

Minutes of a Workshop Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on February 1, 2018 at Downers Grove Historical Museum,  
831 Maple Avenue, Downers Grove, IL 60515

Call to Order            President Gelwicks called the meeting to order at 7:00pm

PRESENT: Commissioners Gelwicks, Livorsi, Mahoney, McDonnell and Salaba; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Dave Haring; Assistant Director for District Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown; Superintendent of Planning, Paul Fyle; Manager of Marketing and Creative Development, Dawn Hartman; Clerk, Pam Rank

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:**

**2017 Year in Review and 2018 Updates**

Executive Director McAdam pointed out that in the Goals section, ADP Implementation Phase 1 was actually completed in 2017 and not 2018.

Commissioner Mahoney inquired about the type of reports that can now be run with the new ADP system in place.

Assistant Director Brown informed her that reports can be customized to board expectations.

Commissioner Gelwicks thought that the Board should be able to help “set the goals”. The concept of the goals is good but Board input will make it better.

Executive Director McAdam replied that the goals were directly taken from the goals that the Board set for him.

Commissioner Gelwicks stated that the biggest issue is to insure data integrity on the Website.

**Distinguished Agency – Policies / Procedures**

Commissioner Gelwicks reiterated that the process for approving policies/procedures should be to: receive it, review it, have a workshop discussion and approve at regular meeting. Also, when a revised policy is up for approval, make the Board aware of the specific changes.

- Drone Policy – Commissioner Gelwicks stated that implementation of a Drone Policy should be discussed at a Board level and not at a lawyer level.  
Commissioner Salaba is not in favor of more rules unless it for safety concerns.  
Executive Director McAdam explained that the policy would be in place should it become necessary to use it.

Commissioner Mahoney thought that too much time will be spent on this policy, one that the Board did not initiate.

Commissioner Salaba stated that the policy should be for protection and not liability.

The Board concurred that a policy should be drafted stating that no drones be allowed over park district property with the exception that the Park District can use drones for their own business.

- **Smoke Free Parks** – Executive Director McAdam broke down the restrictions into three sections: Indoors (facilities/Park District vehicles); Outdoors (except in designated areas); and Golf Course – on the course except for tee boxes, greens and driving range. The exception would be that a golf cart would not be considered a Park District vehicle.  
Commissioner Gelwicks stated that vaping is rapidly trending and that if a policy helps to discourage this then he's okay with it.  
Commissioner Salaba suggested a survey for the public to respond how they feel.  
Commissioner McDonnell stated that the Park District should promote a healthy lifestyle and prohibit smoking in all parks.  
Commissioner Mahoney is okay with a survey, but ultimately it's the Board's responsibility to make the decision.  
The Board concurred that a survey should be taken and that the issue should be presented at a future workshop.
- **Board Vacancy Procedures** – Commissioner Gelwicks suggested a slight change to the procedure to conform with what the Board has done in the past.

### **O-Brien Playground Project**

Superintendent of Planning, Paul Fyle presented the planning process for the playground renovation explaining that the main playground is the only one getting renovated and not the second set of swings in the northwest section of the park. Letters will be sent to neighbors of the park for their input. A schedule was proposed with substantial completion in October 2018. Also the Board was in favor of donating the old equipment to Kids Around the World, which has been done in the past.

### **Recreation Center Parking Lot**

Commissioner Gelwicks noted that during the last parks tour, the RC parking lot had several rough areas. He has since noticed that those areas are even worse and was wondering if something could be done before the complete parking lot replacement scheduled for 2019.

Executive Director McAdam responded that staff will look into patching.

Commissioner Salaba asked that the Board be presented with alternatives such as materials, design and expansion before the 2019 replacement.

**Campus Tour** – The Board, Directors and staff toured the three building on the Museum Campus. Manager of Natural Resources and Interpretive Services, Shannon Forsythe, led the tour presenting many interesting details.

Upon returning, Commissioner Gelwicks suggested that a plan be composed on how to move forward with the completion of the 1846 Blodgett House. He also was in favor of getting oral commentaries from Charlie Smart and Gordon Goodman as both are very knowledgeable of Downers Grove history.

Commissioner Gelwicks was made aware that the fields at District 99 will not be available for Adult Sports this coming season. He stated that this is a situation that will not appear in the athletic field study being done by the Lakota Group. He suggested that staff look at alternatives within our own fields.

### **RECOGNITION OF VISITORS**

None

Commissioner Gelwicks announced that the next Park District Board meeting will be held February 15, 2018 at the Village Hall Council Chambers.

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### **FINAL ADJOURNMENT**

The meeting was adjourned at 9:48pm following a motion made by Commissioner Mahoney and seconded by Commissioner Livorsi

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

Respectfully submitted,

Frank Livorsi  
Secretary



**DOWNERS GROVE PARK DISTRICT**

February 1, 2018

7:00 P. M.

*Museum*

**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. 2017 Year in Review and 2018 Updates
2. Distinguished Agency Discussion - Park Use Ordinance/Smoke Free Parks; Board Vacancy Procedures
3. O'Brien playground project
4. Recreation Center Parking Lot
5. Miscellaneous

**D. RECOGNITION OF VISITORS**

***E. THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD FEBRUARY 15, 2018 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 February 1, 2018 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 15th day of February, 2018, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 15th DAY OF February, 2018



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Frank Livorsi, Secretary  
Board of Commissioners  
Downers Grove Park District