

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on July 16, 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 7:00 p.m.

PRESENT: Commissioners Dahlstrom, 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 Planning, ADA Coordinator, Paul Fyle; Superintendent of Facilities, Kevin Rozell; General Manager of Golf Course, Ken McCormick; Superintendent of Technology, Chris Kapus; Clerk, Adine Lenon

ABSENT: Commissioner Hellinga

VISITORS: Eric Anderson, Piper/Sandler, Kam Fezekas, Intern for DG Park District
Director of Recreation, Dave Haring introduced Kam Fezekas our student intern for the summer. He is a senior at Illinois State University and majoring in Recreation Administration. We are very happy to have Kam. Commissioner Mahoney welcomed Kam to the Park District.

WRITTEN CORRESPONDENCE –None

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CONSENT AGENDA:

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

- Approval of Minutes – June 18, 2020 Regular Session Meeting
- Treasurer's Report
- Payment of Bills – In the amount of \$1,047,362.29
- Payout #2 (Final) – F.H. Paschen – Golf Course Clubhouse Interior Renovation
- Payout #2 – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019 (Whitlock Pathway)
- Authorize the Executive Director to enter into a three (3) year working agreement with Openlands/Treekeepers

Commissioner Kotula made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,047,362.29. Commissioner McDonnell seconded the motion.

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

Commissioner Kotula asked if there an estimated timeline with paving and concrete? Paul Fyle responded that Tully Brothers are finishing up. The Park District is waiting for the turf grass seed to stabilize the soil then the Village will approve everything.

ACTION ITEMS

Commissioner Dahlstrom made a motion to approve the First Amendment Activities Policy. Commissioner Kotula seconded the motion.

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

Commissioner Dahlstrom asked if this policy has to be on file with the Village? Dave Haring responded that it does not have to be but the Park District will coordinate with the Village. Bill McAdam mentioned that one requirement for a permit is to talk to the Village to make sure they have safety coordination.

BOARD BUSINESS

President Comments: President Mahoney mentioned that she appreciates everyone's hard work. Community members think the golf course is beautiful and have a great time out there. She loves the concerts and hope people are enjoying them. Can't wait to hear the fans at Fishel Park.

Commissioner Comments: Commissioner Kotula made a couple visits to Rec Center and is pleased with how everything is going there. Everyone was social distancing and everything seemed really clean. Commissioner McDonnell mentioned that she has been invited to the golf course this summer more than before and has been enjoying it.

NEW BUSINESS – Discussion with Eric Anderson from Piper/Sandler regarding refinancing options for the Board to consider. First Bill McAdam gave an overview that the Park District was still in contact with Eric Anderson after Eric Anderson gave a presentation on bonds in early 2020. The Park District's recommendation was to put a hold on the bond issuance for a year or two however the refunding options are still available. They are different today than they were before but still think there is an opportunity to refinance and see some savings. Director of Finance and Technology, Erik Brown agreed with Bill and mentioned that this is a great opportunity for the refinancing and perfect time to put the Park District in a more cash liquid position. Eric Anderson from Piper/Sandler discussed that the firm has evaluated the current tax exempt interest rates versus the subsidy-effected rates on the Series 2010 Bonds and determined that the district could enjoy debt service savings by refunding the remaining Series 2010 Bonds with a Series 2020 Refunding Limited Park Bond, even with including a loss of the BAB (Build America Bonds) subsidy. Erik Brown asked Eric Anderson how the timeline would change between a private issuance and typical issuance? Banks require 2-3 weeks to review credits and approval. Bill McAdam asked what are ratings coming in? Eric said he hasn't seen a decline in ratings in any Park District that Piper/Sandler represents. Commissioner Dahlstrom asked if placement issuances are on a national scale or local scale. Eric Anderson responded that it is both and will send out to about 45 banks. Commissioner Dahlstrom asked if staff or board members incur any additional diligence for a finalist. Eric Anderson responded that the only diligence is if any board member or staff would have a relationship with one of the bidders. Then that would be a conflict of interest. Staff is recommending Option #2 to the board – this will generate the most savings. All board members are comfortable with the timeline and on the August 6th Workshop meeting there will be up-to-date market rates on the public offering and solidify the path the Park District wants to take

