

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on November 20, 2014 at the Village Hall,
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order President Cushing called the meeting to order at 7:00 p.m.

PRESENT: Commissioners Cushing, Gelwicks, Mahoney, Roman and Souter;
Executive Director, Bill McAdam; Director of Recreation, Jay Kelly; Assistant
Director for District Services, Sara Rath sack; Director of Operations and
Development, Geoff Penman; Clerk, Pam Rank; ABSENT: None
Staff in Attendance: Supervisor of Marketing and Creative Development, Ian
Everett; Parks Operations Manager, Mike Siefken; External Affairs Manager,
Brandi Beckley; Superintendent of Planning, Paul Fyle

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Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: There were no changes to the agenda.

Recognition of Visitors: No Visitors

Written Correspondence: None

CONSENT AGENDA:

Executive Director Bill McAdam listed the items on the Consent Agenda as follows:

- Approval of Minutes – October 23, 2014 Regular; and November 6, 2014 Workshop and Executive Session Meetings
- Treasurer’s Report
- Payment of Bills – in the amount of \$2,169,206.34
- Payout #2 – Hacienda Landscaping, Inc. – Patriot’s Park Playground Renovation 2014
- Payout #2 – Merrell Bros., Inc. – Barth Pond Dredging
- 2015 Park Board Meeting and Committee of the Whole schedule

Commissioner Gelwicks asked that a correction be made to the October 23, 2014 Board meeting minutes. In the New Business section it states “Commissioner Gelwicks commented that it was brought to his attention that some of the Park District’s signage does not conform to the Village’s sign ordinance.” He asked that it be changed to show that “while he was watching the Village Board meeting a resident brought to the Village’s attention that some of the Park District’s signage does not conform to the Village’s sign ordinance.”

Commissioner Roman made a motion to approve the Consent Agenda as presented with the amendment to the October 23, 2014 meeting minutes, including the payment of bills in the amount of \$2,169,206.34. Commissioner Gelwicks seconded the motion.

Roll Call: Ayes: Commissioners Roman, Gelwicks, Cushing, Mahoney and Souter
 Nays: None
 Absent: None

ACTION ITEMS:

Request Approval for the Executive Director to enter into Vending Agreement with Starbucks at the Recreation Center

Commissioner Roman made a motion to authorize the Executive Director to enter into a Vending Agreement with Starbucks (Aramark) at the Recreation Center. Commissioner Souter seconded the motion.

Roll Call: Ayes: Commissioners Roman, Souter, Cushing, Gelwicks and Mahoney
 Nays: None
 Absent: None

BOARD BUSINESS:

President's Comments

Commissioner Cushing presented Commissioner Gelwicks with a service recognition award for ten years of outstanding service on the Park Board of Commissioners.

Commissioner's Comments

Commissioner Souter thanked staff for a terrific job with the Suburban Horror Story. Commissioner Cushing agreed saying he heard many rave reviews.

STAFF AND COMMITTEE REPORTS:

Executive Director Report

Executive Director McAdam informed the Board that he met with Commissioners Cushing and Gelwicks regarding the budget. At this point they appear to have a good draft to present to the Board at the next meeting on December 4th. Staff will be seeking approval of a tentative budget at the December 11, 2014 Board meeting.

Recreation Director Report

Director of Recreation, Jay Kelly, reported that facility rental revenue is up at the Lincoln Center and slightly down at the Recreation Center. Honey has sold out at Lyman Woods; several school field days and field trips went through Lyman Woods; a REAP volunteer workday at Belmont Prairie took place on October 11th; Miner Mike's has closed for the season with a significant profit over last year; the Museum was decorated for Halloween and hosted a "Boo-Fest" for the first time; fall programming is well under way; the Active Adult center is very busy; preschool registration for next year is about to get under way; a stage makeup class ran in conjunction with the Suburban Horror Story Haunted House with 5 participants who applied makeup to staff and volunteers on the night of the haunted house; 298 people attended this first annual event; Polar Express will take place on November 22nd; at the Fitness Center, membership is up and usage is down, revenue is slightly down; at Lyman Woods, visits and participation are up as is the same at the Museum; Revenue at the Golf Course is slightly down with weather being a significant factor; the miniature golf course made a significant profit over last year's favorable profit.

