

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on July 15, 2021 at the Recreation Center,
4500 Belmont Road, Downers Grove, IL 60515

Call to Order Commissioner Mahoney called the meeting to order at 7:00 p.m.

PRESENT: Commissioners Bender, Dahlstrom, Kotula, Mahoney, 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; General Manager of Golf Course, Ken McCormick, Superintendent of Fitness & Athletics, Luke Wyss; Superintendent of Facilities, Kevin Rozell; Clerk, Adine Lenon

ABSENT: Commissioner McDonnell
 * * *

Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: Adding Fitness Replacement 2021 Lease under New Business

Visitors: Karen Lesniak and Aaron Hirthe from SEASPAR.
Katie Wallace was introduced to the Board. Katie started with the Park District in June and is working at Lyman Woods.

Written Correspondence: The Downers Grove Park District received a letter from Mr. & Mrs. Sherman (former Commissioner) thanking the Park District for the invitation for the 75th anniversary celebration. Unfortunately, they will not be able to make it.

NEW BUSINESS - ADA TRANSITION PLAN: Superintendent of Planning, ADA Coordinator, Paul Fyle presented to the Board a summary of the ADA Transition Plan, including background and the process for the update. In addition, the DA application recommends allowing community input into the Transition Plan so this meeting serves as an opportunity for residents to provide insights that would be helpful when developing the Transition Plan. Staff coordinated with SEASPAR to identify and reach out to Downers Grove residents who might be interested in attending the meeting and providing feedback. Commissioner Dahlstrom asked when staff is thinking of conducting a new audit? Paul suggested that a new audit should be done in a few years. Karen Lesniak and Aaron Hirthe from SEASPAR attended the meeting.

FITNESS REPLACEMENT 2021 LEASE – Director of Finance & IT, Erik Brown discussed the fitness equipment lease with the Board. Superintendent of Fitness & Athletics, Luke Wyss found out that Life Fitness, who will be providing us a large portion of this equipment, will be adding a 6% surcharge to orders after August 1st. This surcharge is the result of an increase in the cost of steel. As this is a pretty sizable increase for equipment that the Rec Center planned to order, Staff is asking the Board to allow the Executive Director and Staff to move forward, prior to the surcharge. This purchase is above the \$25,000 Board approval amount (the purchase price would be \$115,420, and are awaiting the 5-year lease price with interest); therefore, the Board must approve the final lease. Staff will follow up with final prices and the lease agreement through American Capital at the August meeting. Staff included quotes for the equipment, along with a copy of the 5-year fitness plan from last fall. Staff was seeking consensus to move forward with a five-year lease of various fitness equipment, with the cardio equipment being a true, 5-year lease and the 8-stack machine serving as a lease to own. Board gave consensus to move forward.

CONSENT AGENDA:

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

- Approval of Minutes – June 17, 2021 Regular Session Meeting
- Treasurer's Report
- Payment of Bills – In the amount of \$1,162,264.88

Commissioner Kotula made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,162,264.88. Commissioner Bender seconded the motion.

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

ACTION ITEMS

Commissioner Dahlstrom made a motion to approve the updated Personnel Manual. Commissioner Kotula seconded the motion.

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

Executive Director, Bill McAdam, thanked Marian Olund and the Director team on working on this manual for the past 6-8 months. This required a complete rewrite and has been reviewed by legal counsel.

Commissioner Bender made a motion to approve Ordinance #1297 – An Ordinance to Approve an updated version of the Sexual Harassment Policy. Commissioner Dahlstrom seconded the motion.

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

Commissioner Kotula made a motion to approve the updated Safety Manual. Commissioner Bender seconded the motion.

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

BOARD BUSINESS

President Comments – President Mahoney is looking forward to some of the fun 75th Anniversary festivities.

Commissioner Comments –None

STAFF AND COMMITTEE REPORTS

Executive Director – Executive Director, Bill McAdam, thanked Chris Kapus for our new screen in the Multi-purpose room. Bill talked about revisiting McCollum Park, and has had 2 conversations with Joe Brusseau from Hitchcock Design Group to help re-update the master plan and to help with the OSLAD application. Bill also discussed that he and Erik Brown started conversations with Eric Anderson from the bond counsel. Bill will continue working with Eric and have a presentation to the board regarding selling some bonds for the McCollum project. The next workshop meeting the Park District will have a final draft of the Walnut Park Master Plan to start making changes and start the community engagement process. Commissioner Dahlstrom asked if the board will be presented with materials on the August 5th meeting? Bill responded that he hopes it will be prior to the meeting.

Recreation - Director of Recreation, Dave Haring mentioned that the summer programs continue to rebound back to pre-pandemic levels. The youth flag football registration is at 460 participants and youth soccer is at 1,257 participants. The numbers will probably go up due to waitlists. Due to capacity requirements, the 2021 Spring Dance Recital took place on Saturday, June 5th and was held outdoors at Fishel Park. Miner Mike's mini golf and concession stands are all up and running and open seven days a week.

