

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Workshop Meeting Minutes**  
**October 15, 2020**

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

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

**Review of Ordinances, Resolutions, Action Items**

Debbie Chase Director of Business and Technology reported the Budget and Appropriation Ordinance is presented in tentative form for Board approval and this allows the district to set the meeting in December for the review and final approval of the budget.

Executive Director Ron Oestreich reported the district renegotiated a new cell tower lease with Verizon Wireless. Earlier in the summer, Chicago SMSA (limited partnership with Verizon Wireless) reached out to Administration inquiring to extend the June 23, 2015 cellular tower lease agreement for the tower at Lily Cache Sports Fields. After negotiations between Verizon and BPD, Oestreich is recommending a five-year extension with 8 additional 5-year terms. Annual rent for the initial term is \$17,400. This will automatically increase by 10% upon commencement of each additional 5-year term.

Oestreich reported the new dates for the budget workshops are as follows: Tuesday, November 10, 2020 at 5:30pm, Thursday, November 12, 2020 at 5:30pm., and a third meeting, if necessary, on Thursday, November 19, 2020 at 6:00pm. All work shops will be held at Annerino Community Center via Zoom.

**Project Updates by Chris Corbett, Superintendent of Projects and Planning**

- The sensory room has been moved from the Arts and Craft room to the Childcare Room at ACC. NWCSRA is forming a focus group to identify the needs of the constituents that would serve that space.
- Flag Pole installation at BGNR / Central Park to take place the week of October 26 in time for Election Day in November. This 80-foot flag pole, flags, and all installation expenses are 100% proceeds from outside vendor donations through the Parks Foundation.
- Pathway connection – southeast corner of Weber Road and Bradford Place. Stahelin Commercial is working with other companies to get this property sold. Corbett is working with the village to ensure the easement is settled prior to contract so the easement goes with the new land owner instead of trying to secure with the land owner once the land has been closed on.
- The application has been submitted for the north/south connection on Weber Road to Will County. Corbett will be working with Upland Design and ERA to get addition questions answered for the application.

- The following items have been complete or are ongoing at BRAC for the renovation:
  - The customer care team were happy with the layout and progress for the project.
  - Exterior concrete has been poured
  - The majority of the landscaping has been put in. Landscaping on the south end is going in starting Monday.
  - All benches and picnic tables will be installed.
  - Fitness Locker room – all tile and wall have been put in
  - Underground plumbing in
  - Painting completed
  - Glass doors installed next week.
  - Fitness lockers installed.
  - Aquatic lockers will be installed, lockers put in the guard rooms. Light fixtures all in and operable. Epoxy floor in.
  - Final completion the first week in December.
  
- Oestreich said Kim Smith, Director of Marketing and Customer sends her hello's. Kim and her husband are celebrating their 20<sup>th</sup> Wedding Anniversary today.
  
- Oestreich said BRAC will be 25 years old next year. Kim Smith and her team have a great plan in place. The theme will be "Space Jam". This was the big movie of 1996 when the facility was built. Smith will explain in more detail at the November Board Meeting.
  
- Foundation Update – Oestreich reported
  - Current bank balance for the Foundation is \$28, 661.55
  - Foundation is holding \$19,000 for the flag pole project that is completely funded 100% by donations through the Foundation.
  - After payout for the flag pole the balance will be: 9,661.55.
  - Four fund raising event are planned for next year:
    1. BRAC opening celebration – free throw contest for a \$1 with free fun prizes
    2. Working with Rocket Ice Arena for an Ice Staking fund raiser night
    3. Working with the Fitness and Aquatic team to develop a fun kids TRY-athon
    4. Glow Golf in June the night before Father's Day

**Old Business**

None

**New Business**

None

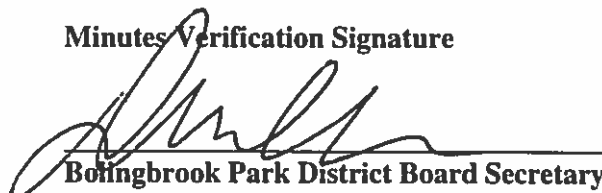
**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:46 pm.  
 Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo.

Minutes Verification Signature



Boilingbrook Park District Board Secretary  
 Denise Allen

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**October 15, 2020**

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

President Vastalo began the meeting with the Pledge of Allegiance.

Motion Commissioner Vastalo, second Commissioner McCloud 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:

Workshop Meeting Minutes of September 17, 2020  
Workshop Closed Session Meeting Minutes of September 17, 2020  
Board Meeting Minutes of September 17, 2020

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

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

None

**ATTORNEY'S REPORT**

No Report

**LEADERSHIP TEAM REPORT**

Executive Director Ron Oestreich announced the Park District received a plaque honoring the Districts 50<sup>th</sup> Anniversary from IAPD. Oestreich said he would be presenting it at the November Board Meeting.

**TREASURER'S REPORT**

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$1,018,910.65 subject to audit. Commissioner Allen seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

**COMMITTEE REPORTS**

**Administration and Personnel** – Commissioner Vastalo reported:

The annual Budget Workshops are scheduled for the following dates:

- o Tuesday, November 10, 2020. 5:30pm. Annerino Community Center and on Zoom.
- o Thursday, November 12, 2020. 5:30pm. Annerino Community Center and on Zoom.
- o Thursday, November 19, 2020. 6:00pm. Annerino Community Center and on Zoom (if needed).

