

# Observer Report

<b>Organization Observed</b>	Naperville Park District
<b>Observer</b>	Judy Green
<b>Date</b>	August 25, 2022
<b>Meeting Time: X-Y</b>	6:30 pm - 7:23 pm
<b>Meeting Held-In Person, Remote, Hybrid</b>	In person at Ft. Hill Activity Center, 20 Ft. Hill Dr., Naperville
<b>Meeting Observed- In Person, Livestream, Recorded</b>	Recorded and Live streamed at Park District's YouTube channel. Viewed recording online.

## Attendees (note if remote)

<b>Quorum (yes or no)</b>	Yes
<b>Elected</b>	Mary Gibson, President Leslie Ruffing, Vice President Rhonda Ansier, Commissioner Rich Janor, Commissioner (participated remotely) Josh McBroom, Commissioner Alison Thompson, Commissioner Marie Todd, Commissioner
<b>Staff (list names/roles)</b>	Executive Staff: Brad Wilson, Executive Director Kevin Carlson, Director of Gold Andrea Coates, Director of Recreation and Facilities Eric Shutes, Director of Planning Sue Stanish, director of Finance Couldn't identify others from the video
<b>Press (list names)</b>	Couldn't identify from the video
<b>Public (number)</b>	Couldn't identify from the video; none spoke

## General Observations \_\_\_\_\_

	Yes	No	Comments
Meeting start on time?	x		6:30pm
Facilities large enough?	x		
Audience able to hear proceedings?	x		
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?	x		
Public treated respectfully?	x		

# 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

<https://www.youtube.com/user/NaperParks>

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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 July 28, 2022 Regular Meeting Minutes

3.2 Approve August 11, 2022 Regular Meeting Minutes

3.3 Award the contract for the Frontier Sports Complex and A. George Pradel Park Fence Repairs project to Proline Fence Company in the amount of \$103,520.00

3.4 The Chair asks if there are any items to be removed from the Consent Agenda to be considered separately. *None*

3.5 Accept Consent Agenda Items *Motion made and seconded. No dissent raised during roll call vote*

3.6 Approve Consent Agenda Items *Approved unanimously in voice vote*

4. Unfinished Business

5. New Business/Discussion Items

5.1 Mid-Year Review and 2023 Budget Preview Presentation  
*Presented by Executive Director Wilson. Executive Director Wilson reported that the Park District is: financially strong due to programs; in a solid position from participation and facility utilization perspectives – they have seen great recovery in several areas, particularly with indoor facilities; continues to be challenged in achieving required staffing levels – particularly park and golf maintenance, custodial/trades divisions and food and beverage. This has been a challenge for the last couple of years and continues to be. They have tried a number of approaches to recruit staff and an overview will be presented during the meeting. Challenges are also being experienced in securing equipment and vehicles (e.g., trucks, tractors) to support operations. They have changed the procurement process but haven't seen many results yet due to the delay with the manufacturers. They are looking for ways to get around this.*

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*Director Coates reported that: Centennial Beach has been doing well and is fairly consistent with last year. At \$277,000, the net income is consistent with 2021. Daily visitors are about 61,000. Membership, on a good note, has already exceeded budget by 6,000. Centennial Grill has filled 12% more orders. She also reported that the online ordering added this year was very successful and constituted about 5% of the orders. They know they have work to do next year but it was very successful and helped the lines move faster. Fitness membership revenue was 39% higher vs. last year and usage was up 55%.*

*Overall, all recreation programs are performing ahead of budget, across the board. Day camp was a particular highlight with a 51% increase vs. 2021. Other programs registering increases included dance, preschool, and Premier soccer. Director Coates pointed out that this is particularly good since the year started out with some covid protocols still in place. Birthday parties and aquatics also registered sizable increases. Programs that still need to bounce back include senior trips and adult athletics which haven't bounced back as quickly as youth athletics.*

