

Observer Report

Organization Observed	Naperville Park District
Observer	Judy Green
Date	September 22, 2022
Meeting Time: X-Y	6:30 pm - 7:26 pm
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 and Live streamed at Park District’s YouTube channel. Viewed recording online.

Attendees (note if remote)

Quorum (yes or no)	Yes
Elected	<p>Present:</p> <p>Mary Gibson, President Leslie Ruffing, Vice President Rich Janor, Commissioner (participated remotely) Josh McBroom, Commissioner Alison Thompson, Commissioner Marie Todd, Commissioner</p> <p>Absent:</p> <p>Rhonda Ansier, Commissioner</p>
Staff (list names/roles)	<p>Executive Staff:</p> <p>Brad Wilson, Executive Director Kevin Carlson, Director of Gold Andrea Coates, Director of Recreation and Facilities Sameera Luthman, Director of Marketing & Communications Steven Mertes, Director of Information Technology Tim Quigley, Director of Parks Steve Schindlbeck, Park Police Chief</p>

	Eric Shutes, Director of Planning Sue Stanish, director of Finance Couldn't identify others from the video
Press (list names)	Couldn't identify from the video
Public (number)	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 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?	x		
Public treated respectfully?	x		

Agenda and Packet Found Where

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

Meetings Streamed and Archived Where

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

Closed Session Notes from Agenda

3. Board Parameters Ordinance

3.1 Approve Ordinance 1021 authorizing and providing for the issue of not to exceed \$7,500,000 General Obligation Limited Tax Refunding Park Bonds, Series 2022, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of taxes to pay said bonds, authorizing the execution of an escrow agreement in connection with said refunding and authorizing the sale of said bonds to the purchaser thereof – ***Unanimously approved in a roll call vote***

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

4.1 Approve August 2022 disbursements made through the Bank of America Purchasing Card Program in the amount of \$339,881.18

4.2 Approve September 8, 2022 Regular Meeting Minutes

4.3 Award the contract for lighting for the Frontier Sports Complex Rothermel Family Pickleball Courts Installation project to Musco Sports Lighting, LLC in the amount of \$174,800

4.4 Move to find that due to the reliability and professionalism required for the logistical planning and execution of fireworks displays, by its nature, the services are not readily adaptable to pure competitive bidding and, therefore, the Board waives the competitive bidding requirement and approves an agreement for the July 4, 2023 community fireworks display with Mad Bomber Fireworks Productions for \$50,000.

4.5 Move to ratify the action of the Executive Director to submit legislative priorities to the Illinois Association of Park Districts (IAPD)

4.6 The Chair asks if there are any items to be removed from the Consent Agenda to be considered separately.

4.7 Accept Consent Agenda Items – *Unanimously approved in a roll call vote*

4.8 Approve Consent Agenda Items -- – *Unanimously approved in a voice vote*

5. Unfinished Business – *There was no unfinished business*

6. New Business/Discussion Items

6.1 Heritage Place Park Playground Development Project – *Director of Planning Shutes reported that: 1. Staff anticipates a contract for this project will be presented to the board in November. The park (formerly College Park) will most likely be conveyed to the park district in 2023. As such, Staff decided that it would be best if the project was bid and a contract brought to the board in early 2023. The board was reassured that the project is on track and moving forward. 2. Earlier in 2023 the park board authorized the executive director to issue a purchase order for play equipment through the district’s membership in a purchasing network. The play equipment has been ordered and is scheduled to ship on schedule in Spring, 2023. Staff will publicly bid the construction portion of the playground development project early next year. The selected contractor will take delivery and install the equipment and other related upgrades (e.g., curbing, landscaping). The planned allocation for this project is \$260,000 in the 2023 capital budget.*

6.2 Naperville Little League Donation Agreement -- – *Executive Director Wilson reported that Naperville Little League Baseball notified Staff that they intend to provide the park district with a “generous” donation of \$200,000 to be applied to the transition of two baseball fields from natural to synthetic turf infields. The change in turf will lead to benefits such as fewer rained out games and improved playability of the fields. If the board decides to move forward with the donation, the next step will be to develop a donation agreement. The fields initially identified for the upgrade are DuPage River Sports Complex Field #5 and Knock Park Field #5 (Memorial Field). One park would be completed in 2023 and the other in 2024. Commissioner Janor asked about the specific type of turf that would be used and whether suppliers previously used would be used again. Executive Director Wilson replied that initially the type of product used at Nike Sports Complex and Knock Park would be looked at and then a determination would be made as to what the best product would be for a baseball application. Staff would also work with Naperville Little League in recommending a product. Commission Janor suggested that a logo – either for the Naperville Little League or the park district - be considered to add to the turf. He also questioned whether the field mound be raised*

or left flat which has implications for whether girl and adult softball can be played on those fields. Executive Director Wilson said the initial thought would be to not have a permanent mound in order for the field to be usable for other park district programs or other uses. He further said Staff would work with Naperville Little League on the design. With regards to the logos, Executive Director Wilson said they could take a look at that and the associated pricing.

