

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on February 18, 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 7:01 p.m.

**PRESENT:** Commissioners Dahlstrom, Kotula, Mahoney, McDonnell, Executive Director, Bill McAdam; Director of Human Resources, Marian Olund; Director of Recreation, Dave Haring; Director of Finance & Technology, Erik Brown; 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** –None

**AWARDS** – The Downers Grove Park District received an award at the IPRA Conference. This is the 2<sup>nd</sup> time the Park District received the Exceptional Workplace Award by the IPRA. This award was created as a way to acknowledge the workplace culture of the Park District but has been built by health, wealth, communication, volunteering, team-building, environmental policies, diversity training, work life balance, educational and training opportunities. The Board Members congratulated the team.

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**CONSENT AGENDA:**

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

- Approval of Minutes – January 21, 2021 Regular Meeting and February 4, 2021 Workshop and Closed Session Meetings
- Treasurer’s Report
- Payment of Bills – In the amount of \$958,186.85
- Payout #2 – V3 Construction Group, Ltd. – Prince Pond Dredging & Park Improvements
- Payout #11 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
- Approval to enter into an agreement with Sentinel for the replacement of the District’s phone server and software

Commissioner Kotula made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$958,186.85. Commissioner Dahlstrom seconded the motion.

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

## **ACTION ITEMS**

Commissioner Dahlstrom made a motion to approve Ordinance #1293 – Annexation to Downers Grove Park District (property known as: 5430 Belmont Road and 2097 Inverness Avenue). Commissioner McDonnell seconded the motion.

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

## **BOARD BUSINESS**

**President Comments** – President Mahoney mentioned that she was excited for the Park District receiving the IPRA award.

**Commissioner Comments:** None

## **STAFF AND COMMITTEE REPORTS**

**Executive Director** – Executive Director, Bill McAdam discussed a letter that Commissioner McDonnell received regarding the operations at the Fitness Center. Bill reached out to the resident and had a good conversation. He will keep in touch with this resident. A little over a week ago, Bill met with Jewel-Osco and did a site visit of the Rec Center for a potential mass vaccination site. He mentioned that the Park District would look to close the Rec Center to all other activities during this time. The Park District is working with the Village and now we are in a holding pattern until we hear from Jewel-Osco. Will keep the Board updated on any changes. Commissioner Dahlstrom asked if there was a guidance for additional entrances to be used for the Rec Center if it becomes a vaccination site? Bill responded that there were quite comfortable with the entrances we had and the elevator we have. Bill also mentioned that he was in contact with a representative from Pierce Downer's. Bill offered to attend their next meeting and talk about some of the ideas for the Walnut property. Also, at next month's board meeting, Staff will be doing a year-end report.

**Recreation** – Director of Recreation, Dave Haring discussed that the guidelines continue to change. We received an email that the mask guidelines changed once again. Staff is prepared for these changes. The museum was able to acquire a wood burning stove from the period from 1835 – 1844. Felicia Camacho has a lot to do with this. She is establishing relationships with other museums and historical societies. This stove would go into the 1846 house.

Lyman Woods has been busy with snow shoeing.

Dave mentioned that the customer service staff is doing great work and they deserve a lot of credit for keeping things rolling and responding to the residents. Sally Hayduck is working hard and on registrations that are moving to online (ex. Returning preschool students, garden plots, paid in full memberships).

**Fitness** – General Manager, Luke Wyss mentioned that the overall memberships have dipped a little in January. Registration revenues are staying in \$30,000 range. We are looking to bringing on new members. With Phase 4, the Fitness Center has an increased capacity. All fitness categories have taken a decline due to new operations due to COVID-19 guidelines. Commissioner Mahoney asked how are we doing with the walking track? Luke responded that those on walking path that were actively exercising did have the ability to remove their mask but the question was, were they social distancing? That was addressed to those individuals. With the new guidelines, everyone has to wear their mask

**Marketing** – Director of Marketing & Community Engagement, Dawn Hartman mentioned that the Marketing team is in planning mode right now. The Spring Recreation Guide will be posted online starting on Monday and Spring registration will start on March 8<sup>th</sup>. The Summer Recreation Guide will be delivered to residents the week of April 14<sup>th</sup>. Working on many spring events including the Hatch Out 5K, Fortnite Tournaments and 2 Trivia Nights. Planning on the Summer Concert Series and looking at a blended experience. In person concert with a capacity limit and virtual experience. Staff has selected a logo and theme for the District's 75<sup>th</sup> Anniversary and a committee has developed a calendar of events and activities which will begin in June. Commissioner McDonnell commented that the Marketing Team is doing an amazing job.

**Planning** – Superintendent of Planning, Paul Fyle, discussed that the Prince Pond dredging project is complete. We are keeping the fence in place until the pond fills up with water. We are getting quotes for fish stocking this Spring and new aerators.

**Parks** – Director of Parks and Planning, Geoff Penman mentioned that the Parks staff have been busy with snow. They have continued to clear the pathways at McCollum and Patriots Park. Ice skating – there has been 9 open skating days so far. Sled hills have been busy. Arbor Day plans are under way. Seedlings are on order with Living Lands & Waters. We will have 600 Oak and Hickory seedlings ready for distribution for Arbor Day and Earth Day.

**Finance/IT** – Director of Finance and IT, Erik Brown, discussed that the cash balance remains strong at the beginning of 2021 with reserves remaining at their highest levels in three years. As would be expected, revenues continue to lag compared to 2020 and 2019. There were no unexpected large expenses for the month and money spent was primarily for items that were needed to continue operations. The district audit starts next week. We do not expect any issues with them. We hope to have the results in April. **IT** – At the year end, new security cameras were purchased. Staff made additional purchases in January for updates to software and DVRs that are required as part of this project. The new cameras were unable to run on old technology.

**SEASPAR** – None

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

**Visitor and Citizens Comments** –None

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

#### **FINAL ADJOURN**

The meeting was adjourned at 7:40 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Kotula.

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

Respectfully submitted,

Robert E. Kotula, Secretary  
Downers Grove Park District





**DOWNERS GROVE PARK DISTRICT**

February 18, 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/84076227760>, **Meeting ID: 840 7622 7760**

**Phone Access, Audio Participation for Chicago Region: 1-312-626-6799 US (Chicago), Meeting ID: 840 7622 7760**

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](mailto:CKAPUS@DGPARKS.ORG).

*EMAIL [CKAPUS@DGPARKS.ORG](mailto: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 – January 21, 2021 Regular Meeting and February 4, 2021 Workshop and Closed Session Meetings
  - 2. Treasurer’s Report
  - 3. Payment of Bills – In the amount of \$958,186.85

4. Payout #2 – V3 Construction Group, Ltd. – Prince Pond Dredging & Park Improvements
5. Payout #11 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
6. Approval to enter into an agreement with Sentinel for the replacement of the District's phone server and software

D. ACTION ITEMS

1. Approval of Ordinance #1293 – Annexation to Downers Grove Park District (property known as: 5430 Belmont Road and 2097 Inverness Avenue)

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. 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 MARCH 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)

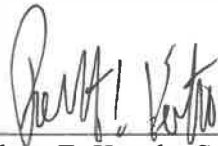
M. FINAL ADJOURNMENT

STATE OF ILLINOIS     )  
COUNTY OF DUPAGE    )

## CERTIFICATE

I, Robert E. Kotula, DO HEREBY CERTIFY THAT I am the 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 18, 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 March, 2021 and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18<sup>th</sup> DAY OF March, 2021



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Robert E. Kotula, Secretary  
Downers Grove Park District

