

Observer Report

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Organization Observed	Park District
Observer	Susan Craighead
Date	January 20, 2022
Meeting Time: X-Y	6:30 pm to 7:45 (Open meeting adjourned for executive session at 7:17; Regular meeting back to order at 7:35)
Meeting Held-In Person, Remote, Hybrid	In-person at Fort Hill Activity Center – Multipurpose Rooms, 20 Fort Hill Drive, Naperville, IL 60540
Meeting Observed- In Person, Livestream, Recorded	Livestream at https://www.youtube.com/watch?v=yMHmqhUlwyI

Attendees (note if remote)

Quorum (yes or no)	Yes
Elected	President Marie Todd; Vice President Mary Gibson, Rhonda Ansier (via teleconference), Commissioner Rich Janor, Commissioner Josh McBroom, Commissioner Leslie Ruffing, Commissioner Alison Thompson
Staff (list names/roles)	Ray McGury, Executive Director Kevin Carlson, Golf Director Sameera Luthman, Marketing and Communications Director Tim Quigley, Parks Director Omar Sandoval, Information Technology Director Steve Schindlbeck, Park Police Chief Katie Sepe, Human Resources Director Eric Shutes, Planning Director Sue Stanish, Finance Director/Treasurer Brad Wilson, Recreation and Facilities Director

Staff/Other
 IT Staff: Hector Ilogon, Maciej Rago and Robert Rago
 Spencer Huard, Marketing
 Derke Price, Legal Counsel
 Bridget Tuft, Board Secretary

Press (list names)

Could not identify from video

Public (number)

Could not tell from video. No public commented

General Observations

	Yes	No	Comments
Meeting start on time?	Yes		
Facilities large enough?	Yes		
Audience able to hear proceedings?	Yes		
Room ADA Compliant?			Presume yes, but I have not yet been to this facility

Illinois Open Meeting Act Requirements

	Yes	No	Comments
Meeting Notice Posted?	Yes		
Agenda Posted 48 hours prior to meeting?	Yes		Emailed to anyone who has registered; may also available at https://go.boarddocs.com/il/naperville/Board.nsf/Public
Agenda clearly describes items to be discussed?	Yes		
Meeting packet available to the public before meeting?	Yes		Available upon registration at https://www.napervilleparks.org/boardmeetings or on following links at https://go.boarddocs.com/il/naperville/Board.nsf/Public
Minutes from previous meetings posted?	Yes		At https://go.boarddocs.com/il/naperville/Board.nsf/Public
Public Comment encouraged?	Yes		
Public treated	Yes		

respectfully?			
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Business Transactions

Agenda and Packet Found Where

Available upon registration or on following links at
<https://www.napervilleparks.org/boardmeetings>

Meetings Streamed and Archived Where

Naperville Park District YouTube channel:
<https://www.youtube.com/channel/UCTzHRzL9qxHXKEKUGLEkelw>

Closed Session Notes From Agenda

Executive Session for personnel issues

- 1.1 Call to Order; 1.2 Pledge of Allegiance; and 1.3 Roll Call
- 2. Public Comment: None
- 3.1 Approve December 2021 disbursements made through the Bank of America Purchasing Card Program in the amount of \$346,215.08
- 3.2 Approve January 6, 2022 Regular Meeting Minutes
- 3.3 Approve January 6, 2022 Executive Session (Closed) Meeting Minutes
- 3.4 Authorize the Executive Director to issue a Purchase Order to Kompan, Inc. in the amount of \$80,360.65 for play equipment for the A. George Pradel Park Playground Renovation project procured through the District's membership in the Omnia Partners purchasing network
- 3.5 Authorize the Executive Director to issue a Purchase Order to BCI Burke Company, LLC in the amount of \$81,610.28 for play equipment for the Eagle Park Playground Renovation project procured through the District's membership in the Sourcewell purchasing network
- 3.6 Authorize the Executive Director to issue a Purchase Order to BCI Burke Company, LLC in the amount of \$81,610.27 for play equipment for the Kendall Park Playground Renovation project procured through the District's membership in the Sourcewell purchasing network
- 3.7 Authorize the Executive Director to issue a Purchase Order to Little Tikes Commercial in the amount of \$83,985.00 for play equipment for the Tall Grass Lakes Park Playground Renovation project procured through the District's membership in the Sourcewell purchasing network
- 3.8 Authorize the Executive Director to issue a Purchase Order to Little Tikes Commercial in the amount of \$83,985.00 for play equipment for the Tall Grass Lakes Park Playground Renovation project procured through the District's membership in the Sourcewell purchasing network

