

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on September 15, 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, 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 Planning, Paul Fyle; Superintendent of Marketing & Creative Development, Ian Everett; Lincoln Center Manager, Michelle Pusateri; Clerk, Pam Rank

ABSENT: None

\*       \*       \*       \*

Pledge of Allegiance:        The Pledge of Allegiance was recited

Changes to the Agenda:        Item 4.6) Americans with Disabilities Act Policies, was removed from the agenda

Visitors:                        None

Written Correspondence:       None

Three recipients were presented with Safety Awards: Robert Constantine, Joe Crook and Ryan Pfeiffer.

Susan Friend, the Executive Director of SEASPAR, presented updates of what SEASPAR has been working on and some accomplishments that have taken place over the past year. SEASPAR is celebrating their 40<sup>th</sup> anniversary with a different event each month.

Susan Friend also recognized Mike Stelter for outstanding service with the SEASPAR organization in getting the EAGLES involved in projects in the parks. She presented Mike with a recognition award.

\*       \*       \*       \*

**CONSENT AGENDA:**

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

- Treasurer's Report
- Payment of Bills in the amount of \$911,053.24

Commissioner Gelwicks made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$911,053.24. Commissioner Livorsi seconded the motion.

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

#### **ACTION ITEMS:**

Commissioner Gelwicks made a motion to authorized staff to purchase one John Deere 4066R Utility Tractor from J.W. Turf, Inc. for a net purchase price not to exceed \$39,972.20 after applying a trade in allowance of \$4,800.00 for the 1998 New Holland 1920 Utility Tractor. Commissioner Livorsi seconded the motion.

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

Commissioner Gelwicks made a motion to authorize staff to purchase one Ford F-250 4x4 Pickup Truck from Packey Webb Ford for a net purchase price not to exceed \$32,615 after applying a trade in allowance of \$2,500.00 for the 2002 Chevrolet Express Cargo Van. Commissioner Livorsi seconded the motion.

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

Commissioner Gelwicks made a motion to authorize the rejection of all current bids for the replacement of Lincoln Center HVAC RTU and allow staff to evaluate the engagement of a mechanical engineer for the future replacement of all six RTU units in fiscal year 2017. Funds towards the mechanical engineer would be utilized in 2016 from the \$45,000 that would have gone towards replacing the single unit this year. Commissioner Livorsi seconded the motion.

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

Commissioner Gelwicks made a motion to authorize staff to go out to bid for the printing of our seasonal and annual guides per the information provided. Commissioner Salaba seconded the motion.

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

Commissioner Mahoney made a motion to approve the 2016 ADA Transition Plan Update as presented. Commissioner Livorsi seconded the motion.

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

## **BOARD BUSINESS**

**President Comments** – Commissioner Cushing attended the Super Retreat that took place at Downers Grove South High School. Represented were: Village of Downers Grove, Community School District 99, Grade School district 58, Board of Park Commissioners, Downers Grove Township, York Township, Sanitary District, Public Library, Economic Development Corporation. These nine entities are seeking better collaboration.

**Commissioner Comments** – None

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report**

Executive Director McAdam reminded everyone that Harvest Fest takes place on Saturday, October 1<sup>st</sup> at Fishel Park.

### **Recreation Report**

There were no questions on Director Kelly's recreation report.

He introduced Alexander Barton of the Barton Marketing Group who gave a brief presentation of what he's been working on for the Park District. He suggested developing a marketing kit that would present the Park District offerings. He has secured \$15,000 in verbal commitments and asked the board and staff to provide any contact they may know.

Commissioner Mahoney commented that "timing is a factor". Most business have spent their allocation for marketing for this year and are now focusing on the 2017 budget year.

Commissioner Salaba commented that it was a very comprehensive report.

### **Marketing Report**

Superintendent of Marketing and Creative Development, Ian Everett reported that he is training on the newly acquired Domo Software.

Commissioner Gelwicks asked for feedback on the twilight golf from a player's perspective.

### **Planning Report**

Superintendent of Planning, Paul Fyle reported that the Districtwide Asphalt Paving 2016 has now reached substantial completion. Work on the Ebersold Park parking lot replacement has begun. Staff recently secured proposals for sealcoating and re-striping the McCollum Park north parking lot, the Recreation Center pathway and the basketball court at Sterling & Davis Park.

Commissioner Livorsi left the meeting at 8:30pm.

### **Parks Report**

Director of Operations and Development, Geoff Penman reported that Walnut Park opened their practice fields on September 6<sup>th</sup>. An event called Oaktobefest is being celebrated through the month October. As part of the Harvest Fest celebration, the Park District is giving away 70 1-gallon oak seedlings to coincide with the District's 70<sup>th</sup> anniversary. At Lyman Woods, 40 5-gallon oak trees will be planted. These trees were donated by Possibility Place nursery.

### **Finance Report**

There were no questions for Assistant Director for Financial Services, Erik Brown.

## **SEASPAR**

Executive Director McAdam informed everyone that the next SEASPAR meeting will take place next Tuesday.

**PLAN COMMISSION**

No report

**UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

**Budget Discussion and Tax Levy Discussion**

Assistant Director for Financial Services, Erik Brown presented documentation of the budget schedule including a budget summary, district-wide revenues, district-wide expenses, district-wide debt services, district-wide capital projects and equipment, other revenues, additional capital through other funding, district-wide designated funding and budget detail by fund.

Several scenarios were presented for the 2016 Property Tax Levy. Scenario 1 would freeze the portion of the levy that does not contain bond and interest; Scenario 2 would capture New Growth; Scenario 3 would capture New Growth and the Consumer Price Index.

More discussion will take place at the next Board meeting.

**RECOGNITION OF VISITORS**

None

*Commissioner Cushing announced that the next Board meeting will take place October 13, 2016 at the Village Hall.*

**ADJOURN TO EXECUTIVE SESSION**

The meeting was adjourned to executive session at 10:09 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Mahoney.

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

**FINAL ADJOURNMENT**

The meeting was adjourned at 10:54 p.m. following a motion made by Commissioner Gelwicks and seconded by Commissioner Mahoney.

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

Respectfully submitted,

Tom Salaba,  
Secretary

**DOWNERS GROVE PARK DISTRICT**

September 15, 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 Safety Award Recognition
  - 2.4 SEASPAR Executive Director Susan Friend
  
3. CONSENT AGENDA
  - 3.1 Treasurer's Report
  - 3.2 Payment of Bills – In the amount of \$911,053.24
  
4. ACTION ITEMS
  - 4.1 Consideration of Bids – John Deere Utility Tractor
  - 4.2 Consideration of Bids – 4 x 4 Pick-Up Truck
  - 4.3 Consideration of Bids – Lincoln Center HVAC RTU Replacement
  - 4.4 Request Authorization to Bid – Printing Services for Seasonal Recreation Guide & Annual Parks Guide
  - 4.5 Approval of Americans with Disabilities Act Transition Plan
  - 4.6 Approval of Americans with Disabilities Act Policies
  
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 Finance
  - 6.7 SEASPAR

- 6.8 Plan Commission
- 7. UNFINISHED BUSINESS
- 8. NEW BUSINESS
  - 8.1 Budget Discussion and Tax Levy Discussion
- 9. RECOGNITION OF VISITORS

***THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD OCTOBER 13, 2016 AT THE VILLAGE COUNCIL CHAMBERS***

- 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
- 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 \_\_\_\_\_ September 15<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



---

Tom Salaba, Secretary  
Board of Commissioners  
Downers Grove Park District