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**GLENVIEW PARK DISTRICT
BOARD MEETING**

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
October 25, 2007

1. Roll Call

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

Commissioners present: Judy Beck, William M. Casey, Mary Jean Coulson, Angie Katsamakias, Ted Przybylo and Michael P. Scholl.

Commissioners absent: Bob Patton.

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, Superintendent of Leisure Services Robert Quill and Recording Secretary Joanne Capaccio. Please refer to the attendance record for other visitors.

2. Moment of Silence

3. @Approval of the September 20, 2007 Regular Board meeting minutes and the October 4, 2007 Special Park Board meeting minutes

Commissioner Scholl moved, seconded by Commissioner Katsamakias to approve the September 20, 2007 Regular Board meeting minutes and the October 4, 2007 Special Park Board meeting minutes. A Roll Call Vote was taken: Ayes: Beck, Casey (only on October 4, 2007 Special Park Board meeting minutes), Coulson, Katsamakias, Scholl, Przybylo Nays: None. Abstain: Casey (only on September 20, 2007 Regular Board meeting minutes). Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

Community Park West II Update-Director Balling introduces Bob Hamilton, the project engineer for this project. Mr. Hamilton acknowledged his team that was present: Tom Rychlik, Production Manager, and Dan Dalziel, Design Manager. Mr. Hamilton gave a brief update: Bob indicated the Village is interested in working together and sharing costs on the snow lot, and he affirmed that the Abt temporary road, which will alleviate some traffic congestion from the closing of the Milwaukee Ave Bridge in April, will begin Monday, October 29 and should be completed by the third week of November. Dan Dalziel referred to a large drawing of Community Park West II and commented on the following design updates: the five original ball fields were scaled back to four, warm-up areas have been added for each ball field, the alignment of the road has been revised, the senior recreation area has been moved

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next to the playground area, the dog park area will be rotated in halves for turf management, and snow melt will flow down to the filtration pond with irrigation sending it back into the fields. Tom Rychlik commented on the refinements made to parking and road access. He noted the two drop-off zones, storm water quality management, and lighting of the baseball fields. He described the regulatory approvals that will need to be secured: the Village of Glenview, Metropolitan Water Reclamation District (MWRD), Illinois Department of Transportation (IDOT), and the Army Corps of Engineers. Commissioner Casey asked if the home-run fence at the end of the Colt area was permanent and suggested maybe a removable fence would give us the opportunity to take it down if we needed the space for a special event. Commissioner Scholl asked about the warm-up areas and if they could be used in the future for automated batting cages. The engineers agreed that they could. Commissioner Coulson asked about the future restroom area and asked what would be used until those were built. Director Balling noted port-a-potties would be used and there is another restroom area inside the park. Tom Rychlik noted on the drawing an area of the temporary access road that will be utilized for parking lots. Commissioner Coulson was concerned with the access road encroaching on space for sports fields. Director Balling noted that a progress report and costs on the project will be presented to the Board at a future meeting.

Commissioner Katsamakakis moved seconded by Commissioner Casey to authorize staff and consultants to enter into the design development stage of planning for Community Park West II and present the final plan to the Park Board as well as Park District stakeholders relevant to this project at the November 15th meeting. On Voice Vote, all voted aye. Motion Carried. (Note: the engineers needed more time to develop the final plan and revised cost estimates. Therefore, this will be presented at the December 20th meeting.)

5. Officers' Reports

a. President

- i) President Przybylo reviewed audience participation procedures and asked if anyone wanted to address the Board they should fill out a blue card at the back of the room and hand it to the recording secretary.
- ii) Joint Administrative Offices Update – Commissioner Coulson gave a brief summary of the joint meeting between the Village, Park District and School District that was held on October 18, 2007 to look at the study of joint office space. Three different plans were presented at the meeting and the option which would locate the offices behind the Police Station was chosen. The next meeting is scheduled for November 29. A letter of intent could be ready by January. The public was also present at the meeting and gave their input.

b. Treasurer

- i) Treasurer Bill Moore gave a brief summary of expenses and revenues for the month of September. Bill commented that 2.2 million in CDs were purchased at a rate of return of 5%. Also there were eight large invoices: Copenhaver Construction, Elanar Construction, Extraordinary Kids, Ltd., Meridian Construction Co. Inc., MidAmerican Energy Company, Ro Vision Electric &

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Lighting, Sentinel Technologies, Inc. and Blue Cross/Blue Shield. Bill mentioned because of the County budget issues, the Park District has not received tax revenues from the County and therefore some funds are temporarily under budget.

