



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes June 25, 2020

1. Roll Call

President William M. Casey called the meeting to order at 7:00 p.m. and the roll was called.

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

Commissioners absent: None

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

President Casey thanked everyone for their time tonight and for coming to the Board meeting. He noted one reason these board meetings take place is in an effort to help make Glenview a better place. He asked that during this moment of silence we be mindful of all those who are making a difference in their communities. From those protesting injustices to the first responders risking their lives to save lives during this Pandemic. He asked that everyone take a moment to think about them.

3. Meeting Minutes

- a. Approved the May 28, 2020 Regular Board and Reconvened Board meeting minutes

Commissioner Peterson moved seconded by Commissioner Sullivan to approve the May 28, 2020 Regular Board and Reconvened Board meeting minutes. Roll Call Vote: Ayes: Dillon, Katsamakidis, Peterson, Roberts, Sullivan, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Casey 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. **Attorney**
No Report

d. **Secretary/ Executive Director**

i) **District Update: COVID-19**

Executive Director Michael McCarty commented that this evening's Board meeting is yet another example that we are moving forward into Phase 4 of the Restore Illinois plan. He noted that since we entered Phase 3 on June 1, staff has been preparing for the entry into Phase 4 and is well prepared with a wide array of offerings and facility openings that will keep our residents, patrons and staff safe while they enjoy much needed recreational pursuits. Director McCarty explained that he would provide a brief COVID update and then Kara Moss, the District's Risk Manager, would report on some of the safety measures that are being put in place at the District's facilities and the programs and services being offered at this time. Deputy Executive Director Katie Skibbe will then provide more details on the financial and staffing impacts of COVID 19. After the reports, McCarty noted that he and his staff would be happy to answer any questions the Commissioners might have.

Director McCarty emphasized that the decisions and actions the District has taken have been in strict compliance with the Governor's Executive orders, guidelines published by the Illinois Department of Public Health (IDPH) and/or Department of Commerce and Equal Opportunity (DCEO), advice from the Park District Risk Management Agency (PDRMA), our risk pool and in cooperation with the Glenview Northbrook Coronavirus Task Force. The task force continues to meet to discuss jointly how to address the various issues surrounding this pandemic and the steps we collectively can take to re-open safely. We also work to develop joint communication to have maximum reach to get our message out to the public.

McCarty noted that at each task force meeting, updates are given by the President of Glenbrook Hospital. The most recent (mid-June) was another sign of progress and that the safety measures we have all put into place and continue to follow are working. He reported that the entire North Shore hospital system has 23 COVID patients with 21 of them at Glenbrook Hospitals. Nine of the 23 patients are in the ICU. This is the lowest number since we have been impacted by the virus; which shows the commitment of our community and all the efforts our residents have made to stay safe are working.

McCarty went on to convey what will be opening at the Park District in Phase 4. Beginning tomorrow (June 26), recognized organizations will be able to host games and have more people playing and spectating on the sidelines. These organizations have already been practicing since the beginning of Phase 3 and they have been working with staff all week to submit their safety plans and get any changes in for permits. On Saturday and Sunday, Flick Pool will open for lap swimming only for part of the day. Residents must reserve a time block in advance. The lap swimming is limited this weekend since we are still training our life guards and need to allocate

enough back-up time if we have to close due to weather. McCarty reported that all the lap times for both this Saturday and Sunday have already sold out.

He also explained that given the new guidelines, Flick Pool will open one week earlier than planned for summer hours on Monday, June 29. This is a testament to the hard work of the staff in Leisure Services, Administration and especially IT and Park Services. We are awaiting further guidance from IDPH that will allow public swim, but are currently planning all-day lap swim, water walking and aqua fitness classes under the current guidelines. Also, on Saturday, Park Center will now allow members to exercise in the Fitness Center at Park Center. We have been successfully offering personal training and outdoor group fitness in phase 3 but in Phase 4 we can have up to 50 people in the Fitness Center. This will be on a reservation system similar to the pools. We will also start implementing indoor group fitness but we will also keep the extremely popular outdoor fitness programs going throughout the summer. Monday is also a milestone day as we open our summer camp programs at The Grove, Wagner Farm, Tennis Club, Park Center, Roosevelt Pool House and seven field houses.

