



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
September 22, 2016

**1. Roll Call**

President Daniel B. Peterson called the meeting to order at 7:03 p.m. and the roll was called.

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

Commissioners absent: None

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, Superintendent of Leisure Services Elsa Fischer, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Deputy Executive Director Barbara Cremin

**2. A Moment of Silence was observed**

President Peterson proposed reflecting on ways we can all make our community and world a better place.

**3. Meeting Minutes**

- a. **(a.b.c.d.e.f.) Accepted the revised August 11, 2016 Park & Facility Services/Environmental Committee meeting minutes; accepted the August 17, 2016 Special Revenue Facilities Committee meeting minutes, accepted the August 25, 2016 Museums and Historical Preservation Committee meeting minutes; approved the August 25, 2016 Budget & Appropriations Public Hearing meeting minutes; approved the August 25, 2016 Regular Board meeting minutes and accepted the September 13, 2016 Finance Committee meeting minutes**

Commissioner Casey moved seconded by Commissioner Kuhn to accept the revised August 11, 2016 Park & Facility Services/Environmental Committee meeting minutes; accept the August 17, 2016 Special Revenue Facilities Committee meeting minutes, accept the August 25, 2016 Museums and Historical Preservation Committee meeting minutes; approve the August 25, 2016 Budget & Appropriations Public Hearing meeting minutes; approve the August 25, 2016 Regular Board meeting minutes and accept the September 13, 2016 Finance Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakidis, Kuhn, 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**

Annexation Ordinance No. 2016-12

Attorney Sam Witwer personally wanted to thank Director McCarty for his kind comments in the board memo regarding Sam's retirement and his 35 year tenure with the Park District. Sam noted his family will be attending a future board meeting where he will share how he became the park district attorney and some memorable moments over the years. Sam will be retiring on January 27, 2017 but will be assisting with the transition of responsibilities to the new attorney through April, 2017.

Sam explained that the Omnibus Annexation Ordinance No. 2016-12, which the Board will be considering for approval on the Consent Agenda tonight, is intended to bring identified parcels of land that the Village of Glenview has already annexed into the Park District boundaries. Once approved, the Ordinance is filed with the Recorder of Deeds and the Cook County Maps Department. The Weekley Homes subdivision along with units near Greenleaf and Sanders Roads will generate additional tax revenue for the district; and resident rates for Park District programs will be available to those residents. President Peterson also noted new voters will be brought into the district with this annexation.

d. **Secretary/Executive Director**

i) **Attorney's Retirement**

Executive Director Michael McCarty announced Attorney Sam Witwer's retirement after 35 years with the Park District will be effective January 27, 2017. He noted how bittersweet this is since Sam has been so involved with the Park District for so many years; however, we are all very happy for Sam. Director McCarty acknowledged how Sam has been the key person providing counsel to the District on a wide range of legal issues and has been instrumental in many of the land negotiations and Intergovernmental Agreements that have made the Glenview Park District what it is today. Sam's love of the community and the Glenview Park District has been evident throughout his career and he will be sorely missed. Director McCarty thanked Sam for his many years of dedicated service. Sam will remain the District's lead attorney until his retirement date.

Director McCarty noted the District advertised a "Request for Qualifications for General Legal Services" which was advertised for four weeks and closed at noon on Friday, September 16. The District received five (5) proposals of which three (3) firms will be selected for interviews at the Monday, October 10, 2016

Administrative Operations Committee of the Whole. We hope to have a new Attorney selected by November and hired in January.

ii) Other

(1) Best of the Best Partnership Award

Director McCarty announced that the Grove Heritage Association (GHA) and the Glenview Park District have been awarded the Illinois Association of Park District's (IAPD) Partnership Award which will be presented at the Best of the Best Award Gala on Friday, October 21 in Wheeling, IL. McCarty recognized the GHA donation of \$240,000 for the recent purchase of 4111 Kennicott Lane; their donation towards the newly remodeled Archives Building at The Grove, as well as their many hours of volunteer work over the years. McCarty invited the Board members to attend the Gala to help celebrate this special recognition.

(2) Flight Fest

Director McCarty reminded everyone to come out to Flight Fest which will be held on Saturday, September 24 in Gallery Park from 2-8pm. There will be a Dave Matthews tribute band, good food and fun activities for the kids.

**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 August, 2016 in the amount of \$2,710,797.13. Roll Call Vote: Ayes: Dillon, Katsamakakis, Kuhn, Patton, Tosh, Casey, Peterson. Nays: None. Motion Carried.

