



GLENVIEW PARK DISTRICT BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
July 26, 2007

1. Roll Call

President Przybylo called the meeting to order at 7:03p.m. and the roll was called.

Commissioners present: Judy Beck, William M. Casey, Angie Katsamakias, Bob Patton, and Ted Przybylo.

Commissioner Mary Jean Coulson arrived at 7:10 p.m.

Commissioners absent: Michael P. Scholl

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Special Facilities Cheryl Deom, Superintendent of Park Services Fred Gullen, and Recording Secretary Joanne Capaccio, Director of Recreation at Park Center Jason Herbster. Please refer to the attendance record for other visitors.

Staff absent: Superintendent of Leisure Services Robert Quill.

2. Moment of Silence

3. Approval of the June 28, 2007 FY2007-2008 Budget and Appropriations Ordinance meeting minutes and the June 28, 2007 Regular Park Board meeting minutes.

Commissioner Casey moved, seconded by Commissioner Katsamakias to approve the minutes of the June 28, 2007 FY2007-2008 Budget and Appropriations Ordinance meeting and the June 28, 2007 Regular Park Board meeting. A Roll Call Vote was taken: Ayes: Beck, Casey, Katsamakias, Patton, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentation on Environmental Management System (EMS) - Mr. Ken Barnes

Commissioner Beck explained that an Environmental Task force was setup according to the Park District's Strategic Planning. This task force looks at environmental management and would like to develop an environmental policy. Therefore, Mr. Barnes was invited to present a model for the Board to consider.

Mr. Barnes is an Environmental Engineer with the Illinois Department of Natural Resources, Pollution Prevention Program, Waste Management and Research Center (WMRC) in Champaign, IL. His proposal could assist the Glenview Park District to

establish and implement an Environmental Management System (EMS) aligned with the International Environmental Standard – ISO 14001:2004. The EMS has five components: environmental policy, planning, implementation/operation, checking, and management review.

This environmental policy will not only be good for the environment but also save the Park District money on energy, water, and chemical usages. The three pillars of this process would be: commitment to compliance, commitment to pollution prevention, and commitment to continual improvement. Documentation is key and procedures would need to be written. The Park District could always change its EMS if targets are not being reached. In order to be certified, an auditor would need to make sure the district is following the legal requirements stated in the EMS ISO 14000 manual. The cost for the auditor would be approximately \$40,000.

Commissioner Beck asked if there were other state programs that did not require an auditor. Mr. Barnes said there were and the Park District could also self-certify and document their environmental management system on the Park District website. Director Balling commented on the possibility of having the Park District Risk Management Agency (PDRMA), which now insures the Park District, audit the Park District on their EMS. Director Balling asked what the cost would be to just be aligned to the WMRC. Mr. Barnes replied that it would be \$3,000 and this alignment could include other agencies as well.

Mr. Barnes noted that if the Park District wanted to align with the WMRC to produce an Environmental Management System, a series of five workshops would be presented and implementation assignments would be reviewed.

5. Officers' Reports

a. President

President Przybylo called for a motion to move agenda item 9.b.i) the [Finance Committee recommendation to approve Ordinance Number 2007-23 authorizing the issuance of General Obligation Alternate Bonds of Glenview Park District, Cook County, Illinois, in an aggregate principal amount not to exceed \$10,000,000] up to be considered with agenda item 5.a.ii) [Calling a public hearing on August 23, 7:00 p.m. at the Park Center, Room 101 concerning the intent of Glenview Park District, Cook County, Illinois, to sell up to \$10,000,000 General Obligation Alternate Bonds and directing the publication of a notice setting forth time, date and place of the public hearing.]

Commissioner Beck moved, seconded by Commissioner Patton to amend the agenda. A Roll Call Vote was taken: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo. Nays: None. Motion Carried.

i) Procedures for public to address the Board

President Przybylo reviewed audience participation procedures and asked if anyone wanted to address the Board they should fill out a speaker card at the back of the room and hand it to the recording secretary

- ii) Calling a public hearing concerning the intent of the Glenview Park District, Cook County, Illinois, to sell up to \$10,000,000 General Obligation Alternate Bonds and directing the publication of a notice setting forth time, date and place of the public hearing.

