

**PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE**

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, August 17, 2017 @ 8:30 a.m.

**1. Roll Call**

Chairperson Jen Roberts called the meeting to order at 8:36 am and the roll was called.

**Commissioners present:** Dave Tosh, Dan Peterson, Jen Roberts, Bill Casey, Angie Katsamakias

**Official Staff present:** Executive Director Mike McCarty, Superintendent of Park & Facility Services Jim Warnstedt, Park Planner Ken Wexler, Superintendent of Leisure Services Elsa Fischer, Superintendent of Special Facilities Lori Lovell, Deputy Director Katie Skibbe, Marketing Manager Jena Johnson, Recording Secretary Amy Wille

**Guests:** Bill Inman and Bridget Deatruck of Hitchcock Design Group, Barbara Heller of Heller & Heller

**Late Arrivals, Early Departure:** Commissioner Katsamakias arrived at 9:00 a.m., Jena Johnson left at 10:03 a.m.; Barbara Heller, Bill Inman, Bridget Deatruck, Lori Lovell, and Katie Skibbe left at 10:12 a.m.; Dan Peterson and Elsa Fischer left at 10:18 a.m.

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

**a. Strategic Plan Process**

Superintendent of Park and Facility Services Jim Warnstedt introduced Barbara Heller from Heller & Heller as the facilitator for the creation of the new Strategic Plan.

Barbara presented a review of the process for the new plan, as well as a review of Glenview Park District's mission, vision, and guiding principles, how we will utilize the balanced scorecard approach, and a review of sample strategy maps.

She began with a timeline of the process while explaining the important elements of strategic planning that differentiate from master planning, such as working at an organizational level rather than a tactical level. She continued with her observations of Glenview Park District's mission and vision statements and suggested that the Board and staff align the statements to be more specific towards the Glenview Park District. In addition, she explained that the District's strategy framework will be based on a scorecard approach, which is a platform that reviews organizational performance and strategic director based on four perspectives: customer, financial, internal business perspective, and learning and growth. She described how each perspective will be incorporated and acknowledged to create a map of the overall view of the strategic plan.

The committee discussed the strategic planning approach with Barbara and staff in comparison to the current Glenview Park District Strategic Plan. There was a suggestion to provide the committee with information for future planning.

**b. Comprehensive Master Plan – Draft Action Plan Review**

Superintendent Warnstedt introduced Bill Inman and Bridget Deatruck to present the Implement Phase of the Master Plan process that was created from a staff workshop. This phase involved the application of a 10-year timeline to the Preferred Strategies, which were scored at the PFS/E Committee Meeting on July 13, 2017. The timeline included the interrelationship of multiple ongoing objectives and the ability to complete those strategies.

Bill Inman presented the draft 10-year timeline as a map of objectives that were divided by quarters within each fiscal year. Each objective showed the specific quarter and fiscal year in which the item will start and end in addition to the overlapping of objectives throughout the timeline. There were several factors that impacted the initial ordering the Preferred Strategies within the plan. Some of which included the scoring of the strategies by Staff and Committee members, initiatives currently in action, probable financial attainability, and the opportunity or timing of strategies in relation to each other.

Bill requested that the committee provide input to the various strategies as they covered the timeline for the plan while also taking into account that the timeline will include recurring items and be ever changing as a “living action plan”. He also requested consideration for many large projects occurring at the same time that may have financial catalysts that mandate the start times. In addition, potential projects may develop based on changing national recreation trends and depreciation maintenance needs.

After the presentation, the committee members provided feedback on several items in order to create a more refined, efficient action plan. They discussed various inclusions and exclusions to the plan as well as suggestions to changing start times to certain items. They specifically went over each facility’s master plan and funding strategy.

**c. Snow Dumping Area – Village of Glenview IGA**

Staff recommended the termination of the current Snow Dumping Area Intergovernmental Agreement between the Village of Glenview and Glenview Park District. Staff also requested feedback on the new proposed Snow Dumping IGA.

Superintendent Warnstedt informed the committee of the current IGA for Snow Dumping Area that will be up for an automatic 10-year renewal on September 30, 2018. The revised IGA was brought to the committee’s attention for this meeting due to the 365 day required notice for termination. With the current IGA written to protect the Village of Glenview’s initial investment for the improvements made to the Snow Dumping Area at Community Park West, staff felt it would be a good time to bring any renewal of the IGA into better terms for the Park District. Superintendent Warnstedt explained that the original agreement referred to a snow dumping area of approximately two acres of land at Community Park West that is utilized by the Village of Glenview Department of Public Works for snow dumping operations after a large winter storm falls in the business district in Glenview.

The committee endorsed the staff recommendation to terminate the original Snow Dumping Area IGA and to move forward with further discussion to propose a new IGA with the Village of Glenview. This item is to be moved to the full board for approval, on the consent agenda.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Jen Roberts moved seconded by Commissioner Bill Casey to adjourn the Open Session at 10:23 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Robert J. Patton  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 21st day of September 2017.