Business Transacted

3.9 No Consent Agenda Items removed

3.10 Consent Agenda approved unanimously

4 Unfinished Business: None

5 New Business

5.1 Administration Building IT Server Room Cooling Unit Installation Project

Director Shutes reported that a contract for this project will be presented to the board for consideration in February. The scope of work includes installation of a second cooling unit which will serve as the primary component, with the existing unit remaining and serving as backup. Funding for this project has been allocated in the 2022 Capital Budget as asset maintenance and improvements, and pending contract approval, work is slated to occur this summer.

5.2 Administration Building Upper Level Office Renovations Project

Director Shutes reported that a contract for this project is also planned to be presented to the board in February. The scope of work includes modifications to the reception desk and renovations to the upper level office areas to expand work spaces for current and future staff. Pending contract approval, work is anticipated to commence in the spring and reach substantial completion early summer. A total of \$100,000 is allocated for this project in the 2022 Capital Budget.

5.3 DuPage River Sports Complex and Nike Sports Complex Fence Improvements Project

This project includes the removal and replacement of the backstop, line fence, and outfield fence on Field 5 of the DuPage River Sports Complex. The scope of work at Nike Sports Complex includes replacement of the chain link fence fabric around the synthetic turf field. Director Shutes reported that a total of \$240,000 has been allocated to the project and pending contract approval in February, work is slated to occur as soon as weather permits, for substantial completion this spring.

5.4 Frontier Sports Complex Ballfield Hub Sports Lighting Renovation Project

The scope of work for this project includes retrofitting the existing metal halide sports lights at the ballfield hub with LED sports light fixtures installed on existing light poles, resulting in significant cost savings and improved illumination. A total of \$870,000 is allocated to the project. Director Shutes also noted that the District is pursuing an Illinois Municipal Electric Agency grant through the City of Naperville, which could secure up to \$40,000 in funding. Pending contract approval, work is slated for this spring.

5.6 WDSRA Harris Fawell Recognition

Director Wilson reported that shortly after the passing of former U.S. Congressman Harris Fawell, Western DuPage Special Recreation Association (WDSRA) reached out to the District to recognize his many achievements, including the creation of special recreation cooperatives such as WDSRA. It was proposed to rename Fort Hill Activity Center's Multipurpose Room #1 in his honor, as it is currently used extensively for WDSRA programs and inclusion services. A resolution will be presented at the next board meeting, which will begin the 60-day waiting period for formal naming.

5.6 2022 T-Shirt Bid

Director Wilson updated that we are currently soliciting bids for screen printing t-shirts for program and league participants and staff uniforms, and have sent the bid to 60 different vendors. Bids received will be evaluated after the opening scheduled for January 25 and a contract recommendation will be presented to the board at the February 10th regular meeting.

5.7 Springbrook Golf Course 2022 Renovation

Director Carlson reported that this project will include work on several features of this nearly 50 year-old golf course to improve playability for all levels of golfers, and to upgrade course infrastructure to remain viable in a competitive market. This large project will necessitate that the course be closed during construction beginning August 1st. The project budget is \$3,300,000 allocated within the 2022 Golf Capital Budget. Bid results are being reviewed and it is anticipated that a contract will be presented at the February 10th regular meeting.

5.8 Declaration of Surplus Property

Director Quigley reported that a request to surplus items and equipment from Parks, Fleet, Human Resources and IT, for sale, recycling and/or disposal, will be submitted to board consideration at the February 10th regular meeting.

6 Department Updates

6.1 Administration

Secretary Tuft updated that the District has been invited to march in the 2022 West Suburban Irish St. Patrick's Day Parade on March 12th. Commissioners and their families will be joined by about 50 members of the Weber Irish Dance program.