**7. Approved Consent Agenda items: (a, b, d, e, g, h)**

President Peterson asked if anyone would like any items removed from the Consent Agenda for further discussion. Commissioner Kuhn requested Consent Agenda items 7.c. and 7.f. be removed for discussion. President Peterson then asked for a motion to approve the Consent Agenda items minus 7.c. and 7.f.

Commissioner Casey moved seconded by Commissioner Katsamakakis to approve the Consent Agenda items minus 7.c. and 7.f. Roll Call Vote: Ayes: Katsamakakis, Kuhn, Patton, Tosh, Casey, Dillon, Peterson. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

**a. Accepted Ordinance 2016-12: An Omnibus and Composite Ordinance to Annex Certain Territories to the Glenview Park District**

Staff and Attorney Witwer recommended approving the Omnibus Ordinance for the annexation under our Section 3-10 Park Code of five (5) parcels, which have all been annexed by the Village.

**b. Accepted the Special Revenue Facilities Committee recommendation to approve the agreement with Williams Architects, Itasca, Illinois for Phase 1 of the**

**design/engineering and consulting services for the Glenview Ice Center project in the amount of \$85,000 per to form and Attorney Review**

The Glenview Park District solicited a Request for Proposals for consulting services related to a possible renovation to the Glenview Ice Center. Four proposals were submitted and three firms were interviewed. Williams' proposal and presentation demonstrated foresight to the scope of the project and included potential facility options based on the proposed locations. The proposed agreement covers Phase 1 the Needs Analysis and Feasibility Study: needs assessment, site analysis, facility study, and cost and constructability analysis for the Glenview Ice Center design/engineering and consulting services.

**d. Accepted the Park & Facility Services/Environmental Committee recommendation to approve the bid from Allstar Asphalt, Wheeling, IL in the amount of \$55,405 for the 2016 Asphalt & Concrete Sidewalk Projects**

Four bids for asphalt and concrete work were received on September 1st and Allstar Asphalt of Wheeling, IL was the low bidder. Allstar Asphalt has completed projects for the District in the past, and they have done great work.

**e. Accepted a Staff recommendation to approve the Park Center HVAC Project Bid from Monaco Mechanical, Inc., Lisle, IL in the amount of \$379,800**

The District opened bids for the project on August 31 and received eight bids. This project will allow the District to stay on track with the HVAC Replacement Plan for the remaining 12 units over the next several years.

**g. Accepted a Park & Facility Services/Environmental Committee recommendation to approve the School District 37 Lease Agreement Renewal**

The school site that the lease refers to is Avoca West School. The lease agreement would run for a period of 10 years, or until terminated or further renewed. The Park District currently completes inspections on all school playgrounds and will now furnish the reports to each School District.

**h. Accepted a Museums & Historical Preservation Committee recommendation to approve Resolution 2016-13: Naval Air Station Glenview Museum**

The Resolution states that the Hanger One Foundation (HOF) will raise the funds needed for a feasibility study for the proposed museum and that the District will commence with the study once the funds have been raised. Following a successful feasibility study, the Park District will enter into an agreement with HOF under which the District would construct and operate a museum provided that HOF secured donations and/or pledges sufficient to pay for the entire design, engineering, construction, furnishing, equipment and at least the first twenty years' operational costs.

**7. Approved Consent Agenda items 7.c. and 7.f.**

- c. Accepted the Park & Facility Services/Environmental Committee recommendation to approve the Proposal and Subsequent Contract from Hitchcock Design Group, Naperville, IL in the amount of \$172,400.00 for the Comprehensive Master Plan per Attorney Review**

Commissioner Casey moved seconded by Commissioner Tosh to accept the Park & Facility Services/Environmental Committee recommendation to approve the Proposal and Subsequent Contract from Hitchcock Design Group, Naperville, IL in the amount of \$172,400.00 for the Comprehensive Master Plan per Attorney Review. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Tosh, Peterson. Nays: Kuhn, Patton. Motion Carried. (Copy of supporting information filed herewith and explained below).

This fall, the Park District will embark on a comprehensive master plan which will be a road map for the District to follow and will help guide its efforts in the area of Parks and Recreation. The main purpose of the master plan is to ensure that we are meeting the needs of our residents and that we are set up for success in the future. Hitchcock Design Group recently completed Comprehensive Master Plans for the Northfield Park District as well as the Northbrook Park District.

