



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Premier Room

September 25, 2023

6:00pm

- 1. Call To Order**
- 2. Roll Call – Pledge of Allegiance**
- 3. Listening Post**
 - A. Shellie Dodd-Bell Introduction
- 4. Changes or Additions to the Agenda**
- 5. Consent Agenda**

All items listed are included in the Consent Agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

 - A. Approval: Regular Minutes: September 11, 2023
 - B. Approval: Parks & Facilities Committee Meeting Minutes: September 13, 2023
 - C. Approval: Board of Commissioners Policy Manual
- 6. Discussion Items**
 - A. Suggested 2024 Organizational Goals
 - B. Glenbard North Football Field Sound System Usage
 - C. Weekly Happenings (oral)
- 7. Action Items**
 - A. Approval: 2024 Merit Pool
 - B. Approval: Walter Park Bid
- 8. Closed Session**
 - A. Section 2(c)(1) Personnel Performance
- 9. Action Pertaining to Closed Session**
- 10. Adjournment**



**Board of Commissioners
Regular Meeting
September 11, 2023
6:00pm**

Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.								
Roll Call/Pledge of Allegiance	Present: Commissioners Powers, Sokolowski, Gramann, Jeffery, Del Preto, Bird and Witteck. Staff: Executive Director Rini, Directors Bachewicz and Quinn, Superintendent of Recreation Adamson, Division Manager Kenny and Executive Assistant Greninger.								
Listening Post	Introduction of Shellie Dodd-Bell postponed to next meeting.								
Changes to the Agenda	None								
Consent Agenda	<p>Commissioner Powers made a motion to accept the consent agenda as read. Seconded by Commissioner Sokolowski. Commissioner Gramann noted the date of the Special Meeting was August 28, not August 26. Voice Vote. All in favor. None opposed. Motion Passes.</p> <ul style="list-style-type: none"> A. Approval: Regular Minutes: August 14, 2023 B. Approval: Special Meeting Minutes: August 28, 2023 C. Ratify: August 2023 Bills D. Approval: Ordinance No. 570 Park District Surplus <p>Commissioner Gramann made a motion to approve the consent agenda as corrected. Seconded by Commissioner Witteck. Roll Call Vote.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td> <td style="width: 50%;">Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Del Preto: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Witteck: Aye</td> </tr> <tr> <td>Commissioner Jeffery: Aye</td> <td></td> </tr> </table> <p>Motion Passes 7-0-0</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye	Commissioner Gramann: Aye	Commissioner Witteck: Aye	Commissioner Jeffery: Aye	
Commissioner Bird: Aye	Commissioner Powers: Aye								
Commissioner Del Preto: Aye	Commissioner Sokolowski: Aye								
Commissioner Gramann: Aye	Commissioner Witteck: Aye								
Commissioner Jeffery: Aye									
Discussion Items	<p>A. Suggested Organization Goals for 2024</p> <p>Executive Director Rini proposed organizational goals for 2024. Staff compiled goals using raw data from the Community Needs Assessment and trends. Commissioner Sokolowski recalls we already reviewed the FVF fees and Silver Sneakers program. Director Bachewicz agreed. The fees were reviewed pre-COVID but we want to look at the fitness packages. The Silver Sneaker program has limits as to how many gyms can offer the program. We may not qualify because Lifetime already offers it. Commissioner Jeffery asked if the organizational goals are tied to Executive Director Rini's performance evaluation. If so, we should discuss in a closed session. Commissioner Witteck noted these goals are far-reaching. Commissioner Jeffery said we should keep this item on the agenda and also add a closed session.</p>								

B. Board Meeting Schedule for 2024

The proposed schedule was discussed. Commissioner Sokolowski made a motion to approve the 2024 Board Meeting Schedule as presented. Seconded by Commissioner Del Preto. Commissioner Bird asked why there are two meetings moved to Tuesday. Executive Director Rini explained the Mondays fall on holidays and staff have the day off. Commissioner Gramann noted that if there is a light agenda we can cancel that meeting. Commissioner Jeffery said there is a motion and a second to approve the 2024 Board Meeting Schedule as presented. Voice Vote. All in favor. None opposed. Motion Passes.

C. Board of Commissioners Policy Manual

This is a routine review of the Board of Commissioners Policy Manual, which is done every three years. There are a number of suggested updates including Section 3 – Ethics and Conduct, Section 5 – Appointed Personnel, and Section 7 – Meetings. The ethics and conduct section provides best practices and practical applications. The appointed personnel section relates to the change in title of the Treasurer. The meetings section reflects the change in meeting time from 7pm to 6pm, as well as clarification for remote meeting attendance. Executive Director Rini asked the Board to review the recommendations. Approval will be placed on the September 25, 2023 agenda.

