

Minutes of a Workshop Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on September 5, 2019 at Lincoln Center,  
935 Maple Avenue, Downers Grove, IL 60515

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

**PRESENT:** Commissioners Dahlstrom, Hellinga, Mahoney, McDonnell, Executive Director, Bill McAdam; Director of Parks and Planning, Geoff Penman; Director of Recreation, Dave Haring; Director of Finance & Technology, Erik Brown; Director of Human Resources, Marian Olund; Superintendent of Planning, Paul Fyle; Director of Marketing & Community Engagement, Dawn Hartman; Superintendent of Facilities, Kevin Rozell; General Manager 4500 Fitness, Luke Wyss; General Manager Golf Course, Ken McCormick; Golf Course Grounds Superintendent, Jeff Pozen; Superintendent of Athletics & Safety, Mike Contreras; Clerk, Adine Lenon

**ABSENT:** None.

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**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Changes to the Agenda:** None

**Visitors:** None

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**DISCUSSION ITEMS:**

**CAPITAL PROJECT DISCUSSION** – Before handing over the presentation to Paul Fyle, Bill McAdam thanked Paul for all his hard work with the parking lot renovation at the Rec Center.

Superintendent of Planning, Paul Fyle discussed possible FY 2020 Capital Projects for the Board's consideration. The list included- McCollum Park – Sprayground and Tennis Improvements; Patriots Park – Pedestrian Bridge Replacement (currently in design phase); Prince Pond - Dredge Pond and Shoreline Renovation & Bypass Pipe – (will be funded by the Village of Downers Grove); Indoor Facility Study (assess current and future facility needs); Park District Master Plan Update (Staff wants to revisit the plan); Doerhoefer Park – Irrigation Replacement; Vehicles & Equipment; ADA Improvements; Information Technology; Contingency (Unplanned Capital) and Assigned Funds for Future Projects. Also discussed were unfunded items for a possible PARC grant application and they were: Recreation & Fitness Center – Front Desk & Lobby Reconfiguration and the Recreation & Fitness Center – Exterior Wall repairs. Staff feels that a discussion of future priorities, combined with a long-term financial discussion, will be necessary prior to finalizing projects for the coming five years.

**GOLF ANALYSIS, BUDGET & FEE DISCUSSION** – General Manager, Ken McCormick discussed the 2020 recommended golf budget and the 2019 mid-season analysis. Discussion items included total rounds, monthly analysis, green fee comparisons, driving range analysis, season pass analysis, golf programming, preliminary golf budget summary and capital projects. Staff suggested 2020 golf capital projects of: bunker improvements, clubhouse renovation/changing the location of the Pro Shop and a Range Picker 4x4 vehicle. Staff is proposing a \$1.00 increase to all regular rates and a \$2.00 increase to discounted rates (replay shoulder season & Twilight). Season Passes would have a \$60.00 increase across the board. Staff would also like to continue to explore, expand and improve the clubhouse menu and/or food truck options. The Board thought all the ideas were great and had no problems with the report.

**FITNESS ANALYSIS, BUDGET & FEE DISCUSSION** – General Manager, Luke Wyss discussed fitness revenue, total memberships, total visits, fee analysis, membership fee comparisons, group fitness analysis, personal training analysis, other revenues and year-end projections. Staff recommended 2020 fitness projects include: leasing cardio equipment and fitness floor replacement. Fitness memberships for 2020 were also discussed and staff is proposing the District’s first increase in over five years. The Board agreed with the changes and thought that the report was well done.

**CRISIS MANAGEMENT** – Superintendent of Athletics & Safety, Mike Contreras discussed the Crisis Management plan to educate the Board and asked for any feedback so the plan can be approved at the September 19<sup>th</sup> board meeting. It was mentioned that the crisis plan was coordinated with Ancel Glink and PRDMA. The Board members thought that a template with 10-15 bullet points would be a good idea for employees to keep by their desk. The Board also wants to be kept apprised on the process plan.

**RECREATION CENTER SURVEY RESULTS** – Director of Marketing & Community Engagement, Dawn Hartman discussed the highlights of the 2019 Survey Report. Top areas rated excellent were staff friendliness & expertise, overall experience and hours of operation. Top areas rated poor were WiFi Connection. What improvements would improve the patron’s experience would be adding a pool, larger/cleaner stretching area and improve Wifi capabilities. The WiFi capabilities are being worked on at present time and if the front desk configuration changes then there will be more room for a stretching area. Commissioner Dahlstrom was curious on the demographic of the feedback about wanting a pool. Dawn will look into the responses and get back to the Board.

**RECOGNITION OF VISITORS** - None

Commissioner Mahoney announced that the next Park District Board meeting will be held September 9, 2019 at the Administrative Office to conduct interviews for the open Board vacancy.

**FINAL ADJOURNMENT**

The meeting was adjourned at 9:30 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Hellinga.

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

Respectfully submitted,

Sandra McDonnell  
Secretary

**DOWNERS GROVE PARK DISTRICT**

September 5, 2019

7:00 P. M.

*Lincoln Center*

**WORKSHOP MEETING AGENDA**

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

C. DISCUSSION ITEMS

1. Capital Project Discussion
2. Golf Analysis, Budget & Fee Discussion
3. Fitness Analysis, Budget & Fee Discussion
4. Crisis Management Manual Discussion
5. Recreation Center Survey Results
6. Miscellaneous

D. RECOGNITION OF VISITORS

***E. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD SEPTEMBER 9, 2019 AT THE ADMINISTRATIVE OFFICE FOR AN EXECUTIVE SESSION MEETING TO INTERVIEW CANDIDATES FOR THE CURRENT PARK BOARD VACANCY.***

F. 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

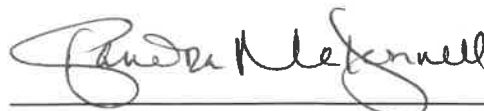
G. FINAL ADJOURNMENT

STATE OF ILLINOIS     )  
COUNTY OF DUPAGE    )

**CERTIFICATE**

I, Sandra McDonnell, 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 September 5, 2019 Workshop 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 19<sup>th</sup> day of September, 2019, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 19<sup>th</sup> DAY OF September 2019



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Sandra McDonnell, Secretary  
Board of Commissioners  
Downers Grove Park District