



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
Room 101
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes September 21, 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 G. Katsamakidis, Daniel B. Peterson, David S. Tosh, Robert J. Patton.

Commissioners absent: Jennifer G. Roberts.

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. Accepted/Approved Minutes

- a. Accepted the August 17, 2017 Park & Facility Services/Environmental Committee meeting minutes
- b. Accepted the August 22, 2017 Citizen Task Force meeting minutes
- c. Accepted the August 24, 2017 Museums & Historical Preservation Committee meeting minutes
- d. Approved the August 24, 2017 Regular Board meeting minutes

Commissioner Peterson moved seconded by Commissioner Casey to accept the August 17, 2017 Park & Facility Services/Environmental Committee meeting minutes; to accept the August 22, 2017 Citizen Task Force meeting minutes; to accept the August 24, 2017 Museums & Historical Preservation Committee meeting minutes and to approve the August 24, 2017 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakidis, Peterson, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

No Report. Since no public was present, President Patton did not go 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. **Secretary/Executive Director**

Board Secretary and Executive Director Michael McCarty was happy to report that Glenview State Bank (GSB) was just selected for the Illinois Association of Park District's (IAPD) Best Friend of Illinois Parks – Mid-Sized Business Award. Glenview State Bank is the Park District's first Park Partner and has been a great partner for many years. Commissioner Casey noted that GSB is the standard bearer for what a good community business should be. Glenview State Bank will be presented with their award at the IAPD Best of the Best Awards Gala on October 13.

5. **Matters from the Public**

None.

6. **Approved Accounts Payable**

Commissioner Dillon moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of August, 2017 in the amount of \$3,203,825.55. Roll Call Vote: Ayes: Dillon, Katsamakias, Peterson, Tosh, Casey, Patton. Nays: None. Motion Carried.

7. **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. President Patton asked for a motion to approve the Consent Agenda.

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

a. **Accepted Ordinance No. 2017–23: Liquidation of Personal Property**

This is a housekeeping item to dispose of unneeded Park District equipment.

b. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy No. 3.70: Debt Management**

This is a new policy that outlines when the issuance of debt may be appropriate, when the District may choose to seek a credit rating, and the methods the District may use for sale of the bonds.

c. **Accepted an Administrative Operations & Marketing Committee recommendation to approve Policy No. 8.90: Suspected Child Abuse or Neglect**

The Abused and Neglected Child Report Act (325 ILCS 5/) has designated workers in certain professions such as Child Care workers (which includes recreational program or facility personnel) as "Mandated Reporters" who have an obligation to report any suspected child abuse or neglect. Employees of the Park District must understand and agree to the requirements under the Mandated Reporter program as part of the new hire

process. This has been a requirement for many years though this is the first time it has been put into a separate policy.

- d. **Accepted a Museums & Historical Preservation Committee recommendation to retain the services of Holabird & Root to conduct a feasibility study for a Naval Air Station Glenview Museum & Flight Academy at a cost of \$45,000 plus reimbursables not to exceed \$2,000.**

This study will be paid for by the Hangar One Foundation.

8. Committees Reports and Recommendations

a. Administrative Operations/Marketing

i) Committee Update

Committee Chair Angie Katsamakakis noted that two policies that the Committee reviewed were just approved on the Consent Agenda. She also noted an Ethical Conduct Policy was reviewed in committee but still needs further review and clarification and will be brought back to committee.

b. Finance

- i) Accepted the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2017

Committee Chair Dan Peterson noted the Committee discussed the Debt Management Policy that was just approved on the Consent Agenda. Also discussed in Committee were the audited financial statements for the period ending April 30, 2017.

Chair Peterson noted that all Board members received a copy of the audit and management letter in their board packets. He explained that the District received an unmodified opinion from Lauterbach and Amen which is the highest level of opinion that is given by an audit firm. The auditors confirmed that the basic financial statements are accurate in all material respects and are reported in a manner that presents fairly the financial position and results of operations of the various units of the Glenview Park District. No significant deficiencies were identified in the management letter. Chair Peterson also noted the Park District received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the audit. This is the fifteenth year the District has received this recognition.

Commissioner Peterson moved to accept a Finance Committee recommendation to accept the Glenview Park District Comprehensive Annual Financial Report for the fiscal year ended April 30, 2017. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Dillon, Katsamakakis, Patton. Nays: None. Motion Carried.

