



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes December  
15, 2016

**1. Roll Call**

President Daniel B. Peterson 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, 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, Deputy Executive Director Barb Cremin, 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**

President Peterson noted that especially at this time of the year, he asked that all think about how we can help to make a more peaceful, prosperous and just world.

**3. Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$1,150,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto**

President Peterson opened the public hearing at 7:01 p.m. to receive public comments on the proposal to sell a one year general obligation limited tax park bond in an amount not to exceed \$1,150,000. The intent is to use the bond proceeds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of related expenses. He noted, while this is a very technical description, it basically provides authorization to use bond proceeds for land and facility acquisition, and/or to build, develop and maintain both new and existing parks, facilities and other capital assets of the District.

President Peterson explained that the required notice of intent to issue bonds was published in the December 1, 2016 Glenview Announcements and that the bond sale ordinance will be considered for approval at the January 26, 2017 Park Board meeting.

President Peterson asked for comments from the Commissioners; there were none. He then asked if there was any oral testimony, public comments or any received written testimony; there were none. The President then asked for a motion to adjourn the public hearing.

Commissioner Tosh moved seconded by Commissioner Kuhn to adjourn the public hearing at 7:03 p.m. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Kuhn, Patton, Tosh, Peterson. Nays: None. Motion Carried.

#### **4. Meeting Minutes**

- a. **Accepted the November 9, 2016 Recreation & Swimming Pools Committee meeting minutes**
- b. **Accepted the November 10, 2016 Special Revenue Facilities Committee meeting minutes**
- c. **Approved the November 17, 2016 Regular Board meeting minutes**
- d. **Accepted the December 1, 2016 Special Revenue Facilities Committee meeting minutes**
- e. **Accepted the December 5, 2016 Administrative Operations/Marketing Committee meeting minutes**
- f. **Accepted the December 6, 2016 Finance Committee meeting minutes.**

Commissioner Casey moved seconded by Commissioner Dillon to accept the November 9, 2016 Recreation & Swimming Pools Committee meeting minutes; to accept the November 10, 2016 Special Revenue Facilities Committee meeting minutes; to approve the November 17, 2016 Regular Board meeting minutes; to accept the December 1, 2016 Special Revenue Facilities Committee meeting minutes; to accept the December 5, 2016 Administrative Operations/Marketing Committee meeting minutes and to accept the December 6, 2016 Finance Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Kuhn, Patton, Tosh, Peterson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

#### **5. Officers' Reports**

##### **a. President**

President Peterson explained 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**

###### **i) NCAA Update**

Attorney Witwer explained that the NCAA has pulled back its efforts to use the Park District's trademark: "Experience It", by withdrawing their application to the USPTA (Trademark Office). Attorney Witwer, President Peterson and Director McCarty all expressed their appreciation to Attorney Ron Rothstein of Winston & Strawn, for all his guidance and help on this matter.

d. **Secretary/Executive Director**

i) **Happy Holidays—Year in Review**

Board Secretary/Executive Director Mike McCarty summarized some of the Park District's accomplishments/highlights of 2016. He noted the Synnesvedt Arboretum at Flick Park opened as did the award winning Maintenance Facility East building. The District received over \$720,000 in donations for lights at CPW and for the expansion of the Grove Archives building. AEDs were installed in three parks and we saw record numbers at the pools and Glenview Park Golf Course. Wagner Farm saw its one millionth customer visit and celebrated the 10 year anniversary of its Heritage Center. We also celebrated the 15 year anniversary of the Park Center, and our Glenview Blades Figure Skating program rose higher in the rankings as one of the top programs in the country. Director McCarty noted we all have a lot to be proud of and wished the Commissioners, other board officials, the staff and everyone in the community a Merry Christmas, safe holiday season and a Happy New Year.

**6. Matters from the Public**

None

**7. Approved Accounts Payable**

Commissioner Casey moved seconded by Commissioner Kuhn to approve payroll and accounts payable for the month of November, 2016 in the amount of \$2,311,387.60. Roll Call Vote: Ayes: Dillon, Katsamakias, Kuhn, Patton, Tosh, Casey, Peterson. Nays: None. Motion Carried.

**8. Approved Consent Agenda items**

President Peterson asked if anyone would like any items removed from the Consent Agenda for further discussion. There were no requests. He then asked for a motion to approve the Consent Agenda items.