6.3 Personnel Policies Update – Director Sepe was out of town attending a conference but asked Executive Director Wilson to provide the board with an update on the personnel policies she plans to bring to the October 13 meeting. She is working on three revised policies: a refinement to the dress policy; updates for vacation time benefits for new hires; and renaming the bereavement policy to paid bereavement time off. She is also working on a new policy in conjunction with the legal team to comply with the Family Bereavement Act. Vice President Ruffing asked for more details on the dress code changes. Executive Director explained that this pertained to looking at the exposed body piercing mention in the prior proper dress policy which was limited to ears only because it’s understood now that piercings in other areas can also be appropriate.

6.4 2023 Regular Board Meetings Schedule – Executive Administrative Assistant Tuft presented a resolution that was included in the weekly packet regarding the 2023 schedule. She reported that, as in the past year, the IPRA/IPD conference conflicts with the board meeting schedule. As before, Staff requested shifting the meeting schedule to accommodate the conference. She also mentioned that NRPA will be a conflict in September but they would wait to see who planned to attend prior to make a recommendation about a board meeting schedule change.

7. Department Updates

7.1 Administration -- Executive Administrative Assistant Tuft reported that: 1. the election candidate packets are available for pickup. They will be available until the last day of filing (December 19). To date, two packets had been picked up. 2. She will be coordinating the Parade of Lights with the Naperville Rotary Club. The parade is scheduled for November 26. She will send out additional information. 3. The IPRA/IPD conference is scheduled for January 26-28 and she will send out relevant information.

7.2 Finance – Director of Finance Stanish reported that the first leadership team budget review for 2023 was scheduled for September 26. She added that the budget is moving along “nicely”.

7.3 Golf – Director of Golf Carlson presented a proposed change order for the Springbrook Golf Course renovation project. The change order

includes expanded use of erosion control matting and bluegrass sod which the director said would help maintain the structural integrity of the features being constructed and to improve the germination success of the newly seeded areas. Director Carlson said this approach is considered best practices for this type of project. In the initial set up of the bid, inflationary cost concerns and a tight market for golf course renovations led to a reduced amount of matting and included to ensure the project would be within budget. Although not in the original bid, it was thought the matting and sod could be added at a later date if the funds were available. Staff is currently working with the architect and contractor to refine the cost estimate for the change order. The initial estimate is about \$89,000 which is within the approved contingency for the project (\$168,000). The final change order is expected to be lower than the \$89,000. Executive Director Wilson said Staff wanted to get a sense of whether there would be board support for this type of change order that would be brought to the board on October 13. Given the schedule, there is a desire to begin utilizing these means prior to the October 13 meeting.

In discussion, Vice President Ruffing wanted to know when it would be known if the seed that had been planted would take or germinate. Director Carlson said there has already been some germination in areas that have been covered by matting and sod in the bid. Vice President Ruffing then asked what the ramification would be if the board waited until next spring to reassess this matter. The response was that any reseeded that might be necessary could push back the reopening of the golf course. Vice President Ruffing agreed that an on-time reopening was important but she wondered if there were other items that might come up over the next several months that would require use of contingency funds. Director Carlson replied that no other significant contingencies were foreseen and that the aspects of the project where major unforeseen consequences are likely to occur had already been completed. To date, there have been only \$3,700 in change orders. He also added that the project is progressing "very quickly." Commissioner Janor asked if a return-on-investment argument could be made for the change order. Director Carlson said he really couldn't say whether there would be a delay as other factors (e.g., weather) are involved, independent of erosion matting and sod. He said that the monthly Springbrook revenues are in the "hundreds of thousands of dollars range" so there would be a significant cost if the course could not be opened on time. Executive Director Wilson added that as they looked at this change, they considered whether it would have a positive impact on the project schedule. This was another way to make sure the course would open on time. In addition, the matting and sod would result in a better quality product "out of the gates" for the golfers. Commissioner Todd said she considered this a reasonable request as they have seen the utility of erosion control mats.

