



**GLENVIEW PARK DISTRICT
BOARD MEETING**

Park Center, Lakeview Room
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes
January 25, 2018

1. Roll Call

President Robert Patton 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. Katsamakakis, Daniel B. Peterson, Jennifer G. Roberts, David S. Tosh, Robert J. Patton

Commissioners absent: None

Official Staff present: Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Superintendent of Leisure Services Elsa Fischer, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Treasurer William D. Moore

2. A Moment of Silence was observed

3. Meeting Minutes

a. (a.b.c.d.e.f.)

Accepted the December 12, 2017 Finance Committee of the Whole meeting minutes; accepted the December 14, 2017 Park & Facility Services/ Environmental Committee meeting minutes; accepted the December 14, 2017 Administrative Operations Committee meeting minutes; accepted the December 15, 2017 Recreation & Swimming Pools Committee meeting minutes; approved the December 21, 2017 Regular Board meeting minutes, and accepted the January 16, 2018 Special Revenue Facilities Committee meeting minutes.

Commissioner Casey moved seconded by Commissioner Peterson to accept the December 12, 2017 Finance Committee of the Whole meeting minutes; accept the December 14, 2017 Park & Facility Services/ Environmental Committee meeting minutes; accept the December 14, 2017 Administrative Operations Committee meeting minutes; accept the December 15, 2017 Recreation & Swimming Pools Committee meeting minutes; approve the December 21, 2017 Regular Board meeting minutes, and accept the January 16, 2018 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Peterson, Roberts, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Patton went over 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.

c. Secretary/Executive Director

i) Adoption of 2018-2028 Comprehensive Master Plan

Director Mike McCarty gave the following statement related to the purpose, process, development, and implementation of the Park District's first Master Plan in 10 years:

“Tonight under the consent agenda as recommended by the Park & Facility/Environmental Committee, we will adopt a Comprehensive Master Plan. This 10-year plan has been developed over the past 14 months through our campaign named “Charting our Future.” This plan is the roadmap to the Glenview Park District’s responsible and continual improvement of our parks and recreation system and services. We listened carefully and are thrilled by how the community helped shape this vision, including its purpose-driven plan for implementation. The Glenview Park District’s last comprehensive master plan was developed in 1982, and planned for the successful parks and recreation system we enjoy today. This new 2018-2028 plan reveals that our community is evolving, our needs are changing, our infrastructure is aging, and recreation trends are shifting. Residents also want the Park District to care for our prized park system, meet today’s recreation demands, and remain relevant into the future. We believe Charting our Future accurately responds to the Glenview Park District’s current context, and future position in the community. Even better, this plan is a living-document that will be updated regularly to achieve the targeted-objectives in a fiscally responsible manner and the Action Plan defines how we’ll do it. The implementation of the plan will follow our Park District’s Mission, Vision, and Guiding Principles including the incorporation of sustainable practices for both our operations and park and facility improvements. Sustainable practices such as the use of recyclable materials, energy efficient building systems, stormwater treatment, and native plantings will be at the forefront of capital development and replacement project planning when appropriate. As the strategies and Action Plan unfold, the objectives will advance until the plan is accomplished. If funding becomes more challenging than anticipated, the timing of the objectives may shift, as we are committed to the sustainable future that you and our plan prescribe. As our leadership team delivers key-improvements to our community, we encourage ongoing feedback, which we will incorporate as the plan advances. We’re excited for our collective future, and remain steadfast in our commitment to high-quality parks and recreation.”

Director McCarty thanked the entire community, the Park District staff, its partners and especially the Park Board for everyone’s help over the last 14 months crafting the Master Plan. He noted: “Together, we’ve charted our future!”

President Patton thanked Director McCarty and staff for all their work on the Master Plan.