President Przybylo directed that a public hearing be held as part of the regular Glenview Park District Board meeting on August 23, 2007 at 7:00 p.m. at Park Center, Room 101 concerning the intent of the Glenview Park District to sell up to \$10,000,000 General Obligation Alternate Bonds to fund capital projects identified in the Park District Strategic Plan. He further directed that a notice of the public hearing including the time, date and place of the public hearing be published no sooner than August 2 and no later than August 16 in the *Glenview Announcements* and for the notice to be posted at Park Center and the Administration building no later than August 21.

Financial advisor Steve Larson from Ehlers Associates, Inc. explained that by authorizing the bond for \$10,000,000, as planned for in the Strategic Plan, the Park District would have the ability to use \$2,000,000 when it is needed.

Agenda item 9.b.i). was moved up on the agenda and a motion was made.

@ Finance Committee Recommends Approving Ordinance Number 2007-23 authorizing the issuance of General Obligation Alternate Bonds of Glenview Park District, Cook County, Illinois, in an aggregate principal amount not to exceed \$10,000,000.

Commissioner Casey moved, seconded by Commissioner Katsamakakis to approve the Finance Committee recommendation approving Ordinance Number 2007-23 authorizing the issuance of General Obligation Alternate Bonds of Glenview Park District, Cook County, Illinois, in an aggregate principal amount not to exceed \$10,000,000, pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended and directing the publication of a notice setting forth the determination of the District to issue such bonds A Roll Call Vote was taken: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo. Nays: None. Motion Carried.

b. Treasurer

- i) Review of the monthly financial report and \$30,000 accounts payable
Park District Treasurer William Moore gave a brief summary of expenses and revenues for the month of June. Bill commented that there were three invoices greater than \$30,000: Amber Mechanical Contractors, Northern Suburban Special Recreation Association, and Blue Cross/Blue Shield.

c. Attorney

- i) Draft of Annexation Ordinance 2007-22
Attorney Witwer referred to the draft ordinance and explained that the owner of the former Culligan property is contemplating a mixed use of this parcel. The Park District can annex unincorporated property that shares common

boundaries with the Park District. The Village of Glenview will also be annexing the property. Attorney Witwer announced a special Board meeting on August 9, at 6:00 p.m. at the Administration building for the purpose of passing this annexation ordinance.

d. Secretary/Executive Director

i) Park Tour

Director Balling talked about the concept of a park tour for Commissioners, Foundation members and the press. The Board will be polled in mid-September to try and set a Saturday morning date in October for the tour.

ii) Appointment of two Commissioners to serve on an Intergovernmental Committee to explore the joint office concept between the Village, School District 34 and the Park District

Director Balling announced that Park Board President Przybylo and Vice-President Coulson will serve on an Intergovernmental Committee to explore the possible joint office concept between the Village, School District 34 and the Park District.

iii) Update on the "Our Climate Matters" Symposium

Director Balling updated the Board on the League of Women Voters of Wilmette "Our Climate Matters" Symposium. Most programs will be held at Park Center with the Tyner Center being used for the Green Architecture panel. The Board has accepted the League's request to be the co-sponsor of this event which is scheduled for October 18-21. Superintendent Fred Gullen will be the Park District liaison. Director Balling reminded the Board that the League assured the Park District that this is a bipartisan program and all sides of the Global Warming issue will be addressed.

6. Matters from the Public

President Przybylo reviewed audience participation procedures and asked if anyone wanted to speak to items on the agenda, they should fill out a speaker card at the back of the room and present it to the Board.

7. Accounts Payable

@Consideration to approve Accounts Payable: \$1,704,613.23

Commissioner Casey moved to approve all accounts payable for the month of June, 2007 in the amount of \$1,704,613.23 seconded by Commissioner Katsamakias. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakias, Patton, Przybylo. Nays: None. Motion carried.

8. @ Consent Agenda

President Przybylo asked if there were any items on the Consent Agenda that needed to be removed or have further discussion. Commissioner Katsamakias asked that items 8a. and 8b. be removed from the Consent Agenda for further discussion.

