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**GLENVIEW PARK DISTRICT  
BOARD MEETING**

@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
February 28, 2008

**1. Roll Call**

President Ted Przybylo called the meeting to order at 7:00 p.m. and the roll was called.

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

Commissioner absent: Michael Scholl

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

**2. Moment of Silence**

**3. @Approval of the January 17, 2008 Regular Board meeting minutes**

Commissioner Casey moved seconded by Commissioner Patton to approve the January 17, 2008 Regular Board meeting minutes. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakias, Patton, Przybylo, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

Commissioner Beck moved seconded by Commissioner Casey to move up on the meeting agenda the following items for discussion and/or approval: Agenda item 8 (Consent Agenda items a--o) and Agenda item 9.c.i) (Consideration to approve bids for the Glenview Ice Center Mechanical project). Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakias, Patton, Przybylo, Nays: None. Motion Carried.

**8. @Consideration to approve Consent agenda items (*Agenda item 8 was moved up to this point on the agenda*)**

President Przybylo asked the Board for a motion to approve the Consent agenda, or if anyone wanted to first remove an item from the Consent Agenda.

Commissioner Casey asked to remove item (8. 1.-Driving Policy 8.45 only) before consideration to approve updated policies in the Park District's Administrative Policy Manual.

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Commissioner Casey moved seconded by Commissioner Coulson to approve the Consent Agenda minus item (8. 1. - Driving Policy 8.45). Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakidis, Patton, Przybylo, Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below.)

- a. Approved the 2008/2009 full-time employee salary increase pool—The recommended salary increase pool is based on a survey of neighboring park districts in order to remain competitive. There are no across the board salary increases. The salary increase pool is used for annual merit increases and salary adjustments if warranted. The proposed pool equates to approximately 4.5 % of salaries.
- b. Approved the 2008/2009 part-time employee salary ranges— the proposed salary ranges reflect the increase in minimum wage from \$7.50 to \$7.75 effective July 1, 2008 and also the minimum wage increase for our wait staff to \$4.65. The ranges also reflect an increase in rates for lifeguards as a result of a recent IPRA (Illinois Park and Recreation Association) survey of neighboring park districts.
- c. Approved the reclassification of the part-time Senior Center receptionist position to full-time Customer Service Specialist—The Senior Center has identified a need to increase the hours of its front desk receptionist which will elevate the position to full time status. The Senior Club has agreed to pay the cost of the full-time benefits associated with this position.
- d. Approved Ordinance 2008-03 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$8,220,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2006, of the Glenview Park District, Cook County, Illinois—This and Ordinances 2008-04 through 2008-09 are housekeeping items. The Glenview Park District needs to file abatement ordinances with the county since the payments from these bonds are not paid from taxes but are paid using other of the District's revenue sources.
- e. Approved Ordinance 2008-04 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$8,790,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 1999, of the Glenview Park District, Cook County, Illinois.
- f. Approved Ordinance 2008-05 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$8,780,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2000, of the Glenview Park District, Cook County, Illinois.
- g. Approved Ordinance 2008-06 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$4,830,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2002, of the Glenview Park District, Cook County, Illinois.

