



## GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025

### Regular Meeting Minutes July 25, 2019

#### 1. Roll Call

President Jennifer G. Roberts called the meeting to order at 7:03 p.m. and the roll was called.

Commissioners present: William M. Casey, David M. Dillon, Angie G. Katsamakias, Daniel B. Peterson, Joseph A. Sullivan, Jennifer G. Roberts

Commissioners absent: David S. Tosh

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, Superintendent of Leisure Services Todd Price and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: None

#### 2. A Moment of Silence was observed

#### 3. Meeting Minutes

- a. Accepted the June 18, 2019 Finance Committee meeting minutes
- b. Accepted the June 20, 2019 Park & Facility Services/Environmental Committee meeting minutes
- c. Accepted the June 27, 2019 Special Revenue Facilities Committee meeting minutes
- d. Approved the June 27, 2019 Regular Board meeting minutes
- e. Accepted the July 2, 2019 Recreation and Swimming Pools Committee meeting minutes

Commissioner Casey moved seconded by Commissioner Peterson to accept the June 18, 2019 Finance Committee meeting minutes; accept the June 20, 2019 Park & Facility Services/Environmental Committee meeting minutes; accept the June 27, 2019 Special Revenue Facilities Committee meeting minutes; approve the June 27, 2019 Regular Board meeting minutes, and accept the July 2, 2019 Recreation and Swimming Pools Committee meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Katsamakias, Peterson, Sullivan, Roberts. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

#### 4. Officers' Reports

##### a. President

President Roberts 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) Fourth of July**

Executive Director Michael McCarty thanked all of the staff from all divisions that worked on the recent Fourth of July events. He noted not only did staff work on the parade and twilight show on the Fourth, but they work all year to bring this event to the community. He recognized the staffs from Recreation, Parks, Health and Fitness, Marketing, Park Center, Human Resources, Finance, IT, Tennis, Ice, Golf, Wagner Farm, The Grove, Administration and Aquatics. He also reminded everyone that while the parade was going on and the Twilight show was kicking off, our aquatic facilities, Flick and Roosevelt Pools, and the golf courses and parks were open during the day. Director McCarty thanked Superintendent Todd Price for his leadership, and Amy Watson, James Warnstedt and Jena Johnson who coordinated the event with our partners, sponsors and volunteer groups that include the Village of Glenview Police, Fire, Public Works and the Fourth of July Committee. He acknowledged that the Fourth of July Committee who not only work all year on this event and fundraise for it, coordinated with the Glenview Park Foundation and added a 50/50 Raffle this year. McCarty said the day was a huge success and he hoped everyone enjoyed it.

Commissioner Katsamakakis asked if the District had gotten back the survey results from the event. Director of Brand Strategies and Community Engagement Jena Johnson expects the results from a few hundred surveys to be back by early August.

**5. Matters from the Public**

None

**6. Approved Accounts Payable**

Commissioner Peterson moved seconded by Commissioner Sullivan to approve payroll and accounts payable for the month of June, 2019 in the amount of \$2,784,004.42. Roll Call Vote: Ayes: Dillon, Katsamakakis, Peterson, Sullivan, Casey, Roberts. Nays: None. Motion Carried.

**7. Approved Consent Agenda items 7.a., 7.b., 7.c.**

President Roberts asked if anyone would like to remove an item from the Consent Agenda for further discussion. There were no requests. President Roberts then asked for consideration to approve the following Consent Agenda items:

To accept a Park & Facility Services/Environmental Committee recommendation to accept the Parking Lot Maintenance bid from Patriot Maintenance, Inc. of Mundelein, IL in the amount of \$42,807; to accept a Recreation and Swimming Pools Committee recommendation to approve the MOU with Glenview Titan Fastpitch Softball Association, and to accept a Recreation and Swimming Pools Committee recommendation to approve the MOU with Glenview Jr. Titan Football.

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

- a. **Accepted a Park & Facility Services/Environmental Committee recommendation to accept the parking lot maintenance bid from Patriot Maintenance, Inc. of Mundelein, IL in the amount of \$42,807.**

The scope of work is a variety of tasks, which include crack filling, sealcoating, striping, and asphalt repairs at the following locations: Administration Building, Flick Park, Glenview Tennis Club, Swenson Park, and Sleepy Hollow Park.

- b. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the Memorandum of Understanding with Glenview Titan Fastpitch Softball Association.**

Two main points within the memorandum define who is considered a participant and another details the termination/renewal clause of the agreement.

