

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on February 19, 2015 at the Village Hall,
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order

President Cushing called the meeting to order at 7:00pm

PRESENT: Commissioners Cushing, Gelwicks, Mahoney, Roman and Souter; Executive Director, Bill McAdam; Director of Recreation, Jay Kelly; Director of Operations and Development, Geoff Penman; Assistant Director for District Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown; Superintendent of Planning, Paul Fyle; Supervisor of Marketing and Creative Development, Ian Everett; Golf Course Superintendent, Jeff Pozen; Lincoln Center Manager, Michelle Pusateri; Recreation Center Manager, Rich Zizek; Clerk, Pam Rank; ABSENT: None
Staff in Attendance: Superintendent of Parks, Mike Siefken; Ryan Stulgin, Maggie Mikolajczak, Jim Fields, Greg Stanczyk, Stacy Landis, Susan Nance

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Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: Consent Agenda Item 3.2 Treasurer's Report will be moved to the Action Items and will become Action Item 4.4

Recognition of Visitors: No Visitors

Correspondence: No Correspondence

IPRA Awards The Park District had several entries in the annual Agency Showcase Awards held at the IPRA conference. The Park District was entered in four categories. Jay Kelly presented the Board with three of the four first place plaques: the Apiary exhibit at Lyman Woods, the Tivoli exhibit at the Museum and the Website. The fourth plaque will be presented when it arrives. The Park District also took second place for the Marketing Campaign.

Staff Recognition Jay Kelly informed that Board that on January 30th there was an incident at the Recreation Center. A patron was on the treadmill and fell off and lost consciousness. Staff could not find a pulse and immediately went into lifesaving mode. Rich Zizek recognized staff involved and presented each with a certificate. The awards were presented to Jim Fields, Greg Stanczyk, Maggie Mikolajczak and Ryan Stulgin.

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CONSENT AGENDA:

Executive Director Bill McAdam listed the items on the Consent Agenda as follows:

- Approval of Minutes – January 15, 2015 Regular and Executive Session Meetings
- Payment of Bills in the amount of \$693,474.31
- Payout #2 – Kingsley & Ginnodo Architects – 1846 Blodgett House Interior Restoration
- Resolution #15-04 Approving a Third Lease Addendum with Max A. Madsen

Commissioner Roman made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$693,474.31. Commissioner Mahoney seconded the motion.

Roll Call: Ayes: Commissioners Roman, Mahoney, Cushing, Gelwicks and Souter
 Nays: None
 Absent: None

ACTION ITEMS:

Commissioner Gelwicks moved to approve the request for authorization to bid the third floor carpet replacement at the Lincoln Center as presented. Commissioner Souter seconded the motion.

Roll Call: Ayes: Commissioners Gelwicks, Souter, Cushing, Mahoney and Roman
 Nays: None
 Absent: None

Commissioner Mahoney moved to approve the purchase of one Toro 7210 Rough Mower through the agreement with the National Intergovernmental Purchasing Alliance (NIPA) for the purchase price of \$35,119.01. Commissioner Roman seconded the motion.

Roll Call: Ayes: Commissioners Mahoney, Roman, Cushing, Gelwicks and Souter
 Nays: None
 Absent: None

Immunization Resolution and Policy: There was much discussion and it was determined that though a policy is necessary, the wording would have to be plain enough for everyone to understand. Executive Director McAdam will consider the Board's comments and have staff rewrite a policy for tentative approval by the Board, as well as implement a communication plan on policies currently in place. No motion was made at this time.

Commissioner Roman moved to approve the Treasurer's Report as presented. Commissioner Gelwicks seconded the motion.

Roll Call: Ayes: Commissioners Roman, Gelwicks, Cushing, Mahoney and Souter
 Nays: None
 Absent: None

BOARD BUSINESS:

Presidents Report

Commissioner Cushing congratulated staff for their award winning efforts that were highlighted at the IPRA conference. He also commended staff for their outstanding reaction to the medical emergency at the Recreation Center.

Commissioner Comments

None

STAFF AND COMMITTEE REPORTS

Executive Director Report

Executive Director McAdam commented on the last workshop meeting regarding the green initiative, specifically using less paper at the Park District. He has been researching websites and sifting through the information. He is also researching simple hardware and hopes to be rolling out a solution in the next few months. Regarding the Blodgett House presentation, he is meeting with the architects to refine some of the suggestions made by the Board and will bring back to a future meeting.

Recreation Director Report

Jay Kelly informed the Board about activities at: the Lincoln Center – painting on the third floor and the replacement of 75 sprinkler heads; Recreation Center – the installation of the Starbucks Coffee vending kiosk and the installation of the gym counter which will eventually take POS for open gyms; Lyman Woods – Snowshoe hikes, and winter programs; Mar-Duke garden plot - registration will begin March 7th; Museum – had a snowman building contest with 17 participants, and the Downton Abbey Tea Club is doing very well. Upcoming events include the Fire Station Movie and Tour which is currently full with a waitlist, a Fire Safety Workshop, and Family Victorian Valentine. The Board was also updated on in-house sports/leagues, cultural arts, preschool, the Active Adult Center and Special Events.

Marketing Report

Ian Everett informed the Board that the Spring/Camp/Summer guide is being printed and will be delivered to homes in late February. Registration begins March 2nd. At the IPRA conference, the Park District had entries in four categories in the Agency Showcase Awards. We won in the Website and Electronic Communication categories and took second in the marketing campaign category. The Park District is working with several national brands – Silver Sneakers, Starbucks and NFL flag football. All of these have requirements that all marketing and communication pieces must be approved before we can use them.

Planning Report

Paul Fyle reported that a mandatory pre-bid meeting was held at the 4205 Venard Road site with nine present. Bids are due and will be opened on March 3rd. Demolition will start in late March and completed by late April. The architects are ready to begin design development for the 1846 Blodgett House. Staff is researching alternatives for a temporary or removable barrier along the south edge of Fishel Park. Planning staff is working on making bid specifications available digitally so plans can be emailed to potential bidders.

Parks Report

Geoff Penman reported that the parks staff assisted the Village with snow removal; staff is busy maintaining ice rinks; the annual requests for proposals for contractual tree removal and pruning have been sent out and are due back on February 16th; at the Golf Course, maintenance to fleet equipment is ongoing.

Finance Report

The explanation of the Treasurer’s Report (Action Item 4.4) during the Action Item section was sufficient to cover this report.

SEASPAR

Executive Director McAdam reported that a SEASPAR meeting has not taken place since the last Park Board Meeting.

Plan Commission

None

UNFINISHED BUSINESS

Commissioner Gelwicks said that he was still unclear on the golf rates and would like some clarification. Executive Director, Bill McAdam said he would bring the information to the next workshop meeting. Commissioner Gelwicks also asked about the modification of the personnel manual. Bill McAdam said that it was still in progress.

NEW BUSINESS

None

RECOGNITION OF VISITORS

None

Commissioner Cushing announced that the next board meeting will be held March 5th at the Lincoln Center.

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ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned to Executive Session at 9:04 following a motion made by Commissioner Souter and seconded by Commissioner Mahoney.

Roll Call: Ayes: Commissioners Souter, Mahoney, Cushing, Gelwicks and Roman
 Nays: None
 Absent: None

FINAL ADJOURNMENT

The meeting was adjourned at 9:57pm following a motion made by Commissioner Mahoney and seconded by Commissioner Roman.

Roll Call: Ayes: Commissioners Mahoney, Roman, Cushing, Gelwicks and Souter
 Nays: None
 Absent: None

Respectfully submitted,

Mark Roman
Secretary