McCarty noted that Staff held a Zoom Webinar last night for camp parent orientation and it was well attended and extremely informative. Staff training was conducted throughout the day today both virtually and in-person. McCarty commended the staff for being able to develop fun and safe camp programs that will keep children engaged this summer.

Director McCarty also highlighted the following openings and offerings as the District moves into Phase 4:

- Golf will now allow two people in a golf cart even if not in the same household
- Coarse Italian will start serving dinner inside as well as on the patio tomorrow evening
- Playgrounds will open and swings will start going up on Friday. This is dependent on the Governor's Executive Order and it will take at least a week to get all the swings up on our playgrounds
- Staff are planning new programming to return. Some examples are: dance, art, a late summer/fall softball league, eSports, group golf lessons, programming on the in-line outdoor skating rink, and much more
- We are also working on plans for small gathering rentals to start at the Redfield Estate and possibly the Lakeview Room
- We are continuing to provide virtual programs and new recreation boxes for those who feel safer at home

Director McCarty emphasized that the District will be in Phase 4 for a long time and hopes that our region does not move backwards. He noted it will take all of us, staff, customers, patrons and the entire community to follow the guidelines that are in place to protect us all. Staff will continue to monitor and evaluate how things are working and adjust as we move through phase 4. The steps we have taken during the start of phase 4 are just a starting point to allow us to safely open and learn from this current normal on how to best meet the needs of our community while being fiscally

responsible. We will continue to be well informed by the scientists coupled with feedback we receive from our residents.

McCarty also assured that the District will continue to communicate with our residents and customers throughout the process. We have already increased communication, moving from one communication weekly to three. Our brochure will still be digital which has been extremely well received. McCarty noted that last year's summer brochure covered 3 months and received 2,105 views online over those three months, this year, our June brochure alone has received 4,111 views in the past month.

Director McCarty also wanted to inform the Board of any actions he has taken related to the Resolution the board passed in June allowing him to take certain actions. He reported that he had not issued or approved any purchases over the \$25,000 related to COVID since the last Board meeting and has not issued any permits for private business use at Community Park West.

Risk Manager, Kara Moss, then gave a brief overview of the safety measures that are in place at the Park District. She was happy to announce that the District made it to the end of Phase 3 tonight which was an extreme hurdle overcoming being in a stay at home mandate for 10 weeks to now opening up multiple areas for small gatherings. She noted that we will be entering a new phase that has the potential to expand park and recreational opportunities to serve the community in larger groups. Kara went over the following safety components that were added to the District's operations this month that will benefit both staff and participants:

- Each area that opens has strict cleaning and sanitizing plans. Cleaning/ sanitizing high touchpoints every hour, deep cleaning facilities at the end of each day, sanitizing any equipment before and after use.
- Hand sanitizer is featured at every entrance/exit at our facilities and other common staff areas throughout the building.
- Staff have been added in various departments to monitor onsite activity and inform users on the guidelines and encourage compliance. If members or users do not follow guidelines, their access can be revoked.
- For each user group, we are coordinating entry, exit and capacity to limit exposure between different users. For designated areas like Flick Aquatic Center or Park Center Health & Fitness this means that all users will exit at the end of their reserved time, and the facility will be cleaned before the next group of users comes in.

Kara acknowledged that Park Center is our largest facility and presents the most challenges for flow. We have developed a strong plan that allows multiple user groups to use our resources, while still limiting exposure. Each user group that enters Park Center will use their own entrance and have a directed flow within the building using temporary barricades. For July, we are coordinating flow for four camp pods, fitness members, preschool, customer service, and North Shore patients.

Beginning Monday, we will be opening the customer service desk at Park Center, by appointment only, for residents with questions or registration needs. Limited desk hours will be available in the afternoon, after half-day camps have exited the building. Customer service will be located at the East Wing desk and will be available between 1-4 p.m. for 15-minute, in-person appointments. We will expand these hours using a chat function on our website to provide “virtual desk” customer service hours from 12-1pm. and 4-5p.m. Staff will continue to respond to all calls and email inquiries in addition to these customer service desk hours. The track and gym will remain closed at this time, as our camp pods will be using the gym for programming and activities and our personal trainers will be using the track for training sessions. In order to keep all of these user groups safe, at this time Park Center will not be opened to the general public unless you have a fitness reservation, are part of the camp program, are there for a pre-registered class or NorthShore appointment. As we re-open multiple areas within Park Center, it’s crucial we limit the possibility of an exposure and if needed, have a way to contact trace any exposure that may occur in the building. As Phase 4 continues to progress in the coming months, we hope to be able to open Park Center for general use at that time.