6.2 Finance

Director Stanish reported that the department is busy closing out the year, processing W-2s and 1099s, and coordinating the

annual audit scheduled to begin February 14th. They will also be conducting our annual financial policies review, and will provide recommended changes to the full board in March or early April.

6.3 Golf

Director Carlson reported that annual holiday online sales were very successful this year, with several packages available for rounds, driving range and lessons, and gift card promotions, earning \$23,779 from packages and \$28,054 in gift certificates. Membership renewals are already at 80% and we anticipate totals to meet goals before the start of the season. Staff is currently working on preventative maintenance on equipment and prepping golf carts and mowers for the season.

Total rounds for 2021 were 84,860 between both courses, which is a 4% increase from 2020 and a whopping 27% increase from 2019.

6.4 Human Resources

Director Sepe updated that our co-hosted job fair with KidsMatter went as well as could be expected with 307 attendees. She also reported that our Volunteer Coordinator has retired after 20 years with the District, adding to the 59 positions currently open. In collaboration with Marketing, we continue to source many different strategies to recruit qualified applicants. We are also welcoming a new member to the HR team, Quyn Gardner, who will serve as Talent Specialist, focusing on employee onboarding.

6.5 Information Technology

Director Sandoval bid farewell to the District and thanked staff and the commissioners for their support. He begins a new position next week.

6.6 Marketing and Communications

Director Luthman provided quarterly program guide website traffic data that reflected 273% growth compared to winter 2020. As we move into developing the spring guide, we're hoping the trend continues. Our sponsorship position was very strong in 2021, surpassing our year-end goal and generating \$267,000 in revenue. We expect the trend continues in 2022 with the addition of the Frontier Park Fitness Court sponsors. The department has also been working on the 2022 State of the Park District podcast series, available via most podcast apps in February. The theme this year is "rebuilding and renewing", and we will be discussing 2021 goals and accomplishments, what's planned for 2022, anticipated challenges, and environmental initiatives.

6.7 Park Police

Chief Schindlbeck reported that things have been relatively quiet so far this winter. We are developing a program in cooperation with the DuPage County Forest Preserve and Will County police departments to create a protocol that identifies individuals in crisis in our jurisdictions and provide assistance. Signage and training resources will be available. We are also hosting a search and rescue training to be offered statewide. Special events will start again beginning with Winter Ale Fest at Frontier Park.

6.8 Parks

Director Quigley updated that the milder weather has allowed crews to work on outdoor projects such as invasive plant removal and winter pruning, and other project work such as refinishing picnic tables, repainting soccer frames, garbage cans, and garden plot stakes, and deep cleaning restrooms. Ice rinks and sled hills are open.

6.9 Planning and Development

Director Shutes will kick off the multi-year capital overview at the February 10th Parks and Recreation Committee meeting, to identify and consider new capital improvements and review the positioning of existing projects within the 10-year overview. Recommendations and updates will be shared with the full board in the first quarter of 2022. This data will be further analyzed as part of the 2023 budget development process.

The District has received equipment ready for installation at the Frontier Park fitness court in the spring. The next step is to secure a competitive bid proposal for this installation and landscaping work as part of the project, estimated to cost \$45,000.

6.10 Recreation

Director Wilson recapped final totals for program registrations, which ended up at 87% of 2019 numbers, up 3% in athletics and 14% increase in camp programs. Winter registrations are currently up 2,000 ahead of where we were this time in 2021, and we have sold 330 new memberships under our January promotion. He also reported that a kickoff meeting for the Community Survey and Market Analysis was conducted. The survey will be conducted online this spring.

7 Scheduled Next Meeting- announced

8 Executive Session

8.1 Meeting Adjourned for executive session at 7:17.

9 Return to Open Meeting at 7:35. All board members present.

10 Action taken after Executive Session

Vice President Gibson moved to approve the employment agreement for Brad Willson at 7:37. Seconded by Commissioner Ruffing. Motion carried unanimously.

Any Issues Discussed That Have Implications for LWV?

No

Next Meetings

February 10 at 7:00 pm, Fort Hill Activity Center

Report Reviewed By

Anne Mathews
