

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on March 19, 2015 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; Director of  
Operations and Development, Geoff Penman; Assistant Director for District  
Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown;  
Superintendent of Planning, Paul Fyle; Supervisor of Marketing and Creative  
Development, Ian Everett; Clerk, Pam Rank; ABSENT: None

Staff in Attendance: Superintendent of Parks, Mike Siefken; Lincoln Center  
Manager, Michelle Pusateri

\*           \*           \*           \*

Pledge of Allegiance:            The Pledge of Allegiance was recited.

Changes to the Agenda:        Action Item 4.6 – the first sentence should read “During the August  
21, 2014 board meeting, the Board approved Executive Director, Bill  
McAdam to enter into a three year agreement with Tympani, Inc....

Recognition of Visitors:        Noel Squitieri, 4500 Linscott Avenue, Downers Grove voiced his  
concern about recent changes to the rates at the Golf Course  
specifically, the elimination of the non-resident unlimited pass, and  
offered some suggestions regarding pace of play, pond aeration,  
beverage service and water on the 7<sup>th</sup> hole.

Awards                            The Board was presented with the Government Finance Officers  
Association “Certificate of Achievement for Excellence in Financial  
Reporting” Award. Commissioner Cushing commended Staff for this  
achievement. The Board was presented with the PDRMA  
Accreditation Award. This is PDRMAs highest award. The Board  
was presented with IPRA’s 1<sup>st</sup> place award for Electronic  
Communication.

Correspondence:                No written correspondence

\*           \*           \*           \*

**CONSENT AGENDA:**

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

- Approval of Minutes – February 5, 2015 Workshop & Executive Session and February 19, 2015 Regular and Executive Session Meetings
- Treasurer’s Report
- Payment of Bills in the amount of \$653,053.84
- Payout #3 – Kingsley & Ginnodo Architects – 1846 Blodgett House Interior Restoration

Commissioner Roman made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$653,053.84. Commissioner Gelwicks seconded the motion.

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

**ACTION ITEMS:**

Commissioner Gelwicks moved to approve Resolution #15-06 officially naming the Downers Grove Park District Golf Course Clubhouse – “Dan Cermak Clubhouse”. Commissioner Mahoney seconded the motion.

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

Commissioner Souter moved to authorize the Executive Director to enter into an agreement with Trend Carpet & Tile, Inc. for the Lincoln Center Third Floor Carpet replacement project, for an amount not to exceed \$25,322.00 for all work as specified. Commissioner Mahoney seconded the motion.

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

Commissioner Roman moved to authorize the Executive Director to enter into an agreement with Anthem Excavation & Demolition, Inc. for the 4205 Venard Road Demolition, for an amount not to exceed \$24,400.00 for all work as specified. Commissioner Mahoney seconded the motion.

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

Commissioner Gelwicks moved to accept the RFP from Pepsi as the exclusive soft drink provider for a total value of \$23,950 over 3 years, expiring March 9, 2018. Commissioner Souter seconded the motion.

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

The Board concurred that in light of the suspension of the grant money for the 1846 Blodgett House

Interior Restoration, the architectural work that has been started should be finished and then staff and the Board will re-evaluate this project.

Commissioner Gelwicks moved to authorize the Executive Director to amend the previous contract with Tympani, Inc. to include additional monitoring and manage network services at all of the Park District facilities. Commissioner Roman seconded the motion.

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

Commissioner Gelwicks suggested that as soon as the new system is stable, staff should move forward with a contingency test.

## **BOARD BUSINESS:**

### **President's Comments**

None

### **Commissioner Comments**

None

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report**

Executive Director McAdam commented on the new configuration of staff at this week's meeting. The new configuration was due to staff trying out an electronic version of the board packet. If all goes well, the next Board Meeting being held on April 2<sup>nd</sup> at the Administrative Office will consist of training for the Board with this new electronic version of their board packet. This is one method of the Park District moving ahead with the green initiative. Executive Director McAdam also reminded the board that opening day at the Golf Course is Saturday, March 21<sup>st</sup>.