Kara explained that Museums are able to open under phase 4 guidelines, but the District’s will remain closed until August 10 due to camp programming going on within the buildings at The Grove and Wagner Farm. Guidelines specify that hands-on exhibits must be closed or modified, and we are working on plans to open our museums within these guidelines.

Also, outdoor athletic games can resume in phase 4. Kara noted staff have been working closely with our recognized organizations to permit practices and games, and they are working hard to meet all guidelines. Spectators will be limited to 20% capacity, and the total number of players, coaches and referees will be 50 or less.

Kara also clarified the following guidelines when exercising: visitors who are exercising onsite do not need to wear a face covering while exercising! Visitors will be required to wear a face covering at all other times.

Kara remarked that overall, the District is excited for the next steps of re-opening Park District facilities and programming and looks forward to the variety of offerings available in the upcoming days, weeks and months ahead in Phase 4.

Commissioner Angie Katsamakakis asked what is the protocol to be followed if someone in the camps, either a staff member or resident tests positive for COVID?

Deputy Executive Director Katie Skibbe explained there are different protocols for employees and participants. For participants, it would depend on what they were doing for example, golfing versus close contact in a facility. If a case is found in the fitness center, the center would close and sit for 48 hours before being thoroughly cleaned. Fitness Center members would be notified of a positive case without giving out any personal information on the person. For staff testing positive, we would ask them to get tested right away and would notify other staff who worked in the building with the positive case. The facility would then be deep cleaned.

Kara Moss explained the protocols for campers. If a camper is diagnosed, we would close that camp pod for 72 hours, let it sit 24-48 and do a deep clean. We would also contact the County Health Department and reopen under further guidance. Camps are not considered in close contact with each other since campers wear face masks and are physically distancing 6 feet. We would wait before opening up that camp pod to hear guidance from the County Health Dept that it is safe to do so.

Commissioner Katsamakidis clarified her question and asked if a camper comes in Monday sick and gets tested on Tuesday, we would close down the camp pod from Tuesday through Thursday? She feels this protocol would lend to a lot of camp pods closing down and patrons wanting refunds. She also asked if this would be the same protocol for the fitness center. If a patron tests positive, would the entire fitness center be closed for 72 hours?

Executive Director Mike McCarty confirmed the protocols for camps and explained that they are based on the guidelines the District is following and that is why the camp pods are limited in size. He also addressed the Fitness Center protocols and noted there are different scenarios for every instance. For example, in the Fitness Center, if the exposure happened in one block of time, staff would determine who the person was in contact with, what time were they there, were they wearing a mask, etc. And with that information, should be able to determine the risk of exposure and could decide on what to close and for how long. However, all the guidelines we have been given so far recommend closure for 72 hours once a case has been confirmed.

Vice President Dan Peterson was fine with closing a facility or program for 72 hours where an exposure has been confirmed and agrees that we need to report it to the Health Department. However, he does not agree with us staying closed until we hear back from the Health Department, especially since we could be waiting a long time with how busy they are. He feels we should reopen after the 72 hours unless we hear otherwise.

Director McCarty did note that staff has already had to reach out to the Health Department for guidance several times and they have been very responsive.

Commissioner Jen Roberts asked if temperature checks would be done on staff and participants who enter Park District buildings?

Deputy Skibbe responded No to doing temperature checks, since both PDRMA, the District's risk pool and Ancel Glink, the District's legal counsel have both determined there is no good way to do those without violating HIPPA (Health Insurance Portability & Accountability Act) laws. We are however, asking every participant to take their own temperature before coming to a Park District facility. We have also asked our employees to keep a temperature log each day. President Casey noted that each Board member should also follow these guidelines and take their temperature before entering Park District facilities.

Deputy Executive Director Katie Skibbe proceeded to give a financial update related to COVID-19. She explained that the District has lost a significant amount of revenue

due to the closures from the COVID Pandemic. Fifty two percent of the District's revenue comes from charges for services such as sales, programs & instruction, admissions, memberships, and rentals. The total estimated loss since March 13 is \$4,989,330. The District took steps immediately to reduce expenses by eliminating capital purchases, training, merit increases, some contractual expenses and making temporary staffing changes. These measures lead to an estimated expense reduction of \$3,073,676 and have partially mitigated the impact of the closures resulting in a net loss of \$1,915,694 since March.