*Director Carlson reported on the golf program which he said is also going well. YTD rounds have met expectations and this is particularly good considering the slow start in the spring due to challenges like weather and maintenance. Things started improving in mid-May and they are now at a pace slightly ahead of last year. Range and golf programs are also doing well. Range is 25% ahead of budget, due in large part to bringing on Naperbrook which has performed very well. Golf program participation is up about 10% for the year and private lessons are showing a 13% increase. Memberships overall are up about 6% which Director Carlson called a "great" number. Compared to pre-covid, membership numbers are up 26%. Overall revenues for the two golf courses are up about 14%. Driving range at Springbrook is still performing well even though the golf course is closed for renovations.*

*Director Stanish predicted the park district challenges will likely continue into 2023 and potentially 2024. These include: 1. higher expenses due to inflation – particularly affecting commodities and the fuel budget as well as chemicals for the beach. However, since some of the products haven't been needed due to low staffing levels, the budget hasn't been completely "blown" but is still a challenge. 2. continued delivery delays in materials and equipment due to supply chain issues – "it's mind boggling how we have money and want to*

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buy but can't." Staff are looking at buying things in different ways in order to be able to procure these items. In the meantime, they are making the current fleet of vehicles last. 3. Staff recruitment, retention, and compression. Earlier in the year they were feeling desperate because no one was applying but applications increased eventually so they were able to fill a lot of positions, particularly for the parks. A lot of managers are picking up slack since part-time help is not available. Current staff are working harder than they ever have to "pull off the programs in an excellent way." Parks are even struggling to fill full-time positions. 4: high demand for programs, services, and facilities – there are waitlists for several programs with the highest being gymnastics, early childhood, and middle sports classes. This has been true for several years but even more so now. There is not enough staff to expand the programs. Open gym fell off with covid but is expected to come back. Basketball and pickleball are the most popular programs. Staff anticipates they'll be "jammed" with open gym. They are curious to see what it will be like this fall and winter. 4. Continuing to rebuild some areas of the volunteer program, mainly in the park areas. High school students are starting to come back but there is not enough assistance for overburdened staff. They are fully volunteer-staffed for coaching positions. Despite all the challenges, Staff believes the park district will remain in a strong financial position through the rest of the year.

Recent efforts related to staff recruitment and retention: 1. Community Outreach – distributed water bottles; hosted job fairs, visited high schools to promote jobs, and handed stickers out for hiring. 2. Incentives – offering a bonus for the public referring new staff; offering a hiring bonus to new staff, and an employee referral program. These have been successful at getting people in the door and the program is ongoing. 3. Advertising and Promotion: Branded summer jobs campaign, leveraged public relations, QR code facility decals; and social media. 4. Internal Initiatives: new online application platform to make it easier to apply, midyear wage adjustments, market value adjustments, focused on employee culture – did an employee survey and are working on that; HR is working on programs; and moved some part-time positions to full-time.

Capital Projects Highlights: Had ribbon-cutting events for four playgrounds and a fitness court; currently working on the north shop renovation and Springbrook renovation; new pickleball courts that will be starting this year at Frontier, and a big lighting project at Frontier. As discussed already, they also had some project and equipment deferrals (mostly vehicle). Overall, \$12.7 million in capital improvements is anticipated. Unspent dollars will be used next year

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*for all the vehicles that didn't manifest this year. Planning team typically works on 50 projects per year but this year it's 80-90 so everyone has been very busy.*

*Executive Director Wilson looked ahead to 2023 and its priorities: 1. Continue to invest in attracting/retaining staff. 2. Leverage innovation to overcome challenges and meet standards in park maintenance (e.g., reduce the size of landscape beds in order to reduce necessary maintenance). 3. Work with community and regional partners to help create a career path for future candidates (e.g., trying to work with Northern Illinois University to initiate a new program). 4. Implement the new Strategic Plan and Master Plan. 5. Reopen Springbrook Golf Course following renovations. 6. Collaborate with City staff on a new Riverwalk/Carillon agreement as the current agreement expires the end of 2023.*

*Executive Director Wilson's summary: demands for facility and programs are as high as they've been. Challenges are to provide the staff to meet the need and to meet maintenance standards.*

*President Gibson asked for questions. There were none and she thanked the staff for putting together the comprehensive report.*