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

a. **Accepted a Special Revenue Facilities Committee recommendation to approve the 2017-18 Glenview Prairie Club Platform Tennis Annual Recommendations**

The changes reflect a market increase in memberships for adults and juniors with pricing models for a four court or a six court facility.

b. **Accepted a Staff recommendation to approve the 2017-18 Sports Field Rentals and Outdoor Services Annual Recommendations**

The changes are minor and include date changes, rates to rent the sand volleyball courts at Flick and Johns Parks, and some verbiage changes to better reflect current practices. Also, there are new rates for affiliate groups who wish to run camps or clinics on District fields for a profit.

- c. **Accepted a Special Revenue Facilities Committee recommendation to approve the Glenview Park Golf Club – Café Operations**  
The Board approved the agreement between the Glenview Park District and Kemper Sports Management extending food and beverage management of the Café operations. The agreement extends the terms of the original contract for an additional two years with a new expiration date of January 31, 2019.
- d. **Accepted a Staff recommendation to approve the Wagner Farm Livestock Shed Addition Bid from Efraim Carlson, Libertyville, IL in the amount of \$114,800**  
The District opened bids for the Wagner Farm livestock shed addition on November 22, 2016 and six bids were received.
- e. **Accepted a Staff recommendation to approve the Wagner Farm Site Signage Proposals from H.M. Witt and Co, Chicago, IL, in the amount of \$40,985**  
The District received two proposals that were opened on November 15, 2016. The funding source for this project is the Wagner Farm operations budget.
- f. **Accepted a Staff recommendation to approve Melrose Pyrotechnics to provide the fireworks at the Twilight Show in 2017-2019 for the amount of \$32,000 annually**
- g. **Accepted a Staff recommendation to appoint Kevin Christell to the July 4th Fundraising Committee**  
Kevin is a 30-year resident of Glenview and has served in a variety of service organizations. He will be a nice addition to the committee.
- h. **Accepted a Staff recommendation to approve a grant to replace the lighting in the gyms at Park Center through a Department of Commerce and Economic Opportunity (DCEO) Grant in the amount of \$21,757, and to approve the expenditure of \$29,010 for installation of the lights through Dominion Lighting**  
The total District cost for this project after receiving the grant check is \$7,253.
- i. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Ordinance No. 2016-16: An Ordinance Establishing a Travel Reimbursement Policy in Accordance with The Local Government Travel Expense Control Act (Public Act 099-0604)**  
Included in Ordinance 2016-16 are revisions to existing Park District Policy 9.30 as Exhibit A and a travel expense reimbursement form as Attachment 1. The Act becomes effective on January 1, 2017. Under the Act, all travel, meal, and lodging expenses of any board member may only be approved by the public body after submission of the required documentation and approval by a roll call vote at an open meeting. Expenses of employees or officers that are not board members would also require approval by a roll call vote at an open meeting if they exceed the maximum allowed under the policy.
- j. **Accepted an Administrative Operations/Marketing Committee recommendation to accept revised Travel Policy No. 9.30 and Travel Expense Reimbursement Form**

k. **Accepted a Finance Committee recommendation to approve Resolution 2016–17 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2017/2018**

This is an annual housekeeping item designating the proceeds to the Retirement Fund and the Capital Replacement Fund.

l. **Accepted Ordinance 2016–18: Liquidation of Personal Property**

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

m. **Accepted an Administrative Operations/Marketing Committee recommendation to approve the supplemental sponsorship contract with Caravel Marketing for \$49,200 plus 10% commission on incremental or new sponsorship revenue for the term of the sponsorship contract not to exceed three years**

The purpose of this proposal is to help the park district successfully launch the sponsorship program by using Caravel’s experience and proven sales ability to assist in setting the framework for the program.

