

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on April 16, 2020 via Zoom Conferencing

Call to Order Commissioner Mahoney called the meeting to order at 7:00 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 Technology, Chris Kapus; Superintendent of Finance, Tricia Farkas; Clerk, Adine Lenon

ABSENT: None * * * *

ACTION ITEMS:

Commissioner Kotula made a motion to approve Ordinance 1287, an ordinance adopting attendance policies and temporary public comment rules for the Downers Grove Park District. Commissioner Hellinga seconded the motion.

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

Commissioner Hellinga made a motion to approve Resolution 20-05 – a resolution to approve benefit protection leave service credit for employees who have been placed on authorized unpaid leave of absence. Commissioner McDonnell seconded the motion.

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

Visitors and
Citizens Comments: None

CONSENT AGENDA:

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

- Approval of Minutes -February 20, 2020 Special Workshop Session Meeting, February 20, 2020 Regular Session and Executive Session Meetings and March 5, 2020 Workshop Session Meeting
- Treasurer's Reports
- Ratifying the Executive Directors action of payables:
 - Payment of Bills – March - \$982,656.01
 - Payment of Bills – April - \$752,620.66
- Ratifying the Executive Directors action to furlough part time employees as of April 5, 2020
- Ratifying the Executive Director to enter into an agreement entitled "Commercial Rebate Amendment" with Fifth Third Bank
- Ratifying the Executive Director processing of payouts to V3 Companies, Ltd. in the amount of \$8,690.00; payment to Hitchcock Design, Inc. in the amount of \$18,225.95; and payment to Engineering Resource Associates, Inc. in the amount of \$7,062.50

Commissioner Dahlstrom made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$982,656.01 for March and \$752,620.66 for April. Commissioner Kotula seconded the motion.

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

BOARD BUSINESS

President Comments: President Mahoney thanked Bill and the staff for their hard work over this time. This included social media engagement with the residents and planning for the future on how to conduct a fun and safe park district in the months ahead. All very tough things to do and she appreciates all the hard work.

Commissioner Comments: Commissioner McDonnell seconded what President Mahoney said and knows this is an incredibly hard time for everyone and the park district has been so forthcoming with everything. Residents appreciate this and understand why things are shut down because of the communication the park district is using. Commissioner Hellinga appreciates on how upbeat and positive communication has been to the community.

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam gave an overview on what the park district has been doing for the past month and is looking toward the future. Trying to imagine what tomorrow will look like. Bill discussed the following:

- How do we operate? Using time with virtual classes and are thinking of different ways of what residents want.
- Updates – Gyms are the things to open soon. We went ahead and bought temporal scanners.
- Working hard on all areas. Kevin Rozell has been fantastic through all of this and monitors all the buildings.
- We are in a good place with reserves and the conservative budget that we have. We put all capital on hold. We put a hold on discretionary spending. We will need to be overly conservative for a while. Trying not to deplete our reserves.
- Our goals – our staff is number one asset. Everyone is stepping up and want to keep the team together. Thank you to the board for your support. Also thank you to Dave Fieldman with the Village. We have coordinated everything together. The Village has been fantastic.
- Thank the staff. We have been operating from a health and safety standpoint. Trying to be conscious of health issues with staff and don't want to put them at risk. We have done a lot of communication with staff. We have done staff town-hall meetings. All staff meet with their Directors on a weekly basis.

Commissioner Dahlstrom asked if there have been any conversations with other park districts about opening their facilities? Bill answered yes. There has been a lot of email chains and Zoom meetings to talk about what most park districts are doing and brainstorming together.

Finance/IT – Director of Finance/IT, Erik Brown discussed the following:

- Thanked the Board for all the trust they have placed on the park district Staff:
- Financial and IT operations – thanked superintendents Tricia Farkas and Chris Kapus - they have been vital on maintaining the daily operations of the park district and very advantageous within our department. Finance - Zoom meetings to create a plan on financial operations, to continue to focus on monitoring cash flow and complete the audit as much as possible. We track cash on a daily basis. The audit is ready to go. Financial operations have continued: payroll and payable runs every other week. IT – acted early prior to any closures. Make sure superintendents and directors have laptops to work at home. To assist staff from working out of the office to at home. Chris has done a great job.

