



**GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
October 26, 2017**

1. Roll Call

President Robert Patton called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: William M. Casey, David M. Dillon, Daniel B. Peterson, Jennifer G. Roberts, David S. Tosh, Robert J. Patton

Commissioners absent: Angie G. Katsamakis

Official Staff present: Attorney Jim Rock, Treasurer William D. Moore, Executive Director/Secretary Michael D. McCarty, Deputy Executive Director Katie Skibbe, Superintendent of Leisure Services Elsa Fischer, Director of Golf Ron Cassidy and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell

2. A Moment of Silence was observed

3. Meeting Minutes

a. (a.b.c.d.e.f.)

Accepted the September 12, 2017 Finance Committee meeting minutes; accepted the September 14, 2017 Park & Facility Services/Environmental Committee meeting minutes; accepted the September 14, 2017 Administrative Operations Committee meeting minutes; accepted the September 19, 2017 Citizen Task Force meeting minutes; accepted the September 21, 2017 Museums & Historical Preservation Committee meeting minutes and approved the September 21, 2017 Regular Board meeting minutes.

Commissioner Peterson moved seconded by Commissioner Roberts to accept the September 12, 2017 Finance Committee meeting minutes; accept the September 14, 2017 Park & Facility Services/Environmental Committee meeting minutes; accept the September 14, 2017 Administrative Operations Committee meeting minutes; accept the September 19, 2017 Citizen Task Force meeting minutes; accept the September 21, 2017 Museums & Historical Preservation Committee meeting minutes and approve the September 21, 2017 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Peterson, Roberts, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Patton went over the procedures for the public to address the Board.

b. **Treasurer**

The District's financial reports were included in the board packet; therefore a verbal report was not given by the Treasurer. Board members did not request any additional information from Treasurer Moore.

c. **Attorney**

No Report

d. **Secretary/Executive Director**

i) Annual Registration and Attendance Report

Director McCarty referred to the report which showed current facility and program use patterns along with a comparison to previous years. He noted that the current statistics, along with the comparative data from the previous two years reflect a number of trends, conditions and variables that have affected utilization of the District's programs, events and facilities. Overall, the District had a very successful year with over 1.7 million visitors to its programs and facilities; this number does not include our affiliate group programs.

Following are some of the report's findings: Glenview Prairie Club had a decrease in attendance of roughly 10%. The decrease stems from the golf side of operations but Platform Tennis saw an increase in participation of approximately 3%.

Overall Tennis Club usage was slightly down compared to prior years. Outdoor Pool Pass sales were about the same as the prior year, but daily fee use increased by 9,180 and overall attendance increased at both outdoor pools. Also, group exercise visits were up by 4,934. At The Grove, overall visits topped 116,600 and Wagner Farm visitation is up 2.3% or 2,238. Director McCarty acknowledged that Superintendent Elsa Fischer and Deputy Executive Director Katie Skibbe and their staff compiled the data for this report.

ii) Annual Donations, Sponsorship and Alternate Revenue Report

Director McCarty commented on the 2016-17 Donations, Sponsorships and Alternate Revenue Report. He noted that staff compiles this report each year to track and illustrate the alternate revenue sources sought to support District operations and capital projects. He pointed out that for the second year, the reporting dates coincide with the fiscal year and not the calendar year. Also, the report does not include donations that were made to the Grove Heritage Association and Friends of Wagner Farm. In addition, under the foundation numbers, event expenses were subtracted out; in prior years, the total generated from each event was reported.

Overall, the Park District enjoyed another good year with a total of \$1,837,289 generated. With less development in Glenview, Park Services saw a \$420,503 decrease in revenues. The revenue stream for impact fees dropped but the District still collected over \$223,000 in this category. The District received a \$250,000 donation from the Glenview Soccer Club for athletic field lights at Community Park West which was the first of several more payments.

Commissioner Peterson was happy that this report is now by the fiscal year which he believes is much more useful.

