

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on April 19, 2018 at the Village Hall,  
801 Burlington Avenue, Downers Grove, IL 60515

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

PRESENT: Commissioners Gelwicks, Livorsi, Mahoney, McDonnell and Salaba; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Assistant Director for District Services, Sara Rathsack; Director of Recreation, Dave Haring; Assistant Director for Financial Services, Erik Brown; Superintendent of Planning, Paul Fyle; Superintendent of Parks, Kevin Rozell; Manager of Marketing & Creative Development, Dawn Hartman; Superintendent of Finance, Tricia Farkas; Manager of Natural Resources and Interpretive Services, Shannon Forsythe; Clerk, Adine Lenon

ABSENT:                    None

\*       \*       \*       \*

Pledge of Allegiance:    The Pledge of Allegiance was recited.

Changes to the Agenda:    None

Visitors:                    Irene Hogstrom and Kathy Nybo of the Friends of the Edwards House presented a \$200 check to assist with the cost to move the young bur oak from the Ruta property on Webster to Constitution Park. They both thanked the Park District Staff for the help in moving the tree.

Written Correspondence:    James Savio, CPA of Sikich, LLP discussed the audit of Downers Grove Park District's Fiscal Year 2017 Financial Statements, which ended on December 31, 2017. This was included in the Board packet. James thanked the Downers Grove Park District Finance Department for all their help in this process.

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**CONSENT AGENDA:**

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

- Approval of Minutes – March 15, 2018 Regular and Executive Session Meetings and April 5, 2018 Workshop and Executive Session Meetings.
- Treasurer's Report
- Payment of Bills – In the amount of \$1,012,781.56

Commissioner Livorsi made a motion to approve the Consent Agenda as presented including the payment of bills in the amount of \$1,012,781.56. Commissioner Mahoney seconded the motion.

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

**ACTION ITEMS:**

Commissioner Mahoney made a motion to grant authorization to deaccession the artifacts listed from the museum collection. Commissioner Livorsi seconded the motion

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

Commissioner Livorsi made a motion to grant permission to enter into a three year agreement with Pepsi Beverages Company to serve as the exclusive soft drink provider for the Park District expiring on March 9, 2021. Commissioner Mahoney seconded the motion.

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

Commissioner Mahoney made a motion to authorize the Executive Director to enter into a contract with Allied Garage Door, Inc. for the Driving Range Shelter Garage Doors, for a total contract value of \$31,846.21. Commissioner Livorsi seconded the motion.

Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Mahoney made a motion to grant authorization to bid the Golf course Pond Dredging. Commissioner Livorsi seconded the motion.

Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Mahoney made a motion to grant authorization to bid the Doerhoefer Park Retaining Wall Construction. Commissioner Salaba seconded the motion.

Discussion was made with the Board on getting bids other than brick. Executive Director McAdam suggested to the Board that Downers Grove Park District will try get bids on timberwall and brick.

Ayes: Commissioners Mahoney, Salaba, Gelwicks, Livorsi, McDonnell  
Nays: None  
Absent: None

Commissioner Livorsi made a motion to approve Ordinance #1265 – Conduct in the Parks. Commissioner Mahoney seconded the motion.

Ayes: Commissioners Livorsi, Mahoney, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Mahoney made a motion to grant authorization to bid the 2018-2019 printing services for the Seasonal Recreation Guides and Annual Parks Guide and quarterly newsletters. Commissioner Livorsi seconded the motion.

Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Mahoney made a motion to accept the Fiscal Year Ending December 31, 2017 Comprehensive Annual Financial Report and Management Letter as presented. Commissioner Livorsi seconded the motion.

Executive McAdam thanked Erik Brown and Tricia Farkas for the work they did to put the financial report together.

Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Mahoney made a motion to approve Change Order #1 to the Pro Electric, Inc. contract for the Driving Range Shelter Electrical Work, for a credit to the Park District in the amount of \$4,160.00. Commissioner Livorsi seconded the motion.

Ayes: Commissioners Mahoney, Livorsi, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

Commissioner Livorsi made a motion to approve the updated Full Time Personnel Policy Manual. Commissioner Mahoney seconded the motion

Ayes: Commissioners Livorsi, Mahoney, Gelwicks, McDonnell, Salaba  
Nays: None  
Absent: None

## **BOARD BUSINESS**

**President Comments** – Commissioner Gelwicks thanked everyone for their hard efforts in the audit process and getting the Personnel Policy Manual in a workable format. He also mentioned that Arbor Day is upon us and that it was great timing that the Edwards House requested to move the bur oak tree. He also mentioned the hard work that the marketing department did with the online survey's, especially with the smoking policy.

**Commissioner Comments:** None

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report**

Executive McAdam mentioned that staff met with the Lakota Group last week. Everything is going well and will be having a meeting with LaKota Group again next week. He also mentioned that there is a gun reform event being held at Fishel Park on April 20<sup>th</sup>. The Brady Campaign to Prevent Gun Violence followed the normal procedures to rent the property and Downers Grove Park District made sure we were in compliance with the laws. Commissioner Salaba stated that it will be beneficial to review rental rates in the near future. Executive McAdam stated he will be at the Legislative Conference in Springfield next week. He also mentioned to the Board that when looking at projects we will have a "green" option if it is feasible. Commissioner Salaba said he appreciates the effort for the staff to do that.

