



**GLENVIEW PARK DISTRICT  
BOARD MEETING**

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

Regular Meeting Minutes  
February 22, 2018

**1. Roll Call**

President Robert Patton called the meeting to order at 7:02 p.m. and the roll was called.

Commissioners present: William M. Casey, David M. Dillon, Angie G. Katsamakakis, Jennifer G. Roberts, David S. Tosh, Robert J. Patton

Commissioners absent: Daniel B. Peterson

Official Staff present: Executive Director/Secretary Michael D. McCarty, Treasurer William D. Moore, 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: None

**2. A Moment of Silence was observed**

**3. Meeting Minutes**

**a. (a.b.c.d.)**

Accepted the January 11, 2018 Park & Facility Services /Environmental Committee meeting minutes; accepted the January 11, 2018 Administrative Operations /Marketing Committee meeting minutes; accepted the January 16, 2018 Finance Committee meeting minutes and approved the January 25, 2018 Regular Board meeting minutes.

Commissioner Casey moved seconded by Commissioner Dillon to accept the January 11, 2018 Park & Facility Services /Environmental Committee meeting minutes; accept the January 11, 2018 Administrative Operations /Marketing Committee meeting minutes; accept the January 16, 2018 Finance Committee meeting minutes and approve the January 25, 2018 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Roberts, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations/Recognition**

- a. Presented the 2017 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Jeff Thoelecke for his service to The Glenview Park Foundation and his dedication to the Glenview community.**

President Patton remarked that he met Jeff Thoelecke 40 years ago while playing on the same pony league. He was honored today to present this award to him. President Patton noted that Jeff is a longtime Glenview resident who serves as President of Northview Bank and Trust Co., First Vice President on the Board for Youth Services and is also the President of the Glenview Park Foundation. Under Jeff's leadership, the Park Foundation has adopted new bylaws, created an Executive Board structure and has advanced its mission to include funding for the Park District's Leisureship program. His efforts have gone above and beyond in assisting the Glenview Park District and the community.

Jeff thanked the Board and noted it was a great honor for him to receive this award. He is happy to be able to give back to the community that has been so great to him.

Director McCarty remarked what a great leader Jeff has been on the Park Foundation. He has continued the great partnership with the Park District and under his leadership the Foundation has committed 10% of their annual profits to the District's Leisureship program which is a scholarship program for kids in need. Director McCarty thanked Jeff and the Park Foundation for all they do.

b. **Approved Resolution No. 2018-01: A Resolution Honoring David Woolf for his contributions to the Glenview Park District while serving as an employee from 1987 through his retirement in 2018.**

The Board congratulated Dave Woolf, Director of Racquet Sports, on his upcoming retirement and thanked him for his 31 years of committed and dedicated service to the District and to the patrons and staff of the Glenview Tennis Club. President Patton remarked that Dave is leaving behind an incredible legacy. Dave began his career with the District in 1987 and quickly advanced in leadership roles to be the Tennis Club Manager in 2004 and Director of Racquet Sports in 2013. Along the way he oversaw the renovation of the Tennis Club, which received awards for its facility features and progressive lessons, leagues and special events programming. He was key in the research, planning, program development, construction and launch of the highly successful platform tennis program at the Glenview Prairie Club. Dave is also revered by many of his colleagues in the public and private tennis club industry as a mentor and innovative leader of the sport.

Superintendent of Special Facilities Lori Lovell thanked Dave for his service, dedication and commitment to the Park District. She noted how many past employees came out tonight to honor Dave, and that in itself speaks volumes. Director McCarty thanked Dave for his years of service and noted what a pleasure it has been to work with him. McCarty commented on what a true leader Dave has been in the tennis profession, community and Park District and how he has elevated the district's racquet sport which is highly regarded in the sports profession. He also thanked Dave's family for all the years they have shared Dave with the Park District and wished Dave well in his retirement.

Dave thanked his tennis family and the past employees he had worked with for coming out tonight. He especially wanted to thank Becky Brennen, Cheryl Deom and Tom Richardson who gave him his first full-time job at the Park District. He also thanked his wife for all her support.

