

Minutes of a Regular Session of the Board of  
Park Commissioners of the Downers Grove Park  
District held on January 25, 2018 at the Village Hall,  
801 Burlington Avenue, Downers Grove, IL 60515

Call to Order            President Gelwicks called the meeting to order at 7:00pm

PRESENT: Commissioners Gelwicks, Mahoney, McDonnell and Salaba; Executive Director, Bill McAdam; Director of Operations and Development, Geoff Penman; 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; Assistant Superintendent of Parks, Mike Stelter; Clerk, Pam Rank

ABSENT: Commissioner Livorsi; Assistant Director for District Services, Sara Rathack

\*       \*       \*       \*

Pledge of Allegiance:        The Pledge of Allegiance was recited.

Changes to the Agenda:        Item #8 in the Consent Agenda – the Prospective Board of Park Commissioner Candidate Information Packets Policy is being removed for discussion at a future meeting.

Visitors:                        None

Written Correspondence:       None

Erik Brown presented a “Certificate of Achievement for Excellence in Financial Report” Award to Commissioner Gelwicks. It is the 34<sup>th</sup> consecutive award won by the Downers Grove Park District

\*       \*       \*       \*

**CONSENT AGENDA:**

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

- Approval of Minutes – December 7, 2017 Regular and Executive Session Meetings; January 11, 2018 Regular Meeting
- Treasurer’s Report
- Payment of Bills in the amount of \$1,802,923.63
- Payout #1 – Colley Elevator Co. – Lincoln Center Elevator Modernization
- Payout #2 – Integrated Lakes Management, Inc. – Lyman Woods Three-Year Maintenance Work
- Payout #2 – Kendall Excavating & Septic, LLC – 6821 S. Main Street Demolition
- Payout #4 (Final) – Mechanical Concepts of Illinois, Inc. – Lincoln Center HVAC Replacement 2017

Commissioner Salaba made a motion to approve the Consent Agenda as presented with the amended changes, including the payment of bills in the amount of \$1,802,923.63. Commissioner Mahoney seconded the motion.

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

**ACTION ITEMS:**

Commissioner Mahoney made a motion to grant staff authorization to bid for the purchase of one F-450 Dump Truck; one F-250 Pickup Truck; one F-150 Pickup Truck and one Compact Utility Loader. Commissioner Salaba seconded the motion.

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

Commissioner Gelwicks reminded staff that the green initiative should be an important consideration when purchasing these vehicles.

Commissioner Mahoney made a motion to grant authorization to bid the Mar-Duke Farm water line replacement project. Commissioner Salaba seconded the motion.

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

Commissioner Mahoney made a motion to grant authorization to bid the 2018 Districtwide Concrete Paving project. Commissioner Salaba seconded the motion.

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

Commissioner Mahoney made a motion to grant authorization to bid Electrical Work for the Golf Course Range Shelter. Commissioner Salaba seconded the motion.

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

Commissioner Gelwicks was concerned about security issues. He asked staff to consider security cameras. Also, he thought solar power might be an option and on the same thought, Commissioner Salaba stated that wind may be an optional power source. Staff will look into these options.

## **BOARD BUSINESS**

**President Report** – Commissioner Gelwicks attended the IAPD luncheon and thanked State Representative David Olsen for sharing the Park District's table. He acknowledged Representative Patti Bellock's support through the years and thanked her.

## **STAFF AND COMMITTEE REPORTS**

### **Executive Director Report**

Executive Director McAdam reported that at the IAPD conference, he had the opportunity to talk with Scott from the Lakota Group at length. He, along with Paul Fyle and Geoff Penman, will meet with Scott to discuss the way the content is represented in the Master Plan Data Review. After this meeting, a new timeline will be announced for moving forward with the review. Bill is also working with the affiliates on the wording of the affiliate agreements; also he is interviewing different districts regarding HR practices. He is looking for recommendations concerning compliance, recruiting and people. Dawn and he are working on the Website revamp. An initial draft is in the works. He is hoping to have the new website in place by May or June. Bill invited the Board to the all staff meeting taking place on February 19<sup>th</sup> at the Recreation Center. Bill also attended the annual Ancel, Glink dinner where it was announced that Rob Bush is semi-retiring. \$500 was given to each District in Rob's name. Bill contacted the Grove Foundation to receive this gift.

