

BOLINGBROOK PARK DISTRICT
Annerino Community Center – Board Room
Workshop Meeting Minutes
September 17, 2020

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

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

Commissioner Andrews joined the meeting via Zoom at 6:31pm.

District Operations and Activities Update

Executive Director Ron Oestreich reviewed the following Resolutions and Ordinance:

Resolution 20-27 the destruction of certain Park District closed session audio recordings.

Approve Appointment of the Administrative Assistant as Deputy Local Election Official.

Ordinance 20-04 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District.

Oestreich confirmed with board members dates for the Budget Workshops for the 2021 Budget. The dates are as follows; Wednesday, November 4 and Thursday, November 5 at 5:30pm. at Annerino Community Center and meeting will also be available through Zoom. Board members approved the dates.

Commissioner Allen reported twice a year the board reviews closed session minutes and destruction of tapes. Board members reviewed tapes and had no questions or concerns. Commissioner Allen said on the agenda at the regular board meeting there will be a motion and a resolution to report on review of closed session minutes as well as destruction of audio recordings.

Communication from the Public

None

Old Business

None

New Business

None

Closed Session

Commissioner Vastalo made a motion to enter into Closed Session at 6:35pm pursuant to 5 ILCS 120/2 (c) for the purpose of discussing: (5) The purchase or lease of real property and (6) The setting of a price for sale or lease of property. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

Commissioner Vastalo made a motion to adjourn from Closed Session at 6:47pm. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passes 5/0.

Adjournment

Commissioner Vastalo made a motion to adjourn from the Workshop Meeting at 6:48pm. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passes 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
September 17, 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 Hix 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:

- ✚ Work Shop Meeting Minutes of August 20, 2020
- ✚ Board Meeting Minutes of August 20, 2020

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

CORRESPONDENCE FROM THE PUBLIC

None

COMMUNICATION FROM THE PUBLIC

None

Commissioner Allen made a motion to report on Closed Session Meeting Minutes. Commissioner Allen recommended they keep the minutes from July 16, 2020 confidential and release minutes from February 20, 2020. Commissioner Hix seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

ATTORNEY'S REPORT

None

LEADERSHIP TEAM REPORT

None

Recognition of Ron Bettenhausen's Retirement

Commissioner Vastalo read Ron Bettenhausen's Citation of Retirement.

TREASURER'S REPORT

Commissioner Hix made a motion for the payment of bills including travel reimbursement in the amount of \$1,081,393.19 subject to audit. Commissioner McCloud 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 asked Commissioner Allen to present the first motion.

Commissioner Allen said destruction of certain old audio recordings per Illinois statute, 5 ILCS 120/2.06, the Board of Commissioners may destroy audio recordings older than 18 months where the closed session minutes have been approved. Commissioner Allen made a motion to approve Resolution 20-27 regarding the destruction of certain Park District closed session audio recordings. Specifically destroy December 19, 2018 while keeping confidential and keep recording for February 21, 2019. Commissioner McCloud seconded. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Commissioner Vastalo reported every two years, Illinois holds local consolidated elections for their units of local government. Each of these units of local government appoints a Local Election Official (L.E.O.) to oversee the election process. The Board Secretary for Bolingbrook Park District serves in this capacity. The actual clerical work to prepare and execute the board of commissioner election process is handled by staff with approval from the L.E.O. This resolution names the Administrative Assistant staff person as the Deputy Local Election Official allowing this individual to work with the L.E.O. to execute election matters. With staff recommendation Commissioner Vastalo made a motion to approve the Appointment of the Administrative Assistant as Deputy Local Election Official. Commissioner Allen seconded. Roll call: Ayes: McCloud, Andrews, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Finance and Technology – Commissioner McCloud reported:

The process of creating the Budget for fiscal year 2021 is in process. Team collaboration continues to make the budget process efficient. We will continue to follow last year's presentation process with the Management team presenting to the Admin Team. With the many challenges we've faced this year due to the COVID restrictions, staff has been challenged to maintain revenue where possible while controlling expenses. Department Heads will be scheduling meetings with their respective Board Liaisons prior to the budget workshops.

Tricia Dubiel and Tina Simpson have taken the lead in investigating potential funding relief options for COVID-19. At this time, two resources are available for potential funding relief: IEMA (Illinois Emergency Management Agency) for direct expenses and Will County for expenses related to the CARES Act. Updates will be provided as more information is available.

