



**GLENVIEW PARK DISTRICT
BOARD MEETING**

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
November 15, 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. Katsamakos, Robert J. Patton, Daniel B. Peterson, Jennifer G. Roberts, David M. Dillon

Commissioners absent: David S. Tosh

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, Superintendent of Leisure Services Todd Price 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

3. Meeting Minutes

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

Accepted the October 4, 2018 Special Revenue Facilities Committee meeting minutes; accepted the October 9, 2018 Finance Committee meeting minutes; accepted the October 11, 2018 Recreation & Swimming Pools Committee minutes, and approved the October 25, 2018 Regular Board meeting minutes

Commissioner Peterson moved seconded by Commissioner Casey to accept the October 4, 2018 Special Revenue Facilities Committee meeting minutes; accept the October 9, 2018 Finance Committee meeting minutes; accept the October 11, 2018 Recreation & Swimming Pools Committee meeting minutes, and approve the October 25, 2018 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakos, Patton, Peterson, Roberts, 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. Board members did not request any additional information on the reports.

c. **Attorney**

- i) No Report

d. **Secretary/Executive Director**

- i) Overview of Legal Symposium

Director McCarty reported that he and staff along with Commissioners Peterson and Roberts attended the IAPD Annual Legal Symposium in Oak Brook, IL He noted that these symposium are always good because they address legal and legislative matters related to park districts. Some of the topics covered were Labor and Employment Law, Investigating Employee Misconduct, Protecting Youth, and Financing and Borrowing.

Deputy Executive Director Katie Skibbe reported that the Park District was notified today by Moody's that we have kept our Aaa Bond Rating. Moody's rated our 17 million dollar General Obligation Bonds as Aaa. They also cited some of the District's credit strengths: our healthy financial position, large affluent community and our manageable debt and pension burdens. However, they also listed some factors that could lead to a downgrade: significantly reducing our fund balances or if our debt or pension burdens increased too much. Moody's also cautioned that they usually don't award Aaa ratings to community's that don't have at least a 20% fund balance and that our fund balances were a little low.

Commissioner Casey congratulated the District on the Aaa Bond rating.

5. **Matters from the Public**

None

6. **Approved Accounts Payable**

Commissioner Peterson moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of October, 2018 in the amount of \$2,327,914.75. Roll Call Vote: Ayes: Katsamakias, Patton, Peterson, Roberts, Casey, Dillon. Nays: None. Motion Carried.

7. **Approved Consent Agenda items**

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

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

a. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019-20 Sports Field Rentals & Outdoor Services Annual Recommendations**

The changes for this area of the business include rate increases for use of the concession stands at Community Park West and a material fee increase for field chalk. Also, new

reduced fees will be charged to recognized organizations when they offer programming on district fields. The Annual Recommendations also have been updated to reflect the renaming of West Fork Park to Thomas J. Richardson Park. A change in how the district charges for lighting of the volleyball courts at Johns and Flick has also been incorporated.

b. Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019-20 Fieldhouse, Shelter and Gallery Park Annual Recommendations

A change has been made to the rental policy at Gallery Park regarding how deposits and rental fees are administered. This includes addressing the amount of refund given back to renters if they cancel their booking. Additionally, there are across the board fee rate increases for rentals. One deletion in the Annual Recommendation is the removal of the rules for fishing in Lake Glenview. This was deleted due to jurisdictional issues that are outside the purview of the Glenview Park District.

c. Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019 Outdoor Pools Annual Recommendations

Changes extend the hours of operation at Flick Pool to 9:00p.m. and the concession stand at the site to 8:00p.m. A suggested rate change of .25 per camp visitor has also been made in the document. A 10% increase in fees overall was also implemented.

d. Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019-20 Park Center Annual Recommendations– Section 1: General Operations

The changes relate primarily to date and times of operations and programming and NSSRA (Northern Suburban Special Recreation Association) has been added to the priority list for facility usage.

e. Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019-20 Park Center Annual Recommendations– Section 2: Rental Operations