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- h. Approved Ordinance 2008-07 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$6,715,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2005, of the Glenview Park District, Cook County, Illinois.
- i. Approved Ordinance 2008-08 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$1,980,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2005C, of the Glenview Park District, Cook County, Illinois.
- j. Approved Ordinance 2008-09 abating the tax hereto levied for the year 2007 to pay the Principal of and the interest on \$8,000,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2007B, of the Glenview Park District, Cook County, Illinois.
- k. Approved Ordinance number 2008-10 approving the issuance, sale and resulting tax levy of \$70,000 General Obligation Park Refunding Bonds, Series 2008—The Park District’s annual rollover bond needs to be issued in two phases and this is the second phase.
- l. Approved the Administrative Operations Committee recommendation to approve the following updated policies in the Park District’s Administrative Policy Manual:
  - 4.11 Enforcement of Ordinances Governing Use of the Parks
  - 4.13 Smoking Prohibition
  - 4.16 Nature Preserves and Museums
  - 4.17 Skate Parks
  - 4.29 Equipment Loan Policy & Appendix III – Equipment Use Waiver
  - 4.31 Facility & Equipment Use – Park Fieldhouses - *rescind*
  - 4.34 Facility and Equipment Use Rules and Procedures – Ice Center – *rescind*
  - 4.35 Redfield Estate Facility and Equipment Use – *rescind*
  - 4-36 Facility and Equipment Rules and Procedures – Administration Building– *rescind*
  - 5.72 Grove Gift Policy & Appendix IV – Grove Museum Grant
  - 6.50 Donations & Gifts to the Glenview Park District
  - \*8.45 Driving Policy (removed from list and not approved with Consent Agenda)*
  - 8.78 Guidelines for Co-sponsorship of Events - *rescind*
  - 8.80 Grove Group Uses - *rescind*
  - 8.81 Current Schedule of Charges – Grove Groups - *rescind*
  - 9.50 Building Regulations – *rescind*
  - 9.60 Computers, E-mail and Internet Policy
  - 9.87 Work Records – Time Sheets Approved Process – *rescind*

\*A motion to remove Driving Policy 8.45 from Agenda item 8.1 was made and carried and will be considered for approval at next month’s Board meeting.

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- m. Approved the Administrative Operations Committee recommendation to rescind Resolution 346 Establishing Advance Payment of Fines for Violations of Ordinance 345. Ordinance 345 regulates the use of parks and property owned and controlled by the Glenview Park District—The Resolution’s original purpose was to provide a method for people who were cited for Ordinance 345 violations to pay fines without having to make a court appearance. When this was set up it included a list of specific fines for specific offenses. When Ordinance 345 was amended on July 18, 2002, it changed the section concerning Penalties to a range which now makes it difficult for staff to determine an appropriate fine. Therefore the Committee recommended rescinding Resolution 346 and as a result, all ticketed cases will now need to go to court.
- n. Approved the Administrative Operations Committee recommendation to approve Personnel Guidelines/Policy 4.04 Employment of Relatives—at the Board’s direction, the Employment of Relatives policy will allow for the employment of relatives of any employee of the District, the Executive Director or Park Board Commissioners for seasonal or part-time positions on the basis of their qualifications for the position and as long as the employment does not create a supervisor/subordinate relationship or a conflict of interest or the appearance of a conflict of interest.
- o. Approved the Special Facilities Committee recommendation to approve the lowest responsible bid for fifty-one (51) new Golf Cars for Glenview Park Golf Club in the amount of \$129,990 to EZ GO Textron Corp, Lake Zurich, IL.

**9. Committees Reports and Recommendations**

**c. Special Revenue Facilities**

- i) @Consideration to Approve Bids for the Glenview Ice Center Mechanical project. *(Agenda item 9.c.i) was moved up to this point on the agenda*

Commissioner Katsamakakis moved seconded by Commissioner Casey to approve the Special Revenue Facilities Recommendation to award bids I--XI (including alternates) totaling \$2,139,013 for the Glenview Ice Renovation Project to the lowest responsible bidders. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo, Nays: None. Motion Carried. (copy of bid summary for the Glenview Ice Renovation Project filed herewith).

Director Balling thanked Commissioner Scholl and Commissioner Katsamakakis for their roles on the Special Revenue Facilities Committee along with staff and consultants who worked on this project. Cheryl Deom commented that over 55 contractors bid on the 11 different packages that were put together. She thanked WB Olson (construction management) and Williams Architects (design team) along with Ice Center director, Jim Weides. She noted the project is scheduled to begin on April 28, 2008 and the Ice Center will be shut down during construction. Most of the funding will be coming from a Bond that was approved through the Strategic Planning process, the Capital Development Fund balance, and the Capital Replacement budget from the Ice Center. This project will result in new mechanicals, energy efficiencies, and

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remodeling of locker rooms. President Przybylo thanked the staff for all their work on this 3-year project and feels the results will serve the community well.

