

Minutes of a Workshop Session of the Board of
Park Commissioners of the Downers Grove Park
District held on October 4, 2018 at Lincoln Center,
935 Maple Avenue, Downers Grove, IL 60515

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

PRESENT: Commissioners Gelwicks, Mahoney, McDonnell and Salaba; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Dave Haring; Director for Finance & Technology, Erik Brown; Director of Human Resources, Marian Olund; Superintendent of Planning, Paul Fyle; Superintendent of Parks, Kevin Rozell; Clerk, Pam Rank

ABSENT: Commissioner Livorsi

Also present: Recreation Center Manager, Michelle Pusateri; Lincoln Center Manager, Matt Netrefa; Athletic Supervisor, Mike Contreras

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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:

Budget, Tax Levy and Capital Discussion for 2019

Budget

Executive Director McAdam introduced Director of Finance & Technology, Erik Brown, who presented a power point of the proposed Budget.

Topics presented included: Revenue Comparison of: Property Taxes; Replacement Taxes; Donations, Grants & Sponsorships; Registration Fees – Programming; Facility Revenues; Merchandise-Concession Sales; Rentals; Interest Earned; Miscellaneous Receipts. Operating Expense Comparison & Breakdown: Salaries & Wages; Employee Benefits; Contractual Services; Utilities; Maintenance, Repairs & Replacements; Material & Supplies; Debt Service; SEASPAR; Capital Projects & Equipment; and Designated Funding.

Lincoln Center Manager, Matt Netrefa spoke briefly about the LINK program. Now that the LINK is starting its second year, they will be able to monitor new growth and budget more accurately. Preschool has been consistent over the years. Summer and Holiday camp has new growth yearly.

Commissioner Mahoney asked if there is a discount if children are in multiple programs.

Recreation Director, Dave Haring said that there is a discount if multiple children from the same family are enrolled in the same program.

Commissioner Gelwicks said that it appears to be a fair budget, but very aggressive.

Recreation Supervisor, Mike Contreras, showed the new jerseys that will be offered for the basketball season. The jerseys will be included in the fee at registration. This will result in an approximate 5% increase in program fees. To accommodate the rising numbers of entrants, more games will be played on Sundays.

Commissioner McDonnell asked if the Scholarship Program was easily accessible.

Executive Director McAdam assured her that it was a simple process.

Facility Revenues - Director Dave Haring said that the driving range, fitness center and mini golf revenues were down but staff is working to bring them back up with the new locker room at the fitness center, the new golf shelter and some marketing ideas.

Commissioner Gelwicks asked what month does revenue increase.

Director Haring said, typically January-February.

Recreation Center Manager, Michelle Pusateri reported that the locker rooms will be open very shortly. With the Fitness Replacement Plan, \$70,000 in new equipment will be replaced this year. An Open House will take place when the upgrades have been installed.

Commissioner Mahoney was adamant that the cardio equipment should be leased and not purchased to allow for new upgraded equipment when available.

Staff was open to that idea.

A process has been put in place to monitor the sale of Merchandise and Concessions. It can be calculated what items sell and which ones don't, hoping to simplify the whole process.

At this point, the concert series is fully funding itself.

Operating Expenses – two new positions were added to the budget for the Parks Maintenance department. 1 new park maintenance staff and 1 facilities supervisor.

There was an increase in utilities revenue due to our green initiatives.

Maintenance, Repairs, Replacements – Commissioner Mahoney again said that the Fitness Equipment should not be in this category yet the dollars should stay.

A short break was taken at 9:10pm

Reconvene at 9:17pm

All present except for Michelle Pusateri, Matt Netrefa and Mike Contreras

Capital Plan

Superintendent of Planning, Paul Fyle briefly discussed the 5-Year Capital Improvement Plan (FY2019 – 2023), noting that this plan could change at any time with the Board’s direction.

Commissioner Gelwicks felt that the capital plan should have a replacement plan for drinking fountains to include green activity and pet activity.

Commissioner Salaba would like to recognize in the budget which are ADA projects and which are Green projects.

Commissioner Gelwicks suggested that there be money in the budget for “analysis” – should the Park District expand the fitness center or add a dog park or develop Walnut Park, there should be money in the budget for design & analysis.

Tax Levy

Commissioner Mahoney was in favor of a scenario close to the one proposed in Scenario 3 with the balance going to Maintenance, Repairs & Replacements. Commissioners Gelwicks and Salaba were okay with that.

Commissioner Gelwicks postponed “goals” to be discussed at an upcoming meeting.

RECOGNITION OF VISITORS

None

Commissioner Gelwicks announced that the next Park District Board meeting will be held October 18, 2018 at the Village Hall Council Chambers.

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FINAL ADJOURNMENT

The meeting was adjourned at 9:54pm following a motion made by Commissioner Mahoney and seconded by Commissioner Salaba

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

Respectfully submitted,

Frank Livorsi
Secretary

DOWNERS GROVE PARK DISTRICT

October 4, 2018

7:00 P. M.

Lincoln Center – Room 503

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. Budget, Tax Levy and Capital Discussion for 2019
 - 2. Miscellaneous

- D. RECOGNITION OF VISITORS

- E. ***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD OCTOBER 18, 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

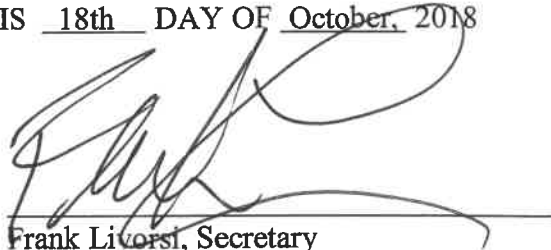
- G. FINAL ADJOURNMENT

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 October 4, 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 20th day of September, 2018, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 18th DAY OF October, 2018



Frank Livorsi, Secretary
Board of Commissioners
Downers Grove Park District