



**GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
April 26, 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. Katsamakis, Jennifer G. Roberts, David S. Tosh, Robert J. Patton

Commissioners absent: Daniel B. Peterson

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

2. A Moment of Silence was observed

3. Meeting Minutes

- a. **Accepted the March 13, 2018 Administrative Operations/Marketing Committee of the Whole meeting minutes**
- b. **Approved the March 22, 2018 Regular Board meeting minutes**

Commissioner Casey moved seconded by Commissioner Katsamakis to accept the March 13, 2018 Administrative Operations/Marketing Committee of the Whole meeting minutes and to approve the March 22, 2018 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakis, Roberts, Tosh, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Patton explained 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 and Board members did not request any additional information.

c. Secretary/Executive Director

i) Illinois Association of Park Districts Legislative Conference

Director McCarty noted the Glenview Park District was well represented at the recent Illinois Association of Park District's (IAPD) Legislative Reception and Conference that was held April 24-25 in Springfield. Parks Day at the Capitol was also on April 24 where our staff set up a display table at the State Capital building that showcased the Park District and all the great programs and services we provide to the community. McCarty thanked marketing team members Jena Johnson, Director of

Brand Strategies and Community Engagement and Justin Miller, Graphic Designer, for creating the exhibits and manning the table. The Director also thanked Commissioners Casey and Dillon along with Superintendent of Park & Facility Services Jim Warnstedt for attending the conference and representing the district. Commissioner Casey, who is also a member of the IAPD Legislative Committee, passed out an informational piece on the value of OSLAD grants (Open Space Lands Acquisition and Development). He noted that the Governor has put aside \$15 million dollars in next year's state budget for this grant funding. The OSLAD grants are funded through the property transfer tax; and, there is a matching grant requirement for the funding. The return on investment over the 32 years this grant has been available is estimated at 175%.

5. Matters from the Public

None

6. Approved Accounts Payable

Commissioner Roberts moved seconded by Commissioner Dillon to approve payroll and accounts payable for the month of March, 2018 in the amount of \$2,175,049.04. Roll Call Vote: Ayes: Dillon, Katsamakakis, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Patton asked if any Commissioner would like any items removed from the Consent Agenda for further discussion. There were no requests. President Patton then asked for a motion to approve the Consent Agenda.

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

a. Accepted Ordinance No. 2018-04: Liquidation of Personal Property

This is a housekeeping item to sell unneeded Park District equipment.

8. Committees Reports and Recommendations

a. Finance

i) Approved the 2018/2019 Glenview Park District Budget

Deputy Executive Director Katie Skibbe explained that at the April 10, 2018 Finance Committee meeting of the Whole, the Board members reviewed the budget for the fiscal year beginning May 1, 2018 with staff. And at tonight's board meeting, the Board will consider approval of a total budget of \$40,573,543 for the fiscal year beginning May 1, 2018. This budget represents an overall 21.5% increase over projected 2017/2018 year-end expenditures. The majority of this increase is due to additional capital expenditures related to the referendum. Operating expenses are increasing by 5.7% over 2017/2018 projected expenditures and a 1.16% increase from last year's operating budget. Of the total budget, \$26,283,911 is for operations, \$9,600,843 is for capital expenditures and \$4,688,789 is for debt repayment.

The budget reflects total revenue of \$67,143,632; total expenses of \$40,573,543 and a temporary increase of reserves in the amount of \$26,518,789. The budget assumes the District will issue \$17 million in General Obligation Debt and \$10 million in

Alternate Revenue Debt. The majority of the planned increase in reserves is due to the timing of the bond issuance and subsequent expenditures. The budget projects that Park District reserves as of April 30, 2018 will be \$49,976,541 of which \$27,819,561 is related to the referendum, \$10,856,190 is in the Capital Replacement fund and \$2,739,020 in the Capital Development fund. Of the remaining reserves, \$371,611 is for debt service payments and \$8,190,159 is reserves in the remaining funds. Major budgeted capital projects include the design and engineer of the Ice Center renovation, the improvements to the entrance of The Grove, as well as the design and engineering of the Interpretive Center at The Grove.