Golf – General Manager, Ken McCormick discussed that the golf club had 6,717 rounds of golf played. The major change for the golf course in the month of June was the organization of the clubhouse with a designated bar and pro-shop now being available to golfers. Ken mentioned that lessons and camps all have waitlists. During the month of July, the golf club has the return of the couples scramble golf outing with a new tee time format. Ken also mentioned that Herbert James Tweedie has been selected for induction into Illinois PGA's Illinois Golf Hall of Fame. Tweedie founded and designed the course at Belmont Golf Club (today called the Downers Grove Golf Club)

Marketing – Director of Marketing and Community Engagement, Dawn Hartman discussed in honor of July as Park & Recreation Month and to help celebrate the 75th Anniversary of the Downers Grove Park District, the marketing team is asking the community to share their special parks and recreation stories. The Marketing team also launched the Picture This! Photo Scavenger Hunt on July 1st. Due to rain, the Prince Pond Grand Re-opening Celebrations has been rescheduled to 4 p.m. on Thursday, July 29th. The Party in the Park at Hoopers Hollow is scheduled for 4 p.m. on July 21st and the BBQ Bolt Run/Walk will be held on Saturday August 28th.

Planning- Superintendent of Planning, ADA Coordinator, Paul Fyle, mentioned that the heavy rains finally allowed Prince Pond to fill with water and that the fountains were installed this week. The soil borings were completed on June 23rd at Doerhoefer Park and the consultant is currently reviewing the results. Paul also discussed that new playground mulch was delivered and installed on 14 playgrounds during the week of June 14th.

Parks – Director of Parks and Planning, Geoff Penman mentioned that there are a lot of little things going on with repairs. Staff has been troubleshooting and finding things that needed to be fixed. Forestry Staff provided assistance to the Village of Woodridge to help clean up damaged trees in their parks. The Environmental Committee will be bringing to the Board (in August) regarding the environmental report card. It's a self-assessment how we do on environmental issues in the District.

Human Resources – Director of Human Resources, Marian Olund mentioned that now that the Personnel Manual has been approved she will be reviewing all the job descriptions and will update accordingly. Marian is also working on the bargaining agreement with staff.

Finance/IT – Director of Finance and Technology, Erik Brown, discussed the cash balance continues to exceed previous years by about \$1 million from what the District would typically expect. This is attributed to the following: 1. Lack of capital spending in 2021; 2. Golf revenues continuing to perform at a considerable pace; and 3. Low overall spending. Revenues are tracking at 51% of budgeted revenues compared to 48% & 49% the past two years. Expenses continue to be well maintained for the year, currently only performing at 1% more than 2020. The American Rescue Plan Act Funds have been determined for cities/villages and school districts, however, park districts and other special units of government in Illinois are awaiting further information from the State. On the IT side, touchscreen whiteboard/TV monitors for Board meetings have been received and installed.

SEASPAR – No report

UNFINISHED BUSINESS –None

RECOGNITION OF VISITORS – Karen Lesniak, SEASPAR wanted to take the opportunity to thank the Park District for being so supportive of SEASPAR. It's a beautiful relationship.

Commissioner Mahoney announced that the next Park District Workshop Meeting will be held August 5, 2021 at the Recreation Center, Multi-purpose Room.

ADJOURN TO CLOSED SESSION:

The meeting was adjourned to closed session at 8:28 p.m. following a motion made by Commissioner Kotula and seconded by Commissioner Dahlstrom.

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

RECONVENE IN PUBLIC SESSION:

Commissioner Bender made a motion that the need for confidentiality no longer exists for Closed Session Minutes of June 20, 2019, July 18, 2019, September 9, 2019, September 19, 2019, October 17, 2019, November 7, 2019, November 21, 2019 and December 5, 2019 and shall be made available for public inspection. Commissioner Kotula seconded the motion.

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

FINAL ADJOURNMENT

The meeting was adjourned at 9:55 p.m. following a motion made by Commissioner Kotula and seconded by Commissioner Bender.

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

Respectfully submitted,

Robert E. Kotula, Secretary
Downers Grove Part District



DOWNERS GROVE PARK DISTRICT

July 15, 2021

7:00 P.M.

Recreation Center, Multi-Purpose Room

AGENDA

Public participation instructions:

Computer Access – Join Zoom Meeting: <https://us02web.zoom.us/j/82268119716>, **Meeting ID: 822 6811 9716**

Phone Access, Audio Participation for Chicago Region: 1-312-626-6799 US (Chicago), Meeting ID: 822 6811 9716

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

- 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

- C. NEW BUSINESS
 - 1. ADA Transition Plan Update

- D. CONSENT AGENDA
 - 1. Approval of Minutes – June 17, 2021 Regular Session Meeting
 - 2. Treasurer’s Report
 - 3. Payment of Bills – In the amount of \$1,162,264.88

- E. ACTION ITEMS
 - 1. Approval of updated Personnel Manual
 - 2. Approval of Ordinance #1297 – An Ordinance to Approve an updated version of the Sexual Harassment Policy
 - 3. Approval of updated Safety Manual

F. BOARD BUSINESS

1. President Comments
2. Commissioner Comments

G. 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

H. UNFINISHED BUSINESS

I. RECOGNITION OF VISITORS

J. *THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD AUGUST 5, 2021 AT THE RECREATION CENTER, MULTI-PURPOSE ROOM (IF NEEDED)*

K. ADJOURN TO CLOSED SESSION

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) 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
3. Discussion of Minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval, or release of such Minutes pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act

L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

1. Seeking a Motion that the need for confidentiality no longer exists for Closed Session minutes of June 20, 2019, July 18, 2019, September 9, 2019, September 19, 2019, October 17, 2019, November 7, 2019, November 21, 2019 and December 5, 2019 and shall be made available for public inspection

M. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Robert E. Kotula, DO HEREBY CERTIFY THAT I am the Executive Director 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 July 15, 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 19th day of August, 2021 and said Minutes are to become a part of the official record of said Park District.

DATED THIS 19th DAY OF August, 2021



Robert E. Kotula, Secretary
Downers Grove Park District

