



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
January 21, 2016

**1. Roll Call**

President William Casey 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. Katsamakias, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, David S. Tosh.

Commissioners absent: None.

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Michael McCarty, Superintendent of Park and Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Leisure Services Elsa Fischer, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

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

**3. Meeting Minutes**

**a. - c.**

Accepted the December 7, 2015 Special Revenue Facilities Committee minutes, accepted the December 10, 2015 Recreation, Museum & Swimming Pools Committee minutes and approved the December 17, 2015 Regular Board meeting minutes.

Commissioner Peterson moved seconded by Commissioner Patton to accept the December 7, 2015 Special Revenue Facilities Committee minutes, accept the December 10, 2015 Recreation, Museum & Swimming Pools Committee minutes and approve the December 17, 2015 Regular Board meeting minutes. Roll Call Vote: Ayes: Dillon, Katsamakias, Kuhn, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Officers' Reports**

**a. President**

President Casey 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 the Treasurer.

c. **Attorney**  
No Report

d. **Secretary/Executive Director**

i) Approved the 2016/17 Park Board meeting dates  
Commissioners will hold regular monthly meetings at 7:00 p.m. at Park Center, Room 101, 2400 Chestnut Avenue, Glenview Illinois on the following dates during fiscal year 2016/2017:

2016			
May 26, 2016	June 23, 2016	July 28, 2016	August 25, 2016
September 22, 2016	October 27, 2016	November 17, 2016	December 15, 2016

  

2017			
January 26, 2017	February 23, 2017	March 23, 2017	April 27, 2017

Commissioner Katsamakakis moved seconded by Commissioner Peterson to approve the 2016/17 Park Board meeting dates for posting. Roll Call Vote: Ayes: Katsamakakis, Kuhn, Patton, Peterson, Tosh, Dillon, Casey. Nays: None. Motion Carried.

Director Mike McCarty announced that the Glenview Park District will be hosting a Legislative Breakfast at the Grove's Redfield Estate on Monday, February 22, 2016 at 9:00 a.m. Local Legislators, Park District Directors and Park Commissioners have been invited. This is a great opportunity to hear about future and pending state legislation that may affect the Park District.

**5. Matters from the Public**

None

**6. Approved Accounts Payable**

Commissioner Kuhn moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of December, 2015 in the amount of \$2,829,540.91. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Tosh, Dillon, Katsamakakis, Casey. Nays: None. Motion Carried.

**7. Approved Consent Agenda Items**

President Casey asked if anyone would like an item removed from the Consent Agenda for further discussion. Commissioner Kuhn asked that agenda items 7.a. and 7.d. be removed for further discussion. President Casey then asked for a motion to approve the Consent Agenda minus items 7.a. and 7.d.

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

- a. ***REMOVED FOR FURTHER DISCUSSION: Recreation, Museum, and Swimming Pools Committee recommendation to approve Resolution 2016-02: Boating on Lake Glenview.***
- b. **Accepted a Recreation, Museum & Swimming Pools Committee recommendation to approve the purchase of 300 chairs and 2 hand carts for the Park Center Lakeview Room at a cost of \$37,078.10 from US Communities Government Purchasing Alliance.**
- c. **Accepted a Recreation, Museum & Swimming Pools Committee recommendation to approve the 2016-17 Annual Operating Recommendations for the District's two outdoor pools.**  
Annual pool memberships will increase \$5.00 and the daily hours for Roosevelt Pool will be 10:00 a.m. to 8:00 p.m. and Flick Pool hours will be 10:00 a.m. to 9:00 p.m., weekdays and weekends for the regular season. This change provides more available pool hours for pass holders and daily visitors. It also provides more opportunity for group and private rentals.
- d. ***REMOVED FOR FURTHER DISCUSSION: Special Revenue Facilities Committee recommendation to approve the 2016-17 Glenview Park Golf Club Annual Recommendations.***
- e. **Accepted an Administrative Operations Committee recommendation to approve the updated Personnel Guidelines, Sections 2.01; 4.15; 6.04; 6.06; 7.05; 7.07.**  
There are no significant changes to the policy provisions. The changes are primarily clean-up of wording and updates to reflect current practices.
- f. **Accepted an Administrative Operations Committee recommendation to approve the updates to Policy 2.40: Board Program Participation as presented.**
- g. **Accepted an Administrative Operations Committee recommendation to approve the part-time pay ranges as presented.**
- h. **Accepted an Administrative Operations Committee recommendation to approve the full-time pay ranges.**  
A 2% increase to the minimum and maximum of the pay ranges was approved to keep them competitive in the marketplace. The range recommendation is based on the Employment Cost Index (ECI).
- i. **Accepted an Administrative Operations Committee recommendation to approve the full-time merit increase budget of \$190,000 which is roughly equivalent to 3% of salaries.**  
The increase is in line with planned increases at other local park districts. It is also consistent with planned increases in the marketplace as a whole as reported by various compensation consulting firms.

