

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on February 20, 2020 at the Village Hall,
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order Commissioner Mahoney called the meeting to order at 7:04 p.m.

PRESENT: Commissioners Dahlstrom, Hellinga, Kotula, Mahoney, McDonnell, Executive Director, Bill McAdam; Director of Finance & Technology, Erik Brown; Director of Recreation, Dave Haring; Director of Human Resources, Marian Olund; Director of Parks and Planning, Geoff Penman; Director of Marketing & Community Engagement, Dawn Hartman; Superintendent of Facilities, Kevin Rozell; Superintendent of Planning, Paul Fyle; Superintendent of Natural Resources, Mike Stelter; General Manager 4500 Fitness, Luke Wyss; Marketing & Creative Development Specialist, Danielle Strohmer; Athletic Supervisor, Liz Frazier; Clerk, Adine Lenon

ABSENT: None

* * * *

Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: Yes. Moving Unfinished Business to after Closed Session.

Visitors: Laura Temple, Downers Grove resident. Laura thanked the Downers Grove Park District for being quick and responsive to her letter.

Written Correspondence: DGPD received two letters: One from Laura Temple. Ms. Temple's letter requested hooks in the lockers rooms, that punch passes shouldn't expire and educating staff regarding participants requesting a refund or having their account frozen due to medical reasons. DGPD assured her that hooks have been hung by the sinks in the locker room, that punch passes will no longer have an expiration date going forward and that staff will educate the front line staff that a note is the only thing needed if a patron is under doctor's care. The other letter was from Paul Clement Jr. Mr. Clement's letter requested notifying participants of expiring memberships, front desk reorganization and pickle ball courts. DGPD is discussing the best method to notify members whose memberships are expiring. DGPD explained that the front desk reorganization had changed with the start of the fiscal year and that the operation of the registration and fitness desk was modified. Regarding Pickle Ball, currently pickle ball is scheduled 3 days a week and beginning February 2020, pickle ball will be offered 5 days a week.

District Awards: Director of Marketing & Community Engagement, Dawn Hartman presented the Board the following awards received at the IAPD/IPRA Soaring New Heights Conference:

- People's Choice Award for Table Display
- 1st Place Logo Design for the BBQ Bolt logo
- 3rd Place for the season Recreation Guides
- IAPD "Give Us Your Best Shot" Photo Contest – 2nd Place in the Recreation /People at Play Category

CONSENT AGENDA:

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

- Approval of Minutes – January 16, 2020 Regular Session Meeting and February 6, 2020 Workshop Session Meeting
- Treasurer's Report
- Payment of Bills – In the amount of \$1,134,744.10

- Payout #2 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
- Payout #2 – Hitchcock Design, Inc. – McCollum Park Sprayground Design & Engineering
- Payout #2 (Final) – Verde Solutions – McCollum Park & Lincoln Center Exterior Lighting Upgrade
- Payout #3 (Final) – Garaventa Lift – 1846 Blodgett House Restoration: Wheelchair Lift
- Approval to purchase one (1) 2020 Ford F-350 Dump Truck from Currie Motors Commercial Center at the price secured through the Suburban Purchasing Cooperative for an amount not to exceed \$61,404.
- Approval to purchase one (1) 2020 Case TR310 CTL Track Loader from McCann Industries Inc. at the price secured through the Sourcewell Cooperative Purchase Program for an amount of \$56,550.
- Approval to purchase one (1) 2020 Rayco RG55 Stump Grinder from Alexander Equipment Company, Inc. at the price secured through the Sourcewell Cooperative Purchase Program for an amount of \$39,861.
- Approval of Ordinance #1286 – An Ordinance Declaring Certain Park District Personal Property as Surplus and Authorizing Sale or Disposal

Commissioner McDonnell made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,134,744.10. Commissioner Hellinga seconded the motion.

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

ACTION ITEMS

Secretary Hellinga read the title of Resolution 20-03. Commissioner McDonnell made a motion to approve Resolution 20-03: A Resolution calling a public hearing concerning the intent of the Board of Park Commissioners of the Downers Grove Park District, DuPage County, Illinois, to sell not to exceed \$3,000,000 General Obligation Limited Tax Park Bonds for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto. Commissioner Dahlstrom seconded the motion.

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

Commissioner Kotula made a motion to approve Resolution 20-04: A Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the Downers Grove Park District, DuPage County, Illinois. Commissioner McDonnell seconded the motion.

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

Commissioner Hellinga made a motion that Open Works Cleaning is not to be the lowest responsive and responsible bidder for this contract, and that Best Quality Cleaning is recognized as the lowest responsive and responsible bidder. Commissioner McDonnell seconded the motion.

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

Commissioner Hellinga made a motion to authorize the Executive Director to enter into a one (1) year cleaning contract with an option to renew for up to two (2) additional – one (1) year contracts with Best Quality Cleaning for Option 1 in the amount of \$2,460 per month or \$29,520 per year. Commissioner McDonnell seconded the motion.

