

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on January 21, 2021 via Zoom Conferencing (in-person was at
the Admin Building, 2455 Warrenville Road, Downers Grove, IL 60515)

Before roll call Executive Director, Bill McAdam read that the meeting will be conducted by audio or video conference without a physically present quorum of the Downers Grove Park District Board of Commissioners because of the disaster relief. Bill McAdam asked each Board member if they can hear and see everyone in the Zoom conference. All Board Members confirmed.

Call to Order Commissioner Mahoney called the meeting to order at 7:00 p.m.

PRESENT: Commissioners Dahlstrom, Kotula, Mahoney, McDonnell, Executive Director, Bill McAdam; Director of Human Resources, Marian Olund; Director of Finance & Technology, Erik Brown; Director of Recreation, Dave Haring; Director of Parks and Planning, Geoff Penman; Director of Marketing & Community Engagement, Dawn Hartman; Superintendent of Planning, ADA Coordinator, Paul Fyle; Superintendent of Technology, Chris Kapus; Superintendent of Facilities, Kevin Rozell; General Manager 4500 Fitness, Luke Wyss; Clerk, Adine Lenon

ABSENT: None

VISITORS: None

WRITTEN CORRESPONDENCE –Commissioner Dahlstrom brought up an email that the Commissioners received regarding plowing the pathways. Bill McAdam mentioned that the Park District has received multiple requests to remove ice/snow on the pathways. He did say that this is something the Park District doesn't typically do but because of COVID staff has tried to clear the major paths. He did mention that the Park District can't clear all the paths due to lack of equipment, salt, etc. Bill McAdam will follow-up with the patron on this request.

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CONSENT AGENDA:

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

- Approval of Minutes – December 3, 2020 Regular and Closed Session Meetings; January 7, 2021 Workshop Meeting
- Treasurer's Report
- Payment of Bills – In the amount of \$1,234,883.57
- Change Order #2 (Deduct) – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019
- Payout #3 (Final) – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019
- Payout #2 – Integrated Lakes Management, Inc. – Lyman Woods, Project Site Area I, II & III, Three-Year Maintenance Work (2019-2021)
- Payout #1 – V3 Construction Group – Prince Pond Dredging & Park Improvements
- Payout #10 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
- Approval of Memo of Understanding Amendment with the Village for Prince Pond Dredging

Commissioner Kotula made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,234,883.57. Commissioner McDonnell seconded the motion.

Roll Call: Ayes: Commissioners Kotula, McDonnell, Dahlstrom, Mahoney
 Nays: None
 Absent: None

ACTION ITEMS

Commissioner Dahlstrom made a motion to approve the Plat of Dedication to the Village of Downers Grove for Wisconsin Avenue Right-of-Way Dedication. Commissioner McDonnell seconded the motion.

Roll Call: Ayes: Commissioners Dahlstrom, McDonnell, Kotula, Mahoney
 Nays: None
 Absent: None

Commissioner McDonnell made a motion to approve to waive the bidding requirement and approve a contract modification to be extended to K.K. Stevens for the printing of the Fall and Winter Recreation Guides through 2021. Commissioner Kotula seconded the motion.

Roll Call: Ayes: Commissioners McDonnell, Kotula, Dahlstrom, Mahoney
 Nays: None
 Absent: None

Commissioner McDonnell made a motion to approve Change Order #1 to the Prince Pond Dredging & Park Improvements contract, for an additional amount not to exceed \$125,100.00. Commissioner Dahlstrom seconded the motion.

Roll Call: Ayes: Commissioners McDonnell, Dahlstrom, Kotula, Mahoney
 Nays: None
 Absent: None

BOARD BUSINESS

President Comments – President Mahoney mentioned that she was excited to see that ice skating was starting. She thanked everyone for continuing on with COVID requirements and changes.

Commissioner Comments: None

STAFF AND COMMITTEE REPORTS

Executive Director – Bill McAdam mentioned that staff continues working towards ramping back into normal. He thanked the staff for all of their hard work. He also mentioned that Directors have been going over the new Personnel Policy Manual and once it is finished a draft will be sent to the Board. He thanked Marian Olund for all of her hard work with the new manual. Also, Bill thanked Luke Wyss and Kevin Rozell for everything that they have been doing at the Fitness Center. Commissioner McDonnell commented that with one group coming in the Fitness Center and then cleaning right after before another group comes in, is a very smart approach and its part of a comfort level to the patrons.

