



GLENVIEW PARK DISTRICT PARK BOARD MEETING

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes July 23, 2020

1. Roll Call

President William M. Casey called the meeting to order at 7:07 p.m. and the roll was called.

Commissioners present: David M. Dillon, Angie G. Katsamakias, Jennifer G. Roberts, David S. Tosh, William M. Casey.

Commissioners who attended remotely: Daniel B. Peterson and Joseph A. Sullivan.

Commissioners absent: None

Official Staff present: Treasurer William D. Moore, Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, 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 who attended remotely: Superintendent of Special Facilities Lori Lovell and Director of Brand Strategies and Community Engagement Jena Johnson.

Official Staff absent: None.

2. **Commissioner Roberts moved seconded by Commissioner Katsamakias to allow Commissioners Daniel Peterson and Joe Sullivan to participate in the July 23, 2020 Regular Park Board Meeting by electronic means. Roll Call Vote: Ayes: Dillon, Katsamakias, Peterson, Roberts, Sullivan, Tosh, Casey. Nays: None. Motion Carried.**

3. A Moment of Silence was observed

President Casey remembered long-time Park District employee Andy Betts who passed away recently. Andy, who was a farmer himself, spent many years at Wagner Farm, helping out wherever he was needed. President Casey wanted to recognize Andy for all his work. President Casey also asked everyone to take this time to give thanks to all they have found helpful during these difficult times.

4. Meeting Minutes

- a. **Approved the June 25, 2020 Regular Board meeting minutes**
- b. **Accepted the July 12, 2020 Park & Facility Services and Special Revenue Facilities Committee meeting minutes**

Commissioner Roberts moved seconded by Commissioner Dillon to approve the June 25, 2020 Regular Board meeting minutes and accept the July 12, 2020 Park & Facility Services and Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Katsamakakis, Peterson, Roberts, Sullivan, Tosh, Dillon, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

5. 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 addressed the Board and welcomed the members of the public that were present. He announced that yesterday, the United States Senate had passed the Great American Outdoors Bill which permanently funds the Land and Water Conservation Fund. He noted how the Park District and community have been positively impacted by this funding in the past as it has allowed us to increase land at The Grove. Efforts to gain permanent funding for the Land and Water Conservation Fund has been going on for decades and now this effort has yielded bipartisan support.

Director McCarty explained that ever since the pandemic has impacted our community, each month he has provided a COVID-19 update. He noted his update tonight will be different in that he will provide a brief statement and then turn it over to Jena Johnson, the District's Director of Brand Strategies and Community Engagement. After Jena Johnson, each of the District's Division Heads will provide a COVID update along with highlights from their respective divisions.

Director McCarty acknowledged that since the June Board meeting, the District had increased its program and service offerings and saw a slight increase in participation. He reported that Glenview's first successful Reverse Parade was held celebrating the 4th of July, with great participation from the community; the Fitness Center opened and youth sports began. He also reported that general swim at Flick Pool will begin this Saturday along with dance classes this week and that all camps continue to do well. And, with this increased activity, the District has planned for the many challenges that come with this pandemic. Staff have done a tremendous job to keep our patrons and workforce safe. Director McCarty emphasized that no matter the planning, protocols and safety measures that are put in place, they are only as good as how individuals in our community follow the guidelines of the Illinois Department of Public Health (IDPH) and the Centers for Disease Control (CDC).

He noted that the last thing we as a District want to do is shut down, slow down or revert back to an earlier phase of the Restore Illinois Plan. In order for this to not happen, we need the community to do what they did so well early on; follow the protocols, take these measures seriously, wear a face covering, social distance, and avoid large gatherings. He acknowledged that the challenges we have faced have all been due to spread of the virus occurring outside our programs and facilities and our hope is that if everyone does their job, we can continue to do ours.

Mike then introduced Jena Johnson, the District's Director of Brand Strategies and Community Engagement.

Jena reported that with our facilities starting to open, our response team has had a plan in place in the event there was a COVID-19 exposure. She noted staff had to put that plan into action because of the recent exposure at Flick Pool. Jena acknowledged that communication to the public has been transparent, swift, immediate and rooted in our commitment to public health. Any onsite and incoming patrons to our facilities have been notified with 15-30 minutes of an incident. As details are gathered, further communications are released within a few hours to our broader community. We are committed to protecting the personal information and privacy of any individual testing positive for the virus while still presenting as much detail as possible to the public. If we need to close a facility, all of our communication channels are updated, e.g., onsite announcements, signage, emails, social media, Rainout Line and our website. In addition, follow-up phone calls are made, the press is updated and our Board members and staff members are kept fully informed. Staff have received emails and postings from our patrons thanking us for the safety measures we have in place and for the detailed and transparent communications. Jena noted that as staff learns more about contact tracing, reducing the risk of a false negative test and more from our Public Health authorities, we will continue to communicate those updates to the public. As we open more of our facilities and provide more services, we will continue to reinforce to the public that they can trust us to put all required safety measures in place and to provide them with the best information available.