Commissioner Casey noted the past donations from the ITW Foundation (Illinois Tool Works) and suggested that staff reach out to them again.

iii) Appointed IAPD (Illinois Association of Park Districts) Annual Meeting Delegates

Director McCarty reminded the Board that delegates to the IAPD Annual Business meeting in January need to be appointed to assure the park district is well represented at the meeting. The IAPD/IPRA conference will be held January 18-January 20, 2018 at the Hilton Chicago Hotel and the Annual Business Meeting will be held on Saturday, January 20, 2018 at 3:30 p.m.

Director McCarty motioned to appoint Park Board member William Casey as a delegate for the IAPD Annual Business Meeting on January 20, 2018 and Park Board member Daniel Peterson as the alternate delegate. On Voice Vote, all present voted aye. Motion Carried.

iv) IAPD/IPRA Community Service Award Nominations

Director McCarty noted that each year the Illinois Association of Park Districts accepts nominations for Community Service Awards to recognize and thank volunteers, Board members, and non-IPRA staff members for their outstanding contributions and unselfish devotion for the advancement of parks, recreation and leisure in the community and the State of Illinois. The Board was requested to pass along to Director McCarty the names of any individuals/groups they would like to nominate who they feel have gone above and beyond in assisting the Glenview Park District. Staff will be nominating Senior Board President, Fred Radzialowski and Glenview Park Foundation President, Jeff Thoelecke. The Board agreed with the nominations.

5. Matters from the Public

Judy Bialek, 1110 Highland, Glenview addressed the Board. She felt non-residents should pay a fee for using the walking track and for using the fitness showers. She has noticed people outside of Glenview coming in the morning to use the track and then showering before they go to work. She believes this would be a good revenue stream. She also feels non-resident fees for the fitness center should be increased and businesses in the area could be encouraged to promote the use of the center to their employees. Ms. Bialek would also like the Park District to hold an auxiliary committee where residents could submit issues and topics to the District. President Patton noted the Park District already holds many monthly Committees where the public is welcomed to attend. He noted staff would be able to give Ms. Bialek more information on those meetings.

Neil Milbert, a writer for the Lantern Newspaper, addressed the Board. He told the Board he wanted to set the record straight and apologize to the Board and particularly Commissioner Dan Peterson for making an error in reporting on Commissioner Peterson's statements on the budget and Tax Levy at the September Board meeting. Instead of reporting Commissioner Peterson's explanation of "no" increase in the District's tax levy in the last four years, Milbert accidentally noted "on" increase" ...in the last four years, which ended up to read "an" increase" in the newspaper. He noted that he made a mistake and again wanted to formally apologize to the Board. Mr. Milbert noted

how much respect he has for the Park Board, Director McCarty and staff for all they do and feels they “set the gold standard for serving the community.” President Patton thanked Mr. Milbert for his kind words and for his ongoing coverage of the Board meetings. Commissioner Peterson accepted Mr. Milbert’s apology and noted his appreciation for Mr. Milbert’s service to the community.

6. Approved Accounts Payable

Commissioner Peterson moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of September, 2017 in the amount of \$2,347,146.01. Roll Call Vote: Ayes: Dillon, Peterson, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Patton asked if anyone would like any items removed from the Consent Agenda for further discussion. There were no requests. President Patton asked for a motion to approve Consent Agenda items a. through i.

Commissioner Casey moved seconded by Commissioner Dillon to approve the Consent Agenda items. Roll Call Vote: Ayes: Peterson, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Accepted a Museums & Historical Preservation Committee recommendation to accept the 2018-19 Wagner Farm Annual Recommendations.

The recommended changes were related to special event dates, the fees for the Farmers Market (seasonal from \$280 to \$350 and weekly from \$25 to \$30) and extending the length of the Farmers Market from 17 weeks to 19 weeks.

b. Accepted a Museums & Historical Preservation Committee recommendation to accept the 2018-19 Grove Annual Recommendations.