### **Recreation Report**

Director Haring reported that during the elevator modernization, several programs took place at the Golf Course, including Active Adult programs. He highlighted some events and asked for questions.

### **Planning Report**

Superintendent of Planning, Paul Fyle reported that the elevator at Lincoln Center is up and running with only the interior modernization left to finish; also regarding the Golf Course dredging project, staff is waiting for results from the Army Corps of Engineers to determine the permitting process and begin preparing bid documents.

### **Parks Report**

Director of Operations and Development, Geoff Penman reported that, since the ice rink installation, there have been 10 days of open skating at McCollum Park, 14 days of open skating at Whitlock Park and 7 days of open skating at Prince Pond.

### **District Services Report**

In Assistant Director Rathsack's absence, Executive Director McAdam reported that Comcast has resolved the District's bandwidth issue. A new IT person has been hired.

### **SEASPAR**

No Report

### **PLAN COMMISSION**

No report

## **UNFINISHED BUSINESS**

Commissioner Gelwicks commented that some of the policies should be discussed during a workshop meeting and that some may require community input such as the smoking in parks policy.

**NEW BUSINESS**

None

**RECOGNITION OF VISITORS**

None

Commissioner Gelwicks announced that the next Park District Board Meeting will be held February 1, 2018 at the Museum main building.

**ADJOURNMENT**

The meeting was adjourned at 8:20pm following a motion made by Commissioner Mahoney and seconded by Commissioner Salaba.

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

Respectfully submitted,

Frank Livorsi,  
Secretary

**DOWNERS GROVE PARK DISTRICT**

January 25, 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
2. Government Finance Officers Association "Certificate of Achievement for Excellence in Financial Report" Award
3. Written Correspondence

**C. CONSENT AGENDA**

1. Approval of Minutes – December 7, 2017 Regular and Executive Session Meetings; January 11, 2018 Regular Meeting
2. Treasurer's Report
3. Payment of Bills – In the amount of \$1,802,923.63
4. Payout #1- Colley Elevator Co. – Lincoln Center Elevator Modernization
5. Payout #2 – Integrated Lakes Management, Inc. – Lyman Woods Three-Year Maintenance Work
6. Payout #2 – Kendall Excavating & Septic, LLC – 6821 S. Main Street Demolition
7. Payout #4 (FINAL) – Mechanical Concepts of Illinois, Inc. – Lincoln Center HVAC Replacement 2017
8. Approval of Difference between Board Policies and Administrative Procedure Policy; Prospective Board of Park Commissioner Candidate Information Packets Policy; Citizen Input Policy; Cooperative Operations Agreement Policy; Powers, Duties, and Responsibilities of the Board of Park Commissioners Policy; Board of Park Commissioners Meeting Agenda Format Policy; Volunteer Services Policy – Distinguished Agency

**D. ACTION ITEMS**

1. Request Authorization to Bid - 2018 Vehicles & Equipment
2. Request Authorization to Bid - Mar-Duke Water Line Project
3. Request Authorization to Bid - 2018 Districtwide Concrete Paving (ADA)
4. Request Authorization to Bid - Electrical Work – Golf Course Range Shelter

**E. BOARD BUSINESS**

1. President Report
2. Commissioner Comments

F. STAFF AND COMMITTEE REPORTS

1. Executive Director
2. Recreation
3. Planning
4. Parks
5. District Service
6. SEASPAR
7. 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 FEBRUARY 1, 2018 AT THE MUSEUM***

K. ADJOURN TO EXECUTIVE SESSION (If needed)

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)

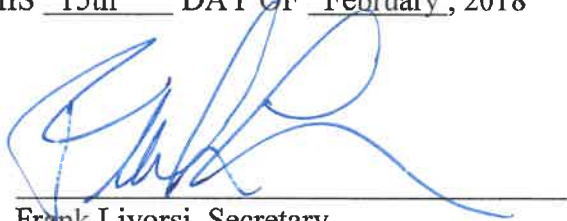
M. FINAL ADJOURNMENT

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   January 25, 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   15th   day of   February  , 2018, and said Minutes are to become a part of the official record of said Park District.

DATED THIS   15th   DAY OF   February  , 2018



Frank Livorsi, Secretary  
Board of Commissioners  
Downers Grove Park District

