



## GLENVIEW PARK DISTRICT PARK BOARD MEETING

@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025

### Regular Meeting Minutes May 26, 2016

#### 1. Roll Call

President Bill Casey called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Angie Katsamakias, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, David S. Tosh, William M. Casey. *Note:* Dave M. Dillon arrived after the roll was called at 7:40 p.m.

Commissioners absent: None

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Michael McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director 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.-d.) Accepted the April 7, 2016 Special Revenue Facilities Committee meeting minutes; accepted the April 22, 2016 Park & Facility Services/Environmental Committee meeting minutes; approved the April 28, 2016 Regular Park Board meeting minutes, and accepted the May 9, 2016 Administrative Operations Committee meeting minutes.**

Commissioner Katsamakias moved seconded by Commissioner Kuhn to accept the April 7, 2016 Special Revenue Facilities Committee meeting minutes; accept the April 22, 2016 Park & Facility Services/Environmental Committee meeting minutes; approve the April 28, 2016 Regular Park Board meeting minutes, and accept the May 9, 2016 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: 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

Treasurer Bill Moore did not have a financial report due to the end of the fiscal year finances still be compiled.

c. **Attorney**

No report

d. **Executive Director/Secretary**

i) Annual Planning Calendar

Director McCarty referred to the Annual Planning calendar which outlines the Park District's various tasks, filings, and legal requirements that need to be completed during each fiscal year.

ii) Other

Director McCarty thanked the Board for attending the many ribbon cutting ceremonies that took place this month: Flick Park Arboretum; the opening of the Maintenance Facilities East building; the Fitness Zone at Gallery Park, and the opening of the Grove Archive Building expansion, which the Grove Heritage Association donated \$40,000 towards. McCarty also thanked the Board for continuing with the Archive project even though \$80,000 in State grant funding that had been previously authorized was being held up due to the ongoing budget crisis in Springfield.

Superintendent Lori Lovell explained that the Glenview Ice Center is temporarily closed for minor renovations and will be back open on June 11.

5. **Matters from the Public**

None

6. **Approved Accounts Payable**

Commissioner Peterson moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of April, 2016 in the amount of \$2,302,067.45. Roll Call Vote: Ayes: Katsamakias, Kuhn, Patton, Peterson, Tosh, Casey, Nays: None. Motion Carried.

7. **Approved Consent Agenda items**

President Casey asked if anyone would like to remove an item from the Consent Agenda for further discussion. There were no requests. President Casey then asked for a motion to approve the Consent Agenda items.

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

a. **Accepted an Administrative Operations Committee recommendation to accept the updated Smoking Prohibition Policy No. 4.13.**

These updates expand the no smoking policy to, and within, 15 feet of the perimeter of any playground, sports court, sports field and in any park during organized activities such as special events, concerts and sports tournaments. While the policy generally prohibits smoking on the grounds of The Grove, it allows smoking in designated areas on the grounds of the Redfield Estate.

- b. **Accepted a Park & Facility Services/Environmental Committee recommendation to accept a bid from Barton Electric of Trenton, IL in the amount of \$439,500 for the Community Park West Lighting System project.**

The Glenview Youth Soccer Association has pledged to pay for installation of the new athletic field lights at Community Park West.

- c. **Accepted a staff recommendation to approve the low bid from Continental Construction Company, Evanston, IL in the amount of \$43,312 for the Preschool carpet replacement project.**

The carpet is the original installation from 2000 and has long exceeded its useful life. This project will be completed between the end of summer camp and the start of Preschool (August 8-22, 2016).

## 8. Committees Reports and Recommendations

### a. Administrative Operations

#### i) Marketing Update

Deputy Executive Director Barb Cremin reported that the committee was given an update on various projects the district is working on by Marketing and Communications Manager Jena Johnson. Jena also explained efforts underway to structure marketing operations to work more efficiently by triggering automatic communications such as Email blast and postings on social media to promote large district events and projects.

#### ii) Committee Update

Approved Updates to Board of Commissioners General Practice Manual Section: 6.30 – Vice President

Barb noted the Committee discussed committee structure and board policy that indicates the Board President serves as an ex-officio member of all the committees. They also discussed how the President's ex-officio status would not affect a committee quorum. As a follow-up to the Committee discussion, President Bill Casey thought clarification should be considered as to whether the Vice President (VP) serves as an ex-officio member of all committees in the President's absence since Section 6.3 of the Board Manual currently states: "The Vice-President shall be vested with the powers to perform the duties of the President in the President's absence or in the event of the President's refusal or inability to act..."

President Casey asked for Board discussion on this topic and yielded the President's chair to Vice President Charlie Kuhn for the duration of the discussion.