Recreation – Director of Recreation, Dave Haring discussed that some things we have in place right now because of COVID are not going to go away. Since moving from Tier 3 to Tier 2, we can start doing more things. The Fitness Center capacity will increase to a minimum of 35, Monday we can offer group exercise classes and next Saturday youth basketball can start. Lyman Woods has been operating the whole time but now they will be able to be inside as well as outside. Tier 2 allows us to bring back most of the recreation programs. The cap is 10 per class. Staff is working on finalizing the guidelines on how patrons can reserve picnic pavilions online as well as preschool registration for 2021-2022 school year. Dave also mentioned the Spring usage of athletic fields – he met with staff, all the affiliates and the two athletic directors and expressed this is not a normal year and we will need to know the actual usage of the fields. Staff also identified in town other areas that might have some green space and will be reaching out to them.

Fitness – General Manager, Luke Wyss discussed that all memberships are at 2,000 patrons right now. Fitness revenues in December dropped because the group fitness classes were all in the gymnasium and then had to cancel due to COVID. The Fitness Center will be starting fitness classes Monday. They will be groups of 10 and masks are required. He also mentioned that the track has been doing well. The Fitness Center opened up two more slots in the evening since the earlier slots were filling up fast.

Marketing – Director of Marketing & Community Engagement, Dawn Hartman mentioned that we moved into Tier 2 and the Marketing department is really trying to do their best to support the other teams and communicate to the community. An E-blast will be going out tomorrow. Working with Directors and Superintendents on planning the District's 75th anniversary celebration. The Spring newsletter is going to the printer tomorrow and will be distributed the week of February 22nd. The Spring Recreation Guide will be available in digital format only on February 22nd as well. Sponsorships have been moving slow but as soon as we have all of things in place for upcoming events it will pick up. A lot of great media exposure the last few weeks. There is a feature article in Downers Grove magazine coming up.

Commissioner Mahoney mentioned that at one point we had outsourced marketing and couldn't imagine where we would be at if it wasn't brought in-house. She thanked Dawn for getting us through this past year.

Planning – Superintendent of Planning, Paul Fyle, discussed that Prince Pond made a lot of progress this past week. Started at the north end of the pond and the north third of the pond is already dredged and working their way south. Paul mentioned that with the new method on dredging, they thought they would only be on the east shoreline but they are moving the machines towards the middle and working south from the pond. Paul also mentioned that Staff intends to proceed with the final design, permitting and bid documents for the pedestrian bridge at Patriot's Park (2021) and Staff is also preparing a 3-year plan for ADA improvements (2021-2023) to be reviewed with the Board at an upcoming workshop.

Parks – Director of Parks and Planning, Geoff Penman, mentioned that during the week of December 7th, a leak was discovered in one of the main water lines at the Lincoln Center. Plumbers were called and a repair kit was installed on the leaking area of pipe however the pipe wasn't in great shape for just a repair so 140' of 2-inch galvanized pipe was replaced. Replaced ADA room signage on all rooms at the Lincoln Center. The Village changed the address to the lower level shop at Warrenville (previously rented by Premium Concrete). That address will be 4341 Cross Street. Christmas tree collections were at about 141 trees. Also, Mike Stelter worked with Graf and Great Lakes Urban Forestry to produce several interactive tree walks for residents to enjoy and use when in the parks. Whitlock, Museum/Randall and McCollum are the first parks to receive this feature. Signs will be located at the parks with a QR code. When codes are scanned and the location feature on a phone or tablet is activated, patrons will be able to walk along and learn about the trees near them in each park.

Human Resources – Director of Human Resources, Marian Olund, discussed that the District has seen a significant increase in fraudulent unemployment claims. Any claims which are received, she contacts the employee directly and asks if they have applied for unemployment. If they have not applied for unemployment, then the appropriate steps are taken.

Finance/IT – Director of Finance and IT, Erik Brown, discussed the preliminary year-end results. Still have a lot of expenses coming in in January for last year that we need to account for. The cash flow is a great sign and is up from last year. The District ended 2019 at \$8.1 million and ended 2020 at \$8.5 million. This was not expected during the summer. This was a few different things coming together at once. The District received \$350,000.00 from the Village towards the project for Prince Pond. In addition, we pivoted very quickly when COVID hit and we cut down a lot of expenses where we could without impacting operations. When you combine those two items with how well our revenues were performing that is how we come in slightly ahead of last year. From the treasurer's report, the District did finish the year at 84% of the revenue that was budgeted but it is 4% better based on our estimate in July.

IT – Chris is currently working with Sentinel in regards to our phone servers. In February, IT will be bringing to the Board a memo for a request to move forward on the phone project. The District is purchasing the hardware and equipment this week.

SEASPAR – Executive Director, Bill McAdam mentioned there was a meeting this past Tuesday. They are trying to go back to non-virtual but are still frozen by COVID.

UNFINISHED BUSINESS - None

NEW BUSINESS - None

Visitor and Citizens Comments –None

President Cathy Mahoney announced that the regular scheduled Board Meeting will be on February 4, 2021 via Zoom Conferencing.

