

**PARK & FACILITY SERVICES/ENVIRONMENTAL COMMITTEE**

Glenview Park District Administration Building  
1930 Prairie Street, Glenview, IL 60025  
Regular Meeting Minutes  
Thursday, February 15, 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

**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, 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. Strategic Plan Update**

Superintendent of Park & Facility Services Jim Warnstedt presented the new draft of the Key Performance Indicators (KPIs) explaining that the Baseline Performance metrics and the Target metrics related to each KPI are still in development. Barbara Heller from Heller and Heller gave an overview of the Strategic Plan's current development and its next steps. Within each strategic theme, Barbara went over the KPIs and their respective definitions for the Board to consider and refine as needed.

Executive Director Mike McCarty and Superintendent Warnstedt went over the minor edits to the KPI chart as a whole, made by Commissioner Dan Peterson via email prior to the committee meeting. In addition, Executive Director McCarty gave an explanation to the changes from staff meetings and the committee input from the January Committee Meeting.

For the Customer Focus and Financial Stewardship themes, Barbara Heller gave an overview of the KPIs that were created based on the District's resources to be used as metrics. Commissioners and staff discussed the use of operating margins as an indicator for reinvesting in the future. Barbara noted that the indicators can evolve during the process of implementing the strategic plan as well.

Deputy Executive Director Katie Skibbe went over the staff's KPI additions to the objectives within the Operational Excellence theme, including transforming current processes into electronic processes. Staff provided some examples of processes that have already been transformed and examples of processes that could be transformed.

Barbara Heller proceeded with an overview of the KPIs for the Empowered Team theme with a note that some of them can evolve into a more sophisticated measurement over time. Staff and commissioners discussed the metrics being used for the wellness participation indicator.

Executive Director McCarty provided more background and explanation to the indicators that were added to the borderless organization theme, including several cross-functional teams, joint facility offerings (golf yoga for example), employee communications, and potential partnerships with outside sources.

Barbara Heller concluded with an overview of the KPIs for the Environmental Sustainability theme. Commissioner Jen Roberts asked about the inclusion of certain environmental initiatives. Superintendent Warnstedt and Park Planner Ken Wexler explained the incorporation of the initiatives within the IPRA Environmental Report Card, which was performed by the District in 2011. Commissioner Dave Dillon requested a copy of the report.

Staff agreed to provide the Board with the environmental scorecard performed in 2011 and an updated chart of the Key Performance Indicators. Executive Director McCarty concluded the discussion with the process moving forward with the Strategic Plan and requested further feedback from the Board to refine the list of Key Performance Indicators.

**b. Consideration for Renaming West Fork Park**

Staff requested consideration to rename West Fork Park after former Executive Director Thomas J. Richardson, to honor his 24 years of service with the Glenview Park District. Superintendent Warnstedt explained that Tom was at the helm of the District during a tremendous period of growth, and he was instrumental in shaping the District into what it is today. Superintendent Warnstedt explained the policy process of changing a park's name, which includes an introduction of a resolution with a 90-day waiting period and notification to residents living near West Fork Park.

Commissioner Bill Casey, as the one who initially brought up the idea to dedicate a park to former Executive Director Tom Richardson, explained that he is the only Commissioner left on the current Board that had the privilege of working with Tom. Commissioner Casey stated that he is in full support of the park dedication.

Executive Director Mike McCarty highlighted Tom Richardson's tenure within the Glenview Park District, as he continued his career, starting from the Assistant Director of Recreation role and ending with the Executive Director role. McCarty continued to go over the significant roles that Tom played in the acquirement of land, especially during the redevelopment of the Glen during the closure of the naval station. Commissioner Casey asked for his IPRA accomplishments and national awards to be added to his background.

Commissioner Dave Tosh agreed with Commissioner Casey that Tom Richardson should be recognized. Commissioner Tosh added that it would be a similar honor to the people that are recognized within school districts through the renaming of fields and facilities. He also suggested that the people with parks dedicated to their name throughout the

District should be highlighted on the District's website to educate the public on the impact that these past employees and commissioners made on the District.

Executive Director McCarty noted that President Bob Patton expressed concern about renaming the park, which led to additional discussion by the committee and staff. The Committee made a recommendation to include renaming West Fork Park in honor of Thomas J. Richardson as an action item to be discussed at the Board Meeting on February 22, 2018. This item will not to be included on the consent agenda.

**c. Staff Recommendation for Tree Removal & Pruning Services Contract Renewal**

Staff requested consideration to renew the contract with Lucas Landscaping & Design Co., of Deerfield, IL for an additional year.

In February 2017, bids were received for tree removal and pruning. The lowest responsible bidder was Lucas Landscaping, which is recommended by staff based on its work with the Glenview Park District last year. As part of the District's original bid, the Park District reserved the right to renew the contract for additional years of service, subject to acceptable performance and pricing.

The committee endorsed the staff recommendation to accept the bid from Lucas Landscaping & Design Co. of Deerfield, IL for tree removal and pruning services for full board approval on the consent agenda.

**d. Staff Recommendation for Waste Disposal & Recycling Services Contract Renewal**

Staff requested consideration to renew the contract with Waste Management of Batavia, IL in the amount of \$115,587.23 for three additional years of waste disposal and recycling services

In February 2015, bids were received for waste and recycling services for all of the Glenview Park District facilities. Waste Management was the lowest responsible bidder for a 3-year service contract, which is up for renewal at the conclusion of this fiscal year on April 30, 2018. As part of the original bid, the Park District reserved the right to renew the contract for additional years of service, subject to acceptable performance and pricing. Superintendent Warnstedt explained the work within the current contract and how the work will continue in the proposed contract. Park Planner Ken Wexler added that the company has been very responsive and accommodating to the Park District's waste management needs in the past.

The committee endorsed the staff recommendation to accept the bid from Waste Management of Batavia, IL in the amount of \$115,587.23 for full board approval on the consent agenda.

**e. Results/Staff Recommendation for Hoffman School Playground Installation 2018**

Staff recommended the acceptance of the bid from Elanar Construction of Chicago, IL in the amount of \$62,395.

On February 8, 2018, six bids were received for playground installation at Hoffman School. Superintendent of Park and Facility Services Jim Warnstedt explained the need for a replacement of the Hoffman School Playground due to being over 20 years old.

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School District 34 and their PTA worked together to select the new play equipment. With the Exchange of Services agreement, School District 34 is responsible for purchasing the equipment and the Park District is responsible for installation. The scope of work includes installing the play piece, swing set, perimeter curbing, drainage, and wood fiber surfacing for the fiscal year 2018/19. Staff submitted a budget of \$67,000 for this project.

The committee recommended the acceptance of the bid from Elanar Construction of Chicago, IL for the Hoffman School playground installation for full board approval on the consent agenda.

**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 9:30 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 March 2018