

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on March 4, 2021 via Zoom Conferencing

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, Paul Fyle; Superintendent of Facilities, Kevin Rozell, Superintendent of Technology, Chris Kapus; General Manager 4500 Fitness, Luke Wyss; General Manager Golf Club, Ken McCormick; Clerk, Adine Lenon

ABSENT: None * * * *

Changes to the Agenda: None

Visitors: None * * * *

DISCUSSION ITEMS:

1892 CLUB AND GOLF CAPITAL DISCUSSION WITH POTENTIAL RANGE EXPANSION

General Manager Golf Course, Ken McCormick discussed that the purpose of any loyalty program is to boost sales, increase your email database and create loyalty to your establishment. The current program the Golf Club has is a patron can earn a free round by purchasing 10 rounds of golf. These rounds can be purchased at any time by any golfer. The 1892 loyalty member can then redeem these rounds towards any non-league round of golf. Ken mentioned that there is no better time to make a change to the program than now with no increase in green fees for the 2021 golf season. The suggested changes are: Expanded tee time reservation privileges, marketing discounts/coupons for 1892 members only and earn rewards for specific tee times. The Staff's recommendation for a change to the 1892 Loyalty Clubs benefits with a focus on creating the opportunity for earned rewards to the golfers that have the option to play our competition and at the same time continuing to provide additional benefits and privileges to the league members. Commissioner McDonnell wanted to know what you have to do to join? Ken responded there is nothing to do except give your email address. President Mahoney asked how many are enrolled now? Ken responded about 3,500 members. Commissioner Dahlstrom mentioned that the Golf Club should consider adding food and beverage discounts.

OPERATIONAL CHANGES OF GOLF RANGE EXPANSION

General Manager Golf Course, Ken McCormick mentioned that staff would like to breakout the operation advantages of the golf range expansion proposed for 2021. He showed the Board a rough diagram of where the expansion would take place with the elimination of the current short game area and the addition of 7 new hitting stations. The current sand bunker would then be placed behind the newly expanded tee. **Increased Range Space (Grass Tee)** – the grass tee is a significantly more attractive practicing surface than the mats providing an on course experience when practicing. **Separation of High Schools teams from public** – there has been a significant fall off in range revenues when the high school season started. DGPD hosts 3 teams with approximately 40-50 golfers and this leaves little to no room for the public to come and use the driving range facility. With the expansion the teams would have access to these new tees freeing up all the current tees and shelter to the public at all times. **Safety of our guests at all times** – the current location of the short game area creates a safety hazard with the chipping green being set forward. By eliminating the short game practice green with additional hitting stations we would eliminate the potential for injury. **Presentation of Individual lessons (private lessons)** – currently lessons are taught on the driving range tee directly next to our guests practicing. The range expansion would create a physical divider between those practicing and the students. Staff views this expansion as not only a conservative financial investment but a significant operational improvement due to

increased range space. President Mahoney asked how long the project will take? Ken responded that it will start in the fall of 2021 with sod and seed and be ready for Spring 2022. Commissioner Kotula asked if all construction will be done in-house? Ken responded that all work will be done mostly by the Golf staff. The Board concurred on making changes to the 1892 Loyalty Club and to move forward on working on the golf range expansion.

KID ZONE OPERATION

Executive Director, Bill McAdam started the conversation by mentioning that Kid Zone is at the Rec Center and has been a child care area for participants within the Rec Center to be able to drop off their kids while they are in the program. This is an area that Staff has been closely monitoring. Director of Recreation, Dave Haring discussed that the Kid Zone at the Fitness Center has been decreasing over the past several years. The operation of Kid Zone in 2019 operated at a loss of close to \$3,000. Staff has been looking at other ways to repurpose this space and came up with some programming opportunities such as Early Childhood and Youth camps and programs, birthday parties and additional preschool classes. The opportunity to offer a wide variety of recreation programs throughout the day is a much better usage of this space. The Fitness Center will also be able to capitalize on the marketing of new programming opportunities to new and existing members which should generate additional revenue to offset any lost memberships. Programming would begin with the summer 2021 season as long as the Restore Illinois Mitigation guidelines in place at that time allow for such. Commissioner McDonnell asked what the reason was for the decline? Clientele is older and if you have a child in Kid Zone they will age out eventually since it only goes to age 12. Commissioner McDonnell thinks this has potential but be mindful of cost and it's a great opportunity to rethink things. Dave Haring suggested that they can have a member discount if someone signs up for a Fitness Class and wants to enroll their child for a program at the same time. President Mahoney likes the idea of the different options this will bring to the Rec Center. The Board gave consensus to move forward with this project.

CONSIDERATION OF RFP FOR MONEY MANAGEMENT SERVICES

Director of Finance, Erik Brown, discussed that the Finance Department wanted to bring to the Board the opportunity for the Park District to put out a Request for Proposal for Money Management Services. Over recent years, basically the way Money Management worked is internally the staff would work with the IPDLAF to purchase CD's that we invest into a ladder type of arrangement – 3-12 months that would give us some returns on the reserve funds. Last February, the District held CDs with interest rates between 1.7% to 2.8%. More recently, the rates have fallen to 0.2%. Over the years, Finance Staff has discussed looking into other options, outside the Illinois Trust and CDs. Staff has personally worked with money managers that handle local government funds at former employers. Staff is requesting the authority from the Board to pursue a Request for Proposal related to Money Management services. The Park District believes that a good amount to start with would be about \$1 to \$2 million of reserve cash that would not impact District liquidity. The Park District would structure this to start in June when we start receiving property tax payments. Commissioner Dahlstrom thinks this is a fantastic idea but his only word of caution is to manage the expense side. This will be on the March 18th agenda for the Board's approval.

RECOGNITION OF VISITORS – None

FINAL ADJOURNMENT

The meeting was adjourned at 8:16 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

March 4, 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/84560348526>, **Meeting ID: 845 6034 8526**

Phone Access, Audio Participation for Chicago Region: 1-312-626-6799 US (Chicago), Meeting ID: 845 6034 8526

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

WORKSHOP MEETING 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)
- C. DISCUSSION ITEMS
 - 1. 1892 Club and Golf Capital discussion with potential range expansion
 - 2. Kid Zone Operation
 - 3. Consideration of RFP for Money Management Services

4. Miscellaneous

D. RECOGNITION OF VISITORS (see instructions above)

E. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD MARCH 18, 2021 VIA ZOOM CONFERENCING.

F. 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

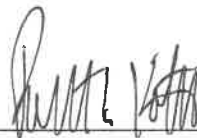
G. FINAL ADJOURNMENT

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 March 4, 2021 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 18th day of March, 2021, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF March, 2021



Robert E. Kotula, Secretary
Downers Grove Park District

