

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on November 19, 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 7:01 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 Parks and Planning, Geoff Penman; Director of Marketing & Community Engagement, Dawn Hartman; Superintendent of Planning, ADA Coordinator, Paul Fyle; Superintendent of Technology, Chris Kapus; Superintendent of Facilities, Kevin Rozell; General Manager 4500 Fitness, Luke Wyss; Clerk, Adine Lenon

**ABSENT:** None

**VISITORS:** None

**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 – October 15, 2020 Regular Minutes and November 5, 2020 Workshop and Executive Minutes
- Treasurer's Report
- Payment of Bills – In the amount of \$1,536,767.67
- Payout #9 – 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 \$1,536,767.67. Commissioner McDonnell seconded the motion.

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

**ACTION ITEMS**

Commissioner McDonnell made a motion to approve the Memo of Understanding between the Village of Downers Grove and the Downers Grove Park District. Commissioner Kotula seconded the motion.

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

Commissioner McDonnell made a motion to reject the bid from Copenhagen Construction as not responsive and to award a contract to V3 Construction Group as the lowest responsive and responsible bidder, to include the Lump Sum Base Bid and Alternate #1, for a total contract value of \$411,660.75. Commissioner Kotula seconded the motion.

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

## **BOARD BUSINESS**

**President Comments** – President Mahoney hopes everyone has a Happy Thanksgiving.

**Commissioner Comments:** Commissioner McDonnell mentioned what an amazing job the Park District Staff is doing with all the new regulations and likes how the Park District has been communicating this with the community and keeping things positive.

**NEW BUSINESS** –None

## **STAFF AND COMMITTEE REPORTS**

**Executive Director:** Bill McAdam mentioned that the IAPD's Best of the Best Gala was last week and Cathy Mahoney was virtually presented with a Certificate of Appreciation Award for being on the Park District Board for 15 years.

**Recreation** Director of Recreation, Dave Haring discussed the new mitigations. The Fitness Center is still open but at 25% capacity. Everyone needs to wear a mask – even working out. The track is still open and patrons must also wear a mask. There will be no group classes so virtual classes will be offered. The Rec Center remains open but the Lincoln Center, Museum and Lyman Woods are closed to the public. Chris Kapus, Superintendent of Technology, is setting up equipment so the Rec Center can move to virtual classes. The Park District is still waiting on guidance from PRDMA regarding the LINK program. Commissioner Dahlstrom asked in the event a member doesn't wear a mask, how will the Park District handle it? Dave responded that everyone has been notified and there is signage outside and inside as well. President Mahoney asked if we will be supplying masks to members? Dave responded that no we will not but will be prepared in case someone doesn't know about the new mandate.

**Fitness** - General Manager 4500 Fitness, Luke Wyss wanted to point out the numbers for the Fitness Center. During the week - Monday through Friday we had 8 – 90 minute sessions which limited the Fitness Center to a daily capacity to 280 members. Now we will be going to 11 sessions at 60 minutes which would increase to 330 members. On the weekends, the Fitness Center is seeing roughly 175 daily capacities and now that can increase to 210 capacities. At any given day we will be able to accommodate 50 more members. Overall fitness memberships have decreased since COVID. The track is open and it hasn't filled up completely but there is time to grow. Luke mentioned that the staff is working around the clock to keep the Fitness Center clean.

**Marketing** - Director of Marketing and Community Engagement, Dawn Hartman discussed that the Marketing Team is keeping up with the new mitigations and communicating that through the website. Also discussed was that the Marketing Team is working with Michelle Pusateri (Superintendent of Recreation) on preparing an award nomination for the 2020 IPRA Outstanding Program Award for the LINK Program (before and after care. Remote learning and hybrid learning programs). Marketing is launching a new virtual beer tasting and Christmas Vacation trivia contest in partnership with Orange & Brew Tap Room on December 6. Also planning on the return of the Holiday House Decorating Contest for families to enjoy some cheer at home this December.

**Planning** – Superintendent of Planning, ADA Coordinator, Paul Fyle mentioned that a section of pathway at Lyman Woods was resurfaced with a fine gravel material that, when properly compacted, provides a wheelchair accessible surface. On Monday, November 3<sup>rd</sup>, the contractor completed the installation.

