



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
September 24, 2015

1. Roll Call

President Bill Casey called the meeting to order at 7:05 p.m. and the roll was called.

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

Commissioners absent: Charles J. Kuhn

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 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&b.) Approved the August 27, 2015 Regular Board meeting minutes and accepted the September 11, 2015 Administrative Operations Committee meeting minutes.

Commissioner Katsamakakis moved seconded by Commissioner Peterson to approve the August 27, 2015 Regular Board meeting minutes and accept the September 11, 2015 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: Dillon, Katsamakakis, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Recognition

a. @Accepted a Proclamation for Paul Spanier, Friends of Wagner Farm Board Member

President Casey read the Proclamation recognizing Paul Spanier for all his dedication and support for Wagner Farm (filed herewith). Paul is stepping down from the Friends of Wagner Farm (FOWF) Board after 12 years of service as a board member and one of its founding directors. During his tenure, Paul actively contributed to many projects including the construction of the Heritage Center and the development and funding of Wagner Farm's educational outreach and school-trip grant program. Joe Baughman, a senior member of the FOWF Board thanked Paul for all he has done and noted he will be missed at the board meetings. Joe presented Paul with a replica of a case tractor that Paul helped to restore. Todd Price, Director of Wagner Farm noted the FOWF has done so much over the last

decade to get Wagner Farm to where it is today and he thanked them and Paul for being a big part of that effort. Paul noted all the accolades that were read about him were accomplished with the help of many volunteers and he wanted to make sure they were also recognized. He enjoys working with the staff and volunteers and loves to see the kids that visit Wagner Farm. He noted the reason he resigned from the Board was to allow others with new ideas and energy to become members. Paul thanked the Park Board for the recognition and will share it with all those who have helped him along the way.

Commissioner Peterson moved seconded by Commissioner Dillon to accept a Proclamation to recognize long-time Friends of Wagner Farm Board Member Paul Spanier for his dedication and service to Wagner Farm and the Glenview Park District. On Voice Vote, all present voted aye. Motion carried.

5. Officers' Reports

a. President

President Casey went over the procedures for the public to address the Board.

b. Treasurer

Treasurer Bill Moore gave a brief summary of the month's financial reports. He reported there were (6) large invoices for the month: Action #1 Construction; Cecchin Plumbing & Heating Inc.; Direct Energy Business; J.A. Johnson Paving; Wadsworth Golf Construction and the Village of Glenview.

c. Attorney

No Report

d. Executive Director/Secretary

i) Update: Fourth of July Committee

Director Mike McCarty reported staff recently met with the 4th of July Advisory Committee. A Recreation, Museum & Swimming Pools Board Committee of the Whole has been scheduled for Wednesday, October 14, 5:30 p.m. in the Lakeview Rooms at Park Center to discuss feedback and recommendations from the Advisory Committee.

ii) Annual Registration and Attendance Report

Director McCarty highlighted the following information included in this report: The effects of current trends in sports; the closing of the Glenview Park Golf Club for most of the of the year due to construction; that Tennis Club usage was slightly down with Ice Center numbers up; weather impacted both outdoor pools usage and memberships; recreation programs decreased about 3.5%; however, Splash Landings Birthday bookings were up. In summary, we had overall 1.1 million attendees in our programs which do not include passive use of our parks or attendance in our affiliate and partner programs.

6. Matters from the Public

None

7. @Consideration to approve Accounts Payable

Commissioner Peterson moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of August, 2015 in the amount of \$2,370,827.01. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Dillon, Katsamakakis, Casey. Nays: None. Motion Carried.

8. @Consideration to approve Consent Agenda items

President Casey asked if anyone would like an item removed from the Consent Agenda for further discussion; there were no requests.

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

- a. **Accepted an Administrative Operations Committee recommendation to approve the revised Personnel Guidelines/Section 5: Education & Training**
No significant changes were made. The revisions implemented an annual limit on tuition assistance to the IRS maximum allowable for taxable fringe benefits (currently \$5,250).
- b. **Accepted an Administrative Operations Committee recommendation to approve the revised Personnel Guidelines/ Section 8: Leaves of Absence**
Revisions added new leave policies on school visitation, voting, blood donation, military, domestic or sexual violence to comply with state law. Revisions were also made to the District's emergency leave policy to make it consistent for both hourly and salaried employees and created a policy to formalize the emergency leave donation policy.
- c. **Accepted an Administrative Operations Committee recommendation to approve the revised Personnel Guidelines/ Section 9: Grievances, Discipline & Termination**
Revisions were made to the list of possible offenses.