Changes support more attractive options for both caterers and renters when utilizing the Lakeview Rooms. Renters will now have greater options in the types of food and price as they can arrange “drop off” service and work with caterers who are outside the preferred list. For events with alcohol, there will be a requirement that the bartenders must provide proof of BASSET certification.

f. Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2019-20 Park Center Annual Recommendations– Section 4: Splash Landings Operations

Changes were minimal and relate strictly to updating time and dates within the document

g. Accepted an Administrative Operations/Marketing Committee recommendation to approve Policy 3.45: Solicitation of Sponsorship Revenue

This policy defines the various sponsorship levels and the criteria for evaluating the acceptance of sponsors and the terms. It also incorporates key components of the

original policy including: the role of the Marketing Department in the solicitation of sponsors and the authority of facility staff to solicit Participating Sponsors for specific events, subject to marketing Department approval.

h. Accepted an Administrative Operations/Marketing Committee recommendation to Rescind Policy 3.46: Advertising and Sponsorship Solicitation Guidelines

The key components of this policy have been incorporated into the updated Policy 3.45 Solicitation of Sponsorship Revenue.

i. Accepted a Park & Facility Services/Environmental Committee recommendation to approve the Swenson Skate Park renovation proposal from the American Ramp Company, of Joplin, MO in the amount of \$116,271.17, as a vendor of Sourcewell Cooperative Purchasing.

The Swenson Skate Park comes up for renovations during this fiscal year. The skate park equipment selected has been thoroughly vetted with the skate park user groups and the renovation plans are within budget.

j. Accepted a Park & Facility Services/Environmental Committee recommendation to approve the Community Park West Skate Park renovation proposal from Spohn Ranch, Inc. of Los Angeles, CA in the amount of \$162,360, as a sole source provider, and as a vendor of Sourcewell Cooperative Purchasing.

The Community Park West Skate Park comes up for renovations during this fiscal year. The skate park equipment selected has been thoroughly vetted with the skate park user groups and the renovation plans are within budget.

8. Committees Reports and Recommendations

a. Administrative Operations/Marketing

i) Marketing Department Updates

Committee Chair Bob Patton noted the Committee received a great update on current Marketing Projects by Director of Brand Strategies and Community Engagement, Jena Johnson. It also discussed Policy 3.45: Solicitation of Sponsorship Revenue and rescinding Policy 3.46: Advertising and Sponsorship Solicitation Guidelines which were both approved on the Consent Agenda tonight.

ii) Committee Update
No Report

b. Finance

i) Tabled Motion to approve Tax Levy Ordinance 2018-21

Committee Chair Jen Roberts reported that the Committee discussed the tax levy and matters related to the referendum bonds. She noted a tax levy of \$18,750,468 is recommended by staff. This levy includes the proposed bond issuance of \$17 million for the referendum projects and funding for the Alternate Revenue Bonds. It provides an additional \$302,937 of funding for operations that will be allocated among the corporate, recreation, museum, retirement, and liability funds. This levy also includes potential tax revenue of \$309,205, which would be sufficient to capture \$62,500,000 of new growth. The 2018 levy represents a 10.33% increase to

existing taxpayers. Chair Roberts asked for a motion to approve Tax Levy Ordinance 2018-21 of \$18,750,468.

Commissioner Casey moved seconded by Commissioner Katsamakakis to approve Tax Levy Ordinance 2018-21 of \$18,750,468.

Before the vote was taken on the motion to approve Tax Levy Ordinance 2018-21 of \$18,750,468, Commissioner Casey noted because the full Board was not present tonight and since nothing has changed since the discussions on the tax levy at the last Committee meeting, he moved and Commissioner Roberts seconded to lay on the table the motion to approve Tax Levy Ordinance 2018-21 of \$18,750,468 until the full Board is present at the November 29, 2018 Special Board meeting. Roll Call Vote: Ayes: Roberts, Casey, Katsamakakis, Dillon. Nays: Peterson, Patton. Motion Carried.