**Parks** – Director of Parks and Planning, Geoff Penman discussed that parks staff has been really busy and keeping up with the parks. Kevin Rozell has been working hard on partially enclosing the porches at Lyman Woods Interpretive Center to allow programming during the cooler months. Parks will be focusing on the ice rinks. Geoff also mentioned that there was a retirement this past month (so now that's two) and once things settle down the Park District will be advertising for those jobs. Mar-Duke is done for the season. There also has been vandalism at Fishel Park and a camera has been installed to deter any more damage. Geoff thanked the Downers Grove Police Department with their help with Fishel Park.

**Human Resources** - Bill McAdam mentioned that there will be an updated COVID-19 policy for the board's approval at the next meeting. This amended policy extends the original policy by 3 months.

**Finance/IT** – Director of Finance/IT, Erik Brown discussed that Staff remains pleased with Cash performance as of the end of October. The cash balance only declined 0.30% for the month with over \$10 million in the bank and investments. The first two months of 2020 began at a strong pace, with revenue projections expecting to finish better than an aggressive budget. Erik has been extremely pleased with all financial information that his staff has been reviewing. Staff has been cutting back on expenses and running programming we can for the public and it looks like we are going to finish better than we expected a couple of months ago. On the IT side, Chris Kapus has been working on changing over some of our phone and tablets to a new carrier to save the Park District money. Chris has been vital for us for creating virtual programming.

**SEASPAR** –Bill McAdam discussed that there will be a resolution for the Board to approve at the next meeting for SEASPAR to change from a fiscal year to a calendar year. It takes two-thirds of the members to approve this. Also there was a dedication of the new sensory room in Brookfield. The information will be posted on the SEASPAR website.

**UNFINISHED BUSINESS** – None

**NEW BUSINESS** - None

**Visitor and Citizens Comments** –None

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

**ADJOURN TO CLOSED SESSION:**

The meeting was adjourned to closed session at 7:50 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: None

**FINAL ADJOURN**

The meeting was adjourned at 7:56 p.m. following a motion made by Commissioner McDonnell and seconded by Commissioner Dahlstrom.

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

Respectfully submitted,

Robert E. Kotula, Secretary  
Downers Grove Park District





**DOWNERS GROVE PARK DISTRICT**

November 19, 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. 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/87916984200>, **Meeting ID: 879 1698 4200**

**Phone Access, Audio Participation for Chicago Region: 1-312-626-6799 US (Chicago), Meeting ID: 879 1698 4200**

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](mailto:CKAPUS@DGPARKS.ORG).

EMAIL [CKAPUS@DGPARKS.ORG](mailto: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 – October 15, 2020 Regular Minutes and November 5, 2020 Workshop and Executive Minutes
  - 2. Treasurer’s Report
  - 3. Payment of Bills – In the amount of \$1,536,767.67
  - 4. Payout #9 – V3 Companies, Ltd. – Prince Pond Dredging Design & Permitting
  
- D. ACTION ITEMS
  - 1. Memo of Understanding between the Village of Downers Grove and the Downers Grove Park District – Prince Pond Dredging
  - 2. Consideration of Bids – Prince Pond Dredging & Park Improvements
  
- E. BOARD BUSINESS
  - 1. President Comments
  - 2. Commissioner Comments
  
- F. STAFF AND COMMITTEE REPORTS
  - 1. Executive Director
  - 2. Recreation
  - 3. Fitness
  - 4. Marketing
  - 5. Planning
  - 6. Parks
  - 7. Human Resources
  - 8. Finance/IT
  - 9. SEASPAR
  
- G. UNFINISHED BUSINESS
  
- H. NEW BUSINESS
  
- I. RECOGNITION OF VISITORS
  
- J. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD DECEMBER 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





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 November 19, 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 3rd day of December, 2020 and said Minutes are to become a part of the official record of said Park District.

DATED THIS 3<sup>rd</sup> DAY OF December, 2020



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Robert E. Kotula, Secretary  
Downers Grove Park District

