 2021.
3. *IDNR Museum Grant* – Hidden Lakes Educational Pavilion – this is a fully funded 100% grant. Awaiting approval. The grant would be used for the following:
  - Current bait shop would be removed and replaced with 26x40 wood pavilion with gable which would be connected to the DuPage River Greenway.
  - New bait shop, flushable restrooms, storage, educational classes, exhibits in front of shelter with picnic tables.

Corbett briefly reviewed other minor project items for 2021.

### **Board Questions / Comments:** None

### **Boughton Ridge Golf Course and Ashbury’s** – Jacob Clara, General Manager and Vince Juarez Regional Operations Director for KemperSports reported:

Mr. Juarez talked about the effects Covid-19 had on the golf course, and the food and beverage area.

Jacob Clara reviewed the 2020 Year in Review, Revenue Breakdown, Golf, Food and Beverage, Administration and 2020 Financial Results.

Jacob Clara reviewed the 2021 Budget for:

### ***Golf***

- Green fee rates – modest increase \$1 for all rates. Have not been increased since 2017.
- Continue to use third party vendors; GolfNow, TeeOff.com and GolfMoose
- Drive rounds especially during non-peak season
- Successful GolfMoose campaign in 2021
- Build on creative golf events – 10 budgeted events planned in 2021
- Drive booking of non-peak tee times with combined golf and food and beverage packages

### ***Ashbury's***

- Budgeted increase of 180 banquet events vs 2020.
- Gradual return to large-scale events and social gatherings.
- Budgeted increase of 24 creative events vs 2020. Events: Wine Tastings, Country Music Nights, Comedy Nights, Holiday Buffets.
- Banquet menu updates based on 2020 product mix data.

### ***Sales and Marketing for Golf***

- Drive golfers to BRGC with paid ads, direct links on social media posts and eblasts.
- Every tee time booked online = additional subscriber.
- Third party providers – ongoing programs with GolfNow and TeeOff.com
- Off-peak season campaign with GolfMoose.
- Golf outings – flat rate, food and beverage inclusive golf outing menu, outbound approach with Golf Professional.
- League play – positive feedback in 2019 and 2020 despite schedule alterations = momentum in 2021.
- Increase awareness of golf events with scheduled paid ads, social media posts, eblasts.

### ***Sales and Marketing for Ashbury's (Food and Beverage)***

- Increase frequency of successful events
- Increase awareness via paid ads, social media posts and eblasts.
- Return to hosting Holiday events.
- Banquets & Special Events – dedicated wedding, banquet, meeting and catering menus more comparable in the marketplace.
- Outbound Sales – Celebration of Life Events – Ashbury's binders delivered personally to 10+funeral homes throughout the community.
- A La Carte – revised menu in 2020 resulted in less waste, positive feedback regarding food quality.
- Continue successful Chef's Specials and Feature Cocktails.

**Board Questions / Comments:** Commissioner Andrews said she appreciated Jake and this team's diligence to keep things going.

The board had no further questions.

### **Communication from the Public**

None

### **Executive Session**

None

**Announcements**

Executive Director asked the board if there is a need to continue with a budget work shop at 6:00pm on Thursday, November 19. Commissioner Hix asked if there were any open items. Oestreich said no. The board agreed it was not necessary for an additional Budget Workshop meeting next Thursday.

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the budget workshop at 7:29pm. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo.

**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**  
**Workshop Meeting Minutes**  
**November 19, 2020**

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

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

**District Operations and Activities Update**

Executive Director Ron Oestreich reviewed the following Resolutions and Ordinances:

- Resolution 20-29 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 Levy Year beginning January 1, 2020 and ending December 31, 2020 at a determined proposed aggregate levy of \$9,022,608.
- Ordinance 20-06 authorizing the Bolingbrook Park District to make changes to Section II (Definitions) and Section III (Guiding Parameters) of its existing Fund Balance Policy.
- Resolution 20-30 approving a contract for civil engineering and surveying services (Engineering Resource Associations, Inc.) Commissioner Hix asked if the area behind BJ Ward is included. Chris Corbett, Superintendent of Projects and Planning said it only includes Recreation Drive and the end of the school's access road.
- Resolution 20-31 authorizing the purchase of fitness equipment for Lifestyles from LifeFitness (Rosemont, Illinois).