9. Committees Reports and Recommendations

- a. **Administrative Operations**
 - i) Revised Personnel Guidelines
Committee Chair Patton noted staff is updating the Personnel Guidelines in sections and will eventually consolidate the Full and Part time guidelines into one manual.
 - ii) Thor Guard Replacement
Commissioner Patton also noted the Thor Guard lightning prediction units are now 13 years old and need to be replaced. Bids will go out in October for an alternative system.
 - iii) Committee Update
No Report

b. Finance

- i) Accepted the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2015
Committee Chair Peterson reported the Committee discussed the district's Annual Financial Report with auditors Lauterbach & Amen, LLP. A clean opinion was given with no concerns. Our excellent annual audits have helped us to maintain our Aaa bond rating. The financial reports will once again be submitted for review to the Government Finance Officers Association (GFOA). The Glenview Park District has received the GFOA's certificate of excellence award for the last nine years. The Committee also discussed the bonding authority the Board has to issue annual roll over bonds which are used to pay down debt. Consideration was given to issuing a one-year bond.

Commissioner Peterson moved seconded by Commissioner Dillon to accept a Finance Committee recommendation to approve the 2014-2015 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2015. Roll Call Vote: Ayes: Peterson, Tosh, Dillon, Katsamakakis, Patton, Casey. Nays: None. Motion Carried.

- ii) Accepted the estimated Tax Levy
Committee Chair Peterson also noted that the tax levy was discussed. The Committee considered two options: one with a 0% increase and one with a very small increase. As required by law, the estimated tax levy will be read into the minutes tonight. The Board will approve the final version of the tax levy at the November Board meeting.

Commissioner Peterson moved seconded by Commissioner Patton to accept a Finance Committee recommendation to approve the estimated Tax Levy in an amount not to exceed \$16,549,289.00. Roll Call Vote: Ayes: Tosh, Dillon, Katsamakakis, Patton, Peterson, Casey. Nays: None. Motion Carried.

- iii) Committee Update
No Report

c. Park & Facilities Services/Environmental

- i) Accepted the Compact Articulated Loader Bid
Superintendent Jim Warnstedt reported on a piece of equipment that recently went out to bid that would help staff with snow removal and many other types of maintenance work. Staff was able to test this equipment over the past two winters and it performed very well. With there being no Park & Facility Services Committee meeting this month, President Casey decided to put this bid on tonight's agenda for the Board to consider. Two bids were opened on September 17, 2015 with Russo Power Equipment being the lowest responsible bidder.

Commissioner Dillon moved seconded by Commissioner Peterson to accept the staff recommendation to accept the lowest responsible bid from Russo Power Equipment, Schiller Park, IL, in the amount of \$83,992.00 for the compact

articulated loader. Roll Call Vote: Ayes: Dillon, Katsamakakis, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

d. Recreation, Museum & Swimming Pools

- i) Committee Update
No Committee was held in September.
Superintendent of Leisure Services, Elsa Fischer reminded the Board of two upcoming Recreation, Museum & Swimming Pools Committees. One is scheduled for Wednesday, October 14, 2015 at 9:00 a.m. She asked the Board if she could move the meeting from the Administration building where it was currently scheduled to a larger room in Park Center. The Board concurred. (The meeting since has been moved to room 201 in Park Center). Elsa also noted a Recreation, Museum & Swimming Pools Committee of the Whole is scheduled to meet that same day, October 14, 2015 in the evening at 5:30 p.m. to review the July 4th Advisory Committee report. (This meeting will be held in the Lakeview Rooms at Park Center).

e. Special Revenue Facilities

- i) Committee Update
No Committee was held in September
Superintendent of Special Facilities Lori Lovell reported that Jim Kultgen, one of the Tennis Pros has resigned his position, but may stay on in a part-time role. She also reported that the two new roof units have been placed on the Ice Center roof but some preliminary work needs to be completed before they can be installed. The old units are being salvaged for parts to be used within the Park District. Lori reminded the Board of the annual Illinois Association of Park District's Golf outing that will be held at the Golf Club on September 28th. She commented on how the golf course renovations have in so many ways been very positive. She was happy to report that the number of large events held at the Golf Club during the month of August this year has increased from the number held in August of 2013. Also, with the recent heavy rains, the course did well and was playable the very next day. Lori also announced the Open House being held tonight until 8:30 p.m. at the Glenview Prairie Club. She reported there were 60 additional paddle members signed up for this season; 45 men and 15 women. The paddle season begins on October 1.

