

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on March 5, 2015 at Lincoln Center,
935 Maple Avenue, Downers Grove, IL 60515

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

PRESENT: Commissioners Cushing, Gelwicks, Mahoney 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; Clerk, Pam Rank; ABSENT: Commissioner Roman
Staff in Attendance: Superintendent of Planning, Paul Fyle; Landscape
Architect, James Less; Golf Course Manager, Ryan Stulgin; Golf Course
Superintendent, Jeff Pozen.

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Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: There were no changes to the agenda.

Visitors: None

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DISCUSSION ITEMS:

Golf Fees

Executive Director McAdam informed the board that in their packet was the fee structure for the Golf Course that was discussed at a previous meeting.

Commissioner Cushing asked how the new fee structure looked in terms of the budget. Assistant Director, Erik Brown informed him that after adjustments were made, the figures were within \$400 dollars of the budget number. Executive Director McAdam noted that at the end of the season, staff would re-evaluate the price of the season passes and may raise prices. Commissioner Gelwicks asked how many rounds didn't start on time last season. Golf Course Manager, Ryan Stulgin did not have that number but explained that time can be made up during play in order to finish on time. Commissioner Gelwicks also inquired about the number of rounds played by residents and how many used the play pass card. Ryan noted that in a foursome, only the person that makes the reservation is checked for residency and play passes are not used. Commissioner Gelwicks thought it would be a good idea to somehow track how many times a resident golfed in a season and show them that a 10-20-30 pass card would be cheaper in the long run. A banner was displayed at the meeting showing the new marketing card for the golf club which included the new rate schedule. The Board was notably impressed. There was concurrence from the Board on all fees.

Monthly Financial Reports

Executive Director, Bill McAdam explained that the monthly financial reports will be done in a new format pending approval by the Board. Erik explained that working from information taken from the

Board at previous meetings; he has reformatted the monthly financial reports to hopefully simplify the method. Commissioner Mahoney's reply was to give a try and see how it works...adjustments can always be made down the line if necessary. Commissioner Gelwicks commented that the thing that really mattered was how things compare to last year. He did notice that there was a 24% increase in program fees and asked for a summary of why this was. Erik will summarize at the next meeting.

Fishel Park – Perimeter Fence

Superintendent of Planning, Paul Fyle took comments from the Board after his presentation at the last meeting, and brought two concepts back for the Board to review. One concept was a round-rail fence to match the existing fence along the south and west edges of the playground. This would create a buffer approximately 15' from the property line for a planting strip between the fence and the church parking lot. The second option was an ornamental metal fence approximately 4' tall, that would be located approximately 12' from the property line and also provides for a planting strip. More options were discussed and Executive Director McAdam said that staff would keep working on other options.

Technology Update

Executive Director McAdam informed the Board that he, along with Sara and Regina met with Tympani to discuss ongoing issues. He learned that the "support" portion and the "install" portion are two different divisions and do not communicate with each other. There are still a few issues with the new phone system. 911 is working now, except on the fail safe end of it, which would show the emergency was at the colocation center in Elk Grove Village. Comcast can't figure it out and therefore, staff is looking into breaking that part of the contract. There are concerns with the Jabber issue. The Park District bought the software but there was no contract for the installation. Staff has contracted Tympani to do the install. There is also a Wi-Fi problem in that the system is fighting itself from phone to Wi-Fi. A fix is being worked out which will include the purchase of Cisco Meraki's to enhance capabilities.

Regarding the open technology position at the administrative office, the plan is to get a cost from Tympani to manage internal switches and routers and then hire a "desktop/services" person. Commissioner Gelwicks asked how the MSI product was working out. Executive Director McAdam noted that RecTrac would probably be replaced before MSI, though both were outdated. Director Kelly said he was looking into different web based software. Executive Director McAdam said he would talk to other park districts and see what their concerns were.

Miscellaneous

Bill McAdam informed the board that the Lincoln Center roof has several leaks so staff will be looking into this issue very soon.

Bill is also looking into doing Electronic Meetings. The software was tried out at the last Director's meeting and the plan is for staff to try it out at the next board meeting. If all goes well, there will be training for the Board members at the April 2nd Board Meeting, to take place at the Administrative Office. An invitation was extended to the future new Commissioner.

The Park District was contacted regarding the moving of the Maple Avenue house in that we were asked to waive the impact fee. The Village and schools were also contacted regarding this matter and rejected the proposal. Bill McAdam presumed that it was now a non-issue. It would mean public funds were going for a private purpose.

Visitors - None

Next Meeting

Commissioner Cushing announced that the next Board meeting would take place March 19, 2015 at the Village Hall.

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ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned to Executive Session at 8:32pm following a motion made by Commissioner Souter and seconded by Commissioner Mahoney.

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

FINAL ADJOURNMENT

The meeting was adjourned at 9:00 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Souter.

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

Respectfully submitted,

Mark Roman
Secretary