Commissioner Beck moved seconded by Commissioner Patton to approve the Consent Agenda after removing items 8a. and 8b. for further discussion as requested

by Commissioner Katsamakias. Roll call vote: Ayes: Beck, Casey, Coulson, Katsamakias, Patton, Przybylo. Nays: None. Motion carried.
(Copy of supporting information filed herewith and explained below.)

- c. Liquidation of Personal Property Ordinance 2007-21. (Old computers) This Ordinance provides for the disposal or sale of personal property owned by the Glenview Park District which is no longer necessary or useful to the Park District.
- d. Environmental and Natural Resources Committee recommends acceptance of low bid for paving work at various Park District parks from Meridian Construction of Lake Bluff, IL in the amount of \$103,980.
- e. By-Law revisions for the Glenview Park District Senior Club-minor revisions were made.
- f. Policy Manual Update-The Administrative Operations Committee recommended approval of 20 updated policies in the Park District's Administrative Policy Manual.

Further discussion on removed items from Consent Agenda

- a. Agreement with Gewalt Hamilton for engineering services at Community Park West II - REMOVED FROM CONSENT AGENDA
- b. Agreement with Williams Architects for architectural and engineering services for the renovation of the mechanical systems at Glenview Ice – REMOVED FROM CONSENT AGENDA

Commissioner Katsamakias asked how consultants were chosen for Park District projects and how their fees were determined. Director Balling explained that most have worked for the Park District before and have done a good job in the past. Fees are negotiated only after the consultant has been selected. Attorney Witwer explained that bids do not have to be done for design professionals. However, an Illinois State Act requires an RFP (Request for Proposal) be submitted if there is no prior business relationship.

Commissioner Casey moved seconded by Commissioner Patton to approve the agreement with Gewalt Hamilton for engineering services at Community Park West II and the agreement with Williams Architects for architectural and engineering services for the renovation of the mechanical systems at Glenview Ice. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakias, Patton, Przybylo. Nays: None. Motion carried.

9. Committees Reports and Recommendations

- a. *Administrative Operations and Marketing*
 - i) @Consideration to approve the purchase of new district-wide phone system (equipment, computer software, infrastructure, labor and cabling) from Sentinel, Downers Grove, IL a Cisco partner in the amount of \$238,018 Superintendent Barb Cremin reported on the reasons and goals for purchasing a new district-wide phone system for the Park District. Among those being; a new phone system was identified as a strategic planning initiative for FY 2007/2008, this new system would override deficiencies in the current “individual” system and connect the various Park District facilities, and the

main reason is for improved customer service. The list of systems was narrowed down to two, Vonexus and Cisco Call Manager. Although Cisco cost more, it better meets the overall objectives of the Park District. The Director liked Cisco for two reasons; they would be overseeing the installation and managing of the project and Cisco is being used by other Park Districts with similar operations to Glenview's. The new system would be installed around October with very little disruption to our customers. Commissioner Coulson recognized Kevin Roberts for negotiating the terms of the agreement.

Commissioner Coulson moved seconded by Commissioner Katsamakis to approve the Administrative Operations Committee Recommendation to approve the purchase of a new district-wide phone system (equipment, computer, infrastructure, labor and cabling) from Sentinel, a Cisco Partner in the amount of \$238,018. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakis, Patton, Przybylo. Nays: None. Motion carried.

ii) Committee Update

Superintendent Cremin noted the housekeeping item on the Consent Agenda to update the Policy Manual to reflect current policies. She stated that going forward, the various Committees could look at current policies and recommend to the Board any changes they felt needed to be made.

b. ***Finance***

- i) @ Finance Committee Recommends Approving Ordinance Number 2007-23 authorizing the issuance of General Obligation Alternate Bonds of Glenview Park District, Cook County, Illinois, in an aggregate principal amount not to exceed \$10,000,000

This motioned was moved up on the agenda to 5.a.ii) and motion carried.

ii) Committee Update-None

c. ***Environmental and Natural Resources Task Force***

- i) Environmental policy

Commissioner Beck commented on the Task Force Committee's desire to develop a district-wide environmental policy. She explained the reasons for developing a policy would be: because we are obligated to comply with certain environmental policies, we could save the Park District money by looking at alternate energy sources, and most importantly, we could be leaders and stewards of the environment. One of the more urgent reasons is so the costs for this policy could be included in the budget. Commissioner Casey and Beck thought the Environmental Management System would be a perfect fit for PDRMA (Park District Risk Management Agency) to oversee for the Park District.

