

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on October 5, 2017 at Lincoln Center,
935 Maple Avenue, Downers Grove, IL 60515

Call to Order President Gelwicks called the meeting to order at 7:00 p.m.

PRESENT: Commissioners Gelwicks, Mahoney, and McDonnell; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Jay Kelly; Assistant Director for District Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown; Superintendent of Parks, Kevin Rozell; Clerk, Debbie Bender

ABSENT: Commissioners Frank Livorsi; Tom Salaba

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Pledge of Allegiance: The Pledge of Allegiance was recited
Changes to the Agenda: Executive Director McAdam asked that item C.4. Review of the Recreation Center Concepts be pulled from the agenda due to two Board Commissioners not in attendance tonight
Visitors: None

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DISCUSSION ITEMS:

President Gelwicks asked about the dates on the drawings for the Recreation Center.

Distinguished Agency Discussion – Environmental Policy; Comprehensive Year Round Recreation Programs Policy; Reporting Statistics on Programs Policy; Recreation Planning, Development and Evaluations Policy; Behavior Management/Procedure & Training
Executive Director McAdam stated this is the first set of policies for Board review. Executive McAdam stated the policies would be brought back to the Board for approval after tonight’s discussion.

Environmental Policy

Commissioner Mahoney asked about the audit for the environmental report card and it applying to Lyman Woods and should the District receive credit for the streambank work. Director of Operations and Development Penman shared his conversation with Manager of Natural Areas/Interpretive Services Forsythe. Director of Operations and Development Penman said the report card could be updated. Executive Director McAdam said this is a self-assessment. Director of Operations and Development Penman said this is an every three-year review by the Board per the Distinguished Agency review.

President Gelwicks mentioned the goats are an environmental act.

The staff and Board reviewed the four standards per the Environmental Policy.

Recreation Policies

There was a discussion regarding the Behavior Management Policy and Procedures regarding the officials/referees. It was stated some of the problems are the coaches reacting to the officials. President Gelwicks thought something about this behavior should be included. Director of Recreation Kelly stated staff could combine this policy with the Code and Conduct.

Commissioner Gelwicks asked about smoking in the parks. Commissioner Gelwicks stated there is a policy in place regarding smoking on the fields.

Executive Director McAdam stated a Teen Group would be coming before the Board regarding smoke free parks. It was asked if smoking is a behavioral policy. Executive Director McAdam stated a smoking policy needs to be created.

There was a discussion regarding the Inclusion Procedure. Director of Recreation Kelly stated the procedures do not need to be approved by the Board but have been brought to the Board for comments at this time.

The Economic Hardship Procedure was discussed. Items mentioned were the \$250 limit per person per season as possibly being a high limit. There was a discussion why a specific amount should be named in the procedure. Director of Recreation Kelly stated this has been the procedures for the general recreation programs not including the Fitness membership but The Link and Preschool Program would be included. A discussion pursued regarding program costs. It was asked if there were any other costs deferred for preschool tuition. It was stated there is not. It was noted the Grove Foundation could receive requests for this kind of assistance. Director of Recreation Kelly explained the paperwork involved for this procedure. President Gelwicks stated he did not want to make this difficult. It was stated that season should be defined as to what is meant as a season.

The Inclusion Procedure was discussed. It was asked what is meant by inclusion. A discussion pursued defining inclusion and SEASPAR involvement. It was stated this procedure is necessary. A question asked was if a participant wanted to participate in a program with their special needs what would be happen. It was stated an evaluation would be conducted by SEASPAR and if the participant could participate in the program with an Aid this is how this would be handled if this could not work the participant would be offered a similar program with SEASPAR. It was asked if people could have special needs other than mental or physical. It was stated this is where SEASPAR coordinates a fully inclusive organization.

2018 Budget & Tax Levy Follow-Up Discussion

President Gelwicks asked if there were any feedback from Commission Salaba. It was stated an email had been received from Commissioner Salaba with his comments.

Executive Director McAdam said it was staff's goal to bring back a document that reflected the changes the Board provided at the previous meeting. Executive Director McAdam stated if any adjustments are needed at a later date these changes could be made.

Assistant Director of Finance Brown stated at the last meeting the Board approved the listed, annual capital. Assistant Director of Finance Brown stated he was looking for direction for the tax levy from the Board and would be bringing that to the next meeting.