Deputy Skibbe explained that the majority of the expense reductions thus far have been in salaries and wages. The District laid off all part-time staff at the beginning of April and furloughed 48 full-time staff members in the beginning of May. She acknowledged that as the District re-opens facilities and amenities, we have begun to bring back staff. Currently we have 24 full-time employees still furloughed, 3 vacant positions, and have only 77 part-time employees. As a comparison, in June of 2019, the District was paying 700 part-time employees.

She went on to explain that we have approximately 141 employees on unemployment this week which is down from our estimated high of 197. As of June 25, 2020, the District has saved \$1,639,362 in salary costs as compared to budget. This savings will be reduced by unemployment costs which are billed quarterly, currently estimated at \$90,000 a month. Additionally, pool and camp training that is normally done in May and early June was delayed due to the later start of the season so those wages will be paid in July.

Skibbe also pointed to capital purchases which will also see a large decrease as the District is deferring all non-urgent and non-referendum capital purchases with the impact being recognized throughout the fiscal year.

Deputy Skibbe then focused on the revenue side. She noted that program revenue has seen a decrease of \$3 million since the beginning of the Pandemic. The District has had to cancel all indoor programs including recreation programming, tennis classes, group fitness programs and personal training until very recently. Staff have made every effort to find unique ways to engage residents and generate revenue, but restrictions have limited the District's ability to produce revenue.

However, camp offerings have been well received by residents. We currently have 375 kids signed up for camp and the District has received \$53,233 in revenue. Camp is being billed weekly this summer and therefore revenue will continue to come in throughout the 6 weeks of summer. Assuming all campers complete the season, the District will generate almost \$320,000 in revenue. This is greatly reduced from normal camp seasons when we have over 1,000 kids in camp and the District generates approximately \$850,000 in revenue. In previous years, the golf courses have offered golf camp and Prairie Club offered a paddle camp. These camps were not offered this year due to participant restrictions which impacted the program revenue accounts at both courses.

Skibbe also noted that Tennis program revenue is down \$211,120 from budget. The \$16,000 collected thus far is for camp and the Championship Training Academy. The Tennis Club will be developing afternoon clinics to generate additional revenue and they have also sold a few permits to outside tennis pros for outdoor court time.

One area that has been seeing some revenue is Fitness. We have been able to offer outdoor group exercise classes which have been very popular. In the last three weeks we have had 369 participants and 171 personal training sessions. Group Fitness has brought in \$7,000 and personal training has brought in \$8,120. Fitness programs and instructional revenue is currently \$297,281 under budget. Fitness membership revenue is also down almost a \$1million dollars. The fitness center has lost approximately \$442,394 solely from membership revenue. As we enter Phase 4, participants will be welcomed back into our fitness center and we will begin to charge membership fees again.

Skibbe also reported that the Glenview Park Golf Course's (GPGC) membership revenue is down \$73,138 against budget and \$64,400 less than last year. Membership rates for GPGC were reduced due to the shortened season, but numbers are still lower. Permanent tee times are normally sold in April with the revenue recognized in May. This year, permanent times were sold in June with a reduced fee and only 28 were sold. In previous years the District was averaging 34 sold.

Deputy Skibbe acknowledged that pool memberships have had a recent uptick as 255 were sold in June alone; but still very behind previous numbers. Thus far we have sold 496 passes for \$46,333 in revenue while last year at this time we had sold 2,893 passes and received \$218,977 in revenue. Attendance will likely be restricted once IDPH guidelines are released so staff expects revenue to be lower than normal.

In the past, Roosevelt and Splash Landings have also been open in the summer. The decision not to open these pools will benefit the district financially. In 2019/2020, Splash Landings lost \$209,065 which does not include an allocation for utility costs or cleaning costs which is estimated to be an additional \$15-20,000. Opening Splash Landings in July and August would cost the District an additional \$87,000. This cost does not include revenues and expenses associated with programming and lessons which, if offered, are estimated to generate approximately \$25,000. Additionally, admissions, memberships and facility rentals could generate an additional \$15,000. The net result would be a loss of \$47,000.

