



GLENVIEW PARK DISTRICT
PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

**Regular Meeting Minutes
November 21, 2019**

1. Roll Call

President Jennifer G. Roberts called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: William M. Casey, Angie G. Katsamakakis, Joseph A. Sullivan, David S. Tosh, Jennifer G. Roberts. ***Please Note:** Commissioner David M. Dillon was not physically present at the meeting but did attend via conference call.*

Commissioners absent: Daniel B. Peterson

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. Held a Public Hearing for the issuance of \$2,500,000 General Obligation Limited Tax Park Bonds for park improvements

President Roberts opened the public hearing at 7:01 p.m. to receive comments relative to the District's proposal to issue \$2,500,000 General Obligation Limited Tax Park Bonds. She noted the bonds are to be issued for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.

President Roberts asked for comments from the Commissioners; there were none. She then asked if there was any oral testimony, public comments or any received written testimony concerning the proposed issuance of the General Obligation Limited Park Bonds; there was none as confirmed by Board Secretary Michael McCarty.

With all persons desiring to be heard having been given an opportunity to present oral and written testimony regarding the proposal to issue the Bonds, the President then asked for a motion to adjourn the public hearing.

Commissioner Tosh moved seconded by Commissioner Sullivan to adjourn the public hearing at 7:04 p.m. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Sullivan, Tosh, Roberts. Nays: None. Motion Carried.

4. Approved Meeting Minutes

- a. Accepted the October 3, 2019 Finance Committee meeting minutes
- b. Accepted the October 3, 2019 Administrative Operations/Marketing Committee meeting minutes
- c. Accepted the October 24, 2019 Special Revenue Facilities Committee meeting minutes
- d. Approved the October 24, 2019 Regular Board meeting minutes
- e. Accepted the October 31, 2019 Special Revenue Facilities Committee meeting minutes
- f. Accepted the November 7, 2019 Recreation & Swimming Pools Committee meeting minutes

Commissioner Casey moved seconded by Commissioner Sullivan to accept the October 3, 2019 Finance Committee meeting minutes; accept the October 3, 2019 Administrative Operations/Marketing Committee meeting minutes; accept the October 24, 2019 Special Revenue Facilities Committee meeting minutes; approve the October 24, 2019 Regular Board meeting minutes; accept the October 31, 2019 Special Revenue Facilities Committee meeting minutes, and accept the November 7, 2019 Recreation & Swimming Pools Committee meeting minutes. Roll Call Vote: Ayes: Dillon, Katsamakakis, Sullivan, Tosh, Casey, Roberts. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

5. 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) Overview of Legal Symposium

Executive Director Michael McCarty reported that on Thursday, November 14, he along with several staff and Commissioners Peterson and Sullivan, attended the Illinois Association of Park Districts Annual Legal Symposium. The Director noted this is one annual event he looks forward to because it focuses on current and future legal issues or legislation that will impact Park Districts. One topic covered was the Impact of Cannabis Legislations. McCarty noted the session helped us to think about policies and procedures that will need to be updated as they relate to our workforce as well as our parks and facilities.

Director McCarty noted today was Commissioner Bill Casey's birthday and wished him a Happy Birthday along with President Jen Roberts whose birthday was also this month.

Commissioner Angie Katsamakakis welcomed the many high school students who were present in the audience. She noted how happy she was to have them here tonight, encouraged them to ask questions and hoped they would get involved in civic government.

6. Matters from the Public

None

7. Approved Accounts Payable

Commissioner Casey moved seconded by Commissioner Katsamakakis to approve payroll and accounts payable for the month of October, 2019 in the amount of \$5,828,193.34. Roll Call Vote: Ayes: Katsamakakis, Sullivan, Tosh, Casey, Dillon, Roberts. Nays: None. Motion Carried.

8. Approved Consent Agenda items

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

President Roberts asked for a motion to consider approving the following Consent Agenda items (7.a.-7.g.): (a)Glenview Prairie Club Annual Operating Recommendations; (b)Glenview Park Golf Club Annual Operating Recommendations; (c)Glenview Fourth of July Fireworks RFP; (d)2020-21 Park Center Annual Recommendations: General Operations; (e)2020-21 Park Center Annual Recommendations: Rental Operations; (f)2020-21 Sports Field Rentals & Outdoor Services Annual Recommendations, and (g)2020-21 Fieldhouse, Shelter and Gallery Park Annual Recommendations.

