

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on January 21, 2016 at the Village Hall,
801 Burlington Avenue, Downers Grove, IL 60515

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

PRESENT: Commissioners Cushing, Gelwicks, Livorsi, Mahoney and Salaba; Executive Director, Bill McAdam; Director of Recreation, Jay Kelly; Assistant Director for District Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown; Superintendent of Planning, Paul Fyle; Superintendent of Parks, Kevin Rozell; Supervisor of Marketing and Creative Development, Ian Everett; Clerk, Pam Rank

Also Present: Lincoln Center Manager, Michelle Pusateri; Recreation Supervisor, Matt Netrefa; Golf Course Operations Manager, Ryan Stulgin; Golf Course Assistant Operations Manager, Greg Insko; Golf Course Superintendent, Jeff Pozen; Susan Nance

ABSENT: Director of Operations and Development, Geoff Penman

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Pledge of Allegiance: The Pledge of Allegiance was recited.

Changes to the Agenda: None

Visitors: None

Written Correspondence: None

A Certificate of Appreciation was presented to Susan Nance for her ten years of service as a Fitness Operations Manager at the Recreation center.

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CONSENT AGENDA:

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

- Approval of Minutes – December 10, 2015 Regular and Executive Session Meetings
- Treasurer’s Report
- Payment of Bills in the amount of \$1,298,182.06
- Payout #17 – Engineering Resource Associates, Inc. – Lyman Woods Streambank Stabilization, Project Site Area II
- Change Order #1 (Deduct) – Integrated Lakes Management, Inc. – Lyman Woods Streambank Stabilization, Project Site Areas I, II & III, Three-Year Maintenance Work
- Payout #4 (Final) – Integrated Lakes Management, Inc. – Lyman Woods Streambank Stabilization, Project Site Areas I, II & III, Three-Year Maintenance Work

Recreation Report

Director Kelly reported that there was no additional information to add to his report and asked if the Board had any questions before moving to the Golf Summary.

Commissioner Cushing asked how the change in golf passes worked out this season. Director Kelly said that it work well as total rounds were up this year. In 2016, the 1892 Club will replace play passes. Commissioner Gelwicks asked if there will be a discount for seniors. Golf Course Manager, Ryan Stulgin replied that no decisions will be made on that until the 1892 Club results are in. Executive Director McAdam asked the Board for flexibility to institute a discount if staff sees fit. Commissioner Gelwicks replied that any discount is a good thing provided the Board is informed immediately in case questions from residents arise. Commissioner Gelwicks was concerned that the Saturday/Sunday golf rounds were down significantly. He asked if non-residents were using the course. Director Kelly said that staff will monitor this in the future. Commissioner Salaba asked how often an analysis was done. Ryan Stulgin informed him that an analysis is done every year. Commissioner Gelwicks said that staff is doing an outstanding job and he hears nothing but positive comments regarding the Golf Course. Commissioner Gelwicks asked about the affiliates. Director Kelly informed him that staff had met with all of the affiliates to discuss the proposed agreement. He said that it was a productive discussion.

Marketing Report

Supervisor of Marketing and Creative Development, Ian Everett informed the Board that he has been working on the Museum Branding. A Museum gift store will be opening shortly. Ian is also working on the 1892 Club. Enrolling in this club will provide more contact information from members so as to inform members of special offers. The Annual Parks & Facilities guide will be focusing on rentals.

Planning Report

Superintendent of Planning, Paul Fyle reported that review comments from the Village on the Lyman Woods out lot building were received today. Staff is contemplating maintenance on the main trail at Lyman Woods.

Parks Report

Superintendent of Parks, Kevin Rozell reported that weather has affected ice skating. There have been only 8 days that conditions were favorable for skating at Whitlock and McCollum Parks. Prince Pond still has not reached the 8" of ice needed to open it up for skating. Christmas tree recycling is up from last year.

