

# Observer Report

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## Organization Observed

Naperville Park District

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## Observer

Susan Greenwood

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## Date

May 26, 2022

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## Meeting Time: X-Y

7:00 - 7:59 p.m.

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## Meeting Held-In Person, Remote, Hybrid

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

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## Meeting Observed- In Person, Livestream, Recorded

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

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## Attendees (note if remote)

### Quorum (yes or no)

Yes

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### Elected

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

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### Staff (list names/roles)

Executive Staff:  
 Brad Wilson, Executive Director  
 Kevin Carlson, Golf Director  
 Andrea Coates, Recreation and Facilities  
 Director

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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:  
 Robert Rago, IT  
 Bridget Tuft, Board Secretary

**Press (list names)**

Couldn't identify from the video

**Public (number)**

No members of the public appeared to provide comment. However, Secretary Tuft read a statement from Mr. Nick de Jong regarding his belief that east Naperville is under-served with regard to facilities. Executive Director Wilson advised President Todd that he will respond to Mr. De Jong's concerns directly.

## 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 <a href="https://go.boarddocs.com/il/naperville/Board.nsf/Public#">https://go.boarddocs.com/il/naperville/Board.nsf/Public#</a>
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#>

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Meetings Streamed and Archived Where

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

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Closed Session Notes From Agenda

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### **3. Consent Agenda - The Executive Director warrants that all Consent Agenda Items reports and memoranda comply with Board Policy.**

3.1 Approve May 12, 2022 Regular Meeting Minutes

3.2 Approve May 12, 2022 Executive Session (Closed) Meeting Minutes

3.3 Approve Resolution 22-09: A Resolution to Name the Pavilion to be Constructed at Knoch Knolls Park: "Frank J. Rus Pavilion"

3.4 Approve Ordinance 1017: Authorizing Terms and Conditions of a Gifting Agreement Between the Beneficiary of the Frank J. Rus Trust and the Naperville Park District

3.5 President Todd asked that Item 3.4 be removed from the Consent Agenda for separate consideration.

3.6 Accept Consent Agenda Items

Action and Motion Requested:

Vice President Gibson moved to accept Consent Agenda items 3.1 through 3.3, at 6:36 p.m.  
Seconded by Commissioner Thompson.

Roll Call Vote on Motion

YES: Gibson, Thompson, Ansier, Janor, McBroom, Ruffing, 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 3.3, at 6:36 p.m.  
Seconded by Commissioner Ruffing.

Voice Vote on Motion

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

NO: None

Business Transacted

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ABSENT: None  
(Motion carried)

#### **4. Unfinished Business (items removed from consent agenda considered separately)**

4.1 Approve Ordinance 1017 (Item 3.4 from Consent Agenda)

Action and Motion Requested:

Vice President Gibson moved to approve Ordinance 1017 as amended, Authorizing Terms and Conditions of a Gifting Agreement Between the Beneficiary of the Frank J. Rus Trust and the Naperville Park District, at 6:37 p.m. Seconded by Commissioner Ansier.

**(Comment: Can't find the amended ordinance so I don't know what they approved)**

Roll Call Vote on Motion

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

NO: None

ABSENT: None  
(Motion carried)

#### **5. New Business/Discussion Items**

5.1 Centennial Beach Stormwater Lift Station Pumps and Controller Replacement Project

Director Shutes provided an overview of this project and scope of work which includes replacement of three submersible ejector pumps which are at the end of their respective life cycles, and the associated control panel at Centennial Beach. A total of \$105,000 is allocated in the 2022 Capital Project Budget, and pending contract approval, work will commence in the fall with substantial completion anticipated by the end of 2022.

5.2 Clow Creek Greenway Shoreline Restoration Project

The contract for this project to restore the shoreline in the central portion of Clow Creek Greenway from Book Road to Pradel Drive (part three of three phases) will be presented for Board consideration in June. The scope of work includes removal of invasive trees and shrubs, placement of coir roll to minimize erosion, grading to ensure stable slope, and installation of native seed. A total of \$130,000 has been allocated in the Capital Budget and Director Shutes expects that pending approval, work will begin in the summer and be completed in the fall.

5.3 Commissioners Park Trail Renovation Project

The scope of work for this project includes full

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renovation of the existing trail which has deteriorated and is at the end of its life cycle. A total of \$500,000 is allocated and Director Shutes anticipates presenting a contract to the Board in June, with work beginning this summer.

#### 5.4 Naper Commons Park Development Project

Director Shutes updated that a contract for this project is planned to be presented to the Board in June, for work including concrete curbing and flatwork, pavers, shelter and playground installation, basketball court, site furniture, and landscaping (shelters, playground equipment and poured in place surfacing were purchased earlier this year). A total of \$480,000 is allocated for the project, expected to commence this summer and reach substantial completion late 2022/early 2023, weather-permitting and pending timely arrival of equipment and materials.