Commissioner Beck motioned to approve the Environmental and Natural Resources Task Force recommendation to move forward to develop an Environmental Policy. On Voice Vote, all present voted aye. Motion Carried.

Commissioner Beck asked for the Board's direction. Commissioner Patton suggested first exploring this at the Committee level and then coming back to the Board for direction. The Board agreed.

- ii. Environmental Management System (EMS)
A presentation was given by Ken Barnes.

- iii. Committee Update-None

10. Staff Reports

- a. Superintendent Fred Gullen gave an update on the Emerald Ash Borer. The quarantine has been extended from 2 to 18 counties in Illinois. Also, gypsy moths have arrived at the Grove. He reported that we will be treating the egg masses with soy bean oil. We also want the residents to be educated so they can treat gypsy moths on their own property. We will be putting information on our Park District website. Fred explained that because of the drought in our area, the trees are already stressed and they can't fight off the infestation. The moth eventually defoliates the tree. Fred suggested we develop policies and procedures to manage a potential future infestation.
- b. Superintendent Cheryl Deom referred to the hockey brochure the Commissioners received earlier. She noted that this is the first attempt to include both Glenview Park District and Glenview Stars Hockey information in one place. Cheryl also reported that the Glenview Park Golf Club front entrance is now lit. She also reminded the Board of the Figure Skating Championship being held at the Ice Center that weekend.
- c. Superintendent Barb Cremin noted the food drive the Park District is holding to support the Northfield Food Pantry. Collections will be at the fieldhouses, Park Center, Administration building and the pools. She also commented on the annual employee surveys that will be distributed to part and full-time employees in August and September.
- d. Park Center Director Jason Herbster reported on the Farmer's Market moving to Wagner Farm on July 28. An advertisement plan is underway to make the public aware of the move. Jason also mentioned the following upcoming events: Civil War Days at the Grove, Glenview Clover 4-H program at Wagner Farm, and the Fitness Center Triathlon along with the Flying Kids Feet Fun Run. Jason also reported on some facility shut downs: The fitness center will close down from 8/27-8/31 for cleanup and new equipment installation. Splash Landings will shut down 8/6-8/19 for needed HVAC work and other repairs. Jason noted that the majority of camps will end next Friday and it has been a great summer with good feedback from camp surveys. Director Balling recognized Jason for a "great start" in his new position as Director of Recreation.

11. Matters from Commissioners

- a. Commissioner Coulson reminded the Board about having a Board retreat which would be especially beneficial for the two new Commissioners. She noted we may want to combine the retreat with the upcoming park tours.
- b. Commissioner Patton commented that he visited the Farmer’s Market downtown and spoke with some of the vendors who are very excited about the move to Wagner Farm. They also commented on the great job Wagner Farm Director Todd Price has been doing with the Farmer’s Market.
- c. Commissioner Katsamakakis commented on an issue at Westbrook where two camps were leaving at the same time and causing some traffic problems. Commissioner Katsamakakis has also visited Park Center and the pools numerous times and commented “everything is going well”

12. Correspondence

None

13. Adjourn to Executive Session

A motion was made by Commissioner Coulson, seconded by Commissioner Casey to move to executive session pursuant to 5 ILCS 120/1 et seq. at 9:33 p.m. to discuss minutes, possible litigation, land acquisition/ lease. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo. Nays: None. Motion carried.

The executive session reconvened back into regular session at 10:22 p.m.

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

None

15. Adjournment

Commissioner Beck moved seconded by Commissioner Coulson to adjourn the regular session at 10:22 p.m. On Voice Vote, all voted aye. Motion carried.

Secretary

ATTEST:

President

Approved this 23rd day of August 2007

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