The recommended changes were related to special event dates, closing of the Interpretive Center on Thanksgiving and an increase in group fees to cover PT staff costs. There were also some minor modifications to the Redfield Estate rental rates in an effort to simplify the rental process for our guests and increase rental income.

c. Accepted a Museums & Historical Preservation Committee recommendation to accept the 2018-19 Air Station Prairie Annual Recommendations.

The recommended changes relate to changes in special event dates, closing the facility on Thanksgiving and increasing the rates for groups to cover PT staff costs.

d. Accepted a Special Revenue Facilities Committee recommendation to accept the 2018-19 Glenview Park Golf Club Annual Recommendations.

The recommended changes were nominal and reflected a 4% increase on prime fees and season passes. Season passes will now include the added value of including Glenview Prairie Club and addition of a new restricted junior pass.

e. Accepted a Special Revenue Facilities Committee recommendation to accept the 2018-19 Glenview Prairie Club Golf Annual Recommendations.

The recommended changes were minor and included a 4% increase to season pass prices and clubhouse rental rates. Language was added to reflect the industry standard of 20% gratuity for clubhouse rentals.

f. **Accepted a Special Revenue Facilities Committee recommendation to accept the 2018-19 Glenview Prairie Club Paddle Annual Recommendations.**

The recommended changes were minimal and included a 3% increase to adult memberships. Additionally, the court reservation process will now allow our members to reserve a court six days in advance.

g. **Accepted a Special Revenue Facilities Committee recommendation to accept the 2018-19 Glenview Tennis Club Annual Recommendations.**

The recommended changes were minor and reflected minimal market increases in court time, memberships and group lessons.

h. **Accepted an Administrative Operations/Marketing Committee recommendation to accept Policy 8.40: Drug and Alcohol Use.**

This policy was updated to comply with the Drug Free Workplace Act and to align with IAPD's Distinguished Agency criteria.

i. **Accepted an Administrative Operations/Marketing Committee recommendation to accept Policy 8.50: Criminal Background Checks.**

On September 8, 2017, Governor Rauner signed HB786/PA 100-472 into law. This legislation amends the Park District Code to require volunteers who report to and are under the direct supervision of a park district's administrative staff to complete an application certifying that the volunteer has not been convicted of a sex offense if the volunteer provides personal service to a park district recreational program offered to children. This policy has been updated to comply with this law and to align with IAPD's Distinguished Agency criteria.

8. **Committees Reports and Recommendations**

a. **Administrative Operations/Marketing**

i) **Committee Update**

Deputy Executive Director Katie Skibbe noted the Committee reviewed two policies, the Drug and Alcohol Use and Criminal Background Check policies; both were approved on the Consent Agenda. Commissioner Peterson also commented that the Committee continued discussions on an Ethics Policy which has been referred back to committee.

b. **Finance**

i) **Analysis of 2016/17 Audit Charges for Services**

Committee Chair Dan Peterson noted the committee discussion was a continuation of the September Committee which the auditors attended and presenting the District's audit results. At the request of the Committee members, staff reported on factors that may have contributed to some decline in charges for services that were shown in the audit. The Committee did not feel any of the influences that contributed to the decline were concerning.

- ii) Committee Update
No Report

c. Museums & Historical Preservation

- i) Committee Update
Committee Chair Bill Casey explained that the Committee met last month and he had given an update on those items at the September Board meeting. Also, the Annual Recommendations that were approved on the Consent Agenda tonight were discussed and recommended at the September Committee meeting.

d. Recreation & Swimming Pools

- i) Committee Update
Committee Chair Dave Tosh noted the Committee had just met this morning and its discussions will be reported on at the November Board meeting.

e. Special Revenue Facilities

- i) Committee Update
Committee Chair Dave Dillon reported the Committee reviewed the Special Revenue Facilities' annual recommendations, which were approved on the Consent Agenda. The Committee also discussed a potential agreement with the Glenview Stars. Chair Dillon commented that the Task Force work on the Referendum proposal continues to move forward.