D. 2024 Merit Pool Recommendation

According to the Salary Administration Policy & Procedure, the Board of Commissioners will be asked to approve the District's merit pool. The recommendation is to approve a 5% Merit Pool for the 2024 Budget. This does not equate to an automatic salary increase but allows supervisors to reward high-performing staff. Commissioner Del Preto noted that the information collected from other Park Districts includes many that are far away. If we compare districts that are close by, the average increases to 4.8%. Executive Director Rini said the 5% merit pool has been tested in first draft of the budget and is viable. Commissioner Jeffery asked about conducting a salary study. Director Quinn said the survey is in the budget and we do have several new positions that need to be analyzed. Executive Director Rini asked the Board to review the recommendation. Approval will be placed on the September 25, 2023 agenda.

E. Weekly Happenings

- Commissioner Del Preto is concerned about Recreation Attendants who work alone at Glenbard North in the evenings. The case in point was a female staff member left to lock up after practice. They were the only staff member on duty. Director Bachewicz noted we typically do have two staff members on duty and we will look into this occurrence. Commissioner Witteck mentioned staff can also call the non-emergency number for a police escort.
- Commissioner Sokolowski noted there are still vinyl pads on Fountain View fitness equipment that need to be repaired. Director Bachewicz said the vendor cancelled last week but has rescheduled.

	<ul style="list-style-type: none"> • Commissioner Witteck noted the 10th Anniversary celebration received positive attention on social media. It was nice to see the programs showcased throughout the building. She did note the flooring in the vestibule looks temporary and one door doesn't close all the way. • Commissioner Bird witnessed a very big soccer tournament at Red Hawk Park over Labor Day weekend. Division Manager Kenny said there were 10 teams in that adult tournament. • Commissioner Jeffery noted that Slepicka Park looks awful with overgrown natural plants, broken stones, and the crushed stone path is overgrown with weeds. The Parks Department will address the conditions.
<p>Action Items</p>	<p>A. Approval: Armstrong Park - Playground Equipment Purchase Executive Director Rini said the project is partially funded through a grant from the Main Street Organization of Realtors for \$22,000. The Carol Stream Parks Foundation member Dana Hybl made us aware of the grant and we identified the small playground at Armstrong Park as a good candidate for replacement. She is already looking for more grants that we could apply for. See attached Board Summary. Commissioner Gramann made a motion to approve the purchase of new playground equipment from NuToys Leisure Products, Westchester, IL, for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors. Seconded by Commissioner Del Preto Voice Vote. All in favor. None opposed. Motion Passes.</p> <p>B. Approval: Community Park Change Order Executive Director Rini explained the Community Park Change Order was expected because the timeline requirements for the CBDG Grant. The bid documents were available before the permit was approved but we built a 5% contingency into the budget knowing there may be changes required. See attached Board Summary. Commissioner Sokolowski made a motion to approve the change order for \$34,916.75 to Construction Inc., Lombard, IL, contingent on approval from DuPage County Grant Administration. Seconded by Commissioner Powers Voice Vote. All in favor. None opposed. Motion Passes.</p> <p>Commissioner Bird left the meeting at 7:01pm.</p>
<p>Closed Session</p>	<p>A. Section 2(c)(11) Pending or Potential Litigation Commissioner Powers made a motion to enter into closed session at 7:01pm to discuss Section 2(c)(11) Pending or Potential Litigation. Seconded by Commissioner Del Preto. Arose from closed session at 7:10pm.</p>
<p>Action Pertaining to Closed Session</p>	<p>Commissioner Gramann made a motion to enter into a settlement agreement with TAAG, LLC, for the restoration of impacted land to be restored and repaired to its original pre-</p>



	<p>trespass condition in compliance with DuPage County Ordinances and Requirements. Seconded by Commissioner Del Preto.</p> <p>Roll Call Vote:</p> <p>Commissioner Bird: Aye Commissioner Del Preto: Aye Commissioner Gramann: Aye Commissioner Jeffery: Aye</p> <p>Commissioner Powers: Abstain Commissioner Sokolowski: Aye Commissioner Witteck: Aye</p> <p>Motion Passes 6-0-1</p>
Adjournment	<p>Commissioner Powers made a motion to adjourn the meeting at 7:11pm. Seconded by Commissioner Del Preto. Voice Vote taken. All in favor. None opposed. Motion approved.</p>

 President
 Jacqueline Jeffery

 Secretary
 Sue Rini

September 25, 2023
 Date

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Armstrong Park – Playground Equipment Purchase

Agenda Item # 7A

Issue

Should the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products, Westchester, IL, for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.

Background/Reasoning

The existing equipment adjacent to the inline skating rink is safe; however, it is wooden and outdated, and will need to be removed within the next 2-4 years. This grant funding will allow the District to stretch dollars and make an immediate impact on a playground in need of attention.

