



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
January 17, 2019

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. Katsamakidis, Robert J. Patton, Daniel B. Peterson, Jennifer G. 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, 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. **Accepted the December 13, 2018 Recreation & Swimming Pools Committee meeting minutes**
- b. **Accepted the December 13, 2018 Youth Sports Task Force Committee meeting minutes**
- c. **Approved the December 13, 2018 Regular Board meeting minutes**

Commissioner Casey moved seconded by Commissioner Patton to accept the December 13, 2018 Recreation & Swimming Pools Committee meeting minutes; accept the December 13, 2018 Youth Sports Task Force Committee meeting minutes and approve the December 13, 2018 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakidis, 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. Board members did not request any additional information on the reports.

c. Secretary/Executive Director

- i) Approved 2019/2020 Park Board meeting dates for posting
 Director McCarty explained that each year the Park Board is asked to approve the Board meeting dates for the next fiscal year; the dates being presented tonight are for May 2019-April 2020. There are two recommended changes to our typical schedule which includes moving the December 2019 meeting one week earlier on December 12 and the January 2020 meeting one week later to January 30. Moving the December meeting up allows for ample time to approve and submit a tax levy before the State deadline and moving the January meeting back allows for more opportunity to conduct business in Committees prior to the Board meeting.

Commissioner Roberts moved seconded by Commissioner Katsamakakis to approve the 2019/2020 Park Board meeting dates for posting. Roll Call Vote: Ayes: Katsamakakis, Patton, Peterson, Roberts, Tosh, Casey, Dillon. Nays: None. Motion Carried.

The Board of Park Commissioners will hold regular monthly meetings at 7:00 p.m. at Park Center, 2400 Chestnut Avenue, Room 101, Glenview, Illinois on the following dates during fiscal year 2019/2020:

2019			
May 23, 2019	June 27, 2019	July 25, 2019	August 22, 2019
September 19, 2019	October 24, 2019	November 21, 2019	December 12, 2019
2020			
January 30, 2020	February 27, 2020	March 19, 2020	April 23, 2020

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 December, 2018 in the amount of \$1,716,185.21. Roll Call Vote: Ayes: Patton, Peterson, Roberts, Tosh, Casey, Katsamakakis, 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 the Consent Agenda.

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

a. **Approved Resolution 2019–01 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2019/2020**

This is a housekeeping item.

b. **Approved the 2019/2020 Capital Replacement Fund Items**

Accepted the Finance Committee recommendation to approve the 2019/2020 Capital Replacement Fund items. Each year the Board approves the list of potential capital replacement items. Staff annually reviews the items in the capital replacement program to validate and update the useful life and cost. If there is reason to believe that the item may need to be replaced during the year, it is included on the list. Prior to making the actual purchase however, staff will once again evaluate whether the purchase is necessary in the current year and if so, will follow established purchasing and approval procedures.

c. **Approved Revised Policy No. 3.25: Capital Replacement Fund**

Accepted the Finance Committee recommendation to approve revised Policy No. 3.25: Capital Replacement Fund. This policy has been updated to eliminate the 10-year savings window and to begin saving for assets based on the asset's useful life. Additionally, assets will now be saved for based on the purchase price plus an inflation factor.

Consent Agenda Items 7d-7g are alternate revenue source bonds that the District intends to pay the debt service on from funds other than through a tax levy. These ordinances confirm that the District has sufficient funds available to pay the annual debt service and is the legal filing required to notify the County Clerk to abate the taxes so that the debt service is not included in the tax levy.

d. **Approved Ordinance 2019-02 abating the tax hereto levied for the year 2018 to pay the Principal of and the interest on \$3,325,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2017B, of the Glenview Park District, Cook County, Illinois.** This is a housekeeping item.

e. **Approved Ordinance 2019–03 abating the tax hereto levied for the year 2018 to pay the Principal of and the interest on \$3,940,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2011A, of the Glenview Park District, Cook County, Illinois.** This is a housekeeping item.

f. **Approved Ordinance 2019–04 abating the tax hereto levied for the year 2018 to pay the Principal of and the interest on \$4,100,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2012B, of the Glenview Park District, Cook County, Illinois.** This is a housekeeping item.

g. **Approved Ordinance 2019-05 abating the tax hereto levied for the year 2018 to pay the Principal of and the interest on \$5,635,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2013B, of the Glenview Park District, Cook County, Illinois.** This is a housekeeping item.

h. **Approved Part-time Pay Ranges**

Accepted the Administrative Operations/Marketing Committee recommendation to

approve the 2019/2020 part-time pay ranges. The pay ranges were evaluated and no changes were recommended.

i. Approved Full-time Pay Ranges

Accepted the Administrative Operations/Marketing Committee recommendation to approve the 2019/2020 full-time pay ranges. Based on the ECI (Employment Cost Index) as of September 2018, an adjustment of 2.9% was made to the pay structure. The adjustments made to the ranges will only impact those employees who may have been below the new minimums or are at the top of the range. This is managed as part of the overall annual performance and merit increase process.

j. Approved Full-time Merit Increase Budget

Accepted the Administrative Operations/Marketing Committee recommendation to approve the full-time merit increase budget of \$202,959 which is equivalent to 3% of salaries. The increase is in line with planned increases at other local park districts. It is also consistent with planned increases in the marketplace.

k. Approved Park District Website Contract from Futureman LLC, subject to final review and revision by the Park District's Executive Director and attorney

Accepted the Administrative Operations/Marketing Committee recommendation to approve the contract for 2019 website design and development services with Futureman LLC, subject to final review and revision by the Park District's Executive Director and attorney. The Committee requested additional provisions be included within the contract to ensure the district's confidentiality and proprietary ownership of work product, along with an extended period of maintenance support following launch of the new website design. The RFP process included the research of 41 firms within the region and consideration of 12 proposals.