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam thanked everyone on the astounding work and professionalism that the Park District Staff does. Staff members continue to step up and the Director team is keeping up with protocols and changing environment. The Village and other Park Districts have turned to us for expertise on how to create these things. Monday will be evolving again with temperature checks with our indoor facilities. Marian Olund has done a tremendous amount on work on protocols and different things to do and how to communicate things to staff. We are looking at what fall outdoor sports will look like but at the same time we are trying to prepare for this. There is a record high for flag football sign-up. Director McAdam suggested to stay with Zoom meetings for board meetings and workshops unless the Board chooses otherwise.

Recreation Director of Recreation, Dave Haring mentioned we received a \$794.00 donation from the Downers Grove Organic Gardeners Club and will be using that for the new children's garden at Lyman Woods. He thanked that organization for that donation. The Rec Center has about 280 fitness members coming to use the facility. We are making as much use of the space we can. In March, the Fitness Club had of 3,300 members and now we are down to about 2,686. The Fitness Club did resume billing yesterday. Flag football has hit its highest total of participants. We have 850 registered for youth soccer league and are working hard to accommodate both programs. Dave also thanked the Rec Staff, the programmers and customer service staff. They are processing a high amount of transactions. President Mahoney asked if Zoom exercise classes will be offered in the fall? Dave responded that we will have a limited amount of classes on Zoom.

Golf - Manager Ken McCormick mentioned that the golf course may be the one industry that is seeing benefits from the Covid-19 virus. The golf course beat last year's rounds for the month by 1,500 and reached 7,253 rounds for the month of June. Half way through July we will be around the 7,000 mark for rounds. The driving range, lessons and camps are thriving. Commissioner Dahlstrom asked when we will be directing traffic to the new portion of the clubhouse? Bill McAdam said it depends on the guidelines.

Marketing - Director of Marketing and Community Engagement, Dawn Hartman discussed that the Marketing team has been working on updating the portal on the District's website to provide updates to the community. New signage was created for 4500 Fitness and outdoor restrooms. She also mentioned that July is parks and recreation month and this year's theme is "We are parks and recreation". The Marketing team will feature a daily post highlighting program and services offered by the District.

Planning – Superintendent of Planning, ADA Coordinator, Paul Fyle mentioned that the Village of Downers Grove is currently completing stream restoration work on a portion of the St. Joseph Creek that flows into the southwest corner of Barth Pond. The plans for Patriots Park Bridge has been put on hold for now until the Park District has the funds available. Also, the consultants for the Prince Pond Dredging (V3 Engineering) are preparing to submit plans to the Village for permit review. Once a permit is received, staff will prepare bid documents for public bidding in late summer. The Village will be funding this project.

Parks – Director of Parks and Planning, Geoff Penman discussed that facilities staff continue to prepare and deep clean the buildings for opening and have been helping out with Park workdays at Washington Park, Humme3r Park, Lincoln Center and McCollum Park Miner Mike's. Also discussed is that the Parks department has hired 8 seasonal staff members. This number is down from the 22 the Park District normally hires.

Human Resources - Director of Human Resources, Marian Olund discussed that the Park District posted four new positions and 6 new seasonal staff members were hired. Marian is still working on sexual harassment training on part-time employees. Have had some employee relations issues and COVID inquiries for staff members.

Training on Recognizing Racial Bias – Marian mentioned that Bill has worked with Tracy Crawford for a long time and she has had done training recently at Glenview Park District. We talked about individuals receiving a pre-test and questionnaire to gain a better understanding about their bias. We would work on 2-3 hours on identifying our bias and motivation on the need to change. Tracy will send materials and Marian will then show Bill and have a target date in August to begin training. Commissioner Dahlstrom asked if Tracy Crawford is an independent contractor? Executive Director, Bill McAdam responded that she actually works as the Executive Director at the Northwest Special Recreation Association. She has been fundamental on all diversity training for IPRA and is highly respected.