Supporting Documents

- Quote for equipment.
- 3-D models for each piece of equipment.
- 2-D schematic for each piece of equipment.

Cost

The total project cost is \$43,252; however, the District was a recipient of a \$22,000 grant from the Mainstreet Organization of Realtors, cutting the District's cost in half. The District's out-of-pocket cost is \$21,626. Please note, this playground equipment is part of a national consortium making it exempt from the public bidding process.

Public/Customer Impact

This playground is heavily used on weekends and new equipment will be a terrific addition to Armstrong Park. Additionally, in-house labor will be used to remove and install these new pieces resulting in a savings of approximately \$7,000.

Recommendation

That the Board of Commissioners approve the purchase of new playground equipment from NuToys Leisure Products from Westchester, IL for Armstrong Park totaling \$43,252 with 50% of the project cost being reimbursed by a grant from the Main Street Organization of Realtors.

To: Board of Commissioners
From: Shane Hamilton, Director – Parks & Facilities
Date: September 11, 2023
Approval: Community Park – Change Order **Agenda Item # 7B**

Issue

Should the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.

Background/Reasoning

From the time the bid was let out to the public, to the time of construction, the Village updated requirements to the project. The additional catch basin, a drywell bubbler, piping and b-box for water main access along Thornhill Drive changes are reflected in the attached change order. Because of CDBG funding, all change orders must also be approved by the County. Staff recommends the Board approve the change order, contingent on County approval in order to keep the project moving.

Supporting Documents

- Change Order Document from Construction Incorporated.
- County Approval (available at the Board Meeting).

Cost

- \$34,916.75
- GL 42-5-75-00-722
- The cost will be covered by the budgeted contingency.

Public/Customer Impact

The changes are current best management practices for moving storm water away from the parking lot towards the Village property in a more environmentally friendly, more productive manner. Additionally, the Village required an increase from 8" pipe to 12" pipe on site and a b-box connection for the raised gardens.

Recommendation

That the Board of Commissioners approve the change order for \$34,916.75 to Construction Inc, Lombard, IL, contingent on approval from DuPage County Grant Administration.



**Parks and Facilities Committee
Meeting Minutes
September 13, 2023
7:30 – 8:30am**

Present: Commissioners, Bird, Witteck, Jeffery and Powers
Staff: Director Hamilton, Manager Anderson
Topic: **Community Park**

Commissioner Jeffery called the meeting to order at 7:30am. Director Hamilton asked the committee to meet here to discuss progress toward the park renovations including the pavilion and water for the gardens. Commissioner Witteck left the meeting at 7:45am. The group toured the site with Matt Lesser from Construction Inc. Items discussed included:

- New playground
- Bathroom upgrade
- Parking lot
- Storm water
- Trails
- Pavilions

Commissioner Bird made a motion to adjourn the meeting at 8:30am. Seconded by Commissioner Powers. All in favor. None opposed. Motion passes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "SHANE HAMILTON", written in a cursive style.

Shane Hamilton
Director of Parks & Facilities

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: September 25, 2023
Approval: Board of Commissioners Policy Manual **Agenda Item # 5C**

Issue

Shall the Board make a motion to adopt the updated Board of Commissioners Policy Manual.

Background/Reasoning

The Board is tasked with reviewing the Board of Commissioners Policy Manual every three years. Based on staff's review, the following Sections were updated:

Section 3 – Ethics and Conduct

- Replace with expanded definitions and practical applications.

Section 5 – Appointed Personnel

- Update staff title for Board Treasurer.

Section 7 – Meetings

- Update meeting times per our current schedule.
- Update qualifying reasons for remote attendance per new legislation.

Appendix C to align with Robert's Rules of Order.

Cost

There is no cost.

Public/Customer Impact

There are several sections that needed to be updated to expand definitions and practical application. This will help the Park District Board Meetings run more efficiently.

Recommendation

That the Board adopt the updated Board of Commissioners Policy Manual.

Proposed Changes to Board Policy Manual

Changes are reflected in **red**:

3. ETHICS AND CONDUCT

Board members of the Carol Stream Park District are expected to be of high moral and ethical character and work together as a team to serve the community by delivering best in class park and recreation opportunities. In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members should always abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board, or any matter that has been discussed in an executive session of the Board. Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member shall advise the Executive Director of all memberships and financial interests that the Board member has in companies or organizations that are doing business with the District.

3.1 Practical Application of Ethics

In accordance with this policy, Board members will educate themselves about and comply with all applicable federal, state and local laws, regulations, and ordinances governing the conduct of the Park District's elected officials. These include but are not limited to, the Public Officials Prohibited Activities Act, the Government Ethics Act, State Officials & Employee Ethics Act (and any related Park District ordinances), Official Misconduct, Bid Rigging Act, and the Illinois Human Rights Act.

