



**GLENVIEW PARK DISTRICT
BOARD MEETING**
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
October 27, 2016

1. Roll Call

President Daniel B. Peterson called the meeting to order at 7:04 p.m. and the roll was called.

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

Commissioners absent: Charles J. Kuhn

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Barb Cremin, Superintendent of Leisure Services Elsa Fischer, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: None

2. A Moment of Silence was observed

President Peterson noted a day off between World Series games gives us a day to rest and time to reflect.

3. Meeting Minutes

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

Accepted the September 1, 2016 Special Revenue Facilities Committee meeting minutes as amended; accepted the September 8, 2016 Park & Facility Services/Environmental Committee meeting minutes; accepted the September 14, 2016 Recreation & Swimming Pools Committee meeting minutes as amended; approved the September 22, 2016 Regular Board meeting minutes; accepted the October 10, 2016 Administrative Operations Committee of the Whole meeting minutes; accepted the October 13, 2016 Administrative Operations Committee of the Whole meeting minutes; and accepted the October 20, 2016 Finance Committee meeting minutes.

Minor edits were made to the September 1, 2016 Special Revenue Facilities Committee meeting minutes and the September 14, 2016 Recreation & Swimming Pools Committee meeting minutes clarifying who the Chairs of each Committee were and who was present/absent.

Commissioner Casey moved seconded by Commissioner Patton to accept the September 1, 2016 Special Revenue Facilities Committee meeting minutes as amended; accept the September 8, 2016 Park & Facility Services/Environmental

Committee meeting minutes; accept the September 14, 2016 Recreation & Swimming Pools Committee meeting minutes as amended; approve the September 22, 2016 Regular Board meeting minutes; accept the October 10, 2016 Administrative Operations Committee of the Whole meeting minutes; accept the October 13, 2016 Administrative Operations Committee of the Whole meeting minutes; and accept the October 20, 2016 Finance Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakidis, Patton, Tosh, Peterson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Peterson 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) 2015-2018 Strategic Plan Update

Director Mike McCarty referred to the Strategic Plan six-month report that was provided to the Board and how pleased he was of the great progress that has been made. He noted the following: of the 109 strategic initiatives, 35 have been completed and 62 are classified as on-track; 32% of all strategic initiatives are complete and 57% of all strategic initiatives are currently being worked on by staff. The Board can also see monthly updates on the status of the strategic plan in the Monthly Report which is part of the Board Packet.

ii) Annual Registration and Attendance Report

Director McCarty referred to the report which showed 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 programs and facilities. Some of the notable areas include: an increase in attendance at special facilities, the weather's impact on attendance at the outdoor pools, and the museums' increase in visitations. We also had record attendance at the July 4th Independence Day Twilight Show held at Gallery Park.

iii) Annual Donations, Sponsorship and Alternate Revenue Report

Director McCarty noted that staff compiles this report annually to track the alternate revenue sources that support the Glenview Park District. The report has changed to reflect our fiscal year of May 1 to April 30, which affects some of the comparisons to previous years. Overall, the District enjoyed another good year in the area of alternative revenue sources with a total of \$4,618,655. Personal

contributions at Wagner Farm increased, the Glenview Park Foundation raised \$169,955, and \$2,953,985 is attributed to the David Weekley Homes 8 acre parcel, which is now part of The Grove. Going forward, President Peterson would like to see included in this report the amount of money that comes in when we cooperatively work with another agency on a project. This would better show true donations versus money that is supplied by an outside source to proceed with a project that we would not have undertaken if not for that funding.

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

President Peterson noted this is an annual housekeeping item to appoint Glenview Park District delegates to the IAPD Annual Business meeting in January and to assure the park district is well represented. He asked for a motion to appoint Park Board member Dave Tosh as a delegate to the Illinois Association of Park Districts (IAPD) Annual Business meeting on January 21, 2017; Park Board member Angie Katsamakakis as 1st Alternate; Park Board member David Dillon as 2nd Alternate and Park Board member Daniel Peterson as 3rd Alternate

Commissioner Casey moved seconded by Commissioner Patton to appoint Park Board member Dave Tosh as a delegate to the Illinois Association of Park Districts (IAPD) Annual Business meeting on January 21, 2017; Park Board member Angie Katsamakakis as 1st Alternate; Park Board member David Dillon as 2nd Alternate and Park Board member Daniel Peterson as 3rd Alternate. On Voice Vote, all present voted aye. Motion Carried.

v) 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. He asked the Board to pass along 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 has recommended nominating Michele Snyder from the Jennifer Lynn Snyder Teen Heart Foundation for the donation of AEDs in the Parks; Samuel W. Witwer, Jr. for his 35 years of dedicated service to the community as the Park District Attorney, and Dr. James Shellard, Assistant Principal at Glenbrook South High School for his continuous support of The Grove and The Grove Heritage Association throughout his career at GBS. Director McCarty noted that each honoree will be invited to a Board meeting after the first of the year to be presented with their award.