c. Attorney

i) No Report

d. Secretary/Executive Director

i) Strategic Plan Progress Report

Director Balling referred to the progress report and gave a brief update on the Park District's Strategic Plan. He noted there was \$10 million in funding available for the identified projects. He commented on the Community Park West project which is underway and the meetings being held for the planning of the new Administrative Offices. Director Balling noted the initial stages of planning for the new Park Services facility. He also mentioned the progress on the following initiatives: completion of the replacement of lighting at the Glenview Tennis Club, the development of the Ice Center Business Plan, receiving the Certificate of Excellence in Financial Reporting, the Intergovernmental cooperation with the Village on the Air Station Prairie and Tyner Center, attending committee meetings on the Navy Property planning, the joint efforts with Abt, Aon, and the Village of Glenview to have a temporary access road completed before the closing of the Milwaukee Avenue bridge, various technology improvements along with the upcoming installation of a new district-wide phone system, the progress on the new Crowley Park Fieldhouse and, with the addition of a new Marketing Director, the increase of integrated marketing within the Park District. The Director noted that the staff is on track with most areas of the Strategic Plan and the Board will be updated again in April. He complimented the Park District team of employees on their efforts so far implementing many of the tasks for this fiscal year. Commissioner Beck commented on having the Environmental Management System initiative included in the Strategic Plan Progress Report.

ii) Park Tour

Director Balling announced Saturday, November 3 as the confirmed date for the upcoming park tour. The tour will take place from 9 a.m. to noon. Past Board members, Foundation members and press have been invited to join the current Board members and staff in a tour of some of the Park District sites. The tour is open to the public and will begin from Park Center.

6. Matters from the Public

a. Bicycles in the Skate Park

Kyle LaCour and Danny Gedgafou asked the Board to allow bicycles in the skate park at Community Park West. They noted previous issues that were raised for not allowing bikes were that the ramps did not meet the specifications required for bikes and the cost of insurance. They noted the builders of the skate park (TrueRide) require six foot decks for bicycles, which Community Park West currently has. Both Kyle and Danny are also willing to hold fundraisers to raise

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the money to pay for the cost of insurance. Commissioner Katsamakis wanted more information on how other Park Districts handle this. She was concerned with safety issues that might arise with skaters, bikers, and bladders all using the park. President Przybylo said the Board would review Park District policy, check the manufacturer's specifications, and bring Kyle and Danny's request to a Board Committee meeting. The Committee will then bring their recommendations to the Board at the December 20 Board meeting.

7. **@Consideration to approve Accounts Payable: \$1,894,586.78**

Commissioner Casey moved seconded by Commissioner Scholl to approve all accounts payable for the month of September, 2007 in the amount of \$1,894,586.78. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakis, Scholl, Przybylo. Nays: None. Motion carried.

8. **@Consideration to approve Consent agenda items**

President Przybylo asked the Board for a motion to approve the Consent agenda, or if anyone wanted to remove an item from the Consent Agenda. There were no requests to alter the Consent Agenda.

Commissioner Casey moved seconded by Commissioner Beck to approve the Consent Agenda. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakis, Scholl, Przybylo. Nays: None. Motion carried. (Copy of supporting information filed herewith.)

a. **Approve Ordinance No. 2007-25.** An Ordinance to annex certain territory to the Glenview Park District, Cook County, Illinois. The territory commonly known as 4293 Westview Drive and 4297 Westview Drive (formerly known as 3305 Westview Drive), Glenview, Illinois 60026 being approximately 1.345 acres.

b. **Repealing Ordinance No. 171 (Policy 1.40) and approval of Ordinance 2007-26 (policy 2.20) updating the Park District's Administrative Policy Manual.**

c. **The Administrative Operations Committee recommends** approval of the following updated policies in the Park District's Administrative Policy Manual:

- 2.20 Park Board Rules & Order of Business
- 3.35 Investment Practices for Park District Funds
- 3.45 Acceptance of Advertisers an Solicitation of Sponsors
- 3.46 Advertising and Sponsorship Solicitation Guidelines
- 3.57 Governmental Grants
- 3.59 Disposition of Records & Documents
- 4.15 Posting of Information
- 7.15 Code of Conduct for Employees & Participants
- 7.31 Elementary Middle School Age Team Sports
- 8.20 First Aid and Accident/Incident Reporting
- 9.20 Transportation of Injured Persons (rescind)
- 9.30 Public Accident Procedures (rescind)
- 9.50 Grievances under Americans with Disabilities Act
- 9.93 Outdoor Lighting Controls (rescind)