Commissioner Casey moved seconded by Commissioner Katsamakakis to approve Resolution No. 2018-01: A Resolution honoring David Woolf for his contributions to the Glenview Park District while serving as an employee from 1987 through March 2018. Roll Call Vote: Ayes: Dillon, Katsamakakis, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

## 5. **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) **Snow Efforts**

Executive Director Mike McCarty recognized the staff and all maintenance crews at the District's facilities for the great job they did clearing the snow and keeping our facilities operational during the recent nine day snow event. He also thanked all the staff who came in during those difficult travel days to operate our facilities.

#### ii) **Illinois Association of Park District's Legislative Breakfast**

Director McCarty noted the Park District hosted the IAPD Legislative Breakfast on February 16 at Wagner Farm. President Patton along with Commissioners Katsamakakis, Dillon and Roberts attended. We also had 55 Executive Directors, Commissioners and staff from surrounding districts who attended along with 4 of our local Legislators and one Legislative Aide. McCarty noted that these types of events give all of us an opportunity to hear about what is going on in Springfield and issues that could affect our districts.

Director McCarty also spoke about the Active Shooter training that some staff attended along with School District 27 in Northbrook. He noted that the District has always focused on the safety of our patrons and staff. This program which has been developed over the past seven years, works with the schools, park districts, village and police departments to train staff for an active shooter or intruder situation. The staff who attended this training will in turn train other district staff.

Director McCarty also spoke about the grant the District received in 2016 from the Jennifer Lynn Snyder Teen Heart Foundation which allowed for three AEDs to be installed at Community Park West. We have now installed two more AEDs at Flick Park and two at Gallery Park (at the North and South Pavilions). The District will continue to make our parks safe for patrons by providing these types of life saving aides. McCarty thanked the Parks staff for installing all of the AEDs that provide visual and verbal instructions.

## 6. **Matters from the Public**

Barb Cremin and Bob Quill, both former Park District employees, addressed the Board to acknowledge the accomplishments and leadership of former Glenview Park District

Executive Director Tom Richardson and to give their support for the Board's consideration to rename West Fork Park in honor of Tom Richardson.

Barb Cremin noted the Park District would not be what it is today, if not for the decisions made by Tom Richardson. She explained that during his tenure, the District was going through a period of significant growth and change. Tom oversaw many of the challenges and opportunities of the time such as: securing park use for the redevelopment of the 1100 acre Glenview Naval Air Station after its closing; acquiring Wagner Farm after the passing of owner Rose Wagner; securing 95 acres from Town and Country which is currently Community Park West; addressing the demands for youth sports and fields and updating the District's aging facilities. Ms. Cremin noted that the Park District doubled in size during Tom's tenure; its largest growth ever.

Bob Quill noted the Park District went through an "extraordinary transformation" over the 16 years Tom Richardson was its Director. Tom's list of accomplishments is long and through his leadership the following were realized. Two Referendums passed in five years: Farm & Fields, a long financial commitment which was visionary as it provided for non-revenue facilities to be maintained for the future and the Pools Referendum which replaced the district's two iconic pools. Tom was instrumental in getting the State of Illinois to change the TIF (Tax Increment Financing) so the Park District and Schools could receive TIF money, over one million dollars a year during the lifetime of the TIF, which has helped pay for the increase of services that incurred after the redevelopment of the Naval Air Station. Tom also made sure the District's bonding authority was maintained by rearranging its taxes after the County brought a tax cap to local governments. He preserved over 225 acres of land at the Naval Air Station along with acquiring the 95 acre Community Park West with half of the purchase paid through donations. He helped raise one million dollars through his work on the Glenview Park Foundation to pay for the construction of the Heritage Center at Wagner Farm. His efforts also paved the way for Gallery Park to be eventually turned over to the Park District from the Village. The Park Center was Tom's vision of a new, revolutionary community center that was built in place of updating the old Rugen Community Center. Bob noted the first Park District Executive Director Dick Johns built the Park District in his 34 years and Tom Richardson doubled its size, he never missed an opportunity to improve it. Bob hoped the Park Board would consider all of Tom Richardson's accomplishments as they contemplate renaming West Fork Park in Tom's honor.

**7. Approved Accounts Payable**

Commissioner Casey moved seconded by Commissioner Roberts to approve payroll and accounts payable for the month of January, 2018 in the amount of \$2,374,615.61. Roll Call Vote: Ayes: Katsamakidis, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried.