**9. Presentation**

Craig Culp: Northern Suburban Special Recreation Association (NSSRA)  
Executive Director of NSSRA, Craig Culp, presented on NSSRA’s governance, structure, key initiatives and services the district receives as a member agency. Craig gave some background on NSSRA. He noted NSSRA was created in 1970 by (10) North Shore park districts, one of them being the Glenview Park District (GPD). It was the very first SRA in the country. Its mission is to enrich lives of people with disabilities in partner communities through quality recreation services. Its motto is “We are you, you are us” and is truly an extension of the GPD. The Association is governed by a 13-member Board of Directors and is run similarly to its partners’ boards. It employs many young adults; currently employing 20 full-time staff members and hundreds of part time members. Craig explained that the Member Agency Contribution (MAC) funds its annual operational budget. The budget is approved by the NSSRA Board and divided among the 10 partner agencies. Each agency’s contribution is determined by 50% of its community’s EAV (property value) and 50 % of its population. Another funding for NSSRA is the Capital MAC, a 25-year plan, set at \$123,200 per year which funds its Capital & Facility Acquisition Plan. An agency’s contribution to that amount is determined in the same way using EAV and population. There is also an Inclusion Contribution which is charged back to each agency based on annual inclusion aide usage.

NSSRA is currently located in Northbrook, but since 2013 has been looking for a larger facility hopefully with one of its partner agencies. The NSSRA Foundation has committed \$250,000.00 to this future facility and has also committed to fund a gymnasium for the new facility. The NSSRA Foundation was created in 1997 and has funded more than 1.5M since its inception. It worked closely with the GPD and the GPD Foundation in 2011 to renovate the Willow Park Fieldhouse which is primary space for NSSRA camps. The NSSRA Foundation also supports NSSRA’s Transportation Fund (provides buses for patrons), scholarships and sponsors many of its special events. Park Board President Dan Peterson is one of three NSSRA Foundation Board Directors from the Glenview community.

Craig passed out an NSSRA program brochure which listed all of NSSRA's traditional programs. Along with those, NSSRA also offers an adult program (ELA), many summer camps and inclusion programs. Craig noted staffing these programs is always a challenge and encouraged everyone to pass the word along to those who might be interested in working at NSSRA. And finally, Craig recognized Glenview resident Bobby Teal for winning the Gold Medal in Special Olympics Bowling in Peoria, which is the most sought after medal to have. Craig also highlighted Camp Wigwam for adults, now in its 39th year, for winning the State of Illinois Special Event Award.

Director McCarty, who sits on the NSSRA Board, thanked Craig and noted what a tremendous value the GPD receives for the resources it provides from highly talented and professional NSSRA staff members all under Craig's leadership.

*Note: Commissioner Angie Katsamakos left the meeting at 7:35 p.m.*

## **10. Committees Reports and Recommendations**

### **a. Administrative Operations/Marketing**

#### **i) Update: FLSA(Federal Labor Standards Act)**

Deputy Executive Director Barb Cremin explained that the FLSA's salary threshold requirement for classification as an exempt employee was raised. The impact is that more employees would be eligible for overtime pay. The Park District took steps to implement the new requirement which affected only a few Park District employees. Subsequently, however, there was a court injunction on the implementation of the new requirement. Since our implementation for the few affected by this had minimal cost and risks to the district, it was decided to keep it in place. President Peterson thanked Barb for her leadership and how she proactively addressed the implementation and kept the district in good standing.

#### **ii) Committee Update** No Report

### **b. Finance**

#### **i) Approved ordinance No. 2016-19: An Ordinance providing for the issue of not to exceed \$3,765,000 General Obligation Park Refunding Bonds (Alternate Revenue Source), Series 2017B, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing and directing the execution of an escrow agreement in connection with the issue of said bonds and authorizing the sale of said bonds to the purchaser thereof**

Deputy Executive Director Barb Cremin explained the Committee reviewed options provided by the district's financial advisors to refinance its 2011 Bond that could save the district some money by lowering the debt service payments. Because of the current fluctuations in the bond market, the decision was to approve a parameters ordinance instead of moving forward with the bond refinancing at this time. Ordinance 2016-19 sets parameters to move forward with the refinancing when the market conditions are favorable and it provides the authority for the Board President, Vice President, Executive Director or Deputy

Director to sign the appropriate refunding documents when the refunding meets a given set of parameters. Key parameters defined in this ordinance include: 1) the amount of the bond will not exceed \$3,765,000; 2) the bonds will be dated not prior to December 15, 2016 and not later than June 15, 2017; 3) the interest coupon rate will not exceed 5%, 4) the savings rate will be greater than 5% (the committee target is 6%).

Commissioner Casey moved to accept a Finance Committee recommendation to approve ordinance No. 2016-19: An Ordinance providing for the issue of not to exceed \$3,765,000 General Obligation Park Refunding Bonds (Alternate Revenue Source), Series 2017B, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing and directing the execution of an escrow agreement in connection with the issue of said bonds and authorizing the sale of said bonds to the purchaser thereof . Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Casey, Dillon, Peterson. Nays: None. Motion Carried.

