



GLENVIEW PARK DISTRICT  
PARK BOARD MEETING

Convened at Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025

**Regular Meeting Minutes  
September 24, 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, Daniel B. Peterson, Jennifer G. Roberts, Joseph A. Sullivan, David S. Tosh, William M. Casey.

Commissioners who attended remotely: Angie G. Katsamakidis.

Commissioners absent: None.

Official Staff present: Treasurer William D. Moore, Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff who attended remotely: Superintendent of Special Facilities Lori Lovell, Superintendent of Leisure Services Todd Price, Deputy Executive Director Katie Skibbe.

Official Staff absent: None.

- 2. Commissioner Roberts moved seconded by Commissioner Sullivan to allow Commissioner Angie Katsamakidis to participate in the September 24, 2020 Regular Park Board Meeting by electronic means. Roll Call Vote: Ayes: Dillon, Peterson, Roberts, Sullivan, Tosh, Casey. Nays: None. Motion Carried.**

**3. A Moment of Silence was observed**

President Casey congratulated, Brian Montgomery, Ice Center Manager of Program Services, on the birth of his son William.

**4. Meeting Minutes**

- a. **Accepted the August 11, 2020 Finance and Administrative Operations/Marketing Committee meeting minutes**
- b. **Accepted the August 13, 2020 Park & Facility Services/Environmental and Special Revenue Facilities Committee meeting minutes**
- c. **Approved the August 27, 2020 Regular Board meeting minutes**

Commissioner Dillon moved seconded by Commissioner Peterson to accept the August 11, 2020 Finance and Administrative Operations/Marketing Committee meeting minutes;

accept the August 13, 2020 Park & Facility Services/Environmental and Special Revenue Facilities Committee meeting minutes, and approved the August 27, 2020 Regular Board 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) 2020 IAPD/IPRA Community Service Award Nominations**

Executive Director Michael McCarty explained that each year the Illinois Association of Park Districts accepts nominations for Community Service Awards to recognize and thank volunteers, Board members and non-IPRA staff members for their outstanding contributions and unselfish devotion for the advancement of parks, recreation and leisure in the community and the State of Illinois. He asked the Board to pass along the names of any individuals or groups they would like to nominate who they feel have gone above and beyond in assisting the Glenview Park District. Staff will be nominating Lloyd Bettis, Karen Diener and Peter Brown, volunteers and Friends of Wagner Farm Board Members, for their support of the Farm for the past 18 years.

President Casey asked that Jesse Hall, President of Glenbrook Hospital; State Senator Laura Fine and Kay Laurie, Fourth of July Commission Volunteer, also be nominated for a Community Service Award.

**ii) Update: COVID-19 Financials**

Deputy Executive Director Katie Skibbe gave an update on the District's financials as they relate to the impacts from COVID-19. She reported that the District's total revenue loss to date is estimated at 6.1M and even though revenue continues to increase, it still falls short of budget. These losses span across all categories including real estate taxes. August operating revenues increased 21% over July while expenses decreased. The change in August expenses is due to the reversal of the unemployment expenses and a 27% decrease in salary and wages as seasonal employees come off of payroll. Real estate tax receipts are down 1.2M compared to the previous year and down 1.3M compared to budget. Skibbe noted the penalty grace period for paying real estate taxes is over in October, so we expect to see more real estate receipts coming in at that time. In August, program and instruction revenues increased due to Camp R.E.C. with total receipts of \$127,000; Session II begins next week. Overall, program and instruction revenue has posted the largest negative variance with an increase of \$400,000 from July-August. Golf rounds are up 17% over 2019 as is cart

usage. Glenview Park Golf Club and Prairie Club's combined admissions are exceeding the prior year and are up \$388,000. The District continues to mitigate revenue loss with expense reductions. The greatest reductions are seen in salary and wages. The District is slowly bringing staff back, but we still have two furloughed full-time staff and five part-time vacancies.

