



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes June 28, 2018

1. Roll Call

President David Dillon called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: William M. Casey, Angie Katsamakias, Robert J. Patton, Daniel B. Peterson, Jen Roberts, David S. Tosh, David M. Dillon,

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 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

President Dillon asked that everyone keep Treasurer Bill Moore in their thoughts as he convalesces.

3. Minutes

- a. Approved the May 24, 2018 Regular Board and Reconvened Board meeting minutes
- b. Accepted the June 5, 2018 Museums & Historical Preservation Committee meeting minutes
- c. Accepted the June 12, 2018 Administrative Operations/Marketing Committee meeting minutes

Commissioner Peterson moved seconded by Commissioner Roberts to approve the May 24, 2018 Regular Board and Reconvened Board meeting minutes; accept the June 5, 2018 Museums & Historical Preservation Committee meeting minutes, and accept the June 12, 2018 Administrative Operations/Marketing Committee meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakias, Patton, Peterson, Roberts, Tosh, Dillon. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Dillon 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 and the Board had no questions related to the monthly finances.

c. Secretary/ Executive Director

i) July 4 Celebration Planning Update

Amy Watson, Director of Recreation, gave a brief update on the upcoming July 4 festivities. She noted the July 4th parade now has 84 units with some new entries this year. It will take its original route starting at Lehigh & Glenview Roads, down Glenview Road to Central Street and ending at Johns Park. The Parade will kick off at 11:15 a.m. with the bike parade. Staff will be training next week for both the parade and twilight show. Amy noted the parking lots will open at 4:30 p.m. and there will be six food trucks at three locations: Attea School basketball court, end of the Oval and on Patriot at West Lake Street. There will be a DJ along with the Glenview Concert Band playing music and the fireworks show will begin around 9:15 p.m. and last approximately 26 minutes.

ii) Updates on Summer Events: Dairy Breakfast, Firecracker Classic, 3v3 Summer Soccer Fest, Concerts in the Park and Farmer's Market

Director McCarty pointed out the many summer events that are happening at the Park District. The Glenview Park Foundation's Firecracker Classic and 3v3 Soccerfest were very successful. He thanked the Foundation, Joe Pollina, Jill Bruns and Andrea Juricic and all the staff that helped coordinating those events. In addition to those events, the first Farmer's Market of the season successfully kicked off last Saturday. McCarty also acknowledged that the District received another 5 Star Audit and continues to excel in training and safety at the pools. He thanked Amy Watson and Maggie Cunningham and the entire aquatics team for achieving this important recognition.

5. Matters from the Public

None

6. Approved Accounts Payable

Commissioner Patton moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of May, 2018 in the amount of \$2,053,747.40. Roll Call Vote: Ayes: Katsamakakis, Patton, Peterson, Roberts, Tosh, Casey, Dillon. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Dillon asked if anyone would like to remove an item from the Consent Agenda for further discussion; there were no requests.

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

- a. **Approved an Administrative Operations/Marketing Committee recommendation to approve Ordinance 2018-09: Prevailing Wage Act**

It is a requirement that all public entities adopt a Prevailing Wage Ordinance every year in June. The Prevailing Wage Act requires that laborers, workers, mechanics employed by or on behalf of the District engaged in construction or demolition of public works to be paid not less than the general prevailing rate of hourly wages for work of a similar character on public works in the community in which the work is performed.

Public Act 100-0154 allows for the following: if the Department of Labor ascertains the prevailing rate of wages for a public body, the public body may satisfy the newspaper publication requirement by posting the ordinance on its website with a hyperlink to the Illinois Department of Labor's (IDOL) uniform prevailing wage schedule for Cook County. The Park District has satisfied this requirement.

- b. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 6.60: Cooperative Operations**

This policy formalizes the District's practice of entering into cooperative agreements with the Village, other park districts, school districts, affiliated sports organizations and other groups to provide or enhance the recreational opportunities for the community and to economize the use of resources for the good of the taxpayer.

- c. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 7.10: Recreation Programming**

This policy has been revised and updated to align with the Illinois Association of Park Districts' (IAPD) Distinguished Agency criteria.

- d. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 7.15: Code of Conduct**

This policy was expanded to specifically include expected behavior for spectators in addition to participants.

- e. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 8.22: Administration of Medicine**

This policy has been revised and updated to align with IAPD's Distinguished Agency criteria.

- f. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 9.74: Protection of Credit Card Information**

This is a new policy created to comply with IAPD's Distinguished Agency criteria. This policy formalizes the District's current practices surrounding the protection of credit card data.

