



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes June 22, 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, Angie Katsamakakis, Daniel B. Peterson, Jen Roberts, David S. Tosh, Robert J. Patton

Commissioners absent: None

Official Staff present: 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 Katie Skibbe, 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. Minutes

- a. Accepted the May 15, 2017 Special Revenue Facilities Committee meeting minutes
- b. Accepted the May 16, 2017 Finance Committee meeting minutes
- c. Approved the May 25, 2017 Regular Board and Reconvened Board meeting minutes
- d. Accepted the June 6, 2017 Finance Committee of the Whole meeting minutes
- e. Accepted the June 8, 2017 Park & Facility Services/Environmental Committee meeting minutes
- f. Accepted the June 8, 2017 Administrative Operations/Marketing Committee meeting minutes
- g. Accepted the June 12, 2017 Special Finance Committee meeting minutes

Commissioner Peterson moved seconded by Commissioner Casey to accept the May 15, 2017 Special Revenue Facilities Committee meeting minutes; accept the May 16, 2017 Finance Committee meeting minutes; approve the May 25, 2017 Regular Board and Reconvened Board meeting minutes; accept the June 6, 2017 Finance Committee of the Whole meeting minutes; accept the June 8, 2017 Park & Facility Services/Environmental Committee meeting minutes; accept the June 8, 2017 Administrative Operations/Marketing Committee meeting minutes, and accept the June 12, 2017 Special Finance Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Peterson, Roberts, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Recognition

- a. Approved Resolution No. 2017-18: Recognition of Grove Director Steve Swanson on his retirement: June 30, 2017

President Patton acknowledged that Steve Swanson had found his perfect job and also found his true calling as Director of The Grove. President Patton went on to read Resolution 2017-18 (attached), which highlighted Steve's long career which included his lifetime of outstanding contributions to the natural areas and the local heritage and how he furthered the goals of the Glenview Park District and left a rich legacy for the community.

Steve expressed what a pleasure it had been the last 38 years working at the District and with the many Board members over the years. He noted how the Board of Park Commissioners were the best stewards for the Grove and that the Grove would not be what it is today without their support. He is also thankful for the wonderful partnership the Board has forged with the Grove Heritage Association. Steve expressed what a wonderful time he had being the Director of The Grove but noted it is being left in good hands. Commissioner Casey expressed his amazement of the wonderful educational opportunities along with passive and active recreation that patrons can find at The Grove. He commended Steve and his team for their vision and all they have brought to the community. The Board thanked Steve for his 38 years of dedicated service to the Glenview Park District and for his many contributions, commitment and devotion to the Glenview community.

Commissioner Casey moved to accept Resolution No. 2017-18 recognizing Steve Swanson for his many contributions to our community during his 38 years as the Director of The Grove. On Voice Vote; all present voted Aye. Motion Carried.

5. 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. However, Treasurer Moore noted since the reports cover the first period of the fiscal year they can be a little confusing. Deputy Executive Director, Katie Skibbe explained that staff is in the process of fixing some of the budget variances, e.g., the golf club, paddle tennis and some programs in recreation. Katie noted updated May financial reports will be reissued when they are finalized.

- c. **Secretary/ Executive Director**

- i) Preliminary Budget and Appropriations Ordinance (BAO)

Director Mike McCarty explained that the Preliminary BAO as required will be made available for public inspection at the Administration offices on June 27, 2017. We are required to make the preliminary BAO available for inspection for at least 30 days prior to the public hearing and official action by the Board. The public hearing will take place immediately preceding the July Board meeting, after which the Board will consider the BAO for approval at the regular July Board meeting. The BAO is the legal maximum that can be spent in any line item. No action is needed at this time.

ii) July 4 Celebration Planning Update

Director McCarty thanked Superintendents Elsa Fischer and Jim Warnstedt along with their staff for all the work and preparation they have put into planning the July 4 celebration. He noted that this preparation is truly a team effort across the district.

iii) Updates on Summer Events: Dairy Breakfast, Firecracker Classic, 3V3 Summer Soccer Fest, Concerts in the Park and Farmer's Market

Director McCarty pointed out the many successful events that have taken place already this spring/summer at the Park District. From a very successful Firecracker Classic and 3v3 Soccerfest to record crowds at the Wagner Farm Dairy Breakfast and Stock Show. McCarty remarked how it's a great time to be in Glenview and how staff continues to work hard when others play in order to make sure everyone has a great time.