#### 5.5 Draft 3-Year Financial Plan 2022-2024

Director Stanish presented the draft plan introduced previously to the Finance Committee this morning, which included plan assumptions and a capital overview for years 2022 through 2024. The plan serves as a roadmap for the District, while the official approval of revenues and expenses occurs through the annual budget process. The plan will be brought forward for approval at the June 9 regular meeting.

## **6. Department Updates**

### 6.1 Administration

Secretary Tuft advised the commissioners that the Board holds its Annual Meeting which includes officer elections and appointments, during the first regular meeting each June, following regular business. She also advised commissioners that a group photo would be taken, following that meeting.

### 6.2 Finance

Director Stanish reported that in addition to regular department operations, work on the 3-Year Plan has been the priority.

### 6.3 Golf

Director Carlson reported that the weather has improved and revenues are back on track. Staff has been able to catch up on mowing and general course maintenance. Staffing issues are also easing up with college students returning for seasonal work, and clubhouse operations are resuming. The practice facility at Naperbrook will be reopening tomorrow, and it's anticipated to be very busy with

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over 300 golfers expected for the start of the Memorial Day weekend. There will be events including a drive, pitch, putt competition, as well as concessions specials throughout the day.

#### 6.4 Human Resources

Director Sepe recently completed a review of the District's policies and plans to bring revisions to the Americans with Disabilities Policy and the Dress and Appearance Policy to the Board next month. She will also present two new policies, one that addresses the District's commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, and a transgender/gender non-conforming policy that conveys that the District does not discriminate on the basis of this expression. She also reported that to date, we have paid 54 referral bonuses (not including life guards), issued 95 signing bonuses and received six resident referrals.

#### 6.5 Information Technology

Director Mertes updated that the focus over the last couple of weeks has been readying technology for the opening of the Beach and other summer programs. The review of related financial contracts and licensing is ongoing, and the department is looking to consolidate some of these accounts with vendors. An expenditure to renew our annual Microsoft licensing will be brought to the Board next month.

#### 6.6. Marketing and Communications

Director Luthman discussed the upcoming ribbon-cutting for the new Frontier Park Fitness Court in mid-June. We are also working on the website redevelopment and held a kickoff meeting to beginning auditing the current site structure, and determining what needs to migrate over and what new content should be included. She also provided a sponsorship update through April, which ended at just over \$207,000 in revenue, a 3% increase over last year.

#### 6.7 Park Police

Chief Schindlbeck reported that two new officers are completing their training, and eight park service officers will begin working shifts this weekend. A mock assessment for the department's ILEAP (Illinois Law Enforcement Accreditation Program) certification has been completed and the final assessment will be conducted in the next four to six weeks.

#### 6.8 Parks

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Director Quigley discussed mowing challenges due to the recent weather, staffing issues, and replacement parts delays. We are attempting to catch up and resume regular mowing cycles and have even skipped spring fertilizing. We are considering hiring contractors to assist with custodial duties and to help maintain natural areas. Spring tree purchases have arrived and annual flower installations are in progress. Crews are working hard to put grass seed down and fertilize athletic fields. We're also prioritizing weed control and landscape beds, and mulching those and many of our trails.

#### 6.9 Planning and Development

Director Shutes reported that fencing improvements on the DuPage River Sports Complex Field 3 are complete, however unfavorable weather and extended product lead times have impacted work on Field 5, and will require a change order to extend the contract completion date. He plans to present this change order to the Board next month. He also advised regarding a proposed development at 445 Aurora Ave for eight residential units that would require us to agree to grant a temporary construction easement. If there is an interest to proceed, this will be presented to the Board for consideration at a future meeting.

Director Shutes also reported that the Trades division has been very busy with spring preparations, including drinking fountains startups throughout the parks, pond aerator deployments, Riverwalk Cafe and Centennial Beach Grill pre-season tasks, splashpad startups, facility fire alarm and sprinkler systems inspections, and many other park, parking lots, and playground inspections.

#### 6.10 Recreation

Director Coates updated that Saturday is opening day at Centennial Beach and staffing is looking good, with the first round of lifeguards completing their training. Online ordering at Centennial Grill will be available for patrons inside the Beach, as well as customers on the Riverwalk. It has been a struggle to find farm vendors this year for the Farmer's Market, so a move will be made to an outdoor market concept, which will include other types of vendors. We've seen an uptick in applicants for camp counselors and are now looking for more specialized positions such as pickleball, tennis, and swim instructors, and concessions staff. Big events coming up include our annual Kite Fly event on June 5 at Frontier Park, and our dance recital that same



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weekend.

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**Any Issues Discussed That Have Implications for LWV?**

None

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June 9, 2022, at 7:00 p.m., Fort Hill Activity Center,  
Multipurpose Rooms

**Next Meetings**

**Report Reviewed By**

Anne Mathews

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