- g. **Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 9.75: Transgender Employees**

This is a new policy setting forth the guidelines for how the District will continue to create a safe, inclusive work environment.

h. Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 9.76: Transgender Patrons and Participants

This is a new policy setting forth the guidelines for how the District will continue to create a safe recreational environment with equal access for all participants.

i. Accepted a Finance Committee recommendation to approve Ordinance 2018-10: Budget and Appropriation Transfer

This Ordinance is presented annually to the Park Board and is a house keeping item. Each year, the District prepares a Budget and Appropriation Ordinance (BAO) which sets the legal maximum amount that can be spent provided funds are available. There may be instances in which spending in a particular line item exceeds the amount appropriated for that item. In that case, the Board has the authority to transfer unexpended funds from another line item to cover the shortage. The Transfer Ordinance is the vehicle for re-allocating appropriated funds from one line item to another.

j. Approved Ordinance 2018-11: Park System Ordinance

This Park System Ordinance 2018-11 repeals Park Ordinance No. 345. The comprehensive review and rewrite of Park Ordinance 345 was done by our attorney with staff input.

k. Accepted a Museums and Historical Preservation Committee recommendation to approve the Professional Engineering Services for the Grove Entrance Improvements from Gewalt Hamilton Associates, Inc. of Vernon Hills, IL in the amount of \$95,950.00

Services include surveying, design engineering, permit and bid coordination and construction administration.

l. Approved the Purchase of a 2019 Ford F550 Cab & Chassis from Landmark Ford Inc., of Springfield, IL in the amount of \$28,038.00

m. Approved the Purchase of a 2018 Ford F350 4X4 Crew Cab pick-up truck from Bob Ridings Fleet Sales of Taylorville, IL in the amount of \$29,994.00

n. Accepted the IPRA Environmental Report Card II as part of the Distinguished Park and Recreation Accreditation process

8. Committees Reports and Recommendations

a. Administrative Operations/Marketing

i) Committee Update

Deputy Executive Director Katie Skibbe noted that all of the policies as well as the Prevailing Wage Ordinance that the Administrative Operations Committee had discussed were approved under the consent agenda tonight.

b. Finance

i) Budget and Appropriations Timeline

Deputy Executive Director Katie Skibbe noted the Finance Committee discussed the Budget and Appropriations timeline. The preliminary Budget and Appropriations Ordinance will be made public and posted 30 days before its approval.

ii) Preliminary Budget and Appropriations Ordinance

Deputy Executive Director Katie Skibbe also noted that the Board will consider approving the Budget and Appropriations Ordinance (BAO) at the July 26, 2018 Board meeting. The BAO is the legal maximum that can be spent in any line item.

iii) Update: Northern Suburban Special Recreation Association (NSSRA) Building

Deputy Executive Director Katie Skibbe explained that this building is being considered to be built co-jointly with the Northbrook Park District (NPD) and NSSRA with the proposed location being Techny Prairie Park in Northbrook. A preliminary agreement has been entered into by NSSRA and the NPD to determine scope and costs, with the final agreement needing approval by all 13 NSSRA member agencies.

iv) Financial Advisor

The Finance Committee discussed the District's relationship with its current financial advisors and any possible changes that might be considered.

v) Committee Update

No Report

c. Museums & Historical Preservation

i) Committee Update

Committee Chair Dave Tosh noted the Committee recommended approval of the Professional Engineering Services for the Grove Entrance Improvements from Gewalt Hamilton Associates which was approved tonight on the Consent Agenda.

The Committee discussed the proposed updated Grove entrance that will have three lanes, one north, one south and a right turn lane along with a security gate. The Grove's west parking lot will also be paved. The Committee also discussed some of the tree pests that we are now seeing around town. Superintendent of Park & Facility Services, Jim Warnstedt reported that the Committee also briefly discussed some potential items for the proposed renovated Grove Interpretive Center. Those items will be discussed more thoroughly at the next Committee meeting.

d. Park & Facility Services/Environmental

i) Update: Swenson Park and Community Park West Skate Parks

Committee Chair Dan Peterson noted Committee discussions focused on the renovation of two skate parks, one at Swenson Park and the other at Community Park West. Meetings were previously held with the skating community to get feedback on their wants and needs. President Dillon complimented Ken Wexler, the District's Park Planner, for putting together all the great information on this proposed project.

Discussions were also held on two Park Services vehicles that needed to be replaced and the IAPD Environmental Report Card II was reviewed. This report card rates how the District is doing as stewards of the environment. Finally, the updated, comprehensive Park System Ordinance, which is a set of rules and regulations for our parks, was reviewed at the meeting and approved tonight on the Consent Agenda.

- ii) Committee Update
No Report

e. **Special Revenue Facilities**

- i) Approved the Park Center Health and Fitness, Fitness Equipment Purchase Committee Chair Bill Casey noted that the Committee met right before the start of tonight's Board meeting.