In addition, Board members must:

- On an annual basis, file a statement of Economic Interests with the County Clerk of DuPage County.
- Always keep the best interests of the Carol Stream Park District in mind.
- Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff.
- Refrain from communication and/or involvement with outside groups that interferes with ongoing administrative activity by staff.
- Be available and responsive to the residents of the District.
- Represent all the residents of the District and avoid partisanship based on special interests.
- Communicate with fellow Board members and the Executive Director.
- Understand and follow all provisions of the Illinois Open Meetings Act, including executive session confidentiality.

- Be properly prepared for Board deliberation.
- Avoid public promises or statements regarding a vote or position on an issue prior to an official meeting.
- Publicly support the implementation of majority decisions of the Board while maintaining the right to disagree.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Recognize that an individual Commissioner has no legal authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must observe all applicable ethical laws, rules, regulations and orders, including but not limited to, when applicable, disclosure of the interest, recusal from all discussion and deliberation, and abstention from any vote taking about the issue, or such other action as may be required by applicable state and federal law.
- Develop productive relationships with other elected officials at the federal, state and local level.
- Participate in Board development opportunities.

5.2 Appointed Personnel

Treasurer - The Treasurer shall be the chief financial officer and advisor to the Board. The duties of the Treasurer shall include, but not be limited to, acting as custodian of all monies and securities owned by the District and received by the District, causing such monies to be deposited in such bank or banks as may be from time to time approved and designated by the Board and causing such securities to be held in a place of safekeeping, causing to be prepared an annual statement of all receipts and disbursements of the District for the preceding fiscal year and causing the same to be published in accordance with the Statutes of the State of Illinois, and attending all meetings of the Board. It is recommended that the ~~Director of Finance and Administration~~ **Director of Finance & Information Technology** be appointed as Treasurer.

7.2 Annual Meeting

The annual meeting of the Board shall be held on the second Monday of May in each year, at ~~7:00~~ **6:00** p.m. This shall be the organizational meeting of the Board where the President and Vice-President shall be elected, and the Secretary, Treasurer, Attorney and Director shall be appointed. Chairmen of the Committees may also be appointed. Other business may be transacted at this meeting. Officers will be elected by voice vote. If elections do not occur at the second Monday in May, they are to occur no later than the second meeting in June.

7.3 Regular Meeting

Regularly scheduled meetings of the Board shall be held on the second and/or the fourth Monday of each month according to a schedule adopted by the Board annually. Regular Business Meetings, open at ~~7:00~~ **6:00** pm.

7.17 Remote Attendance

The purpose of this Policy is to allow members of the Board of Commissioners of Carol Stream Park District to attend and participate in open and closed meetings of the Board by video or audio means as authorized by Section 7 of the Open Meetings Act, 5 ILCS 120/7, subject to the rules and limitations applicable to such attendance and participation as set forth in this Policy.

1. Definitions

Meeting - any open or closed meeting of the Board that is subject to the Act.

Qualifying Event:

- a. personal illness or disability;
- b. employment purposes or the business of the District; or
- c. a family or other emergency.
- d. Unexpected childcare obligation

Exhibit C
Park Board of Commissioners
RULES OF ORDER

1. The Park Board President (or their designee) shall lead the meeting.
2. The General Outline for a Board Meeting Agenda shall be:
 - a. Call to order
 - b. Roll Call & Pledge of Allegiance
 - c. Listening Post
 - d. Changes or Additions to the Agenda
 - e. Consent Agenda
 - f. Discussion Items
 - g. Action Items
 - h. Closed Session
 - i. Action Pertain to Closed Session
 - j. Adjournment
3. For Listening Post, the Board President shall ask anyone present to state their name and address prior to speaking, and will direct the conversation. This portion of the meeting is intended 'for hearing' comments/questions from the public; not for providing an answer.
 - a. Listening Post comments should be limited to 3 minutes.
 - b. Board Members may ask follow up questions of the speaker for clarification.
 - c. The Board President will inform the speaker that a member of the staff will provide an answer/information within a designated period of time.
 - i. The Board President may consult with staff for the amount of time required to respond.
4. For Discussion Items, the Board President may lead the discussion, or call upon the Executive Director (or their designee) to lead the discussion.
 - a. A board member may make a motion to act on a discussion item.
 - b. Procedures for motion, second and vote will follow.
5. For Action Items, the Board President shall call for a motion, and second; discussion will follow.
 - a. Any board member wishing to comment or present questions will be allowed to speak.
 - b. Guideline for discussion is approximately 20 minutes (3 minutes per commissioner) per subject; the Board may choose to extend the discussion to 30 minutes. If additional discussion is required, the Board President may table the item and have it placed on a future agenda.