- c. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the Memorandum of Understanding with Glenview Jr. Titan Football.**

Due to the fact that Glenview Jr. Titan Football does not currently use District fields, wording was added that exempts the organization from paying the per player fee if they are not utilizing the facilities. If, at some point the Glenview Jr. Titans need access to District fields, the fees are outlined in Section 3, Rental/Usage and Fees.

## 8. **Committees Reports and Recommendations**

- a. **Administrative Operations/Marketing**

- i) Update: Attorney Waiver of Conflict

Committee Chair Joe Sullivan noted that Park District Attorneys Jim Rock and Derke Price, from Ancel Glink, spoke to the Committee about the relationship between Ancel Glink and the Village of Glenview. Attorneys Rock and Price both explained that the Village recently appointed Julie Tappendorf from Ancel Glink as the Village Attorney. It was recommended to avoid any conflict of interest, Ancel Glink will not assign Village work to attorneys who perform work for the Park District and Ancel Glink attorneys who perform work for the Village will not perform work for the Park District. The Committee felt this resolution was satisfactory.

- ii) Update: Sponsorships

Chair Sullivan also noted the Committee heard from Jena Johnson, Director of Brand Strategies and Community Engagement who gave an update on the new district-wide sponsorship program including the programs costs, accomplishments and future goals. The program seems to be going very well.

- iii) Update: Park Board Self Evaluation

Chair Sullivan reported that the Park Board will conduct a self-evaluation on September 17, 2019. The self-evaluation will focus on continuously improving on how the Board works together and how it can better serve our community. The self-evaluation will be facilitated by Bill Attea and the President and CEO of the Illinois

Association of Park Districts, Peter Murphy.

- iv) Committee Update  
No Report

**b. Finance**

- i) Approved Ordinance 2019-18: Glenview Park District Budget and Appropriations Committee Chair Dan Peterson noted this Ordinance is an annual process and staff had recommended that the Committee consider its approval. The Ordinance has been available for public inspection for 30 days, since June 25, 2019 and the notice of the public hearing, which took place right before the start of this Board meeting, was published in the July 18th edition of the Glenview Announcements. The legal deadline for filing the approved ordinance with the County Clerk's office is August 24, 2019 based on approving the ordinance at the July 25th Board meeting.

Chair Peterson echoed President Robert's earlier explanation that the Budget and Appropriation Ordinance is a required filing that sets the legal maximum that could be spent in each Park District fund if sufficient funds were available. This means that any possible expense needs to be anticipated and included as part of the Budget and Appropriations Ordinance. Otherwise, if unanticipated funds such as grant funds or donations become available, the District would not be able to use them as intended without additional legal filings. Based on this reality, it is the common practice of government entities to set the appropriation higher than budgeted expenditures to assure that there is adequate leeway in each of the line items.

Commission Peterson moved to accept a Finance Committee recommendation to approve the Budget and Appropriation Ordinance (BAO) No. 2019-18 for fiscal year 2019-2020. Roll Call Vote: Ayes: Peterson, Sullivan, Casey, Dillon, Katsamakakis, Roberts. Nays: None. Motion Carried

- ii) Update: Alternate Revenue Source Bonds  
Chair Peterson noted the Committee met with the District's financial advisor, Eric Anderson from Piper Jaffray, as the District prepares to sell its Alternate Revenue Source Bonds. These Bonds will be part of the bonding for our current capital projects. Eric presented an update on the current bond market which has been moving in various ways over the past year. The Committee discussed the structure of the Alternate Revenue Source Bonds and instructed staff to begin preparing an RFP for an underwriter to sell these Bonds.
- iii) Update: Special Revenue Facilities Operations  
Chair Peterson noted the Committee looked at the operations of the District's Special Revenue Facilities which are currently classified as Enterprise Funds. They discussed whether these funds should continue to be classified as enterprise funds or should be changed to special revenue funds for audit purposes. The Committee also began a discussion on the philosophy behind the District's cost recovery goals and subsidy allocation for these funds. No Committee recommendation was made.

## iv) Update: 2018 Annexed Properties–Property Tax Bill

Chair Peterson relayed the issue of unexpected 2018 tax bills that were levied on some recently annexed properties into the Park District. He explained that in September 2018, the District annexed two un-incorporated areas which were bounded on all sides by the Glenview Park District. Prior to the annexation of these areas, District staff spoke to the Cook County Clerk’s office to confirm that property taxes would first appear on the 2019 property tax bill which would be payable in 2020. However, this month, the District was informed that the Park District property tax was included on the second installment of the 2018 property tax bills of the annexed properties. The Park District did not intend for this to happen and could do nothing to prevent it. So, the Committee agreed to remedy this situation by submitting a check to the Cook County Treasurer for full payment of the portion of the property tax bill attributable to the Park District for all taxpayers (213) in the annexed areas for the 2018 tax year. A letter has been sent to the affected taxpayers explaining the unintended situation and that their tax payment would be refunded.