President Gelwicks asked that going forward the golf course capital is on the same list. President Gelwicks asked if the golf course enclosure was in the budget. It was stated it is in the budget.

Assistant Director of Finance Brown reviewed the 2017 budget analysis with the updated data: Operations efficiencies \$117,497; Capital \$1,560,000.

Assistant Director of Finance Brown reviewed the 2018 Budget analysis: The (\$171,800) from Net Operations is due to the \$171,800 of past efficiencies and the sale of Walnut to be used for 2015 Bond Payments in Fiscal Year 2018. Approximately \$1.2 million of previous efficiencies and capital revenues have been set aside as designated funds to be used in next year's budget. Mr. Brown said the Doerhoefer turf money has been set aside, along with golf capital improvements (dredging and the range cover), and contingency funds.

It was stated there was an assumption the property to be purchased dollars were now in the 2017 budget. Assistant Director of Finance Brown confirmed this amount was in the 2017 budget.

The Assistant Director of Finance said he feared the elevator cost could carry over into the new year.

President Gelwicks stated he understands the salary going up because this is normal, he has a problem with the budget stating a 3% figure. President Gelwicks said he is OK with the dollar amount. President Gelwicks stated this is more than CPI. A discussion pursued.

President Gelwicks stated the budget shows significant revenue from The Link but where are the costs. Assistant Director of Finance Brown explained this would include salaries, supplies, added staff. Mr. Brown said \$160,000 of revenue would be expected with no growth in 2018, but \$210,000 was budgeted. It was stated revenue was going up more than the costs.

Tax Levy

Assistant Director of Finance Brown referred to the summary on page three.

President Gelwicks asked where are the walking paths. Reference was made to Lyman Woods trails / boardwalk; Ebersold path and Hoopers Hollow bridge. The \$117,000 potential 2017 efficiency was mentioned. The Doerhoefer irrigation was referenced. It was asked if there was concurrence.

It was stated that Commissioner Salaba was OK with new growth + SRA at +\$50,000.

There was a discussion regarding the new \$50,000 would bring the SRA up to \$100,000.

It was stated that an SRA increase has not been reflected in the budget at this time.

Assistant Director of Finance Brown said some changes might need to be made.

Commissioner Mahoney asked if Commissioner Salaba said anything about the repairs. The answer was no.

Executive Director McAdam read Commissioner Salaba's email confirming Commissioner Salaba was OK with new growth and the SRA

Commissioner Mahoney said she was in agreement with new growth, SRA but would also be in favor of capturing CPI (2.1%) for total additional revenues of \$250,000 from the tax levy.

Commissioner McDonnell said she would defer at this time she is learning.

It was stated staff could bring back a couple of different resolutions for the Board's consideration at the next Board meeting.

It was stated there was concern regarding the roof top air conditioners project if it was chosen.

It was stated it was not too much work to bring two tax levies to the Board for the next meeting.

It was stated there had been no concurrence by the Board regarding Doerhoefer irrigation. It was stated to move to the Board's discretion.

Assistant Director of Finance Brown said changes could be made to the document if needed.

The Link Participants Parking at Lincoln Center

Director of Recreation Kelly explained staff thoughts regarding offering commuter parking to The Link participants families that are in both the before and after school care programs. Director of Recreation Kelly stated staff was asking for the Board's thoughts. Director of Recreation Kelly stated the District would be asking for \$30 per month and would have seven spots available on the south side of the parking lot from 6:00 a.m. to 6:30 p.m. which is the program hours. Director of Recreation Kelly stated staff had already been approached by a person. Director of Recreation Kelly stated this parking spot could not be shared with anyone except the household holding the permit and the spot would be usable year round as long as a participant was registered in the program. Director of Recreation Kelly stated when maintenance would need to be done staff would try and find alternative parking. Director of Recreation Kelly stated staff had already spoken with PDRMA and would be reaching out to Attorney Derke Price.

It was stated this would be an added value to the program.

Director of Recreation Kelly stated there are times the parking lot is at capacity a few times throughout the year.

President Gelwicks said he does not have a problem with this conceptually but believes parking is a Village item. President Gelwicks said he would like to hear from the Village to see what they have to say.

Commissioner McDonnell said she agreed it is a nice value to the program.

It was mentioned this could be a challenge if 30 people were interested in seven spots, would staff hold a lottery?