After completing her report and with no questions from the Board, Jena introduced Deputy Executive Director Katie Skibbe who presented a financial update on COVID-19.

Deputy Executive Director Katie Skibbe referred to the financial reports she had sent to the Board earlier this evening. She reported that the estimated net loss related to COVID-19 as of last month was 1.9 M. And as of July, the revenue deficit continues to increase but the expense reductions also continue to be realized. Additional lost revenue for the summer season is estimated at \$438,000 with the total loss of revenue at 5.4M. The majority of expense savings is in salary and wages. Katie noted that we continue to slowly bring staff back. However, we still have 13 full-time furloughed staff with 5 vacant positions and have hired 267 part-time employees; compare this to last summer/2019 when the District employed over 700 part-time employees. We also have additional expenses related to COVID, i.e., face masks, sanitizer, sneeze guards, gloves, signage and infra-red thermometers for a cost of \$186,000. The District continues to differ capital spending, postpone non-urgent maintenance and repairs

and has eliminated professional training. These expense reductions total 4.1M. since March and have had a positive impact resulting in a net loss of 1.3M since March.

Deputy Skibbe noted that in July, the District was able to open the Fitness Center for daily visits and offer limited operations. Patrons were able to reserve time slots with all State of Illinois Department of Public Health guidelines in place. Billing for memberships have begun with members being billed for half the month of July to make up the time members lost in March when the Center closed. The revenue from this billing was approximately \$45,000. However, we have lost over 500 members and had requests for 800 suspensions which together represent 24% of memberships. This is what we are seeing in the overall fitness industry. Even though the current fitness offerings have generated \$103,000, it falls \$800,000 below budget. With expenses continuing to be reduced, the actual deficit to date is \$35,000. Katie also reported that Golf is doing very well. Admission revenues have exceeded prior revenues by \$85,000 with private instruction revenues also exceeding prior years. However, memberships, merchandise and program sales at both Glenview Park Golf Club and Prairie Club have kept revenues under budget.

Commissioner Dave Tosh asked, out of the 24 staff who had not returned to work, had 13 now returned? Deputy Skibbe clarified that there are 13 full-time staff that have not yet returned to work.

Commissioner Angie Katsamakakis asked what the options were for those Fitness members who decided to suspend their memberships. Superintendent Lori Lovel explained that a member can suspend their membership throughout the Pandemic until Stage 5 of the Restore Illinois Plan. Commissioner Katsamakakis then asked if they decide to suspend and come back in February, would they start where they left off or would there be some kind of reinstatement fee. She doesn't see why they would cancel if they could come back at any time with no deterrent. Executive Director Mike McCarty said those who suspend their memberships could come back at any time with no additional fees assessed. However, those who cancel their memberships and want to come back would have to join as a new member. He noted that outside surveys have shown that many people have said they will never come back to a fitness center; this is not specific to the Park District, but indicative of the industry as a whole.

Commissioner Jen Roberts asked if we know where those who have canceled their fitness membership are going? Deputy Skibbe said from what we see now, most are choosing to do their fitness routines outside.

6. **Division Updates**

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.

Administration

Deputy Executive Director Katie Skibbe reported the Administrative Division is continuing to move forward with the implementation of the new financial software. End-user training

has been completed and integration of new program codes into the new chart of accounts continues. The District will go live with the new system in October 2020. Also audit field work was completed in July.

Recreation/Museums

Superintendent of Leisure Services Todd Price reported on two COVID related issues. The first is in regards to the positive test results of some staff at Flick Pool. Todd noted 32 staff had been tested with 24 coming back negative, 5 testing positive, and 3 results still pending. Contact tracing was done and 41 staff members were part of that tracing. Todd noted that operations at Flick Pool were suspended. Because of this, staff redesigned the program that consisted of 80 life guards, 14 assistant managers and 7 facility managers. They were divided into two teams and then into 2 squads. Hours of operations were limited so these squads couldn't cross over. Training was also done in smaller groups. Some other changes that were enacted were a change in the breakroom location to outdoors; change in the admission process to limit staff exposure to each other and the public; a more spaced-out clocking-in process with temperature checks and well-being questions asked before staff can start their shifts. Staff feel these new changes will help to keep staff and patrons safe. Pool patrons have expressed their gratitude for having the pool open and are happy with the safety measures that have been put in place.

Todd also explained an incident that happened within our girls' softball program. A volunteer had tested positive for COVID-19. Contact tracing was done with all but 2 of the girls on this specific team being asked to self-quarantine. The program has 122 girls and its season will last another three weeks.