## v) Committee Update

No Report

c. **Park & Facility Services/Environmental**

## i) Update: Agreement with Heatherfield Homeowners Association

Superintendent of Park & Facility Services, Jim Warnstedt, reported that staff presented a draft lease agreement to the Committee for consideration to allow the Heatherfield Homeowners Association (HOA) to use six parking space in Thomas Richardson Park to park their snow removal equipment. After reviewing the draft agreement, the Committee asked staff to include the lease dates of November 15 – April 15. Staff will follow up with the Heatherfield HOA and its Master Board to update the draft lease agreement with the Committee recommendations and to finalize the payment terms. Staff will bring the agreement back to Committee at a future meeting

## ii) Committee Update

No Report

d. **Recreation & Swimming Pools**

## i) Update: Park Center Preschool

Superintendent of Leisure Services, Todd Price, reported on the progress staff has made with the Department of Children and Family Services (DCFS) to open an all-day preschool at Park Center. In December of 2018, staff outlined a business plan and timeline for the new school to the Committee. At the time, the opening of the preschool was anticipated in September, 2019. Due to the rigorous State process, we will not be able to meet that initial September opening date. However, staff is moving forward with hiring the new Preschool Director and staff. Twenty-six applications have been submitted for the Director’s role with second interview rounds currently taking place. The hope is to have the preschool staff hired in August. Staff anticipates submitting their permit study to DCFS on August 19. If all of the benchmarks are successfully met, the preschool might be able to open to the public in December, 2019. Superintendent Price also explained some of the needed upgrades to the

building that will be required. A security door has been installed, classrooms need to be set for 20 children, and other related room amenities need to be furnished. There are also curriculum and legal requirements that need to be met. Supt. Price recognized Barb Cremin who has been working with Jill Bruns, Manager of Recreation Programs, to write the policies and procedures for the new program and to submit all of the necessary requirements.

- ii) Committee Update  
No Report

e. **Special Revenue Facilities**

- i) Update: Glenview Community Ice Center Site Visit  
Committee Chair Dave Dillon noted the Board had a tour of the Community Ice Center renovation site this morning. John Emser of W.B. Olson provided a brief project update.

- ii) Committee Update

(1) Glenview Community Ice Center Project

The project team presented an update on the renovation of the Glenview Community Ice Center including progress made since the onset of the project, project schedule and the subsequent impact on temporary conditions.

Superintendent of Special Facilities, Lori Lovell, noted the Board received in their packet a brief memo on where the project is today. A PowerPoint presentation was also sent out to the Board earlier today which Jerry Aulisio from the AT Group presented at the Board meeting.

Jerry explained that providing a temporary situation for the ice center is now no longer feasible. So, the temporary facility that was planned for the fall will now be moved to the Spring of 2020. He discussed the updated project timeline. He noted the project completion date has not changed and a Soft Opening date of September 8, 2020 is still projected. However, Rink B, the temporary situation, will now be turned over to the District in May 2020 with a soft opening in June. And, it will be in much better condition than if it was turned over in the fall of 2019. Jerry explained that the schedule however is contingent on receipt of a full Village building permit by August 5, 2019, no substantial design changes related to building permit, temporary certificate of occupancy and force majeure.

Jerry also explained that a project cost savings of approximately \$350,000 would be realized due to eliminating the temporary items that would have been needed for a fall opening of Rink B. And, an enhanced user experience will be had with the Spring opening of Rink B due to many of the building and site features will have been fully completed by then. Finally, the summer 2020 programming will be able to proceed on the temporary ice conditions.

Superintendent Lovell explained the program impact of the schedule changes. She noted some of the variables that might impact the 2019/2020 season. She explained that staff is now looking for alternate ice time at various rinks in the

Chicagoland area for our park district programs. The timing of other rinks finalizing their programs is contingent on what will be available. Ice availability is limited because everyone wants prime time and the location/driving time for participants is also a key factor. Our budget will be impacted now by having to rent from other arenas. So, the amount of programming we offer will partly be based on the amount of ice we can secure. Also, the ability to secure instructional staff to travel to the other rinks and their availability during the time we can secure ice will determine the number of programs we can offer. An unknown variable is the amount of attrition that may occur from current participants signing up for programs at competing ice centers and staying with those programs. Supt. Lovell also addressed the operational issues. The Figure Skating Director's position is currently vacant and will not be filled until it is absolutely necessary. Currently, Brian Montgomery, Manager of Program Services, is taking on those responsibilities. He is coordinating the Chicago Open Figure Skating Competition this weekend at the Winnetka Ice Arena. Also, other Ice staff will be reassigned to current job vacancies within the District if possible. This includes 3-4 full time staff members.

