

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on August 18, 2016 at the Village Hall,  
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order            President Cushing called the meeting to order at 7:04 p.m.

PRESENT: Commissioners Cushing, Gelwicks, Livorsi and Mahoney; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Jay Kelly; Assistant Director for District Services, Sara Rathsack; Assistant Director for Financial Services, Erik Brown; Superintendent of Parks, Kevin Rozell; Superintendent of Planning, Paul Fyle; Golf Course Operations Manager, Ryan Stulgin; Golf Course Superintendent, Jeff Pozen; Superintendent of Marketing & Creative Development, Ian Everett; Clerk, Pam Rank

ABSENT: Commissioner Salaba

\*       \*       \*       \*

Pledge of Allegiance:        The Pledge of Allegiance was recited

Changes to the Agenda:       None

Visitors:                        None

Written Correspondence:    None

\*       \*       \*       \*

**CONSENT AGENDA:**

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

- Approval of Minutes – July 21, 2016 Regular and Executive Session Meetings
- Treasurer’s Report
- Payment of Bills in the amount of \$841,913.25

Commissioner Mahoney made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$841,913.25. Commissioner Livorsi seconded the motion.

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

Commissioner Salaba joined the meeting at 7:10pm

## **ACTION ITEMS:**

Commissioner Gelwicks made a motion to authorize staff to go out to bid for the HVAC RTU 5 replacement unit at Lincoln Center, forgoing the bid process in the event the unit stops functioning, to purchase an emergency replacement, if this were to occur prior to awarding a bid, at a cost not to exceed \$44,434.00. Commissioner Mahoney seconded the motion.

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

Commissioner Gelwicks asked that in the future, identify which fund will pay for emergency projects.

Commissioner Mahoney made a motion to authorize staff to go out to bid for the purchase of two (2) fleet vehicles, including a John Deere 4520 Utility Tractor and a ½ Ton Pickup Truck. Commissioner Livorsi seconded the motion.

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

## **BOARD BUSINESS**

**President Comments** – No comments

**Commissioner Comments** – Commissioner Livorsi welcomed Executive Director McAdam back. Commissioner Gelwicks commented on the efforts made by staff to get Walnut Park back online to accommodate Roadrunners concerns from the previous meeting. It was much appreciated.

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report**

Executive Director McAdam is thrilled to be back to work after a lengthy illness. He reminded everyone that the final concert will be Tuesday; the playbill for “You’re a Good Man, Charlie Brown” was enclosed in the board packet...this production, directed by staff, took place at Downers Grove South High School and was a huge success; he also wished to thank DGS for the use of their facility; Executive Director McAdam met with the new Library Director to discuss issues. Binders were passed out to be used for the capital discussion at a future meeting.

### **Recreation Report**

Director Kelly reported that summer camps are just about done; fall athletics will be starting up shortly; Movies in the Park has wrapped up and Parties in the Park are finished. He received great feedback about the Play at DGS.

### **Marketing Report**

Superintendent of Marketing and Creative Development, Ian Everett reported that Dog Days of Summer will take place at the Museum this weekend; Harvest Fest will take place in 6 weeks; and the honey at Lyman Woods is sold out and, weather permitting, there will be a second harvest of honey later this year.

### **Planning Report**

Superintendent of Planning, Paul Fyle reported that the paving projects at Belmont Prairie, the Administrative office and Recreation Center are scheduled to begin on Monday; the Ebersold parking lot will also begin on Monday...weather permitting, all work is anticipated to be substantially completed by September 15<sup>th</sup>. Staff has secured proposals for sealcoating and re-striping at McCollum Park north lot, Recreation Center pathway and the basketball court at Sterling & Davis Park. Staff is securing proposals for construction of a few small terraced retaining walls for the south edge of the Recreation Center building. Two new park identification signs will be installed at O'Brien and Constitution Parks.

### **Parks Report**

Director of Operations and Development, Geoff Penman reported that staff installed wind screen covers at Doerhoefer Park; seams were repaired on the artificial turf; and the Park District is working with the Village to notch the beaver dams.

### **District Services Report**

Assistant Director for District Services, Sara Rathsack informed the Board that there were no additions to her report and asked for questions.