Commissioner Kuhn stated the last Comprehensive Master Plan was completed in 1983. He feels the district has done very well for the last 33 years without having to pay someone to tell staff how to do their jobs. He acknowledged that staff is the best in the state and we are an employer of choice and have some of the best in the field as indicated by the hire of our two new Superintendents and Michael McCarty as Executive Director, a member of the American Academy for Park and Recreation Administration whose membership is limited to the top 100 Executive Directors in the country. Commissioner Kuhn noted the Plan is \$22,000 over budget and referred to a statement made by the Principle and Senior Vice President of Hitchcock Design Group as saying; it will be "obsolete in five minutes." For those reasons, he is not in favor of approving this proposal and contract. Commissioner Patton agreed.

Director McCarty explained that the 2017 Master Plan will take the Park District into the future. He clarified the quote made by the Principle of Hitchcock Design which Commissioner Kuhn referenced that it was said to caution the Board that if they do not act on the findings of the Master Plan as it relates to the public outreach information; programming; future land use; impact of lease agreements and relationships with local agency partners, etc., it would be "obsolete in five minutes." McCarty explained the Master Plan was to be spread over a two year period, so it would not be over budget. He noted an Interest and Attitude Survey has not been done since 2009 and this is an important tool because it gives us citizen feedback on what the community would like the District to focus on in the future. The survey would also assist staff with the needed resources to obtain this type of scientific data. Mike also pointed out that the District could not become an Accredited Agency without a master plan; would not be able to adequately determine what the community wants and would not have the critical information needed to determine if and how future projects should be funded. He also noted that the information garnered from the Master Plan would be fundamental in determining the framework for the District's 2019-2022 Strategic Plan. He also reminded the Board that developing a Master Plan is a current strategic initiative in the 2015-2018 Park District Strategic Plan which the Board had authorized. Director McCarty urged the Board to consider approving the proposed contract for the Master Plan.

Commissioner Dillon asked Commissioner Kuhn if he felt the District didn't need a

Master Plan or if he felt the cost was too high. Commissioner Kuhn feels staff is best to determine the needs of the community and the district and that the cost is too high. He would consider it if the cost was less.

President Peterson felt the District needed a vision for more than three years. The Strategic Plan only focuses on three years out. He feels the experts bring value in building the master plan and guiding staff in the process. He also commented on the quote from Hitchcock, and said it was in reference to a request he made for editable documents of the material Hitchcock would be providing. The Principle from Hitchcock acknowledged they would provide editable documents so the district could make updates as they saw fit, so the initial documents would be “obsolete in five minutes” but that the information provided would not.

Commissioner Casey felt the cost was high but also felt asking staff to complete a master plan on their own is asking them to do something that is not in their scope of expertise and it would be taking them away from their daily focus of running a high-level park district.

Commissioner Dillon also felt the cost was high but that the district does need a Master Plan. Commissioner Patton also agrees that long-range planning is needed but thinks the cost is too high especially with staff doing a lot of the work.

Commissioner Kuhn clarified that his intent was not to have staff develop the Master Plan. Also, he did not recall that a Strategic Plan would be included in the Master Plan and asked if the district would continue to assemble Strategic Plan Advisory Committees (public volunteers) to develop its next Strategic Plan?

Commissioner Casey understood that the next Strategic Plan would be part of and generated by the findings of the Master Plan and asked Director McCarty to clarify if that was correct. Director McCarty confirmed that a Strategic Plan is within the scope of the Master Plan and is confident that its findings will replace the need to go through the Strategic Planning process that the District used in past years.

f. **Accepted a Staff recommendation to approve changes to the Glenview Titan Aquatic Club (GTAC) Bylaws**

Commissioner Casey moved seconded by Commissioner Kuhn to amend a Staff recommendation to approve changes to the Glenview Titan Aquatic Club (GTAC) Bylaws by deleting the second sentence under Article/Section IV; 3. Spending Limits which begins with: “The officers”. Roll Call Vote: Ayes: Dillon, Katsamakakis, Kuhn, Patton, Tosh, Casey, Peterson. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

This past summer the GTAC Parent Support Group and staff convened to update the bylaws to reflect current practices. Commissioner Kuhn referenced Article IV Finance, Section IV; number 3. Spending Limits. He pointed out that the first two sentences in that paragraph contradict each other. He would like the second sentence deleted that reads: “The officers of the PSG (President, Vice President, Treasurer and Secretary)

shall be authorized to spend sums of money not to exceed five hundred dollars (\$500) without prior approval of The Board and the Park District.” A motion was taken to approve the Bylaws as amended.

## 8. Committees Reports and Recommendations

### a. Finance

- i) Accepted the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2016

The auditing firm of Lauterbach and Amen, LLP completed the required audit and no significant deficiencies were identified. The full report of the audit is available for public inspection at The Glenview Park District Administration Building.