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- 4.10 Use of Parks
- 4.10.1 —Park Hours
- 4.10.2 —Park Usage Regulations
- 4.10.3 —Park Usage Permits
- 4.10.4 —Picnic Use of Grounds
- 4.10.5 —Traffic and Parking Regulations
- 4.10.6 —Standards of Personal Conduct
- 4.10.7 —Equipment Usage Regulations
- 4.10.8 —Prohibition of Commercial Enterprises
- 4.10.9 —Weapons and Fireworks
- 4.10.10 —Fires
- 4.10.11 —Animals in the Parks
- 4.10.12 —Air & Water Pollution
- 4.10.13 —Plant Restrictions
- 4.10.14 —Waste Disposal
- 4.10.15 —Vandalism

9. **Committees Reports and Recommendations**

a. ***Finance***

- i) **@ Consideration to accept the 2006-2007 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2007.**

Treasurer William Moore commended staff on the report and pointed out some important pages. He noted statistical data on the Park District which was newly added this year to the end of the report.

Commissioner Casey moved seconded by Commissioner Beck to accept the 2006-2007 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2007. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamak, Scholl, Przybylo. Nays: None. Motion carried.
(Copy of supporting information filed herewith.)

- ii) **@ Consideration to approve the sale and issuance of \$1,240,000 General Obligation Park Refunding Bonds Series 2007C**

Commissioner Casey moved seconded by Commissioner Scholl to approve the sale and issuance of \$1,240,000 General Obligation Park Refunding Bonds Series 2007C. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamak, Scholl, Przybylo. Nays: None. Motion carried. (Copy of supporting information filed herewith.)

- iii) **Truth in Taxation Public Hearing**

Superintendent Barb Cremin noted a Truth in Taxation Public Hearing will be on the agenda for the November 15, 2007, 7:00 p.m. Board meeting at which time the Board will go over the tax levy. Barb also noted that even though the tax bills have been delayed by the County and the Park District will not get tax revenues until January, the district has enough in reserves to borrow from if needed for operational expenses.

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iv) Committee Report-none

b. ***Administrative Operations and Marketing***

i) Policy Manual Updates/Approve Policies

Superintendent Cremin commented that these policies were approved on the Consent Agenda and the committee will be presenting more policy updates to the Board on an ongoing basis.

v) Committee Report-none

c. ***Recreation Museum***

i) Air station Prairie/Tyner Center Progress Report

Superintendent Bob Quill commented that a number of seminars and presentations have been held at the site so far and a Program Management Policy is being drafted. The building is now a year old and a walkthrough with the contractor was just completed.

ii) Kennicott Sewer and Easement Issues

Bob also reported that the Kennicott Homeowners Association is looking to develop a sewer system. The Park District is involved in negotiations because an easement the district shares with the homeowners may be used for the system.

iii) Community Park West Recreation Amenities Report

A report was given to the Board which focused on miniature golf and batting cages. The Committee recommendation is to have staff take a closer look into batting cages and the costs involved. There is a section for a future recreational area in the Community Park West II plan where about ¼ acre has been identified for the proposed batting cages. Director Balling noted that Capital Costs may not support the funding for the batting cages but the operational costs would be covered. He also stated that only the infrastructure costs for these batting cages would be included in the plan that is currently going out to bid. The batting cages could be a separate bid or go into Phase III. The Board agreed to continue with the next steps for the proposed batting cages.

iv) Outline for Dog Park Business Plan

Jim Galeno, a student intern at the Park District, is developing a Business Plan for the proposed dog park. Jim commented his plan will include the operations, marketing, and financing for the park. Jim will present his completed plan to the Board at the November 15 Board meeting. Commissioner Beck noted she would like to see emergency procedures included in the plan. Superintendent Fred Gullen commented that any rules and regulations proposed would need to be approved by the Cook County Department of Rabies and Animal Control and that the Village will also need to change their Ordinance to allow dog parks.

