

Observer Report

You may print a blank copy of this document in order to make handwritten notes. Save a copy of this document in the Observer Corps folder (Observer Corps Reports-PENDING APPROVAL), named as “Year-Month-Day [Organization Observed] Observer Report”. Type your report in the file - you can tab from field to field to complete each section - then send it to the Voter Service Director for review and finalization. This report is intended to be used by trained Observers only. It must be reviewed by LWV of Naperville before being shared.

Organization Observed	Park District
Observer	Susan Craighead
Date	March 24, 2022
Meeting Time: X-Y	6:30 pm to 7:21
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 www.youtube.com/channel/UCTzHRzL9qxHXKEkUGLEkelw

Attendees (note if remote)

Quorum (yes or no)	Yes
Elected	President Marie Todd; Vice President Mary Gibson, Commissioner Rhonda Ansier, Commissioner Rich Janor (remote), Commissioner Josh McBroom, Commissioner Leslie Ruffing, Commissioner Alison Thompson
Staff (list names/roles)	Brad Wilson, Executive Director; Kevin Carlson, Golf Director; Andrea Coates, Recreation and Facilities Director; Sameera Luthman, Marketing and Communications Director; Steve Schindlbeck, Park Police Chief; Katie Sepe, Human Resources Director; Eric Shutes, Planning Director; Sue Stanish, Finance Director/Treasurer Staff/Other Maciej Rago, IT; Derke Price, Legal Counsel; Bridget Tuft, Board Secretary
Press (list names)	Could not identify from video

Public (number)

One person made a comment about the Bailey Hobson Woods shoreline restoration project.

General Observations

	Yes	No	Comments
Meeting start on time?	Yes		6:31 pm
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 respectfully?	Yes		

Business Transactions

Agenda and Packet Found Where

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

Closed Session Notes From Agenda

3 Consent Agenda

3.1 Approve March 10, 2022 Regular Meeting Minutes

3.2 Move to approve the Agreement with Naperville Little League for scoreboard replacements

3.3 Move to authorize the Executive Director to issue a Purchase Order to Classic Recreation in the amount of \$82,340.00 for eight (8) dugout shelters for the Frontier Sports Complex Improvements project

3.4 Move to authorize the Executive Director to issue a Purchase Order to Interior Investments, LLC in the amount of \$30,110.25 to furnish and install office furniture at the Administration Building

3.5 President Todd asked if any items should be removed from the Consent Agenda to be considered separately. No items were requested to be removed.

3.6 Accept Consent Agenda Items - accepted unanimously

4 New Business

4.1 Bailey Hobson Woods Park Pond Dredging and Shoreline Restoration Project

Director Shutes updated that a contract for this project which includes dredging of the retention pond and stabilization of the shoreline, is anticipated to be presented to the Board for consideration in April. The work involves removing approximately 2,800 cubic yards of silt from the pond and stabilizing 665 linear feet of shoreline with native vegetation. He addressed issues regarding pedestrian circulation throughout the project area and associated safety issues related to the west side sidewalk. A resident provided comments regarding the project and concerns about maintaining a path through the greenway. The District plans to designate the existing path-of-desire as a trail to appear on our maps. A total of \$350,000 is allocated in the 2022 Capital Budget for this project, and pending contract approval, work is expected to occur over the summer as weather permits, with expected completion early fall.

4.2 The Naperville Salute Agreement Amendment

Executive Director Wilson reported that an amendment to the agreement between the District and the Naperville Salute to hold Fourth

Business Transacted

of July event at Rotary Hill is currently in negotiation. The group wishes to extend the duration of the event from three days to four, and to present a fireworks display, preferably staged on District property downtown instead of Frontier Park as in past years. Once terms are outlined, the amendment to the agreement will be presented to the Board for consideration at an upcoming meeting.

4.3 Bus Transportation Bid

Director Coates updated that a contract for 2022 bus transportation is expected to be presented to the Board for consideration April 14. Two vendors submitted bids, with Safeway Transportation Services identified as the lowest responsible bidder. These services will be used primarily for the day camp program.

4.4 May Watts Park Trail Renovation Project

The scope of work for this project includes converting a section of the existing limestone screenings trail to concrete and is phase two of a three phase project to convert the entire trail. This will enhance accessibility and alleviate on-going maintenance. A total of \$65,000 is allocated in the 2022 Capital Budget and Director Shutes plans to present a contract for this work for Board consideration in April and expects completion of this phase summer 2022, weather permitting.

4.5 North Maintenance Facility Interior Improvements

Multiple contracts will be presented in April to the Board for this project, implemented in phases. The interior improvements include renovations to office, staff, and garage areas, including modifications to the floor plan, plumbing, mechanical, electrical and low voltage systems, and a new fire protection service. Additionally, new water service, sidewalk and asphalt pavement replacement, and landscape restoration are planned. A total of \$1.5 million is allocated in the Capital Budget for 2022 work, and Director Shutes reported that the overall project construction phase is expected to be completed by the end of 2023.