FINAL ADJOURN

The meeting was adjourned at 8:21 p.m. following a motion made by Commissioner Kotula and seconded by Commissioner McDonnell.

Roll Call: Ayes: Commissioners Kotula, McDonnell, Dahlstrom, Mahoney
 Nays: None
 Absent: None

Respectfully submitted,

Robert E. Kotula, Secretary
Downers Grove Park District

DOWNERS GROVE PARK DISTRICT

January 21, 2021

7:00 P.M.

*Administration Building, 2455 Warrenville Road,
Downers Grove and by Zoom Conferencing*

This meeting will be conducted by audio or video conference without a physically present quorum of the Downers Grove Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. The President of the Board of Commissioners has determined that an in-person meeting at the Administration Building, 2455 Warrenville Road, with all participants is not practical or prudent because of the disaster. Commissioners, Staff and chief legal counsel will not all be physically present at the Administration Building, due to the disaster. Physical public attendance at the Administration Building may be limited, so alternative arrangements for public access to hear or view the meeting are available here:

Public participation instructions:

Computer Access – Join Zoom Meeting: <https://us02web.zoom.us/j/89654819763>, **Meeting ID: 896 5481 9763**

Phone Access, Audio Participation for Chicago Region: 1-312-626-6799 US (Chicago), Meeting ID: 896 5481 9763

YOU WILL BE ABLE TO PARTICIPATE DURING THE “RECOGNITION OF VISITORS” PORTIONS OF THE MEETING. FOR EASE YOU MAY ALSO EMAIL YOUR COMMENTS PRIOR TO THE START OF THE MEETING TIME AND YOUR COMMENT WILL BE READ ALOUD ON YOUR BEHALF. SEND COMMENTS TO CKAPUS@DGPARKS.ORG.

EMAIL CKAPUS@DGPARKS.ORG IF YOU ARE HAVING PROBLEMS LOGGING IN TO THE MEETING. THE MEETING WILL ALSO BE AUDIO OR VIDEO RECORDED AND MADE AVAILABLE TO THE PUBLIC, AS PROVIDED BY LAW

AGENDA

- A. CONVENING THE MEETING
 - 1. Call to Order
 - 2. Roll Call
 - 3. Changes to the Agenda

- B. COMMUNICATIONS
 - 1. Recognition of Visitors (see instructions above)
 - 2. Written Correspondence

- C. CONSENT AGENDA
 - 1. Approval of Minutes – December 3, 2020 Regular and Closed Session Meetings; January 7, 2021 Workshop Meeting
 - 2. Treasurer’s Reports
 - 3. Payment of Bills – In the amount of \$1,234,883.57

4. Change Order #2 (Deduct) – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019
5. Payout #3 (Final) – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019
6. Payout #2 – Integrated Lakes Management, Inc. – Lyman Woods, Project Site Area I, II & III, Three-Year Maintenance Work (2019-2021)
7. Payout #1 – V3 Construction Group – Prince Pond Dredging & Park Improvements
8. Payout #10 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
9. Approval of Memo of Understanding Amendment with the Village for Prince Pond Dredging

D. ACTION ITEMS

1. Approval of Plat of Dedication to the Village of Downers Grove for Wisconsin Ave Right-of-Way Dedication
2. Approval to waive the bidding requirement for the Recreation Guides and approve an extension of the existing contract with K.K. Stevens for the printing of the Fall and Winter Recreation Guides in 2021
3. Approval of Change Order #1 (Add) – V3 Construction Group, Ltd. – Prince Pond Dredging & Park Improvements

E. BOARD BUSINESS

1. President Comments
2. Commissioner Comments

F. STAFF AND COMMITTEE REPORTS

1. Executive Director
2. Recreation
3. Fitness
4. Marketing
5. Planning
6. Parks
7. Finance/IT
8. Human Resources
9. SEASPAR

G. UNFINISHED BUSINESS

H. NEW BUSINESS

I RECOGNITION OF VISITORS (see instructions above)

J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD FEBRUARY 4, 2021 VIA ZOOM CONFERENCING

K. ADJOURN TO CLOSED SESSION (If needed)

1. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussion whether a particular parcel should be acquired, pursuant to 5ILCS 120/2(c)(5) of the Open Meetings Act
2. The appointment, employment, compensation, discipline, performance or

dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

- L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (If Necessary)
- M. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Robert E. Kotula, DO HEREBY CERTIFY THAT I am the Executive Director in and for the Downers Grove Park District, DuPage County, Illinois; that the foregoing is a true and correct copy of the Minutes from the January 21, 2021 Regular Meeting of the Board of Park Commissioners. Said Minutes were duly passed by the Board of Park Commissioners of the Downers Grove Park District at a regular meeting on the 18th day of February, 2021 and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF February, 2021



Robert E. Kotula, Secretary
Downers Grove Park District