## **7. Approved Consent Agenda Items 7.a & 7.d**

Commissioner Kuhn moved seconded by Commissioner Peterson to approve Consent Agenda items 7.a. and 7.d. Roll Call Vote: Ayes: Katsamakakis, Kuhn, Peterson, Tosh,

Dillon, Casey. Nays: Patton. Motion Carried. (Copy of supporting information filed herewith and explained below).

**a. Accepted a Recreation, Museum & Swimming Pools Committee recommendation to approve Resolution 2016-02: Boating on Lake Glenview.**

This Resolution allows for recreational, non-motorized boating on Lake Glenview. Staff will continue to work with the Village regarding making the necessary changes to the Village Ordinance.

Commissioner Kuhn questioned some of the wording in Resolution-2016-02 which calls for the Park District to offer recreational, non-motorized boating on Lake Glenview. He asked that the reference to canoeing and kayaking in the ninth paragraph be changed to read non-motorized boating to be consistent with the final paragraph of the Resolution. It was determined that the terms canoeing and kayaking were used in the past during the initial planning stages and that non-motorized boating is the term that will be used going forward. Therefore, all wording in the Resolution will remain as presented for the Board to consider.

**d. Accepted a Special Revenue Facilities Committee recommendation to approve the 2016-17 Glenview Park Golf Club Annual Recommendations.**

The changes include revision of the rate structure, play pass/cards and permanent tee times along with reduced rates for residents of the Glenview Park District and a 5% discount for seniors. A priority registration period will be offered for permanent tee times for residents.

Commissioner Kuhn commented that there were some additional minor changes to the 2016-17 Glenview Park Golf Club Annual Recommendations that should be discussed before the Board considers the recommendation for approval by Special Revenue Facilities Committee.

Superintendent of Special Facilities Lori Lovell explained that a revised draft of the Annual Recommendation was emailed to the Park Board this afternoon for their review. She went on to explain the following minor updates. The lottery was reconsidered and will be reinstated as in previous years; the only slight difference will be the method of drawing. She also explained the times for unlimited pass use were revisited in order to offer a consistent experience whenever patrons visit the course.

Commissioner Patton asked why an additional fee was added to the use of unlimited passes during permanent tee times on Saturday and Sunday. Golf Director Ron Cassidy explained that the restriction on the unlimited passes will only be during permanent tee time season which is from May 1 through September 11. Other local park districts are doing this with their unlimited passes as well and the cost for the unlimited pass has actually decreased. He also explained that different packages will be created to offer attractive and competitive rates to golfers.

Treasurer Bill Moore asked about the possibility of there being an opening between permanent tee times; would the unlimited pass holder be able to use that time without incurring an additional fee? Director Cassidy noted that with the busyness of the season,

that scenario is not likely, but if it did occur, that time would be purchased at a permanent tee time rate.

Commissioner Kuhn asked Director Cassidy if he knew how many shot-gun starts were sold to Recognized Organizations. (*Note: A Recognized Organization is an organization which serves youth or is public service, civic, charitable and/or religious in nature and is not-for-profit*). Director Cassidy reported that ten shot-gun starts were done this season with half of them purchased by Recognized Organizations. He clarified the Annual Recommendations show that Recognized Organizations are charged 10% less for a shot gun start than other groups.

## 8. Committees Reports and Recommendations

### a. Administrative Operations

Superintendent of Administrative Operations Barb Cremin noted that the Committee discussed some minor updates to the Personnel Guidelines, the part-time and full-time pay ranges and the full-time merit increase pool, all of which were approved by the Board on the Consent Agenda tonight.

- i) Sponsorship RFP Update  
No update was given.
- ii) Food and Beverage at the GPGC: Agreement Update  
This item was discussed under Agenda topic 8.d.ii).
- iii) Committee Update  
No Report

### b. Finance

- i) Accepted a Finance Committee recommendation to approve Ordinance 2016-01. An Ordinance providing for the issue of \$1,130,000 General Obligation Limited Tax Park Bonds, Series 2016A, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Glenview State Bank at a .75% interest rate.

Commissioner Peterson moved seconded by Commissioner Patton to accept the Finance Committee recommendation to approve Ordinance 2016-01 An Ordinance providing for the issue of \$1,130,000 General Obligation Limited Tax Park Bonds, Series 2016A, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Glenview State Bank at a .75% interest rate.. Roll Call Vote: Ayes: Peterson, Tosh, Dillon, Katsamakis, Kuhn, Patton, Casey. Nays: None. Motion Carried.

Commissioner Peterson reported the Finance Committee had a brief meeting this month and discussed the Annual Rollover Bond which was just approved by the Board.