She added that they have contingent money and thinks it should be utilized as it is a best practice and should be taken advantage of. President Gibson said she was conflicted since in the original budget the seed was sufficient. She said she was also concerned about the risk of the seed not germinating and what that would mean for sodding vs. reseeding and how much. Director Carlson said it would depend on the situation and how much would be needed. Commissioner Todd pointed out that a golf course is different than a lawn and that the mats should be utilized where there is undulation to prevent sliding. If there's erosion there's nothing that can be done except to reseed. President Gibson wondered why it wasn't included in the budget in the first place if it was so important and then asked whether there would be an impact after the first season. Director Carlson said this was an unknown but speculated that the integrity of the bunker edges could be an issue if not sodded completely. If there was erosion, the "brand new" sand would become contaminated. He suggested they were trying "to protect your investment" by making sure it would last in be in good shape for years to come. Commissioner McBroom said he didn't like the extra cost and would have liked to have seen it coming but said if it's in the contingency budget and if Staff thinks it's the right way to do it then he sees it that way because the renovation is a "major, major investment". He does not want to risk pushing back the reopening and "not being an expert on germination and grass," he will take the advice and support it. Vice President Ruffing said that a lot is being put into the renovation and a "beautiful golf course" will be the outcome. She added that it's an important revenue stream and any type of delay in reopening is a "negative," especially given that a third of the income is program fees and this sort of revenue. She ended by saying that golfers don't want to go to a course that "looks crummy" and the investment should be protected. President Gibson concluded the discussion saying that it appeared that a majority supported the change order that would be brought to the Board at the next meeting to be ratified.

In updating the board on the work overall, Director Carlson reiterated that work is continuing at a positive pace. The only setback has been the heavy rainfall on September 11. However, even this rain didn't do a lot of damage since a lot of areas had already been seeded. Although there was some delay caused by the rain, the good news was that the new bunkers worked perfectly. The drainage that had been put into place worked well and helped expedite the return to work after the rain. Moving forward, bridges are scheduled to be installed the first week of October and tees and bunkers will be the next focus.

7.4 Human Resources – Director of Finance Stanish updated the board on behalf of the Human Resources Director Sepe: 1. The Onsite Wellness

Screening occurred on September 15. Participation was very high which was good for numerous reasons including from a budget standpoint because the level of participation among eligible employees dictates the funding the district receives from its insurance pool to fund wellness activities for the upcoming year. 2. The insurance provider offered a zero percent renewal for dental insurance for park district staff so they'll be staying with that provider. Director Sepe will bring the renewal to the board for approval at the October meeting.

7.5 Information Technology IT Director Mertes provided the following updates: 1. Staff is looking at both what is needed for maintaining regular operations but also looking into modernization across a variety of areas in general information security. October is Cybersecurity Month and they'll be sending out emails to Staff on relevant topics to keep it top of mind as well as looking ahead to planned updates in security policies and revamps for IT security training. 2. "In earnest" review of cyber services and looking at what cost savings they may be able to obtain while maintaining solid coverage are ongoing. 3. As approved by the board, a proposal from Harvard Business Solutions related to email migration will be kicked off in a couple of weeks and Staff have been working on prerequisites to make this kickoff smooth.

7.6 Marketing and Communications Director of Marketing & Communications Luthman provided the following updates: 1. Marketing & Communications have been contributing to the budget process with activities such as writing the budget letter, formatting the budget book, formalizing 2023 district-wide goals and also the 2023 budget presentation. She described this as a great partnership between marketing and finance. 2. August 2022 ended at \$285,529, a 12% increase over August 2021 so "moving in the right direction." 3. For the website redevelopment project, Staff has been taking photos of key amenities at 136 parks across the district to make sure the parks and facility search is very robust on the new website and will be a key feature so a lot of hard work is going into it. Work on the new website with the contractor is progressing "nicely" and they're still on target to roll it out later this year. The Board, Staff, and some of the community will be included in beta testing.

7.7 Park Police Park Police Chief Steve Schindlbeck reported that 1. A part-time park officer with previous experience started during the past week. The chief believes this addition will mean he has what he needs up until the time they start looking at any revised needs after Spring of 2023. 2. The chief has been working on the assessment program for the past 18 months and was "happy to report" that the IL Law Enforcement Assessment program assessor conducted his assessment the first week of

September and they received a “preliminary thumbs up.” That assessment has been submitted for formal approval and subsequent certificate presentation. That is expected to occur in the next couple of months. 3. The park service officers would finish up on September 23. The chief commented that he was fortunate to have a fantastic group of officers this year and they logged upwards of 1,200 miles on bikes on the park trails over the summer in addition to daily presence at Centennial Beach. 4. The department will be focusing on training during the fall and will be conducting de-escalation and use of force training in conjunction with the Naperville Police Department as part of the safety act mandates. 5. Research of the body cam program has begun – soliciting prices and identifying possible grant opportunities. These are not mandated until January 2025 but the chief’s goal is to have them early in 2023.

