

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on June 18, 2020 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 7:02 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 Marketing & Community Engagement, Dawn Hartman; Superintendent of Planning, ADA Coordinator, Paul Fyle; General Manager of Golf Course, Ken McCormick; Superintendent of Technology, Chris Kapus; Superintendent of Finance, Tricia Farkas; Clerk, Adine Lenon

ABSENT: None

VISITORS: Shawn Ajazi, Progressive Business Solutions; Ms. Carrier

WRITTEN CORRESPONDENCE – The Downers Grove Park District received correspondence from Mr. Foster who volunteers for AARP Tax-Aide. He is concerned with the guest Wi-Fi at the Lincoln Center. Bill McAdam told the Board that he had discussions with Mr. Foster and that they have resolved the issue.

* * * *

CONSENT AGENDA:

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

- Approval of Minutes – May 21, 2020 Regular Session Meetings (via Zoom)
- Treasurer's Report
- Payment of Bills – In the amount of \$762,250.66
- Payout #5 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
- Payout #6 – Hitchcock Design, Inc. – McCollum Park Sprayground Design
- Approval of Executive Director to Sign Off on changes to Nationwide 457 Plan

Commissioner Dahlstrom made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$762,250.66. Commissioner McDonnell seconded the motion.

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

ACTION ITEMS

Commissioner Kotula made a motion to approve Staff to go out for a RFP for Banking Services. Commissioner McDonnell seconded the motion.

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

Commissioner Hellinga made a motion to authorize the Executive Director to engage Progressive Business Solutions to make changes to our current electricity supplier as proposed to minimize long term overall cost to the District. Commissioner Kotula seconded the motion.

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

Commissioner McDonnell made a motion to authorize the Executive Director to sign and return the McCollum Park OSLAD Grant Agreement. Commissioner Hellinga seconded the motion.

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

Commissioner Kotula made a motion to approve Ordinance #1288, An Ordinance Declaring Certain Park District Personal Property as surplus and Authorizing Sale or Disposal (disposal of the Electro Freeze soft serve ice cream machine). Commissioner Hellinga seconded the motion.

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

Commissioner Dahlstrom made a motion to approve the IMRF Benefit Protection Leave Application as estimated and presented. Commissioner Kotula seconded the motion.

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

BOARD BUSINESS

President Comments: President Mahoney appreciates Staff keeping up with all the hard work. She has heard nothing but good comments from patrons about the golf course and she is looking forward to the summer camps starting.

Commissioner Comments: Commissioner Hellinga mentioned that the first virtual concert was great.

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam thanked the Park District team for all of their hard work. He mentioned that everyone has been coming together and that they are working hard on the budget. The last concert series was cancelled but this was not due to DGPD staff. The drive-in movie was a success and other park districts are following their lead with that idea. On Monday, Miner Mikes opened and everything is being sanitized between every use. Bill encourages participants to book tee times but walk-ups are welcome. With this Phase the office staff is splitting up their days at the office to follow the guidelines of Illinois.

Recreation Director of Recreation, Dave Haring mentioned that he is looking forward to summer camps starting next week. Groups are divided up by colors. There have been about 150 rounds at Miner Mike's, the next drive-in movie will be Turbo and will be held next Friday and Saturday night. Dave also mentioned that the food drive in next Thursday. Commissioner Mahoney asked what we are charging for the drive-in movie? Dave responded \$20 per car.

Golf - Manager Ken McCormick discussed that from May 1st to May 27th the course was required to have no more than two golfers tee off every 15 minutes and within the new Phase foursomes were allowed to tee off every 10 minutes. The first weekend the golf course had over 275 golfers for three straight days. He also mentioned that camps and lessons are filling up. In April, Staff completed a much needed drainage project on hole #2 in a 4-day span. At the driving range there is now a 150-yard marker for a better practice experience and the new irrigation control panel that was installed in January allowed the pumps to continue to operate.

Marketing - Director of Marketing and Community Engagement, Dawn Hartman discussed that her team has been working on signage for Phase 3 for Athletic Fields, Playgrounds and Miner Mike's. Also discussed was an updated virtual programs guide to promote new programs that residents can enjoy at home and that the Fall Recreation Guide is complete and will be delivered to the residents the first week of July.

Planning – Superintendent of Planning, ADA Coordinator, Paul Fyle mentioned that the Rec Center parking lot has been seal coated. Whitlock Park Pathway paving started and will be completed soon. Staff will be posting signs at Whitlock Park to notify park users of the upcoming trail work.