SEASPAR

No report

PLAN COMMISSION

No report

UNFINISHED BUSINESS

Before and After School Program: Executive Director McAdam gave a brief overview of the program and introduced the team that put the program together: Erik Brown, Ian Everett, Michelle Pusateri and Matt Netrefa. Director Kelly informed the Board of the survey results that generated much interest in the before and after school program. Staff worked closely with District 58 to see if this program was feasible. District 58 thought giving residents more options was a positive. Director Kelly said that it is an ambitious program that has so much potential to grow. The program will operate out of the entire 1st floor wing at Lincoln Center. Commissioner Livorsi asked for an estimate of how many residents are interested and how many can staff handle. Director Kelly estimated 60 would be a good start.

Commissioner Mahoney was concerned about the bus situation. If the District purchases one or more busses but limits participation to only select schools, it isn't a fair situation. Park District money is used to purchase the busses, yet only some of the residents will be able use them. Also, there was some concern about the program paying for the busses. Assistant Director Brown assured the Board that after the first year or two, the program would pay for itself. Director Kelly explained that this is only phase I and after the program has been tried and is found to be effective, it will expand to all schools in District 58. Commissioner Salaba asked if transportation is necessary. Recreation Supervisor, Matt Netrefa explained that it is a necessary option for this program. Commissioner Salaba thought that if transportation is critical, it must be available for all schools and suggested going smaller possibly using only one school. Matt Netrefa reiterated that this was only phase I of the program and the moving forward, staff would aggressively pursue all schools. Commissioner Mahoney asked where the busses would be parked. Lincoln Center Manager, Michelle Pusateri informed her that she has been speaking with the church next door but no decision has been made. Commissioner Mahoney also asked what happens should one of the busses break down. Matt informed her that staff can contract with First Student or the Recreation Center van is an option as well as one of the SEASPAR busses. With the one bus the Park District already owns and the one that is about to be purchased from SEASPAR, another small bus and one thirty passenger bus will need to be purchased. Commissioner Cushing asked how the busses will be divided up. Michelle said that one buss will go to Lester school and the other three would divide into two schools per buss. Director Kelly thought it might be possible to purchase only one 30 passenger bus. Commissioner Cushing asked why District 58 was not interested in our program. Executive Director McAdam informed the Board that they were currently contracted with "Champions" and were very happy with them. But District 58 was also okay with giving parents options. Commissioner Mahoney repeated that she would not be okay with this program unless all schools are included in the transportation. She also suggested going with less than seven schools and not buying the 30-passenger bus. She thought 4 schools would be a good pilot program and would not require the purchase of more busses. Director Kelly suggested five schools and using the Park District van as the third method of transportation. Commissioner Salaba suggested letting registration dictate if the van would be necessary. He summarized the following: Link is a high cost program; it is taxpayer funded; and it doesn't include all schools. He suggested starting smaller for a pilot program. Commissioner Mahoney said she would consider the program if only four schools were involved in the pilot program and asked about a timeline. Executive Director McAdam replied that staff would make it work and that the brochure deadline was the only concern. Staff will regroup and bring back to the Board at the next workshop.

NEW BUSINESS

None

RECOGNITION OF VISITORS

None

Commissioner Cushing announced that the next Park District Board Meeting will be held February 4, 2016 at the Lincoln Center.

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ADJOURN TO EXECUTIVE SESSION

The meeting was adjourned to executive session at 9:27 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Livorsi.

Roll Call:

Ayes: Commissioners Mahoney, Livorsi, Cushing, Gelwicks and Salaba
Nays: None
Absent: None

Respectfully submitted,

Tom Salaba,
Secretary

DOWNERS GROVE PARK DISTRICT

January 21, 2016

7:00 P.M.