- Cash Flow – 6.1 million in cash – bank and investments. We sit in a good position from a cash prospective. Projecting 4-4.5 million at the end of May. Cash coming in from property taxes in June. Bill McAdam discussed that he talked with the county on topics of property tax collection. Number of proposals of delaying the tax collection or putting off a percentage. That would be difficult for the park district. Strongly considering just to eliminate the penalties for late payment. The county estimates that 40% are paid by mortgage companies. We are still counting on that cycle to occur. IAPD has not heard anything.
- Financial Expectations – hard work of staff so I can work on analysis. Have been putting finance impact scenarios together for the last month. Working on all three: Going back June 1, a later date or another closure and what percentage of revenue we might receive after we get back in the office Focusing on a June 1st opening. Still hopeful things will open up in May. Impacted revenues: facilities, rec programming, rentals, interests, donations/gifts/advertising. If we came back June 1st and only received 70% budgeting goals it would increase from 1.1 to 2.2 million. There has been a freeze on spending. Fund Balance overall – we have been able to maintain operations. We have been maintaining a 6-month fund balance for debt and operation expenses. We ended last year with over 6 million of fund balance.

Marketing – Director of Marketing and Community Engagement, Dawn Hartman discussed the following:

- Thanked the board and Bill as well as the director team. A lot of ups and downs and the support has been amazing.
- Communication has been a top priority – working hard on sharing things as many ways as possible.
- Monitoring social media – if there are any concerns on other social media sites or on our sites.
- Worked in conjunction with the school districts and village.
- Working with all teams – we are clearly communicating on what our plan is and what the expectations will be on safety measures.
- Virtual programming on E-blast and social media – tried to get everyone involved in the campaigns.
- Stay happy and healthy at home campaign - 10 days of ideas that you can do at home. 993 views for that campaign.
- Cabin Fever Fitness Challenge – still going on 14-day workout calendar - we had 253 participants
- Zoom Fitness – working with Luke.
- ABC's of DGPD – has been really fun and creative with this.
- Events – working on modifications with the concert series – exploring the first few concerts as a virtual experience. We are looking at including downtown restaurants and breweries with curb-side pick-up. Band management company is excited about this opportunity. Special thank you to Mike Stelter – gave great ideas.
- Production of Fall Guide tomorrow – sending out a printed guide the first week of July.

Commissioner Dahlstrom – curious of all email communication what is the overarching theme? From her end is a lot of sharing with caution tape and not adhering to social distance guidelines. Commissioner Dahlstrom also asked about the concert series? Are we thinking that the bands will still perform at Fishel Park or at a different location? Dawn responded it will be at a different location. Maybe open the Lincoln Center or at one of our gyms. Food and beverage – have the vendors that were going to work the concert series approach us about wanting to provide their product to the residents in a different form? Dawn responded that they have not yet but will be reaching out to them. Bill McAdam thanked Dawn – she was amazing and the amount of time and effort for pulling it all together.

Human Resources – Director of Human Resources, Marian Olund discussed the following:

- Bill and the board for the compassionate leadership and how thankful she is for being on this team.
- Laid off part-time staff and handling claims
- Sending changes to full-time staff – with FSA and benefits
- Parks team has come back to work and what our expectations are
- Provide updates on polices with staff with all the changes that have been coming out
- Continuing to recruit for staff

Commissioner Mahoney asked if part-time staff will be coming back? Marian thinks they will because of how compassionate the park district has been with this situation. Bill McAdam thanked Marian with all the HR changes and updates.

Recreation – Director of Recreation, Dave Haring discussed the following:

- Thanked everyone involved for support.
- Registration Staff processed \$75,000 in refund requests (end of winter season, spring season, rentals, etc.).
- Recreation Staff working on winter program analysis
- Business plan – how we are going to operate in the future. Continuing to hire part-time staff for the summer.
- Fall brochure – quite a few new programs
 - Find 5-6 programs – run them 100% virtually. Maybe lay the ground work for the future
- Rec Center has purchased non-touch thermometers.
- Virtual Fitness – getting good feedback, Museum – artifact of the day, Preschool – weekly bingo card with activities for the kids. Lyman Woods – home gardening tips and weekly nature survivor guide
- Working on ESports tournaments – can we host some kind of ESports tournament. Hopefully one can be up and running next week.
- Like to thank all the superintendents.

Bill McAdam thanked Dave to keep a whole group motivated and keeping everyone connected.

Commissioner McDonnell – if you're not a member can you participate in a class? Dave mentioned that this will be the next step and will look into it.

Parks/Planning –Director of Parks and Planning, Geoff Penman discussed the following:

- Geoff thanked Bill for his great leadership. Staff is so thankful for working for the park district.

