

BOLINGBROOK PARK DISTRICT
Workshop Meeting Minutes
October 18, 2018

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

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

Review of District Business

Executive Director Ron Oestreich asked Tricia Dubiel, Superintendent of Business and Finance to talk about the Budget and Appropriation Ordinance. Dubiel said the 2019 budget process is truly a collaborative effort among all the members of our Operation, Leadership and Administrative Teams. Dubiel is recommending the board approve the 2019 Budget and Appropriation Ordinance in a tentative form. Dubiel said this will begin the public review that is required by law to take place at least 30 days prior to the board taking final action. Dubiel also noted the board can make changes to this tentative Budget and Appropriation Ordinance before taking final action at the December 20th meeting.

Oestreich asked Jim Patula, Superintendent of Projects and Planning to talk about the Kings Road extension and Federal regulations. Patula said two months ago Ordinance 18-04 approving conveyance of certain easements to the Village of Bolingbrook – Kings Road Extension was approved. The Village recently notified the park district that their request for easement was premature. According to State and Federal guidelines, the easements were granted prematurely and need to be approved within a specific timeframe. Ordinance 18-04 that was approved two months ago is null and void. Therefore if Ordinance 18-06 was approved today it would not be valid.

Patula recommended both Ordinances 18-05 (repealing Ordinance 18-04) and Ordinance 18-06 (granting easement to the Village for the Kings Road extension) be tabled.

Oestreich said these items will be generally tabled instead of tabling them to November because it could be December or January depending how quickly the state reviews submittals.

John Chase talked about the current situation with Silver Sneakers and changes in 2019. Chase said there are four providers of Silver Sneakers: Humana, BCBS (Medicare), United Healthcare and AARP/United Health Care. LifeStyles accepts participants from all four Medicare supplement providers. LifeStyles currently receives \$3 per month per visit up to a maximum of 10 visits per month.

Humana and BCBS will remain the same in 2019. United Healthcare is switching to a new program called Renew Active (this change will appear to members as a change in name only). LifeStyles has negotiated a per visit payment rate of \$4 per visit up to a maximum of 8 visits per month.

AARP/United Healthcare is switching to a partial pay/reimbursement model. Members who formerly paid nothing will now pay LifeStyles \$12.50 per month for their membership. If the member visits the facility four times in a month, LifeStyles will be reimbursed 50% of the membership rate and if a member visits less than four times a month, LifeStyles will receive no additional reimbursement.

Kai Wahlgren gave a brief update on the hiring of the Dance Manager position:

- Accepting application until 10-26-18
- Interviews in November
- New staff in place by January 7, 2019

In the interim Wahlgren said he will be handling the administrative duties. Leslie Smith is handling program classes and fundraising, Dori Santarsiere is handling DanceForce classes.

Oestreich announced the Final Referendum Open House is Saturday, November 3 at 10:00am at BRAC.

Oestreich announced two Budget Workshops are scheduled for Saturday, November 10 at 8:00am at Ashbury's and Thursday, November 15 at 6:00pm at Annerino Community.

Communication from the Public

Alice Murray an employee of the Park District and resident of Bolingbrook asked when the Budget Workshops were being held. Commissioner Hix said Saturday, November 10 at 8:00am at Ashbury's and Thursday, November 15 at 6:00pm at Annerino Community.

Old Business

None

New Business

None

Closed Session

None

Adjournment

Commissioner Hix made a motion to adjourn from the Workshop Meeting at 6:43pm. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passes 5/0.

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Melissa McCloud**

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Board Meeting Minutes
October 18, 2018

President Hix called the meeting to order at 7:00pm. Commissioners present at roll call: Vastalo, Traczek, Allen, McCloud, President Hix.

President Hix asked Ms. Benner 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 Allen to approve the following meetings:

- Workshop Meeting Minutes – September 20, 2018
- Board Meeting Minutes – September 20, 2018

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

Alice Murray an employee of the park district and a resident asked why board meetings are not video taped? Commissioner Hix said it takes a significant amount of money to put together video equipment to broad cast a quality session. Alice said aren't there people who volunteer for that. Hix said yes, but do you see the load of equipment that is brought in. Ms. Murray said the district should consider it. Hix said good suggestion and asked Oestreich to add it to the long list of capital items.