- ii) Committee Update  
No Report

**c. Museums & Historical Preservation**

- i) Committee Update  
Committee Chair Bill Casey noted two items were discussed by the Committee which were both approved on the Consent agenda this evening: the Wagner Farm Livestock Shed Addition Bids and the Wagner Farm Site Signage Proposals.

**d. Park & Facilities Services/Environmental**

- i) Update: Comprehensive Master Plan  
Committee Chair Dave Tosh noted the Hitchcock Design Group who is working on the Districts Comprehensive Master Plan attended the Committee meeting to give an update on the process. Thirty four draft survey questions were reviewed with the Committee who gave their feedback to the design group. When finalized, the questions will be part of the survey that will go out to 4,000 households with the expectation of a minimum of 400 responses. The survey responses will be shared with the Committee in January. There is also an online engagement survey that is open to the public at: [www.Chartingourfuture.com](http://www.Chartingourfuture.com).

Commissioner Casey asked if the questions were still under consideration for revisions. President Peterson said he would forward an email to Commissioner Casey so he could review the second draft of questions and advised him to send his comments to the Hitchcock Group as soon as possible since these updates will be the last that are considered before determining the final survey questions.

- ii) Committee Update  
No Report

e. **Recreation & Swimming Pools**

i) Committee Update

Superintendent of Leisure Services, Elsa Fischer reported that the Committee discussed the following topics at their meeting today: the 2017-18 Sports Field Rentals and Outdoor Services Annual Recommendations; the Melrose Fireworks 3 year contract; the appointment of Kevin Christell to the July 4th Fundraising Committee and replacing the lights in the Park Center gyms. All action on these items was approved on the Consent Agenda this evening.

f. **Special Revenue Facilities**

i) Update: Glenview Park Golf Club and Glenview Prairie Club

Superintendent of Special Facilities, Lori Lovell, noted that the Committee discussed the 2017-18 Glenview Prairie Club Platform Tennis Annual Recommendations and the agreement between the Glenview Park District and Kemper Sports Management which extends food and beverage management of the Café operations. Both items were approved on the Consent Agenda this evening. Superintendent Lovell also noted the Glenview Park Golf Course will close for the season on December 4; however, the Café will remain open during the off season except it will be closed on Tuesday and Wednesday. The Café will offer various specials during the week.

ii) Committee Update

No Report

**11. Matters from Commissioners**

The Commissioners expressed their wishes to all for a Merry Christmas and safe and happy holiday season and New Year.

Commissioner Patton attended the Wagner Farm Gingerbread Jubilee and thought it was awesome and a great annual tradition!

Commissioner Tosh attended a Springman School party at the Café and commented on how great both the food and service was. He complimented Kemper for their management of the Café.

Commissioner Casey attended the recent staff holiday party, along with Commissioners Kuhn, Dillon and Tosh and really enjoyed seeing all the staff family members that were there. He also enjoyed the wreath making and snow globes that really added to the holiday fun.

Commissioner Kuhn also enjoyed the staff holiday party and really liked the festive blazer that Director Mike McCarty wore.

Commissioner Dillon went to the Café for their Thursday burger special and thought the price was amazing. He also encouraged everyone to try the \$6.95 fish fry on Fridays at the Café.

**12. Correspondence**

Executive Director Mike McCarty announced with mixed emotions that Deputy Executive Director Barb Cremin will be retiring from the Park District on April 14, 2017. He noted that the Park District was aware that Barb would be retiring at some point and has planned for it and will be ready for the transition. Mike acknowledged that Barb will be leaving the district in great shape and will be ready to help with the transition. He admitted that these are big shoes to fill with Barb having worked for three Executive Directors, dozens of Commissioners and with hundreds of employees, providing them with great guidance, leadership and friendship. Director McCarty expressed how much he will miss Barb but that there will be many opportunities to congratulate her and let her know how much she is appreciated. President Peterson thanked Barb for all she has done over the years to make this Park District what it is today and remarked what a joy it was to work with her these past five years.

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

No Executive Session was held.

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

None

**15. Adjourned**

Commissioner Tosh moved seconded by Commissioner Dillon to adjourn the Open Session at 7:53 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 26th day of January, 2017