



## **GLENVIEW PARK DISTRICT BOARD MEETING**

@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
March 27, 2008

### **1. Roll Call**

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

Commissioners present: William M. Casey, Bob Patton, Michael Scholl and Ted Przybylo

Commissioners absent at Roll Call: Commissioner Mary Jean Coulson joined the meeting at 7:05 p.m. Commissioner Judy Beck joined the meeting at 7:15 p.m.

Commissioner absent from meeting: Angie Katsamakris

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 was observed**

### **3. @Approval of the February 28, 2008 Regular Board meeting minutes**

Commissioner Patton moved seconded by Commissioner Casey to approve the February 28, 2008 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Patton, Przybylo, Nays: None. Abstain: Scholl. Since Commissioners Beck and Coulson were not present at the roll call vote, they approved the minutes following the meeting. Motion Carried. (Copy of minutes filed herewith.)

### **4. Presentations**

#### **a. Senior Center 50th Anniversary Update**

Dick Boyer was not able to make the meeting, no presentation was made.

*The following Awards are from the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA):*

#### **b. Presentation of IAPD/IPRA/Glenview Park District Community Service Awards to Women of Today**

President Przybylo presented this award to The Glenview Women of Today in recognition of the twenty years they have provided the Farmers Market to the

community of Glenview and for their ongoing support both financially and organizationally of the market today at Wagner Farm. This award also recognized their steadfast support of the Park District's Leisureship program which funds participation in Park District programs for children from disadvantaged families. Their compassion and generosity has assisted the District in serving over 100 Glenview children who have been able to participate in camps, pools, the arts, sports and other programs throughout the year. Nancy Taylor, President of the Glenview Women of Today accepting the award on behalf of the group.

**c. Presentation of IAPD/IPRA/Glenview Park District Community Service Award to David Kreiman**

President Przybylo presented this award to David Kreiman for his contributions to the Glenview Independence Day Celebration Committee for which he served as chairman for the 2005 and 2006 season. Under David's leadership, the IDCC has been elevated to a whole new level of fund raising. His creative ideas and knowledge of the Glenview community have made him a true asset to Glenview's July 4th celebration.

**d. Presentation of IPRA Outstanding Conservation Program Award for "The Grove's Periodical Cicada Exhibit"**

The 2007 Illinois Park and Recreation Association Outstanding Conservation Program was awarded to the Glenview Park District for The Grove's Periodical Cicada Exhibit. President Przybylo presented this award to Steve Swanson, Director of the Grove, Lorin Ottlinger, Assistant Director of The Grove, and Julie Baran-Reilly, Park District Graphic Artist for all their work on this project. The broad scope of the exhibit successfully combined natural history, cultural history and decorative arts in a creative and informative package. Important messages about conservation and the environment reached countless visitors from all walks of life. This was a collaborative effort of the Park District's Marketing Team, The Grove staff, volunteers, and other community organizations. Steve Swanson remarked that more items are and will continue to be added to this exhibit in anticipation of the next 17 year emergence of the Cicada.

The Director commended Steve Swanson for his leadership in handling the concerns from many who had booked their weddings at the Grove during this Cicada emergence. His positive reassurance to all involved ended in the weddings going on without incident. This will prove to be beneficial to anyone deciding to have their wedding at The Grove 17 years from now when the next emergence is expected.

**e. @Liz Dinsmore presents the ASP (Air Station Prairie) Program and Management Plan and Request the Park Board's Approval**

Liz Dinsmore, a committee member and long-time supporter of The Grove, presented the plan to Board for consideration. She likened this plan to similar efforts to preserve the Kennicott property at the Grove as well as Wagner Farm. She commended the volunteers and Park District staff for their lively discussion, and commitment to this effort. She is very excited about the Air Station Prairie and hopes the community will come out and experience it. Commissioner Beck

heralded the ‘spirit of cooperation and collaboration’ among all those involved in this effort. Director Balling thanked Liz for her leadership and all her work on this plan.

Commissioner Casey moved seconded by Commissioner Coulson to approve the Park Services and Recreation Committee recommendation to approve the Air Station Prairie Program and Management Plan with some minor word modifications. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Scholl, Przybylo, Nays: None. Motion Carried.

Steve Swanson, Director of the Grove introduced Judy Ksiazek the Environmental Education Supervisor for the Park District.

At this time, President Przybylo asked for a motion to amend the agenda and move agenda items 9.a.v) (Emerald Ash Borer Update) and 9.a.vi) (@The Grove Carriage House) up to 4.e.i) on the agenda.

Commissioner Casey moved seconded by Commissioner Scholl to amend the agenda and move agenda items 9.a.v) (Emerald Ash Borer Update) and 9.a.vi) (@The Grove Carriage House) up to 4.e.i) on the agenda. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Scholl, Przybylo, Nays: None. Motion Carried.