**Operational Updates**

Debbie Chase, Director of Finance and Technology updated the board on the recent changes to the 2021 Budget in the Capital and Museum fund.

Terri Tamer, Superintendent of Human Resources reported unemployment statistics:

- 320 part time staff were put on furlough this past April. In the second quarter when covid started we had 126 staff qualify for unemployment totaling \$122,829. This amount was reimbursed during the third quarter through the Cares Act. They covered 50% and the other 50% was covered by IDES. In the third quarter we have 113 staff that qualified for unemployment totaling \$114,018.50. We are awaiting word in the fourth quarter to see if we qualify for reimbursement as we did in the third quarter.
- In the summer of 2019, at the high point of employment, we had 506 part-time staff working and in 2020 we had 129 part-time staff working at the same time period.

Tamer thanked the Unemployment Consultants working through PDRMA.

Chris Corbett, Superintendent of Projects and Planning said the Village of Bolingbrook is going to be requesting an Easement through Prairie Trails Park to put in a watermain line for the Ready, Set, Ride property to the south of Prairie Trails Park. The Village is needing to get additional information and items resolved (annexation of property) before they can officially request the Easement from the Park District. As soon as the Village resolves their issues behind the scenes, staff will be recommending approving an Easement to the Village for the installation of this watermain.

Oestreich said he was approached by Pulte Homes regarding a complex at the corner of Hassert and Essington. As part of the development the park district will receive a land and cash donation. The new development will include a 4.85-acre park site and a 214 home complex. The average sale price projected for the homes is \$522,000. Pulte is constructing the park. Oestreich presented 2 designs of the park. Board members made their comments. Oestreich made note and will pass along to Pulte Homes. Oestreich said this will be the district's 51<sup>st</sup> property in our 51<sup>st</sup> year.

**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 6:46pm. Commissioner Andrews seconded. Roll call: Ayes: Andrews, McCloud, Hix, 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**  
**November 19, 2020**

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

President Vastalo began the meeting with the Pledge of Allegiance.

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

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

- o Work Shop Meeting Minutes of October 15, 2020
- o Board Meeting Minutes of October 15, 2020

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

Executive Director Ron Oestreich recognized Commissioner Hix and Commissioner Vastalo for their wonderful years of service and for the Park District's 50<sup>th</sup> Anniversary.

Oestreich introduced Peter Murphy from IAPD and thanked him for attending the via Zoom. Peter Murphy presented the Bolingbrook Park District with a Resolution from the IAPD Board of Trustees recognizing the districts 50<sup>th</sup> Anniversary. Peter Murphy read the Resolution. Oestreich presented the Resolution to the Board.

Peter Murphy recognized Commissioner Jerry Hix who is celebrating his 37<sup>th</sup> year as a Park Commissioner and Commissioner Sue Vastalo who is celebrating her 25<sup>th</sup> year as a Park Commissioner. Peter Murphy said it was an honor to recognize both Jerry and Sue. Commissioner Hix and Vastalo thanked Peter Murphy.

Commissioner Hix commented that former Commissioner Al Traczek also served 32 years on the Board.

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

Commissioner Hix said he had two different people stop him at the fitness center and congratulated the district on the construction progress. They are looking forward to the facility being completely opened.