Commissioner Jen Roberts asked if anyone from the public was part of the contact tracing that was done at Flick Pool and/or did we here if any public member had tested positive and believe it was because of the incident at Flick Pool. Superintendent Price replied no one from the public was part of the contact tracing and staff has not been made aware of anyone from the public having been affected by the incident at Flick Pool.

Superintendent Price also reported that the District's internal Environment team has started to meet again. Todd is the Co-Chair of that team and wanted to share what staff have been working on. Because of COVID-19, no-mow areas were considered. Areas in nine District Parks and at the Golf Course were highlighted. The areas resulted in beautiful re-growth and a cost savings to the District of \$4,660 since April. Todd also reported on the Reverse Parade that was held on the Fourth of July. He noted there were 35 floats in the parade and 566 cars that passed through. He was most proud of the community for the 1600 pounds of food that was donated by those who came to the parade, all of which was given to the Northfield Township Food Pantry.

Special Facilities (Golf Club, Prairie Club, Ice Center, Tennis Club, Fitness)

Superintendent of Special Facilities Lori Lovell acknowledged the stress everyone is feeling during this Pandemic. She was happy to announce the District's Recognition Team will be recognizing staff through the Peak Program for the quarter ending July 31. A drawing will be held to acknowledge four team members for their outstanding contributions to the Park District. Lori also reported on the increase in non-sanctioned activities that have been taking place in our parks this year. The Park District does not permit activities/programs without a

permit for the following reasons: It's a liability for the participants, instructor, and the district; Safety measures may not be enforced; Phase 4 protocols may not be followed; It has potential to impact other park uses that are allowed, and it has a negative impact on district revenue which is funded by 52% user fees. Superintendent Lovell also acknowledged that the renovation of the Ice Center is on schedule and staff is targeting a soft opening the first week of September. She explained that as we near the end of the project, staff is finalizing all of the details and creating the final punch list. Staff will begin to put ice down at the beginning of August. Lovell also noted that the District's golf and fitness operations are very popular and appreciated by the community and that we continue to improve our operations and make enhancements to the fitness schedule. She ended her report by acknowledging that the Prairie Club Staff are gearing up for the Fall 2020 paddle season and creating the league schedule and teams for both the men and women.

Park & Facility Services

Superintendent of Parks and Facility Services, Jim Warnstedt, reported that Staff met with engineers from Grumman/Butkus Associates, who were referred to us by NorthShore University Health System, regarding the air filtration at Park Center Health and Fitness. They looked at the Fitness Center and the rooftop unit that feeds the space. Their recommendation was to install MERV 13 filters on the rooftop unit that supplies the Fitness Center. MERV 13 filters are made out of the same material that N95 masks are made of. The engineers mentioned an ASHRAE study comparing 100% outside air (which is rough on the HVAC equipment, and is not energy efficient) and MERV 13 filters, and both methods produced the same results in terms of increased air scrubbing capabilities. Staff have ordered MERV 13 filters for Park Center Health and Fitness and expect delivery in the next few weeks. They are on national backorder, so supplies have been scarce.

Commissioner Dave Dillon asked if these filters were considered because of the Pandemic or because there is an issue with the environment in the Fitness Center and if these filters will only be used during the course of the Pandemic. Superintendent Warnstedt clarified that these filters, which are also used in hospitals, are being considered because they are specific to addressing the COVID-19 particulates and they will be an additional step for Fitness Members to know there is increased capabilities to help with COVID concerns. Jim noted that once we proceed into Stage 5, the additional filters will not be needed. He also noted that the rooftop units that feed into the Fitness Center are about a year old.

President Casey asked if MERV 13 filters were similar to or more protective than HEPA filters? Superintendent Warnstedt was not aware of the particulars of HEPA filters.

Superintendent Warnstedt reported that the Glenview Community Ice Center sculpture has been installed and it looks incredible. Local artist, resident, Elisa Boughner and fabricator Austin Bader created a beautiful sculpture out of glass and metal. It will be unveiled at the Ice Center Grand Opening. Superintendent Warnstedt also wanted to recognize the Glenview Park Foundation for commissioning and fully funding this beautiful work of art and thanked them for their generous donation. He also thanked the Foundation for their pledge of \$50,000 towards youth programming through the District's Leisureship fund which is provided in partnership with Youth Services. Additionally, he thanked both artist Elisa Boughner, who donated art materials and Angie Golden, an art teacher, who donated her time to the Leisureship fund.

Commissioner Dave Dillon asked what the financial impact was to the Glenview Park Foundation having to cancel their two top fundraisers this year: The Firecracker Classic and 3V3 Soccerfest. Jim explained that the Firecracker Classic nets the Foundation about \$50,000 and the 3V3 between \$12,000-\$15,000. However, the Foundation does have enough in reserves to cover their funding of the Ice Center sculpture and their pledge to the Leisureship Fund.