### **SEASPAR**

No report

### **PLAN COMMISSION**

No report

### **UNFINISHED BUSINESS**

#### **ADA Transition Plan**

Paul Fyle presented a revised draft of the ADA Transition Plan to the Board asking for feedback so that the Board can approve the final plan at the next meeting. The revised plan included information regarding service animals and mobile devices.

#### **Basketball Hoops – District 58 Schools**

Jay Kelly gave an overview of the first phase of this project that was completed in the summer of 2015. He then informed the Board that staff would like to enter into phase 2 of the project, updating only three of the proposed four schools.

The Board concurred to move forward with project.

Commissioner Gelwicks asked staff that if there was to be a surplus in the budget, could it be used in conjunction with capital projects. Should staff consider doing the Lyman Woods shed project or some other project? Commissioner Cushing also suggested refurbishing the synthetic turf at Doerhoefer Park. Erik informed them that there is not a large surplus as most of what appears to be surplus is from the sale of the Maple property. Commissioner Salaba suggested a workshop to step back and look at the bigger picture.

### **NEW BUSINESS**

#### **Golf Mid-Season Financial Report / Year End Projections and 2017 Budget**

Assistant Director for Financial Services, Erik Brown presented a preliminary review of the 2016 projections for the Golf Club and 2017 budget recommendations, along with a mid-year analysis. The report included: 2016 changes and 2017 recommendations; golf data, analysis and projections; comparisons to past years & competition; May/June course usage report; capital project discussion; and financial estimates for budget projection purposes.

Commissioner Cushing reminded staff to put a focus on youth golf as they will be our future customers. Commissioner Gelwicks asked why increase weekday replay rates. Erik advised that it was to market all discounted rates at \$12.00 (both weekday and twilight rates). Commissioner Gelwicks also asked if there was any thought to expanding the driving range, lighting the driving range and/or enclosing the driving range. Staff is looking into the possibilities and is getting more data. Commissioner Mahoney agreed that more focus on youth golfers is a priority. Staff should coordinate with District 58 and follow through with high school golf.

#### **RECOGNITION OF VISITORS**

None

*Commissioner Cushing announced that the next Board meeting will take place September 1, 2016 at Lincoln Center.*

#### **ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to executive session at 8:51p.m. following a motion made by Commissioner Livorsi and seconded by Commissioner Salaba.

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

#### **RECONVENE IN PUBLIC SESSION AT 9:51 p.m.**

Commissioner Mahoney made a motion that the need for confidentiality no longer exists for Executive Session minutes of recommended dates and shall be made available for public inspection. Commissioner Livorsi seconded the motion.

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

#### **FINAL ADJOURNMENT**

The meeting was adjourned at 9:52 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**

August 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
  
3. CONSENT AGENDA
  - 3.1 Approval of Minutes – July 21, 2016 Regular and Executive Session Meetings
  - 3.2 Treasurer’s Report
  - 3.3 Payment of Bills – In the amount of \$841,913.25
  
4. ACTION ITEMS
  - 4.1 Request Authorization to Bid – Lincoln Center HVAC RTU 5 Replacement
  - 4.2 Request Authorization to Bid – Purchase of Utility Tractor & Pick-Up Truck
  
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 SEASPAR
  - 6.8 Plan Commission
  
7. UNFINISHED BUSINESS
  - 7.1 Americans with Disabilities Act Transition Plan
  - 7.2 Basketball Hoops – District 58 Schools

- 8. NEW BUSINESS
  - 8.1 Golf Mid-Season Financial Report / Year End Projections

9. RECOGNITION OF VISITORS

***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD SEPTEMBER 1st, 2016 AT 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 Meetings 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 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
  - 10.3 Discussion of Minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval, or release of such Minutes pursuant to 5ILCS 120/2(c)(21) of the Open Meetings Act
- 11. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (If Necessary)
  - 11.1 Seeking a Motion that the need for confidentiality no longer exists for Executive Session minutes of (Dates of Minutes) and shall be made available for public inspection
  - 11.2 Seeking a Motion that the need for confidentiality exists as to all or part of all other closed session minutes
- 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 August 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 20<sup>th</sup> day of October, 2016, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 20<sup>th</sup> DAY OF October, 2016



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Tom Salaba, Secretary  
Board of Commissioners  
Downers Grove Park District