

Observer Report

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Organization Observed

Naperville Park District

Observer

Susan Greenwood

Date

April 28, 2022

Meeting Time: X-Y

6:30 - 7:46 pm ; Executive Session 7:31 - 7:46 pm (land acquisition)

Meeting Held-In Person, Remote, Hybrid

In person at Ft. Hill Activity Center, 20 Ft. Hill Dr., Naperville

Meeting Observed- In Person, Livestream, Recorded

Recorded Live streamed at [Park District's YouTube channel](#).

Attendees (note if remote)

Quorum (yes or no)

Yes

Elected

Marie Todd, President
 Mary Gibson, Vice President
 Rhonda Ansier, Commissioner (joined via teleconference at 6:31 p.m.)
 Rich Janor, Commissioner (joined via teleconference at 6:31 p.m.)
 Josh McBroom, Commissioner
 Leslie Ruffing, Commissioner
 Alison Thompson, Commissioner

Staff (list names/roles)

Executive Staff:
 Brad Wilson, Executive Director
 Kevin Carlson, Golf Director

Andrea Coates, Recreation and Facilities Director
Sameera Luthman, Marketing and Communications
Director
Steven Mertes, Information Technology Director
Steve Schindlbeck, Park Police Chief
Katie Sepe, Human Resources Director
Eric Shutes, Planning Director
Sue Stanish, Finance Director/Treasurer
Tim Quigley, Parks Director
Staff/Other:
Maciej Rago, IT
Aileen McEldowney, Planning
Spencer Huard, Marketing
Bridget Tuft, Board Secretary

Press (list names)

Couldn't identify from the video

Public (number)

No members of the public requested to provide comment. And it didn't seem that there were any present.

General Observations _____

	Yes	No	Comments
Meeting start on time?	X		
Facilities large enough?	X		
Audience able to hear proceedings?			No audience present. Sound on the recording was good.
Room ADA Compliant?	X		Presume yes, but hard to tell from the recording

Illinois Open Meeting Act Requirements

	Yes	No	Comments
Meeting Notice Posted?	X		Posted at https://go.boarddocs.com/il/naperville/Board.nsf/Public#
Agenda Posted 48 hours prior to meeting?	X		
Agenda clearly describes items to be discussed?	X		
Meeting packet available to the public before meeting?	X		
Minutes from previous meetings posted?	X		
Public Comment encouraged?			No public requested comment
Public treated respectfully?			No public present

Business Transactions

Agenda and Packet Found Where

<https://go.boarddocs.com/il/naperville/Board.nsf/Public#>

Meetings Streamed and Archived Where

[Park District's YouTube channel.](#)

Closed Session Notes From Agenda

3.1 Approve April 14, 2022 Regular Meeting Minutes

3.2 Approve April 14, 2022 Executive Session (Closed) Meeting Minutes

3.3 Award the contract for District Wide Parking Lot and Trail Emulsion Sealcoating to Pavement Systems, Inc. in the amount of \$74,543.00

3.4 Award the contract for District Wide Parking Lot and Trail Bio-Based Sealcoating to Austin Tyler Construction, Inc. in the amount of \$75,852.00

3.5 Award the contract for the Website Redesign/Development Services for napervilleparks.org to PUREi in the amount of \$37,430.00

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

3.7 Accept Consent Agenda Items

Action and Motion Requested:

Vice President Gibson moved to accept Consent Agenda items 3.1 through 3.5, at 6:32 p.m. Seconded by Commissioner Ruffing.

Roll Call Vote on Motion

YES: Gibson, Ruffing, Ansier, Janor, McBroom, Thompson, Todd

NO: None

ABSENT: None

(Motion carried)

3.8 Approve Consent Agenda Items

Action and Motion Requested:

Vice President Gibson moved to approve Consent Agenda items 3.1 through 3.5, at 6:32 p.m. Seconded by Commissioner Thompson.