Attorney Sam Witwer expressed his honor and gratitude for being nominated for this award and is also honored to be nominated alongside Michele Snyder and Dr. James Shellard.

5. **Matters from the Public**

None

6. **Approved Accounts Payable**

Commissioner Casey moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of September, 2016 in the amount of \$3,014,528.68. Roll Call Vote: Ayes: Dillon, Katsamakias, Patton, Tosh, Casey, Peterson. Nays: None. Motion Carried.

7. **Approved Consent Agenda items**

President Peterson asked if anyone would like any items removed from the Consent Agenda for further discussion. There were no requests. President Peterson did note that the Museum Committee made some minor revisions to the Museum Annual Recommendations that were initially posted in the Board packet. He asked for a motion to approve the Consent Agenda items with the amended Annual Recommendations.

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

a. **Accepted an Administrative Operations Committee recommendation to accept Personnel Policy No. 8.12: Bereavement**

This policy is in accordance with the Illinois Child Bereavement Leave Act (Public Act 99-0703).

b. **Accepted Staff and Committee recommendations to approve the 2017-18 Wagner Farm Annual Recommendations as amended**

The recommended changes are primarily dates for special events and some minor changes to Wagner Farm events.

c. **Accepted Staff and Committee recommendations to approve the 2017-18 Grove Annual Recommendations as amended**

The recommended changes are minor and primarily date changes.

d. **Accepted a Staff recommendation to accept the 2017-18 Air Station Prairie Annual Recommendations**

The recommended changes are minor and primarily date changes.

e. **Accepted a Finance Committee recommendation to move forward with the bond sale of approximately \$1,135,000 to be adopted by a Board Ordinance at the January 2017 Board meeting**

The issuance would be of a one-year non-referendum General Obligation Limited Tax Bond.

f. **Accepted a Finance Committee recommendation to proceed with the refinancing of the 2011A Series Bond**

The refunding of the outstanding 2011A bond would result in a present value savings

of \$506,944 over the next 20 years, with an average savings of approximately \$30,000-\$35,000 annually.

8. Committees Reports and Recommendations

a. Administrative Operations/Marketing

i) Update: Selection of Park District General Counsel

Deputy Executive Director Cremin noted the Committee has conducted several interviews to select a firm to provide general legal services for the Park District. The Board will further consider this matter in Executive Session this evening.

ii) Update: Sponsorship Report

Deputy Executive Director Cremin also noted the Committee was given an overview of the new Sponsorship program from Caravel Marketing, Inc. which hopes to maximize revenue from new sponsorship opportunities and administer the program on a more global scale.

iii) IPRA Conference Attendance

The Committee also discussed the attendance by staff to the annual IPRA Conference held in Chicago. The committee concluded that the value of the experience which includes employee engagement, networking and learning opportunities is worth continuing.

iv) Committee Update

No Report

b. Finance

i) Tax Levy Discussion

The Committee will recommend board approval of a tax levy of \$16,716,430 at the November 17, 2016 board meeting. The estimated tax levy which was read at the September Board meeting was \$16,794.35. However, after further discussions, the Board and staff were able to reduce the amount by an additional 77,605.00. This means the recommended tax levy of \$16,716,430 would keep taxes flat for existing tax payers for tax year 2016.

President Peterson thanked the Finance staff, especially Nicole Hopkins, for all their work in providing to the Committee the reports and information needed to determine the tax levy. Commissioner Patton also noted the importance of keeping the tax levy flat.

ii) Committee Update

No Report

c. Recreation & Swimming Pools

i) Fireworks Agreement

Superintendent Elsa Fischer noted the Committee reviewed a quote from Melrose Pyrotechnics to provide the fireworks for 2017–2019 at a price of \$32,000 per year. Following some discussion, staff was asked to seek additional quotes and bring them back to the committee in November or December. Attorney Witwer

has confirmed that this project does not need to go out to bid.

ii) Summer 2016 Outdoor Pool Review

Superintendent Fischer reviewed the Outdoor Pool operations for summer 2016. She noted the pools received (5) 5-star ratings from StarGuard for safety. The overall attendance between the two pools was 9,564 higher than last year. And even with the great weather this season, the District sold 5 less passes than in 2015. It seemed like people were monitoring the weather and purchasing more daily passes.