**ATTORNEY'S REPORT**

None

**LEADERSHIP TEAM REPORT**

Oestreich introduced Christy Sorenson, Program/Event Manager who recognized long time employee Kathy Storch. Christy announced Kathy is moving out of state and will no longer be teaching her amazing cooking and art classes that she has done since September 20 of 1994 when she was hired. Over the years Kathy has taught over 375 children. She also began offering adult programs including drawing and



stained glass. Kathy is one of the most creative, patient teachers Christy has ever had the pleasure of working with over the years at the Bolingbrook Park District. Kathy thanked everyone.

Oestreich thanked Kathy for her years of service and wished her the best of luck.

Commissioner Andrews also thanked Kathy. Commissioner Andrews said her daughter was in some of Kathy classes and Kathy even had a special birthday party for her.

Oestreich announced the district received notice that we were awarded \$505,000 in an IDNR grant for the bait shop and outdoor pavilion at Hidden Lakes. Oestreich thanked Chris Corbett, Superintendent of Project and Planning for putting the grant together for submittal. This is a 100% grant fully funded by IDNR Museum fund.

Due to Covid-19 Phase 4, Tier 3 the district will be closing and cancelling some things.

- REACH extended care is moving to BRAC
- Dance specialty classes are suspended, but DanceForce instructional classes will be running virtually.
- Gymnastics, Cheer and Ninja classes are suspended until at least January 4.
- All Early Childhood, Teen, Youth and Adult programs are suspended until at least January 4.
- Martial Arts classes are suspended
- Theatre programs are suspended until January 4, but will be offered virtually.
- Athletic programs are suspended until at least January 4
- Preschool is suspended through the remainder of 2020 and will return in 2021.
- Youth contracted classes will running virtually
- All indoor group fitness classes are suspended at least until January 4 – virtual classes will be offered.
- LifeStyles Fitness center will remain open at BRAC with reservations and all guests must wear mask at all times even on the equipment.
- Personal Training will continue.
- Pelican Harbor indoor aquatic lap swim remains open with reservations and private lessons will also continue.
- Hidden Oaks Nature Center will remain closed. Outdoor programming with less than 10 participants will continue.
- All indoor programming at Hidden Oaks has been cancelled.
- The Flash Light Candy Cane Hunt – will decide the week of 11/30 if the program will run
- Hours at BRAC – M-F (7am to 8pm), Saturday and Sunday (7am to 6pm).
- Rentals in the Community Room and gym are cancelled for the next two weeks. Will determine on a rolling schedule if we are going to allow rentals at a two-week interval.
- ACC will be closed starting Saturday, November 21 until as least January 4 of 2021.

### **TREASURER'S REPORT**

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$954,694.68 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:

A beautiful 80-foot flag pole was installed flying a 15'x 25' American Flag and a 10' x 15' Village of Bolingbrook Flag on Frontage Road and Recreation Drive. Thank you to our platinum contributors; WB Olson, FGM Architects, Cosgrove Construction, Upland Design, KemperSports, Vista National, Engineering Resource Associates, Elliott Construction (Concrete), Lyons and Pinner (Electric), Stevenson Crane (Crane).

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

The District is required to approve a resolution determining the amount of money estimated to be levied in accordance with the Truth in Taxation Law at least 20 days prior to the approval of the levy ordinance. The District's 2020 proposed aggregate levy is 104.98% of the 2019 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 2020 levy. The Truth in Taxation Act, effective 1981, requires any taxing body to hold a public hearing and publish a notice of the hearing in a newspaper if it intends to adopt an aggregate levy which is more than 105% of the prior year's aggregate extended levy. The proposed aggregate levy for 2020 is \$9,022,608. Staff

Commissioner McCloud made a motion to approve Resolution 20-29 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 Levy Year beginning January 1, 2020 and ending December 31, 2020 at a determined proposed aggregate levy of \$9,022,608. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

With the merge of Bolingbrook Park District with Northern Will County Special Recreation Association, and changes to our Debt Service payment structure, the Finance Team performed a thorough review of the Fund Balance Policy. Based on that review, we are recommending an update to the policy to address targets for the Corporate Fund, the Special Recreation Fund, and the Debt Service Fund. In addition, descriptions for all funds have been added as well as recommended wording changes from our auditors.

