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**PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE**

Glenview Park District - Park & Facility Services East

1100 Roosevelt Avenue, Glenview, IL 60025

Regular Meeting Minutes

Thursday, January 11, 2018 @ 8:30 a.m.

**1. Roll Call**

Chairperson Jen Roberts called the meeting to order at 8:35 am and the roll was called.

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

**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 Executive Director Katie Skibbe, Park Planner Ken Wexler, Manager of Park and Facility Services Kris Mikkelsen, Director of Brand Strategies and Community Engagement Jena Johnson, Recording Secretary Amy Wille

**Guests:** None

**Late Arrivals, Early Departure:** Dan Peterson arrived at 9:04 am

**Commissioners/Official Staff absent:** None

**2. AGENDA TOPICS**

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

Superintendent of Park & Facility Services Jim Warnstedt informed the Committee of all updates that were incorporated into the latest draft of the Comprehensive Master Plan, which included the new mission and vision statements and updated guiding principles that were approved at the December Board Meeting. The executive summary and maps were also completed for the final Comprehensive Master Plan and 10-Year Action Plan to be considered for adoption at the January 25, 2018 Board Meeting.

Commissioner Jen Roberts suggested a small grammatical change, but otherwise approved of the document. Staff accepted the change. Executive Director Mike McCarty concluded the discussion with the process of presenting the final document to the residents of Glenview. He also explained how the master plan will be incorporated into the development of the Park District moving forward and how the action plan will be reviewed annually to track its progress and examine the future plans.

The committee endorsed the staff recommendation to adopt the Comprehensive Master Plan and Final 10-Year Action Plan and to move the item to the consent agenda for full board approval.

**b. Strategic Plan Update**

Superintendent of Park & Facility Services Jim Warnstedt presented the latest draft of the Strategic Plan, including the latest revision of the Strategy Map. He also handed out a list of Key Performance Indicators that were created by staff with direction from Barbara

Heller. These indicators were developed from the strategic themes and objectives and will help track the progress and success of the Strategic Plan over the next three years. Executive Director McCarty added that the presented Key Performance Indicators are suggestions that serve as a starting point for the Board and staff that will need further refinement. He explained the need to establish a performance baseline per indicator that will help develop each target, which will overall create an evaluation process of measuring the success of the organization.

Superintendent Warnstedt and Executive Director Mike McCarty continued going over each key performance indicator. Commissioners asked various questions for clarification. Commissioner Dave Dillon asked about defining a strong indicator of new business for the Park District. Staff explained ways of calculating new members and new households, but agreed to further refine that piece on the key performance indicator chart.

Commissioner Dillon further asked about tracking resident and non-resident use of the facilities. Staff responded that different facilities have different methods in producing the information requested, which will need to be considered when further refinement is made to the key performance indicator chart.

Superintendent Warnstedt concluded with a review of the Environmental Sustainability and Historical Preservation strategic theme. He went over the Park District's environmental initiatives and its current procedures in tracking the progress of improving its sustainability efforts. Executive Mike McCarty added that the Illinois Park and Recreation Association (IPRA) has a scorecard that can be used as a self-assessment for the Park District to indicate how well the organization is performing by state standards. Commissioners made suggestions of changing the placement of some environmental indicators within the chart. Commissioner Jen Roberts made a suggestion to include an indicator of reducing waste that would cover initiatives involving reducing food waste, increased recycling, etc. She would like to see the District further pursue environmental opportunities when possible. Staff agreed to incorporate sustainable building practices into the strategic plan.

Superintendent Warnstedt requested that any additional feedback should be communicated to staff prior to the Park and Facility Services Committee Meeting in February, in which a more in depth review of the Strategic Plan will take place.

**3. Other**

None

**4. Matters from the Public**

None

**5. Adjourn**

Commissioner Jen Roberts moved seconded by Commissioner Dave Dillon to adjourn the Open Session at 9:12 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

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Robert J. Patton  
Board President

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Michael D. McCarty  
Board Secretary

Approved this 22nd day of February 2018.