

# ADMINISTRATIVE OPERATIONS COMMITTEE MEETING

2400 Chestnut Room 101

Glenview, Il 60025

Regular Meeting Minutes

June 23, 2016

## 1. Roll Call

Chairperson Bob Patton called the meeting to order at 6:03 p.m. and the roll was called.

Commissioners/Official Staff present: Commissioners Bob Patton, Charlie Kuhn, Dan Peterson, Bill Casey (arrived at 6:10 p. m), Dave Dillon; Executive Director Michael Mc Carty, Deputy Executive Director Barb Cremin, Superintendent of Park and Facility Services Jim Warnstedt, Attorney Sam Witwer.

Commissioners/Official Staff absent: None

## 2. Agenda Topics

### **Village of Glenview IGA- Regulatory Oversight of Construction Projects**

Staff provided background information on the purpose of entering into an Intergovernmental Agreement with the Village of Glenview and also distributed some suggested revised wording from President Peterson and from Attorney Sam Witwer. The Park District has a long standing Building Code that is primarily self-regulated, and limits the Village of Glenview's oversight related to our construction projects. As requirements by various regulatory agencies affecting construction projects have become more stringent and complex, the roles and responsibilities of the Park District and The Village of Glenview has created duplication and confusion. In addition, the legal issues of authority and responsibility are somewhat open to interpretation.

The proposed agreement is intended to clarify responsibilities. Under the proposed IGA, the Park District will be required to secure all Village permits and other regulatory approvals subject to Village codes, ordinances, rules, regulations, and procedures as required by all other projects subject to Village Laws. The approval process for Park District projects may include review by the Village's various boards and commissions. This is essentially the same process that the Village, other local jurisdictions and private construction projects currently must go through; however the Village of Glenview has also provided for a streamlined Administrative Review process for the Glenview Park District in certain circumstances.

Discussion centered around the extent to which the park district is required to obtain approval from the Village, especially items related to tree removal, landscaping and park equipment, the status and implications of the P1 Ordinance and previous legal opinions and court cases that addressed municipal and park district authority.

**Committee Recommendation/Direction:** The Committee directed staff to update the proposed agreement with the revised wording and re-send the updated redlined version to the Committee for review prior to entering into negotiations with the Village.

### **Policy 2.30 Board Committee Structure and Purpose**

Staff presented a proposed revision to the policy that reflected approved changes made to the Board manual in May 2016 and to clarify points regarding ex-officio members of committees that were questioned while researching the changes to the Board manual

**Committee Recommendation:** The Committee recommended Board approval of the revised Policy 2.30 as presented.

**Policy 9.01 Succession Policy**

Staff presented a proposed new policy that is a recommended policy under the Distinguished Agency certification program. It serves to provide a framework for covering responsibilities of vacant senior leadership positions, both short-term and long-term. The policy was written to provide flexibility in choosing individuals to temporarily fill the vacant roles based on the knowledge, experience and skills that may be needed at the time of the vacancy.

**Committee Recommendation:** The Committee recommended Board approval of Policy 9.01 as presented.

**Policy 3.44 Reduced Fees for Military Personnel**

Staff presented a proposed policy to provide for reduced fees for military personnel.

**Committee Recommendation:** The Committee recommended that discussion on this policy be deferred until the next committee meeting due to time constraints at the current meeting.

**Matters from the Public**

None

The meeting was unanimously adjourned at 7:00 p.m.

ATTEST:

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Daniel B. Peterson  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 28th day of July 2016