Deputy Skibbe confirmed that overall, admission revenue is down approximately \$400,000. Golf is the primary driver of admission revenue with 84% of the budgeted revenue for the District. Currently, Golf has posted \$228,315 in admissions revenue which is only 56% of budgeted revenue (175,000 below budget). Golf revenue has been significantly affected by the DCEO guidelines in May and June. Admissions revenue is also affected by the delayed opening of the pool; which in a normal summer, Roosevelt Pool would have opened Memorial Day weekend and Flick soon thereafter.

Lastly, Skibbe noted that due to the restrictions on the size of gatherings, facility rentals were cancelled early on during the closures. While we will begin to accept facility rentals soon, the revenue lost equals approximately \$130,000.

Vice President Dan Peterson asked, of the 56 employees that are no longer on unemployment, did we hire them back or did they find other employment? Deputy Skibbe acknowledged that they were hired back into the Park District. Vice President Peterson also asked, of the 375 camp participants, how does that number relate to demand, are there any wait lists? Superintendent of Leisure Services Todd Price answered that all those who wanted to registered for camps were accommodated and that there are no wait lists. Todd also commented that new camp offerings will be available after July 4 and we will see what type of market is out there for those new offerings.

Commissioner Dave Tosh asked Deputy Skibbe of the 24 full-time employees that are still furloughed, how many of them have been asked to come back to work. Deputy Skibbe noted that none of the 24 still furloughed have yet been asked back.

Executive Director Michael McCarty thanked the Board for their patience in waiting for this financial update until just now. He appreciates their understanding which allows the staff time to gather the most comprehensive data..

President Bill Casey expressed how the Board is very interested in hearing everything they can in regards to how this Pandemic is affecting the Park District. Especially since all of this is so new to everyone.

Commissioner Dave Dillon remembers hearing previously about a \$7 million-dollar loss and wanted to know what that number was referencing. He asked if it was the projected loss for the summer season. Deputy Skibbe noted the \$7 million may have been what staff had forecasted through December 2020 without expense reductions included.

Treasurer Bill Moore asked about the \$3,610,000 accumulated loss through December in the report the Board received tonight and if that assumes the cost for staff being brought back. Deputy Skibbe said it does assume that staff will slowly be coming back; however, if we end up going back to Phase 2, and closing things down again, these assumptions would not hold.

5. Matters from the Public

There were no members from the Public present at the Board meeting.

6. Approved Accounts Payable

Commissioner Roberts moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of May, 2020 in the amount of \$4,044,161.51. Roll Call Vote: Ayes: Katsamakias, Peterson, Roberts, Sullivan, Tosh, Dillon, Casey. Nays: None. Motion Carried.

7. Committees Reports and Recommendations

a. Finance/Administrative Operations & Marketing

i) Budget and Appropriations Timeline

Deputy Executive Director Katie Skibbe noted that the Budget and Appropriations timeline was included in the Board Packet as a reference for Board members and is a housekeeping item.

ii) Preliminary Budget and Appropriations Ordinance (BAO)

Deputy Executive Director Katie Skibbe reported that the Preliminary BAO as required has been available for public inspection at the Administration office beginning June 19, 2020 and has been posted on the District's website as well. The District is required to make the preliminary BAO available for inspection for at least 30 days prior to the public hearing and official action by the Board. The public hearing will take place immediately preceding the July Board meeting, after which the Board will consider the BAO for approval at the regular July Board meeting. The BAO is the legal maximum that can be spent in any line item. No action is needed at this time.

iii) Approved Ordinance 2020-11: Budget and Appropriations Transfer

Deputy Skibbe explained that this Ordinance is presented annually to the Park Board and is a housekeeping item. Each year, the District prepares a Budget and Appropriation Ordinance (BAO) which sets the legal maximum amount that can be spent provided funds are available. There may be instances in which spending in a particular line item exceeds the amount appropriated for that item. In that case, the Board has the authority to transfer unexpended funds from another line item to cover the shortage. The Transfer Ordinance is the vehicle for re-allocating appropriated funds from one-line item to another.