6. **Matters from the Public**

None

7. **@Approved Accounts Payable**

Commissioner Peterson moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of May, 2017 in the amount of \$2,321,929.52. Roll Call Vote: Ayes: Katsamakakis, Peterson, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried.

8. **Approved Consent Agenda items**

President Patton asked if anyone would like to remove an item from the Consent Agenda for further discussion; there were no requests.

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

a. **Approved Ordinance 2017-19 Prevailing Wage Act**

It is a requirement that all public entities adopt a Prevailing Wage Ordinance every year in June. The Prevailing Wage Act requires that laborers, workers, mechanics employed by or on behalf of the District engaged in construction or demolition of public works to be paid not less than the general prevailing rate of hourly wages for work of a similar character on public works in the community in which the work is performed.

b. **Accepted an Administrative Operations Committee recommendation to approve a residential occupancy agreement between the Grove Maintenance Supervisor and the Glenview Park District effective July 1, 2017**

c. **Accepted an Administrative Operations Committee recommendation to approve the Appointment of Michael D. McCarty as an additional Freedom of Information Act Officer and Open Meetings Act Officer**

The District is currently reviewing the policies, procedures, and best practices necessary

to meet the criteria for the IPRA/IAPD Distinguished Agency accreditation. Per IPRA (Illinois Park and Recreation Association), the Executive Director should be formally appointed as both a Freedom of Information Act Officer and an Open Meetings Act Officer in addition to the current appointments of Katie Skibbe and Joanne Capaccio.

d. **Approved Ordinance No. 2017–20: Liquidation of Personal Property**

This is a house keeping item to sell unneeded Park District equipment.

e. **Accepted a Museums & Historical Preservation Committee recommendation to approve the purchase of a replacement pick-up truck for The Grove in the amount of \$28,169 (which includes a \$5,000 trade-in) from Bob Ridings Fleet Sales of Taylorville, IL**

This will replace the 2009 Ford F350 with over 65,000 miles on it. This vehicle has been used for hauling equipment and supplies and plowing. The vendor is part of the State of Illinois Department of Central Management Services and Suburban Purchasing Cooperative program.

f. **Accepted a Recreation & Swimming Pools Committee recommendation to approve the quote from SMG Fire Alarm Systems in the amount of \$45,500 for the replacement of the Park Center Fire Alarm panel.**

g. **Accepted a Recreation & Swimming Pools Committee recommendation to approve the low bid from Construction Consulting & Disbursement Service, Morton Grove, IL in the amount of \$101,190 for the renovation of the fitness shower rooms.**

h. **Accepted a Museums & Historical Preservation Committee recommendation to submit an application for an Illinois Department of Natural Resources 2017 Land and Water Conservation Fund Grant**

The grant application will be for a 2.95 acre parcel adjacent to The Grove. This is a matching grant opportunity with the IDNR paying up to 50% of the purchase price.

9. **Committees Reports and Recommendations**

a. **Administrative Operations**

i) **Committee Update**

Committee Chair Angie Katsamakias noted all the items the Administrative Committee had discussed were approved under the consent agenda.

b. **Finance**

i) **Tort Immunity Fund Name Change**

Committee Chair Dan Peterson noted the Finance Committee discussed changing the name of the Tort Immunity Fund to the Liability Insurance Fund since that is how the fund is listed in the tax levy. He also noted there was no action needed on the name change at this time.

ii) **Public Policy Services Presentation**

Chair Peterson also reported that George K. Baum & Company presented to the Committee their public policy services and information on how to proceed with a potential Ice Center project along with various other major projects that are being

considered. The Committee also met with Public Communications Inc. who also presented their public policy services. The Committee will discuss this further at their July meeting.

- iii) Committee Update
No Report

c. Museums & Historical Preservation

- i) Update: Naval Air Station Glenview Museum and Flight Academy Request For Proposal (RFP)
Superintendent of Leisure Services Elsa Fischer reported that the RFP (Request for Proposal) has gone out for the proposed Naval Air Station Museum and Flight Academy and so far there has been a lot of interest in the project. The proposals are due on July 10 and recommendations will be presented to the Board in August. The project is projected to be completed by the end of November.

- ii) Committee Update
No Report

d. Park & Facility Services/Environmental

- i) Update: Comprehensive Master Plan–Review of Preliminary Strategies
Committee Chair Jen Roberts reported that the Park & Facility Services Committee was presented with information from Hitchcock Design Group regarding the Comprehensive Master Plan and the draft preliminary strategies.

- ii) Strategic Planning Process Overview
Chair Roberts also reported that the Committee heard from Barbara Heller on the Strategic Planning process.

