

## COMBINED FINANCE AND ADMINISTRATION COMMITTEE

Glenview Park District Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, February 14, 2017 @ 8:00 a.m.

### 1. Roll Call

Commissioner Bob Patton called the meeting to order at 8:02 a.m. and the roll was called.

**Commissioners/Official Staff present:** Commissioners Bob Patton, Dan Peterson, Dave Dillon, Bill Casey, Dave Tosh, Executive Director Michael McCarty, Deputy Executive Director Barb Cremin, Manager of Business Services Nicole Hopkins, Treasurer Bill Moore, Risk Manager Henry Urbina, Park and Facility Services Manager Kris Mikkelsen, Recording Secretary Amy Wille

**Public Visitors:** Jen Roberts

**Late Arrivals, Early Departure:** Dave Dillon arrived at 8:10 a.m.; Henry Urbina and Kris Mikkelsen left at 8:12 a.m.

**Commissioners/Official Staff absent:** Charlie Kuhn

### 2. AGENDA TOPICS

#### a. Strike Guard Lightning Detection System

Staff presented the proposal to replace the existing Thor Guard Lightning Prediction System with the Strike Guard Lightning Detection System as a sole source provider. The current Thor Guard Lightning Prediction System was originally installed in 2006 and is being recommended for replacement due to the high cost of replacement parts, high amount of staff time and the cost to maintain the system, as well as the increasing amount of perceived “false alarms”. In addition, one of the existing Thor Guard units at GPGC needs to be totally replaced because its operating system is now obsolete. The cost for the Strike Guard system is \$99,310 and \$100,000 was included in the approved 2016-2017 budget to make this purchase. As part of this project, coverage will be added to Johns Park, Swenson Park, the Grove, the Tennis Club, and Willow Park. Commissioner Peterson suggested that staff consider adding Strike Guard coverage to additional parks, such as Cunliff and Ladendorf at a later date. Commissioners asked staff about plans for communicating the installation of the new system and the meaning of the warning sirens. Risk Manager Henry Urbina indicated that they are working with the Marketing Department on a full communication plan to neighboring residents, sports groups and to staff.

Commissioners in attendance at the meeting concurred with the recommendation and the item will be on the February Board meeting agenda as a staff recommendation.

#### b. Section 6.02 of Personnel Guidelines -Pay Periods and Payroll Deductions

Deputy Director Barb Cremin explained that a revision to existing wording was needed to reflect current practices. As part of the conversion to the new payroll system, a change was made to standardize the designated work week used to determine when overtime compensation is required. Previously the part time employees and the full time hourly employees had different

designated work weeks. The Personnel Guidelines are being updated to reflect the change to one standard designated work week.

Commissioners in attendance at the meeting concurred with the proposed wording change and the item will be on the February Board meeting agenda as a staff recommendation

**c. Section 7.08 of the Personnel Guidelines- Section 125 Plan**

Deputy Director Barb Cremin explained that the proposed wording in the Personnel Guidelines is being updated to reflect the currently available employee benefits under the District's Section 125 Plan. The District added Flexible Spending Accounts for medical expenses and for dependent care as part of its Section 125 plan. This allows an employee to set aside funds on a pre-tax basis to pay eligible medical and dependent care expenses

Commissioners in attendance at the meeting concurred with the proposed wording change and the item will be on the February Board meeting agenda as a staff recommendation

**d. Capital Project Funding**

Staff presented an overview of funds available for capital projects which is a timely topic in light of the onset of the comprehensive master plan, the potential for a new or renovated ice center and for the funding needed to maintain existing assets which are not part of the capital replacement program. The long range capital plan includes a revenue stream of approximately \$700,000 to pay debt service on a potential bond issue of around \$10M, depending on the interest rates at the time the bond is issued and the length of the term of the bond. The District also has identified an additional funding source of approximately \$3M. Certain assumptions were made in preparing the long term capital plan including that part of the increase in tax dollars at the end of the TIF will be allocated to Capital Development and that the District will continue to have approximately \$770,000 transferred annually from the corporate and recreation funds to the capital development fund. Some circumstances will need to be continually monitored as they could impact the capital plan. This includes items such as a potential self- imposed or state mandated tax freeze, new funding needs that have not yet been identified, ability to increase fees to cover operating expenses or legislative or other circumstances that may result in increased operating expenses.

The discussion focused on the potential for funding a new Ice Center in response to the need for an additional sheet of ice to meet user needs and due to extensive repairs and renovations needed at the current facility. Commissioners in attendance indicated that they would be willing to consider naming rights, partnership opportunities, contributions from affected sports organizations and a referendum to pay of a portion of the cost of a new ice center. Further information and discussions are needed over the next several months prior to making any determination.

**e. Other**

None

**3. Matters from the Public**

None

**4. Adjourn**

Commissioner Patton moved seconded by Commissioner Peterson to adjourn the Open Session at 9:46 a.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 23rd day of February 2017