



**FOX VALLEY PARK DISTRICT  
BOARD OF COMMISSIONERS**  
Serving the Fox Valley Park District  
Kane, DuPage, Kendall and Will Counties, Illinois  
**OPEN SESSION MEETING MINUTES**

**March 11, 2024 5:00 PM**

Cole Administration Center 101 W. Illinois Avenue, Aurora

**1.0 CALL MEETING TO ORDER**

President Anderson called the meeting to order at 5:00PM.

**2.0 PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

President Anderson led the recitation of the Pledge of Allegiance.

**3.0 ROLL CALL**

President Anderson directed the Board Secretary to take attendance by roll call. The following members of the Fox Valley Park District Board of Commissioners were present: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, and President Chuck Anderson. Also present: Executive Director Jennifer Paprocki and Attorney Hodge, Directors Campbell, Halverson, Ijams, Kinsland, Michael, Palmquist and Chief Lapp, administrative staff, and guests. Matt Hicks, Jr. arrived at 5:01PM after roll call was taken.

**4.0 ADDENDA TO THE AGENDA**

None presented.

**5.0 CONSENT AGENDA**

**5.1 Approve the Open Session meeting minutes of January 8, 2024.**

**5.2 Approve payables for the periods ending January 31, 2024 in the amount of \$1,419,279.29 and February 29, 2024 in the amount of \$1,604,514.89.**

**5.3 Approve payroll for the periods ending January 31, 2024 in the amount of \$1,273,706 and February 29, 2024 in the amount of \$1,322,972.**

**5.4 Approve the statements of estimated revenues and expenses for periods ending November 30, 2023, December 31, 2023, and January 31, 2024.**

**5.5 Approve accounts receivable write-offs for March 2024 in the amount of \$7,188.**

**5.6 Approve Department Directors and other reports.**

**5.7 Approve the capital projects permitting fees & charges, cost summaries, and project bid schedule reports.**

**5.8 Ratify the agreement with Cordogan Clark for locker and daycare renovation professional services at the Vaughan Athletic Center.**

**5.9 Ratify the Letter of Agreement on the method of payment for Land/Cash Obligations between the City of Aurora and Lennar Homebuilders for Prairie Meadows Subdivision.**

**5.10 Approve Outdoor Tennis & Pickleball Court Rental Fees.**

**5.11 Approve the Wetland Mitigation Credit Purchase for Orchard Valley Golf Course Renovation.**

- 5.12 **Approve the Change Orders for Blackberry Crossing West Park in the not-to-exceed amount of \$50,000.**
- 5.13 **Approve the Sperry Property Concept Park Plan Services proposal.**
- 5.14 **Approve the revisions to the Fox Valley Park District Personnel Manual.**
- 5.15 **Approve a Letter of Intent to Engage Wadsworth for Orchard Valley Golf Course Renovations.**
- 5.16 **Ratify expenses for Executive Director's office.**

A motion and a second was made to approve the consent agenda. Roll call voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, and President Chuck Anderson. Voting Nay, none and the consent agenda was approved.

## **6.0 PRESENTATIONS AND SPECIAL RECOGNITION**

### **6.1 Recreation Department Internship Program Overview**

Jaime Ijams gave an overview of the newly launched internship program for the Recreation department. The program includes a comprehensive curriculum for a 10-12 week paid program specialized by seasons that will offer a well-rounded experience. Jaime introduced Justin Huberty, the first intern in the program who is currently enrolled at Aurora University pursuing a degree in Parks and Recreation.

### **6.2 Vaughan Athletic Center Renovations**

Jerad Campbell gave an overview of the planned renovations and improvements to be made at the Vaughan Center upstairs locker rooms and the first-floor childcare area, both of which are heavily used areas.

Locker room improvements include replacing the lockers, updating plumbing fixtures, new shower partitions and fixtures, updating changing areas, a self-service towel area, new wall and floor tiles, updated lighting and ventilation, and potentially increasing the size of the sauna areas.