Commissioner Joe Sullivan asked Deputy Executive Director Skibbe if she felt the tax receipts not coming in now is just a timing issue or could it become a shortfall issue. Skibbe noted that since Cook County delayed interest on late fees until October, many residents who do not have their taxes taken out in escrow have chosen to delay their payments. She said we will see once the grace period is over if there are any issues with tax receipts coming into the District.

Commissioner Jen Roberts asked Deputy Skibbe if she had heard that the Cook County Assessor may do COVID reassessments, and if so, would that affect tax receipts for 2021. Deputy Skibbe had not heard anything regarding reassessments by the County Assessor and has not heard from any Cook County residents on the matter either. Skibbe noted staff continues to monitor all the County's taxing bodies for any updates or new information related to real estate taxes or assessments.

## 6. **Division Updates**

Each Division Head presented to the Board and for the benefit of the public, highlights of significant accomplishments within their divisions.

### ***Administration***

Deputy Executive Director Katie Skibbe reported that the Information Technology staff continue to work on securing IT capabilities for the Camp R.E.C. program as it continues to expand. They worked to have functioning Wi-Fi access at all locations and have installed a wireless bridge to the Roosevelt Fieldhouse for this purpose. IT also worked diligently to get the new Community Ice Center technology up and running. Currently they are working on the District's new Tyler financial software.

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

Superintendent of Special Facilities Lori Lovell thanked the Commissioners for their participation in the Ice Center Grand Re-opening ribbon cutting ceremony on Saturday, September 12. She noted this was the first time an event of this size was done virtually; with 276 viewers streaming the ceremony online. She is looking forward to having the Ice Center programs fully up and running for all our patrons.

### ***Recreation/Museums***

Superintendent of Leisure Services Todd Price reported that because of the effects of COVID on our schools, staff has been focused on providing our Camp R.E.C. program which will help families with eLearning. Friday ends Session I of the program which has run for four weeks and focused on all-remote eLearning assistance. With the schools now implementing a hybrid schedule beginning on September 29, staff is now preparing Session II of the program to align with the school's hybrid schedules and best accommodate Glenview families. Park District Staff have continually collaborated with School District 34 on the messaging going out to families to make sure it is accurate as well as securing transportation needs. Staff has expanded technology and eLearning locations by establishing a wireless bridge to the Johns

Park Fieldhouse and Hoffman School and the Crowley Fieldhouse and Henking School. Superintendent Price reported that 54 students have so far re-enrolled into the Session II program and open registration is not taking place. Price also announced the District's newest Halloween event, Spooktrunkular, which will be held on October 24 from 5:30pm-8:00pm. outside of Park Center. This event is taking the place of the annual Spooktacular which is held every year inside Park Center. Patrons are encouraged to decorate their cars and drive by the many stations that will be setup along the way. There will be a band playing music, dance teams performing to "Thriller" and other songs, and stations setup by various Sports teams and local businesses. Candy and other trinkets will be given out to those who drive through.

President Casey thanked Todd and his staff for the great collaboration with the schools and for all the work setting up additional Wi-Fi in order to offer Camp R.E.C. He also acknowledged that he had attended many Spooktacular's over the years which were always so much fun and is glad to see that even during this Pandemic that the fun will continue with Spooktrunkular. He is looking forward to seeing how the Park Center parking lot will be decorated for the event.

### ***Park & Facility Services***

Superintendent of Parks and Facility Services Jim Warnstedt spoke to the talents and creativity of the Park & Facility Services staff. He noted the safety barriers you see in all District facilities both for staff and patrons were fabricated in-house by staff and custom made to fit in each area. Staff just recently setup four temporary barriers in the Glenview Prairie Club bar area and also temporary barriers in the Glenview Community Ice Center at the front desk, snack bar and restaurant areas.

## **7. Public Comments**

Courtney Nottage, 333 Country Lane, Glenview

Mr. Nottage addressed the Board regarding the current situation between Glenview Youth Baseball (GYB) and The Blaze. He noted his 12-year old son plays Blaze baseball. He is concerned that there is a separation taking place between GYB and The Blaze and that this separation will take away equal access to baseball fields. He wants each group to stand on equal footings. Mr. Nottage acknowledged that he has coached over the years and feels blessed to have access to great fields and is proud to be part of this community. He feels this issue has caused a lot of consternation with the parents. So, on behalf of his son Anthony and all the other players, he is asking for fairness and equal access to the ball fields.