### **Recreation Director Report**

Director Kelly informed the Board of the upcoming events: Flashlight Egg Hunt, Bunny Hop and Egg Hunt, Passport to Safety and Wheely Big Trucks, and Road Rally. The department will be starting a program evaluation with staff and public comments. Upcoming meetings will feature staff and volunteer recognition. A community needs assessment survey regarding before and after school care will be sent out shortly.

Commissioner Gelwicks commented about the driving range not being open a week before opening day. He also was concerned that non-resident players in the adult leagues were not being charged an additional fee as in the youth leagues. Executive Director McAdam said that staff will take a fresh look at resident versus non-resident fees.

### **Marketing Report**

Supervisor of Marketing and Creative Development, Ian Everett informed the Board that the Spring/Camp/Summer guide was delivered at the end of February and registration opened on March 2<sup>nd</sup> for residents. Several complaints came in about non-delivery. Ian will investigate alternative methods of delivery for the future. Several new programs have been added since the printing of the

Guide that are only being promoted online. Ian is awaiting the response. Mini Golf will open April 11<sup>th</sup> with a Mini-Masters Tournament. The event is free but registration is required. A new route for the 5 milers is being sought due to construction on the “regular” route. Also, raising rates for non-residents is being looked into for this event.

### **Planning Report**

Superintendent of Planning, Paul Fyle reported that the 4205 Venard Road site demolition should be substantially complete by the end of April. At the 1846 Blodgett House, the architects will begin design development for the interior finishes and architectural details and will be working with a cost estimator to verify the project costs and budget. Staff has contacted church officials to review the proposed fence and planting location at Fishel Park. At the Walnut Avenue site, the irrigation system can start as soon as the ground thaws. An electrical contractor has been hired to install electrical service for the irrigation controller. Staff will soon be securing quotes from plumbers to install a drinking fountain. The new playground at Patriots Park is complete. The dredging project will resume as soon as weather allows.

### **Parks Report**

Director Penman reported that snow removal continued into March. The ice rinks have been closed for the season. Wireless Fire and Security Alarm monitoring was installed at multiple locations. This installation allows for direct alarm monitoring by the Village and eliminates dedicated telephone lines for each alarm. Projects at Lincoln Center include: painting, wall repair, handrail installation, door repair, roof flashing caulking and exterior bench assembly and installation. Projects at the Recreation Center include: painting and phone mount installation. Graf Tree Care has completed data collection for an additional 2,040 trees to the district inventory. Graf is currently compiling GIS data and reports. Staff should receive data next month. Tree removal and pruning will begin when weather permits. Winter shrub pruning and cleanup of flower and shrub beds has been completed. Thirteen trees have been removed from the golf course. Two TVs were purchased and installed at the Clubhouse. New software for the irrigation control system was purchased and installed at the golf course.

### **District Services Report**

Assistant Director, Sara Rathsack updated the Board on Safety Committee happenings including the AED placement at the McCollum Park Core concession and the Doerhoefer Park concession. Several staff members attended various training sessions. Migration to the colocation center is still in progress; the telephone system is complete though WiFi receivers are being installed to enhance Jabber; TimeForce training is complete and is now live.

### **SEASPAR**

Executive Director McAdam reported that the budget conversation has started. SEASPAR is in the process of transitioning the Lemont Park District into the organization.

### **Plan Commission**

None

### **UNFINISHED BUSINESS**

Commissioner Gelwicks asked if there had been any communication with Ned Bell regarding the park naming. Executive Director McAdam said he tried to contact him but will reach out again.

Commissioner Gelwicks also wanted to clarify some of the comments made previously by the visitor. Though the Golf Course no longer sells an unlimited pass to non-residents, it does offer a 30 play pass that offers significant savings. Commissioner Mahoney also stated that leaving 10 minute intervals

between tee times would significantly impact revenue, which was also a concern of the visitor.

**NEW BUSINESS**

None

**RECOGNITION OF VISITORS**

None

Commissioner Cushing announced that the next board meeting will be held April 2, 2015 at the Administrative Office.

\* \* \* \*

**ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to Executive Session at 8:38 p.m. following a motion made by Commissioner Souter and seconded by Commissioner Mahoney.

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

**FINAL ADJOURNMENT**

The meeting was adjourned at 9:41 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Souter.

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

Respectfully submitted,

Mark Roman  
Secretary