Commissioner Casey was happy to report that the new fireworks contract being considered on the Consent Agenda will increase the shell count to over 1,000 at the annual Fireworks show. President Roberts also was happy to see that the Park Center Annual Recommendations being considered will expand hours for the Wiggles and Giggles Childcare program.

Commissioner Tosh moved seconded by Commissioner Casey to approve Consent Agenda items: 7.a. through 7.g. Roll Call Vote: Ayes: Sullivan, Tosh, Casey, Dillon, Katsamakakis, Roberts. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Accepted a Special Revenue Facilities Committee recommendation to approve the Glenview Prairie Club Annual Operating Recommendations

The recommendations include an increase of approximately 2% to fees, the addition of a nonresident season pass and 5-6% rate increase for additional hours for room rentals.

b. Accepted a Special Revenue Facilities Committee recommendation to approve the Glenview Park Golf Club Annual Operating Recommendations

The recommendations include an average of 3% rate increases and the weekend green fees pricing will apply to Fridays. Permanent tee times will be 20 weeks in length beginning May 2, 2020 and conclude September 12, 2020.

c. Accepted a Recreation and Swimming Pools Committee recommendation to accept the RFP and alternate quote from Melrose Pyrotechnics of Kingsbury, Indiana for \$38,500 per year for the three years of the contract for the fireworks display at the Glenview 4th of July

The contract for the July 4th fireworks is renewed every three years. Vendor selection was based on size and types of projectiles, use of music with the show, and the outline of the proposed program. The alternate quote, for an additional \$500 annually raised the overall shell count to 2,438.

d. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the Park Center Annual Recommendations for 2020**

Within General Operations; expanded hours of operations at Wiggles and Giggles will be implemented to support membership growth efforts of Park Center Health and Fitness. And for Rentals, wording has been changed in anticipation of next year's transition from an exclusive catering arrangement to a preferred caterers list that would be in broader use across the District. Also, there are some changes in membership and passes to Splash Landings in an effort to streamline and simplify how patrons access the facility.

e. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the Park Center Rental Operations Annual Recommendations 2020-21**

There were minimal changes outside of updating dates for the upcoming year.

f. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the Sports Fields Rental and Outdoor Services Annual Recommendations 2020-2021**

Changes include an increase in material cost for items such as chalk and Turface. Staff has also updated the list of documentation required by the Glenview Health Department for outside renters of the concession stands.

g. **Accepted a Recreation and Swimming Pools Committee recommendation to approve the 2020-21 Fieldhouse, Shelter and Gallery Park Annual Recommendations**

Changes include a 3% rental fee increase for 2020-2021. Other changes centered on updated dates and clarification that the fee charged is based on the date of the rental and not the date the reservation is made.

9. **Committees Reports and Recommendations**

a. **Finance**

i) **Update on Final Tax Levy**

Deputy Executive Director Katie Skibbe reported that the Finance Committee discussed the 2019 final Tax Levy and staff recommended approving a 0% increase to existing taxpayers. The final tax levy will be passed in December after a Truth in Taxation hearing. The Truth in Taxation hearing is necessary due to the planned increase to the Special Recreation Levy. This levy is being increased by the full renovation contribution amount for the new NSSRA facility. The increase in the Special Recreation Levy along with the tax-capped levies will be offset by a reduction in the Bond & Interest Levy to achieve a 0% increase to existing taxpayers.

ii) **Approved the Corporate Fund Reduction in 2019 Real Estate Tax Levy Ordinance 2019-23**

Deputy Executive Director Katie Skibbe explained the PTELL Reduction Ordinance being considered tonight. She noted this 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.

Commissioner Sullivan moved seconded by Commissioner Casey to approve PTELL

Ordinance 2019-23 reducing the Corporate Fund in the 2019 Real Estate Tax Levy for 2020 tax receipts if necessary under the Property Tax Extension Limitation Law. Roll Call Vote: Ayes: Sullivan, Tosh, Casey, Dillon, Katsamakakis, Roberts. Nays: None. Motion Carried.

- iii) Approved Ordinance 2019-24: An Ordinance providing for the issue of not to exceed \$10,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, 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 if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to Robert W. Baird & Co. Incorporated

Deputy Director Skibbe explained that Ordinance 2019-24 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.

Commissioner Sullivan moved seconded by Commissioner Casey to approve Ordinance 2019-24: An Ordinance providing for the issue of not to exceed \$10,000,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, 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 if the pledged revenues are insufficient to make such payment, and authorizing the sale of said bonds to Robert W. Baird & Co. Incorporated. Roll Call Vote: Ayes: Tosh, Casey, Dillon, Katsamakakis, Sullivan, Roberts. Nays: None. Motion Carried.

