



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes August 23, 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 G. Katsamakias, Robert J. Patton, Daniel B. Peterson, Jen G. Roberts, David S. Tosh, David M. Dillon

Commissioners absent: None

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, Wagner Farm Director Todd Price and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

2. A Moment of Silence was observed

With the District being notified of the passing of former Glenview Park District Executive Director Tom Richardson, President Dillon asked that everyone keep the Richardson family in their prayers.

3. Minutes

- a. Accepted the July 10, 2018 Finance Committee meeting minutes
- b. Accepted the July 26, 2018 Youth Sports Task Force meeting minutes
- c. Accepted the July 26, 2018 Special Revenue Facilities Committee meeting minutes
- d. Approved the July 26, 2018 BAO Public Hearing meeting minutes
- e. Approved the July 26, 2018 Regular Board meeting minutes

Commissioner Casey moved seconded by Commissioner Roberts to accept the July 10, 2018 Finance Committee meeting minutes; accept the July 26, 2018 Youth Sports Task Force meeting minutes; accept the July 26, 2018 Special Revenue Facilities Committee meeting minutes; approve the July 26, 2018 BAO Public Hearing meeting minutes, and approve the July 26, 2018 Regular Board 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 by the Treasurer. Board members did not request any additional information from Treasurer Moore.

c. Executive Director/Secretary

i) New Superintendent of Leisure Services

Executive Director Michael McCarty was happy to announce Todd Price as the new Glenview Park District Superintendent of Leisure Services. Todd is a 17 year plus veteran of the Park District and only the third Superintendent of Leisure Services in 44 years. Todd first day in his new role will be September 4. The Board and staff welcomed Todd to the team.

Executive Director Mike McCarty announced that any information the district receives regarding the final arrangements by the Tom Richardson family will be communicated.

5. Matters from the Public

None

6. @Approved Accounts Payable

Commissioner Roberts moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of July, 2018 in the amount of \$2,700,243.31. Roll Call Vote: Ayes: Katsamakakis, Patton, Peterson, Roberts, Tosh, Casey, Dillon. Nays: None. Motion Carried.

7. Approved Consent Agenda items

President Dillon asked for a motion to approve the Consent Agenda minus items 7.h., 7.i, and 7.j. and with additions to item 7.l (Related Appendixes).

Commissioner Casey moved seconded by Commissioner Patton to approve the Consent Agenda minus items 7.h., 7.i, and 7.j. and with additions to item 7.l (Related Appendixes). 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 Ordinance No. 2018-13: Liquidation of Personal Property

This is a house keeping item to sell unneeded Park District equipment. Commissioner Casey asked how the district disposes of unneeded equipment. Superintendent of Park and Facility Services, Jim Warnstedt, explained that vehicle and equipment purchases are often done through State of Illinois bids which provide blue book value and/or appraisals on the vehicles. New vehicle purchases are usually done with a trade in. Also, the Illinois Municipal League holds an annual auction which includes police and fire vehicles for sale and the district has participated in this auction to dispose of its older vehicles. The auctions are held in the northwest suburban area and are publicized by the Illinois Municipal League. Facilities have also disposed of items on online auction sites.

b. Accepted a Museums & Historical Preservation Committee recommendation to approve the contract with Wight & Company of Darien, IL for architectural,

engineering, and exhibit design services for The Grove Interpretive Center Improvements project (Schematic Design through Construction Phase) in the amount of \$257,000.

