



**GLENVIEW PARK DISTRICT
BOARD MEETING**
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
November 17, 2016

1. Roll Call

President Daniel B. Peterson called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: William M. Casey, Angie G. Katsamakis, Charles J. Kuhn, David S. Tosh, Daniel B. Peterson. Commissioner David M. Dillon arrived after the roll was called at 7:06 p.m.

Commissioners absent: Robert J. Patton

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

3. Meeting Minutes

a. (a.b.c.)

Accepted the October 19, 2016 Recreation & Swimming Pools Committee meeting minutes; accepted the October 27, 2016 Museums & Historical Preservation Committee meeting minutes and approved the October 27, 2016 Regular Board meeting minutes.

Commissioner Casey moved seconded by Commissioner Katsamakis to accept the October 19, 2016 Recreation & Swimming Pools Committee meeting minutes; to accept the October 27, 2016 Museums & Historical Preservation Committee meeting minutes and to approve the October 27, 2016 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakis, Kuhn, Tosh, Peterson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations/Recognitions

Accepted a Proclamation recognizing retiring Staff member and Glenview Farmers' Market Manager Roxanne Junge.

President Peterson read the Presidential Proclamation presented to Roxanne. As manager of the Farmers' Market, Roxanne was instrumental in developing the first in the State Double Value LINK program which gave access to those receiving governmental assistance to double their money through a matching grant. In the six years of the LINK

Double Value program, over 2,000 people have participated and \$81,871 worth of wholesome food found its way to tables throughout our community. Because of her efforts, Roxanne was appointed to the Illinois Farmers Market Taskforce to help shape Illinois food policy and was also recognized by the Illinois Parks and Recreation Association and received a 2011 Community Service Award.

Roxanne told those present how she was given the opportunity by former Representative Beth Coulson to advocate for farmers in Springfield. She was passionate about seeing what she could do to help them thrive in their field. She wanted others to understand the importance of what farmers do for us and how we get our food. And she wanted to show the community how valuable farmers are to people's health, the economy and the environment. She thanked the Park District and Wagner Farm Director Todd Price for getting behind the Link Program and supporting her efforts to expand it. She noted the success of the market as indicated by the waiting list of vendors wanting to come on board. Roxanne thanked the Board for the opportunity she was afforded to help grow the Farmer's Market and help the community. Director Todd Price acknowledged Roxanne's hard work and thanked her for all she's done over the years and also thanked the Board for the opportunity to recognize her efforts. Commissioner Casey reminded everyone of when the farmer's market was held at the commuter lot and was not doing well. He is glad the Park District took it over and that it has been so successful.

Commissioner Casey moved seconded by Commissioner Tosh to accept a Proclamation to recognize Roxanne Junge on her retirement from the Glenview Park District; as Manager of the Glenview Farmers' Market and for her 10 years of dedicated service to the Park District and Community. On Voice Vote; all present voted Aye. Motion Carried.

5. Officers' Reports

a. President

- i) President Peterson went over the procedures for the public to address the Board.
- ii) Approved Ancel Glink's Terms of Agreement for General Legal Services for the Glenview Park District
President Peterson noted that in August, the Glenview Park District advertised for Requests for Qualifications for general legal services to replace the district's current Attorney, Sam Witwer, who will retire on January 27, 2017. Five proposals were received and of the four firms that were interviewed by the Board, it was determined that Ancel Glink would be the best firm for the Park District. The agreement defines fees for 2017 and 2018 and notes for 2019 that the standard rates charged to Ancel Glink park district clients will apply. The Board may terminate the agreement at any time by written notice.

Commissioner Casey moved seconded by Commissioner Tosh to accept a staff recommendation to approve the terms of agreement between the Glenview Park District and Ancel Glink for General Legal Services. Roll Call Vote: Ayes: Katsamak, Kuhn, Tosh, Casey, Dillon, Peterson. Nays: None. Motion Carried.

- iii) Appointed James Rock of Ancel Glink as General Legal Counsel for the Glenview Park District effective January 28, 2017

President Peterson explained that with attorney Sam Witwer's retirement effective January 27, 2017, the Board must appoint someone to fill the attorney position until the annual appointment of officers is approved at the May Board meeting. Therefore, staff is recommending James Rock of Ancel Glink as General Legal Counsel effective January 28, 2017.

Commissioner Dillon moved seconded by Commissioner Kuhn to accept a Staff recommendation to appoint James Rock of Ancel Glink as General Legal Counsel for the Glenview Park District effective January 28, 2017. Roll Call Vote: Ayes: Kuhn, Tosh, Casey, Dillon, Katsamakias, Peterson. Nays: None. Motion Carried.