Superintendent Lovell explained that the number of hours of park district programming per week that was planned for the 2019-20 season (October 2019-May 2020) with temporary conditions was 25 hours & 15 minutes. So, the goal is to get as close to that number as possible. She also showed the number of hours of ice time staff has been able to secure/and or are in discussions to acquire with various local ice rinks; approximately 19-26 hours. So far, 1.5 hours have been secured for the Blades Synchro teams at West Meadows Ice Arena on Saturday afternoons; with an additional 1-2 hours on weekday mornings being discussed for the Blades. With the ice programs not being included in the fall brochure, staff is working with our Marketing Team to decide how we will effectively market the programs that will be available. Also, the Wilmette Park District has agreed to allow Glenview Residents, resident rates in their ice programs.

Supt. Lovell noted with this not being the ideal situation for our ice programs, we will not be able to secure enough ice time to offer our normal number of programs. So, staff has decided to offer classes for the younger age groups in the hopes they will continue on in our feeder programs. The first programs to be eliminated would be the Learn to Play Hockey and the house league for the older age groups. There would be no Public Skate sessions or Freestyle Ice, which is for the older age group of figure skaters, who eventually leave our programs. Supt. Lovell also noted that those who are in our hockey house leagues could join the house program at Northbrook. Staff will look to see if resident rates could also apply to Glenview residents at Northbrook.

Deputy Executive Director Katie Skibbe presented the financial impact of the change in the temporary conditions schedule. The project savings is approximately \$350,000. The operational net budget for the 2019/2020 season was originally (\$176,513) and now with not having the temporary conditions available in October, there is a potential of (\$407,264) "worst case scenario" in loss programming revenue. There are also still some unknowns that could change

the numbers, i.e., the number of programs we are able to provide and the costs involved and reassignment of Ice Center staff based on vacancies.

Superintendent Lori Lovell asked the Board members if they had any other questions. She noted the Ice Team was present as were the Architect and Construction teams from Williams Architects and W.B. Olson to help answer their questions.

Commissioner Katsamakos asked if the student summer rate for the Fitness Center could be extended into the fall as an incentive to try and keep our older students in Glenview and not have them enroll in programs in other communities. Supt. Lovell noted most college students take advantage of the summer rate, but she would look into that.

Commissioner Joe Sullivan was concerned about our feeder programs. He expressed that we will eventually have 2 ½ sheets of ice time that we will need to fill and cannot afford losing our kids to other rinks/programs and not getting them back. He believes we need the Glenview Stars to have four teams at every level. He expressed that the District will need to get very creative to make sure we get all of these kids back playing in our programs.

Commissioner Dave Dillon noted the draw back will be that we have the best Ice Center around! Once people see the new Community Ice Center and what it has to offer, they will want to be there.

President Jen Roberts noted it is also important how we share our story and these changes, especially the change of the temporary conditions with the public. She asked when and how this will be communicated. Supt. Lovell noted the Marketing Team is currently messaging the changes on our Website specific to all of the Referendum projects and with e-blasts. Director Jena Johnson said messages on the projects go out monthly, usually after the monthly Board meetings. This particular message regarding the schedule changes is currently being worked on to make sure all details are included and should go out next week.

Commissioner Dave Dillon asked the following questions:

Q: Where does the savings of \$350,000 come from?

A: These are from budgeted items and allowances, e.g., trailers and setup that will not be used due to the schedule change of the temporary conditions.

Q: The Rink B opening date is being accelerated and possibly the Studio Rink, but the overall completion/opening date has not changed?

A: Correct, the completion date remains the same since we need the full permit.

Q: So, if the Village permit is not secured by August 5, 2019, the opening date could be affected?

A: Yes, that date is critical. For every day after August 5 that it takes to secure the permit, that is how many days the opening would be pushed back.

Q: This permit is for everything coming out of the ground?

A: Yes, right now we have permits for site foundation work, but need the full building permit to go vertical and put walls up. The critical issue with the temporary conditions was we couldn't put the mechanicals in without this full permit and therefore could not make ice in the fall.