- ii) Committee Update  
No Report

c. **Recreation, Museum and Swimming Pools**

- i) Splash Landings Roof & Park Center HVAC Replacement Update  
Superintendent of Leisure Service, Elsa Fischer reported that bids will be opened this coming week for the roof and HVAC replacement and they will be reviewed at the February Recreation, Museum & Swimming Pools Committee.

Commissioner Tosh commended Assistant Director of Recreation & Aquatic Operations Amy Watson and Manager of Aquatics, Sarah Lagesse for all their innovative efforts this past pool season in continuing to generate revenue during some of the weather related loss pool days. He also congratulated both of them along with the managers and lifeguards for always keeping the safety of our patrons their number one priority.

President Casey was glad to see the addition to the Outdoor Pools Annual Recommendations of five guest passes with an early-bird pool membership.

- ii) Committee Update  
No Report

d. **Special Revenue Facilities**

- i) Glenview Ice Center Renovation  
Superintendent Lori Lovell noted staff is still exploring options with Stantec to address issues at the Ice Center. Initial renovations have been approved by the Board that will address water issues in the restrooms, with plumbing and provide for enhancements to the girl's locker room.
- ii) Accepted a Staff recommendation for the Park Board to authorize entry into an agreement with Kemper Sports Management for the provision of food and beverage services at the Glenview Park Golf Club per to form developed and revised by the parties subject to review and final approval of the Glenview Park District counsel.

Commissioner Kuhn asked about operating expenses as described in Exhibit A of the Agreement. He thought employees were Kemper's responsibility and questioned why the agreement says that salaries, benefits, etc., would be paid by the owner (the Park District). Superintendent Lovell explained that Kemper will hire, train and be responsible for their employees' payroll; however, an account will be setup for the Park District to administer the payroll.

Lori proceeded to give a brief overview of the contract. She noted with approval from the Board the agreement target start date is February 1, 2016 and will go through January 31, 2017. The base terms of the 12 month contract include a

management fee of \$36,000 paid to Kemper Sports in monthly payments; split of the net revenue after expenses: 75% (Park District) and 25% (Kemper Sports), and a retention fee of \$2,000 that will be collected by the Glenview Park District for the months of June, July, August and September.

Attorney Sam Witwer commented that this is a very robust agreement that has gone through many rounds of iterations; he is very comfortable with the end result. In summarizing the covenant, Sam explained that Kemper Sports will be taking over the running of food and beverage operations at the Golf Course with their own staff and the Park District will make them whole.

Director McCarty expounded on the uniqueness of this agreement in so far as all the revenue is retained by the Park District for payroll and operating expenses. It is very transparent with tracking all revenues from the Café, beverage cart, and Gazebo. It also addresses retaining special events, i.e., Breakfast with Santa, Fish Frys, etc. The Park District can also approve budgets, pricing, and advise on menu items. This third-party arrangement is similar to the Kemper Maintenance Agreement that has been in place for some time now at the Glenview Prairie Club. Attorney Witwer noted that all employees are Kemper employees; therefore all staff related liabilities will be Kemper Sports Management's responsibility.

Director McCarty commended Attorney Witwer and Superintendent Lovell for all their hard work on this agreement. President Casey acknowledged the food service at the Café had not been up to par the last few years and is looking forward to once again providing a great dining experience for our golfers.

Commissioner Kuhn moved seconded by Commissioner Peterson to accept a Staff recommendation for the Park Board to authorize entry into an agreement with Kemper Sports Management for the provision of food and beverage services at the Glenview Park Golf Club per to form developed and revised by the parties subject to review and final approval of the Glenview Park District counsel. Roll Call Vote: Ayes: Tosh, Dillon, Katsamakakis, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

iii) Committee Update  
No Report

## **9. Matters from Commissioners**

Commissioner Katsamakakis complimented Park Center Health & Fitness staff with the recent increase in active memberships. She was also happy to see the collaboration between Attea School and the Senior Center on various events.

President Casey was looking forward to seeing the Commissioners at the upcoming IPRA/IAPD Annual Conference in Chicago, January 28-30.

## **10. Correspondence**

None

## **11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Litigation (c11)**

Commissioner Patton moved seconded by Commissioner Peterson to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:45 p.m. to discuss Litigation (c11). Roll Call Vote: Ayes: Dillon Katsamakias, Kuhn, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 7:55 p.m.

Commissioner Kuhn moved seconded by Commissioner Peterson to adjourn the Executive Session and move back into Open Session at 8:15 p.m. On Voice Vote; all present voted Aye. Motion Carried.

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

None

**13. Adjourn**

Commissioner Patton moved seconded by Commissioner Katsamakias to adjourn the Open Session at 8:15 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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William M. Casey  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 25th day of February, 2016