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

Attorney Witwer thanked the Board for all their kind words over the past few weeks as he gets ready to retire and also applauded their decision to approve Ancel Glink to provide general legal services for the district.

d. Secretary/Executive Director

i) Objectives of GPD Master Plan Needs Assessment

Since a Master Plan has not been completed for the Park District since 1983 and the last needs assessment was done in 2009, Director Mike McCarty reported that the park district has hired Hitchcock Design to develop a comprehensive master plan for the district. As part of the scope of work and the "Analyze" Phase of the project, a statistically valid survey will be developed and administered.

The President of Hitchcock Design, Bill Inman, and his team were present at the board meeting. Mr. Inman addressed the Board and introduced his team: Jeff and Tess Andreasen from aQity Research, who will be assisting with the community survey and Steve Konters who is the project manager, coordinator and will be the staff contact.

Jeff Andreasen then went over the survey process and presented the draft objectives which the survey questions will be aligned to. He noted a community-wide random survey will be done with a represented sampling of residents which should return a minimum of 400 responses. Participants will be able to reply by mail, online or by phone. The draft objectives were conceived after meeting with the Park & Facilities Committee, Director McCarty and staff. (copy of objectives are filed herewith).

Jeff briefly explained what each objective will focus on:

Objective 1 - What is the resident's overall experience of the district?

Objective 2 - What do residents want from the park district; what are their unmet needs; how can we grow?

Objective 3 - What is the usage, nonusage of facilities and programs? What do residents like, don't like and what are the barriers?

Objective 4 - Importance of maintaining existing facilities and potential new facilities, renovations, new programs.

Objective 5 - Sources of information. How do residents learn about the park district's offerings?

Objective 6 - General demographics to make sure sample is representative of census data.

Commissioner feedback on the proposed objectives:

Commissioner Katsamakos asked how it can be guaranteed that all areas of the community are represented in the survey. Jeff explained that they monitor the responses as they come in and do phone follow-up to nonresponses. They look at 5 key demographics: gender, age, region, race/ethnicity and children in the home to ensure a representative sample. She would like to see feedback on historical preservation and museums included. Commissioner Casey asked to include resident feedback on environmental concerns. Pertaining to objective 2, Commissioner Dillon would like to see feedback on park district facilities as a whole and not on specific facilities. President Peterson felt that including examples for potential new or expanded facilities in that objective, i.e., Ice Center, is not needed. Commissioner Kuhn felt some of the objectives are steering in a certain direction and disagrees with that approach. President Peterson agreed and would like objective 4 as it is currently written eliminated since the desired feedback is already addressed in objective 2. President Peterson also addressed objective 3. He does not feel the Board needs to know the reasons for current usage and participation of GPD programs/facilities but does need to know the barriers for nonusers and what they would like to see. However Director McCarty noted that objective would help staff with operational decisions. Commissioner Dillon asked about the sample sizes and how the number is determined. Jeff noted the size of the community usually determines this; for Glenview it would be a minimum of 400. However the survey representation is more important than the number of responses. Commissioner Kuhn noted the level of interest bullet in objective 2 doesn't ask "What do You Want". Jeff explained that open ended questions such as "What can the District do to serve you better" will be asked in the survey. A draft of the survey will be presented to the Park & Facility Services Committee on December 8. Director McCarty noted the survey will be sent out to the public in January and there will be other ways for the public to participate, e.g., public meetings. The Master Plan tagline is: 'charting our future' which the public can use to search online for more information.

- ii) The North American Company's request for a 6b property tax incentive renewal Director McCarty noted the Village of Glenview will review an extension of the 6b property tax incentive renewal from North American Company at an upcoming meeting and has asked the Glenview Park District to submit a letter related to this request. The company is located at 2010 Claire Court, Glenview and is seeking renewal on their existing facility for an additional 12 years and applying it to a 100,000 square foot expansion when it's completed in a few years. Historically, the Park District would defer to the School Districts and Village on requests for

6b property tax incentives. Staff had drafted a letter stating that the Park District will defer to the School Districts and Village on the issue of this request for a 6b property tax incentive renewal and is looking for consensus from the Board. The Board concurred.

iii) Overview of Legal Symposium

Director McCarty commented on the IAPD Annual Legal Symposium he, Commissioner Peterson, Superintendent Jim Warnstedt and Attorney Witwer all recently attended. He noted there were a number of great presentations on topics of personnel, drones, first amendment implications and SEC enforcement actions. He also noted how these symposiums provide great information and prompt staff to look at our current practices and/or implement new more proactive approaches to legal matters. The district's newly appointed firm for general legal services, Ancel Glink, presented at the symposium.

iv) Comments

Director McCarty thanked the Grove Staff and the Grove Heritage Association for the great job they all did on the very successful two –week Craft Faire. McCarty also wished everyone a happy and healthy Thanksgiving.

