

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on February 7, 2019 at Lincoln Center,
935 Maple Avenue, Downers Grove, IL 60515

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

PRESENT: Commissioners Gelwicks, Livorsi, Mahoney, McDonnell and Salaba; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Dave Haring; Director of Finance & Technology, Erik Brown; Director of Human Resources, Marian Olund; Superintendent of Planning, Paul Fyle; Manager of Marketing & Creative Development, Dawn Hartman; Superintendent of Finance, Tricia Farkas; Clerk, Adine Lenon

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Pledge of Allegiance: The Pledge of Allegiance was recited

Changes to the Agenda: None

Visitors: Larry Scheffki, Downers Grove Night Cleaning Crew, commented on the discussion made on the cleaning contract. He likes the retention idea and wants to help solve the problem. President Gelwicks thanked Larry for speaking up and Dave Haring is looking at the overall structure and has some ideas on resolving the issue.

Lizz Hellinga and Jon Dahlstrom were also in attendance.

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DISCUSSION ITEMS:

ADP Time, Attendance & Scheduling

Erik Brown discussed that after the implementation of Payroll and HR software from ADP last year things are moving in the right direction and easier for staff to look up payroll checks, tax forms, deductions, etc. Adding on the Time and Attendance will make things a lot easier. If approved, the implementation will take approximately 16-20 weeks to complete. The cost will be \$10,000 up front and then \$30,000 a year. Commissioner Livorsi asked if we are paying for anything like that now and Erik responded that Timeforce alone is \$6,000-\$10,000 a year just for maintenance. President Gelwicks asked about the security of the system and the ADP reps commented that everyone will have their own user id and password and they will only have access to certain things based on their user id and password. President Gelwicks asked if there is a system add-on for the future and the ADP reps responded that they do have proximity readers but it is not the most common thing right now. ADP is building this software from the ground up for the Downers Grove Park District needs. The Board agreed that moving forward with this project is a great idea.

Rec Center Overnight Cleaning

Bill McAdam discussed rejecting all bids for the contractual cleaning service. The Board agreed. It will be on the next Regular Board meeting under Consent Agenda.

Hoopers Hollow Playground

Paul Fyle discussed the Hoopers Hollow Playground renovation. He mentioned that a survey went out to all residents within 500 feet of the park along with a letter describing the upcoming playground renovation. As of now he received 38 responses which stated there wasn't enough seating and the Park District needs to plant more trees. Commissioner Salaba mentioned that we should access more data for more demographics for that neighborhood. Commissioner Salaba also thought that promoting pre-construction would be a good idea. Staff intends to complete the planning, design and bidding process this spring (awarding a contract in May).

Walnut Park – Preliminary Concepts

Planning staff was recently asked to prepare a few concepts for development of the 19.6-acre Walnut Park property. Paul Fyle discussed the different concepts for the number and size of athletic fields and other facilities that could fit on the site. Commissioner Salaba mentioned the Metra property and thought it would be a good idea to reach out to them to see if they were open to a discussion about that property. President Gelwicks thought that this site would be a viable location for lighted fields and always thought that this would be a potential dog park site.

Rec Center Improvement Plan

Bill McAdam stated that there has been some updates to the improvement plan report and that Dave Haring has been spending a lot of time at the Rec Center making sure things run smoothly. Dave commented that adding a manager on duty – especially nights and weekends will be beneficial for the Rec Center. He also suggested that the Park District needs more custodial persons for each building and plans to discuss this further when the organizational chart gets discussed. President Gelwicks had three issues with the Rec Center: cleaning, lockers and towels and how are they being addressed. Dave mentioned that they are looking at different salary ranges for cleaning. He is having a meeting next week to discuss the lockers and will keep the board updated. Regarding the towels, they will be ordering more towels and he also wants to look at purchasing a new washer and dryer so they can get the towels back in to the locker rooms quicker.

RECOGNITION OF VISITORS

None

Commissioner Gelwicks announced that the next Park District Board meeting will be held February 21, 2019 at the Village Hall Council Chambers.

ADJOURN TO EXECUTIVE SESSION:

The meeting was adjourned at 8:35 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Livorsi.

Roll Call: Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba
 Nays: None
 Absent: None

FINAL ADJOURNMENT

The meeting was adjourned at 9:43 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Livorsi

Roll Call: Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba
 Nays: None
 Absent: None

Respectfully submitted,

Frank Livorsi
Secretary

DOWNERS GROVE PARK DISTRICT

February 7, 2019

7:00 P.M.

Lincoln Center – Room 503

WORKSHOP MEETING AGENDA

A. CONVENING THE MEETING

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Changes to the Agenda

B. COMMUNICATIONS

1. Recognition of Visitors

C. DISCUSSION ITEMS

1. ADP Time, Attendance & Scheduling
2. Rec Center Overnight Cleaning
3. Hoopers Hollow Playground
4. Walnut Park – Preliminary Concepts
5. Rec Center Improvement Plan

D. RECOGNITION OF VISITORS

E. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD FEBRUARY 21, 2019 AT VILLAGE HALL COUNCIL CHAMBERS

F. ADJOURN TO EXECUTIVE 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

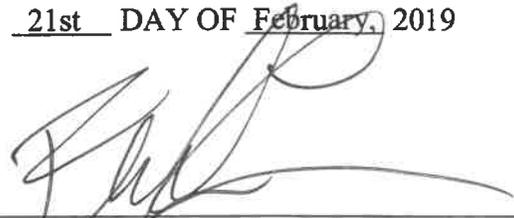
G. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Frank Livorsi, DO HEREBY CERTIFY THAT I am the Secretary 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 February 7 2019 Workshop 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 21st day of February, 2019, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 21st DAY OF February, 2019



Frank Livorsi, Secretary
Board of Commissioners
Downers Grove Park District