

PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, December 14, 2017 @ 8:30 a.m.

1. Roll Call

Chairperson Jen Roberts called the meeting to order at 8:30 am and the roll was called.

Commissioners present: Dave Tosh, Dan Peterson, Angie Katsamakidis, Jen Roberts, Dave Dillon, Bill Casey

Official Staff present: Executive Director Mike McCarty, Superintendent of Park & Facility Services Jim Warnstedt, Superintendent of Leisure Services Elsa Fischer, Superintendent of Special Facilities Lori Lovell, Deputy Director Katie Skibbe, Park Planner Ken Wexler, Manager of Park and Facility Services Kris Mikkelsen, Recording Secretary Amy Wille

Guests: Steve Konters of Hitchcock Design Group and Barbara Heller of Heller & Heller Consulting, LLC

Late Arrivals, Early Departure: None

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Comprehensive Master Plan and Final 10-Year Action Plan

Steve Konters of Hitchcock Design Group gave an update on the key changes made to the Comprehensive Master Plan and 10-Year Action Plan as requested by the committee at the November 2, 2017 Committee Meeting. He explained the rearrangement of the booklet that had the strategies and action plan moved to the front whereas the inventory, analysis, and community engagement chapters were moved to the back of the booklet. He also stated the adjustments made to the action plan and maps as well as the emphasis made on connecting the Comprehensive Master Plan with the Strategic Plan, specifically regarding the environmental goals and objectives.

The commissioners had some questions on specific action items, but overall they were very pleased with the edits. Commissioner Bill Casey requested a tool to be used for evaluating the progress of the Comprehensive Master Plan and Strategic Plan that would help track the accomplishments made by the Park District. Executive Director Mike McCarty explained that the metrics for measuring the success of these plans will be created once the plans are finalized and there has been an evaluation on their completion.

b. Strategic Plan Strategy Map

Barbara Heller of Heller and Heller gave an overview of the progress that has been made so far in the Strategic Plan process as well as the steps needing to be done moving forward. She presented three options of the mission statement and three options of the vision statement that were developed with staff input. She requested feedback from the

DRAFT

board members in order to create final versions of each statement to be included in the Comprehensive Master Plan for adoption in January 2018.

For the mission statement, committee members discussed the three options and ways to improve upon the wording. Staff and commissioners agreed on the following mission statement.

“Through exceptional experiences, the Glenview Park District strives to build a sense of community, enhance people’s lives and contribute to enrichment of the individual, family and the community”

For the vision statement, Barbara reiterated the aspirational aspect of the vision statement that differentiates it from the mission statement. Committee members reviewed the three options provided and worked through various new options to create a vision statement that captures the goal of the District’s current and future growth. Staff and commissioners agreed on the following vision statement.

“A community in which everyone enjoys happiness, health, and an appreciation for the environment on a daily basis”

Barbara Heller proceeded with the following proposed list of Guiding Principles that was created based on a previous Board workshop and staff discussions.

- Safety and Proactive Risk Management
- Customer Experience
- Diverse Programming
- Stewardship and Sustainability
- Fiscal Responsibility
- Employer of Choice

She explained that the principles have been narrowed down from eleven to six in order to retain the attention of the audience. At the September 14, 2017 Park and Facility Services/Environmental Committee Meeting, commissioners narrowed down the list of principles to five. Barbara explained the staff’s reasons to include the sixth principle of “Employer of Choice” for the Board to consider adding to the final list. The committee debated the inclusion of the additional principle and concluded that it is a necessary addition.

Commissioner Dan Peterson inquired about the five principles that were dropped from the list and requested confirmation in excluding the remaining principles. After further discussion, the committee members agreed to add the principle of “Accessibility” to finalize the list at seven Guiding Principles.

Lastly, Barbara Heller presented the revised Strategy Map with a draft list of Strategic Initiatives. She explained the development of a timeline within the list of initiatives that categorizes the completion of each initiative in terms of short term, mid-term, long term, and ongoing. Barbara proceeded with going through each initiative, allowing for feedback from commissioners in order to create an efficient and achievable strategic plan.

Committee members provided input on the Strategy Map and further refined the strategic objectives listed. For the list of Strategic Initiatives, staff provided additional information towards specific initiatives and commissioners weighed in with suggestions to refine the initiatives that would help the District reach their goals.

c. Cole Park Fieldhouse Concrete Foundation 2017

Superintendent of Park and Facility Services Jim Warnstedt presented the results of the bid opening for the Cole Park Fieldhouse's concrete foundation that was held on December 13, 2017. In the bid package, staff requested pricing for all of the concrete work that is needed for the exterior restroom additions as well as the vestibule.

Of the six bids, staff recommended the lowest bidder that was Copenhaver Construction Co. of Gilberts, IL in the amount of \$77,322. Staff's recommendation was based on past experience with the Park District.

Superintendent Warnstedt concluded that the project will start in January, assuming availability from the contractor and weather permitting.

The committee recommended the acceptance of the bid from Copenhaver Construction Co. of Gilberts, IL in the amount of \$77,322 to be moved to the consent agenda for full board approval.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Commissioner Jen Roberts moved seconded by Commissioner Bill Casey to adjourn the Open Session at 10:00 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 25th day of January 2018