- iv) Approved the purchase of Tyler Technologies' Incode financial software
Director Skibbe noted there is a staff recommendation to purchase Tyler Technologies' Incode of Plano, Texas as the District's new financial software. She explained that Incode provides a robust financial system including budget, financial reporting, payroll, accounts payable, and human resources. It is a web-based program with a simple user-interface allowing users of differing backgrounds to utilize the system with ease. Incode will enable the District to streamline processes, eliminate some low-value repetitive tasks, and improve the quality of information supervisors receive.

Commissioner Casey moved seconded by Commissioner Tosh to approve the purchase of Tyler Technologies' Incode of Plano, Texas in the amount of \$85,783 as the District's new financial software. Roll Call Vote: Ayes: Casey, Dillon, Katsamakakis, Sullivan, Tosh, Roberts. Nays: None. Motion Carried.

- v) Update on Proposed Bond Issuance
Director Skibbe noted the last item discussed at the Committee was an update on the proposed bond issuance. She reported that the District's municipal advisors, Eric Anderson and John Balzano from Piper Jaffray, presented an update on the current

bond market and an updated schedule for both the Limited Park Bonds and the Alternate Revenue Source Bonds. Staff from Robert W. Baird, the District's underwriter for the Alternate Revenue Source Bonds, were also present to provide an overview of the marketing strategy for the sale of the Alternate Revenue Source Bonds.

Commissioner Casey explained to the high school students present that their parents pay property taxes and the portion of property taxes that go to the Park District only pays for 50% of the District's operating costs; the other 50% is partly acquired through fees that are charged for certain Park District programs and services. Unlike the School District where operating costs are funded primarily (approximately 85%) by the property taxes they receive. However, with the Park District issuing Bonds, it is a way to receive some of those tax dollars. Director McCarty clarified that 50% of Park District revenues come from taxes; the other 50% comes from fees, charges, user fees, sponsorships, grants and donations. Commissioner Casey also noted that the Park District receives only 8% of the total property taxes that are paid by taxpayers. President Roberts also explained that the District is limited to how much it can tax and has to follow strict regulations. There are many funds within the District that need to be considered, for example the Northern Suburban Special Recreation Association (NSSRA) fund. The District contributes to that fund in order to assist NSSRA in providing services to those with special needs. The Board has many discussions before deciding on what the District will levy for taxes. President Roberts was pleased to report that there will be a 0% increase in the tax levy being considered for approval next month.

Commissioner Angie Katsamakidis referred to the Consent Agenda where multiple items tonight were approved in one motion. She explained that all Board members are also members of Committees that they attend each month. The Committees discuss various topics and items and make "Committee" recommendations that will be considered on the Consent Agenda. However, there are some items that cannot be approved on the Consent Agenda, e.g., the Tax Levy, and those items need to be considered and approved individually at the monthly Board meeting.

- vi) Committee Update
No Report

b. Recreation & Swimming Pools

- i) Accepted the 2020 Outdoor Pools Annual Recommendations
Maggie Cunningham, the Park District's Manager of Aquatics, addressed the Board and explained the reasons why changes were made to the structure of pool memberships. She noted staff was looking at ways to stop the decade-long decline of outdoor pool memberships. They considered ways to increase the value and benefits members would receive and provided incentives that would encourage the community to purchase pool memberships instead of opting to pay daily fees. A three-tiered membership structure was created. The first tier is the basic outdoor pool pass, second and third tiers offer the member additional benefits which will also generate additional revenue. Also, it was decided to no longer offer an early bird rate but rather a renewal rate to reward those who come back year after year and buy a pool membership. Commissioner Joe Sullivan felt that staff did a good job coming up with

these creative ideas to change the pool membership structure and increase revenue. Commissioner Casey felt this structure gives the community an opportunity to use all of the District's pools at a good value. It also aligns with a core function of the District to get people to recreate more and provides more opportunities to learn how to swim. The Board decided not to approve this item on the Consent Agenda even though it was a Committee recommendation but rather to discuss and consider its approval independently. Committee Chair Angie Katsamakakis explained the reason to approve it separately was because the Board felt this new structure was a good message for the community and wanted to discuss the additional benefits and options it will provide.