Parks

- Mike Stelter and Dan Hopkins have been out checking parks every morning.
- Mowing started on Monday. Coming up with procedures for a mowing schedule
- Making sure things are maintainable.
- Seasonal Staff – we are still bringing them on but still have no definite date.
- Fishel Park – there was vandalism there – we had an outside contractor come in and clean it up.
- Garden Plots – trying to target to open on May 15th. We have 70 spots available.
 - Commissioner Dahlstrom asked what the team decided on safety and security prospective? Geoff worked with the marketing teams. All gardeners will have hangers in their cars. Hoping to get portable cameras there.
- Arbor Day sign up is online.

Facilities

- Kevin had to get buildings set to a non-occupied mode.
- Kevin found masks – N95 masks – donated 140 to Good Samaritan yesterday
- Next week we will talk about getting custodial staff back

Planning

- McCollum Park Sprayground – is being put on hold for now
- Bridge at Prince Pond – submitted permit but are waiting
- The dredging at Prince Pond – still working with the consultant and move with engineering.

Commissioner Kotula asked about the OSLAD grant for the sprayground? Nobody has heard anything. The timeline might be pushed back.

Bill McAdam wanted to recognize Kevin Rozell with monitoring the buildings. Trish Farkas thank you for all your help. Chris Kapus for keeping us running. Adine Lenon has been a rock for me as well. All the staff has been amazing.

Commissioner Mahoney asked about the Master Plan? Bill McAdam responded that we need to push that back for a while.

Visitor and Citizens Comments –None.

Executive Director, Bill McAdam announced that the regular scheduled Board Meetings will remain the same and if changes are made the website will be updated.

FINAL ADJOURN

The meeting was adjourned at 8:20 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Dahlstrom.

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

Respectfully submitted,

Lizz Hellinga
Secretary

DOWNERS GROVE PARK DISTRICT

April 16, 2020

7:00 P.M.

Please Note: Due to the shut-down of all Park District facilities to COVID-19, the Downers Grove Park District will be using Zoom conferencing for the April 16, 2020 Board Meeting. The public is invited to attend the Board Meeting and instructions are provided below.

AGENDA

- A. Convening the meeting
 - a. Call to Order
 - b. Roll Call
- B. Action Items
 - a. Ordinance 1287 – An Ordinance adopting attendance policies and temporary public comment rules for the Downers Grove Park District.
 - b. Approval of Resolution 20-05 – A Resolution to approve benefit protection leave service credit for employees who have been placed on authorized unpaid leave of absence
- C. Communications
 - a. Visitor and Citizens Comments (see below for remote participation directions)
- D. Consent Agenda
 - a. Approval of Minutes -February 20, 2020 Special Workshop Session Meeting, February 20, 2020 Regular Session and Executive Session Meetings and March 5, 2020 Workshop Session Meeting
 - b. Treasurer’s Reports
 - c. Ratifying the Executive Directors action of payables:
 - i. Payment of Bills – March - \$982,656.01
 - ii. Payment of Bills – April - \$752,620.66
 - d. Ratifying the Executive Directors action to furlough part time employees as of April 5, 2020
 - e. Ratifying the Executive Director to enter into an agreement entitled “Commercial Rebate Amendment” with Fifth Third Bank
 - f. Ratifying the Executive Director processing of payouts to V3 Companies, Ltd. in the amount of \$8,690.00; payment to Hitchcock Design, Inc. in the amount of \$18,225.95; and payment to Engineering Resource Associates, Inc. in the amount of \$7,062.50
- E. Board Business
 - a. President’s Comments
 - b. Commissioners Comments
- F. COVID-19
 - a. Staff reports regarding operational changes and planning
 - i. Executive Director
 - ii. Finance/IT
 - iii. Marketing
 - iv. Human Resources
 - v. Recreation
 - vi. Parks/Planning
- G. Miscellaneous

H. Communications

- a. Visitor and Citizens Comments (see below for remote participation directions)

I. Adjournment

FOR ACCESS TO REMOTE MEETINGS HELD VIA ZOOM PLEASE EMAIL Chris Kapus at ckapus@dgparks.org. YOU WILL BE PROVIDED THE LINK TO JOIN THE ZOOM AND YOU WILL BE ABLE TO PARTICIPATE DURING THE "VISITOR AND CITIZENS COMMENTS" 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 OR LEAVE A VOICEMAIL AT 630-960-5374.

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 April 16, 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 21st day of May, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 21st DAY OF May, 2020



Lizz Hellinga, Secretary
Board of Commissioners
Downers Grove Park District