Parks – Director of Parks and Planning, Geoff Penman expressed his gratitude for Staff stepping up to help out with the Parks. He mentioned that Dan Hopkins and Mike Stelter have been making daily rounds to all of the parks, seven days a week to keep up with caution tape and whatever has been needed. Also discussed was the pond aerators at Prince Pond. Commissioner Kotula commented that a resident inquired about having the same spray for both aerators.

Human Resources - Director of Human Resources, Marian Olund discussed that she has updated the return to work policy for the Park District. For part-time employees she will be conducting an in-person training on sexual harassment. She also has been talking to employees about concerns they have since the pandemic. Commissioner Dahlstrom asked if we are getting any guidance from IAPD with diversity matters? Marian said we have not but some of this information is part of the sexual harassment training. Bill McAdam will advise the Board once the Park District has come up with diversity/bias training.

Finance/IT – Director of Finance/IT, Erik Brown thanked his department for being great team players and helping out in our departments. Also discussed was the District's \$4.5 million cash balance that ended the month below the five-year spread for May but this was in the projections Staff provided over the past few months due to the Covid pandemic. Erik also mentioned that this fiscal year will continue to be a work in progress, as changes are made by the State and Federal government regularly. On the IT side, Chris Kapus has been working on a lot of different projects and the goal is to make sure the Park District's security is strong.

SEASPAR – Executive Director, Bill McAdam mentioned that SEASPAR held a virtual meeting on Tuesday and SEASPAR has had their struggles with underlying conditions and rely on virtual programs. In the next phase SEASPAR will be bringing back the EAGLES program.

•
UNFINISHED BUSINESS – None

NEW BUSINESS – None

Visitor and Citizens Comments –None

President Cathy Mahoney announced that the regular scheduled Board Meeting will be tentatively set for July 16, 2020 at the Recreation Center.

FINAL ADJOURN

The meeting was adjourned at 8:38 p.m. following a motion made by Commissioner Hellinga and seconded by Commissioner Kotula.

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

Respectfully submitted,

Lizz Hellinga
Secretary

DOWNERS GROVE PARK DISTRICT

June 18, 2020 via Zoom (in-person location is at the Admin Building)
7:00 P.M.

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, The Executive Director, 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 or not feasible, so alternative arrangements for public access to hear the meeting are available here:

Public participation instructions:

Computer Access: Join Zoom Meeting, <https://us02web.zoom.us/j/83609746900>, Meeting ID: 836 0974 6900

Phone Access: Audio Participation for Chicago Region: Dial 1-312-626-6799 US (Chicago) Meeting ID: 836 0974 6900

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.

AGENDA

- A. CONVENING THE MEETING
 - 1. Call to Order
 - 2. Roll Call
 - 3. Changes to the Agenda

- B. COMMUNICATIONS
 - 1. Recognition of Visitors (see above for remote participation)
 - 2. Written Correspondence
 - 3. Proclamation for July as Park and Recreation Month

- C. CONSENT AGENDA
 - 1. Approval of Minutes – May 21, 2020 Regular Session Meetings (via Zoom)
 - 2. Treasurer’s Report
 - 3. Payment of Bills – In the amount of \$762,250.66
 - 4. Payout #5 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
 - 5. Payout #6 – Hitchcock Design, Inc. – McCollum Park Sprayground Design
 - 6. Approval of Executive Director to Sign Off on changes to Nationwide 457 Plan

- D. ACTION ITEMS
 - 1. Request for Proposal for Banking Services
 - 2. Approval to Authorize the Executive Director to engage Progressive Business Solutions to make changes to our current electricity supplier
 - 3. Approval of Grant Agreement – McCollum Park OSLAD Grant
 - 4. Approval of Ordinance #1288 - An Ordinance Declaring Certain Park District Personal Property as Surplus and Authorizing Sale or Disposal
 - 5. Approval of IMRF Benefit Protection Leave Application

- E. BOARD BUSINESS
 - 1. President Comments
 - 2. Commissioner Comments

- F. STAFF AND COMMITTEE REPORTS
 - 1. Executive Director
 - 2. Recreation
 - 3. Golf
 - 4. Marketing
 - 5. Planning
 - 6. Parks
 - 7. Human Resources
 - 8. Finance/IT
 - 9. SEASPAR

- G. UNFINISHED BUSINESS

- H. NEW BUSINESS

- I. RECOGNITION OF VISITORS (See above for remote participation)

- J. ***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD JULY 16, 2020 AT THE RECREATION CENTER***

- K. 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

- L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN EXECUTIVE 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 June 18, 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 July, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 16th DAY OF July, 2020



Lizz Hellinga, Secretary
Board of Commissioners
Downers Grove Park District