l. Approved Admiral Outdoor Furniture Bid

Accepted the Recreation & Swimming Pools Committee recommendation to approve the low bid from Admiral Outdoor Furniture of Ocala, Florida, in the amount of \$53,534.00 for the replacement of outdoor pool lounge chairs at Roosevelt and Flick Pools.

m. Approved The Grove Aquatic Life Support System Bid

Accepted the Museums & Historical Preservation Committee recommendation to approve the bid from Aquamoon, Chicago, Illinois, in the amount of \$38,000 for the Grove Aquatic Life Support System which includes pumps, sumps, sand filters, piping and bio-tower basins for the aquatic exhibits at the Grove Interpretive Center.

n. Approved the Wagner Farm Playscape Contract with Hitchcock Design Group

Accepted the Museums & Historical Preservation Committee recommendation to approve the contract from Hitchcock Design Group, Naperville, Illinois in the amount of \$153,150.00 for the Wagner Farm Playscape. The Playscape will be a unique hybrid of a traditional playground and an interactive historic agricultural education exhibit.

8. Committees Reports and Recommendations

a. Administrative Operations/Marketing

- i) Update: Cyber Security

Committee Chair Bob Patton noted the Committee was given a great presentation on Cyber Security. Deputy Executive Director Katie Skibbe also noted that several items the Committee discussed were approved on the Consent Agenda tonight. She mentioned the full-time pay ranges were increased by the Employment Cost Index of 2.9% and the full-time merit increase pool this year will be 3%. Finally, the Committee recommended approval of a website contract with Futerman LLC whose Vice President is a Glenview resident.

- iii) Committee Update
No Report

b. Finance

- i) Committee Update
Committee Chair Jen Roberts noted most of the items the Committee discussed were also approved on tonight's Consent Agenda.

c. Museums & Historical Preservation

- i) Project Updates
Committee Chair Dave Tosh explained the Committee heard a great presentation from Paul Bluestone on the Grove Interpretive Center Improvements. Also, the new Grove entrance sign was discussed and the Committee gave some suggested changes to the sign.

Commissioner Casey thought a lot of care and work went into the wetland mitigation. Also, keeping and resealing the existing asphalt along with the proposed plantings were all very environmentally friendly. He was happy to see staff have an opportunity to update the Village Plan Commission on all the environmental projects that the Park District does when they appeared before the Commission.

Superintendent of Leisure Services Todd Price noted the next phase for the proposed Wagner Farm Playscape will be to contract with Hitchcock Design Group which will create the documents to go out to bid on that project. Also, Todd noted the Committee discussed the Grove Aquatic Life Support System which will enhance the animal exhibits at the Grove. Bids for those two projects were approved on the Consent Agenda tonight.

- ii) Committee Update
No Report

d. Recreation & Swimming Pools

- i) Update: OLPH MOU
Superintendent Todd Price noted the pool chairs at both outdoor pools are being replaced and that bid was approved on tonight's Consent Agenda. Superintendent Price also reported that Assistant Director of Recreation Joe Pollina gave an update to the Committee on the status of our Memorandums of Understanding (MOUs) with our Recognized Organizations. Staff have just completed the MOUs for the American Youth Soccer Organization (AYSO) and Glenview Youth Soccer

Association (GYSA). Our Lady of Perpetual Help (OLPH) will be the next to be reviewed.

Superintendent of Special Services, Lori Lovell reported on the recently installed Fitness Track gate. She noted the new track gate went live yesterday. And as of this afternoon, 2,042 passes were issued of which 244 were to non-residents. Those passes generated \$17,355. Superintendent Lovell recognized Angel Olan, Supervisor of Buildings & Grounds for Park Center and Kathleen McInnis, the manager of Health and Fitness for all their help with the setting up of the gate, rolling it out to our patrons and helping them become accustomed to how it operates.

- ii) Committee Update
No Report

9. Matters from Commissioners

Commissioner Bill Casey recognized Kevin Roberts, the Manager of the District's IT Department, for his great presentation to The Board on Cyber Security and what is being done through our Information Technology to protect us and our patrons. Kevin will be leaving his role to take a position in Carpentersville which is much closer to his home. Commission Casey thanked Kevin on behalf of The Board for all his work over the years and for all he's done in bringing new technology to the District and upgrading our equipment and systems. He wished him all the best.

Commissioner Dave Tosh echoed Commissioner Casey's recognition of Kevin Roberts.

Commissioner Bob Patton referenced the big snow storm that is being predicted and wished all the staff and volunteers to be safe.

Commissioner Dan Peterson was looking forward to attending the annual IAPD/IPRA Conference sessions in Chicago next week.

Commissioner Angie Katsamakias has been frequenting the Health and Fitness Center and is very grateful for all the work the fitness staff do.

10. Correspondence

None

11. Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (Subsection c21)

No Executive Session was held

12. Action on items that were discussed in Executive Session

- a. **Approved the Executive Session meeting minutes from the December 13, 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 Patton to approve the Executive Session meeting minutes from the December 13, 2018 Executive Session Board Meeting. Roll Call Vote: Ayes: Roberts, Tosh, Casey, Katsamakakis, Patton, Peterson, Dillon. Nays: None. Motion Carried.

13. Adjourned

Commissioner Casey moved seconded by Commissioner Tosh to adjourn the Open Session at 7:15 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

David M. Dillon
Board President
Approved this 28th day of February, 2019

Michael D. McCarty
Board Secretary