

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on February 18, 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; 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; Superintendent of Parks, Kevin Rozell; Supervisor of Marketing and Creative Development, Ian Everett; Clerk, Pam Rank

ABSENT: None

\*       \*       \*       \*

Pledge of Allegiance:        The Pledge of Allegiance was recited

Changes to the Agenda:        None

Visitors:                        None

Written Correspondence:        None

Assistant Director Brown presented the Board with an “Exceptional Workplace” award. This award has a five year term after which they are eligible to apply again.

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**CONSENT AGENDA:**

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

- Approval of Minutes – January 21, 2016 Regular, Workshop and Executive Sessions; February 4, 2016 Workshop meeting
- Treasurer’s Report
- Payment of Bills in the amount of \$597,359.41
- Lincoln Center Roof – The Board finds that, by its nature, this purchase is not adapted to competitive bidding and therefore approves the Executive Director to enter into a contract with True Colors Industrial, LLC for an amount not to exceed \$34, 385.00 to coat the remaining sections of the Lincoln Center roof

Commissioner Mahoney made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$597,359.41. Commissioner Livorsi seconded the motion.

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

**ACTION ITEMS:**

There were no action items

**BOARD BUSINESS**

**President Comments** – Commissioner Cushing attended the IAPD Conference. He had lunch with Representative Patti Bellock; he attended the Boardsmanship Workshop; he was very impressed with the overall enthusiasm of everyone present.

**Commissioner Comments** – Commissioner Gelwicks commented that the Downers Grove Park District won 4 awards at the IAPD conference which was more than any other Park District.

**STAFF AND COMMITTEE REPORTS****Executive Director Report**

Executive Director McAdam informed the Board of the Play Book which will be published once a year and highlight things about the Park District other than programs such as rentals, special features of Park District facilities and special events. This guide will be image driven. It will be delivered with the recreation guide. He also brought attention to an article in the PATCH regarding Lyman Woods youth programs in which a child enjoyed one of the programs so much, money from their piggy bank was donated. Also, there was an article in the Suburban Life regarding SEASPAR celebrating its 40<sup>th</sup> Anniversary.

**Recreation Report**

Director Kelly reported that the Park District has unofficially started the Park District's 70<sup>th</sup> Anniversary celebration with the two ice sculptures, one at Lincoln Center and one at the Museum. The Big Pig event will take place on Saturday with 100 participants.

**Marketing Report**

Supervisor of Marketing and Creative Development, Ian Everett pointed out that the enclosed 2015 Creative Report in the packet showed the results of marketing from last year including program revenues and it also showed the plans for 2016. Commissioner Gelwicks commented that the report had good information and hoped that it would be available to the public. Commissioner Salaba agreed.

**Planning Report**

Superintendent of Planning, Paul Fyle reported that the Village staff will advertise the Ebersold Parking Lot replacement project in April. As part of the Distinguished Agency process, staff is reviewing and updating the ADA accessibility audit and transition plan. Planning staff is preparing bid documents for the sale of the Maple Avenue property. Commissioner Gelwicks asked what "green" perspectives the Lyman Woods satellite building would have. Paul informed him that all rain water will be collected for use with other projects, and that the building will have LED lighting. Commissioner Salaba commented that the bridge extension was amazing. He also questioned the replacement of the Ebersold parking lot, asking just how bad it was. Paul informed him that it was in very poor shape.

**Parks Report**

Director of Operations and Development reported that maintenance staff did a great job installing the Lyman Woods board walk; ice rinks are closed; the forester has been busy with preventive maintenance on Ash trees; 114 Christmas trees were recycled. Also Graf delivered the comprehensive final report for the tree inventory project.

### **District Services Report**

Assistant Director for District Services, Sara Rathsack asked if the Board had any questions regarding her report. Commissioner Gelwicks asked if the Board had access to the Park Districts intranet. Executive Director McAdam informed him that the password should have been sent to all of the Commissioners. Sara said that she would email the password. Commissioner Gelwicks asked if there was any thought to doing a contingency test. Executive Director McAdam informed him that Tympani should be doing this on a regular basis and that he would get the schedule from them.