Chicago SMSA (limited partnership with Verizon Wireless) reached out to Park District inquiring to extend the June 23, 2015 cellular tower lease agreement. With staff recommendation Commissioner Vastalo made a motion to approve Resolution 20-28 authorizing the Bolingbrook Park District to enter into a second amendment to Land Lease Agreement Dated June 23, 2015 with Chicago SMSA Limited Partnership D/B/A Verizon. Commissioner Allen seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

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

The Budget and Appropriation Ordinance is presented in tentative form for Board approval. The budget must be approved in tentative form and be available for public review at least 30 days prior to its passage in final form at the December 17, 2020 board meeting. The draft may be amended prior to final approval. A public hearing on the budget will be scheduled for 6:45 pm prior to the regular 7:00 pm meeting on December 17, 2020. With staff recommendation Commissioner McCloud made a motion to approve Ordinance 20-05 Budget and Appropriation Ordinance in tentative form and to set a public hearing regarding such Ordinance for 6:45 pm, December 17, 2020 at the Annerino Community Center Board Room. Commissioner Andrews seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

The IEMA (Illinois Emergency Management Agency) COVID-19 expense reimbursement application was submitted totaling \$15,491.50 in reimbursable expenses. The District is expecting to recover 75% or \$11,618.63. An application will also be submitted to Will County for expenses related to the CARES Act.

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

Congratulations to Eagle Scout Danny Steenstra (Troop 131). Danny completed his Eagle Scout project on Saturday September 19, 2020. He repaired and/or replaced existing “foot patios” at eight benches at Hidden Lakes Historic Trout Farm and added a foot patio at a ninth bench. He also provided the wooden benches a fresh coat of paint.

Congratulations to Eagle Scout Isaac Langan (Troop 222). Isaac completed his Eagle Scout Service Project on Saturday, October 3, 2020. Isaac designed and built another raised bed at the community gardens. This raised bed is a long rectangle shape to fit behind the raised beds that were built in 2019.

Staff are finalizing the plans for the new Time Capsule to be placed at the BRAC at same location as the time capsule recently removed in August on the District’s 50<sup>th</sup> Birthday. Staff are anticipating new time capsule to be placed in ground sometime in October.

Flag Pole installation at BGNR / Central Park is scheduled to take place the week of October 26 in time for Election Day in November. This 80-foot flag pole, flags, and all installation expenses are 100% proceeds from outside vendor donations through the Parks Foundation.

**Recreation & Facilities – Commissioner Hix reported:**

Complements on creativity of all programming conducted. Expressed his appreciation to the team.

**Marketing – Commissioner Andrews reported:**

The first test version of the Bolingbrook Park District News has been created and released. Starting in December 2020, this newsletter/newspaper-style mailing piece will take the place of the traditional program guide. The program guide has transitioned to digital. Using feedback from the community-wide survey, this new publication accomplishes the following:

- Provides a considerable cost saving from mailing the traditional program guide while reaching Bolingbrook residents more often (six times).

- Offers step-by-step instructions to find the digital program guide.
- Showcases programs and events that have occurred through the use of more photos.
- Highlights upcoming program and events information.
- Explains how our team keeps Bolingbrook beautiful.
- Features fun articles about what we're up to behind the scenes.
- Introduces our team through staff profiles.
- The November/December Digital Program Guide has been uploaded online for customers to view. The program guide will continue with two-month increments into the second quarter of 2021.
- The process has begun to launch a new Bolingbrook Park District website in the 4<sup>th</sup> quarter of 2021. The marketing and technology team has received feedback from each department and has put together a draft of the Request for Proposal that will be released in October. Selection of the new website developer will occur in January 2021.

#### **Customer Care**

- Total calls received in September at ACC – 1,467, total transactions \$28,690.50
- Totals calls received in September BRAC – 845, total transactions \$19,035.59
- LifeStyles Fitness Center – Desk Closed
- Hidden Lakes Nature Center – Facility Closed

#### **Golf Course & Ashbury's – Commissioner Andrews reported:**

September Greens Fee Revenue is above target by nearly 29%. YTD is also ahead of target by nearly 21% and ahead of last year by 33% due to great weather.

September Restaurant Food Revenue is below target by 34% and Liquor Revenue is below target by 31%. Both can be attributed to limitations on seating due to the restaurant restrictions.

September Banquet Revenue is below target by 175%. YTD is also down by up by 187%. Ashbury's had a great year planned, however indoor gathering restrictions have severely limited people from scheduling events. Staff is tracking this closely and have made difficult expense management decisions, especially in the struggling banquet operation.

Operational expenses are still lower than budget. In some cases, as much as a 40% savings. Payroll is 20% below target YTD with additional savings coming due to additional staff reductions. Operating expenses are also experiencing reductions with nearly \$140,000 in savings

#### **Northern Will County Special Recreation (NWCSRA) – Commissioner Andrews reported:**

NWCSRA programs for the fall season continue to gain additional registrants and momentum throughout the season.

Day Program participants returned September 14 at three locations – NWCSRA office in Romeoville, Annerino Community Center in Bolingbrook, and Plainfield Township Community Center in Plainfield.

Planning is underway for the Halloween Trunk or Treat event at the NWCSRA office in Romeoville on Friday, October 30 from 3-6pm.

Traditionally NWCSRA has combined winter and spring into one season; however, due to the unique circumstances of COVID, programs are being released for a shorter duration to allow greater flexibility to provide additional opportunities as they become available.

Transportation will be offered in the late winter/early spring seasons.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

Commissioner Vastalo congratulated Kim and Brian Smith.

**COMMENTS FROM THE PUBLIC**

None


**CLOSED SESSION**

None

**ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Allen to adjourn from the regular board meeting at 7:15pm. Roll call: Ayes: Andrews, Hix, McCloud, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

**Minutes Verification Signature**



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**Bolingbrook Park District Board Secretary  
Denise Allen**