Commissioner Dillon moved seconded by Commissioner Peterson to approve Ordinance 2020-11 Budget and Appropriation Transfer. Roll Call Vote: Ayes: Peterson, Roberts, Sullivan, Tosh, Dillon, Katsamakakis, Casey. Nays: None. Motion Carried.

iv) Committee Update

No Report

b. Park and Facility Services/Environmental/Special Revenue Facilities

i) Approved the Glenview Park District Urban Forest Management Plan

Committee Chair Dave Tosh complimented Jim Warnstedt, Superintendent of Park & Facility Services for all the time he dedicated to working on this Urban Forest Management Plan.

Superintendent Jim Warnstedt recognized Steve Lane, the Park District's Urban Forestry Consultant from Graf Tree Care, Great Lakes Urban Forestry Management, who was present at the meeting. Jim acknowledged that last year, the Glenview Park District was among 20 Illinois communities awarded grants administered by The Morton Arboretum in partnership with the Illinois Department of Natural Resources to help improve Illinois urban forestry. This \$3,000 Urban and Community Forestry

Grant has enabled the Glenview Park District to create a comprehensive Urban Forest Management Plan. The District has more than 10,000 trees in addition to the inventory at The Grove. The Glenview Park District is required to match the grant funding, either financially or in-kind. The Glenview Park District Urban Forest Management Plan was developed by input from staff, partners and our forestry consultant. The mission of the Urban Forest Management Plan is to outline goals, budgets, and Arboricultural Best Management Practices for the Urban Forest at the Glenview Park District. This will provide the following benefits to the residents of the Glenview Park District: increased tree canopy cover; filtered and reduced storm water runoff; create shade and energy savings; promote general health and well-being; provide a source of enjoyment and aesthetics; uptake carbon dioxide and filter pollutants, and increase property values. As you can see by its 127 pages, it is a very comprehensive plan with extensive data, science and research. Jim emphasized that this plan is truly the culmination of decades of work. Jim then introduced Steve Lane, the Park District's consultant on this project who gave an overview of the Urban Forest Management Plan.

Steve Lane thanked the Board for having him. He remarked how he grew up in the Glenview area, has many fond memories and is privileged to have been able to manage the District's tree population for the last ten years. He noted these management plans are a big undertaking and are expected to last for over 30 years. It is aligned for consistency in planning with the Chicago Metropolitan Agency and is meant to be flexible and expandable. It is also intended to bring more groups into managing the urban forest and expand on those relationships. Steve noted the average tree life is between 150-200 years; so, we want a plan in place, a universal thread, where future boards/staff will be able to manage this plan appropriately. Steve also noted that diversity in tree species plantings is very important and it breathes stability. So, if one species is impacted, there are many others to balance out the effect. Financial stability is also important especially projecting out so far ahead and Steve complimented Superintendent Warnstedt's team for the great job they did putting together the numbers. Steve suggested this plan be looked at every so often to make sure it is working well. Some of the long-term goals of the plan are: to enhance the annual maintenance program; grow the number of trees; raise the awareness of forestry; enhance natural areas; define responsibilities; diversify tree species; manage invasive species; encourage pollinators and birds, and to be creative, e.g., establish a fruit orchard at Wager Farm to enrich the Farmer's Market. Also important is the value of trees, the cost to maintain them and setting a budget. The plan includes the CPI in these projections. Steve also emphasized the value and benefits of trees which have a remarkable return on investment; over 100%. He ended his presentation by reiterating the importance of diversity and the need to ramp up diversity of species by 2050 so that we don't see another situation like the Emerald Ash Borer taking out so many of one tree species. Steve also expressed what a privilege it has been for him to work with the Park District over the last 10 years on this project.

President Bill Casey thanked Steve for his presentation. He asked him to further explain the 34% tree canopy in Glenview; if that referred to just the Park District's trees or included the entire Village of Glenview.

Steve explained that an assessment is done of all trees in the area, and the 34% includes every tree in the Village, both public and private. The recommendation, which is very conservative, would be to increase the canopy to 35%.

President Casey also asked from a financial perspective, if it is more beneficial to do more plantings or to maintain the evasive species, especially during these tough economic times.

Steve admitted that it is really hard to commit to one over the other. It would be a larger conversation to have. Maybe a combination of both, but there are many opportunities that could be discussed.

Commissioner Jen Roberts acknowledged that she read the entire 127-page Urban Forest Management Plan. She loved it and found the opportunities for community engagement within the plan very exciting. She suggested some fun and educational ideas that could be put on the District's website to engage the community to participate in this plan, which she really feels is a living document. Commissioner Roberts asked if it was accurate that the Park District only has four Buckthorns within its property.