### 4. Presentations

#### a. C.O.W.S check for Wagner Farm Orchard

Marty Steger, representative from the C.O.W.S organization, addressed the Board and announced that on behalf of Norma Morrison and other members of C.O.W.S, the organization will donate historical records to the Park District which pertain to the history of their efforts to save Wagner Farm. Mr. Steger also presented a check for \$8,000 to the Park Board to be used for the planned Wagner Farm Orchard and thanked Todd Price, director of Wagner Farm and Superintendent Robert Quill for all their contributions to the development of the farm. President Przybylo, on behalf of the Board, thanked C.O.W.S for all their many contributions to the farm.

#### b. Senior Center 50th Anniversary

i) Current President of the Glenview Senior Club, George Kunzmann, gave an update on the Glenview Senior Club's 50th Anniversary events and its many programs that serve the community. He commented on the club's donations to the Park District's Leisureship program, Helping Hands and Youth Services.

ii) Presentation of IAPD Resolution to Glenview Park Board

Mr. Kunzmann also presented to the Park Board the Illinois Association of Park Districts (IAPD) Resolution which the club received at the Annual IAPD Business meeting in January. The Resolution recognizes the Senior Club on their Golden Anniversary and for their ongoing commitment to the residents of Glenview.

iii) Presentation of IAPD/IPRA Glenview Park District Community Service Award to the Glenview Senior Club—President Przybylo recognized Joyce Pottinger for her 50 years of contributions to the club, the Senior Club's 50th anniversary and the many outstanding contributions they make to the community. On behalf of the community of Glenview, the park board and staff, President Przybylo congratulated the Senior Club for receiving the IPRA/IAPD 2007 Community Service Award

#### c. Presentation of IAPD/IPRA/Glenview Park District Community Service Award to Ralph Mueller

President Przybylo presented this award to Ralph Mueller for his past service to the Glenview Senior Club acting in many capacities including President (2005-2007). Mr. Mueller thanked the Board and said it was an honor for him to be a member of the Senior Club. He recognized Joyce and all the volunteers at the club for what they do. He is looking forward to the next 50 years!

#### d. Presentation of IAPD/IPRA/Glenview Park District Community Service Award to John Bishop

President Przybylo presented this award to John Bishop for his on-going dedication over the past 12 years to Glenview Youth Golf as a volunteer. President Przybylo commented that John always recognizes opportunities where

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the Glenview Youth Golf Committee can offer assistance. Most recently he recommended the donation of funds to a young golfer (Quinn Prchal) working on his Cub Scout Eagle badge. The young golfer is attempting to acquire sets of clubs that will then be donated to the Sunshine through Golf Foundation.

### 5. Officers' Reports

#### a. **President-Procedures for Public Comment**

President Przybylo went over the procedures for public comment. He explained that if anyone wanted to address the Board they should fill out a speaker card at the back of the room.

#### b. **Treasurer-Review of Monthly Financial Reports**

Barb Cremin gave a brief summary of expenses and revenues for the month of January. Barb commented that there were five invoices greater than \$30,000: Blue Cross/Blue Shield, Gewalt Hamilton Associates, Lenny Hoffman Excavating, Inc., Williams Architect and MidAmerican Energy Company.

#### c. **Attorney**

No Report

#### d. **Secretary/Executive Director**

##### i) Strategic Plan Progress Report

Director Balling noted the updated report in the Board packet which will also be posted on the Park District website. Most Strategic Plan initiatives for this year have been started and staff is on target. Commissioner Patton suggested color-coding the initiatives for ease of reading the status of each.

##### ii) Electronic Board Packet

Director Balling noted that the next Board packet for the upcoming March 27th meeting will be scanned and sent to the Board electronically so they can conveniently access it. Hard copies of each Board packet will continue to be placed in a binder for each Board member. The press will also begin receiving documents for the Board meetings electronically. They can expect them via email on the Monday before the scheduled Board meeting.

##### iii) @Consideration to change previously approved date for January, 2009 Board meeting—The Park Board approved the 2008/2009 Park Board meeting dates at the January 17, 2008 Board meeting. January 15, was approved for the January 2009 Park Board meeting. However, due to the IPRA/IAPD Annual Conference being held January 29-31, 2009, we can now have the January Board meeting on the usual fourth Thursday of the month which is January 22, 2009.