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

Executive Director said he has been out in the community visiting Homeowner Association meetings, service organization meetings and Chamber meetings, talking about the facts surrounding the referendum. The district received a lot of wonderful and thought provoking questions that were answered with facts. Oestreich said the prominent view that we can see right now has been favorable. The public education portion of the referendum has been going well.

Oestreich said Kim Smith, Director of Marketing and Customer Care, Commissioner Jerry Hix and himself appeared on Bridging the Gap last night. Facts were presented surrounding the referendum. Oestreich said it was a positive experience.

TREASURER'S REPORT

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$710,244.04, subject to audit. Commissioner Vastalo seconded.

Commissioner Allen asked what the \$65,598 for Hacienda Landscaping in regards to ADA Transition Plan was for. Oestreich said that it's the Hidden Oaks ADA planking and decking that was just completed.

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:

Met with Eric Anderson the district's bond advisor regarding the planning, layout and verifying numbers for the referendum. Also looking at different options should the referendum go forward.

Finance and Technology – Commissioner Vastalo reported:

With staff recommendation Commissioner Vastalo moved to approve Ordinance 18-07 Budget and Appropriation Ordinance in tentative form and to set a public hearing regarding such Ordinance for 6:45 pm, December 20, 2018 at the Annerino Community Center Board Room. Commissioner Allen seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

The Superintendent of Business and Finance, Tricia Dubiel, attended the IGFOA (Illinois Government Finance Officers Association) annual conference in Peoria, Illinois. Tricia was elected to the IGFOA Executive Board, serving as the Professional Education Committee Liaison. Vastalo Congratulated Tricia.

Technology - 98 support tickets were completed in September.

Commissioner Hix congratulated and complimented Dubiel and BPD staff for their involvement in professional associations.

Buildings, Grounds and Natural Resources – Commissioner Traczek reported:

Two months ago, the District approved Ordinance 18-04 at request of the Village of Bolingbrook, granting easements to the Village for the Kings Road extension. Staff was recently notified by the Village, that their request for easement was a bit premature. According to State and Federal guidelines, the easements were granted prematurely and need to be approved within a specific timeframe.

Commissioner Traczek made a motion to generally table: Ordinance 18-05 repealing Ordinance 18-04 regarding conveyance of certain easements to the Village of Bolingbrook – Kings Road Extension and Ordinance 18-06 conveying certain easements to the Village of Bolingbrook – Kings Road Extension. Commissioner Vastalo seconded. Roll call: Ayes: Vastalo, Traczek, Allen, McCloud, President Hix. Nays: None. Absent: None. Motion passed 5/0.

Staff did a tremendous job on preparing and cleaning up after Fall Fest. Everyone worked diligently and had a successful outcome for the event.

Commissioner Traczek said the district is sorry to see Mike Glester the Natural Resources, Horticulture, and Turf Manager resign to take another position.

The installation of accessible routes from Hidden Oaks parking and Hidden Oaks Nature Center to existing park features and the construction of a raised planter interpretive garden and assessable picnic area have been completed.

Six 19-year-old rooftop air conditioning units on the Annerino Community Center were replaced.

A new electronic message center was installed at the corner of Lindsey Lane and Lily Cache Lane replacing the original 1996 sign.

Recreation & Facilities – Commissioner Allen reported:

The 33rd Annual Holiday Craft Show and LCSRA Bake Sale will take place on Saturday, November 3 at the Annerino Community Center from 9:00 am – 3:00 pm in the gymnasium and Lobby. Admission is free to the Craft Show.

The Storm Teams continue to work on learning their new choreography for their competitive season which starts later this month.

Indoor sports have begun with 26 teams for volleyball. Basketball will begin in January.

The entire BPD DanceForce Company as well as Power Dancers will perform at the Fox Valley Mall on Saturday, October 20 at 3:30pm.

