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**GLENVIEW PARK DISTRICT
PARK BOARD MEETING**

Convened at Park Center
2400 Chestnut Avenue
Glenview, IL 60025

**Regular Meeting Minutes
August 26, 2021**

1. Roll Call

President Daniel B. Peterson called the meeting to order at 7:00 p.m. and the roll was called.

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

Commissioners absent: None

Official Staff present: Treasurer Bill Moore, Executive Director/Secretary Michael D. McCarty, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Superintendent of Recreation and Museum Services Melissa Rimdzius Marsh and Executive Assistant/ Recording Secretary Joanne Capaccio

Official Staff absent: Superintendent of Park & Facility Services James Warnstedt

2. Consideration to allow Commissioners to participate in the August 26, 2021 Park Board Meeting by electronic means

No Commissioner attended remotely.

3. A Moment of Silence was observed

President Dan Peterson noted the trying times we are all going through with the Pandemic and hoped we will see improvements soon.

4. Meeting Minutes

- a. Accepted the July 6, Youth Sports Task Force meeting minutes
- b. Accepted the July 8, 2021 Park & Facility Services/Environmental Committee meeting minutes
- c. Accepted the July 13, 2021 Finance and Administrative Operations/ Marketing Committee meeting minutes
- d. Approved the July 22, 2021 BAO Public Hearing meeting minutes
- e. Approved the July 22, 2021 Regular Board meeting minutes

Commissioner Casey moved seconded by Commissioner Dillon to accept the July 6, Youth Sports Task Force meeting minutes; accept the July 8, 2021 Park & Facility Services/Environmental Committee meeting minutes; accept the July 13, 2021 Finance and Administrative Operations/Marketing Committee meeting minutes; approve the July 22, 2021 BAO Public Hearing meeting minutes, and approve the July 22, 2021 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Dillon, Roberts, Sullivan, Tosh, Basic, Peterson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

5. **Officers' Reports**

a. **President**

President Peterson went over the procedures for the public to address the Board.

b. **Treasurer**

Commissioner Jen Roberts asked Treasurer Bill Moore if the reason that the tax revenue is under is because of the delay with the second property tax bills going out, i.e., the October payments just went out. Treasurer Moore noted that this is always unpredictable and is really just a timing issue as to when the County collects them. The District basically estimates the tax revenue and has never not gotten the full amount. We are guaranteed the tax revenue, just not when we receive it.

Commissioner Roberts also asked what were the repairs that were done on the Gallery Park look-out tower. Executive Director Mike McCarty noted he would get those specifics and report back to the Board.

c. **Attorney**

No Report

d. **Secretary/Executive Director**

No Report

6. **Public Comments**

None

7. **Approved Accounts Payable**

Commissioner Sullivan moved seconded by Commissioner Dillon to approve payroll and accounts payable for the month of July, 2021, in the amount of \$2,803,088.63. Roll Call Vote: Ayes: Dillon, Roberts, Sullivan, Tosh, Basic, Casey, Peterson. Nays: None. Motion Carried.

8. **Approved the Consent Agenda**

President Peterson noted there was one item on the Consent Agenda; a Liquidation of Personal Property Ordinance. He explained that this is a housekeeping item to sell unneeded Park District equipment. Most of the items on the list were fitness treadmills. President Peterson then asked if any Commissioner wanted to remove any items from the Consent Agenda for further discussion. There were no requests.

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

a. **Approved Ordinance No. 2021-09: Liquidation of Personal Property**

This is a house keeping item to sell unneeded Park District equipment.

9. **Committees Reports and Recommendations**

a. **Finance and Administrative Operations/Marketing Committee**

i) Estimated Tax Levy

DRAFT

Committee Chair Bill Casey noted there was a lot of good discussion in Committee on the tax levy and an update was given on the savings realized from the Voluntary Retirement Incentive Program. He noted the Committee was asked to give their recommendation on the tax levy to the full Board.

Deputy Executive Director Katie Skibbe reported that Staff presented information on the 2021 tax levy which will fund operations in the 2022/2023 fiscal year. Several points were outlined including the 2020 CPI of 1.4%, a decrease to the Special Recreation Levy due to reduced capital costs, and small changes to the Bond & Interest Levy due to fluctuations in principal and interest payments. Further discussions will take place at the September Finance Committee Meeting.

- ii) Deputy Director Katie Skibbe also reported that Staff provided to the Committee an update on the Voluntary Retirement Plan offered to employees in October of 2020. This plan was designed to reduce expenses during a time of unprecedented revenue loss at the District. Twenty-seven employees were eligible to participate, and thirteen employees opted into the program (48% acceptance rate). Staff estimates that over a three-year period, the savings net of the incentive costs will be \$521,397.

Finance Committee member Jen Roberts asked if the District knew how well our version of the Voluntary Retirement Plan did compared to other Park Districts.

Deputy Director Skibbe explained that each Park District had different offerings within their Voluntary Retirement Plans, i.e., small incentives to very large incentives. From those who offered what could be characterized as an average offering, they were all relatively successful.