President Casey had some concerns with incoming President Dan Peterson's addition of the following statement to his proposed Committee appointments for FY 2016/2017: *The President (or in his absence the Vice President) of the Board shall serve as an ex-officio, voting member of all committees and task forces.* Bill noted that the Vice President has never been allowed to serve as an ex-officio voting member in the past.

President Casey and Commissioner Peterson had previously discussed this issue and agreed to defer to Parliamentarian Nancy Sylvester on the matter. In a discussion with Commissioner Peterson, Parliamentarian Nancy Sylvester confirmed that based on

the current wording of the board manual, the Vice-President would serve as an ex-officio member of all committees in the President's absence. However, President Casey followed up with Ms. Sylvester and asked if Roberts Rules specifies anywhere that a Vice President is afforded ex-officio status, and she confirmed it did not. In her opinion, it would give too much power to the Vice President, e.g., if the President was unable to attend a number of committees, the VP would be able to vote in his absence which might undermine the President's vote. She also noted that if there is a question on Board procedures, Roberts Rule of Order should govern, as is also stated in the Board of Commissioners General Practice Manual (Section 5.12)

Commissioner Casey moved seconded by Commissioner Tosh to amend the current Board policy 6.3, to strike the first sentence which reads: The Vice-President shall be vested with the powers to perform the duties of the President in the President's absence or in the event of the President's refusal or inability to act and to be replaced by the following: In the case of the absence of the President, the first Vice President must preside and in the case of the illness or resignation or death of the President, that the Vice President becomes President for the unexpired term. The Vice President is not an ex-officio of the Board.

Commissioner Peterson noted the VP is not an ex-officio member of the Board as Bill's motion reads, but rather the discussion is about the VP being an ex-officio member of Committees. He also referred to "first Vice President" in the motion, noting the Board only has one VP. He said those words do not work with our Board structure. He also wondered why Commissioners were seeing this motion for the first time, since it was different from the one that was included in the Board meeting packet. Commissioner Peterson would like to see this matter sent back to Committee for discussion, since he does not feel there is an urgency to approve these changes tonight.

Commissioner Peterson moved seconded by Commissioner Kuhn to refer this matter to committee. Roll Call Vote: Ayes: Kuhn, Patton, Peterson. Nays: Tosh, Casey, Katsamakidis. Motion Failed.

Commissioner Charlie Kuhn agreed that this is not an urgent matter and should be referred back to committee for further discussion. He is concerned that the Board will be approving changes to board policy that has not been fully vetted nor most of the Board members even knew was language in the policy before tonight.

Commissioner Patton was willing to send this matter to Committee but if a decision is going to take place tonight, feels the VP should take over for the President in his absence, but doesn't feel the VP should be as an ex-officio member on any committee.

After some further discussion on the wording of Bill's original motion which was seconded by Commissioner Tosh, a friendly amendment was made to the motion to read as follows: To amend the current Board policy 6.3, to strike the first sentence which reads: The Vice-President shall be vested with the powers to perform the duties of the President in the President's absence or in the event of the President's refusal or inability to act and to be replaced by the following: In the case of the absence of the

President, the Vice President must preside in the President's stead and in the case of illness or resignation or death of the President, the Vice President becomes President for the period of incapacity. The Vice President is not an ex-officio member of any committee. Roll Call Vote: Ayes: Patton, Tosh, Casey, Katsamakakis. Nays: Kuhn, Peterson. Motion Carried.

**b. Finance**

i) Budget and Appropriations Timeline

Finance Chair Peterson reported that there is a timeline to file our Budget and Appropriations Ordinance (BAO). The Budget and Appropriation Ordinance is a required filing that sets the legal maximum that could be spent in each fund if sufficient funds were available. The proposed Budget and Appropriations Ordinance will be available for public inspection beginning June 28, 2016. The public hearing on the BAO will take place before the start of the July 28, 2016 Board meeting after which the Board will be asked to approve the ordinance.

- ii) Approved Ordinance No. 2016-04: Budget and Appropriation Transfer Ordinance  
Finance Chair Peterson noted the Budget and Appropriation Transfer Ordinance is a housekeeping item used to re-allocate appropriations from one line item which has an excess appropriation to another line item that did not have a sufficient appropriation. The net is zero dollars. This is done at the end of the fiscal year when a better assessment can be made as to any line items which may need an additional appropriation. Deputy Executive Director Barb Cremin noted any reallocation of funds must be approved with a Budget and Appropriation Transfer Ordinance. Commissioner Dillon arrived during this discussion at 7:40 p.m.

Commissioner Peterson moved seconded by Commissioner Katsamakakis to accept a staff recommendation to approve the Budget and Appropriations Transfer Ordinance No: 2016-04. Roll Call Vote: Ayes: Peterson, Tosh, Dillon, Katsamakakis, Kuhn, Patton, Casey. Nays: None. Motion Carried.