Commissioner Bob Patton did not feel that tabling this discussion was the right thing to do. He feels good governance is for the Board to talk about the tax levy at a regularly scheduled Board meeting where the public is present and not at a special meeting where there is not wide attendance. He objects to the motion to approve the tax levy being laid on the table.

- ii) Approved the Corporate Fund Reduction in in 2018 Real Estate Tax Levy Ordinance 2018-22.

Chair Roberts noted The PTELL reduction ordinance directs the county clerk to reduce the corporate levy if needed to comply with the Property Tax Extension Limitation Law in the event that the projected new growth assumptions used in the levy do not materialize. Since the levy for the Corporate Fund includes any projected new growth, this is the fund that would be best suited to be reduced.

She noted that staff is recommending approval of PTELL Ordinance 2018-22 reducing the Corporate Fund in the 2018 Real Estate Tax Levy for 2019 tax receipts if necessary under the Property Tax Extension Limitation Law. She also noted that this is a housekeeping item. She asked if there was a motion to approve PTELL Ordinance 2018-22.

Commissioner Casey moved seconded by Commissioner Katsamakakis to approve PTELL Ordinance 2018-22 reducing the Corporate Fund in the 2018 Real Estate Tax Levy for 2019 tax receipts if necessary under the Property Tax Extension Limitation Law. Roll Call Vote: Ayes: Roberts, Casey, Katsamakakis, Dillon. Nays: Patton, Peterson. Motion Carried.

Both Commissioner Patton and Peterson voted no on approving the PTELL Ordinance because the tax levy had not been approved yet. Deputy Executive Director Katie Skibbe explained that the PTELL Ordinance can be approved before a tax levy is approve since PTELL directs the County Clerk to reduce the amount in the Corporate Fund only when it reduces the levy amount based on new growth. The amount that is approved for the tax levy does not affect the PTELL Ordinance.

- iii) Approved Ordinance 2018-23: An Ordinance providing for the issue of not to exceed \$10,000,000 General Obligation Park Bonds (Alternate Revenue Source) for the purpose of renovating, equipping, and expanding the Glenview Ice Center, providing for the collection of pledged revenues and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof

Committee Chair Roberts noted Ordinance 2018-21 allows the Board of Commissioners to authorize the sale of Alternate Revenue Source Bonds at a future date, as long as certain parameters are met. These parameters include maximum par amount, interest rate, and maturity. The ordinance also designates certain elected and appointed officials to complete the sale on behalf of the Board of Commissioners if the terms of the ordinance are met. A parameters ordinance allows more flexibility in setting a sale date for the bonds. She asked if there was a motion to approve Ordinance 2018-21.

Commissioner Casey moved seconded by Commissioner Katsamakis to approve Ordinance 2018-23: An Ordinance providing for the issue of not to exceed \$10,000,000 General Obligation Park Bonds (Alternate Revenue Source) for the purpose of renovating, equipping, and expanding the Glenview Ice Center, providing for the collection of pledged revenues and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds and authorizing the sale of said bonds to the purchaser thereof. Roll Call Vote: Ayes: Casey, Katsamakis, Peterson, Roberts, Dillon. Nays: Patton. Motion Carried.

- iv) Update on Proposed Bond Issuance
Deputy Executive Director Katie Skibbe reported that Eric Anderson, the District's Municipal Advisor, provided an update to the Committee on the schedule for the proposed \$17 million bond issuance.
- v) Committee Update
No Report

c. **Museums & Historical Preservation Committee**

- i) Update: Discussion of Draft Development Agreement between the District and Hangar One Foundation for the Glenview Naval Air Station Museum
Committee Chair Bill Casey noted the Committee discussed giving fundraising parameters to the Hangar One Foundation for the Glenview Naval Air Station Museum and discussed the amount they will need to raise in order to move forward with the proposed museum. Superintendent Todd Price noted the attorney is working on the development agreement that will be brought back to the Committee for discussion. Director McCarty clarified that no authorization was given to the Hangar One Foundation and the draft agreement should be ready for the January Committee meeting. Commissioner Peterson would like to have the draft agreement to review well in advance of the next Committee discussion.
- ii) Committee Update
No Report

