

**BOLINGBROOK PARK DISTRICT**  
**Workshop Meeting Minutes**  
**September 20, 2018**

Vice President Vastalo called the meeting to order at 6:30pm. Commissioner Traczek seconded. Roll call: Ayes: Traczek, Allen, Vastalo, McCloud. Nays: None. Absent: Hix. Motion passed 4/0.

Commissioner Allen made a motion to appoint Sue Vastalo as President Pro Tem for this meeting. Commissioner Traczek seconded. Roll call: Ayes: Traczek, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

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

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

In lieu of Executive Director Ron Oestreich, Kim Smith, Director of Marketing and Customer Care reviewed an action item and a resolution.

- Award a Vending Lease and Service Contract to Hometown Suburban Vending & Foodservice of Alsip, IL for food and beverage vending services offered at BRAC and Annerino Community Center.
- Resolution 18-13 approving the three year agreement with Sikich LLP in the amount of \$73,873 for audit services.

The board had no comments or questions.

**Review of District Business**

Project Updates – in lieu of Jim Patula, Superintendent of Projects and Planning & Loss Prevention. Chris Martner, Director of BGNR reported:

Staff has entered into negotiations with two companies that wish to lease space from the district for cellular communication equipment. Sprint would like to add their equipment to the cell tower at Lily Cache Sports Fields and Vertical Bridge proposes a cell tower and ground lease at the southeast corner of Remington Lakes Sport Complex. If negotiations are successful agreements will be brought before the board for action in the near future.

A 52 acre parcel of land west of Bolingbrook Golf Club is being developed by Pulte Homes. The residential development will be a Del Webb community consisting of 153 lots. Earlier this year, staff met with Pulte representatives and learned that they would not be donating land for a park. Staff negotiated a cash donation or impact fee which will bring \$214,200 to the District. This agreement was recently finalized. A financial donation of \$1,400 will be paid for each of the 153 lots as building permits are issued.

John Chase, Superintendent of Facilities talked about a conversation he had with a resident, Susan Allen, who has an above the knee amputation and is interested in expanding adaptive programming in Bolingbrook. Ms. Allen was inquiring to use the pool, fitness center and climbing wall. John said the district has no restrictions on use of the facilities as long as the person is being safe to themselves, to other patrons and to staff. Ms. Allen said there are around 76 people in

Bolingbrook that are amputees. John said he will take a look at other regional operations that have these types of programs and promote to our constituents and possibly bring a program to the district. Staff will talk with LCSRA and Chris Corbett, Facility Athletic Manager as well.

Fall Fest is September 29 from 3:00pm to 7:00pm. John said there are a lot of fun activities planned and two bands will be performing; Retropolitan and Five Guys Named Moe. There will be food and fabulous fireworks at dusk.

Kai Wahlgren, Superintendent of Recreation updated the board on VVSD and BPD intergovernmental agreement. Wahlgren said the agreement is being postponed due to VVSD wanting to revamp their fee structure for use of their turf. VVSD is considering an hourly rate. Kai Wahlgren will update the board at next month's meeting.

**Communication from the Public**

None

**Old Business**

None

**New Business**

None

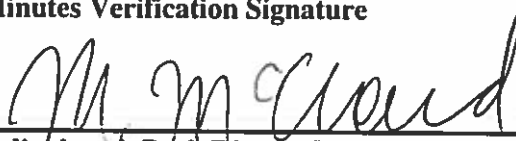
**Closed Session**

None

**Adjournment**

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:42pm. Commissioner Traczek seconded. All in Favor "Ayes".

**Minutes Verification Signature**



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**Bolingbrook Park District Board Secretary  
Melissa McCloud**

**BOLINGBROOK PARK DISTRICT**  
**Annerino Community Center – Board Room**  
**Board Meeting Minutes**  
**September 20, 2018**

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

President Vastalo began the meeting with the Pledge of Allegiance.