Commissioner Casey moved seconded by Commissioner Katsamakakis to change the January, 2009 Park Board meeting date from January 15, 2009 to January 22, 2009. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo, Nays: None. Motion Carried.

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- iv) Community Park West Ground Breaking  
Director Balling suggested April 11, 2008 for this event. He said the Park District considered Glenview Youth Baseball and their schedule to determine this date. The time will be late afternoon/early evening, still to be determined. The Board agreed with the date.
  
- vi) Crowley Park Ribbon Cutting/Dedication, Saturday, June 7, 2008  
Director Balling stated this project would be completed by this date and that is why it was chosen. Commissioner Beck suggested the Crowley family be invited and that we should choose a date and time that works best for the family.
  
- vii) Proposed Joint Offices Update  
The Director noted that the School District has announced that they will no longer be exploring this option. The Village and Park District will now be looking at a new design for the building and also looking to reduce cost. He hoped to bring more information to the Board next month. The next joint facility committee meeting has not yet been scheduled.
  
- v) Environmental Management Systems Training Update  
Director Chuck Balling passed around the first draft of the environmental policy. The environmental management system will establish policies and procedures and employees are expected to comply with these policies. Commissioner Judy Beck doesn't think we should be jumping into policy, before we have completed our assessment. Judy recommends we have policies that are only working drafts, because we will be learning along the way and may want to update the policy. Commissioner Bill Casey agreed with Judy and feels we should find out where we are going before we set policy. Bill thinks education should be included in the policy. Director Balling agreed that we would want to set strategy and goals before we set policy. Chuck noted that we are doing our homework and gathering other environmental policies. Judy feels that the Park District does not have to do everything the first year. She thinks we should decide what the most important things are first and their costs and possibly look into grants for funding. She also thinks we need to pull this into our Strategic Plan. Commissioners Bob Patton and Bill Casey agreed and both recommended looking at the NASA policy, which was presented at the first training meeting.

Director Balling also pointed to the survey summary from the D.O.G.S group of Glenview which provided feedback and suggestions from their membership on registration, fees, hours, etc. for the proposed Dog Park at Community Park West. Dog Park policies will be discussed at the next Buildings, Grounds and Park Services Committee meeting in March.

### **6. Matters from the Public**

None

**7. @Consideration to approve Accounts Payable: \$1,621,044.09**

Commissioner Casey moved, seconded by Commissioner Patton to approve all accounts payable for the month of January, 2008 in the amount of \$1,621,044.09. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo, Nays: None. Motion Carried.

**8. @Consideration to approve Consent agenda items (*This item was moved up on the agenda*)**

**9. Committees Reports and Recommendations**

**a. Administrative Operations**

i) Committee Update

Barb Cremin summarized some of the agenda items from this committee meeting. She reported that Toni Jackson from Watson Wyatt was present and went over the compensation survey process. The Committee also discussed the Director's evaluation process, a position at the Senior Center and policy manual updates. Liz Gogola, Marketing Director, presented updates on the new Glenview Foundation website and Glenview Park District website. Liz will also be conducting focus groups to get feedback from our residents to help develop a Glenview Park District Brand. She also presented the new brochure design for spring.

**b. Finance**

i) Capital Projects Updated Summary

The schedule has been updated to reflect the results of the Ice Center bids.

ii) Committee Update

Commissioner Angie Katsamakakis suggested we update the public on how taxes are used at the Park District. President Przybylo feels the public is unaware that taxes do not go to Special Revenue Facilities operations. Commissioner Bill Casey feels we should consider having quarterly summaries explaining where our revenues go. Director Balling noted that charts and other information on revenues, sponsorships, taxes, etc., will be a feature in future brochures and on the website and a draft will go to the Finance Committee.