Committee Chair Bill Casey remarked that with the increases we have seen in Covid cases, would we offer this incentive program again, if we need to cut back on our services. And, if so, are we better positioned this time.

Deputy Director Skibbe explained that we are in a good financial state currently since people have come back to use our services. Overall revenues have been bouncing back. She noted we could offer another Retirement Incentive; however, she would not recommend it. Since we've already lost 13 staff and with people making career changes and leaving the workforce to stay home with their kids, this could prove difficult to maintain staffing levels. Plus, maintaining historical knowledge on how to operate the Park District is also important.

Chair Casey asked if we keep doing what we're doing, chances are we won't be shutting down again?

Executive Director McCarty noted the previous shut down was mandated by the Governor, so we had to shut down. The only mandate now is the state-wide mask mandate that begins on Monday. However, being in Cook County, we have been under a mask mandate since last week. And even if there ends up being capacity restrictions, we don't think that will end up in a shut-down mandate. The mandates are concerning because we have already seen a number of Fitness memberships put

DRAFT

on hold due to the mask mandate. Another area that may be affected by the mask mandate is Tennis, but so far, it is doing well.

Chair Casey also was looking ahead to the possibility of having to implement vaccination mandates for staff and certain programs. He thinks we should start thinking about how we can continue to succeed and exceed in managing these issues to keep the Park District moving forward.

Committee member Roberts noted many companies are now thinking about not having their staff return to the workplace after Labor Day, but to push remote work out until 2022. She asked if we have been flexible with remote work for some staff roles.

Executive Director McCarty referred to the District's remote work policy that the Board approved last year. He noted staff were given the option to submit a request for remote work days, which a number have done. So, the flexibility is there for those roles that can work remote.

iii) Lastly, Deputy Director Skibbe noted that Staff provided an update to the Committee on first year DEI (Diversity, Equity, Inclusion) initiatives and potential costs and are currently recruiting employees for the DEI Task Force. This task force will be comprised of employees with various roles throughout the District and will seek to be inclusive of the variety of experiences and perspectives in our community. The first meeting of this committee is scheduled for September.

iv) Committee Update
No Report.

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

i) Update: Phase III Wagner Farm Master Plan
Committee Chair Jen Roberts reported that the Committee was given a great presentation and a wonderful wish list for the next Phase of the Wanger Farm Master Plan. She was very excited to see what's next.

Superintendent of Recreation and Museum Services Melissa Rimdzius Marsh reported that the Committee reviewed a space utilization and needs study of the Heritage Center and surrounding landscape conducted by Holabird & Root as part of Phase Three of the Historic Wagner Farm Master Plan. Based on current visitation and levels of use, the study identified areas of deficiency in the facility. Holabird & Root's architects identified several areas for potential improvement including a more convenient and visible entrance to the building, public facing exhibits, public facing dairy demonstrations, additional indoor restrooms, outdoor restroom access, as well as increased storage and work space to accommodate current needs. The Committee also reviewed an update to the Strategic Utilization and Master Planning document, which outlined conceptual options (the aforementioned wish list) to address the identified areas of need. Commissioners provided feedback and identified areas for further investigation. Staff anticipates providing an update during an upcoming Recreation, Swimming Pools and Museums & Historical Preservation Committee and look forward to the continued conversations.

- ii) Committee Update
No Report.

c. **Special Revenue Facilities**

- i) Approved the purchase of a John Deere 4052R Compact Utility Tractor with a Terra Rake in the amount of \$36,781.85 from Revels Turf and Tractor, LLC (formerly J.W. Turf, Inc.) of Elgin Illinois.

The current tractor, a 1999 John Deere 4500 purchased and received in 2001, has exceeded its useful life and is exceeding normal maintenance resulting in significant down time for the unit. The tractor purchase is being made through the SourceWell joint purchasing program and includes the tractor, trade in and freight/delivery; a cost savings of \$1,218.15 from the budget of \$38,000.

Committee Chair Dave Dillon noted the Committee agenda had been adjusted but this item needed to be approved tonight so it was brought to the Board. He then asked for an explanation of a “Terra Rake”.

To answer Chair Dillon’s question, Superintendent of Special Facilities Lori Lovell explained that you can compare a Terra Rake to a men’s razor. The Terra Rake pulls blades of grass to an upright position so they can be cut more precisely. She noted it is used on the whole golf course but primarily on the fairways.

Commissioner Cathy Basic asked if we have worked with this company previously to purchase equipment.

Superintendent Lovell noted that we have worked with J.W. Turf, Inc. in the past; which recently sold to Revels Turf and Tractor, LLC. This purchase was conducted through SourceWell which is a joint purchasing program the Park District participates in to guarantee us a specific price.

Commissioner Basic also asked if other bids are considered or just the bids SourceWell receives.

Superintendent Lovell noted that SourceWell puts out all the bid information and collects the quotes from vendors. They then award the bid to the lowest responsible bidder. In this instance, the low bidder was Revels Turf and Tractor, LLC.

Commissioner Basic asked if the Park District receives all of the bid information collected by SourceWell.