Commissioner Gelwicks noted that some surveillance cameras were replaced at the Recreation Center. Director Kelly said that the cameras were malfunctioning and that the replacement cameras would be a good fit with the new equipment installation.

Commissioner Gelwicks thought that at some point a discussion about security cameras for all parks and facilities should take place due to the recent arson and vandalism issues.

Commissioner Mahoney asked Director Kelly what he attributes the excellent participation at the Active Adult Center to. He couldn't pinpoint but said that Francine, the coordinator, was doing an excellent job.

Marketing Report

Supervisor of Marketing and Creative Development, Ian Everett reported that marketing for October focused on the Suburban Horror Story event. The most successful tool used was a facebook video ad that gained over 800 views. A video of the Friday event was posted Saturday morning to help drive visits up for the Saturday night event. The winter guide is available to view online now and will be delivered to homes next week. Design of the combined spring/summer/camp guide has begun. He's been working SEASPAR to finalize the logo and marketing materials for the new Home Front Health program that includes a 4500 fitness membership. He is working on the promotion of Golf Course gift cards and promoting rentals at the Recreation Center.

Commissioner Gelwicks asked if stats were available to show how many online visits to the programming guide actually went to go and register for a class. Ian stated that he would investigate. Commissioner Souter asked if there was a way to tell if after visiting the website, how many actually go into RecTrac. Ian thought that might be a possibility.

Planning Report

Superintendent of Planning, Paul Fyle reported that both playgrounds, Patriots Park and Memorial Park are nearly complete. A part from the manufacturer was ordered for a piece at Patriots Park. If the part is received, the park could be opened by Thanksgiving. The dredging at Patriots Park is approximately 75-80% complete. The dredging has been temporarily shut down due to the low temperatures. For dredging to continue, the night time temperature has to be in the mid-20s. Dredging will resume when temperatures permit. The asphalt patchwork is complete a various locations and paving of the Lee & Grant pathway is complete. A kick-off meeting was held with the architects for the 1846 Blodgett House. Bids were received for the Walnut Avenue Site Irrigation Improvements - results will be presented for Board consideration at the December 4th Board meeting. An environmental assessment was done at the 4205 Venard Road site. A small amount of asbestos will have to be abated before demolition.

Parks Report

Director of Operations and Development, Geoff Penman, reported that the garden plots at MarDuke Farm have been plowed; sod was installed on the infield at Memorial south baseball field; irrigation was repaired at Whitlock and Memorial Parks; contracted sealcoating is complete; six acres were grazed by the goats at Belmont Prairie; 52 trees were planted; 29 trees have been reserved for the spring planting; at the Golf Course, the chipping green was graded and enlarged and drain tile was installed into the bunker.

SEASPAR

Executive Director, Bill McAdam reported that SEASPAR approved the installation of the Lemont Park District. The SEASPAR participants from Lemont Park District will now be accepted at the resident rate. An indoor pool and dedicated gymnastics area are amenities that Lemont has to offer. With this new addition to SEASPAR, the cost share between participating park districts will go down.

PLAN COMMISSION

Commissioner Souter had nothing to report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

RECOGNITION OF VISITORS

None

Commissioner Cushing announced that the next Board Meeting will be held December 4, 2014 at the Lincoln Center

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NO EXECUTIVE SESSION

FINAL ADJOURNMENT

At 7:47 p.m. Commissioner Gelwicks made a motion to adjourn. Commissioner Mahoney seconded the motion.

Roll Call: Ayes: Commissioner Gelwicks, Mahoney, Cushing, Roman and Souter
 Nays: None
 Absent: None

Respectfully Submitted,

Mark Roman
Secretary