

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on August 20, 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 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; General Manager of Golf Course, Ken McCormick; Superintendent of Technology, Chris Kapus; Superintendent of Finance, Tricia Farkas; Clerk, Adine Lenon

ABSENT: Commissioners Dahlstrom and Hellinga

VISITORS: Eric Anderson, Piper/Sandler

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 – July 16, 2020 Regular and Executive Session Meetings; August 6, 2020 Workshop Meeting
- Treasurer’s Report
- Payment of Bills – In the amount of \$906,713.53
- Approval of Updated Financial Policies
- Payout #6 – Engineering Resource Associates, Inc. – Patriots Park Pedestrian Bridge Replacement Engineering
- Payout #6 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting

Commissioner Kotula made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$906,713.53. Commissioner McDonnell seconded the motion.

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

ACTION ITEMS

Commissioner McDonnell made a motion to approve Ordinance #1289, An Ordinance providing for the issue of approximately \$4,615,000 General Obligation Limited Tax Refunding Park Bonds, Series 2020, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to JP Morgan Chase Bank, N.A. Commissioner Kotula seconded the motion.

Roll Call: Ayes: Commissioners McDonnell, Kotula, Mahoney
 Nays: None

Absent: Commissioner Dahlstrom and Hellinga

Commissioner McDonnell made a motion to grant authorization to bid the Prince Pond Dredging project. Commissioner Kotula seconded the motion.

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

Commissioner Kotula made a motion to grant authorization to issue a Request for Proposal for the supply of District apparel for 2021. Commissioner McDonnell seconded the motion.

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

Commissioner McDonnell made a motion to approve the temporary vacation carryover policy for 2020. Commissioner Kotula seconded.

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

BOARD BUSINESS

President Comments: President Mahoney thanked the staff for everything that they are doing throughout the Park District.

Commissioner Comments: Commissioner McDonnell mentioned that the Park District continues to do an amazing job.

NEW BUSINESS –None

STAFF AND COMMITTEE REPORTS

Executive Director: Bill McAdam thanked all the staff. The quality the staff puts out is amazing and partners in community recognize that. Also like to thank Erik Brown and Trish Farkas on all the work on the bond. Thank you to Adine for organizing the bonds and getting it together. There are two things at Lyman Woods. The bee keeper went to look at hives for honey and someone has decided to steal the honey. Already putting up cameras. We think the beavers have moved on and the pond is almost dry. President Mahoney asked if the beavers are gone for good? Geoff responded that they might have moved upstream.

Recreation Director of Recreation, Dave Haring mentioned that the majority of summer day camps ended last week and the camp at Lyman Woods ends tomorrow. Our numbers were probably half of what they were from last year but we are pleased with that. Staff is also continuing to work on fall programming. Preschool was supposed to start in early September but now will start October 5th. Staff is also working on a daycare program that would start from 7:45 a.m. until 5:00 p.m. It would help participants that need help during the day. The target date is September 8th. Commissioner McDonnell asked what age group is the daycare for? Dave responded that it would be for 1st – 6th grades. Commissioner McDonnell thinks this is a great idea and families that are going back to work are relying on something like this for a great resource. Bill McAdam mentioned that the Park District will extend resident rates to both school districts for this (teachers, administration and staff) program.

Golf - Manager Ken McCormick mentioned that the golf course had over 7,000 rounds. The driving range continues to remain busy with many high school students preparing for tryouts. All the furniture from the driving range shelter was spread around the patio area of the clubhouse to maximize the outdoor seating for guests. Also mentioned is that Echo Robotics has chosen Downers Grove as a trial site for their new models of robotic mower and range picker. The program will continue through the end of the golf season.

Marketing - Director of Marketing and Community Engagement, Dawn Hartman discussed working on the LINK communication and keeping up with all the updates. Also started to promote new preschool packs. We will be starting a new promotion for a native plant sale. The concert series has concluded. Also mentioned was that the BBQ Bolt is being held on August 29th and right now the Park District has 156 races registered. The Marketing Team is working on fall and winter programs.

Planning – Superintendent of Planning, ADA Coordinator, Paul Fyle mentioned that at Patriots Park/St. Joseph Creek Project that the Village’s contractor has completed most of the creek channel widening on the Park District property, between Fairmount Avenue and Barth Pond. The next step will be to install native plant plugs into the banks of the creek. Also discussed that Staff has begun reviewing the current ADA Transition Plan in order to mark off items that have been completed since the last update and prioritize all remaining improvements. President Mahoney mentioned that the new equipment at Hoopers Hollow is a really nice set up. She loves the new picnic table. Commissioner Kotula asked if the shoreline is complete at Patriots Park? Paul responded that it is 90% complete.

Parks – Director of Parks and Planning, Geoff Penman discussed some of the pictures in the report. The goats will be back but will be at the Walnut Property. He mentioned that staff is holding it together. He appreciates the help from all the departments.

Human Resources - Director of Human Resources, Marian Olund discussed that the Park District is looking for new seasonal staff for the Parks Department. Also looking for new team members for the LINK program. Marian mentioned that training to address racial bias is scheduled for September 18th.

Finance/IT – Director of Finance/IT, Erik Brown discussed the District’s cash balance decreased by 13% to \$7.2 million at the end of July. He also discussed the budget and projection updates for 2020. Also discussed was that Staff has started to prepare RFP documents for the District’s Fiber Internet and Copiers. Each of these contracts end in January 2021.

SEASPAR – No report

UNFINISHED BUSINESS – None

Visitor and Citizens Comments –None

President Cathy Mahoney announced that the regular scheduled Board Meeting will be on September 3, 2020 will be via Zoom Conferencing.

FINAL ADJOURN

The meeting was adjourned at 8:06 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Kotula.

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

Respectfully submitted,

Lizz Hellinga
Secretary



**DOWNERS GROVE PARK DISTRICT
SPECIAL MEETING**

August 20, 2020

7:00 P.M.

*Administration Building, 2455 Warrenville Road,
Downers Grove and by Via 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. The Executive Director will be physically present at the Administration Building. 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/83986629653>, Meeting ID: 839 8662 9653

Phone Access, Audio Participation for Chicago Region: 1 312 626 6799 US (Chicago), Meeting ID: 839 8662 9653

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 instructions above)
 - 2. Written Correspondence

C. CONSENT AGENDA

1. Approval of Minutes – July 16, 2020 Regular and Executive Session Meetings; August 6, 2020 Workshop Meeting
2. Treasurer’s Report
3. Payment of Bills – In the amount of \$906,713.53
4. Approval of Updated Financial Policies
5. Payout #6 – Engineering Resource Associates, Inc. – Patriots Park Pedestrian Bridge Replacement Engineering
6. Payout #6 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting

D. ACTION ITEMS

1. Approval of Ordinance #1289 – An Ordinance providing for the issue of approximately \$4,615,000 General Obligation Limited Tax Refunding Park Bonds, Series 2020, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.
2. Request Authorization to Bid – Prince Pond Dredging
3. Authorization to Request for Proposal – 2021 District Apparel
4. Approval of Temporary Vacation Carryover Policy

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 instructions)

J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD SEPTEMBER 3, 2020 via ZOOM CONFERENCING

- 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

- L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (if necessary)

- M. FINAL ADJOURNMENT

DATED the 17th day of August, 2020.

Lizz Hellinga
Secretary, Board of Park Commissioners,
Downers Grove Park District, DuPage
County, Illinois

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 August 20, 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 17th day of September, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 17th DAY OF September, 2020



Lizz Hellinga, Secretary
Board of Commissioners
Downers Grove Park District