### **Golf Report**

The report was included in the packet. Director Haring reported exploring the possibility to bringing a new national program to the DGGC called Youth On Course. Also mentioned was Cleveland golf will be out this weekend for ball fittings.

### **Recreation Report**

The report was included in the packet. Director Haring discussed that the Museum will have a new exhibit "Are We There Yet". The Link program has 36 new participants. Commissioner Gelwicks appreciates all the data they are receiving in the reports.

**Marketing Report**

The report was included in the packet. Manager of Marketing & Creative Development, Dawn Hartman discussed that DGPD began design and content revisions for the website revamp. Also mentioned was the Google 360 Tour of the Recreation Center, scheduling drone footage of trails, paths and construction of the DGGC driving range shelter and designing new maps for 10 park locations.

**Planning Report**

The report was included in the packet. Superintendent of Planning, Paul Fyle discussed that the construction for the driving range shelter is under way, the Mark-Duke Water Line Project is completed, and that DGPD is working with the village regarding the Belmont Prairie Stormwater Improvements.

**Parks Report**

The report was included in the packet. Director of Operations and Development, Geoff Penman mentioned that the athletic fields are lined and DGPD installed goals on 17 soccer fields. Also DGPD repaired and painted 8 mini-golf obstacles.

**Finance Report**

The report was included in the packet. Assistant Director for Financial Services Brown discussed a glimpse of the cash, revenue and expenditures for the month. The month of March, the District is slightly below 2017, but higher than the previous 3 years. Also mentioned was the Link before and after school expenses are up for the month of March.

**SEASPAR**

Executive Director McAdam stated at the last meeting the fiscal year budget was approved. SEASPAR is excited of the expansion of the Eagle Scout Program. Also mentioned was the Believe and Achieve banquet being held Wednesday, May 23<sup>rd</sup>.

**PLAN COMMISSION**

No report

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**RECOGNITION OF VISITORS**

None

Commissioner Gelwicks announced that the next Park District Board Meeting will be held May 3, 2018 at the Lincoln Center.

**ADJOURN TO EXECUTIVE SESSION**

The meeting adjourned to Executive Session at 9:15 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Livorsi.

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

**FINAL ADJOURN**

The meeting was adjourned at 9:26 p.m. following a motion made by Commissioner Livorsi and seconded by Commissioner Mahoney.

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

Respectfully submitted,

Frank Livorsi,  
Secretary

**DOWNERS GROVE PARK DISTRICT**

April 19, 2018

7:00 P.M.

*Village Council Chambers*

**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  
Irene Hogstrom is presenting DGPD with a check of \$200.00 on behalf of Friends of the Edwards House
2. Written Correspondence

**C. CONSENT AGENDA**

1. Approval of Minutes – March 15, 2018 Regular and Executive Session Meetings; April 5, 2018 Workshop and Executive Session Meetings
2. Treasurer's Report
3. Payment of Bills – In the amount of \$1,012,781.56

**D. ACTION ITEMS**

1. Approval of Deaccession of Museum Collection Items
2. Approval of Agreement for Pepsi to Serve as the District's Soft Drink Provider
3. Consideration of Bids – Garage Doors – Range Shelter Project
4. Authorization to Bid – Golf Course Pond Dredging Project
5. Authorization to Bid – Doerhoefer Park – Retaining Wall Construction
6. Seeking a motion to approve Ordinance #1265 – Conduct in the Parks
7. Authorization to Bid – Printing of Recreation Guide
8. Acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ending December 31, 2017.
9. Change Order (Deduct) – Pro Electric, Inc. – Driving Range Shelter Electrical Work
10. Approval of Updates to Personnel Policy Manual

**E. BOARD BUSINESS**

1. President Comments
2. Commissioner Comments

F. STAFF AND COMMITTEE REPORTS

1. Executive Director
2. Golf
3. Recreation
4. Marketing
5. Planning
6. Parks
7. Finance
8. SEASPAR
9. Plan Commission

G. UNFINISHED BUSINESS

H. NEW BUSINESS

I. RECOGNITION OF VISITORS

**J. *THE NEXT DOWNERS GROVE PARK DISTRICT PARK BOARD MEETING WILL BE HELD MAY 3, 2018 AT THE LINCOLN CENTER***

K. ADJOURN TO EXECUTIVE SESSION

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

L. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (if Necessary)

M. FINAL ADJOURNMENT

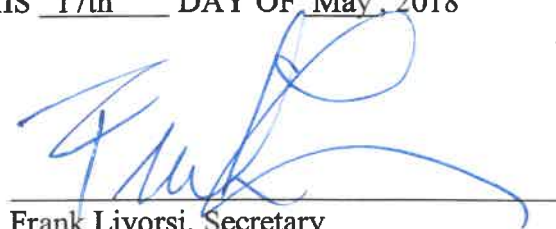


STATE OF ILLINOIS     )  
COUNTY OF DUPAGE    )

**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 April 19, 2018 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 17th day of May, 2018, and said Minutes are to become a part of the official record of said Park District.

DATED THIS 17th DAY OF May, 2018



Frank Livorsi, Secretary  
Board of Commissioners  
Downers Grove Park District