President Casey suggested inviting the Director of Youth Services to attend a future Park Board meeting to recognize the partnership between our two agencies and explain how the Leisureship funds help disadvantaged youth in Glenview to participate in recreational programming.

7. Public Comments

None.

8. Approved Accounts Payable

Commissioner Dillon moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of June, 2020 in the amount of \$3,456,209.06. Roll Call Vote: Ayes: Peterson, Roberts, Sullivan, Tosh, Dillon, Katsamakakis, Casey. Nays: None. Motion Carried.

9. Approved Consent Agenda items

President Casey asked if any Commissioner wanted to remove an item from the Consent Agenda for further discussion. There were no requests so President Casey asked for a motion to approve the Consent Agenda.

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

a. Approved a Finance/Administrative Operations & Marketing Committee recommendation to approve the First Amendment for the Glenview Park District Naming Rights and Naming Sponsor Sales Services Agreement

Due to the shift to essential business only during the Pandemic crisis, the sale and solicitation of naming rights sponsors was put on hold. As the State of Illinois has now reached Phase 4 of the Restore Illinois plan, the District has been able to resume more normal operations. This amendment recognizes the project was put on hold for 125 days and extends the contract term with Superlative Group Inc. by the same amount of time.

10. Committees Reports and Recommendations

a. Finance/Administrative Operations & Marketing

- i) Approved Ordinance 2020-12: Glenview Park District Budget and Appropriations Committee Chair Jen Roberts reported that Staff recommends approval of the attached Budget and Appropriation Ordinance (BAO) for fiscal year 2020-2021 which has been available for public inspection for 30 days, beginning June 19, 2020. The notice of a required public hearing on the BAO was published in the July 16

edition of the Glenview Announcements. She noted the public hearing took place just before the start of this Board meeting and now the Board will consider approving the ordinance. Chair Roberts explained that the legal deadline for filing the approved ordinance with the County Clerk's office is August 22, 2020 based on approving the ordinance at the July 23rd Board meeting. The Budget and Appropriation Ordinance is a required filing that sets the legal maximum that could be spent in each 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 became 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. There was no further Board discussion on the BAO and a motion was made to approve the Ordinance.

Commissioner Roberts moved seconded by Commissioner Dillon to approve the Budget and Appropriation Ordinance No. 2020-12 for fiscal year 2020-2021. Roll Call Vote: Ayes: Sullivan, Tosh, Dillon, Katsamakakis, Peterson, Roberts, Casey. Nays: None. Motion Carried.

ii) Update: Flick Pool Financials

Deputy Executive Director Katie Skibbe gave a brief update on the financial performance of Flick Pool through July 13, 2020. She reported that with excluding real estate taxes and operating transfers, Flick Pool has an operating deficit of \$4,068 thus far.

Chair Roberts noted Commissioners were surprised that the Flick Pool deficit was not larger than it is. She commended staff for how well they are handling Flick Pool operations during COVID.

iii) Committee Update
No Report

11. Matters from Commissioners

Commissioner Jen Roberts commended staff for putting on the July 4 Reverse Parade. She noted how unique and enjoyable it was. She also received a lot of feedback on social media from others wishing their towns had done something similar. She thanked staff for bringing back some sense of normalcy by putting on this parade, which is a favorite annual event and felt it was really appreciated.

Commissioner Dave Tosh congratulated the Leadership team for all they have been doing during this crisis. He felt they are doing a terrific job.

Commissioner Angie Katsamakakis has seen a lot of kids outside enjoying baseball and thanked staff for making that fun possible.

Commissioner Dan Peterson encouraged everyone to keep up the good work.

Commissioner Joe Sullivan thanked staff for the great job they are doing and he appreciates all their efforts.

President Bill Casey acknowledged that he attended the Illinois Association of Park Districts (IAPD) Board meeting yesterday and relayed how happy everyone was for the permanent funding that was established for the Land and Water Conservation Fund. This effort to permanently fund these grants had proven to be very difficult and often a political football. The funding comes from offshore oil leases and has help so many park districts over the years. He noted IAPD was also pleased with the good attendance they've had for their free webinars that have provided great resources to members, many related to COVID. IAPD is concerned however that the OSLAD grants could get swept if the Governor does not get his graduated income tax approved. President Casey announced that the annual IAPD Conference in January is still being planned to go on. This is a very important event which is 50% of IAPD's budget. He ended by commenting on the recent tour he took of the new Community Ice Center. He feels the residents will be very proud of this beautiful facility and congratulated them.

12. Correspondence

None.

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

No Executive Session was held.

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

None.

15. Adjourned

Commissioner Dillon moved seconded by Commissioner Tosh to adjourn the Open Session at 7:55 p.m. On Voice Vote, all present voted Aye. Motion Carried.

ATTEST:

William M. Casey, President

Michael D. McCarty, Secretary

Approved this 27th day of August, 2020