- c. **Accepted a Museums & Historical Preservation Committee recommendation to approve the proposed agreement with The AT Group of Park Ridge, IL for program management/owner's representative services for The Grove Interpretive Center Improvements project (Schematic Design through Construction Phase) in the amount of \$30,000.**
- d. **Accepted the Museums & Historical Preservation Committee recommendation to accept the bid for Grove Roofing Projects 2018 from Select Construction Group, LLC of Elgin, IL in the amount of \$88,000.**
- e. **Accepted a Staff recommendation to approve Policy 7.11: Use of Public Input**
This policy was revised to conform to criteria for the Distinguished Agency accreditation which requires a policy on the use of public input for recreation activities. The original policy addressed the use of special committees or advisory boards to gain public input in general. Most feedback on recreation activities is obtained by other means such as program evaluations, surveys, focus groups etc. The policy was expanded to reflect that the Board authorizes and encourages the use of these additional methods to solicit feedback from residents and program participants.
- f. **Accepted a Staff recommendation to approve Policy 9.62: Distribution and Access to Resource Materials**
This policy is a new policy written to meet criteria for Distinguished Agency accreditation. The policy clarifies the roles and responsibilities for making employees aware of how to access resource materials, including the personnel guidelines, and to provide notice of updates.
- g. **Accepted a Staff recommendation to approve Policy 3.34: Revenue Policy and rescind Policy 3.33: Financing Revenue Facilities**
Policy 3.34 is a new policy intended to comply with criteria for the Distinguished Agency accreditation requiring a comprehensive revenue policy. The District has an existing policy 3.33: Financing Revenue Facilities which was approved in 1982 but is no longer practiced. The new policy documents current practices using the concept of the Categories of Park Services and sets parameters, not only for Special Revenue Facilities but also for other Park District facilities.
- h. **Policy 10.01: Environmental Policy and Rescind Environmental Policy 1.80**
Removed from Consent Agenda/No action taken
- i. **Americans with Disabilities Act Plan**
Removed from Consent Agenda/No action taken
- j. **Policy 3.55: Developer Land/Cash Donations**
Removed from Consent Agenda/No action taken

k. **Accepted a Staff recommendation to approve the Safety Manual**

The Safety Manual addresses overall employee safety for the Glenview Park District. Employee and public safety are of utmost importance to the District. All District employees are expected to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to perform it.

l. **Accepted a Staff recommendation to approve Policy 8.25: Communicable Diseases and rescind current Policy 8.23: Persons with Chronic Communicable Diseases and current Policy 8.24: Bloodborne Pathogens-Exposure Control Plan**

The District has consolidated these two policies and updated them with current language and processes as outlined by the District's Attorney Ancel Glink and the Park District Risk Management Agency.

8. **Committees Reports and Recommendations**

a. **Administrative Operations/Marketing**

i) Committee Update

Committee Chair Bob Patton noted that many of the policies that were on the Consent Agenda tonight were written or updated to comply with the Distinguished Agency Accreditation process the Park District is currently going through.

b. **Finance**

i) Selected Financial Advisor

Committee Chair Jen Roberts reported that the Committee met this week and discussed the selection of a financial advisor. She noted as an item of ongoing due diligence, the District issued a Request for Proposal (RFP) for Municipal Advisory Services. Three firms were interviewed by staff and District Treasurer, Bill Moore, and based on these interviews as well as the responses to the RFP and references; staff is recommending Piper Jaffray as the District's Financial Advisors. Two representatives from Piper Jaffray came to the Committee meeting to meet the members and answer any questions they had. Piper Jaffray offers the District broad experience as they have one of the largest public finance practices in the industry with a focus on state and local governments. Commissioner Patton felt that a change was long overdue.

Commissioner Roberts moved seconded by Commissioner Peterson to accept a Staff recommendation to approve the firm of Piper Jaffray as the Glenview Park District Financial Advisors through April 30, 2020 pending contract review by District Attorney Jim Rock. Roll Call Vote: Ayes: Peterson, Roberts, Tosh, Casey, Katsamakias, Patton, Dillon. Nays: None. Motion Carried.

ii) Preliminary Tax Levy

Chair Roberts also noted the Committee discussed a preliminary Tax Levy. The Staff had presented two potential versions of the 2018 tax levy which will fund operations in the 2019/20 fiscal year. Impacts to the District as well as impacts to the taxpayer were considered. Further discussions will take place at the September Finance Committee Meeting.