Business Transacted

Voice Vote on Motion

YES: Gibson, Thompson, Ansier, Janor, McBroom, Ruffing, Todd

NO: None

ABSENT: None

(Motion carried)

4. New Business/Discussion Items

4.1 Draft Amendment #1 to The Naperville Salute Agreement

Executive Director Wilson discussed a draft amendment to the agreement for The Naperville Salute, a fundraising event supporting Naperville Responds to Veterans. Organizers have requested extending the event from three to four days to include July 4, with a fireworks display on July 3. They have requested to move from the previous years' Frontier Sports Complex location to Knoch Park for logistical purposes, and an area has been identified as appropriate for a smaller display to reduce fallout. Approval of these terms is contingent on the City of Naperville, school districts, and other organizations affected by this change. Resident Adam Clement was present to provide additional information and answer questions from the Board. An amendment to the agreement will be presented to the Board for consideration at an upcoming regular meeting, once terms are finalized.

4.2 Golf Course Construction Management and Design/Development Services

Director Carlson reported that a contract with Martin Design Partnership for professional services for renovations at both Springbrook and Naperbrook golf courses will be presented for consideration in May. The scope of these services include construction management for renovation work set to begin in August at Springbrook, including review of all submittals, coordination with the general contractor, engineering site visits for inspection, erosion control, structural assessments, review of punch lists, and acceptance of the work completed. Total fees for construction management services at Springbrook is \$73,000. Services at Naperbrook include design and development work for the relocation of the 18th green, and also include design of new features, civil engineering, irrigation design, bid documents and bid review. Construction for this project is scheduled to begin in the fall of 2023, with fees for the design and relocation of the 18th green totaling \$35,000.

Martin Design will also begin preliminary work for Naperbrook, including design options, phasing and preparing preliminary plans for renovation of features, and replacement of the irrigation system, for a total fee of \$40,000. Pending contract approval, work will begin immediately.

4.3 2022 and 2023 Fleet and Golf Capital Vehicle and Equipment Purchases

Director Stanish discussed the significant difficulties acquiring Fleet and Golf vehicles and equipment for the District due to production and delivery delays, and introduced an accelerated approval process. The Fleet Division would seek Board approval at the May 12 regular meeting to order six new vehicles for 2022, and begin procurement as soon as purchasing cooperative contracts are available, versus waiting until bids are awarded and then pursuing approvals. Procurement of vehicles and equipment budgeted for 2023 are also affected and will also require financial flexibility. It is advised that orders be placed as soon as the cooperative purchasing network bids are awarded, even though 2023 capital budgets have not yet been finalized. This process will also be presented to the Board for consideration May 12.

4.4 Declaration of Surplus Property

Director Quigley updated that vehicles, equipment, and office furniture identified as no longer useful for park purposes will be declared surplus, for sale, trade-in, recycling or disposal. An ordinance will be presented to the Board for approval May 12.

4.5 Heritage Place Park Playground Development Project - Play Equipment Purchase

Director Shutes advised the Board that a purchase order to secure play equipment for this project will be presented to the Board in May. As a member of Sourcewell, the District is able to contract directly with Little Tikes, which will expedite delivery time frames. A total of \$230,000 is allocated in the 2022 Capital Budget for this project, slated to commence spring 2023 for completion later that year.

4.6 Nike Sports Complex Ballfield Improvements Project

Director Shutes updated that a contract for this project is anticipated to be presented to the Board for consideration May 12, for work to include ballfield fence replacements at Nike Sports Complex. As part of the project, a purchase order for the dugout shelters are planned for Board presentation later this year. A total of \$400,000 is allocated to this project slated to commence this summer with substantial completion before the fall program season.

4.7 Nike Sports Complex Irrigation System Installation Project

A contract for this project is anticipated; also to be presented to the Board in May, for implementation in states to minimize disruption to operations and programming. Work scheduled for phase one includes Multipurpose Fields A and B in 2022, and phase two in 2023 plans are for Ballfield 2 and Multipurpose Fields G and F. A total of \$60,000 is allocated for phase one to commence in the spring for summer 2022

completion.

5. Department Updates

5.1 Administration

Secretary Tuft updated that the Naperville Memorial Day Parade will be held on May 30, beginning at 10:30 a.m., stepping off from the Centennial Beach parking lot and ending at Central Park. As an alternative to a formal entry as in years past, commissioners and their families may opt to join the procession following the veterans and carry Healing Field flags. She will follow up in the next week for a consensus on the commissioners' preference.