- ii) Accepted the Estimated Tax Levy

Chair Peterson explained the Committee took the first steps to determining the new tax levy for the coming year by deciding on an estimate of the tax levy. As required, the District announces an estimated tax levy at least 30 days prior to formal approval of the tax levy in November. This year the estimated tax levy that will be used to partially fund operations for the fiscal year May 1, 2018 through April 30, 2019 is \$17,315,918. This represents an increase of 4.45% to existing taxpayers. However, there is still an opportunity to capture any new growth in the district which is

included in the tax levy estimate. The Property Tax Extension Law Limit (PTELL) is 4.56% for this year's tax levy. The Board continues to work with staff to minimize any increase to our taxpayers. The final levy will be presented for approval at the November Board meeting. Chair Peterson noted that the Board has continued for five years in a row to keep taxes flat. However, this year, the District will need to collect the taxes for the bond and interest payments that in past years it was able to abate those taxes.

Commissioner Peterson moved to accept a Finance Committee recommendation to accept the estimated tax levy of \$17,315,918. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakidis, Patton. Nays: Peterson. Motion Carried.

iii) Committee Update
No Report

c. Museums & Historical Preservation

i) Wagner Farm Children's Interpretive Play Space

This was reported on at the August Board meeting as a Committee update of the August 24, 2017 Museums & Historical Preservation Committee.

ii) Village of Glenview Request: Additional Drainage at Wagner Farm

This was reported on at the August Board meeting as a Committee update of the August 24, 2017 Museums & Historical Preservation Committee.

iii) Wagner Farm Philosophy

This was reported on at the August Board meeting as a Committee update of the August 24, 2017 Museums & Historical Preservation Committee.

iv) Committee Update

Committee Chair Bill Casey noted the Committee met this morning (September 21, 2017) and reviewed the annual recommendations for Wagner Farm. He reported the following changes: some operational time changes; extending the Farmers Market season two extra weeks and the annual Bacon Fest event has been put on hiatus. The children's play space project and the drainage project with the Village are still pending. The Committee also reviewed The Grove and Air Station Prairie annual recommendations. At The Grove, some Redfield Estate hourly changes are being made and a slight increase in school fees to cover field trips. A new interactive exhibit that uses sand and lights to determine topography levels is being considered for the Air Station Prairie (ASP) which should appeal to both kids and adults and help to bring more visitors to the ASP.

d. Park & Facility Services/Environmental

i) Strategic Plan Review

Committee Chair Jen Roberts was not at the Board meeting, so Superintendent of Park & Facility Services Jim Warnstedt gave a recap on the status of the Strategic Plan review. He noted a workshop was held with staff to review the District's Mission, Vision and Guiding Principles and how they might be improved. These ideas will be brought back to Committee as will a review of the Comprehensive Master Plan.

- ii) Committee Update
No Report

9. Matters from Commissioners

Commissioner Angie Katsamakidis attended the Glenview Park Foundation (GPF) meeting. She reported the foundation has decided to give 10% of their fundraising net, not to exceed \$10,000 to the Park District's Leisureship Scholarships. The GPF has two major fundraisers each year where they raise \$70-\$90,000.

Commissioner Dave Tosh congratulated the Aquatics team for achieving their 5 star rating this summer and for keeping our patrons safe.

Commissioner Bill Casey spoke on behalf of President Patton at the recent Bear Birthday Bash 100 on September 17. He thanked the staff for putting on a great event. He felt it provided a great sense of community and encouraged everyone who attended to continue to contribute to the community.

Commissioner Dave Dillon noted he received many compliments on the Task Force meetings. He thanked the staff and Board for putting it all together and for providing the information to the Task Force members so they are able to make good decisions. President Patton also acknowledged the amount of time staff is putting into this endeavor and added his appreciation.

10. Correspondence

Starfish Aquatics Audit Recognition

Director McCarty noted the District received a letter and check for \$3,600 from the Park District Risk Management Agency which is the district's risk pool. The check was to acknowledge the District for performing and meeting set standards of safety. The District received three, 5 Star Audits and one 4 Star Audit this spring and summer for all three pools Roosevelt, Flick and Splash Landings. This is a significant achievement for our staff. The Director noted how he hears from many parents, when he is at the pools, on how well the guards perform. Safety continues to be the District's number one priority.

Other Comments

Superintendent of Leisure Services, Elsa Fischer, reported 49 boating permits were given out for the first boating season on Lake Glenview, which officially ends on October 1. Elsa noted the comments she received were very positive and there were no complaints or abuse reported. A survey is currently being done and will be reviewed with the Board.

11. No Executive Session was held.

12. Approved the Executive Session meeting minutes from the August 24, 2017 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 Peterson to approve the Executive Session meeting minutes from the August 24, 2017 Executive Session Board Meeting. Roll

Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakis, Peterson, Patton. Nays: None. Motion Carried.

13. Adjourned

Commissioner Katsamakis moved to adjourn the Open Session at 7:25 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

Robert J. Patton, President

Michael D. McCarty, Secretary

Approved this 26th day of October, 2017