Many positive changes were made to the concession areas and revenue for both concessions and memberships was up. Even though membership sales were slightly down, the price had increased so more revenue was generated than the previous summer. An end of the season survey was done and the results were very positive. Some minor changes are being considered for summer 2017 and will be incorporated into the annual recommendations that will be reviewed by the Committee in November.

iii) Update: Summer Camps

Superintendent Fischer also reviewed the 2016 Summer Camp season. She noted the summer was a success and the end of the summer parent survey was very positive. Staff is implementing some changes for 2017 which includes changing from a (1) 7-week session to (2) 4-week sessions for core camps. Also, the Rhythmic Gymnastics camp will become a rental like it was back in 2012. She also noted that due to some renovations at the high school, the gym will be out of commission; the gym floor and bleachers are being replaced, so it will not be available for the sports clinics. Staff met with staff from Glenbrook South and it was determined that only the two outdoor camps will be offered next season.

iv) Update: Flight Fest

Fischer also reported that Flight Fest which was held on Saturday, September 24 from 2 to 8:00 p.m. in Gallery Park was a success with 8,000 in attendance. Staff budgeted to subsidize this event \$30,355 but the actual subsidy was \$23,980; a savings of \$6,375. This savings was due to added sponsorships, five food vendors and successful wrist band sales.

v) Committee Update

No Report

9. Matters from Commissioners

Commissioner Katsamakos commended the staff and volunteers who organized Wagner Farm's donation of 3,000 pounds of produce yielded from the garden plots to six local Food Pantries.

Commissioner Patton recognized Steve Swanson and his staff at The Grove for a successful Grove Fest in spite of the rainy day.

Commissioner Tosh wanted to congratulate the Grove Heritage Association for winning

the IAPD Partnership Award, which they recently received at the annual Best of the Best Awards Gala. He felt it was well deserved. Commissioner Tosh commended Denise Blinick, Director of the Senior Center, for her patience and the terrific job she does engaging with the seniors. Commissioner Tosh also acknowledged Life Scout Tom Giazzon, from Troop 69 in Glenview, for the project he worked on this past year at Sleepy Hollow Park where he created a walkway and garden area. Commissioner Tosh also recognized the Park Services staff members who helped Tom with his project.

Commissioner Casey was impressed with the revenue generated from the outdoor pools concessions this year. New items were introduced to the menu which proved to be very well received by the patrons. Commissioner Casey also expressed his condolences to Treasurer Bill Moore on the recent passing of his mother.

10. Correspondence

a. IAPD Research Findings

Director McCarty referred to the copy each Board member received of the IAPD 2016 Research Findings/W-2 and Revenue Analysis for the Glenview Park District and Statewide Comparisons. It details the positive economic impact the park district has on the community. Noting the district is “a significant local employer which provides over 1,100 jobs and nearly \$12.5 million in total pay/compensation to staff and contractors.” President Peterson commented that this survey gives us the hard numbers that show the economic impact of the park district’s facilities and programs and also the jobs we provide, especially to the younger workforce.

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 Casey moved seconded by Commissioner Dillon to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:35 p.m. to discuss Sub-section c21–Minutes; Sub-section c1–Employment/Appointment Matters. Roll Call Vote: Ayes: Patton, Tosh, Casey, Dillon, Katsamakias, Peterson. Nays: None. Motion Carried.

After a short pause, the Executive Session convened at 7:46 p.m.

Commissioner Casey moved seconded by Commissioner Patton to adjourn the Executive Session and move back into Open Session at 8:35 p.m. Roll Call Vote: Ayes: Casey, Dillon, Katsamakias, Patton, Tosh, Peterson. Nays: None. Motion Carried.

12. Action on items that were discussed in Executive Session

- a. Accepted the October 10, 2016 Administrative Operations Committee of the Whole Executive Session meeting minutes. The executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Casey moved seconded by Commissioner Tosh to accept the October 10, 2016 Administrative Operations Committee of the Whole Executive Session meeting minutes. Roll Call Vote: Ayes: Patton, Tosh, Casey, Dillon, Katsamakias, Peterson. Nays: None. Motion Carried.

- b. Accepted the October 13, 2016 Administrative Operations Committee of the Whole Executive Session meeting minutes. The executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Katsamakakis moved seconded by Commissioner Tosh to accept the October 13, 2016 Administrative Operations Committee of the Whole Executive Session meeting minutes. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakakis, Patton, Peterson. Nays: None. Motion Carried

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

Commissioner Casey moved seconded by Commissioner Dillon 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: Casey, Dillon, Katsamakakis, Patton, Tosh, Peterson. Nays: None. Motion Carried

- d. Approved to dispose of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2015.

Commissioner Patton moved seconded by Commissioner Tosh to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2015. Roll Call Vote: Ayes: Dillon, Katsamakakis, Patton, Tosh, Casey, Peterson. Nays: None. Motion Carried.

13. Adjourned

Commissioner Tosh moved seconded by Commissioner Dillon to adjourn the Open Session at 8:37 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 17th day of November, 2016