6. Matters from the Public

Guy Sarli, 2317 Iroquois Drive, Glenview (Indian Ridge Subdivision) a resident and board member of the Glenview Men's Golf Club addressed the Board on a request he has regarding permanent tee times next year at the Glenview Park Golf Course. He also expressed his request in a letter he presented that evening to Superintendent Lori Lovell. Mr. Sarli's request is regarding permanent tee times between 6am-10am on the weekends. He explained that a lottery is currently held for those tee times. The golf club members are requesting to be able to use those slots with their membership passes if they don't sell and would like the Board to consider that as they look at the 2017-18 Glenview Park Golf Club Annual Recommendations. President Peterson thanked Mr. Sarli and noted that the Board would take his request under consideration.

7. Approved Accounts Payable

Commissioner Casey moved seconded by Commissioner Dillon to approve payroll and accounts payable for the month of October, 2016 in the amount of \$2,070,462.70. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakias, Kuhn, Peterson. Nays: None. Motion Carried.

8. 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. He then asked for a motion to approve the Consent Agenda items.

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

- a. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Schram Memorial Chapel Annual Recommendations**
The changes for next fiscal year include an increase in rental rates by 2% to 3%.
- b. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Fieldhouse, Shelter and Gallery Park Annual Recommendations**
The changes for next fiscal year are related to deposits. The changes include an increase in the damage deposit for Fieldhouses and a new deposit to hold a date for Gallery Park.
- c. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Park Center Annual Recommendations Section 1: General Operations**
The changes are minimal and related to facility holiday hours and the changing of dates for holidays.
- d. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Park Center Annual Recommendations Section 2: Rental Operations**
The change is an increase of fees between 2% and 3%. The changes also set the non-resident rates (25% more than the resident rate) and the rate for recognized organizations (a 10% discount off the resident rate).
- e. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Park Center Annual Recommendations Section 3: Fitness Center Operations**
The changes include the closing of the track on Tuesday and Thursdays from 4:00 to 6:00p.m. for programming, eliminating the Senior 6-month membership and increasing personal training fees for non-members by 3 to 4%.
- f. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017-18 Park Center Annual Recommendations Section 4: Splash Landings Operations**
The changes for Splash Landings are minimal and include a reduction in hours on Saturday and Sunday (instead of closing at 9:15p.m. it will close at 8:15p.m.) as well as an increase in the group rate from \$5/person to \$5.50/person. The resident daily rate for Splash goes down to \$5 so that there is a difference between resident and non-resident rates.
- g. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2017 Outdoor Pools Annual Recommendations**
The changes for 2017 summer include: reducing the hours of operation by one hour and closing Flick at 8pm (instead of 9pm) and Roosevelt at 7pm (instead of 8pm); eliminating the 5 free guest passes with a pool membership; at Flick, increasing the non-resident daily and the Twilight rates by \$1.00; increasing group fees .50 per person; eliminating the private pool rentals after hours and revising party packages based on the new concession items.

h. Accepted a Staff recommendation to approve the 2017-18 Tennis Club Annual Recommendations

Changes are minor and reflect minimal market increase in court time, memberships, and group lessons.

i. Accepted a Staff recommendation to approve the 2017-18 Glenview Park Golf Club Annual Recommendations

Changes are nominal. Permanent tee time packages will be streamlined and daily green fees, memberships, punch cards, season passes and permanent tee times will have a market increase.

j. Accepted a Staff recommendation to approve the 2017-18 Glenview Prairie Club Golf Annual Recommendations

Changes are minor and include an increase to the cart fee and reintroduction of the weekend rates.

9. Committees Reports and Recommendations

a. Finance

- i) Approved Tax Levy Ordinance 2016-14; a tax levy of \$16,716,430
Finance Committee Chair Kuhn explained a motion is needed to consider approving Tax Levy Ordinance 2016-14, a tax levy of \$16,716,430 as recommended by the Finance Committee. He noted this Tax Levy provides an additional \$96,918 of funding as compared to last year that will be allocated among the corporate, recreation, museum, retirement and liability funds. This is offset by a reduction of \$96,019 in Special Recreation and Bond and Interest levies for a net effect of a 0% increase. The levy also includes potential tax revenue of \$567,960 which would be sufficient to capture \$96.2 million of new EAV to the tax rolls. Commissioner Tosh asked if the additional \$96,918 of funding would be split evenly among the five funds. Deputy Executive Director Barb Cremin explained that they would not be split evenly but would go to the funds that are in need.