- c. Discussion is limited to members of the Board or Staff, and shall not include members of the audience/public unless invited to speak by the Board President.
 - d. Once discussion is completed the Board President will restate the motion and call for a vote. Any change or adjustment to the motion will be stated as part of the motion at this time.
 - i. Ordinance, Resolutions, Policies, and Agreements will call for a Roll Call Vote.
 - ii. Other items will call for a Voice Vote.
 - e. The vote should call for all those in favor, followed by a call for any opposed.
 - i. A vote to abstain may be stated when the call is made for those opposed.
 - f. The Board President shall state whether the motion carries.
6. The Board may not consider other business or items until a motion on the floor has been disposed or acted upon.
7. General guidelines for attendance:
 - a. The Board President will be impartial and fair in applying all rules of order.
 - b. Attendance at all board meetings is the duty of an elected official. Absences should be limited to obligations related to work, family matters, health, or emergencies.
 - c. Read and review Board packets prior to arrival. Be prepared to discuss or act on items in a manner that is equitable and beneficial to all Carol Stream Park District residents.
 - d. Arrive on time and silence cell phones.
 - e. An atmosphere of mutual respect is expected. Listen while other are speaking; avoid dominating a discussion; avoid body gestures, facial gestures or behavior that may be construed as distracting or disrespectful.

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: September 25, 2023
Discussion: Suggested Organizational Goals for 2024 **Agenda Item #: 6A**

For reference to the upcoming discussion of the suggested Organizational Goals for next year, this is the list presented last week. Some goals were suggested by staff's review of the raw data from the Community Needs Assessment. Other items were suggested through Board discussion, or staff observations.

PROPOSED ORGANIZATIONAL GOALS FOR 2024

- Conduct an RFQ for the District's Legal Services.
- New Strategic Plan (using 2023 Community Needs Assessment as guideline).
- Pursue Grant opportunities for both large and small projects.
- Conduct a Salary Study to ensure we are maintaining competitive wages and optimizing the retention/hiring of high-quality staff.
- Begin a two-year plan to upgrade all network PCs for Windows 11 compatibility for 2024-25 deadline.
- Update/upgrade CSPD Website.
- Enhance our Weed Management program to reduce un-wanted vegetation through the Park System and improve turf quality.
- Strengthen short term and create long term plans for shoreline maintenance at Evergreen Lakes.
- Explore the installation of outdoor pickle ball courts as an addended amenity and meet rising interest and demand.
- Review Fountain View Fitness fees, consolidate membership packages, and explore the impact of Silver Sneakers or other healthcare plans.
- Review and implement safety procedures at Coral Cove Water Park and make changes that will reduce the number of incidents that require Police intervention.
- Implement a program for outdoor AED units.

Some key items from the resident input to 2023 Community Needs Assessment:

- Most visited/participated service: parks, walking paths, playgrounds, and fitness center. With Parks and Walking /Trails leading the responses significantly.
- 41% of respondents utilize CSPD exclusively for their recreational needs.
- 55% of respondents prefer to hear about programs/services by visiting the park district website.

- 72% of respondents ranked level of satisfaction with staff as Excellent/Good.
- 67% of respondents prefer to register for programs online.
- Only 18% of respondents ranked the quality of grass athletic fields as Excellent or Good.
- Of services to be developed or expanded, the highest-ranking items included:
 - Active Adult & Senior Fitness (Silver Sneakers)
 - Outdoor Pickle Ball Courts

To: Board of Commissioners
From: Renee Bachewicz, Director of Recreation
Date: September 25, 2023
Discussion: Glenbard North Football Field Sound System Usage
Agenda Item #: 6B

Commissioners,

Staff is providing the following information as to how we have addressed this operational issue.

- GBN Athletic Director, Matt Bowser, confirmed that the microphone suppressor is still fully functioning. The suppressor does not allow for an announcer to increase the volume regardless of how loud they may be speaking into the microphone. This system makes it impossible for it to be 'loud'. Matt mentioned that the sound is different from inside the press box, to the stands, to the field, and to what might be carried in the air.
- GBN Athletic Director, Matt Bowser, confirmed that the music volume controller is set in the press box at a normal level predetermined by GBN. CSYFA users do not have access to the locked box that holds to volume controls. Music is played by plugging in a cell phone. *We have learned that the volume set on the cell phone affects the output sound for the music.* Therefore, if the phone volume is at maximum, the music will be loud. Nick Kramer, CSYFA President, is issuing a reminder and directions to all using the press box that phone volumes should be set appropriately. Park District staff working the CSYFA games will be instructed to check in at the press box to verify phone volume is set appropriately.