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

Commissioner McDonnell made a motion to grant authorization to bid the 2020 Districtwide Sealcoating project. Commissioner Dahlstrom seconded the motion.

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

Commissioner Kotula made a motion to approve the Financial Certification Statement for the Lyman Woods Boardwalk & Trail Improvements grant application and authorize the Executive Director to sign all application documents on behalf of the Park District. Commissioner Hellinga seconded the motion.

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

BOARD BUSINESS

President Comments: President Mahoney thanked everyone who contributes on filling out Grant applications. She wanted the patrons to know how hard staff is working to provide funds for the Park District without using the patron funds. The following are the grants the Downers Grove Park District has applied for: OSLAD grant – this grant provides funding assistance for acquisition and/or development of land for public parks and open spaces. DGPD was awarded \$400,000 for the McCollum Park Project (Sprayground), the PARC Grant – this grant is for construction projects and land acquisitions. DGPD applied for the Rec & Fitness Center’s HVAC system – this has not been awarded yet and the PowerPlay grant – this grant is to provide financial assistance to communities in Illinois for the development of beyond school programs. These programs include educational components that focus on health, nutrition and fitness issues – has not been awarded yet.

Commissioner Comments: None

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam passed out pictures of the Golf Club Clubhouse remodel. He mentioned that it is substantially complete and carpeting will be coming in next week, the liquor license is scheduled to be voted on next week by the Village and that Ken McCormick, Golf Club Manager is securing furniture for the clubhouse. At the last workshop meeting there was discussion about Foxtail Restaurant using the Lincoln Center parking lot for valet services. Bill is working with the Park District’s attorney and it will only be used for Saturday and Sunday’s from 5-close for approximately 6 months. Foxtail will be giving a donation to the Grove Foundation in exchange of this agreement. Bill discussed a project that Marian Olund is working on called the Buddy System for new hires. This helps new full-time employees adjust to their role at the Downers Grove Park District. Also discussed was the 2020 concert series lineup and that a couple of minor changes will be taking place with the food vendors and their location. Bill mentioned he handed out a McCollum Park Project Q&A so if the public has any questions this would be a good reference to have. Finally, the capital project list has been handed out on what the Park District has done.

Recreation: The report was included in the packet. Director of Recreation, Dave Haring introduced Liz Frazier, the new Athletic Supervisor. The Board welcomed her to the team. Dave discussed that the adult bee keeping classes have resumed at Lyman Woods with the addition of a contractual instructor, the winter youth basketball league began with 1,457 players enrolled on 150 teams. Dave also mentioned that Staff will be submitting a PowerPlay Grant Application through IAPD. This grant program offers park districts the opportunity to receive up to \$1,000 to create or enhance an existing beyond school program. Staff is currently programming the upsell feature in Rec Trac to help guide patrons to the correct sections of Before/After Care and Lunch Bunch for Summer Camps.

Fitness – The report was included in the packet. General Manager 4500 Fitness, Luke Wyss discussed that fitness memberships are up from last year. Discounted memberships remain lower than previous years to the loss of insurance coverage for previous members. DG Fitness has partnered with a new program called Renew Active and have since acquired 20 new Renew Active Members. Luke is also working on a proposal/business plan for virtual fitness and hoping to implement it this year. Commissioner Hellinga would like to see the dollar amounts on the graphs. Commissioner Dahlstrom asked if the overall floor plan will change? Bill McAdam commented that the Park District wants to change the lobby/front desk area to free up some space for fitness space.

Marketing – The report was included in the packet. Director of Marketing & Community Engagement, Dawn Hartman discussed that the 2020 Spring/Summer Recreation Guide will be delivered soon to residents. Dawn thanked Danielle Strohmer for working with staff at Lyman Woods to create a new trifold and promotional materials for the Overnight Adventures Program. Commissioner Dahlstrom asked if there is a waiver to sign and if staff is monitoring this event. Dawn responded yes to both questions. Also discussed was the concert series lineup and that DGPD added a 14th concert date featuring JK & the Jam as an in-kind sponsorship with First Congregational United Church of Christ.

Planning – The report was included in the packet. Superintendent of Planning, ADA Coordinator, Paul Fyle discussed that Staff and the consultant (Hitchcock Design Group) have been working with Vortex Aquatic Structures to revise the equipment layout for McCollum Park Sprayground. Paul mentioned that a total of 89 fixtures were converted from either metal halide or high pressure sodium fixtures to energy efficient LED's at McCollum Park and the Lincoln Center. Also discussed was that Staff is reviewing design concepts for the Prince Pond Dredging Project.