**c. Special Revenue Facilities**

i) @Consideration to Approve Bids for the Glenview Ice Center Mechanical project (*This item was moved up on the agenda*)

ii) Alcohol Policy for the Glenview National 9 Golf Club

Cheryl Deom commented that the current application process is in the works with the Village of Glenview to become a licensed location where beer could be sold to the golfers playing our course who are the proper age. In the market research our staff has done, we are one of a very few 9 hole golf courses, private and public, who are not already licensed to sell beer and alcoholic beverages. Once approved by the Village (hoping for May 1), we can apply to the State for a state liquor license. Employees will have to be Basset trained

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(The Beverage Alcohol Sellers and Servers Education and Training program is the state of Illinois' seller/server training program).

iii)Committee Update-none

### 10. Staff Reports

Fred Gullen reported that along with drafting the environmental policy, the Park District is also moving forward on the following initiatives: recycling, emerald ash borer public education sessions, and treatment of 8,000-10,000 Ash trees at the Grove. Fred commented on a new product (Safari) that the Park District is using in the treatment of the Ash trees which gets into the cell sap within 72 hours vs. 2 years with the older treatment process. However, this treatment is not available to homeowners. Director Balling noted that a public education session on the Emerald Ash Borer is being planned for Arbor Day week and we are hoping to co-sponsor this session with the Village.

Fred also reported that a pre-bid meeting was held on February 26 for the Community Park West phase II construction. The bids are now out and will be presented to the Combined Recreation, Museum and Park Services Committee scheduled for March 19.

Cheryl Deom reported on the following: the Fish Frys at the Café have been very successful with good crowds, second-round interviews for new Café manager position are taking place and anticipate filling that position by the second week of March, Golf passes for the season go on sale Monday, The Park District will be co-sponsoring with Bank of America the Glen Club Golf Tournament which is scheduled for the week before Memorial Day. Cheryl also showed the Des Plaines park district brochure which dedicated the back page to the co-sponsorship program the Park District has with Des Plaines which allows the residents of each park district to play golf at each park district's golf course.

Barb Cremin spoke about the kick-off of the Customer Service Team which will be headed by Denise Blinick. This team will include employees from all over the district and they will be looking at operational efficiencies to improve customer service. Barb also noted that staff will be completing a draft of the consolidated Budget which will be presented to the Board around March 16.

Jason Herbster gave an update on the following enrollments and events: 308 dads and daughters attended the Cinderella Ball on Thursday and Friday, the Aquatics business plan is nearly completed, summer camp registration is ahead of last year, 241 fitness memberships enrolled in January which brings to a total of 3,658 active members, the pre-registration process for pre-school filled 115 spots and April 5, 9am-3pm is scheduled for the IPRA Flying for Kids Kite Day at Attea Middle School.

### 11. Matters from Commissioners

Commissioner Bob Patton commented on the "awesome" pool brochure. He also inquired about the schedule of the e-news, sent out by the Marketing department which lists upcoming Park District events; he felt this is a very helpful tool.

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Commissioner Judy Beck thanked Director Balling and Steve Swanson for sharing two sessions at the IAPD Conference and Cheryl Deom and Barb Cremin for all their help at Conference. Commissioner Beck then asked about the Park District getting better signage for the Tyner Interpretive Center since she received comments from attendees at a recent open-house at the Center that it was difficult to find.

Commissioner Mary Jean Coulson enjoyed the Fish Fry at the Café and complimented the staff on the success of this event.

**12. Correspondence**

President Przybylo commented on the nice note the Park District received from an election judge thanking the Park District for keeping the heat up at the Rugen fieldhouse on Election Day.

**13. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/1 et seq. to review Minutes, possible Litigation, Land Acquisition/Lease, and Personnel**

Commissioner Coulson moved, seconded by Commissioner Casey to move to executive session pursuant to 5 ILCS 120/1 et seq. at 9:00p.m. to review minutes, possible litigation, land acquisition, and personnel. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Patton, Przybylo. Nays: None. Motion carried.

Commissioner Casey moved seconded by Commissioner Coulson to adjourn the executive session at 10:25 p.m. and move back into open session. On Voice Vote, all present voted aye. Motion Carried.

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

None

**15. Adjourn**

Commissioner Katsamakakis moved seconded by Commissioner Beck to adjourn the open session at 10:25 p.m. On Voice Vote, all present voted aye. Motion Carried.

ATTEST:

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Ted M. Przybylo  
Board President

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Charles T. Balling  
Secretary

Approved this 27th day of March, 2008

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