Staff followed up with a local neighbor who shared the following comments:

- Whether GBN or CSYFA - both have their moments – they are comparable
 - Play by play during the games.
 - Game Announcements or special events like Powder Puff.
 - Music is usually competing with Voice – suspects they are trying to keep everyone amped up or energized.
 - Sound was *“noticeably quieter on Sunday – as if the ‘word’ got out.”*
- *“I’m glad that the field is not exclusive to the high school, and open to Carol Stream youth activities.”*
- *“It’s gotta be awesome playing on that field.”*
- *“The neighbors do need to be taken into consideration.”*

- *“As I see it, regardless of the activity or entity using the field, the PA system only needs to be loud enough to get to the other side of the field, music or voice.”*

Matt Bowser confirmed that the stadium lights are intentionally on in the mornings as GBN Football has early morning practices before school.

To: Board of Commissioners
From: Chris Quinn, Director of Human Resources and Administrative Svcs.
Date: September 25, 2023
Approval: 2024 Merit Pool **Agenda Item #7A**

Issue

That the Board approve a 5% merit pool for the 2024 budget year.

Background/Reasoning

This item was discussed at the September 11, 2023 Board Meeting at which time direction was given to move this item to approval. Per the Salary Administration Policy & Procedure, the Board of Commissioners must annually approve the District's merit pool. In accordance with our policy, the District's formal wage scale will increase by 1% less than the annual merit pool.

Supporting documentation explains the importance of retaining high quality staff as a way to ensure our District remains competitive in attracting and retaining excellent employees, while also recognizing and rewarding the efforts of our dedicated employees.

A 5% merit pool will address these challenges and renew the District's initiative to remain the employer of choice in the parks and recreation field.

Supporting Documents

- Board Memo of September 11, 2023: "[2024 Merit Pool Recommendation](#)"

Cost

- Estimated Costs:
 - 2024 salary budget for full-time/benefit level positions is \$2,740,000
 - 5% merit pool is \$137,000

Public/Customer Impact

Enhances the District's ability to retain high quality staff, and therefore continue to provide outstanding programming and services to the residents of the Carol Stream Park District.

Recommendation

That the Board approve a 5% merit pool for the 2024 budget year.

To: Board of Commissioners
From: Chris Quinn, Director of Human Resources and
Administrative Services
Date: September 11, 2023
Discussion: 2024 Merit Pool Recommendation **Agenda Item #: 6D**

At the September 25, 2023 Board Meeting, we are seeking approval for a 5% Merit Pool for the 2024 Budget. Below is information supporting this recommendation for the Board's consideration.

Policy & Impact

Per the Salary Administration Policy & Procedure, the Board of Commissioners will be asked annually to approve the District's merit pool. In accordance with our policy, the District's formal wage scale increases by 1% less than the annual merit pool; therefore the merit pool will guide the annual adjustment to the wage scale for full-time staff. The challenge is that the state's minimum wage will see another \$1 increase (7.7%) in January, and create unintentional wage scale compression for our full-time wage scale. That factor is considered in this recommendation.

Rationale for a 5% Merit Pool:

1. **Staff Retention and Attraction of Talent:** Recruiting and retaining top talent is essential for the continued success of our District. Offering competitive wages is one of the key factors to attract and retain employees.
2. **Performance Recognition:** The merit pool *does not* equate to an automatic salary increase. A 5% merit pool would allow us to reward high-performing staff members appropriately. This approach aligns with our commitment to recognizing and incentivizing excellence within our workplace.
3. **Market Competitiveness:** To remain competitive in the job market, it is crucial that we keep our wages competitive to industry standards. A 5% merit pool will help to make sure that our staff's salaries are competitive with the current market rates.
4. **Morale:** Fair and competitive wages foster a positive work environment and helps to boost employee morale. It reinforces the message that we value our staff's contributions and are committed to their well-being.
5. **Productivity and Quality:** A fairly compensated workforce is more likely to perform at their best, which translates into productive staff who will deliver high-quality programs and services to our stakeholders.

Supporting Information

- On January 1, 2024, the Illinois minimum wage will increase by another \$1.00 and move to \$14.00/hour. This is a 7.7% increase from 2022, and an overall increase of 57.5% from the \$8.25/hour minimum in 2018.
 - Of 334 active employees, 287 (86%) are part time. 255 (89%) will see an increase due to the change in minimum wage.
- Even with annual adjustments to the wage scale, some compression of full-time salaries has occurred. The merit pool since 2019 has been:

2019	3.0%
2020	3.0%
2021	1.0%
2022	3.0%
2023	5.0%

- According to the Society for Human Resource Management (SHRM) the national average for projected merit increases in 2024 is 4%.
- Average of surveyed agencies for 2023 is 4.2%.