Finance/IT – Director of Finance/IT, Erik Brown discussed that the cash balance increased from \$4.5 million in May to \$8.2 million at the end of June. The revenues were a lot of property taxes and golf. At the end of May, expenses were down 6% from last year; which has double in June to 12%. 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 – laptops have been given to Directors, Superintendents and then Supervisors. In June we received some guidance from both FEMA and the State on what kind of expenses can be reimbursed and laptops will be one of them. Chris will equip the rest of staff with laptops and the Park District will be fully mobile now. Working closely on the new email spam filter and have seen great results.

SEASPAR – Executive Director, Bill McAdam mentioned that there is no report and there is a meeting next Tuesday.

UNFINISHED BUSINESS – None

Visitor and Citizens Comments –None

President Cathy Mahoney announced that the regular scheduled Board Meeting will be on August 6, 2020 will be via Zoom Conferencing.

ADJOURN TO CLOSED SESSION:

The meeting adjourned to Closed Session at 8:43 p.m. for 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, following a motion made by Commissioner McDonnell and seconded by Commissioner Kotula.

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

RECONVENE IN PUBLIC SESSION

Commissioner Dahlstrom made a motion that the need for confidentiality no longer exists for Executive Session Minutes of: June 21, 2018, July 19, 2018, September 6, 2018, September 20, 2018, October 18, 2018, November 1, 2018, November 15, 2018, December 6, 2018, January 10, 2019 and September 19, 2019 and shall be made available for public inspection. Commissioner McDonnell seconded the motion.

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

FINAL ADJOURN

The meeting was adjourned at 8:59 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: Commissioner Hellinga

Respectfully submitted,

Lizz Hellinga
Secretary



DOWNERS GROVE PARK DISTRICT

July 16, 2020 via Zoom (in-person location is at the Admin Building – Please note this is a location change).

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/82936763470>, Meeting ID: 829 3676 3470

Phone Access, Audio Participation for Chicago Region: 1 312 626 6799 US (Chicago), Meeting ID: 829 3676 3470

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

- C. CONSENT AGENDA
 - 1. Approval of Minutes – June 18, 2020 Regular Session Meeting
 - 2. Treasurer’s Report
 - 3. Payment of Bills – In the amount of \$1,047,362.29

4. Payout #2 (Final) – F.H. Paschen – Golf Course Clubhouse Interior Renovation
5. Payout #2 – Tully Brothers Paving, Inc. – Districtwide Asphalt Paving 2019 (Whitlock Pathway)
6. Authorize the Executive Director to enter into a three (3) year working agreement with Openlands/Treekeepers

D. ACTION ITEMS

1. Approval of First Amendment Activities Policy

E. BOARD BUSINESS

1. President Comments
2. Commissioner Comments

F. NEW BUSINESS

1. Discussion with Eric Anderson regarding refunding of Taxable Limited Park Bonds, Series 2010

G. STAFF AND COMMITTEE REPORTS

1. Executive Director
2. Recreation
3. Golf
4. Marketing
5. Planning
6. Parks
7. Human Resources
 - a. Training on Recognizing Racial Bias
8. Finance/IT
9. SEASPAR

H. UNFINISHED BUSINESS

I. RECOGNITION OF VISITORS (see above for remote participation)

J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD AUGUST 6, 2020 TENTATIVELY AT THE REC 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
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 Executive Session minutes of June 21, 2018, July 19, 2018, September 6, 2018, September 20, 2018, October 18, 2018, November 1, 2018, November 15, 2018, December 6, 2018, January 10, 2019 and September 19, 2019 and shall be made available for public inspection.

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 July 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 20th day of August, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 20th DAY OF August, 2020

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