Commissioner Dillon moved to accept the Finance Committee of the Whole recommendation to approve the Glenview Park District annual budget for the 2018/2019 fiscal year in the amount of \$40,573,543. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamakakis, Patton. Nays: None. Motion Carried.

- ii) Committee Update
None

b. Park & Facility Services/Environmental

- i) Approved the Fiscal Year 2018-2021 Glenview Park District Strategic Plan and the New Park District Mission, Vision and Guiding Principles

Committee Chair Jen Roberts reported that at the April 19 Park & Facility Services/Environmental Committee meeting, Barbara Heller of Heller & Heller led the presentation of the 2018-2021 Strategic Plan. Barbara also reviewed the Baseline Performance metrics and the Target metrics, which staff developed related to each Key Performance Indicator. The 2018-2021 Strategic Plan was recommended to the full Board for final approval and adoption. The new Park District Mission, Vision and Guiding Principles that are incorporated into the Strategic Plan were also recommended to the full Board for final approval and adoption. Commissioner Roberts felt it was important to read the Mission, Vision and Guiding Principles of the Park District.

***Updated 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.*

***Updated Vision:** A community in which everyone enjoys happiness, health and an appreciation of the environment on a daily basis.*

Updated Vision and Guiding Principles of the Park District

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

Commissioner Roberts moved to accept the Park & Facility Services/Environmental Committee recommendation to approve the Fiscal Year 2018-2021 Glenview Park District Strategic Plan and the New Park District Mission, Vision and Guiding Principles. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamak, Patton. Nays: None. Motion Carried.

- ii) Swenson and Community Park West Skate Parks
Superintendent James Warnstedt reported that Staff had presented preliminary design concepts for the Swenson Park Skate Park and Community Park West Skate Park based on feedback received from the Skate Park Design Input Meeting that was held on Thursday, April 12 at Park & Facility Services East. At that meeting, members of the skate board and BMX community shared their input on skate park equipment, layout, and overall design. Mark Jirik, Registered Landscape Architect at Site Design Group, Ltd., will use that input to refine both concepts, and staff will hold another design input meeting in late May.

Commissioner Dave Tosh asked who was the architect on the Skate Park project and if the District had used them before. Superintendent Warnstedt explained that Mark Jirik from Site Design Group, Ltd. is the Architect on this project and he had assisted the District with the design work of the Synnestvedt Arboretum. Mr. Jirik had also worked on the Grant Park Skate Park in Chicago.

- iii) Committee Update
None

c. Special Revenue Facilities

- i) Approved the Williams Architects Proposed Agreement for the Glenview Ice Center Renovation
Committee Chair Dave Dillon noted the Committee met this month to discuss the Williams Architect, W.B. Olson and AT Group agreements which are all related to the Ice Center renovation project.

Superintendent of Special Facilities, Lori Lovell, explained that the proposed agreement with Williams Architects covers Phase 3, Basic Architectural & Engineering Services for the renovation of the Glenview Ice Center and covers the Schematic Design Phase, Design Development Phase, Construction Documents & Permitting Phase, Bidding & Negotiation, Construction Observation & Administration Phase, Post Construction Services and Project Close Out and a 2 Year warranty.

President Patton asked what the profit would be for Williams Architects on this project. Director McCarty explained that because of it being a renovation and the complexity of the project, along with the specialty trades that are needed, it was negotiated down to 8.8%, noting the market range for a project like this is anywhere from 8-10%. McCarty also noted that Williams Architects will be paying for the Commissioning Agent for the HVAC and that the agreement includes a two-year warranty. The District counsel reviewed the agreement and felt the percentage was appropriate for this type of project.

Commissioner Casey moved seconded by Commissioner Roberts to accept the Staff recommendation to approve the proposed agreement with Williams Architects of Itasca, Illinois for basic A&E services (Schematic Design through Post Construction) in the amount of \$2,196,105. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakakis, Roberts, Patton. Nays: None. Motion Carried.

ii) Approved the W.B. Olson, Inc. Proposed Agreement for the Glenview Ice Center Renovation

Superintendent Lovell explained that the proposed agreement with W.B. Olson, Inc. is for Construction Manager at Risk services and covers the Preconstruction Phase, setting and submission of the Guaranteed Maximum Price Proposal and Construction Phase for the renovation of the Glenview Ice Center. The Construction Manager will provide administrative oversight and project delivery responsibility for the Glenview Ice Center Renovation.