Commissioner Katsamakakis moved to accept the Recreation and Swimming Pools Committee recommendation to approve the 2020 Annual Recommendations for Outdoor Pools. Roll Call Vote: Ayes: Dillon, Katsamakakis, Sullivan, Tosh, Casey, Roberts. Nays: None. Motion Carried.

- ii) Committee Update
No Report

c. Special Revenue Facilities

- i) Update on the Glenview Park Golf Club 2020 League Proposal
Superintendent of Special Facilities Lori Lovell noted some of the Committee items were approved on the Consent Agenda tonight. However, Staff will be bringing the Glenview Park Golf Club 2020 League Proposal to the December Board meeting for consideration and approval.
- ii) Approved Change Order #006 for the Glenview Community Ice Center
Superintendent Lovell noted the Special Revenue Facilities Committee recommendation to approve Change Order #006 for the Glenview Community Ice Center. She explained that the project team was present to help answer any questions the Board might have. She introduced Dave Olson from W.B. Olson and Jerry Aulisio the Owner's Representative from the AT Group.

Superintendent Lovell explained that Change Order #006 incorporates the cost to upgrade the Ice Center roofing system from a PVC roofing system to a Modified Bitumen System (MBS). For a 29.5% increase in the roofing cost, it will provide a higher quality roof, require less maintenance, have a longer life expectancy and it comes with a longer, no dollar cost warranty. Commissioner Dave Tosh felt that it was a big plus to be able to install the roof system in extreme cold temperatures, down to 0 degrees. President Roberts asked when the installation of the roof system would be completed. Dave Olson noted it would be completed in late January. Commissioner Tosh asked how long once work on the roof starts will it take to complete. Dave Olson noted that because of the insulation, vapor barrier and the two layers of roof membrane that need to be install, even in good weather, it will take about 6-8 weeks to complete. He also noted that this roof system is the same system that was currently on the Ice Center and it lasted 47 years. Commissioner Joe Sullivan commented that the new system is a value add to the project even though it cost more, it will double the life of the roof and require less maintenance. Also, we have seen how well it has performed for 47 years. Director McCarty explained that since the

new system will last longer and will not need to be replaced as often, the savings is well over one million dollars. Lori noted this roofing system is the highest quality of the three roof systems previously discussed with the Committee.

Commissioner Tosh moved to accept a Special Revenue Facilities Committee recommendation to approve change order #006 for the Glenview Community Ice Center. Roll Call Vote: Ayes: Katsamakakis, Sullivan, Tosh, Casey, Dillon, Roberts. Nays: None. Motion Carried.

Superintendent Lovell also commented on the Ice Center Site visit this morning that some of the Board members attended. She noted there has been a lot of forward progress on the building. She anticipates most of the structural steel to be up by the end of the week and reported that the lobby slab was poured this week. Lovell contends progress will be weather dependent and hopes with good weather to have the building enclosed soon and to begin work on the interior.

iii) Committee Update
No Report

10. **Matters from Commissioners**

Commissioner Bill Casey noted the District has a lot of good things going on and thanked the Board members and staff and wished everyone a Happy Thanksgiving.

Commissioner Angie Katsamakakis commented that the Fitness Center's October no-fee memberships were even better than last year's and thanked the Fitness Center staff for the wonderful job they do in promoting memberships.

Commissioner Dave Tosh was happy to see the high school students in attendance tonight and encouraged them to consider being on a Board. He commented that he loves doing what he is doing.

President Roberts commented on the many young people that run for office now a days. She noted how serving on a Board provides service to the community. She always says if you don't like what you are taxed, then run for one of the Boards that set the property taxes in your community. You can be in control of your local government in many ways. She thanked the students for coming tonight and asked them to stay a bit to have a group picture taken.

11. **Correspondence**

None

12. **Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. Possible topics: Minutes—Subsection c21)**

No Executive Session was held.

13. **Approved items that were discussed in Executive Session**

a. **Approved the Executive Session meeting minutes from the October 24, 2019 Executive Session Board Meeting.**

Commissioner Casey moved seconded by Commissioner Tosh to approve the Executive Session meeting minutes from the October 24, 2019 Executive Session Board Meeting.

Roll Call Vote: Ayes: Sullivan, Tosh, Casey, Dillon, Katsamakakis, Roberts. Nays: None.
Motion Carried.

14. Adjourned

Commissioner Tosh moved to adjourn the Open Session at 7:38 p.m.

ATTEST:

Jennifer G. Roberts, President

Michael D. McCarty, Secretary

Approved this 12th day of December, 2019