### **Finance Report**

Assistant Director for Financial Services, Erik Brown reported that his report contained year end information. Through January 2016, the cash balance is strong. Currently there is a 4% surplus which is higher than expected and explained that was partially due to not refinancing bonds and not completing 2 projects. The average surplus is between 1.5% and 2%. He asked the Board how they would like to proceed with this surplus. He offered several options:

- a) Allow it to increase Fund Balance
- b) Invest in the Capital Priority List
- c) Set money aside for future debt payments
- d) Utilize if for replacement of Doerhoefer synthetic turf in 2017

Commissioner Cushing asked if the large surplus was caused by the switch of the fiscal year. Erik said it absolutely played a part. Commissioner Cushing asked what is being done to assure that this doesn't happen again. Erik said that there will be a more structured budget this year. There will be meetings with supervisors on the budget process. There will be no bond refinancing this year and there will be a capital asset priority list. Commissioner Gelwicks thought he would not have voted for a tax increase if he had known that the fund balance would be that large; he asked for a monthly budget so as to have a comparison from the previous year. Commissioner Mahoney's preference for the year-end balance would be a combination of replacement of Doerhoefer synthetic turf and setting money aside for future debt payments. She said that it would be helpful to have a goal analysis on a monthly basis for when it's time to do the tax levy. Commissioner Gelwicks agree with Commissioner Mahoney. Commissioner Salaba thought, why not split the fund balance between all options. Commissioner Cushing sided with Commissioners Mahoney and Gelwicks. Executive Director McAdam said that the fund balance would be held for now and see where the debt comes in. At that time, the topic will be brought back to the board for discussion.

### **SEASPAR**

No report

### **PLAN COMMISSION**

No report

### **UNFINISHED BUSINESS**

**Recreation Center Kitchen Lease:** Due to staff being presented with a proposal from Be Café that exceeded expectations of what was being asked, staff was asking the Board to waive the RFP process and give the lease to Be Café. The Board concurred.

**Comprehensive Master Plan:** Executive Director McAdam thanked the Board for their comments and suggestions. He proposed workshops to discuss and define terms such as the "Visionary Plan" that was suggested by the Board. He will coordinate days for workshops and suggested an earlier start for these workshops if the Board could accommodate.

**NEW BUSINESS**

Commissioner Gelwicks read an article on concussions and thought it would be a good idea to add some “concussion” guidelines to the affiliate agreements. He would like to have some discussion on this topic and to make people aware of concussion protocol. Executive Director McAdam said that this would be a topic at the next meeting.

**RECOGNITION OF VISITORS**

None

Commissioner Cushing announced that the next Park District Board Meeting will be held March 3, 2016 at the Recreation Center.

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**ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to executive session at 8:50 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Mahoney.

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

**FINAL ADJOURNMENT**

The meeting was adjourned at 9:03 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Mahoney.

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

Respectfully submitted,

Tom Salaba,  
Secretary

**DOWNERS GROVE PARK DISTRICT**

February 18, 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 Exceptional Workplace Award
  
3. CONSENT AGENDA
  - 3.1 Approval of Minutes – January 21, 2016 Regular, Workshop and Executive Session; February 4, 2016 Workshop Meetings
  - 3.2 Treasurer’s Report
  - 3.3 Payment of Bills – In the amount of \$597,359.41
  - 3.4 The Board finds that, by its nature, this purchase is not adapted to competitive bidding and therefore approves the Executive Director to enter into a contract with True Colors Industrial, L.L.C., for an amount not to exceed \$34,385.00 to coat the remaining sections of the Lincoln Center Roof
  
4. ACTION ITEMS
  
5. BOARD BUSINESS
  - 5.1 President Comments
  - 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 District Services
  - 6.7 Finance
    - 6.7.1 FY 2015 Year End Report
  - 6.8 SEASPAR

- 6.9 Plan Commission
- 7. UNFINISHED BUSINESS
  - 7.1 Recreation Center Kitchen Lease
  - 7.2 Comprehensive Master Plan
- 8. NEW BUSINESS
- 9. RECOGNITION OF VISITORS

***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD MARCH 3<sup>rd</sup>, 2016 AT THE RECREATION 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 February 18<sup>th</sup>, 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 17<sup>th</sup> day of March, 2016, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 17<sup>th</sup> DAY OF March, 2016

  
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Tom Salaba, Secretary  
Board of Commissioners  
Downers Grove Park District