Commissioner Casey moved seconded by Commissioner Peterson to approve the Park Center Health and Fitness equipment purchase as per the 2018/2019 Capital Replacement Plan presented at the January 2018 Finance Committee Meeting, staff recommends the purchase of Fitness Equipment through the National Joint Power Alliance in the total amount of \$123,113.70 from LifeFitness of Schiller Park, Illinois (\$67,258.70) and Direct Fitness Solutions of Mundelein, Illinois (\$55,855). Roll Call Vote: Ayes: Peterson, Roberts, Tosh, Casey, Katsamakakis, Patton, Dillon. Nays: None. Motion Carried.

- ii) Update: Glenview Ice Center Renovation
Chair Casey reported the design group for the new Ice Center project, which includes Williams Associates, presented an update on the project at the meeting.

Superintendent of Special Facilities, Lori Lovell, noted staff also gave an update on the surface issues affecting the Glenview Tennis Courts. Staff is continuing to analyze the conditions and will bring a report to the next Committee meeting.

Superintendent Lovell also announced the Glenview Park Golf Club received The Lantern's 2018 Winner's Choice award. The Golf Club was rating as top golf course from those readers who participated in the online survey.

- iii) Committee Update
No Report

9. **Matters from Commissioners**

Commissioner Dave Tosh extended prayers to Bill and Holly Moore for Bill's speedy recovery. He also remarked on the new hitting nets that are up at the Glenview Park Golf Course and complimented staff for getting those installed.

Commissioner Angie Katsamakakis noted what a great job the Glenview Park Foundation did on the annual Firecracker Classic Golf Outing and 3v3 Soccerfest. She thanked the Foundation on behalf of the Board for all they do; acknowledging how difficult it is to get volunteers and sponsorships for these events. She noted how lucky we are to have members of our community who step up to the challenge to support the Park District.

Commissioner Jen Roberts complimented Wagner Farm staff for the great job they did hosting the Dairy Breakfast and Stock Show under some not so ideal weather conditions. The 4H kids were able to debut their livestock and wares at the stock show before having to present them at the Lake County Fair in July. She recognized staff for their determination and flexibility to put on these special events for the community despite the recent rain

occurrences.

Commissioner Roberts also acknowledged the Board's approval tonight of Policies 9.75 and 9.76 that deal with transgender employees, patrons and participants at the Park District. She acknowledged that some may ask why or why now? However, she believes transgender equality is not a matter of if it will happen but when it will happen. Being a former staff member of the park district, Commission Roberts understands the importance of having policies like this that help ensure we are consistent in how we treat everyone with respect and dignity. She also acknowledged that being inclusive aligns with who we are as a park district and it is our mission to provide excellent service to everyone in our community. She is proud these policies were passed tonight.

Commissioner Bob Patton felt the 3v3 Soccerfest was a great event and complimented the Glenview Park Foundation and Assistant Director of Recreation, Joe Pollina for all their efforts to make it happen even after the inclement weather the night before. He noted with the fields being sand based, they drain quickly and that allows for play to occur even after a major rain event.

Commissioner Bill Casey congratulated the staff and the Park Board for all policies that were approved tonight. He noted the two transgender policies show the district is progressive and compassionate at the same time. He acknowledged the staff works hard on all of these policies and it is appreciated.

10. Correspondence

Director McCarty noted the letter that was recently sent on behalf of the Park District to Steven Byers of the Illinois Nature Preserves Commission. The District is requesting the Attorney General to open an investigation into why an Environmental Impact Statement was not done on the Amtrak/Hiawatha proposed freight holding track to determine the impact this project would have on the Kennicott's Grove Nature Preserve. He thanked the Board for their support and aligning with the Village and Glenview Action Committee on this important issue that affects the entire community.

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

Commissioner Peterson moved seconded by Commissioner Katsamakakis to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:28 p.m. to discuss Land Acquisition/Lease (c5). Roll Call Vote: Ayes: Roberts, Tosh, Casey, Katsamakakis, Patton, Peterson, Dillon. Nays: None. Motion Carried.

Commissioner Casey moved seconded by Commissioner Roberts to adjourn the Executive Session and move back into Open Session at 8:35 p.m. Roll Call Vote: Ayes: Casey, Patton, Peterson, Roberts, Tosh, Dillon. Nays: None. Motion Carried.

12. Action on items that were discussed in Executive Session, if any

None.

13. Adjourned

Commissioner Roberts moved seconded by Commissioner Peterson to adjourn the Open Session at 8:35 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

David M. Dillon, President

Michael D. McCarty, Secretary

Approved this 26th day of July, 2018