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

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

- Workshop Meeting Minutes – August 16, 2018
- Board Meeting Minutes – August 16, 2018

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

**CORRESPONDENCE FROM THE PUBLIC**

None

**COMMUNICATION FROM THE PUBLIC**

None

**ATTORNEY'S REPORT**

None

**LEADERSHIP TEAM REPORT**

None

**TREASURER'S REPORT**

Commissioner Allen made a motion to approve disbursements including travel reimbursement in the amount of \$568,563.12, subject to audit. Commissioner Traczek seconded. Roll call: Ayes: Traczek, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

**COMMITTEE REPORTS**

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

In order to receive more efficient service and a wider variety of beverage offerings, staff is recommending the district enter into a two year contract with Hometown Vending & Foodservice of Alsip, Illinois. The two year agreement includes a 30% license fee on gross sales paid to

Bolingbrook Park District from Hometown Vending. With staff recommendation Commissioner Vastalo approved a Vending Lease and Service Contract to Hometown Suburban Vending & Foodservice of Alsip, IL for food and beverage vending services offered at Bolingbrook Recreation and Aquatic Complex and Annerino Community Center. Commissioner Allen seconded. Roll Call: Ayes: Traczek, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

The process of creating the Budget for fiscal year 2019 is nearing completion. Department Heads will schedule meetings with their respective Board Liaisons prior to the budget workshops in November.

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

As best practice, the District changes auditing firms every five to ten years. Two firms responded on August 31, 2018 with Sikich LLP providing the low submission by \$3,377. With staff recommendation Commissioner Vastalo approved Resolution 18-13 approving the three year agreement with Sikich LLP in the amount of \$73,873 for audit services. Commissioner Traczek seconded. Roll Call: Ayes: Traczek, Allen, McCloud, President Vastalo. Nays: None. Absent: Hix. Motion passed 4/0.

Bill Oetzel, System Support Manager and Debbie Chase, Director Business and Technology attended the RecTrac Post Upgrade Symposium and received four days of training on methods for expanding and improving the RecTrac software. Both are excited to implement improvements in the coming year.

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

Congratulations to Alex Adams of Troop 131 of Bolingbrook. Alex designed, fundraised, and organized a workforce to build and install a raised garden bed for the Community Gardens located at Hidden Oaks Conservation Area.

Several members of the New Life Church completed a park clean-up at Knights of Columbus Park on August 26. Members from Joyful Spirit Lutheran Church will be conducting park cleanups as part of their nationwide day of service on Sunday, September 16 at Champions Park.

TruGreen of Plainfield, IL will be treating turf areas in Bolingbrook Parks to control the weeds and apply fertilizer to strengthen the turf.

Staff prepared Lily Cache Sports Fields and Lily Cache Sports Fields West Campus for the annual Labor Day tournament. 150 teams participated in the tournament. The weather cooperated and storms went around the fields for most of the weekend to get games in.

The installation of accessible routes from Hidden Oaks parking and Hidden Oaks Nature Center to park features began on August 13. Thus far, the contractor constructed concrete walkways, a patio for picnicking and plaza which will provide interpretive raised gardens. Last week work began installing a wood boardwalk which will link to concrete surfaces and crushed granite trails. A boardwalk is needed to provide a gentle sloping route over the severe terrain. The entire project will be completed by October 12.

On Monday, September 24, work will begin replacing six rooftop air conditioning units on the Annerino Community Center. This is the second year of a multi-year replacement program. Units being replaced heat and cool the administrative offices, childcare room, the rec room and dance studio.

Per the Capital Asset Replacement Program and 2018 Budget, the sign and electronic message center located at the corner of Lindsey Lane and Lily Cache Lane in Volunteer Park will be replaced this fall. Staff worked with industry experts to develop a design and specifications. A contract was recently awarded for the electrical work, the message center and sign construction. Removal of the 22 year old sign and installation of the new message center will be completed before November 30.

### **Recreation & Facilities – Commissioner Allen reported:**

Power Dance and Technical classes are back in full swing with Pioneer being at max capacity and all other schools growing in enrollment.

DanceForce has begun the performance portion of their season and will be gearing up for community events in October.

The 11<sup>th</sup> Annual Jamboree will take place at the Annerino Community Center on Sunday, October 28.

Excel Musical Theater - Actors are back in action this month and will begin working on pieces for their show in December.

There are currently 305 participants enrolled in 2018-2019 REACH program which is up from last year.

Enrollment for the 2018-19 preschool year grew by 47 participants over this past month.

The intergenerational committee is kicking off our grand friends program. Our preschool program will be working in conjunction with a senior living home in the area to have friends that we write to, friends that will visit our rooms and friends that we can send pictures to.

Little Learners remains a standout success with enrollment 24% ahead of projections.