2024 Merit Increases by District	
DISTRICT	%
Addison	3.0%
Bolingbrook	4.0%
Cary	5.0%
Deerfield	4.0%
Elmhurst	6.0%
Fox Valley	4.0%
Fox Valley SRA	4.5%
Geneseo	5.0%
Grayslake	5.0%
Kishwaukee SRA	3.0%
Lemont	4.0%
Lisle	5.0%
Mount Prospect	3.0%
NISRA	3.0%
Northbrook	5.0%
Oswegoland	4.0%
Park District of Highland Park	3.0%
Park District of Oak Park	4.0%
River Trails	4.0%
Skokie	4.0%
St. Charles	6.0%
Winnetka	4.0%
Woodridge	4%
AVERAGE	4.2%

Recommendation:

Any increase to the merit pool must be carefully reviewed in regards to how this affects the budget. This request is being made after careful analysis, and we believe that allocating a 5% merit pool for staff pay increases is sustainable without compromising the District's fiscal health.

As always, the Board's support of staff has been the most important factor driving our success and recovery. In an attempt to remain the "Employer of Choice," we ask the Board to consider a merit increase that is slightly over the average of what we have found in our industry and move towards aligning our full-time wages to those of surrounding Districts. Therefore, for 2024 we are proposing a 5% merit pool to improve staff retention, hire and keep top quality staff, and be competitive among other park districts in our area.

To: Board of Commissioners
From: Shane Hamilton
Date: September 25, 2023
Approval: Walter Park Bid

Agenda Item # 7B

Issue

Should the Board approve a contract with Innovation Landscape Inc., Oswego, IL, to renovate Walter Park for \$799,160.12.

Background/Reasoning

- Walter Park went out to bid on September 1 with bid opening on September 19.
- D & J Landscape Inc. was the apparent low bidder on the project; however, they contacted Wight less than 24 hours after bid opening to remove their name from the project, therefore we moved on to the second lowest bidder.
- Innovation Landscape Inc. became the low bidder on the project after D & J Landscape pulled their name from the project.
- Innovation Landscape Inc. performed work for the District this summer on the Evergreen Ramp project. Staff was very pleased with their communication, meeting of deadlines, and their commitment to detail.
- Budget source: Capital Fund Account #42-5-75-00-772.

Supporting Documents

- Bid Opening Tabulation

Cost

Walter Park Renovation Project	Expenditure	Funding Source
Budget (\$800,000)	\$400,000.00	OSLAD Grant
	\$200,000.00	Capital Funds
	\$200,000.00	Special Rec. Levy
Material Testing	\$2,500.00	Complete
Wight & Company	\$55,700.00	Engineering Service
Innovation Landscape Inc.	\$799,160.12	General Contractor
Total Cost	\$857,360.12	
Over Budget	\$57,360.12	CIP Contingency

Public/Customer Impact

Walter Park is one of the District's consistently utilized parks by the public and organized athletics. This park is in need of upgrades to the parking lot, playground, and ballfield. Additionally, the District will keep up with current trends by installing our first ever Pickleball court.

Recommendation

That the Board approve a contract with Innovation Landscape Inc., Oswego, IL, to renovate Walter Park for \$799,160.12.

BID OPENING TABULATION

PROJECT: Walter Park
CLIENT: Carol Stream Park District
PROJECT NO.: 230113
DATE: Tuesday, September 19, 2023



CONTRACTOR	BASE BID	Addendum #1	BID BOND	EQUAL OPPORTUNITY	AFFIDAVIT OF COMPLIANCE	OSLAD AFFADAVIT
W. Olsen Construction Co.						
Construction Inc.	\$ 1,137,221.00	X	X	X	X	X
D & J Landscape Inc.	\$ 721,665.32	X	X	X	X	X
Innovation Landscape Inc.	\$ 799,160.12	X	X	X	X	X
Paul Borg Construction Company	\$ 805,772.00	X	X	X	X	X



September 20, 2023

Shane Hamilton
Director of Parks & Facilities
Carol Stream Park District
849 W Lies Rd
Carol Stream, IL 60188

RE: Walter Park

Dear Shane,

After attending the bid opening on September 19, 2023, and reviewing the bids, D&J Landscape is the apparent low bidder. The following table identifies the bid results:

	D&J Landscape	Innovation Landscape, Inc.	Paul Borg Construction Company	Construction, Inc.
Bid Signed	X	X	X	X
Bid Bond	X	X	X	X
Addendum #1	X	X	X	X
Equal Opportunity	X	X	X	X
Affidavit of Compliance	X	X	X	X
OSLAD Affidavit	X	X	X	X
Base Bid	\$721,665.32	\$799,160.12	\$805,772.00	\$1,137,221.00

On Wednesday, September 20, 2023 at 8:00 am, D&J Landscape contacted Wight & Company to inform us that D&J Landscape would be pulling their bid for Walter Park. After discussion with the Park District, Wight & Company recommends Innovation Landscape Inc be awarded, as they are the next lowest bidder.