- ii) Approved the 2018/2019 Park Board meeting dates for posting
 Director Mike McCarty referred to the proposed 2018/2019 Park Board meeting dates. Commissioners will hold regular monthly meetings at 7:00 p.m. at Park Center, Room 101, 2400 Chestnut Avenue, Glenview, Illinois on the following dates during fiscal year 2018/2019:

2018			
May 24, 2018	June 28, 2018	July 26, 2018	August 23, 2018
September 20, 2018	October 25, 2018	November 15, 2018	December 20, 2018
2019			
January 17, 2019	February 28, 2019	March 21, 2019	April 25, 2019

Commissioner Katsamakakis moved seconded by Commissioner Peterson to approve the 2018/2019 Park Board meeting dates for posting. Roll Call Vote: Ayes: Dillon, Katsamakakis, Peterson, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

5. Matters from the Public

None.

6. Approved Accounts Payable

Commissioner Tosh moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of December, 2017 in the amount of \$1,864,989.19. Roll Call Vote: Ayes: Katsamakakis, Peterson, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Patton asked for a motion to approve Consent Agenda items 7.a. through 7.h.

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

- a. **Accepted the Administrative Operations Committee recommendation to approve the part-time pay ranges.**

The pay ranges were evaluated and no changes were recommended.

- b. **Accepted the Administrative Operations Committee recommendation to approve the full-time pay ranges.**

Based on the ECI (Employment Cost Index) as of September 2017, an adjustment of 2.5% was made to the pay structure. The adjustments made to the ranges will only impact those employees who may have been below the new minimums or are at the top of the range. This is managed as part of the overall annual performance and merit increase process.

- c. **Accepted the Administrative Operations Committee recommendation to approve the full-time merit increase budget of \$198,500 which is roughly equivalent to 3% of salaries.**

The increase is in line with planned increases at other local park districts. It is also consistent with planned increases in the marketplace as a whole as reported by various compensation consulting firms.

d. **Accepted the Finance Committee recommendation to approve the 2018/2019 Capital Replacement Fund items.**

Each year the Board approves the list of potential capital replacement items which is used to develop the capital replacement fund budget. Staff annually reviews the items in the capital replacement program to validate and update the useful life and cost. If there is reason to believe that the item may need to be replaced during the year, it is included on the list. Prior to making the actual purchase however, staff will once again evaluate whether the purchase is necessary in the current year.

e. **Accepted the Administrative Operations/Marketing Committee recommendation to approve Policy 9.50: Americans with Disabilities.**

This policy has been updated to comply with the Illinois Association of Park District's Distinguished Agency criteria.

f. **Accepted the Administrative Operations/Marketing Committee recommendation to approve Policy 9.51: Service Animals.**

This is a new policy regarding the use of service animals by persons with disabilities who are registered participants in District programs or authorized users of District parks or facilities, by District employees with disabilities, and by visitors with disabilities in District parks and facilities.

g. **Accepted the Administrative Operations/Marketing Committee recommendation to approve Personnel Guidelines ADA Section 4.12: Reasonable Accommodations.**

The Park District's designated Accommodation Officer has been reappointed and the appeal process has been extended from ten days to fifteen days.

h. **Accepted the Park & Facility Services/Environmental Committee recommendation to approve the Comprehensive Master Plan and Final 10-Year Action Plan.**

This 10-year plan has been developed over the past 14 months through the District's campaign named "Charting our Future." The community's input helped shape its vision and purpose-driven plan for implementation. The District's last comprehensive master plan was developed in 1982, and planned for the successful parks and recreation system we enjoy today. This Master Plan is the roadmap to the Glenview Park District's responsible and continual improvement of its parks and recreation system and services. It is a living-document that will be updated regularly to achieve the targeted-objectives in a fiscally responsible manner. The implementation of the plan will follow the Park District's Mission, Vision, and Guiding Principles including the incorporation of sustainable practices for both our operations and park and facility improvements. We also encourage ongoing feedback from our patrons, which we will incorporate as the plan advances.

