

Minutes of a Workshop Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on September 3, 2015 at Lincoln Center,  
935 Maple 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, and Mahoney; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; Director of Recreation, Jay Kelly; Assistant Director for Financial Services, Erik Brown; Superintendent of Planning, Paul Fyle; Superintendent of Parks, Kevin Rozell; Golf Course Manager, Ryan Stulgin; IT Technician, Matt Slocum; Clerk, Pam Rank

ABSENT: Commissioner Souter

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Pledge of Allegiance:        The Pledge of Allegiance was recited.

Changes to the Agenda:       None

Recognition of Visitors:       None

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**DISCUSSION ITEMS:**

**Recreation Goals and Objectives**

Director Kelly presented some of the goals and objectives for the 2016 fiscal year.

Customer Service:

- Implement POS at Registration and the Museum
- Year-round operation at the Golf Course
- Alternate pricing for non-residents in adult leagues

Commissioner Gelwicks suggested finding a method of measuring customer service. Commissioner Cushing suggested possible surveys. Commissioner Gelwicks also suggested user groups, saying coaches were an obvious choice. Executive Director McAdam thought setting up targeted focus groups for pickle ball and tennis would be a good start.

Marketing Communication:

- An annual “parks and facilities” manual to highlight recreation opportunities in parks, rentals, volunteering, etc.
- Create individual park maps for major parks

Programming:

- Mow paths at the new Walnut property
- Use new Walnut property for possible fall festival
- Analyze fee structure across the board

- Continued focus on community awareness
- Before/after school care at Lincoln Center
- Full day option for preschool

Commissioner Gelwicks suggested a cover over the driving range. Executive Director McAdam responded that staff is already looking into this. They're in the process of working on a possible design change and getting prices.

Commissioner Mahoney informed staff that "Chamber Blasts" work very well in increasing business awareness.

Director Kelly informed the Board that the District 99 science department will be using the Park Districts natural areas for some of their research. Also, flag football is starting off very well with 200 players allowing four teams in each age group.

Commissioner Gelwicks thought the District needs a better understanding of current utilization of programs. There should be a process in place to measure use.

#### Fiscal Integrity:

- Complete and Implement the Master Plan
- Identify needs based on priority
- Improve Mar-Duke Farm

#### Capital Planning:

- Update basketball goals within District 58 Schools as budget allows
- Purchase a 24 passenger van

#### Dynamic Organization Environment:

- Continue to offer continuing educational opportunities to full-time staff

#### Partnerships:

- Build community relations
- Continue to improve communications with affiliate organizations

#### Technology:

- Research utilization of tablets with credit card capabilities

#### Operational Efficiency:

- Develop an "Intranet"
- Extend Lincoln Center hours of operation to include Sundays

Commissioner Gelwicks asked about the budget process schedule. Assistant Director Brown informed him that the October 1<sup>st</sup> board meeting would be the next discussion date.

### **Golf Course Budget Review**

At a previous meeting the Board asked staff to look at the current play pass system and bring back recommendations for discussion. Executive Director McAdam presented a new concept called the 1892 Club for loyal users. Director Kelly informed the Board that this would replace all play cards and use would be tracked through Play Pass. It would be a fresh start each year. The concept of the 1892 Club is:

- Free to Join
- Free Medium Bucket of Balls Upon Joining
- Invitation to the Annual 1892 Outing
- Discounts on Select Pro-Shop Items
- Free Entry to Select Clubhouse Events
- Receive Downers Grove Gold Club Newsletter
- Receive a Free Round of Golf for Your Birthday
- Receive Seasonal and Daily Discounts through Email
- Play 10 Rounds, Get 11<sup>th</sup> Round Free

Commissioner Livorsi thought that there should be a minimal charge to join this club. Also, he suggested 1892 Club bag tags upon joining. Commissioner Mahoney did not share the minimal charge concept and, suggested that this would be a good start for a focus group. Commissioner Cushing did not endorse the minimal charge to join either. Commissioner Gelwicks was tending towards it being free to join. Executive Director McAdam said he would run some numbers and bring back to the Board. All Board members liked the concept of the 1892 Club.

### **Health Insurance**

Executive Director McAdam informed the Board that staff was looking at options for better health insurance and is still exploring. Timing is tight to get this accomplished by the end of the year. As it turns out, the planned increase in the current insurance is not going to be as bad as projected and therefore staff will resume looking at options for the following year.

### **Purchasing Policy Update**

Assistant Director Brown informed the Board that financial policies will be reviewed on an annual basis examining if they follow current laws and guidelines and see if updates are needed to ensure future success. Some of the changes include: Purchase Card (P-Card) procedures and processes; new purchasing levels that shift some decision making to managers and supervisors; Purchase Order updates; the bidding process; and green purchasing guidelines.

Commissioner Gelwicks expressed that there should be specifics as to which managers/supervisors are allowed to approve purchases. He also stated that negotiable purchases over \$20,000 should be brought to the Board. The Board asked for an annual list of purchases made, over \$20,000. Assistant Director Brown said he would put together a quarterly treasurer's report of purchases \$20,000 and over. Erik will make adjustments and ask for action at a future Board meeting.

### **RECOGNITION OF VISITORS**

Tom Salaba thanked the Board for their service...said it was the first meeting he has ever attended.

Commissioner Cushing announced that the next Park District Board Meeting will be held September 17, 2015 at the Village Hall

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**FINAL ADJOURNMENT**

The meeting was adjourned at 8:28 p.m. following a motion made by Commissioner Mahoney and seconded by Commissioner Gelwicks.

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

Respectfully submitted,

Matthew Cushing  
President