

Minutes of a Workshop Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on September 1, 2016 at the Lincoln Center,  
935 Maple Avenue, Downers Grove, IL 60515

Call to Order            President Cushing called the meeting to order at 7:02 p.m.

PRESENT: Commissioners Cushing, Gelwicks, Livorsi, Mahoney and Salaba; 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; Superintendent of Marketing & 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

\*       \*       \*       \*

**DISCUSSION ITEMS:**

**Driving Range Data Presentation**

Director of Marketing and Creative Development, Ian Everett presented data retrieved from the ball machine at the Golf Course using newly acquired Domo software. With the new software, data was retrieved from 2013 when the machine was installed and has the potential to do much more. Data retrieved included: popular days of the week, size of buckets purchased, weather related days of use and busiest month. By knowing the usage trends, the Park District can be more efficient with their investments.

**Review of Financial Policies**

Several new and updated financial policies were reviewed by the Board including: fund balance policy, revenues policy, investment policy, capital asset policy, budget & appropriation policy, debt policy, purchasing policy, payment of bills policy, payment of employee wages & overtime policy and the asset disposal policy. Several minor changes were proposed.

### **Capital Funding Discussion**

Executive Director McAdam asked the Board to refer to their books regarding what funding is available, the debt schedules and projects to consider for completion. Listed in their books were twenty-five projects for consideration.

Commissioner Cushing thought a prioritization strategy was imperative.

Commissioner Salaba agreed.

Executive Director McAdam is looking for direction for handling funds.

Commissioner Mahoney thought that the \$600,000 from the Maple sale should be earmarked for the Doerhoefer Turf replacement and then set up an account for funding the replacement in another ten years.

Commissioner Salaba thought surplus should be divided among the Doerhoefer turf replacement, to pay off some debt and to fund smaller projects.

Commissioner Cushing thought the Doerhoefer turf replacement was priority one.

Commissioner Mahoney also said the remaining portion from the sale of Maple property should go directly to debt (Walnut purchase).

Commissioner Gelwicks thought a priority should be the development of the Walnut property. There needs to be a plan to develop this property incrementally.

Commissioner Livorsi asked if there was a possibility of joining with Lisle in the development of the Walnut property.

It was determined that there should be a discussion to create a plan for the Walnut property.

Staff will consider all Board recommendations and bring back to a future meeting.

### **RECOGNITION OF VISITORS**

None

*Commissioner Cushing announced that the next Board meeting will take place September 15, 2016 at the Village Hall.*

### **FINAL ADJOURNMENT**

The meeting was adjourned at 10:14 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**

September 1, 2016

7:00 P. M.

*Lincoln Center – Room 503*

**WORKSHOP MEETING 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
3. DISCUSSION ITEMS
  - 3.1 Driving Range Data Presentation
  - 3.2 Review of Financial Policies
  - 3.3 Capital Funding Discussion – Please Bring your Book
  - 3.4 Miscellaneous
4. RECOGNITION OF VISITORS

***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD SEPTEMBER 15, 2016 AT THE VILLAGE COUNCIL CHAMBERS***

5. ADJOURN TO EXECUTIVE SESSION (If needed)
  - 5.1 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
  - 5.2 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
6. 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 September 1<sup>st</sup>, 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 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