- iii) Update: Cole Park Fieldhouse Renovation & Outdoor Restroom Addition
Superintendent of Park & Facility Services Jim Warnstedt noted he will be sharing with the Committee a preliminary design of a vestibule for the Cole Park Fieldhouse at their July meeting.

- iv) Committee Update
No Report

e. Recreation & Swimming Pools

- i) Approved Park Center Replacement Copiers
Committee Chair Dave Tosh noted that the three Park Center copiers need to be replaced due to their age and the amount of repairs needed. Staff had solicited quotes from vendors for the replacement of the copiers. They received quotes from our current vendor Image Systems and Business Solutions (ISBS) and from Impact and Digital Copier Super Center. Even though (ISBS) was not the lowest bidder, staff recommends accepting their bid since the District has had a successful relationship with ISBS for over 9 years and has been extremely happy with their services. Chair Tosh also noted the Fire Alarm System and Fitness Showers at Park Center are about

16 years old and need to be replaced. Those two items were approved on the consent agenda.

Commissioner Katsamakos moved seconded by Commissioner Peterson to accept a Staff recommendation that the District purchase three Park Center copiers from Image Systems and Business Solutions in the amount of \$46,194. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamakos, Peterson, Patton. Nays: None. Motion Carried.

ii) Update: Outdoor Pools and Camps

No verbal update was given; however, the following information was included in the Board packet: As of June 7, 2017, a total of 3,749 pool passes were sold. For the same period in 2016, the District sold 3,860 passes. Staff reported that registration for summer camp is strong and as of June 5, revenue was up over 2016 by over \$140,000.

iii) Committee Update

Superintendent of Leisure Services Elsa Fischer reported that the July 4th parade will have a new route this year due to road construction. It will start at the Glenview Community Church on Elm Street head down Glenview Road and end at Greenwood Avenue. There are 76 units in the parade which is the maximum so no more registrations are being accepted. Staff is working with the Glenview Police to finalize the logistics. The parade viewing stand will be in front of the Swain Nelson building for those Board members who would like to sit there. Elsa also noted that due to the parade, Roosevelt Pool will open a little later on July 4 at 1:30 p.m. Flick Pool will open at its usual time.

Elsa remarked that the July 4th Twilight show is truly a team effort. There are 26 volunteers from the Ismailia community this year and they have graciously offered to host the July 4th staff training at their facility. More porta potties and an additional help station have been added this year and six food vendors have confirmed. In addition to the vendors being located by the oval, there will also be two vendors located behind Attea Middle School.

f. Special Revenue Facilities

- i) Committee Update
No Report

10. Matters from Commissioners

Commissioner Jen Roberts volunteered at the 3v3 Soccerfest last weekend and remarked how well staff and organized it was. She had many people coming up to her to tell her just that and how much fun the kids were having. She thanked staff for a great event.

Commissioner Dave Tosh noted Pioneer Days are from 10:00 a.m. to 4:00 p.m. at The Grove on Saturday and encouraged all to attend this great event.

Commissioner Bill Casey noted how busy the Park District is this time of year and the many events that are taking place. He also thanked the Commissioners for all the time they spend

attending these events. Commissioner Casey admitted that the highlight for him so far this summer was dunking Executive Director Mike McCarty in the dunk tank at Ace Hardware's annual Hot Dog day. Bill was able to hit the target eight times and dunk Mike, who graciously volunteered for this wonderful fundraiser that benefits Lurie Children's Hospital of Chicago.

President Bob Patton agreed with Commissioner Roberts and also thought the 3V3 Soccerfest was very successful and that the Park Foundation did a great job.

Commissioner Katsamakidis noted that she and Commissioner Jen Roberts are the liaisons to the Glenview Park Foundation. She remarked what a great group they are to work with and how lucky the District is to have their support. The Foundation always does such a great job on the annual Firecracker Classic and 3v3 Soccerfest. She and Commissioner Roberts thanked the Foundation on behalf of the Board for all they do.

11. Correspondence

Director McCarty noted a letter he received from Steve Swanson which echoed the sentiments Steve expressed tonight.

12. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq.

No Executive Session was held.

13. Action on items that were discussed in Executive Session, if any

None.

14. Adjourned

Commissioner Peterson moved seconded by Commissioner Tosh to adjourn the Open Session at 7:30 p.m. Roll Call Vote: Ayes: Dillon, Katsamakidis, Peterson, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

ATTEST:

Robert J. Patton, President

Michael D. McCarty, Secretary

Approved this 27th day of July, 2017