Commissioner Dillon moved to accept a Finance Committee recommendation to approve Tax Levy Ordinance 2016-14 of \$16,716,430. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Kuhn, Tosh, Peterson. Nays: None. Motion Carried.

- ii) Approved the Corporate Fund Reduction in 2016 Real Estate Tax Levy Ordinance 2016-15

Chair Kuhn explained that the PTELL reduction ordinance directs the County Clerk to reduce the corporate levy if needed to comply with the Property Tax Extension Limitation Law in the event that the projected new growth assumptions used in the levy do not materialize. Since the levy for the Corporate Fund includes any projected new growth, this is the fund that would be best suited to be reduced. This is an annual housekeeping item.

Commissioner Casey move to approve a Finance Committee recommendation to approve PTELL Ordinance 2016-15 reducing the Corporate Fund in the 2016

Real Estate Tax Levy for 2017 tax receipts if necessary under the Property Tax Extension Limitation Law. Roll Call Vote: Ayes: Dillon, Katsamakakis, Kuhn, Tosh, Casey, Peterson. Nays: None. Motion Carried.

iii) Bond Order: Public Hearing Notification

President Peterson called for a public hearing to be held at 7:00 p.m. on the 15th day of December, 2016, in Room 101 of the Park Center, 2400 Chestnut Avenue, Glenview, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of not to exceed \$1,150,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. Notice of the public hearing was published in the Glenview Announcements on December 1, 2016.

iv) Committee Update

No Report

c. **Recreation & Swimming Pools**

i) Committee Update

No Report

d. **Special Revenue Facilities**

i) Update: Glenview Ice Center Feasibility Study

Committee Chair Dave Dillon noted the next update on the Ice Center feasibility study will be presented to the Committee on January 5.

ii) Update: Glenview Prairie Club Platform Expansion

Chair Dillon noted the bids for the platform tennis expansion will go out on December 8, 2016 with the hopes of awarding the bid at the January Board meeting.

iii) Update: Discussion of Glenview Park Golf Club Potential Renovations

Superintendent Lori Lovell noted the proposed exterior renovations for the Golf Club have been put on hold until the overall financial picture is established for large scale projects at the district.

iv) Committee Update

No Report

10. Matters from Commissioners

Commissioner Katsamakakis asked why we previously had four train times for the Winter Wonderland event and this year we only have two. Superintendent Elsa Fischer noted four trains were requested to Metra, but they would only give us two. Deputy Executive Director Barb Cremin explained that Metra told us last year that because of the popularity of the train ride that they could no longer provide more than two trains. Superintendent

Fischer also noted it is difficult to limit the adults who attend with the children because it is a family event.

Commissioner Kuhn wished everyone a Happy Thanksgiving and safe travels to those who are.

Commissioner Tosh complimented all the staff and volunteers for the terrific job they did at The Grove Craft Faire. It was an eight-day event and everyone continued to be extremely pleasant and helpful to all those who attended.

Commissioner Casey noted he, along with Director McCarty and Superintendent Warnstedt recently attended a four-hour Glenview Park Foundation Retreat. He said it was very enlightening and believes it gave the foundation members a better sense of how to be a better foundation, what their fundraising focus should be and how they can diversify and reach out more to the community. The Foundation's two main fundraisers are the Firecracker Classic and 3v3Soccerfest. Bill Attea facilitated the retreat and did a great job.

11. Correspondence

Director McCarty noted an updated copy of the IAPD 2016 Research Findings/W-2 and Revenue Analysis for the Glenview Park District and Statewide Comparisons was handed out to all Commissioners.

12. No Executive Session was held

13. Approved the Executive Session meeting minutes from the October 27, 2016

Executive Session Board Meeting

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 Katsamakakis to approve the October 27, 2016 Executive Session Board meeting minutes. Roll Call Vote: Ayes: Katsamakakis, Kuhn, Tosh, Casey, Dillon, Peterson. Nays: None. Motion Carried.

14. Adjourned

Commissioner Casey moved seconded by Commissioner Kuhn to adjourn the Open Session at 8:08 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Daniel B. Peterson
Board President

Michael D. McCarty
Board Secretary

Approved this 15th day of December, 2016