**8. Approved Consent Agenda items**

President Patton asked if anyone wanted to remove or discuss any of the consent agenda items.

Commissioner Casey asked for a brief review of item 8.i) for those Commissioners who were not at the Committee meeting: The combined Museums and Historical

Preservation/Recreation and Swimming Pools Committee recommendation to approve the Intergovernmental Agreement between the Glenview Park District and the Village of Glenview for a storm water management project at Wagner Farm.

Superintendent Elsa Fischer explained that this is the third agreement between the Park District and the Village to help the farm's surrounding neighbors with storm water management. This project will increase the drainage swale, replace the storm sewer and add a line that will take sump pump discharge from the farm to the storm sewers. This is a win-win for everyone and the work should be completed by May 31. Director McCarty noted the Park District continues to look for opportunities to work with our community partners to help our neighbors with storm water management that does not impact the planned use of our park facilities.

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

- a. **Accepted the Park and Facility Services/Environmental Committee recommendation to approve renewing the contract with Lucas Landscaping and Design Co., Deerfield, IL for an additional year of tree removal and pruning services.**

In February of 2017, the Glenview Park District went out to bid for tree removal and pruning services. Lucas Landscaping was the lowest responsible bidder for a 1-year service contract, which is up for renewal at the conclusion of this fiscal year on April 30, 2018.

- b. **Accepted the Park and Facility Services/Environmental Committee recommendation to approve renewing the contract with Waste Management, Batavia, IL in the amount of \$115,587.23 for 3 additional years of waste disposal and recycling services.**

In February of 2015, the Glenview Park District went out to bid for waste disposal and recycling services for all of the District's 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.

- c. **Accepted the Park and Facility Services/Environmental Committee recommendation to approve the bid from Elanar Construction, Chicago, IL in the amount of \$62,395.00 for the Hoffman School playground installation.**

On Thursday, February 8, 2018, six bids were received for the Hoffman School playground installation. The existing playground is over 20 years old, and is in need of replacement. The scope of work for the installation includes installing the play piece, swing set, perimeter curbing, drainage, and wood fiber surfacing.

- d. **Accepted the Combined Finance and Administrative Operations/Marketing Committee recommendation to approve the proposed agreement with Lauterbach & Amen, LLP of Naperville, Illinois for auditing services in 2018, 2019 and 2020.**

- e. **Accepted the Combined Finance and Administrative Operations/Marketing Committee recommendation to approve updated Policy 3.60: Purchasing.**  
Updates were made to this policy to better align with the Illinois Association of Park District's (IAPD) Distinguished Agency standards, to reflect current practices and provide wording that is consistent with state statutes and Glenview Park District Policy 3.10: Financial Practices.
- f. **Accepted the Combined Finance and Administrative Operations/Marketing Committee recommendation to approve updated Policy 3.10: Financial Practices.**  
Revisions to this policy are intended to reference the financial policies addressed in the stand alone policies but reduce duplication in the detail. A few sections were added to comply with IAPD's Distinguished Agency standards including a Payment of Bills section and Economy of Resources section.
- g. **Accepted the Combined Finance and Administrative Operations/Marketing Committee recommendation to approve Ordinance 2018-02: An Ordinance Repealing Ordinances 2005-08 and 2017-22.**  
The repealed ordinances have been replaced by Policy 3.10 Financial Practices.
- h. **Accepted the Combined Finance and Administrative Operations/Marketing Committee recommendation to approve Policy 7.80: Use of Volunteers.**  
This is a new policy established to comply with IAPD's Distinguished Agency standards and to acknowledge the value of volunteers that support the Glenview Park District while setting general parameters for using volunteers within the District based on current practices.
- i. **Accepted the Combined Museums and Historical Preservation/Recreation and Swimming Pools Committee recommendation to approve the Intergovernmental Agreement between the Glenview Park District and the Village of Glenview for a storm water management project at Wagner Farm.**  
The Village is out to bid and this project should be completed by May 31, 2018.
- j. **Accepted the Combined Museums and Historical Preservation/Recreation and Swimming Pools Committee recommendation to appoint Lisa Hanneman to the July 4th Fundraising Committee.**

9. **Committees Reports and Recommendations**

a. **Combined Finance/Administrative Operations/Marketing**

i) **Committee Update**

Administrative Committee Chair Angie Katsamakakis noted that all of what the combined Committee discussed had been approved on the Consent Agenda, items 8d-8h. Deputy Executive Director Katie Skibbe announced that for the 13th year in a row the Park District's Finance Division has been recognized with a Certificate of Achievement for Excellence in Financial Reporting for the District's annual audit by the Government Finance Officers Association. She congratulated Nicole Hopkins, Manager of Business Services, and the entire Finance team.