4.6 District Wide Asphalt Parking Lot and Trail Sealcoating

Maintenance contracts for this work will also be presented in April, for crack filling and sealcoating various parking lots and trails throughout the District. A total of \$139,000 is allocated in the Asset Maintenance allowance in the Capital Budget, for work to occur throughout the summer, to minimize impacts on programming.

5 Department Updates

5.1 Administration

No report.

5.2 Finance

Director Stanish updated that the auditors have wrapped up final field work and expect to present findings to the Board in May. She also reported that the three-year plan is in progress in conjunction with the 2023 budget process. We are modeling salaries, benefits and wages in anticipation of potentially being fully staffed at some point this year.

5.3 Golf

Director Carlson reported that both courses are open for the season, a couple of weeks later than last year. For the month of March, we're at about 1200 rounds and participation numbers from Brooks Advantage card sales have been very positive so far. Golf program registrations opened earlier this month and several of our junior camps, clinics, and leagues are already full or nearly full. We are catching up on staffing levels, with the exception of food and beverage, but are still looking for two full time employees.

5.4 Human Resources

Director Sepe discussed recent recruiting initiatives to fill several part time positions throughout the District. We are also preparing to roll out an employee opinion survey, to be conducted in April with results available in May.

5.5 Information Technology

Executive Director Wilson announced that a new IT Director will join us next week and thanked IT staff for all their work during this interim period.

5.6. Marketing and Communications

Director Luthman distributed a new Spring Events card for 2022 and an Active Adults and Seniors program piece highlighting both general and season specific programs. She also reported that we are in the midst of redesigning the napervilleparks.org website and are currently reviewing the nine proposals submitted. She anticipates bringing a contract for this project to the Board for review in April. A staff and community survey regarding the redesign are also being conducted.

Director Luthman provided a quarterly update regarding registrations and web traffic and reported a 133% increase in first day registration traffic compared to 2021. She also provided an update regarding sponsorships, which total \$121 thousand, up 2.8% compared to this time in 2020. Finally, she reported that focus groups are being formed as part of this year's in-depth information gathering.

Focus groups will be conducted this summer, targeting needs of a broad group.

5.7 Park Police

Chief Schindlbeck shared that we've increased our presence at special events to enhance security, and are deploying our camera trailer in some parks where damage and reckless behavior have been reported. We are in the process of hiring six park service officers, and the department is working on providing documents for its first accreditation.

5.8 Parks

Executive Director Wilson updated on behalf of Director Quigley that as the snow melts and the parks begin to dry out, crews have a small window before spring sports kickoff to begin work on our natural areas, prior to this week's rain. The run of dry weather allowed the three divisions to complete controlled burns with nearly 15 acres burned to date. We've continued to work on invasive plant removal around several of our ponds and have sown native plant seed in these areas. Additional activities include multiple rounds of litter picking and debris cleanup, the opening and maintenance of our heated restrooms, beaver dam removal, takedown of our sled hill fencing and ice rinks, and removal of our winter turf blankets. Our ball field crews have begun to lay out and paint fields, move goals, string nets, and dry out ball fields. Staff continues to pump down water levels at Centennial Beach and has started the process of pressure washing the interior walls.

Volunteer activity has begun to pick up and we're working with our new Volunteer and Events Manager to coordinate schedules and tasks. Last year, nearly 2000 hours of labor were generously contributed, a number we seek to expand on in 2022. Finally, Parks welcomed two new full time staff, and the return of 9-month part time employees.

5.9 Planning and Development

Director Shutes discussed the City's Hometown Hero Banner program to honor veterans. Photographs of veterans will be displayed along the Riverwalk from Memorial Day to Veterans Day. The District will assist in this joint effort by providing additional information and a joint press release when details are confirmed.

5.10 Recreation

Director Coates reported that spring registration took place last week and our numbers came in very strong in comparison to 2019, with first day of numbers increased by 35%. Spring soccer practices begin next week with games starting April 9th. Our focus is still on hiring,

specifically for lifeguards and day camp counselors. We are busy getting Centennial Beach prepared for the season.

Our new Volunteer and Special Events manager has started and is already receiving calls from volunteers to assist with special events coming up, including our Earth Day Fair on April 24th. Finally, she reported that our zero enrollment drive at Fort Hill Activity Center ended March 13th, with 201 new members.

6 Scheduled Next Meeting- April 14, 2022 at 7:00 pm

7 Adjournment

Any Issues Discussed That Have Implications for LWV?

No

Next Meetings

April 14 at 7:00 pm, Fort Hill Activity Center

Report Reviewed By

Anne Mathews