7.8 Parks – Director of Parks Quigley provided updates on: 1. Bid results for two of the most recent contracts. The bid opening was held the previous Monday for the garbage and recycling contract. Four companies provided bids and Staff anticipates awarding the contract to Groot, Inc. for just over \$47,000 in 2023. Groot has had this contract since 2017. On Tuesday, there was a bid opening for contract mowing. Instead of a single contract for all the parks, there will be three smaller contracts – one for each division. Four companies submitted bids. Aronia Landscaping who the park district has worked with since 2017 was the low bidder for each division at \$26 per acre. Staff anticipate the total of the three contracts to be approximately \$102,000 for the 2023 season. Both contracts are for the 2023 season with options to renew for two additional years. Information for both contracts will be included in the weekly packet and will be brought before the board at the October 13 meeting. 2. On the fleet side, a dealership reached out to Staff about availability of two vehicle replacements of interest – a pickup truck that will come off the 2022 replacement list and a Ford Police Interceptor that would come off the 2023 list. Staff would like to act quickly on securing these vehicles. Director Quigley asked the board to waive competitive bidding due to supply chain issues and authorize the executive director to purchase these vehicles at a total cost of no more than \$72,996. Information about these vehicles will be in the upcoming weekly packet and will be brought to the October 13 meeting for approval. Director Quigley wanted to know if the Board would be willing to purchase these vehicles without going through a competitive bid process, given that they are available for only a limited amount of time. Executive Director Wilson reminded the Board of the challenges related to procurement of vehicles given the supply chain issues. He described this as a limited, short-term strategy until supply is better. In discussion, Commissioner McBroom asked if the Park District could wait any longer. Director Quigley replied that the list of vehicles they’re holding on to keeps growing as they continue to not be able to

start the replacement cycle. President Gibson concluded that the majority of the board was comfortable with foregoing the competitive bid process in order to purchase these two vehicles. 3. The joint venture with Little League volunteers and ball field renovation work had two more successful gatherings. In addition to that work, contractor-led renovation has already taken place at Nike Little League fields and work at High Meadow is scheduled. Renovations on ball fields at Centennial Park, Columbia Commons and Gartner parks are also being planned. 4. An offer was made and accepted for the last full-time Parks opening and they're hoping to start the new year with a full complement of staff.

7.9 Planning - Director Shute reported that work is being done on the 2023 capital budget and which is about ready for inclusion in the organizational budget. Development of the capital budget involved a cross-functional team that included Parks and Recreation and 2023 budget discussion began early in 2022. Input for the capital budget was also received from residents through community engagement.

7.10 Recreation – Director of Recreation and Facilities Andrea Coates reported: 1. Another successful Wonderful World of Wheels event highlighting over 20 vehicles with over 1,200 patrons attending. The location was changed this year to the back parking lot at Fort Hill which proved to be a great location for young kids to run around. 2. Soccer season has had a great start to the season, in large part due to nice weather. About 3,400 kids are playing in the Youth League and over 1,200 are playing in the more competitive Premier League. 3. Youth basketball registration for fall and winter kicked off with a “very large” response. The program continues to grow each year. The challenge is finding additional indoor practice and game space. New teams are being created in an effort to reduce the wait list. Efforts will continue to find additional spaces. During discussion, Commissioner Thompson thanked Staff for their fast response to multiple citizen concerns regarding the basketball wait lists. Director Coates said the goal is to get everyone off the waitlists and they'll do their best to achieve that goal. There was some discussion about the value of placing kids on the waitlist because they oftentimes end up getting in the program. The waitlist size also helps Staff quantify the need and how many slots/teams are needed. Director Coates pointed out that it's difficult to plan for what will be needed coming off covid. 4. Most fall programs are underway and efforts are now on October events including hayrides, ghost stories in the park and Halloween Happening. 5. Fort Hill membership and usage of the facility continue to trend upwards.

8. Next Scheduled Meeting

8.1 Regular Meeting of the Board of Park Commissioners, October 13, 2022,
7:00 p.m., Fort Hill Activity Center - Multipurpose Rooms

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

No

Next Meeting

October 13, 2022, 7:00 p.m.

Report Reviewed By

Anne Mathews