Commissioner McCloud made a motion to approve Ordinance 20-06 amending the Operations Manual re Section 6-Investments, Cash Reserve Policy and Fund Balance Policy. Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

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

As per the Referendum approved in November 2018, the Annerino Community Center / Central Park asphalt is scheduled to be replaced in 2021. To begin the design, engineering of layout and factors that go into the proper install of asphalt, staff has been in communication with Engineering Resource Associates for assistance. Engineering Resource Associates has done a lot of work with the Park District over the past few decades.

With staff recommendation Commissioner Allen made a motion to approve Resolution 20-30 approving a contract for civil engineering and surveying services (Engineering Resource Associations, Inc.). Commissioner McCloud seconded. Roll call: Ayes: Hix, Andrews, McCloud, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

**Recreation & Facilities – Commissioner Hix thanked the team for keeping what operations were permitted to have open, open. Hix sees a lot of personal touches that he really enjoys. Hix has nothing further that is not written in the report.**

Commissioner Hix made a motion to approve Resolution 20-31 authorizing the purchase of fitness equipment for Lifestyles from LifeFitness (Rosemont, Illinois). Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

**Marketing – Commissioner Andrews reported:**

In 2019, the marketing and customer care team brought back the Santa Letters as a way to engage families. That tradition will continue in 2020, but with a twist. Everything will be completed electronically this year. The activity will also be a part of Parkie’s Holiday Recreation Pack. This is a free downloadable activity set for families to be able to do together. The goal is to engage our community members and spread some much-needed Holiday cheer.

Parkie’s Holiday Recreation Pack will be available to public on all social media channels and the Bolingbrook Park District website starting December 1. The pack will include Holiday activities families can do in a socially distanced environment, as well as activities they can enjoy at the park district. There literally will be something for everyone.

Total Fans (Facebook, Instagram, and Twitter) staying steady. A lot of engagement in the community.  
Total Page Content Clicks: (The number of times people clicked on a post): 3,779  
Total E-Mail Database Contacts: 15,597

Design work completed in October: brochure pages designed, print materials created, digital graphics and photos edited

Total transactions in October: \$12,067.55 (ACC), \$13,225.35 (BRAC), LifeStyles desk closed, Hidden Lakes Nature Center closed.

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

- o Green fee revenue is above target
- o Restaurant food and beverage is blow target due to limitations on seating
- o Banquet revenue is blow target due to restrictions on gatherings
- o Overall revenue is below target and operational expenses are still lower than budget.

**NWCSRA - Commissioner Andrews reported:**

Staff are closely monitoring changes to IDPH recommendations and making staffing and programming adjustments accordingly.

The NWCSRA Halloween Trunk or Treat event was extremely successful. We limited participation numbers due to group size restrictions recommended by IDPH. Participants were allowed to bring their siblings as long as they stayed together in one group while rotating through the cars for prizes and treats.

The Bolingbrook Knights of Columbus will be holding their annual holiday party - The Santa Claus Christmas Celebration Drive Thru Event on Saturday, December 5, 2020 from 11:00 AM to 3:30 PM at the St. Dominic Church/School Parking Lot, 440 East Briarcliff Rd. The Knights have partnered with JBSRA/LCSRA for 25 years on this amazing event and are excited to keep the tradition going with NWCSRA. It will be adapted this year with participants arriving in shifts receiving their gift cards, hot chocolate and visit with Santa in a drive-thru method.

Commissioner Andrews asked if you had to registration for this event. Oestreich said yes. You just can’t show up because there is a present involved for each participant.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Vastalo wished everyone a Happy Thanksgiving!

**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', is written over a solid horizontal line.

**Bolingbrook Park District Board Secretary  
Denise Allen**