Buildings, Grounds and Natural Resources – Commissioner Allen reported:

Typically, twice each year, the Bolingbrook Park District sells off equipment that is no longer needed or has outlived its useful life. This year's only auction includes the sale of two trucks, fitness equipment from Annerino and an assortment of items (grounds & IT). As in previous year's sales, the District will employ Obenauf Auction Services to sell the equipment to the highest bidder. Staff are anticipating an October auction with items picked up by successful bidders for end of October. Commissioner Allen made a motion to approve Ordinance 20-04 authorizing the disposition by auction of personal property owned by the Bolingbrook Park District. Commissioner Andrews seconded. Roll call: Ayes: Hix, McCloud, Andrews, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Congratulations to Ron Bettenhausen. Ron has chosen to retire after more than 22 years with the District.

All 2020 Playgrounds are complete and available to the public for use.

Staff are finalizing plans for the installation of an 80' flag pole to be placed along Frontage Road at the Central Park (BGNR Facility). Purchase of the flag pole were via donations from Park District vendors, and all trades involved for installation were also donated. Anticipated installation mid to late October 2020.

Recreation & Facilities – Commissioner Hix reported:

Commissioner Hix said the district had a series of reconciliations in the dance program for monies paid and refunds issued. Hix thanked staff for pulling all the activity together and said it was quite a bit of work to do. Hix said staff responded appropriately.

Marketing – Commissioner Andrews reported:

The official 50th Anniversary of Bolingbrook Park District was August 11. Even though we weren't able to celebrate with a community party as we wanted to, staff found ways to mark the occasion in a positive way including: a video of Parkie decorating the Rec Room at BRAC and celebrating with a dance party on his own and posted to social media, created a video documenting the opening of the time capsule in front of BRAC and posted to social media, and released the new playground that opened at Remington Lakes Sports Complex

Commissioner Andrews said a few of her neighbors came over to her house and thanked the district for the Remington Park and the fitness area.

A total of 41 families took part in our Summer Parks Challenge: 50th Anniversary Edition.

The team is working on wrapping up the Fall Digital Brochure II guide. The guide will be ready for residents to view on September 28.

Total calls received in August for ACC was 2,000 and total transactions were \$12,712.70.
Total calls received in August for BRAC was 2,257 and total transactions were \$8,962.37
LifeStyles Fitness Center desk is closed as well as Hidden Oaks Nature Center

Golf Course & Ashbury's – Commissioner Andrews reported:

Overall Revenue in August was above target by 11%. YTD remains behind target by 47%.

Greens Fee Revenue in August was above target by 42%. YTD is above target by 19% and over last YTD actual by nearly 30%.

Restaurant Food Revenue in August was slightly below target by 1%. YTD is down by 64%, and tracking behind last year by 67%.

Restaurant Liquor Revenue in August was below at target by 5%%. YTD is below target by 68%.

Banquet Revenue in August is below target by 103%. YTD is below 210% and tracking behind last YTD by nearly 158%. Events have been affected the most by the pandemic with considerable restrictions on both indoor and outdoor gatherings as well as golf outings. Our sales team is doing their best to schedule any events possible.

Operational expenses are still coming in at the time of reporting. Payroll is down by 4% for the month and 21% YTD. Operational expenses are also significantly lower than budget YTD.

NWCSRA – Commissioner Andrews reported:

Staff completed staff orientation for the fall season this past week with 28 staff members, 17 new – former LCSRA staff members and 11 returning NWCSRA staff members.

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

We have received limited requests for support with inclusion programming at member agencies as there are challenges for a number of regular participants with disabilities that have been included in park district programs as participants still need to meet program requirements of social distancing and wearing face coverings.

2020 NWCSRA Social Distancing Golf Outing & Trip to the Movies is a funder raiser golf outing held the past 15 years.

UNFINISHED BUSINESS

None

COMMUNICATIONS FROM THE PUBLIC

None

NEW BUSINESS

Commissioner Vastalo announced the Budget Workshops will be held at Annerino Community Center and via Zoom on Wednesday, November 4 and Thursday, November 5 beginning at 5:30pm.

ANNOUNCEMENTS

None

CLOSED SESSION

None

ADJOURNMENT

Motion Commissioner Vastalo, second Commissioner Hix to adjourn from the regular board meeting at 7:19pm. Roll call: Ayes: Andrews, McCloud, Hix, Allen, President Vastalo. Nays: None. Absent: None. Motion passed 5/0.

Minutes Verification Signature



**Bolingbrook Park District Board Secretary
Denise Allen**