Steve clarified that a 2011 inventory included only managed and mowed areas, including the grasslands. So, there are most likely more Buckthorn out in the non-managed areas. Steve mentioned one endeavor they have promoted, which has been proven very beneficial, is to get students out to help with the removal of Buckthorn.

Commissioner Dave Tosh asked about the 20/10/5 rule, and if 20% of the tree plantings will be Oak trees?

Steve noted that rule is a really high standard to meet; however, out of all the municipalities and park districts he's worked with (over 40), the GPD is closest to hitting that standard right now. And he explained that because we are losing so many Oaks, we don't really look at that standard but rather plant as many as we need to. He also acknowledged there are many other species that can be planted as well.

Commissioner Roberts moved seconded by Commissioner Peterson to approve the Glenview Park District Urban Forest Management Plan. Roll Call Vote: Ayes: Roberts, Sullivan, Tosh, Dillon, Katsamakakis, Peterson, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

8. Division Reports

Each Division Head presented to the Board and for the benefit of the public, highlights of significant accomplishments within their divisions along with trend data and/or future plans for the coming months. President Casey noted he added this topic to the agenda since the Board has not been meeting regularly in Committees due to the Pandemic and felt this information needed to be shared.

Superintendent of Parks and Facility Services, Jim Warnstedt, reported that Landlock Paving re-did the west parking lots at The Grove since there was an issue with the lot's top surface. Landlock had completed the initial work on the lots last September. They finished the rework today and after next Tuesday, the lots will be lined and striped. Landlock gave the GPD an additional two-year warranty on the product installation with the GPD holding a 10% retainage on the work for an additional year. Superintendent Warnstedt also reported that the drainage work at the Community Park West softball fields has been completed and the fields will be ready for the fall season. He noted staff have been very busy catching up with mowing and landscaping and thanked President Bill Casey for volunteering his time to help the parks staff with two days of mowing. The staff was very appreciative of his help. Parks staff is also helping with the reopening of Flick Pool, getting the fields ready for play, working on irrigation issues and reopening facilities in conjunction with the Restore Illinois guidelines.

Commissioner Dan Peterson asked if Community Park West would be ready for the July 4 Reverse Parade since he heard from a resident that there is a lot of construction going on and it didn't look ready to host this special community event. Superintendent Warnstedt explained that Abt has construction work going on at the old AON building and their heavy equipment has caused some ruts in the road. Warnstedt has already spoken to Abt about this. However, Park District staff have been working tirelessly to not only get the entire District up to its high standards but will also make sure Community Park West is ready for the July 4 Reverse Parade.

Superintendent of Leisure Services, Todd Price, noted as earlier discussed, staff is currently working on opening the pool and the summer camps at various facilities. He also reported that staff is starting to take rental reservations. So far Carol DiLorenzo, our rental coordinator, has secured a rental at Schram Memorial Chapel in October and two each at the Redfield Estate and Lakeview Rooms for the beginning of next year. Superintendent Price noted that staff is also preparing for the July 4 Reverse Parade. There has been a lot of community excitement and buzz. So far we have issued 500 tickets and our cap is 585. We also have 31 parade floats registered. Staff has been placing markers along the park road for staging assisted by the help of Glenview Police and Fire. We also have a playlist of patriotic songs that will be played on radio station 88.5 which is the GBS station. Price also noted the Farmers Market has opened for the season. There was a lot of work to get it up and running but its opening hosted 900 visitors. There are less vendors this year, but the farmers there did very well. Superintendent Price also announced the retirement of long-time Grove maintenance staff member Tony Jasso. After 16 years of dedicated service at the Grove and also working for a few years in the Park Services division, Tony will be retiring on July 10 and we wish him all the best. Lastly, Superintendent Price pointed to the small bottle of hand sanitizer on each Board member's table. He explained that Whiskey Acres Distilling Co. out of DeKalb, IL produced the sanitizer. This is what we will be using for camps. What's interesting is a former Park District employee has since become a Master Distiller and now works for Whiskey Acres. So, in a way he has come back to help us with this. The sanitizer comes in one-gallon containers. Our park services staff developed a system that enabled staff to fill 450, 4oz bottles in just 2 hours instead of two days. Thanks to Kris Mikkelsen's brilliant invention using just cupcake tins and a funnel.