5.2 Finance

Director Stanish reported that work has begun on the 3-Year Plan, to be presented first to the Finance Committee meeting on May 20, then to the full Board.

5.3 Golf

Director Carlson reported that earlier this month, we held our third annual Junior Golf-a-Palooza, with 72 young golfers participating. Spring programs have begun and both courses have been busy with private and group lessons. Poor weather has resulted in some cancellations and postponements, and has had an impact on rounds and revenues. Overall, the numbers are expected to come close to budget.

5.4 Human Resources

Director Sepe shared that we had 96% participation in our Employee Opinion Survey, and on July 8, will meet with HR Source to review the results. We will utilize this data during the strategic planning process. She also reported that the department has implemented some innovative recruiting initiatives this year, including awarding signing bonuses and offering referral incentives, which have had good results. We plan to extend both programs through May.

5.5 Information Technology

Director Mertes updated that the last month has been business as usual, with updates and a general review of existing capital projects. He is assessing priorities as he settles into his new role.

5.6 Marketing and Communications

Director Luthman announced that the District will be featured in three sessions at this year's NRPA Conference in September. She also updated that the Summer Program Guide is online now at napervilleparks.org with registration opening on May 2. She reported that the department has submitted a short video for presentation during IAPD's Park Day at the Capital,

which is an opportunity to keep legislators informed and thank them for their support.

5.7 Park Police

Chief Schindlbeck that officers assisted the City at last weekend's half marathon. The department has hired eight Park Service Officers to patrol in and around Centennial Beach, the Riverwalk, and various paths throughout the city. Regular hours will be extended to midnight beginning tomorrow.

5.8 Parks

Director Quigley updated that despite the cool weather, staff has completed a number of tasks including cleaning the Beach walls and placing paddle boats in the quarry. They've coordinated with the City to haul benches to Central Park in preparation for performances at the bandshell, and have begun preparations for special events and the tournament season. The work order software system has been upgraded and in-house training will begin soon. Bulk fertilizers have arrived and applications will begin over the next few weeks. Staff will also be treating dandelions once the turf firms up.

Hiring is progressing and we are still looking for a full time parks specialist and a number of part time and seasonal staff.

5.9 Planning and Development

Director Shutes announced that the beneficiary of the Frank Rus Trust has expressed an interest in donating \$250,000 to support improvements at Knoch Knolls Park, with the intention of developing a pavilion and outdoor classroom space with site amenities at the location. Staff identified an interest in a pavilion several years ago to support outdoor programming and improve picnic options, and is in the process of formulating a concept design plan. The donor wishes to name the pavilion "Frank Rus Pavilion", with next steps involving presentation of a Resolution to initiate that process. A gifting agreement will also be drafted by staff and legal counsel, for Board consideration at an upcoming meeting.

He advised that a purchase order will be presented to the Board for the installation of poured-in-place rubber play surfacing for the Naper Commons Park Development project. Then the selected construction contractor will install play equipment ordered in February. Staff has further identified opportunities to streamline and expedite work on projects that are being affected by supply chain delays. We are seeing cost increases in labor and materials that may require scaling back on the scope of projects, or extending contracts through change order. We anticipate presenting contract extension

change orders for selected projects to the Board at an upcoming meeting.

5.10 Recreation

Director Coates reported we are optimistic regarding opening the Beach on time, with lifeguard training starting next week, and a new Aquatics Manager starting tomorrow. We continue to see Fort Hill Activity Center memberships rise. Fort Hill hosted the Earth Day Fair with very good attendance despite the weather. A shredding event was also hosted on site, with over 720 pounds shredded. Facility and park rentals have seen a significant jump as people are ready to get outdoors

Any Issues Discussed That Have Implications for LWV?

Hiring shortages have also hit the Park District and they are using hiring bonuses and referral incentives to help with this problem.

May 12, 2022, at 7:00 p.m., Fort Hill Activity Center, Multipurpose Rooms

Next Meetings

Report Reviewed By

Anne Mathews