**5.2 Ordinance 1021: Bond Parameters Ordinance** *Director Stanish provided a preview. She reminded commissioners that they had approved a parameters ordinance for the refunding of the 2015 bonds in October, 2021. That ordinance expires after 6 months and the financial committee would like to get another parameters ordinance on the books given the volatility of the market. This would not be new money but rather refunding the 2015 bonds if enough savings can be generated. Director Stanish anticipated that the bond council would prepare that ordinance for the September 22 meeting so that it could be on the agenda for the Board's approval. The terms would be similar and Director Stanish and Director Wilson would have the authority of working with Eric Anderson so say "yes" or "no" if an opportunity presents itself. There were no questions or discussion.*

**5.3 Springbrook Golf Course Renovation Update** *Director Carlson reported that the course has been closed since August 1. Staff is pleased with the progress to date and the weather has been cooperating. An overview of the renovations and the project schedule were presented. The window for the renovations was said to be only 90 days so it was vital that it all stay on schedule. Objectives of the project include making the course playable for all skill levels and improve ease of maintenance of the course, including drainage. They*

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*have been keeping the public updated on the renovations through the website [golfnaperville.org](http://golfnaperville.org). The goal is for the course to be available for play by late spring or early summer of 2123.*

**5.4 DuPage River Sports Complex Ballfield #4 Renovation Project**  
*Director Shutes reported that a contract for this project is anticipated to be presented to the Board for approval in September. The project consists of restoring DuPage River Sports Complex ball field 4 to regulation standards.*

**5.5 Frontier Sports Complex Rothermel Family Pickleball Courts Installation Project**  
*Director Shutes reported that a contract is anticipated to be presented to the Board for consideration and approval in September. The contract is to install six dedicated pickleball courts at Frontier Sports Complex. The goal is to complete the project by August 1, 2023 as identified in the grant agreement. There are also plans to renovate basketball courts at Frontier that are next to the pickleball court. Staff believes it will make sense to get a bid from the pickleball court contractor as one of the competitive bids. If the numbers from the pickleball court contractor are favorable, they may bring it to Board for consideration this fall and then be able to fast track the project. They have confirmed that the funds are available for 2022.*

*Commissioner McBroom asked about dissent that had been heard regarding the pickleball courts. Director Shutes responded that they had only heard from one individual. Staff spent time reviewing possible noise/sound coming from the Frontier complex. They determined that the distance between the courts and residential properties is even farther than is the case at the Nike Sports Complex. In addition, there are berms and fencing at Frontier. There are also proposed evergreens as part of the project which will provide additional buffering. Staff expects there will be no problems and issues.*

**5.6 Nike Sports Complex Ballfield Improvements Project - Dugout Shelters Purchase**  
*A purchase order secured for dugout shelters for the Nike Sports Complex ballfield improvement project is anticipated to be presented to the Board for approval in September. The ultimate goal is to reach completion by the end of the year.*

*Commissioner McBroom asked about the differences between the existing and new dugouts. Director Shutes explained that the existing dugouts are 15 years old. Staff had hoped to refurbish them but found that they are “very rusted out and falling apart” and couldn’t be*

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*refurbished so they turned to replacement. The new dugouts are similar in style and structure. The new dugouts will be for all the fields.*

**5.7 Seager Park Bridge Replacement Project - A&E Services**  
*Director Shutes reported that the scope of work for this project involves evaluation of existing structure. The project is included in the 2022 capital budget. Since providing the board with some information in August, Staff have learned that the project will require a smaller scope than anticipated and will therefore be less expensive – less than \$10,000 versus the previously anticipated \$40,000. The funds are available and have been allocated and the reduced cost means the architectural and engineering services can be approved at the staff level but they wanted to share the information with the Board. Rather than replacing the bridge, it will be renovated next year. The renovation will be greater than \$40,000 so the staff will bring the project back to the board next year for approval.*

- 6. Next Scheduled Meeting
- 6.1 Regular Meeting of the Board of Park Commissioners, September 8, 2022, 7:00 p.m., Fort Hill Activity Center - Multipurpose Rooms
- 7. Executive Session (if necessary) N/A
- 8. Adjournment

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

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**Next Meetings**

September 8, 2022, 7:00 p.m.

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**Report Reviewed By**

Anne Mathews

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