- iii) Committee Update  
No Report

**c. Park & Facility Services/Environmental**

i) Update: Backstop Replacement

Superintendent Jim Warnstedt noted an update on the proposed repairs to the Apollo School backstop was given to the Committee. Also, bids are now out for replacement of the Westbrook backstop. These bids will be brought to Committee for review in June.

ii) Update: Automated External Defibrillators in the Parks

Jim announced that staff is working with the Jennifer Lynn Snyder Teen Heart Foundation to strategically place AEDs donated by the Foundation in seven of our most utilized fields and parks: two at Flick Park, two at Gallery Park and three at Community Park West. Staff will also be looking to add AEDs at Westbrook and Johns Park. Commissioner Katsamakakis suggested the Jennifer Lynn Snyder Teen Heart Foundation should be nominated for an Illinois Association of Park District's Award.

iii) Update: Fieldhouse Renovations

Jim reported the Roosevelt Fieldhouse renovations are now complete and staff will be working next on the Johns Park Fieldhouse in the fall.

iv) Committee Update

Jim announced that the next Park & Facility Services/Environmental Committee will actually be a park tour scheduled for Thursday, June 9, 2016, 8:30 a.m. beginning at Park Center.

**d. Recreation, Museum & Swimming Pools**

i) Update: Boating on Lake Glenview

Superintendent Elsa Fischer noted Staff continues to work on obtaining additional insurance to meet the Village of Glenview's requirement for boating on Lake Glenview. More information should be available in the next few weeks.

ii) Update: Summer Camps and Outdoor Pools

Elsa commented that camps registrations are down about 200 from last year, however, camps start a week later this year so those numbers should go up. Pool passes have fluctuated week by week, some up and some down from last year, and that could be weather based but are still pretty consistent with last year. Staff continues to get ready for the opening of Roosevelt Pool this weekend. Elsa noted the new food items available this year at the pools: pizza from scratch, smoothies, shaved ice, and fresh chicken tenders. Director McCarty noted there is no vending at either pools to encourage patrons to buy from the pool concessions since all sales are additional revenue for the park district.

iii) Committee Update

No Report

**9. Matters from Commissioners**

Commissioner Charlie Kuhn thought the annual Ice Show was outstanding. He especially liked the chicken dance done by toddlers dressed in chicken costumes.

Commissioner Dan Peterson remarked that he along with Commissioner Dillon, President Casey, Director McCarty, Steve Swanson and Jim Warnstedt all attended the Illinois Association of Park Districts (IAPD) Legislative Conference in Springfield earlier this month. Elizabeth Makelim also made the trip to represent the park district at Parks Day at the Capitol. Dan noted they all learned about current legislative items that could impact park districts. With the budget impasse, there is not a lot going on in Springfield these days and unfortunately some district have been hit hard with their funding being halted on some major projects. The group did however have an opportunity to meet with some of our local Legislators while down there.

Commissioner Dave Dillon noted he has been a Park Commissioner now for one year and it has been a lot of fun. He is looking forward to the rest of his term on the Board.

Commissioner Dave Tosh showed and remarked on the great Glenview Park District summer event pull-out section that was included in the Glenview Lantern this week.

Commissioner Bob Patton attended the Veterinarian for a Day event at Wagner Farm with

his daughter and her friends and thought it was a great program. The highlight for them was the shoulder-high veterinarian glove that was given out to participants. Bob also commented on the *Heroes on Deck* Film that was shown at the Arclight Cinema. He thought it was very well done and encouraged others to see it.

President Casey noted all the ribbon cuttings and events this month with some even on the same day: the Maintenance Facilities East building opening; the Fitness Zone at Gallery Park, The Flick Park Arboretum, the opening of the Grove Archive Building expansion, the Dance Recital and the Vintage Market and Plant Sale at The Grove. He is amazed how much Staff does to engage the community in fitness and wellbeing. He thanked staff for working so hard to make the district look so good. Bill also feels the Board has made a lot of progress this year and believes everyone has the same mission. He would however like to see for this upcoming year Committee meetings more timely as was recommended at the Board Retreat.

**10. Correspondence**

Director McCarty shared a photo taken at the IAPD Legislative Conference with local Representatives Laura Fine, Robyn Gabel and staff.

**11. @Adjourn Sine Die – Close of 2015/2016 Fiscal Year**

Commissioner Kuhn moved seconded by Commissioner Peterson to adjourn sine die and close out Fiscal Year 2015/2016 at 7:58 p.m. Roll Call Vote: Ayes: Tosh, Dillon, Katsamakakis, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

Commissioner Tosh thanked both President Casey and Vice President Kuhn for their leadership this past year.

ATTEST:

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Daniel B. Peterson  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 23rd day of June, 2016