**b. Combined Museums and Historical Preservation/Recreation and Swimming Pools**

i) Wagner Farm Updates

Committee Chair Bill Casey had no further comments on the Committee discussion. Superintendent Elsa Fischer did note that Wagner Farm Director Todd Price had given the Committee the following updates: The parking lot where the Farmer's Market is held will be closed off for added safety; a mobile chicken coop is being constructed that will hold 100 new chickens, and The Friends of Wagner Farm have contributed \$19,000 towards the completion of the Wagner Farm Master Plan.

ii) Committee Update  
No Report

**c. Park & Facility Services/Environmental**

i) Strategic Plan Update  
No update was given.

ii) **Accepted the Park and Facility Services/Environmental Committee recommendation to consider vacating the name of West Fork Park to be renamed Thomas J. Richardson Park.**

Superintendent Jim Warnstedt reported that the Committee has recommended the Board consider vacating the name of West Fork Park and renaming it "Thomas J. Richardson Park. Tom Richardson, the District's second Executive Director from 1990 to 2006, served the Glenview Park District in several capacities for over 24 years. He served during a time of significant growth, challenge and opportunity for the community and under Tom's leadership, the District doubled in size and did so in a fiscally responsible manner that has proved to be sustainable into the future. A formal Resolution to rename West Fork Park to Thomas J. Richardson Park will be presented to the Park Board for final approval at the May 24, 2018 Board meeting. This timeline aligns with the Park District's Park and Facility Naming Policy, No. 1.60 which states that a formal Resolution may not be passed in less than 90 days following its initial consideration.

Commissioner Casey moved to accept the Park & Facility Services/Environmental Committee recommendation to consider vacating the name of West Fork Park to be renamed "Thomas J. Richardson Park. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamakakis, Patton. Nays: None. Motion Carried.

iii) Committee Update  
No Report

**10. Matters from Commissioners**

Commissioner Angie Katsamakakis remarked how well the Park Center parking lot was plowed during the recent snow event. She was at Park Center during that time and saw how happy our patrons were that it was open. She thanked all the staff for their efforts.

Commissioner Dave Tosh attended a recent Open House at The Grove where he got to hold a boa constrictor and pet an opossum. The event which is put on by Patricia Kuntzmann, the animal care supervisor at The Grove, showcases The Grove's animal and recognizes the

volunteer “buddies” who help take care of the animals.

Commissioner Bill Casey thanked Bob Quill and Barb Cremin for speaking on Tom Richardson’s accomplishments. Bill was on the Park Board during Tom’s tenure and noted what a fine gentlemen he is. Bill also announced that the GTAC swim team will have 12 swimmers going to the State finals; he wished them all good luck.

Commissioner Dave Dillon announced that the Glenview Prairie Club will be hosting a Paddle Tournament on March 8 and March 9 and invited everyone to attend.

President Patton noted that 16 out of the 17 men’s paddle teams will be playing in the Paddle Tournament. President Patton also commented on the Legislative Breakfast that was held at Wagner Farm and recognized Todd Price for how well he presented to the group.

**11. Correspondence**

None

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

No Executive Session was held.

**13. Action on items that were discussed in Executive Session**

**Approved the Executive Session meeting minutes from the January 25, 2018 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 Casey moved seconded by Commissioner Dillon to approve the Executive Session meeting minutes from the January 25, 2018 Executive Session Board Meeting. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakias, Roberts, Patton. Nays: None. Motion Carried.

**14. Adjourned**

Commissioner Dillon moved seconded by Commissioner Casey to adjourn the Open Session at 7:45 p.m. 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