Superintendent Lovell noted that at the Committee meeting, the District's counsel explained the responsibilities of the Construction Manager at Risk (CMR). One being, that once the Guaranteed Maximum Price (GMP) is determined, if bids come back at a higher price than what the CMR had determined, the CMR is responsible to absorb those costs. Commissioner Casey remarked that the CMR is also responsible if supplies or materials go up in price unexpectedly for example due to a tariff or embargo. However, Commissioner Dillon noted that the CMR is not responsible for liquidated damages for not completing the project on schedule, although, it is in the CMR's best efforts to do so. Director McCarty explained that if the project is not done on time that would affect the CMR more than the Park District by adding additional costs that they would be responsible for. Superintendent Lovell also explained that the compensation for W.B. Olson, Inc. on this project will be 2.5% of the Guarantee Maximum Price; however, once that GMP is determined it will be discussed with the Board. Director McCarty explained that once the design and engineering phase is complete and the bid specs are determined then the GMP will be decided. Commissioner Dillon noted that there will be an additional cost for general supplemental conditions that is not included in the 2.5% compensation. That cost will cover such items as mobilization, fencing, construction setup, etc.

Commissioner Casey moved seconded by Commissioner Roberts to accept the Staff recommendation to approve the proposed AIA A133 agreement with W.B. Olson, Inc. of Northbrook, Illinois for construction manager services for the Glenview Ice Center Renovation. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Roberts, Tosh, Patton. Nays: None. Motion Carried.

iii) Approved The AT Group, Inc. Proposed Agreement for the Glenview Ice Center Renovation

Superintendent Lovell explained that the proposed agreement with The AT Group, Inc. will provide representation, negotiation, management and administrative services during the Design, Construction and Post Construction Phases of the Glenview Ice Center Renovation project.

The Design Phase Services will consist of fourteen services: Orientation & Analysis, Project Organization, Budget Development, Schedule Development, Team Assembly,

General Administration, Consultant Contract Administration, Cost and Progress Reporting, Value Engineering, Permit Coordination, Utility Coordination, Bidding/Subcontractor Administration, Bidding/Proposal Administration and Contract Negotiation.

The Construction Phase Services will include nine services: Phase Construction Oversight, Contract Administration, Progress Reporting, Change Request Management, Coordination of Owner Supplied Work, Regulatory Agency Coordination, Utility Coordination, Conflict Resolution and Owner Acceptance.

The Post Construction Phase will include Occupancy Schedule and Contract Close-Out.

Superintendent Lovell restated that the AT Group will serve as the Owner's Representative and work in the best interests of the Park District. The District will continue to keep the Board as well as the community informed and updated as the project progresses.

President Patton asked if any other company was considered for Owner's Representative. Director McCarty said others were considered but because of the number of projects the AT Group has completed with the Park District and the Village over the years, and with the owner's (Jerry Aulisio) past experiences as the Park District's Building Commissioner and being very familiar with the Village process and the other two contractors on this project, Staff felt the AT Group was the best fit for this project. There is a 30 day-out termination clause in this contract if for some reason the District is not satisfied with the AT Group's work.

Commissioner Casey moved seconded by Commissioner Tosh to accept the Staff recommendation to approve the proposed agreement with The AT Group, Inc. of Park Ridge, Illinois for Project Management Services in the amount of \$114,500 to assist the Glenview Park District with the design and construction phases for the Glenview Ice Center Renovation. Roll Call Vote: Ayes: Dillon, Katsamakakis, Roberts, Tosh, Casey, Patton. Nays: None. Motion Carried.

9. Matters from Commissioners

Commissioner Dave Tosh attended the NSSRA Shining Stars Banquet and was very impressed with the staff that works with the NSSRA students and thoroughly enjoyed the event. He encouraged those who have never attended this event to attend next year.