Demetra Christos, 1620 Primrose Lane, Glenview

Ms. Christos also addressed the Board on the current situation between Glenview Youth Baseball (GYB) and The Blaze. She is a mom whose son plays on a Blaze team and she is here on behalf of him and all the kids who play on Blaze teams. She feels the community is being torn apart by this potential separation. She noted the boys don't care what the issues are, they just want to play. As parents, we want our kids to play on The Blaze and have access to the fields. She heard another organization may come in to take the place of The Blaze and worries how that will affect the kids. She would like some assurances as Glenview tax payers. And, noted how hard it would be to tell their kids they can't play for The Blaze.

President Casey noted this is the first time the Board has heard about these issues between GYB and The Blaze. He also noted that staff would get back to both Mr. Nottage and

Ms. Christos on this matter. President Casey acknowledged that he has always seen collaboration among the sports teams and will try to help with this relationship. He would like to see the long history between GYB and The Blaze continue.

**8. Approved Accounts Payable**

Commissioner Roberts moved seconded by Commissioner Dillon to approve payroll and accounts payable for the month of August, 2020, in the amount of \$2,533,602.76. Roll Call Vote: Ayes: Peterson, Roberts, Sullivan, Tosh, Dillon, Katsamakis, 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 Sullivan moved seconded by Commissioner Tosh to approve the Consent Agenda items. Roll Call Vote: Ayes: Roberts, Sullivan, Tosh, Dillon, Katsamakis, Peterson, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- a. **Accepted a Recreation, Swimming Pools and Museums & Historical Preservation Committee recommendation to approve the 2021 Air Station Prairie Annual Recommendations.** The only change was to the date of the document.
- b. **Accepted a Recreation, Swimming Pools and Museums & Historical Preservation Committee recommendation to approve the 2021 Grove Annual Recommendations.** Group visitation fees were increased by 4%.
- c. **Accepted a Recreation, Swimming Pools and Museums & Historical Preservation Committee recommendation to approve the 2021-2022 Historic Wagner Farm Annual Recommendations.** Changes included raising group visitation fees by approximately 4%.
- d. **Accepted a Recreation, Swimming Pools and Museums & Historical Preservation Committee recommendation to approve the 2021-2022 Schram Memorial Chapel Annual Recommendations.** The only change was to the date of the document.
- e. **Accepted a Recreation, Swimming Pools and Museums & Historical Preservation Committee recommendation to approve the 2021-2024 AYSO Memorandum of Understanding.** The amount of alterations was minimal. The per player fee increased from \$12 to \$13 over the term of the agreement.

**10. Committees Reports and Recommendations**

- a. **Finance/Administrative Operations & Marketing**
  - i) Accepted a Finance and Administrative Operations/Marketing Committee recommendation to accept the Estimated Tax Levy

Committee Chair Jen Roberts explained that as required, the District announces an estimated tax levy at least 30 days prior to formal approval of the tax levy in November. This year the estimated tax levy that will be used to partially fund operations for the fiscal year beginning May 1, 2020 is \$20,070,343. This represents an increase of 2.72% to existing taxpayers. Chair Roberts noted that the board is continuing to work with staff to minimize any increase to our taxpayers. The final levy will be presented for approval at the November Board meeting. Also, the Property Tax Extension Law Limit (PTELL) is 4.54% for this year's tax levy.

Commissioner Roberts moved to accept a Finance and Administrative Operations/Marketing Committee recommendation to accept the Estimated Tax Levy of \$20,070,343. Roll Call Vote: Ayes: Sullivan, Tosh, Dillon, Katsamakakis, Peterson, Roberts, Casey. Nays: None. Motion Carried.