- iii) Committee Update
No Report

c. Museums & Historical Preservation

- i) Update: Glenview Naval Air Station Museum Feasibility Study
Committee Chair Dave Tosh noted three of the topics discussed at the Committee were approved on the Consent Agenda tonight. Another topic was the proposed Glenview Naval Air Station Museum which is being planned to be located between Park Center and Attea Middle School. Bill Marquardt and Kirsten Bergen from the Hangar One Foundation, Bring It Home Glenview organization, attended the Committee meeting and reported on the proposed Museum's progress. The Museum, which was first planned for a 7,500 square footprint is now up to 15,500 square feet with a price tag of \$20 million. The group is looking for a land donation from the Park District and they will do all the fundraising. Executive Director Mike McCarty noted that no decisions on this project have been made at this time and more discussions and possible next steps will take place at an upcoming Committee meeting.
- ii) Committee Update
No Report

d. Special Revenue Facilities

- i) Possible License Option for Glenview Community Ice Center
Superintendent of Special Facilities, Lori Lovell, reported that the Board had asked for staff to have discussions with the current vendor of the Pro Shop at the Ice Center, Brad Hill (Offensive Zone), to discuss opportunities for services at the new renovated Ice Center and whether he would be interested in entering into a license agreement.

Superintendent Lovell handed out to the Board a term sheet from Offensive Zone that included current terms of their agreement and proposed terms along with a proposal for a management fee. Offensive Zone is currently paying about 35 cents per square foot at the Ice Center. They are proposing their shop to be from 450 sq. feet to 1,067 sq. feet; paying \$1.50 per sq. foot and a one-time \$10,000 contribution. The proposed contribution payments would be \$5,000 in December 2018 and the remaining \$5,000 spread over the first 12 months the facility is open. Superintendent Lovell noted \$1,500 would be used toward Capital Replacement at the Ice Center only. They are also proposing utilities be included in the rent and they would sharpen all park district rental skates twice a year (currently 400, which could go up with the new sheet of ice). Or, Offensive Zone is proposing a Management Fee agreement for a 450-600 sq. foot area and to be paid \$50,000 a year to manage the pro shop. They would then pay 60% of the net proceeds from skate sharpening to the Park District.

Commissioner Casey asked what the value is of the current skate sharpening service; Lori noted it was approximately \$1,500.

President Dillon noted the information being presented tonight on these proposals is just informative with more discussions to come. Director McCarty noted this was to clarify some questions on the Pro Shop that was asked at the last Committee. He also

remarked that in order to stay on track with the Ice Center renovation timeline, staff needs to make some decisions on the Pro Shop by December.

Commissioner Patton likes the staff proposal better than either of the Offensive Zone proposals.

Commissioner Casey liked the proposed terms by Offensive Zone but not the Management fee proposal. He also asked what it would cost to run a Pro Shop. Those numbers were not available, since staff just received the Offensive Zone proposals before the start of the Board meeting.

Director McCarty did note that based on the financials for the new Ice Center, a management fee agreement would not be in line with those numbers.

More discussions on the Pro Shop will be had at the next Committee meeting.

- ii) Committee Update
No Report

9. **Matters from Commissioners**

Commissioner Bill Casey expressed his condolences to the Tom Richardson family. He described Tom Richardson “as a prince of a gentleman.” Tom always did the right thing for the Park District as evident by his many accomplishments. Commissioner Casey thanked the Park Board for renaming a park in Tom’s name.

Commissioner Dave Tosh echoed Bill Casey’s remarks expressing his remembrance of Tom Richardson and condolences to the Richardson family. Commissioner Tosh also thanked the staff at Flick Pool for all they did this summer keeping everyone safe and for achieving Five Star Audits.

Commissioner Dan Peterson was also pleased to recognize Tom Richardson with renaming a park for him and to have his family be a part of that. He also thanked his niece for coming tonight with her son to experience their first Park Board meeting.

Commissioner Angie Katsamakakis attended the NSSRA Summer Bash last week and is grateful to have NSSRA as a partner and for the great job they do for persons with disabilities.

10. **Correspondence**

Executive Director Mike McCarty noted the letter the District received from the Northbrook Park District Board President explaining the decision that was made on the proposed joint effort for a shared building between the Northbrook Park District and NSSRA.

11. **Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq.**

No Executive Session was held.

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

None

13. Adjourned

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the Open Session at 7:27 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

David M. Dillon, President

Michael D. McCarty, Secretary

Approved this 20th day of September, 2018