Guests experienced four outstanding trips in July. The month began with a W at Wrigley Field watching the Cubs defeat the Nationals 3-2. This was a joint trip with LCSRA.

### **Fitness**

Our Silver Sneakers and Prime membership continues to grow with 30 new members this month.

Personal Training sales came in above projections with \$6,074 vs \$5,500 projected.

### **Aquatics**

Memberships continue to perform above projections.

The swim team had the month off after a terrific summer season. The team will be back in action in September for stroke clinic, with their season beginning the week of October 8.

September 22 is Elephant Appreciation Day. Pelican Harbor will be partnering with Early Childhood for a special elephant themed event.

### **Museum**

Twelve scouts enjoyed learning how to canoe at Hidden Lakes.

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

Join us on Friday October 12 for a Freaky Fun Friday at Hidden Oaks from 4:00pm to 8:30pm. For only \$5 participants will enjoy monster hunts; Bigfoot (family friendly) and Muk Monster (ages 9+), crafts, stories (scary and family friendly), s'mores and a meet and greet with animals. We encourage everyone to dress up in your Halloween costume.

**Special Recreation (LCSRA) – Commissioner McCloud reported:**

Early fall has been busy with recruiting and training staff for LCSRA. Three new staff joined LCSRA this past month and are excited to have them on board. Staff participated in the Fall Seasonal Training on September 6 which focused on Behavior Plans, Customer Service and Programming. Staff have also been attending job specific trainings to sharpen their skills in the

Carrie Gascoigne will be presenting on the topic of behavioral interventions in community based settings at the Illinois Therapeutic Recreation Association conference held in Alsip on November 12-13.

Carrie Gascoigne will be attending a two day renewal training on October 9-10 to maintain her certification as a trainer for the Bolingbrook Park District in CPI (Crisis Prevention Intervention).

Gina Petkus is excited to announce her acceptance to ProConnect as a Mentor. This program begins with the opening ceremony on September 20. She is excited to meet her triad and begin to collaborate with like-minded professionals in the field.

November 3 will be the concession stand/bale sale fundraiser at ACC during the Holiday Craft Fair.

December 4 – Musical Theater performance.

New for fall, LCSRA is offering two new programs, the first is individual music lessons. The second is sports and fitness classes and youth coordinator Jim Cassidy will be spearheading these classes.

On August 18 and 19, three members of the LCSRA Tennis Team competed in Special Olympics STATE Tennis Tournament in Bloomington. Once again the athletes did phenomenal each coming home with a medal, totaling 2 golds and 1 silver.

**Marketing – Commissioner McCloud reported:**

Congratulations to Piper Martha who was the winner of Summer Family Parks Challenge. Piper received a \$100 Bolingbrook Park District gift card. A total of 48 families participated in the summer challenge to visit their local parks. Overall feedback was very positive and we heard from numerous families how much they enjoyed checking out all the parks.

**Golf Course & Ashbury's – Commissioner McCloud reported:**

Overall revenue missed August target by 9%. YTD is below target by 5.5%.

New Menus and Upcoming Events check out the BPD website and Facebook page.

**UNFINISHED BUSINESS**

None

**COMMUNICATIONS FROM THE PUBLIC**

Alice Murray a resident and employee of the Park District asked how many years did we use Lauterbach and Amen for auditing services? Tricia Dubiel, Superintendent of Business and Finance said about 10 years.

Ms. Murray asked why there were only two firms that submitted bids and asked if this has been budgeted for. Dubiel said this will be budgeted for based on the proposals that have been submitted. The proposals typically come back and reflect what the current market pricing is. Dubiel also said the district sent out an RFP to six firms, two firms submitted proposals, 2 firms declined and two firms did not respond.

**NEW BUSINESS**

None

**ANNOUNCEMENTS**

None

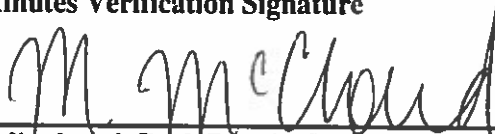
**CLOSED SESSION**

None

**ADJOURNMENT**

Motion Commissioner Vastalo, second Commissioner Allen to adjourn from the regular board meeting at 7:16pm. All in favor "Ayes".

**Minutes Verification Signature**



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**Bolingbrook Park District Board Secretary  
Melissa McCloud**