- ii) Accepted a Finance and Administrative Operations/Marketing Committee recommendation to accept the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2020

Committee Chair Roberts noted the Committee reviewed the audited financial statements and management letter for the period ending April 30, 2020. The District received an Unmodified Opinion from Lauterbach and Amen which is the highest level of opinion that is given by an audit firm. The auditors confirmed that the basic financial statements are accurate in all material respects and are reported in a manner that presents fairly the financial position and results of operations of the various units of the Glenview Park District. No significant deficiencies were identified in the management letter.

Commissioner Roberts moved to accept a Finance and Administrative Operations/Marketing Committee recommendation to accept the Glenview Park District Comprehensive Annual Financial Report for the year ended April 2020. Roll Call Vote: Ayes: Tosh, Dillon, Katsamakakis, Peterson, Roberts, Sullivan, Casey. Nays: None. Motion Carried.

- iii) Update: Glenview Community Ice Center Project Budget  
Deputy Executive Director Katie Skibbe reported that Jerry Aulisio from the AT Group along with staff presented the Committee with a preliminary budget summary for the ice center renovation which will conclude this fall. As the project concludes, the project budget will be closed and the project team will account for various expenses that are not final as of this meeting. The final report, which will be available late fall, will include an overview of the various costs that affected the budget.
- iv) Update: Glenview Community Ice Center Feasibility Study Pro Forma  
Deputy Skibbe noted the Committee was presented an update to the financial Pro Forma that was completed as part of the 2017 Feasibility Study. The Pro Forma projected 10 years of estimated revenues for the ice center. The updated Pro Forma included updated revenue estimates based on the approved fees and agreements for the pro shop, the restaurant and with the Glenview Stars. The Pro Forma will be updated based on the committee discussion and presented at a future meeting.

v) Update: Diversity Initiative

Deputy Skibbe reported that the District is committed to having a diverse and inclusive workforce and offering programs and services that serve our diverse community. So, the committee discussed several ways in which the District can continue to promote diversity and racial equity within the workforce and programs and services. Staff gave an update on the “Safe Zone Conversation” that was facilitated by a consultant sponsored through the Illinois Park and Recreation Association. Surveys were sent to staff who participated prior to the conversation and after; participants reported the conversation was very beneficial and a helpful beginning to understanding other points of view.

Commissioner Jen Roberts noted the committee also discussed ways the Board can also further its skill set on diversity and equity. She hopes those discussions are ongoing and the Board can also participate in some related training.

vi) Committee Update  
No Report

b. **Park & Facility Services and Special Revenue Facilities**

i) Accepted a Staff recommendation to approve the Second Amendment to the Snow Dumping Lot Intergovernmental Agreement between the Village of Glenview and the Glenview Park District

Committee Chair Dave Tosh noted that on September 2, 2008, the Glenview Park District and the Village of Glenview entered into a ten-year Intergovernmental Agreement which allowed the Village to use the Community Park West (CPW) site to dump snow and established various responsibilities for use and maintenance of the site. Upon the pending end of the agreement, it was determined that both parties would seek an extension. On November 8, 2018, the Village and Park District agreed to a two-year extension of the agreement, which expires on September 30, 2020. The Village is seeking an extension to the IGA for one more year which would allow the Village Public Works Department to continue to dump snow at CPW.

Superintendent of Park & Facility Services Jim Warnstedt noted that the one-year extension was asked for since the Abt access road improvement project that will run through part of CPW has been delayed until spring of 2021. Once that road work is complete, a more comprehensive agreement for the CPW site will be considered.