Commissioner Dave Dillon had some concerns with the number of cars coming to the July Fourth Reverse Parade since a previous event at the park had caused some traffic issues on Milwaukee Avenue. He asked if the Police would be helping with traffic control.

Superintendent Price reported that there will be two police officers stationed at Milwaukee Avenue/Zenith Drive and two at Central Avenue. The Village of Glenview had requested that tickets be given out to attend the parade so staff could stagger arrival times and prevent any backups. Every 15 minutes there will be 65 cars entering. There will also be three staging areas so staff can have cars wait to enter if needed. The only time cars will be stopped is at the very beginning where food donations will be accepted and bells given out to each car. Otherwise, the cars will be moving steadily through the parade route and exiting onto Central Avenue.

President Casey mentioned the recent news reports of hand sanitizer bottles causing fires when left in a hot car. Staff were asked to follow-up on the purported risk.

Commissioner Roberts asked if there has been any negative feedback regarding the Park District not hosting the Fireworks Show. Superintendent Price said he has not heard of any so far and there have been no comments on social media. He mentioned a town that was preparing to have a fireworks show and had to cancel it because they feared the crowds would be too great. The town's village hall had gotten so many calls from people from surrounding areas saying they were planning to come to that one show since their towns were not having one, prompted the town to cancel their show.

Commissioner Roberts also asked for an update on the Preschool. Superintendent Price noted that the District needs to secure a minimum of eight enrollments in order to start the program; so far the District has two enrollments.

Superintendent of Special Facilities, Lori Lovell, reported that Mark Baladad, the Tennis Club Manager received notification that the Glenview Tennis Club is a recipient of a \$2,500 USTA Facility Recovery Grant. The funds are to be used to help defray some of the tennis-related expenses associated with reopening the facility. She also reported that the Ice Center project is on track and staff anticipates laying down ice the first week in August. Superintendent Lovell noted that the Ice Center's new Zamboni has been delivered and is temporarily being stored at Park Services West; it will also be featured in the Fourth of July Reverse Parade. She also acknowledged that the next Ice Center tour will be held on Sunday, July 12 at 10a.m. and all Board members are invited. Lastly, Superintendent Lovell announced that Coarse Italian at the Glenview Park Golf Club will have both indoor and outdoor seating available beginning tomorrow for lunch.

Deputy Executive Director, Katie Skibbe, reported that staff continues to work on the financial software upgrade which is scheduled to go live in October 2020. Also, with the Fiscal Year ending April 30, the Finance department is busy closing out the Fiscal Year and getting ready for the annual audit which begins the second week in July. Deputy Skibbe also reminded everyone that this audit will be the last that will include the Special Revenue Enterprise Funds.

9. Matters from Commissioners

Commissioner Dave Tosh thanked all Park District staff for what they have been doing to get the Park District back to providing services to the community. He said there are not enough words to express his gratitude.

Commissioner Jen Roberts expressed her happiness to see the Farmer’s Market up and running and people returning to Wagner Farm. She feels the new location is great and hopes it continues to do well.

President Bill Casey referred to an article in the NRPA Parks & Recreation magazine that highlighted the added property value to homes that are located close to a golf course. The article noted that frontage golf course premiums typically averaged between 15-30 percent, which is much higher than the 8-10 percent typically associated with properties fronting onto passive parks. Also, after helping the Park Services staff with mowing a few weeks ago, President Casey saw first-hand how hard the staff work and complimented them for their professionalism and for all they do.

10. Correspondence

Executive Director Michael McCarty referred to an email he received from Neil Milbert, a former free-lance writer for the Glenview Lantern who for the past eight years had attended nearly every monthly Park Board meeting. Neil’s email was very complimentary of both the Park Board and staff. He wrote: “I admired the professionalism and dedication of the board members and staff and the pride you all have in serving the community. The board members left their egos at the door and the meetings always were models of efficiency. The board gets an A+ in every category.” Director McCarty thanked Neil for his kind words.

11. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics

No Executive Session was held.

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

None

13. Adjourned

Commissioner Peterson moved seconded by Commissioner Tosh to adjourn the Open Session at 8:24 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

William M. Casey, President

Michael D. McCarty, Secretary

Approved this 23rd day of July, 2020