We contacted Innovation Landscape, Inc.'s references, and asked the following questions:

Communications

1. Were they easy to communicate with?
2. Did they initiate communications when problems arose?
3. Were they good problem solvers, did they want to be involved in the solution?

4. Did they follow standard procedures for RFIs, payout applications, etc?

Quality

1. Would you describe their work as detailed oriented?
2. Were there any quality/craftsmanship issues with their or their sub-contractors work?
3. Was any work removed and re-done due to poor quality or non-passing test results?

Budget/Schedule

1. Did they initiate a lot of change orders?
2. Was their pricing for Owner requested change orders reasonable?
3. Did they meet the project deadline? If no, why not?

Miscellaneous

1. If given the opportunity to hire or recommend them, would you?

Reference Responses:

1. Owner: Downers Grove Grade School District 58

Budget: N/A

Contact: Kevin Barto, (630) 719-5858

Comments:

Communication:

- Innovation was responsive (within a couple hours) when emailing Nataly or Raphael to get something corrected. They came out to the site, and they would get it corrected.

Quality:

- "They had two schools this summer. One was a very small job; one was kind of a medium scale job. They completed the first school very quickly, pretty good quality. They had a couple items that we had them come out and correct, like they damaged the swings, which were to remain, during installation, so they had to kind of figure out how to repair that. Over at the other school, they were only a week beyond schedule. August 11 was their substantial completion, and they had most of it wrapped up by August 18, so they did make it in time by August 22 for start of school. They were a little late past substantial completion, but not horrible."
 - Supposed to salvage a Buddy Bench → Cannot find it, now.
 - Sod → Stressed and in poor condition.
 - Incorrect hole drilled on deck.
 - Concrete pathway section appears to be steeper than initial design.
 - Supposed to salvage swing set → crossbars were damaged.
- Cooperative with fixing issues in a timely manner, so far

Miscellaneous:

- "I would imagine that, for the scope of work, that there's probably nothing that I would be concerned about with Innovation, especially on a park."
- "By no means were they one hundred percent awesome, but they were, for the most part, favorable, and I would have no problem, at this time, recommending them."

2. Owner: Naperville Park District – Pradel Park Playground Renovation

Budget: \$156,469.15

Contact: Jessica Burgorf, (630) 536-6382

Comments:

Communication:

- "They usually have a handful of those [playgrounds], at least a couple, every year of similar-type projects where they replace play equipment and do any concrete flatwork or drainage, landscaping. I'm always very happy to work with them. They're great at communicating, either email or phone. They always call back within 5 minutes or something if you call."

Quality:

- "Always happy with the quality."

Miscellaneous:

- "I'm always happy to work with them. It's been many years, so I usually have at least a handful of projects every year that I work with them."
- "Any kind of change order, they bring in writing. I would say the easiest way to handle it, for us, was to have things documented through email."
- Never received change order pricing that seemed out of line.
- She would hire them again.

3. Owner: Bolingbrook Park District – Bradford Park, Community Park & Winston Woods Playground Renovations

Budget: \$174,355.80

Contact: Christopher Corbett, (630) 783-6579

Comments:

Communication:

- Handle change orders in the field well
- Change orders not usually technically issued.
 - Will make fixes without raising cost.

Quality:

- No issue with playground or ADA construction
- Will suggest solutions if they think they have a better solution.

Miscellaneous:

- Hit the schedule, rain or shine → meet deadlines well.

- Good at restoring site conditions which may have been altered/deteriorated by the weather.

Our conclusions, after reviewing Innovation Landscape, Inc. bid and based on their references:

1. It appears that Innovation Landscape, Inc. has completed many projects that feature good quality construction.
2. It appears that Innovation Landscape, Inc. has good problem-solving skills and is good at coordinating and communicating with all of the involved parties.
3. It appears that Innovation Landscape, Inc. consistently completes their work on time.

We have reviewed the bid forms and found everything in order. Innovation Landscape, Inc. has produced reasonable references and has met the bidding and experience requirements. Please advise us of your decision so we may prepare the AIA contract document and schedule the pre-construction meeting.

Warmly,

WIGHT & COMPANY

Daniel Wilson

Daniel Wilson

Landscape Architect

Direct: 630.739.7262 / dwilson@wightco.com

cc: Kyle Buck, Wight & Company
Patty King, Wight & Company
Shawn Benson, Wight & Company
Sue Rini, Carol Stream Park District