Commissioner Angie Katsamakakis asked what is the probability of getting the permit on August 5. Jerry Aulisio noted the one issue holding up the permit is the ammonia refrigeration system. The Village is not familiar with an ammonia system and is doing their due diligence. This is the first time they have seen this system used in a large project in Glenview. Jerry acknowledged that the ammonia refrigeration system is the new standard on the market. The entire team involved in the design and construction of the Ice Center is meeting with the Village tomorrow (Friday) to answer any questions they may still have. The team has already addressed the 15 comments the Village had asked about and will work out whatever issues it needs to in order to secure the permit.

Commissioner Dillon asked if the construction team is ready to go once the permit is in hand. The team acknowledged that material has been ordered, trades are being organized, background work has been done and they will be ready to go.

President Roberts asked how many rinks in our area have this ammonia system. Jerry noted Wilmette, Mount Prospect and the MB Arena (Fifth Third) to name a few. Most of the refrigerants that have been used in the old systems are being discontinued so the ammonia system is now being used in the newer rinks/renovations.

Commissioner Dave Dillon asked if the West Meadows Ice Rink in Rolling Meadows where staff secured ice time for the Blades Synchro teams was too far for the families to travel. Both President Roberts and Commissioner Sullivan who are personally familiar with traveling for ice programs agreed it was not a bad drive.

Commissioner Bill Casey offered an apology to the Community for not delivering on schedule what had been promised, but acknowledged the Board will do its best to get things back on track.

President Roberts thanked the entire Ice Team for coming to the meeting tonight and answering all the Board's questions as well as the questions they had at the site visit this morning.

## 9. **Matters from Commissioners**

Commissioner Dan Peterson noted how wonderful the 4th of July was and thanked staff for giving up their holiday to work that day and provide such a nice event for the community.

Commissioner Joe Sullivan commented on a great dinner he recently had with his family at the *Coarse Italian* Restaurant at the Golf Course. He feels it is a great addition to the community.

Commissioner Bill Casey noted this is the busiest time of the year for our Park District. Not only the 4<sup>th</sup> of July event, but the recent concert at the golf course, which attracted 500 people, our Wednesday Concerts in the Park and all the events happening at The Grove and Wagner Farm are keeping our staff very busy. He thanked staff for all they do and assured them their hard work does not go unnoticed.

Commissioner Angie Katsamakakis also commended the four Superintendents (Jim Warnstedt, Lori Lovell, Katie Skibbe and Todd Price) for doing “double-duty” work on the Fourth of July.

Commissioner Dave Dillon acknowledged he is very upset with the Ice Center Project. He is not only upset with the delivery issues but also with the amount of extra time staff is having to commit to it because of these issues. He feels a lot of people have been paid a lot of money and they need to do their job. He noted that in the construction industry, we would be charged for work we need done, so now we should be charging them back for the extra work staff is doing. He is very disappointed and shocked at where we are so early in the process. He thanked staff for finding solutions that the project team should be handling.

President Jen Roberts thanked all of the ice staff members because besides this major project that they are working on, they are also fulfilling their other job duties, as is evident with Brian Montgomery running the Chicago Open this weekend at another Park District rink. She noted staff is also coming up with solutions that are beyond their expertise, and for all that, she wanted staff to know how much they are appreciated. President Roberts also thanked all the staff that worked on the 4th of July and kept the event moving along, dealing with some uncertainties, e.g., the hot weather and lightning strikes and making it a great day for the community. President Roberts also encourage everyone to go out to the Lake County Fair this weekend to support our 4H Club who are showing their animals and projects and have been winning many ribbons.

**10. Correspondence**

None

**11. Adjourned to Executive Session**

Commissioner Peterson moved seconded by Commissioner Casey to adjourn and move to Executive Session Pursuant to 5 ILCS 120/2 et seq. at 8:05 p.m. to discuss Land Acquisition/Lease (c5 & c6). Roll Call Vote: Ayes: Sullivan, Casey, Dillon, Katsamakakis, Peterson, Roberts. Nays: None. Motion Carried.

Commissioner Katsamakakis moved seconded by Commissioner Peterson to return to Open Session at 8:45 p.m. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Peterson, Sullivan, Roberts. Nays: None. Motion Carried.

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

None

**13. Adjourned**

Commissioner Casey moved seconded by Commissioner Dillon to adjourn the Open Session at 8:45 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

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Jennifer G. Roberts, President

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Michael D. McCarty, Secretary

Approved this 22nd day of August, 2019