Commissioner Dillon moved seconded by Commissioner Peterson to accept a Staff recommendation to approve the Second Amendment to the Snow Dumping Lot Intergovernmental Agreement between the Village of Glenview and the Glenview Park District. Roll Call Vote: Ayes: Dillon, Katsamakakis, Peterson, Roberts, Sullivan, Tosh, Casey. Nays: None. Motion Carried.

ii) Committee Update  
No Report

**c. Recreation, Swimming Pools and Museums & Historical Preservation**

i) Update: Park Center Conceptual Design

Committee Chair Joe Sullivan reported that Staff gave the Committee an update on the conceptual design modifications that Williams Architects put together for possible future enhancements to Park Center. Williams Architects produced very preliminary concepts for the following three areas: Park Center and Northshore University Health Systems main entry separation, Park Center Health & Fitness space capture and control efficiencies and the Lakeview Room audio/visual technology upgrades. Staff and Williams Architects will continue to refine design concepts which will be presented at a future Committee meeting.

ii) Update: Naval Air Station Glenview Museum and Ingenuity Center

Committee Chair Sullivan explained that at the March 11, 2020 Combined Administrative Operations/Marketing, Finance and Museums and Historical Preservation Committee of the Whole meeting, staff presented a final draft of the Naval Air Station Glenview Museum and Ingenuity Center (NASGMIC) agreement and Commissioners agreed to move the agreement to the full Board for final discussion. However, this item was removed from the March 19, 2020 Board Meeting agenda due to the global pandemic. With six months having passed, staff brought the NASGMIC agreement back to the Committee for review and provided representatives from Glenview Hangar One Foundation (GHOF) and Bring It Home Glenview an opportunity to present Commissioners a status update. During the September 8, 2020 committee discussion, Commissioners directed staff to work with GHOF to develop a written fundraising plan with milestones for anticipated schedule, financial goals and targeted donors that would be added to the Development Agreement. The alterations to the Development Agreement will be placed on a future agenda of the Recreation, Swimming Pools and Museums and Historical Preservation Committee for Commissioner review and comment.

iii) Update: Judy Beck Grant

Committee Chair Sullivan noted that in early 2020, the family of former Park Board Commissioner of 32 years, Judy Beck, approached the District with an interest in finding a way to honor her legacy. After discussions and input with the Beck family, staff developed an annual grant program that would be funded by the Beck family. The grant would seek to provide a financial resource for community projects that promote efforts in environmental leadership, community engagement, and/or youth development. Thomas Beck, Judy's spouse, sought the District's assistance in administering the grant. At this time, an application, timeline and review process have been developed and will soon be made available to the community for project submission. Chair Sullivan noted this is a wonderful gesture on behalf of the Beck family and also a wonderful way to honor Judy.

iv) Committee Update

No Report

**11. Matters from Commissioners**

Commissioner Joe Sullivan was happy to be able to attend the Board meeting in person this month and looks forward to see all those who called into tonight's meeting real soon.

Commissioner Dave Tosh noted he made a visit to Flick Pool on Labor Day weekend to thank all the guards and staff on behalf of the Board for the wonderful job they did this summer keeping everyone safe, especially during these challenging times.

Commissioner Jen Roberts was happy with the Virtual Grand Re-opening of the Community Ice Center. She thought it was a unique experience and gave highest regards to staff for putting it all together. She thought the entrance of President Casey and Director McCarty on Zambonis was a really nice touch. She noted what a heartwarming moment it was to see the skaters back home at the Ice Center after working for so many years to get that accomplished. She gave kudos to both the staff and the Citizens Task Force for jobs well done.

Commissioner Dave Dillon is pleased to see the results and all the work that was done at the Community Ice Center. He looks forward to seeing the kids playing hockey and skating and just having fun. He noted that it is one of the nicest facilities around and all the hard work has really paid off.

President Bill Casey thanked staff for all their hard work on the Ice Center. He had thought it was a once in a lifetime experience as a Commissioner to see the pools built, but then the District built a golf course, then Wagner Farm, the new Administration building, two Park Maintenance buildings, developed more fields and the experiences continue. He also thinks it was an exciting opportunity for staff who got to experience working on this project and how hard they worked to make it all come together. It was a great collaboration and a testament to hard work with great support from the community for a building that will be around for many, many years to come.

**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 Peterson moved seconded by Commissioner Dillon to adjourn the Open Session at 7:40 p.m. On Voice Vote, all voted Aye. Motion Carried.

ATTEST:

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William M. Casey, President

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Michael D. McCarty, Secretary

Approved this 22nd day of October, 2020