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- v) Disc. Golf Proposal
Bob noted that the committee recommended proceeding with identifying a park for a 9-hole disc golf course.
- vi) Park Center HVAC Improvements
Bob reported there was a slight delay because of the contractor having some personal issues, but the work is back on schedule.
- vii) Farmers Market Preliminary Report
Bob acknowledged the success of the Farmer's Market and the great job done by Todd Price, his staff and volunteers Roxanne Junge and Karen Diener who were present. He noted an average attendance of 1,000 people each Saturday morning and over 16,000 for the season. Todd evaluated both attendance and vendor feedback. Community response has been very positive. Commissioner Coulson expressed looking into safety and parking issues as well as any potential damage to the farm.

Commissioner Beck moved seconded by Commissioner Casey to approve the Recreation Museum Committee recommendation to continue offering the farmer's market and seek to implement improvements as noted in the report. On Voice Vote, all voted aye. Motion carried (Copy of supporting information filed herewith.)

- viii) Committee Report-none

d. ***Special Revenue Facilities***

- i) Glenview Ice Center Business Plan
Commissioner Scholl commented on the great job done on the Business Plan and commended staff. He also recommended other facilities to use this blueprint for its management teams. Commissioner Casey also complimented Cheryl Deom and Jim Weides for their work on the plan. Superintendent Cheryl Deom said the staff was excited to begin implementing the business plan.

Commissioner Scholl moved to approve the Special Revenue Facilities Committee recommendation to endorse the Glenview Ice Center Business Plan and have staff begin to implement the recommended tasks. President Przybylo stated the endorsement will stand.

- ii) Ice Center Mechanicals Update
Superintendent Cheryl Deom noted the schedule for the Ice Center Mechanicals and the date for the next Committee meeting which is scheduled for November 7. At the meeting the Board will hear more details and scope of the project from the design team.

- iii) Update on # 18 bunker progress at GPGC
Cheryl reported the grading is in place and the design has been approved

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iv) Committee Report-none

10. Staff Reports

Cheryl Deom reported on the Scarecrow Scramble at the Golf Club and the great job done by Ron Cassidy and staff. She also noted that 24 trees have been planted at National 9 to replace those that were lost.

Barb Cremin reported the staff accountant position has been filled by Shawn Hughes and she will start on October 12.

Bob Quill commented on some upcoming events at the Park District. He noted that the Grove Craft Faire is now being set up and also reported that 2300 people attended the recent Corn Harvest Fest that was held at Wagner Farm. He also reminded everyone that Spooktacular is being held Friday, October 26 at Park Center. Bob announced that the next Recreation Museum Committee meeting will be scheduled for December.

11. Matters from Commissioners

Commissioner Angie Katsamakias commented that all the events that were held at Wagner Farm were done well. She also recognized Kathleen McInnis, manager of the Fitness Center and the fantastic job she is doing with membership enrollments. Angie inquired about the tree planting at the local schools and Superintendent Gullen reported the Park District is now waiting for clearance to begin planting the trees, but the locations have been identified.

Commissioner Judy Beck commented on the recently held *Our Climate Matters* Symposium that was held at Park Center and the Tyner Center. She was glad the symposium was a catalyst that exposed many new people to our park district facilities and programs.

Commissioner Michael Scholl commented that the Village of Golf Trustees would like us to look into the possibility for an easement for AT&T to put a fiber optical box across our parking lot at Diederich Park.

Commissioner M.J. Coulson acknowledged the upcoming 10-year anniversary of the referendum for the sports fields and Wagner Farm. She suggested some kind of recognition for those involved as well as an update to the community.

President Przybylo commented on his recent attendance at the National Recreation and Park Association's conference in Indianapolis. He visited a few seminars and found it very rewarding.

12. Correspondence-none

13. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/1 et seq. possible topics on Minutes, Litigation, Land Acquisition/Lease

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A motion was made by Commissioner Casey, seconded by Commissioner Coulson to move to executive session pursuant to 5 ILCS 120/1 et seq. at 9:05 p.m. to discuss minutes, possible litigation, land acquisition/ lease. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Scholl, Przybylo. Nays: None. Motion carried.

Commissioner Casey moved seconded by Commissioner Scholl to move back into Open Session at 9:33 p.m. On Voice Vote, all voted aye. Motion carried

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

Commissioner Casey moved seconded by Commissioner Beck to approve the Semi-Annual Review of Executive Session minutes. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Scholl, Przybylo. Nays: None. Motion carried.

15. Adjourn

Commissioner Scholl moved seconded by Commissioner Casey to adjourn the regular session at 9:35 p.m. On Voice Vote, all voted aye. Motion carried.

Charles T. Balling
Secretary

ATTEST:

Ted M. Przybylo
President

Approved this 15th day of November 2007

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