Commissioner Bill Casey remarked that he attended the Civic Awards along with President Patton and had a nice time. He also asked Director McCarty if he could give a quick update on the new NSSRA building project.

Director McCarty explained that NSSRA has been considering a new office building that would be linked to one of its 13 partner agencies. A Resolution was adopted in 2014 by all 13 agencies to develop a facility plan to determine how to proceed. It was decided NSSRA would sell their current building and find a better location for their clients. The Northbrook Park District is considering partnering with NSSRA on a new activity center near the Techny Prairie Basin. The NSSRA Foundation has committed \$2 million dollars for this building and

will also raise additional funds to include an attached gymnasium. An agreement has been approved for the design and concept phase for the new building. It will need to be determined what each partner agency would fund towards this facility which is estimated at \$25-\$28 million. NSSRA will need to provide a Financial Plan and each partner agency would need to commit to their contribution. Director McCarty also sits on the NSSRA Facility Committee, as well as the NSSRA Board, and he explained that along with the NSSRA Finance Committee they are in the process of developing financing options for each agency. NSSRA Director Craig Culp will be coming to an upcoming Board meeting to present the details of the project to the Park Board. Commissioner Casey commented that the location of the new building is near train tracks, which he thought would not be the best setting for a recreational building. However, he learned from NSSRA Director Craig Culp that persons on the autism spectrum really enjoy watching the trains go by and that interest could potentially be turned into a programming opportunity. Commissioner Katsamakakis asked if the Glenview Park District would pay 1/12 of the cost or would its financial commitment be based on the size of the District. Director McCarty thinks that each agency's cost will be based on its district's MAC (Member Agency Contribution) but with the NSSRA Foundation's fundraising efforts and the sale of the current NSSRA building, the remaining costs that would need to be paid by the member agencies may not be that much. However, if an agency opts out of NSSRA because they may not be able to financially support this, the costs would then be distributed among the remaining agencies. McCarty also explained that programming will be onsite within the gymnasium and the shared spaces of the new building.

Commissioner Dave Dillon noted that he also attended the NSSRA Shining Stars Banquet for the first time and had a great time, especially watching all the kids having so much fun. He also reminded everyone that the Sunrise Rotary along with the Park District and Village will be hosting the annual Fish Release at Lake Glenview on Saturday.

10. Correspondence

None

11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics, Minutes (Sub-section c21); Land Acquisition/Lease (c5); Employment/Appointment Matters (c1)

Commissioner Casey moved seconded by Commissioner Katsamakakis to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:50 p.m. to discuss Minutes (Sub-section c21); Land Acquisition/Lease (c5), Employment/ Appointment Matters (c1). Roll Call Vote: Ayes: Katsamakakis, Roberts, Tosh, Casey, Dillon, Patton. Nays: None. Motion Carried.

Commissioner Katsamakakis moved seconded by Commissioner Casey to adjourn the Executive Session and move back into Open Session at 8:45 p.m. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Dillon, Katsamakakis, Patton. Nays: None. Motion Carried.

12. Action on items that were discussed in Executive Session

a. Approved the Executive Session meeting minutes from the March 22, 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 March 22, 2018 Executive Session Board Meeting. On Voice Vote; all present voted Aye. Motion Carried.

b. Approved the Semi-Annual Review of Executive Session minutes

Commissioner Tosh moved seconded by Commissioner Casey to approve the semi-annual review of Executive Session minutes. The Board finds that the need for confidentiality still exists related to minutes so identified. On Voice Vote; all present voted Aye. Motion Carried.

c. Approved to dispose of verbatim recordings of fully released Executive Session meeting minutes dated prior to September 2016

Commissioner Casey moved seconded by Commissioner Roberts to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to September 2016. On Voice Vote; all present voted Aye. Motion Carried.

14. Adjourned

Commissioner Katsamakos moved seconded by Commissioner Casey to adjourn the Open Session at 8:46 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Robert J. Patton
Board President

Michael D. McCarty
Board Secretary

Approved this 24th day of May, 2018