Parks- The report was included in the packet. Director of Parks and Planning, Geoff Penman discussed the software, Productive Parks, is continuing to evolve and is pleased with how things are working. Staff rebuilt a bridge, south of the Interpretive center at Lyman Woods. Geoff also discussed that 2 HVAC units needed to have heat exchangers replaced at the Rec Center and the Lincoln Center fire panel needed to be replaced due to age. Commissioner Dahlstrom liked the graph that was included in the packet showing the task distribution from the new Productive Parks software. Geoff also thanked Regina Ozog for all her help with the new software.

SEASPAR –No report.

Plan Commission – No report

NEW BUSINESS – None

RECOGNITION OF VISITORS –None.

Commissioner Mahoney announced that the next Park District Board Meeting will be held March 5, 2020 at the Lincoln Center.

ADJOURN TO CLOSED SESSION:

The meeting was adjourned to Closed Session at 8:19 p.m. following a motion by Commissioner McDonnell and seconded by Commissioner Hellinga.

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

RECONVENE TO PUBLIC SESSION:

The meeting was reconvened into public session at 8:54 p.m.

UNFINISHED BUSINESS – Master Plan Proposal

The Board discussed the proposals from Hitchcock Designs and BerryDunn for the completion of Downers Grove Master Plan. Commissioner Mahoney does not want to be compared on a national basis and wants innovative thinking. Commissioner Hellinga mentioned it is hard to make a decision because some new board members did not know what the directive was on the original plan. Commissioner McDonnell thought that Bobbi Nance from Hitchcock Designs is very cutting edge and focuses on the recreation side. She thought that separated them from the other consulting firm (BerryDunn). Commissioner Dahlstrom thought that BerryDunn exceeded in sales, client base and referrals. The Board is leaning toward BerryDunn as the consulting firm but would like to see an itemized breakdown of the proposal and clarify some things on reimbursable expenses. Executive Director, Bill McAdam will contact BerryDunn and set up an initial planning meeting and would like for them to have a layout of scope of work and objectives to give to the Board to further the Board's decision.

FINAL ADJOURN

The meeting was adjourned at 9:48 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Hellinga.

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

Respectfully submitted,

Lizz Hellinga
Secretary

DOWNERS GROVE PARK DISTRICT

February 20, 2020

7:00 P.M.

Village Council Chambers

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
 - 2. Written Correspondence
 - 3. District Awards

- C. **CONSENT AGENDA**
 - 1. Approval of Minutes – January 16, 2020 Regular Session Meeting and February 6, 2020 Workshop Session Meeting
 - 2. Treasurer’s Report
 - 3. Payment of Bills – In the amount of \$1,134,744.10
 - 4. Payout #2 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
 - 5. Payout #2 – Hitchcock Design, Inc. – McCollum Park Sprayground Design & Engineering
 - 6. Payout #2 (Final) – Verde Solutions – McCollum Park & Lincoln Center Exterior Lighting Upgrade
 - 7. Payout #3 (Final) – Garaventa Lift – 1846 Blodgett House Restoration: Wheelchair Lift
 - 8. Approval to purchase one (1) 2020 Ford F-350 Dump Truck from Currie Motors Commercial Center at the price secured through the Suburban Purchasing Cooperative for an amount not to exceed \$61,404.
 - 9. Approval to purchase one (1) 2020 Case TR310 CTL Track Loader from McCann Industries Inc. at the price secured through the Sourcewell Cooperative Purchase Program for an amount of \$56,550.
 - 10. Approval to purchase one (1) 2020 Rayco RG55 Stump Grinder from Alexander Equipment Company, Inc. at the price secured through the Sourcewell Cooperative Purchase Program for an amount of \$39,861.
 - 11. Approval of Ordinance #1286 – An Ordinance Declaring Certain Park District Personal Property as Surplus and Authorizing Sale or Disposal

- D. **ACTION ITEMS**
 - 1. Approval of Resolution 20-03 – A Resolution calling a public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$3,000,000 General Obligation Limited Tax Park Bonds for the payment of land for parks, for the building, maintaining, improving and protecting of the same

and the existing land and facilities of said Park District and for the payment of the expenses incident thereto

2. Approval of Resolution 20-04 – A Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District
3. Consideration of Bids – Recreation Center Cleaning Services
4. Request Authorization to Bid – FY2020 Districtwide Sealcoating
5. Approval of the Financial Certification Statement for the Lyman Woods Boardwalk & Trail Improvements Grant Application

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. SEASPAR
8. Plan Commission

G. UNFINISHED BUSINESS

1. Master Plan Consultants Discussion

H. NEW BUSINESS

I. RECOGNITION OF VISITORS

J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD MARCH 5, 2020 AT THE LINCOLN CENTER

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, Lizz Hellinga, 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 20, 2020 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 16th day of April, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 16th DAY OF April, 2020

Lizz Hellinga (al)
Lizz Hellinga, Secretary
Board of Commissioners
Downers Grove Park District