8. **Committees Reports and Recommendations**

a. **Administrative Operations/Marketing**

i) **Committee Update**

Committee Chair Angie Katsamakakis noted the topics discussed at this month's Committee were all approved on the Consent Agenda tonight: The part-time and full-time pay ranges; the full-time merit increase budget; Policy 9.50: Americans with Disabilities and Policy 9.51: Service Animals, and Personnel Guidelines ADA Section 4.12: Reasonable Accommodations.

b. Finance Committee

i) Committee Update

Committee Chair Dan Peterson noted the Committee discussed the Capital Replacement Fund Items that were approved on the Consent Agenda tonight. As well as the strong financial performance of the Park District so far this fiscal year.

c. Park & Facility Services/Environmental

i) Update: Strategic Plan

Committee Chair Jen Roberts commented on the Comprehensive Master Plan that was approved on the Consent Agenda tonight. She acknowledged that it is a great document and she was very happy to see it come together. Chair Roberts also commented on the Strategic Plan. She explained that staff presented suggested changes made to the Strategic Plan document at the January Committee meeting. There was also discussion on Key Performance Indicators (KPI), and how measurements for each Strategic Objective will be achieved. She also noted that Barbara Heller from Heller and Heller will be presenting a revised KPI document at the February 15th Committee meeting.

ii) Committee Update

No Report

d. Special Revenue Facilities

i) Update: Glenview Park Golf Club Off-Season Activities

Committee Chair Dave Dillon noted the only discussion at the Committee meeting was the off-season activities at the Glenview Park Golf Club. No recommendations were made.

ii) Committee Update

No Report

9. Matters from Commissioners

Commissioner Dave Tosh commented on the "Friday Night Meltdown" he attended on January 19 at the Glenview Ice Center. The Meltdown is a skate and dance party for our local youths that take place every Friday at the Ice Center. It includes a DJ who plays today's hits and disco lighting shines on the ice throughout the night. On the Friday, Commissioner Tosh attended there were 130 paid admissions and 25 pass members who attended along with 85 skate rentals. Many of the kids were from the local schools. Commissioner Tosh wanted to acknowledge the following staff members for all their work putting on this great event for the youth of our community: Patrick Brickley; Alan Salazar; Josh Konrad; Nick Loucopoulos; Ava Majewicz; Stephen Hlavacek and Alexa Salazar.

Commissioner Dan Peterson attended the Illinois Association of Park Districts and Illinois

Parks and Recreation Association annual conference in Chicago. He enjoy the sessions and commented that it is always great to hear about what other Park Districts are doing, get ideas and benchmark our District against others. He was also very happy to see the Glenview Park District's Marketing Department recognized with three awards. Director McCarty explained the three awards were for: 1st place, the logo for the Jackman Bear's 100th birthday; 2nd place for its media campaign on the Robert Kennicott display at the Smithsonian National Museum of Natural History; and 3rd place: for Integrated Photography for the use of a photo from our fireworks display over Lake Glenview.

Commissioner Jen Roberts acknowledged the new calf recently born at Wagner Farm which is owned by one of the 4H Club members.

Commissioner Bill Casey also attended the annual conference which included a luncheon that was attended by 52 of our local legislators, one being Representative Laura Fine who sat at the Park District's table. He was encouraged to see the support by these legislators for parks and recreation. Commissioner Casey, who is a member of the IAPD Joint Legislative Committee, reported that the Committee does not expect to see many capital projects coming out of Springfield until after November. Commissioner Casey also enjoyed attending the conference sessions.

10. Correspondence

Director Mike McCarty received a thank you note from a resident who was very appreciative for all the information she received on the proposed major projects related to the upcoming bond referendum. She was very happy the Board listened to the community's needs and that residents were kept informed and up to date on the process. Director McCarty noted the tremendous amount of outreach that was done to keep the community informed and thanked the Board and staff for all their work.

11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Land Acquisition/Lease (Subsection c5)

Commissioner Casey moved seconded by Commissioner Peterson to adjourn and move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:15 p.m. to discuss Land Acquisition/Lease (Subsection c5). Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamakias, Peterson, Patton. Nays: None. Motion Carried.

Commissioner Peterson moved seconded by Commissioner Katsamakias to adjourn the Executive Session and move back into Open Session at 8:10 p.m. Roll Call Vote: Ayes: Casey, Dillon, Katsamakias, Peterson, Roberts, Tosh, Patton. Nays: None. Motion Carried.

12. Action on items that were discussed in Executive Session

None

13. Adjourned

Commissioner Peterson moved seconded by Commissioner Katsamakias to adjourn the Open Session at 8:10 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 22nd day of February, 2018