

DRAFT

COMBINED ADMINISTRATIVE OPERATIONS/MARKETING, FINANCE, AND MUSEUMS & HISTORICAL PRESERVATION COMMITTEE OF THE WHOLE

Glenview Park District – Administration Building
1930 Prairie Street, Glenview, IL 60025
Regular Meeting Minutes
Wednesday, March 11, 2020 @ 8:30 a.m.

1. Roll Call

Board President Jen Roberts called the meeting to order at 8:30 am and the roll was called.

Commissioners present: Jen Roberts, Dan Peterson (via phone), Bill Casey, Dave Dillon, Dave Tosh (via phone), Angie Katsamakakis, Joe Sullivan (via phone)

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Human Resources Manager Sarah Bagley, District Attorney Derke Price, Superintendent of Leisure Services Todd Price, Superintendent of Special Revenue Facilities Lori Lovell, Director Erin Ryan, Web and Social Media Specialist Sue Ter Maat, Director of Wagner Farm Jon Kuester

Late Arrivals, Early Departure: Angie Katsamakakis left at 9:22 am

Commissioners/Official Staff absent: None

Guests: Kirsten Bergin of Bring It Home, Glenview and Bill Marquardt of Glenview Hangar One Foundation

2. AGENDA TOPICS

a. Personnel Guidelines

Deputy Executive Director Katie Skibbe presented the updated Personnel Guidelines, which had been given a full legal review by Laner Muchin to ensure compliance with legislative changes, employment laws, and legal best practices. She highlighted the recommended changes, which included the ability to hire 15-year-olds in certain positions, the addition of an existing policy for expense reimbursement, the change for all part-time employees to receive overtime on Fourth of July, the changed start date of insurance benefits, and the clarification to bereavement leave.

Commissioner Bill Casey asked about the solicitation section, which included the removal of Executive Director approval. District Attorney Derke Price suggested to include “except as permitted by law” and the Board members present agreed.

Per policy as indicated by District Attorney Derke Price, Commissioner Casey made a motion to allow members of the Park Board to electronically vote in today’s meeting. Commissioners Bill Casey, Dave Dillon, Angie Katsamakakis, and Jen Roberts voted aye on the motion and it passed.

The commissioners recommended the amended Personnel Guidelines, including edits, to be moved to the consent agenda for full Board approval. Commissioners Jen Roberts, Dan Peterson, Bill Casey, Dave Tosh, Angie Katsamakakis, and Joe Sullivan voted aye and Dave Dillon abstained.

b. Special Revenue Facilities Fund Classification

Deputy Executive Director Katie Skibbe requested consideration to approve the reclassification of the Glenview Park Golf Course (GPGC), Glenview Prairie Club (GPC), Glenview Tennis Club (GTC), and Glenview Community Ice Center (GCIC) funds to special revenue funds and permanently forgive the interfund loans. Skibbe explained that staff would like to close out the 2019/2020 fiscal year with the facility funds as enterprise funds and begin the new methodology on May 1, 2020, which would also be ideal for the implementation of the new financial software.

President Jen Roberts emphasized the intent of changing the fund reports to have the District financial reports more closely reflect how the facility funds actually perform. The commissioners discussed the historical performances of these facilities and went over the direct subsidies that each fund has received over the years as presented by staff.

Commissioner Bill Casey made a motion to recommend that the GPGC, GPC, GTC, and GCIC funds to be reclassified as special revenue funds, which was seconded by Commissioner Angie Katsamakakis.

Commissioner Dan Peterson asked if an additional fund could be included to forgive the interfund loans rather than affecting the GTC fund balance. Skibbe responded that GTC has a surplus due to subsidies from the G&A fund, so it would make sense for that amount to forgive some of the interfund loans. Another option would be to use Capital Development or the Corporate fund to help forgive the loans. Skibbe added that staff would like to wait until after April financials in order to choose between the two funds. Executive Director Mike McCarty agreed with staff's approach to use multiple funds to forgive the loans.

All commissioners in attendance voted aye to recommend the reclassification of the GPGC, GPC, GTC, and GCIC funds from enterprise funds to special revenue funds to be moved to the consent agenda for full Board approval.

c. Historic Wagner Farm Exhibit Design Proposal

Superintendent of Leisure Services Todd Price requested consideration of the committee to approve the Historic Wagner Farm Exhibit Design Proposal by Holabird & Root LLC in the amount of \$51,000. Price presented the scope of work for the Heritage Center's exhibits and previous projects completed by Holabird & Root LLC.

President Roberts asked if there is a direction that staff is taking to improve Wagner Farm's exhibits. Director of Wagner Farm Jon Kuester explained the plan to upgrade the exhibits since they are past their useful life and to align the overall project to identify with the Farm's current mission statement. Additionally, Kuester explained how the design and conceptual phase will incorporate a new visitor flow pattern.

Commissioner Angie Katsamakakis asked if there are exhibits that can be repurposed. Kuester responded that staff is working with the consultants to repurpose key pieces. The commissioners and staff discussed various concepts and the current exhibits.

President Jen Roberts made a motion to recommend the Historic Wagner Farm Exhibit Design Proposal to be brought to the March Board meeting for consideration to approve. Commissioners Roberts, Katsamakakis, Sullivan, Peterson, Tosh, Casey, and Dillon voted aye.

- d. Naval Air Station Glenview Museum and Ingenuity Center Development Agreement**
Superintendent Price provided an overview of the changes made to the Naval Air Station Glenview Museum and Ingenuity Center (NASGMIC) Development Agreement based on the discussion from the May 2, 2019 Museums and Historical Preservation Committee meeting. Price presented the revised operational budget, construction budget, and endowment budget. For the operational budget, staff updated wages costs for Year One of the 20-year budget forecast and increased the G&A account. For the construction budget, staff reviewed the consultant numbers and determined to update the construction escalation rate from 4% to 5% as noted in the most current Turner Construction Index. For the endowment budget, a revised pro forma was created with changes such as updated operational budget numbers and adjusted yearly rate of increase applied against the Year One totals.

Price went over the specific changes throughout the NASGMIC Development Agreement by sections. Some changes included additions to the insurance section after PDRMA review, changed the non-capital fundraising responsibilities to Glenview Hangar One Foundation (GHOF), and clarified that in all decisions, the Glenview Park Board had the right of final approval.

The commissioners discussed District 34's concerns and the impact that the potential museum facility could have on Attea School's present and future plans. Executive Director Mike McCarty stated the change to the NASGMIC agreement that included no obligations from the Park District to procure an alternative location for the NASGMIC building if the Gallery Park location does not get approved by other governmental entities.

Commissioner Bill Casey asked if there might be contractual considerations included that would tie GHOF to fundraising milestones established before signing the development agreement. Executive Director Mike McCarty explained the need to include the consequences to potential missed milestones. Bill Marquardt of GHOF and Kirsten Bergin of Bring It Home Glenview explained that the fundraising plan with benchmarks was to be created after the approval of the development agreement.

Due to a lack of a quorum, with only three Commissioners present when Commissioner Katsamakakis left the meeting at 9:22 a.m., a Committee of the Whole recommendation on the agreement could not be made. Instead, Commissioners agreed to bring the Naval Air Station Glenview Museum and Ingenuity Center Development Agreement to the March 19, 2020 Park Board meeting for full Board discussion and consideration.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Board President Jen Roberts moved seconded by Commissioner Bill Casey to adjourn the Open Session at 9:35 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

DRAFT

Jennifer G. Roberts
Board President

Michael D. McCarty
Board Secretary

Approved this 23rd day of April 2020.