

Minutes of a Regular Session of the Board of
Park Commissioners of the Downers Grove Park
District held on November 17, 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; 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 and Creative Development, Ian Everett; Clerk, Pam Rank

ABSENT: Executive Director, Bill McAdam

* * * *

Pledge of Allegiance: The Pledge of Allegiance was recited

Changes to the Agenda: None

Visitors: None

Commissioner Salaba presented the Government Finance Officers Association “Certificate of Achievement for Excellence in Financial Reporting” award to the Board and Staff, noting that the Park District has received this award thirty years in a row.

* * * *

CONSENT AGENDA:

Director of Recreation, Jay Kelly listed the items on the Consent Agenda as follows:

- Approval of Minutes – October 13, 2016 Workshop meeting; October 20, 2016 Regular and Executive Session meetings; November 3, 2016 Workshop meeting
- Treasurer’s Report
- Payment of Bills in the amount of \$1,533,756.33
- Request Approval of Fund Balance Policy – Final 2016
- Request Approval of Revenue Policy – Final 2016
- Request Approval of Investment Policy – Final 2016
- Request Approval of Asset Policy – Final 2016
- Request Approval of Asset Disposal Policy – Final 2016
- Request Approval of Budget Policy – Final 2016
- Request Approval of Debt Bond Rating Policy – Final 2016
- Request Approval of Purchasing Policy – Final 2016
- Request Approval of Payment of Bills Policy – Final 2016
- Request Approval of Payment of Employee Wages Overtime Policy – Final 2016
- Request Approval of Travel Policy – Ordinance #1252

- Request Authorization for the Executive Director to enter into an Information Technology Support Services Contract with Mindsight
- Request Authorization for the Executive Director to enter into an Information Technology Support Services Contract with ServerCentral
- Payout #2 (Final) – Ingstrup Paving, Inc. – Districtwide Asphalt Paving 2016

Commissioner Livorsi made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,533,756.33. Commissioner Mahoney seconded the motion.

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

BOARD BUSINESS:

President Comments

Commissioner Cushing wished staff and residents a happy Thanksgiving.

Commissioners Comments

None

STAFF AND COMMITTEE REPORTS

Recreation Report

Director Kelly said that there were no additions to his rec and golf reports and asked the Board if they had any questions.

Commissioner Gelwicks noted that the Golf Club passed the one million dollar mark this year and expressed that this was a great accomplishment.

Commissioner Cushing asked about the 1892 Outing. Director Kelly replied that the event was a success.

Marketing Report

Superintendent of Marketing and Creative Development, Ian Everett reported that the Winter Guide is now online and that the LINK Program advertising is in the guide – registration begins in January.

Planning Report

Superintendent of Planning, Paul Fyle reported that all concrete improvements have been completed; staff expects the results of the Prince Pond engineering study to come in next month.

Commissioner Livorsi asked if the elevator at Lincoln Center is going to be replaced or renovated.

Paul replied that information was being gathered and he will report back to the Board at a later date.

Parks Report

Director Penman reported that Parks staff has been helping with special event support; winterizing parks; and is hoping to realize the prescribed burns at Belmont Prairie sometime this year.

Financial Report

Assistant Director Brown presented the Board with the updated monthly financial report and asked the Board if they had any questions.

SEASPAR – SEASPAR held their monthly meeting. The Park District will experience approximately the same funding to SEASPAR this coming year.

Plan Commission – No Report

UNFINISHED BUSINESS

Commissioner Gelwicks asked about the Barton Marketing report and when and how it will be presented. He asked if it could be included in the monthly recreation report.

Commissioner Gelwicks asked about the affiliates and if all pertinent information had been received from them. Director Kelly responded that two of the agreements have been signed and returned.

NEW BUSINESS

Commissioner Gelwicks asked when a discussion of Thorguard will take place, specifically mobile applications.

RECOGNITION OF VISITORS

None

Commissioner Cushing announced that the next Board meeting will take place December 8, 2016 at the Village Hall.

FINAL ADJOURNMENT

The meeting was adjourned at 7:37 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Gelwicks.

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

Respectfully submitted,

Tom Salaba,
Secretary

DOWNERS GROVE PARK DISTRICT

November 17, 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 Government Finance Officers Association “Certificate of Achievement for Excellence in Financial Report” Award
 - 2.3 Written Correspondence

3. CONSENT AGENDA
 - 3.1 Approval of Minutes – October 13th, 2016 Workshop Meeting; October 20th, 2016 Regular and Executive Session Meetings; November 3rd, 2016 Workshop Meeting
 - 3.2 Treasurer’s Report
 - 3.3 Payment of Bills – In the amount of \$1,533,756.33
 - 3.4 Request Approval of Fund Balance Policy – Final 2016
 - 3.5 Request Approval of Revenue Policy – Final 2016
 - 3.6 Request Approval of Investment Policy – Final 2016
 - 3.7 Request Approval of Asset Policy – Final 2016
 - 3.8 Request Approval of Asset Disposal Policy – Final 2016
 - 3.9 Request Approval of Budget Policy – Final 2016
 - 3.10 Request Approval of Debt Bond Rating Policy – Final 2016
 - 3.11 Request Approval of Purchasing Policy – Final 2016
 - 3.12 Request Approval of Payment of Bills Policy – Final 2016
 - 3.13 Request Approval of Payment of Employee Wages Overtime Policy – Final 2016
 - 3.14 Request Approval of Travel Policy – Ordinance #1252
 - 3.15 Request Authorization for the Executive Director to Enter into an Information Technology Support Services Contract with Mindsight
 - 3.16 Request Authorization for the Executive Director to Enter into an Information Technology Support Services Contract with ServerCentral
 - 3.17 Payout #2 (FINAL) – Ingstrup Paving, Inc. – Districtwide Asphalt Paving 2016

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 Finance
 - 6.7 SEASPAR
 - 6.8 Plan Commission

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. RECOGNITION OF VISITORS

THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD DECEMBER 8th, 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) 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 November 17th, 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 8th day of December, 2016, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 8th DAY OF December, 2016



Tom Salaba, Secretary
Board of Commissioners
Downers Grove Park District