Committee Chair Kuhn noted the report was lengthy and the Committee reviewed it with the auditors. He reported everything was in good order. President Peterson also noted the auditor’s unmodified opinion was very good and he was happy to see the annual financial report that lays out so much of the District’s financial information in such a clear way.

Commissioner Kuhn moved to accept a Finance Committee recommendation to accept the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2016. Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Casey, Dillon, Katsamakakis, Peterson. Nays: None. Motion Carried.

- ii) Accepted the Estimated Tax Levy of \$16,794,035

As required, the District announced an estimated tax levy at least 30 days prior to formal approval of the tax levy in November. Committee Chair Kuhn noted most of the members concurred that the levy should increase by .48% for a total amount of \$16,794.035. However, the Committee will continue to discuss options to try and possibly lower the amount before finalizing the tax levy which needs to be approved at the November Park Board meeting.

Commissioner Kuhn moved to accept a Finance Committee recommendation to accept the estimated tax levy of \$16,794,035. Roll Call Vote: Ayes: Patton, Tosh, Casey, Dillon, Katsamakakis, Kuhn, Peterson. Nays: None. Motion Carried.

- iii) Committee Update  
No Report

### b. Park & Facility Services/Environmental

- i) Update: Community Park West(CPW) Athletic Field Lighting Project

Committee Chair Tosh noted the Committee discussed a variety of topics of which Superintendent Jim Warnstedt gave a brief recap on each. Jim noted the installation of lights on the CPW soccer fields is almost complete, most likely by next week.

- ii) Update: School District 63 Agreement

Jim reported that the Committee decided to table the School District 63 Agreement until after the Master Plan is completed.

- iii) Committee Update  
No Report

**c. Recreation & Swimming Pools**

- i) 3v3 Soccer Fest Wrap-up

Superintendent Elsa Fischer noted the 3v3 Soccer Fest was a success as it raised over \$15,000 for the Glenview Park Foundation (GPF). Over the past 11 years, this annual event has raised over \$193,000 for GPF. President Peterson noted this is a great program and complimented the GPF and all the volunteers.

Commissioner Casey noted that VOG President Jim Patterson had in the past received a Community Service Award for his efforts in starting the annual 3v3 Soccer Fest with other Foundation members.

- ii) Review of July 4, 2016 Staff Expenses

Elsa reported the staff expenses for the July 4th celebration were just over \$58,000 this year and an estimate of between 20,000-25,000 people attended the Fireworks show. This is approximately 10,000 more attendees than when the fireworks were displayed at the Glenview Park Golf Course. Elsa noted over 600 responses were received from the Twilight Show survey and most were very positive. Staff continues to work with the VOG to improve on the parking.

- iii) Committee Update  
No Report

**9. Matters from Commissioners**

Commissioner Casey complimented the staff and volunteers for all their efforts on the annual Park Center Triathlon which had over 400 participants, among them Commissioner Casey and President Peterson.

Commissioner Dillon thanked the Park District for their help in providing containers and vending items for the Sunrise Rotary's recent 911 "Heroes" event which raised \$40,000.

Commissioner Katsamakos congratulated the Grove Heritage Association for winning the IAPD Partnership award. She also commended the Grove for their work with GBS high school student in their photography, peer mentoring and horticultural programs.

Commissioner Kuhn thanked Attorney Sam Witwer for all he has done for the Park District and community. He also noted what an honor it was to work with Sam over the last five years and considers him a friend. He also asked everyone to keep Deputy Director Barb Cremin in their thoughts as she prepares for her upcoming surgery.

**10. Correspondence**

- a. **Financial Reimbursement for 2016 Starfish Lifeguard Audits**

Director McCarty reported that the District received a check in the amount of \$3,600 from our Park District Risk Management Agency (PDRMA) as a result of the outdoor pools receiving top scores during four Starfish Lifeguard audits conducted by PDRMA over the spring/summer. Mike commended staff for always keeping safety

the top priority and for also bringing some savings back to the taxpayers.

Commissioner Casey noted Director McCarty was recently elected as a Board member to a notable Park and Recreation educational organization. McCarty shared that he had been elected to the American Academy for Park and Recreation Administration Board for a three year term. The Academy is dedicated to advancing knowledge related to the administration of parks, recreation, and conservation. It conducts research, publishes papers, and sponsors seminars and also administers the prestigious National Gold Medal Award. It is made up of 135 members that are elected into the organization. McCarty was inducted as member into the Academy in 2013. He noted he was honored to be selected by his peers.

**11. No Executive Session was held**

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

None

**13. Adjourned**

Commissioner Kuhn moved seconded by Commissioner Katsamakis to adjourn the Open Session at 7:54 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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Daniel B. Peterson  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 27th day of October, 2016