Village Council Chambers

AGENDA

1. CONVENING THE MEETING
 - 1.1 Call to Order
 - 1.2 Roll Call
 - 1.3 Pledge of Allegiance
 - 1.4 Changes to the Agenda

2. COMMUNICATIONS
 - 2.1 Recognition of Visitors
 - 2.2 Written Correspondence
 - 2.3 Recognition of Susan Nance

3. CONSENT AGENDA
 - 3.1 Approval of Minutes – December 10th, 2015 Regular and Executive Session Meetings
 - 3.2 Treasurer’s Report
 - 3.3 Payment of Bills – \$1,298,182.06
 - 3.4 Payout #17 – Engineering Resource Associates, Inc. – Lyman Woods Streambank Stabilization, Project Site Area II
 - 3.5 Change Order #1 (DEDUCT) – Integrated Lakes Management, Inc. – Lyman Woods, Project Site Area I, II & III, Three-Year Maintenance Work
 - 3.6 Payout #4 (FINAL) – Integrated Lakes Management, Inc. – Lyman Woods, Project Site Area I, II & III, Three-Year Maintenance Work

4. ACTION ITEMS
 - 4.1 Request Authorization for the Executive Director to Conduct a Sealed Bid Process for the Sale of 1903 Maple Avenue
 - 4.2 Request for Proposals for Catering Services at the Recreation Center Kitchen
 - 4.3 Request Authorization to Purchase a Toro Reelmaster 5010 Fairway Mower through National Intergovernmental Purchasing Alliance (NIPA)

5. BOARD BUSINESS
 - 5.1 President Report
 - 5.2 Commissioner Comments

6. STAFF AND COMMITTEE REPORTS
 - 6.1 Executive Director
 - 6.2 Recreation
 - 6.3 Marketing
 - 6.4 Planning
 - 6.5 Parks
 - 6.6 SEASPAR
 - 6.7 Plan Commission

- 7. UNFINISHED BUSINESS
 - 7.1 Business Plan for Before and After School Program
- 8. NEW BUSINESS
- 9. RECOGNITION OF VISITORS

***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD
FEBRUARY 4th, 2016 AT THE LINCOLN CENTER***

- 10. ADJOURN TO EXECUTIVE SESSION (If needed)
 - 10.1 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 Meeting Act
 - 10.2 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 lodge 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 Meeting Act
- 11. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (If Necessary)
- 12. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Tom Salaba, 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 January 21st, 2016 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 18th day of February, 2016, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF February, 2016

T. Salaba
Tom Salaba, Secretary
Board of Commissioners
Downers Grove Park District

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on January 21, 2016 at the Village Hall,
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order President Cushing called the meeting to order at 9:46 p.m.

Roll Call PRESENT: Commissioners Cushing, Gelwicks, Livorsi, Mahoney and Salaba;
Executive Director, Bill McAdam; Director of Recreation, Jay Kelly, Assistant
Director for District Services, Sara Rathsack; Assistant Director for Financial
Services, Erik Brown.

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Discussion: The Board discussed the impact and scheduled Leadership Training. The Board
decided that the training should include staff and not Board members. The recent
staff survey was discussed.

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FINAL ADJOURNMENT

The meeting was adjourned at 10:19 p.m. following a motion made by Commissioner Mahoney and
seconded by Commissioner Gelwicks.

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

Respectfully submitted,

Tom Salaba,
Secretary

DOWNERS GROVE PARK DISTRICT

January 21, 2016

*After Regular and Executive Session Meetings
Village Hall Ante Room*

1. CONVENING THE MEETING
 - 1.1 Call to Order
 - 1.2 Roll Call
2. COMMUNICATIONS
 - 2.1 Recognition of Visitors
3. DISCUSSION ITEMS
 - 3.1 Leadership Training Discussion
4. RECOGNITION OF VISITORS
5. FINAL ADJOURNMENT

STATE OF ILLINOIS)
COUNTY OF DUPAGE)

CERTIFICATE

I, Tom Salaba, 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 January 21st, 2016 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 18th day of February, 2016, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF February, 2016



Tom Salaba, Secretary
Board of Commissioners
Downers Grove Park District