10. Staff Reports

Superintendent of Parks and Facility Services Jim Warnstedt reported on the recent Cunliff Park ribbon cutting that took place on September 12. There was a great turnout; with people touring the fieldhouse and pump house and kids trying out the new playground equipment. This was a great collaborative effort among the Park District, Village of Glenview, Cook County and the Metropolitan Water Reclamation District. The neighboring residents benefited greatly from this comprehensive stormwater management project. Jim also gave an update on the new Park Services East Garage. The building's exterior is being damp proofed; inside floors have been poured; masonry walls are up;

site utilities have been brought in and the building will be fitted with a seamed metal roof. Lastly, Jim displayed a concept drawing of the new Fitness Zone that will be installed in Gallery Park south of the tennis courts. This outdoor fitness equipment was donated by long-time Glenview resident Doris Conant. Once installed, plans are to have park district fitness staff help coordinate some equipment training classes, especially for our senior members. Staff will go before the Village Appearance Commission next week with the plans. We hope to be able to begin installation of the equipment around October 1.

Superintendent of Administrative Operations Barb Cremin reported that with the new upgrades to our Rec Trac system (registration software), staff will need to go through training which will take place in November. She also noted several new employee committees will be rolled out soon. Each committee will have a team charter; team leader; staff members and each Division Head will be a mentor to one of the teams. A managers/supervisor's meeting is scheduled for September 30. Director McCarty will report on his 120 Day Plan and the staff will discuss strengths, opportunities and the challenges (legislative issues) that the district may face. The next Finance Committee is scheduled for October 13, 2015, 8:00 a.m. at the Administration building.

Superintendent of Leisure Services Elsa Fischer reported that Labor Day weekend's good weather contributed to an outstanding turnout at the pools. Roosevelt Pool had 3,500 visitors. Staff hopes to have a full report on the pool and camp seasons for the Board at the November board meeting. Elsa also remarked on the following events: The recent Harvest Bonfire at Wagner Farm was very successful with 850 attendees; Flight Fest is coming up at Gallery Park on September 26th from 2:00-8:00 p.m. Sponsors have contributed \$9,300 with the major contributors being Glenview State Bank and The Glen Town Center. Elsa also reported that the new Dectron system at Splash Landings was installed on schedule and patrons have already commented positively on the air flow quality.

11. Matters from Commissioners

Commissioner Dave Dillon got a tour of the Gallery Park Arboretum project from Park & Facility Services member Fred Gullen. He is very impressed with the project but voiced some concerns with maintaining the area.

Commissioner Dave Tosh passed along a compliment to the Golf Club's head teaching Pro, Mike Stone. He noted how Mike has really grown the youth intermural golf program. It has grown from approximately 22 to 40 kids this year. Dave noted how much the kids enjoy learning from Mike and credits him for the increased interest in the program. Dave also thanked Golf Director Ron Cassidy for helping to secure extra practice days for the group and for coordinating the group's two upcoming golf tournaments: October 8 at the Glenview Park Golf Club and October 6 at the Glenview Prairie Club.

Commissioner Bob Patton was able to enjoy some of the many Park District amenities this month and thanked staff members who work at the facilities and those who maintain the parks for all they do.

President Bill Casey commented on the recent Ribbon Cutting at Cunliff Park. He remarked on the major infrastructure that was installed during this project which greatly benefited the neighbors with stormwater management. He credits this well thought out and timely project to the great relationship the Park District has with the Village of Glenview. This strong working relationship that the Park District and Village enjoy was also evident in the success of the recent Glenview Park Golf Course renovation project.

12. Correspondence

None

13. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (c21)

No Executive Session was held.

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

- a. **Approved the Executive Session meeting minutes from the August 27, 2015 Executive Session Board Meeting**—The executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Katsamakakis moved seconded by Commissioner Peterson to approve the Executive Session meeting minutes from the August 27, 2015 Executive Session Board Meeting. Roll Call Vote: Ayes: Katsamakakis, Patton, Peterson, Tosh, Dillon, Casey. Nays: None. Motion Carried.

15. Adjourn

Commissioner Tosh moved seconded by Commissioner Patton to adjourn the Open Session at 8:00 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 22nd day of October, 2015

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