On October, 28, dancers will celebrate their annual Jamboree at ACC.

On October 3, the preschool staff met with the activities coordinator at Heritage Woods of Bolingbrook to move forward with the intergenerational programming with preschool.

Guests experienced three outstanding trips in September.

The district's first international trip, an 8-day visit to Ireland in October of 2019, made its debut. By the end of the meeting, twenty-one travelers made the commitment to the trip with the program reaching max capacity at 39 guests by the end of September.

Fitness

Membership sales came in short of the month's expectations.

Silver Sneakers and Prime membership continues to grow with 29 new members this month.

Personal Training sales came in below projections.

Aquatics

Annual memberships for new and renewing members finished above projections.

There were 25 poolside birthday parties with 538 partygoers in September.

October 20: Pelicans Home Swim meet and October 26: Parkie's Pumpkin Patch

Museum

Nature staff hosted 4 birthday parties this month.

4 scout programs were taught this month.

Six groups visited Oaks this month.

The next fishing derby at Hidden Lakes will be Saturday October 20 from 11:00am-2:00pm.

Special Recreation (LCSRA) – Commissioner McCloud reported:

On September 28, twenty-three participants attended the Annual SRA Homecoming Dance hosted by NEDSRA. This year's theme was "Flashback to the 80's". Participants Gianna Demonte and Tommy Hayden (both of Plainfield) were selected as LCSRA representatives for the Homecoming King and Queen Court.

Hang Time went on their first fall fieldtrip on October 6th to Knock Knolls Nature Center. They participated in a 5 week program of learning all about camping.

Youth sports classes took off this season with a Soccer Class lead by Jim Cassidy, Youth Coordinator.

Individual Music lessons are full and more inquiries are coming in monthly.

Youth programs to look for in the near future include Oktoberfest and A Taste of Theatre.

On October 10th, nine other SRA day programs joined the Cruisers group for a field day. There were close to 200 participants in attendance.

Craft show and bake sale coming up on Saturday, November 3.

Marketing – Commissioner Melissa McCloud reported:

Bolingbrook Park District welcomed new partner VNA Health Care as an additional sponsor for Fall Fest held on September 29.

Development of the Winter/Spring brochure is underway.

The marketing team re-designed the e-newsletter format to increase readability and become auto responsive. As a result, our average open rate increased to 26% from 23% while industry average is 14.75%. Our click through average was 11%, with industry average of 6.9%. The team goal at the beginning of the year was to average 25% on open rates and 10% on click-through rates.

Our social media following continues to grow over last year. We saw a total reach of 64,161 in September, which is a 202% increase over last year.

Golf Course & Ashbury's – Commissioner McCloud reported:

Overall revenue missed August target by 10%. YTD is below target by 6% and below last year by 6.7%.

Bottom line performance is projected at exceeding target by \$157,400 YTD and \$310,000 better than last YTD.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

Alice Murray a resident and employee of the BPD asked what the full cost was for the ADA improvements at Hidden Oaks. Jim Patula, Superintendent of Project and Planning said roughly \$105,000 to \$108,000.

Ms. Murray also asked why there are 4 private showers in the men's locker room and only 2 women's locker rooms at BRAC for fitness and aquatics. Ms. Murray said women need more privacy than men. Oestreich said the locker rooms are being renovated and pointed out that what she is looking at is a rendering and not specific construction documents.

NEW BUSINESS

None

ANNOUNCEMENTS

Commissioner Hix announced Budget Workshops are scheduled on the following dates:

- Saturday, November 10 at 8:00am at Ashbury's at Boughton Ridge
- Thursday, November 15 at 6:00pm at Annerino Community Center.

Commissioner Hix said the Bolingbrook Music Group parents support group is running a collection of food trucks in the BHS parking lot Friday night from 6:00pm to 9:00pm to raise money for the music department.

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Hix, second Commissioner Vastalo to adjourn from the regular board meeting at 7:24pm. All in favor "Ayes".

Minutes Verification Signature



Bolingbrook Park District Board Secretary
Melissa McCloud