Commissioner McDonnell said perhaps a survey should go out to see how many would be interested in this kind of parking arrangement. It was stated if there are 30 interested this could not be done.

Commissioner Mahoney asked for more information.

Miscellaneous

Director of Recreation Kelly stated the VSI migration is set to go live October 23rd. Director of Recreation Kelly stated staff has been and continues to be very busy. Families with passes have been brought forward. Director of Recreation Kelly stated staff offered an IPAD drawing which brought in 500 families. Director of Recreation Kelly said staff is entering the EFT's which need to be completed so the November billing would be conducted in the updated system. Director of Recreation Kelly stated the VSI team is doing a very good job. He explained as far as the system cost associated with the upgraded system there is not very much.

Director of Recreation Kelly said the system benefits the user and brings a more attractive and easier browser. Director of Recreation Kelly said the webtrac would look the same, be user friendly and web based. Director of Recreation Kelly said there would be more on-line registration capabilities. Director of Recreation Kelly stated VSI would go live on October 23rd and would be for memberships, POS and registration. Director of Recreation Kelly said two to three staff would own the VSI system. It was stated VSI offers training every year which staff has not done before but will start participating in now.

Mr. Kelly said the VSI Team has been working on this project plus doing their own full-time work.

President Gelwicks asked if this information would be going to COLO. The answer was yes with no additional cost.

Executive Director McAdam explained the fraudulent check situation that occurred this week. Assistant Director of Finance Brown passed out a memo regarding this situation and stated he had filed a report with the Police Department. Assistant Director of Finance Brown stated the number of calls he had received so far. He explained the checks have been sent out of state. Assistant Director of Finance Brown said this account had been closed and a new account has been opened. He said he and Tricia Farkas would be checking each morning on this situation. Assistant Director of Finance Brown said new checks have been ordered and the new version of checks would turn black if duplication was attempted. Assistant Director of Finance Brown shared a conversation he had with the bank regarding this kind of scam. Assistant Director of Finance Brown stated the District always has the Treasurer and President sign the check maybe this should change for a limited amount of time. Mr. Brown said he needed signatures from the President and Treasurer this evening.

Executive Director McAdam said he wanted to thank Erik and the Finance Department.

RECOGNITION OF VISITORS

None

Commissioner Gelwicks announced that the next Park District Board meeting will be held October 19, 2017 at the Village Hall Council Chambers.

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ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned at 8:27 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner McDonnell.

Roll Call: Ayes: Commissioners Mahoney, McDonnell, Gelwicks
 Nays: None
 Absent: Commissioners Livorsi, Salaba

FINAL ADJOURNMENT

The meeting was adjourned at 9:29 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Gelwicks.

Roll Call: Ayes: Commissioners Mahoney, Gelwicks, McDonnell
 Nays: None
 Absent: Commissioners Livorsi, Salaba

Respectfully submitted,

Frank Livorsi
Secretary

DOWNERS GROVE PARK DISTRICT

October 5, 2017

7:00 P. M.

Lincoln Center – Room 503

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. Distinguished Agency Discussion – Environmental Policy; Comprehensive Year Round Recreation Programs Policy; Reporting Statistics on Programs Policy; Recreation Planning, Development and Evaluations Policy; Behavior Management/Procedure & Training
2. 2018 Budget & Tax Levy Follow-Up Discussion
3. The Link Participants Parking at Lincoln Center
4. Review of Recreation Center Concepts
5. Miscellaneous

D. RECOGNITION OF VISITORS

E. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD OCTOBER 19, 2017 AT THE VILLAGE COUNCIL CHAMBERS

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

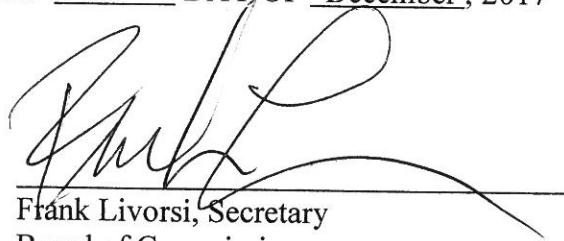
G. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Frank Livorsi, 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 October 5th, 2017 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 7th day of December, 2017, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 7th DAY OF December, 2017



Frank Livorsi, Secretary
Board of Commissioners
Downers Grove Park District