

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on December 4, 2014 at the Lincoln Center,
935 Maple 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 Rathsack; Director of Operations and
Development, Geoff Penman; Assistant Director of Financial Services, Erik
Brown; Clerk, Pam Rank; ABSENT: None
Staff in Attendance: Supervisor of Marketing and Creative Development, Ian
Everett; Parks Operations Manager, Mike Siefken; Superintendent of Planning,
Paul Fyle; Recreation Center General Manager, Rich Zizek; Lincoln Center
Manager, Michelle Pusateri; Manager of Natural Resources & Interpretive
Services, Shannon Forsythe; Recreation Supervisor, Mike O'Shea

* * * *

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 – November 20, 2014, Regular Meeting
- Consideration of Bids – Level Best Laser Grading Box

Commissioner Souter made a motion to approve the Consent Agenda as presented. Commissioner Roman seconded the motion.

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

ACTION ITEMS:

Commissioner Gelwicks made a motion to authorize the Executive Director to enter into an agreement with Aqua Designs, Inc. for the Walnut Avenue Irrigation Improvements, including the **Base Bid plus Alternate #1** for a total contract value of \$37,198. Commissioner Mahoney seconded the motion.

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

Commissioner Gelwicks made a motion to authorize the Executive Director to enter into a 3 year lease for 30 Golf Carts and 1 Beverage Cart with Nadler Golf beginning year 2015. Commissioner Souter seconded the motion.

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

Commissioner Roman made a motion to authorize RFP's from soft drink providers on January 5, 2015 in order to have a soft drink license agreement effective March 10, 2015. Commissioner Mahoney seconded the motion.

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

BOARD BUSINESS:

President's Comments

President Cushing attended a Legal Update at Ancel, Glink, the Park District's legal counsel. It was very informative and well worth the time spent.

Commissioner's Comments

None

STAFF AND COMMITTEE REPORTS:

Executive Director Report

Executive Director McAdam informed the Board that due to the close proximity of the next Board meeting, the board packet will be sent out on Tuesday instead of the usual Friday to give staff time to incorporate any commissioner's revisions.

UNFINISHED BUSINESS

2015 Budget / Levy Presentation:

Executive Director McAdam stated that he had met with Commissioners Cushing and Gelwicks regarding the budget and levy and have come up with an overall balanced budget. Some changes to the budget include repairing the Recreation Center parking lot instead of expansion, and restructuring of the girls' softball fields. He informed the Board that staff was challenging themselves with regards to revenue. At this point he opened the floor up for discussion.

Commissioner Gelwicks said that he appreciated the time and hard work that staff put into the budget, addressing all of his concerns, and he has no problem with the bottom line. Assistant Director of Finance, Erik Brown notified the Board that going forward, monthly updates to the budget would be forwarded to the Board to keep them informed of changes. Erik also informed the Board that if and when the minimum wage was raised, it could significantly affect the budget. Executive Director McAdam told the Board that, at this point, he is comfortable with the capital plan. Commissioner Mahoney asked where the Park District was in relation to the corporate tax rate. Erik said we could go up to .2. Commissioner Mahoney cautioned staff about not fully funding equipment at the Fitness Center. Any money received from equipment sold should be reinvested in more equipment. Reinvesting in fitness equipment should be a high priority. Director Kelly said it was the intention to get back on target with the replacement plan.

Executive Director McAdam asked if there were any questions regarding the Tax Levy. Commissioner Gelwicks informed the Board that he had suggested a slight tax increase rather than take out of the fund balance. There were no objections by the rest of the Board. Regarding the Capital Budget, Commissioner Gelwicks pointed out that there were projects under \$20,000 (that don't need Board approval) that appeared to be significant. He asked that the Board be periodically updated on the progress of these projects. Moving on to the Golf Budget, Commissioner Mahoney asked if a separate Golf Budget document will always be produced. Executive Director McAdam assured her that a separate Golf Budget document will always be available, while the numbers would also be incorporated into the big budget. Commissioner Souter commented that she couldn't translate the greens fees numbers from one document to another. Assistant Director Brown informed her that the numbers she was looking at were the seasonal numbers and not the yearly numbers. Commissioner Mahoney was uncomfortable with the deletion of the 10 pass play at the Golf Course. She thought that though the 25 pass play offered a \$2 discount per round, it also forced the user to pay a large amount for 25 rounds. Commissioner Gelwicks thought that maybe the omission of the season pass was not the best idea. Executive Director remarked that he and staff would go back and rethink the impact of the Golf Course revisions and rework the process from the user standpoint. He also announced that next week he will ask the Board for *tentative* approval of the budget...meaning, they would not be passing "fees", just passing the budget.

NEW BUSINESS

There was no new business.

RECOGNITION OF VISITORS

There were no visitors.

Commissioner Cushing announced that the next Board meeting will be held December 11, 2014 at the Village Council Chambers.

* * * *

ADJOURN TO EXECUTIVE SESSION

At 8:45 p.m. Commissioner Gelwicks made a motion to adjourn to Executive Session. Commissioner Roman seconded the motion.

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

Respectfully Submitted,

Mark Roman
Secretary

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on December 4, 2014 at the Lincoln Center,
935 Maple Avenue, Downers Grove, IL 60515

Call to Order President Cushing called the meeting to order at 9:02 p.m.

Roll Call PRESENT: Commissioners Cushing, Gelwicks, Mahoney, Roman and Souter;
Executive Director, Bill McAdam; Director of Operations and Development,
Geoff Penman; Director of Recreation, Jay Kelly; Assistant Director of
Recreation, Sara Rathsack; Assistant Director of Budget & Finance, Erik Brown;
Superintendent of Planning, Paul Fyle; Clerk, Pam Rank

* * * *

Release of
Executive Session Commissioner Mahoney made a motion to release the Executive Session
written Minutes of April 4, 2013. Commissioner Gelwicks seconded the
motion.
ROLL CALL AYE: Commissioners Mahoney, Gelwicks, Cushing, Roman
and Souter. NAY: None. Motion Carried.

* * * *

FINAL ADJOURNMENT

At 9:03 pm. Commissioner Gelwicks made a motion to adjourn. Commissioner
Mahoney seconded the motion.

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

Respectfully submitted,

Mark Roman
Secretary