Superintendent Lovell noted we can receive all that information if we request it.

Committee Chair Dillon noted that these purchasing programs can be very complicated. He mentioned that there is a session on purchasing programs coming up at the September NRPA Conference if anyone is interested. He noted these types of purchasing programs do simplify and expedite the purchasing process and relieves costs on our end with staff not having to manage the process. It also allows the District to purchase a “unique” item easily. SourceWell, in turn, recovers fees from

DRAFT

the manufacturers for its role in the process. Commissioner Dillon remembers the Skate Park project at CPW using a purchasing program for the unique items it required.

Commissioner Sullivan moved seconded by Commissioner Dillon to purchase one John Deere 4052R Compact Utility Tractor with a Terra Rake in the amount of \$36,781.85 from Revels Turf and Tractor, LLC (formerly J.W. Turf, Inc.) of Elgin Illinois. Roll Call Vote: Ayes: Sullivan, Tosh, Basic, Casey, Dillon, Roberts, Peterson. Nays: None. Motion Carried.

- ii) Committee Update
No Report.

10. Matters from Commissioners

Commissioner Jen Roberts remarked how she attended the Chicago Open at the Glenview Community Ice Center; the first skating competition that has been held in the new building. She was amazed at the space and height of the new facility and because of the spacious interior, she said it was hard to even tell there was a tournament going on. She noted how skaters were able to take pictures with their medals in front of the beautiful art adorning the fireplace and she heard others just raving about the new facility. She gave Kudos to Ice Center General Manager Brian Montgomery and his staff for the great job they did running the tournament, since there is a lot of coordination that needs to come together. But, she said it ran smooth as butter in a beautiful facility.

Commissioner Roberts also spoke about her support for flying the Pride Flag. She explained that at the July 13, 2021 Finance and Administrative Operations/Marketing Committee meeting, a discussion was had about whether or not to fly a Pride flag next year, or any flags other than our current flags which are the American Flag and Illinois State Flag, plus the Armed Forces flags at the war memorial park. Since she was unable to attend the July 13 Committee, she read the committee meeting minutes from that day and saw that not one commissioner spoke in favor of flying a Pride flag or other types of flags outside the ones already mentioned. The committee minutes also noted the following comments being made regarding this topic: a desire to find a way to show our commitment to Diversity, Equity and Inclusion in other ways; a hope to see our Glenview Park District flag as embodying our mission, which includes making everyone feel welcomed and wanting to lead with actions rather than with the presentation of a flag. She wondered why then does the District fly any flag if that's not an action that supports our mission? She noted that perhaps that could be a discussion for another time.

She acknowledged that the Board already knows she supports flying the Pride flag. She explained that we can create inclusive policies, which are excellent and required; we can treat people equally, which should be basic; and we can provide programs that reach all corners of our diverse community, which should be a priority, but we don't do this in the dark.

She emphasized how we communicate with our residents all the time for example through marketing, the brochure, with signs throughout the District, as well as online and on social media, and that we consciously try to reach everyone and yet, here's another way to do that and that's what flying the Pride flag does. It says to a group of people who face harassment

DRAFT

and violence and legal obstacles in every country but one; who may be out or not yet out and the people who love them; who face higher suicide rates; who fear holding hands with their loved one in public; who get substandard medical care from doctors who were taught only or mainly about health concerns for heterosexual people, and for those who have a reasonable fear of harassment or violence about a core part of their selves, flying the Pride flag says that we're standing out here with you and standing up for you, and you will be safe here. She noted, it's sad but that sentiment is not a default for those in the LGBTQ+ community. It needs to be said and we are not yet past saying it.

Commissioner Roberts summarized her thoughts by saying, at the end of the day, it's not about a flag, but at the same time, it kind of is. She noted how are DEI(Diversity, Equity and Inclusion) consultants said we need to meet our residents where they are, provide better services and that we should be living DEI. The Pride flag is a signal and means a lot to the LGBTQ+ community. Communities are standing up for their LGBTQ+ residents by passing policies and flying the Pride flag, or they're not. However, people pay attention and people make choices about where to spend their time and which organizations support them. She feels flying the Pride flag is a way to show that the District supports them. Commissioner Roberts hopes this important conversation will continue.

Commissioner Bill Casey attended the recent NSSRA Summer Bash at Park Center along with President Peterson and noted how this annual event is always a good opportunity to see our Park District's Mission at work benefitting so many with special needs and assuring recreational opportunities for them. He expressed how it is both a happy and humbling time and that staff did a great job helping with this very special event.

Commissioner Dave Tosh asked when the grand opening of the new NSSRA facility was. Executive Director Michael McCarty noted it is being planned for October 22 and 23 but more details will be shared with the Board when they are finalized.

11. Correspondence

None

12. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq.

No Executive Session was held.

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

None

14. Adjourn

Commissioner Basic moved seconded by Commissioner Dillon to adjourn the Open Session at 7:29 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Daniel B. Peterson, President

Approved this 16th day of September, 2021

Michael D. McCarty, Secretary