9. Matters from Commissioners

Commissioner Jen Roberts attended the Wagner Farm Harvest Dinner which she felt was an amazing event that included delicious food and wonderful service. The food prepared by chefs was sourced from the Farmer's Market and also from Wagner Farm. There was a lot of rain that night which caused staff to move the dinner inside; but they did a great job handling the situation and an excellent job serving as waiters on top of everything.

Commissioner Bill Casey attended the IAPD Best of the Best Awards Gala with Executive Director Mike McCarty, Jena Johnson, Director of Brand Strategies and Community Engagement and representatives from Glenview State Bank (GSB). GSB was honored at the Gala for its continuous and above and beyond commitment and generous donations of resources to the Park District and the community. Commissioner Casey was happy to see GSB recognized for its good corporate citizen ship.

Commissioner Dan Peterson recently attended the National Recreation and Park Association's Annual Conference for the first time. He noted this conference unlike the IAPD/IPRA annual conference which is a state conference focuses on issues, themes, and trends related to Park Districts nationwide. He noted, most state park districts, unlike our Park District, are departments of a municipal government where they battle for budget dollars. Commissioner Peterson noted there were many big city Park and Recreation departments similar to the Chicago Park District at the conference. He learned about some of the challenges these large districts deal with, e.g., diverse communities, changing neighborhoods, restoring areas for recreational purposes and continuing to provide programs that keep kids out of trouble and on the right path. He also commented on a great presentation that was done by the Chicago Park District that focused on the positive

impact parks have on property values in their immediate vicinity.

Commissioner Dave Dillon also attended this national conference and noted the different perspectives you get on how other Park Districts manage their assets.

Commissioner Dave Tosh complimented the staff and volunteers who decorated Park Center with the beautiful Halloween decorations. He also wanted to commend Kristen Kechik, Ron Cassidy and Lora Loebaka for accommodating his school group during the Crosstown Classic at the Prairie Club and the Glenview Park Golf Club.

President Bob Patton noted his son and Commissioner Casey's son both volunteered at the Spooktacular event at Park Center. He commended staff for helping kids with their community service projects by having them as volunteers and for the great supervision they provided.

10. Correspondence

a. IAPD Best of the Best Awards

Executive Director McCarty passed around some pictures from the Best of the Best Awards Gala that Commissioner Casey commented on previously.

11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Sub-section c21–Minutes; Sub-section c1– Employment/Appointment Matters

Commissioner Peterson moved seconded by Commissioner Dillon to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:30 p.m. to discuss Sub-section c21–Minutes; Sub-section c1–Employment/Appointment Matters. Roll Call Vote: Ayes: Peterson, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried.

After a short pause, the Executive Session convened at 7:40 p.m.

Commissioner Casey moved seconded by Commissioner Peterson to adjourn the Executive Session and move back into Open Session at 8:20 p.m. Roll Call Vote: Ayes: Casey, Dillon, Peterson, Roberts, Tosh, Patton. Nays: None. Motion Carried.

12. Action on items that were discussed in Executive Session

a. Approved the Semi-Annual Review of Executive Session minutes

Commissioner Peterson moved seconded by Commissioner Roberts to approve the semi-annual review of Executive Session minutes. The Board finds that the need for confidentiality still exists related to minutes so identified. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Peterson, Patton. Nays: None. Motion Carried

b. Approved to dispose of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2016.

Commissioner Roberts moved seconded by Commissioner Peterson to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes

dated prior to March 2016. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Peterson, Roberts, Patton. Nays: None. Motion Carried.

13. Adjourned

Commissioner Dillon moved seconded by Commissioner Roberts to adjourn the Open Session at 8:25 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 16th day of November, 2017