d. Park & Facility Services/Environmental

i) Pine and Spruce Tree Report

Committee Chair Dan Peterson reported that the Committee was given a great presentation on trees by Leslie Delles, from Graf Tree; He learned how serious the issues are here in Glenview for pine and spruce trees being susceptible to diseases and predators. The evaluation resulted in the assessment of 1,385 pine and spruce trees that are on Park District property. From this assessment, Graf Tree generated 5 management plan options to consider, that will help us manage the pests and diseases that the conifer tree population is facing. Superintendent Jim Warnstedt noted one update to the report is that it was determined an annual treatment might produce a 15% failure rate and a bi-annual treatment might produce a 25% failure rate. Jim explained the next step is for staff to work with Graf Tree on a treatment schedule. Commissioner Casey noted the Committee recommended putting this report on the Park District website as an informational reference for our residents. Commissioner Casey was also impressed with how staff manages the Park District tree inventory.

ii) Committee Update
No Report

e. Recreation & Swimming Pools

i) Update: Lake Glenview Boating Report

Committee Chair Angie Katsamakias noted the Committee discussed the various annual recommendations that were approved on the Consent agenda tonight. The District's 2018 boating offerings on Lake Glenview were also discussed. A total of 26 passes were sold this season compared to 49 purchased in 2017. Chair Katsamakias also reported that staff will reach out to business partners to promote more interest. A survey produced favorable feedback and no concerns from patrons.

ii) Committee Update
No Report

9. Matters from Commissioners

Commissioner Bill Casey wished everyone a Happy Thanksgiving. He also recently attended the Joint Legislative Committee where they discussed some upcoming changes due to the mid-term elections. They expect 15 million dollars to be available in OSLAD grant funding along with a capital project that could benefit park districts. He also noted the minimum wage will most likely be increased.

Commissioner Dan Peterson commented on the Legal Symposium he attended with staff and Commissioner Roberts and felt many of the topics touch on employment law and explained our responsibilities, exposures and duties as an employer.

Commissioner Roberts also was interested in the employment topics at the symposium. As a former Park District employee, she really appreciates the District's HR staff and how they handle employee matters. This was her first Legal Symposium and she really enjoyed it. She also noted that Commissioner Dave Tosh was featured in the Glenview Lantern in a "Giving Thanks" article where he talked about his work at Springman School.

Commissioner Roberts commented that the article made her think how grateful she is especially at this time of the year for those in our lives who touch our experiences in special ways like Dave Tosh. She also noted the great memories she has over the years of staff providing such great programming and events for children.

Commissioner Angie Katsamakidis is always grateful for all the Glenview Park Foundation does for our community.

President Dave Dillon wished Executive Director Michael McCarty a happy 50th Birthday.

10. Correspondence

a. Letter from Glenview Men's Club Golf Club

Executive Director Michael McCarty noted the nice letter the Board received from the President of the Glenview Men's Club commending Ron Cassidy, Laura Loebaka, Todd Vermillion and the maintenance staff at the Glenview Park Golf Club for the great condition of the course and great service level.

Superintendent Lori Lovell reported this was the third year for the annual Turkey Drive at the Golf Club organized by the Men's Club and staff. This year 155 turkeys were donated and \$1500 was raised for the Glenview Food Pantry.

11. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Sub-section c21: Minutes

No Executive Session was held.

12. Action on items that were discussed in Executive Session

a. Approved the Executive Session meeting minutes from the October 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 Peterson to approve the Executive Session meeting minutes from the October 25, 2018 Executive Session Board Meeting. Roll Call Vote: Ayes: Patton, Peterson, Roberts, Casey, Katsamakidis, Dillon. Nays: None. Motion Carried.

13. Adjourned

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the Open Session at 7:30 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

David M. Dillon
Board President
Approved this 13th day of December, 2018

Michael D. McCarty
Board Secretary