Child care improvements include updated an reception area and layout, added storage, multi-purpose and daycare room improvements to include splitting the area between infants and school-aged children, new millwork, storage, lighting and restroom updates. Planned playground improvements include new flooring, a new play structure with areas of engagement and free play for children of all ages, with safety at the forefront.

The renovations are expected to be completed by October 2024.

Director Paprocki then announced that Jerad Campbell has been appointed to Director of Operations for the District.

## **7.0 PUBLIC COMMENT**

None presented.

## **8.0 ATTORNEY BUSINESS**

Attorney Hodge called attention to item 13.1, the bi-annual review, release, and destruction of closed session minutes and recordings.

## **9.0 EXECUTIVE DIRECTOR BUSINESS**

### **9.1 Executive Director's Report**

Director Paprocki introduced several new and/or newly promoted employees. She announced that in future months the commissioners will receive a summary overview of noteworthy activity from each department. She called attention to the upcoming job fair which is expected to draw 300 participants, the bond sale in January where the District issued a bond just over \$7,000,000 at 3.14%, and kudos to Director Ijams and her team for an increase in recreation department revenue of \$700,000 over last year.

## 10.0 CONTINUED BUSINESS

None presented.

## 11.0 NEW BUSINESS

### 11.1 Approve a design engineering services proposal for Orchard Valley Golf Course Bridge, and Clubhouse Civil Design Engineering Services to Engineering Enterprises Incorporated in the not-to-exceed amount of \$416,873.

Jerad Campbell recommended the approval of an engineering proposal for improvements at Orchard Valley Golf Course. A motion and a second was made. Roll call voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, Matt Hicks, Jr., and President Chuck Anderson. Voting Nay, none and the design engineering proposal from EEI was approved.

### 11.2 Approve Resolution 24-048 for Approval and Designation of the Authorized Agent of the Fox Valley Park District for the Illinois Municipal Retirement Fund Program.

Jesse Kinsland recommended approval of himself as the authorized agent for the IMRF. A motion and a second was made. Roll call voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, Matt Hicks, Jr., and President Chuck Anderson. Voting Nay, none and the designation was approved.

### 11.3 Approve the addition of Section 2.22 of the General Use Ordinance No. 10.

Kyle Halverson recommended approval of the addition to the General Use Ordinance addressing photo and video assets taken throughout the District, and their use in promotional activities. A motion and a second was made. Roll call voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, Matt Hicks, Jr., and President Chuck Anderson. Voting Nay, none and the addition to the General Use Ordinance No. 10 was approved.

## 12.0 CLOSED SESSION

The Board of Commissioners did not enter into closed session.

## 13.0 RETURN TO OPEN SESSION

### 13.1 Approval of Resolution 24-047 to release closed session minutes and destroy audio recordings of closed session minutes for the review period September 2023 through February 2024.

Attorney Hodge recommended approval of Resolution 24-047. A motion and a second was made. Roll call voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, Matt Hicks, Jr., and President Chuck Anderson. Voting Nay, none and the resolution was approved.

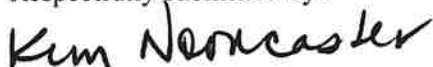
### 13.2 President's Comments

President Anderson asked for consideration to amend the bylaws to adjust the required meeting schedule for the Board of Commissioners to bi-monthly. He also stated that with proper notice, a special meeting could be called at any time. He suggested that this item be on the April agenda for approval. There was general consensus among the commissioners.

## 12 ADJOURNMENT

A motion and a second was made to adjourn the meeting. Voice voting Aye: Jerry Butler, Aimee Cisneros, Marea Clement, Maryanne Cummings, Joe Grisson, Matt Hicks, Jr., and President Chuck Anderson. Voting Nay, none and the meeting was adjourned at 5:30PM.

Respectfully submitted by:



Kim Nooncaster  
Board Secretary