- i) Emerald Ash Borer Update (previously agenda item 9.a.v)  
Steve Swanson reported that treatment for the Emerald Ash Borer will begin in May at The Grove on approximately 8-10,000 Ash trees. He commented that with some trees up to 300 years old, the Park District is determined to save them. Steve also announced a public workshop that is being planned to educate the public on the Emerald Ash Borer. Staff is working with the Village to schedule this event.
- i) @The Grove Carriage House (previously agenda item 9.a.vi)  
Steve Swanson reported the garage would be replaced with a more appropriate structure to accommodate the Redfield Estate. It would be used for storage for the many events that take place at the estate. Architect Chuck Gregerson is being considered for this project since he is an expert on George Elmslie who was the architect who designed the Redfield house.

Commissioner Coulson moved seconded by Commissioner Patton to approve the Park Service and Recreation Committee recommendation to approve the concept study for the Grove Carriage House and earmark the Tollway berm funds for the project. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Scholl, Przybylo, Nays: None. Motion Carried

f. **Steven H. Pate Architect/Joint Administrative Facility**

Bob Quill introduced Architect Steve Pate who was hired by the Village, Park District and School District to design a shared office building. Mr. Pate has now scaled that effort down to two agencies, the Village and the Park District, and gave an update to the Board. He noted the space needed if two independent

buildings were constructed versus a shared building. The savings would be over 8,000 a sq.ft. The building would now be a two-story building. He summarized some of the benefits of constructing this shared building near the new Police Station: ample parking along with community rooms, training facilities and conference rooms available for both agencies to use. Because the building would be smaller now that the School District will not be included, a larger natural ground for retention purposes would be available. Mr. Pate also went over two possible design schemes for the Board to consider. Commissioner Beck suggested building in expansion space and using solar energy. Mr. Pate noted that the next steps will be to present this update to the Village along with an evaluation of their existing facility. Each agency will then consider the financials and decide if they will accept this concept and move forward. Director Balling noted that after the Park Board reviews the concept they would consider approval at the April meeting. Public input meetings would then be scheduled. Joint Board meetings would follow with anticipation of a final decision to be reached by June.

## 5. **Officers' Reports**

### a. **President**

President Przybylo covered the procedures for the public to address the Board.

### b. **Treasurer**

Bill Moore gave a brief summary of expenses and revenues for the month of February. Bill commented that there were 3 invoices greater than \$30,000: Blue Cross/Blue Shield, Gewalt Hamilton Associates, and MidAmerican Energy Company.

### c. **Attorney**

No Report

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

#### i) Environmental Management System Training Update

The Director commented that he was impressed with the staff's work on this and that the Environmental Management System policy will not be finalized until training is completed. He also noted that we will have initiatives and tasks to follow that will direct us for the next three years.

#### ii) Park Service Building Tour

The Director reported that staff took a tour of Park Services Maintenance buildings at three Park Districts: Bolingbrook, Naperville, and Wheaton. Bolingbrook's building seems to have the size and amenities that we are looking for. Fred Gullen noted that Naperville was looking to certify with LEED and had a good educational program regarding Green buildings. The next steps would be brainstorming Green technology with the Environmental team and interested Commissioners. Director Balling said that the tour showed that new park maintenance technology is key and the Park District will be looking at upgrading its current software.

iii) Temporary Access Road opened March 20

The Director reported that the temporary road is now open and there have been no issues to date.

The Director also commented on the Focus Group that was recently held to discuss Park District Branding. Residents with a variety of interests participated and were very positive about the Park District. They felt it was a strong community asset, and they particularly liked our variety of programs, cleanliness of facilities, well maintained parks, convenient locations, safe environment and reasonable prices. Our customers also have high expectations and would like the website improved, along with online registration and the lottery process.

6. **Matters from the Public**

None

7. **@Consideration to approve Accounts Payable: \$1,696,327.69.**

Commissioner Casey moved, seconded by Commissioner Scholl to approve accounts payable and payroll for the month of February, 2008 in the amount of \$1,696,327.69. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, 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 first remove an item from the Consent Agenda.

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

- a. **Approved the 2008/2009 Full-Time employee salary ranges.**
- b. **Approved the Administrative Operations Committee recommendation to approve updated policy 8.45 (Driving Policy) in the Park District's Administrative Policy Manual**—This item was reviewed by the Administrative Committee in January and also by the District's safety committee. The purpose of the proposed revision was to 1) strengthen disciplinary action for repeated controllable offenses and 2) clarification of the use of District vehicles by volunteers and outside organizations.
- c. **Approved the Recreation, Museum & Swimming Pools Committee recommendation to approve the Summer T-shirt and Uniform bids to the companies listed in supporting documentation totaling \$26,415.16. Budgeted amount for all items totals \$32,380.00.**
- d. **Approved the Recreation, Museum & Swimming Pools Committee recommendation to approve the Summer Camp Bus bid to Alltown Bus**

- e. **Approved the Buildings, Grounds and Park Services Committee recommendation to approve the purchase of a Finn BB302 Bark Blower from Payline West, Inc. of South Elgin, IL in the amount of \$41,715.**
- f. **Approved the Buildings, Grounds and Park Services Committee recommendation to approve the following vehicle purchases from the State of IL. Joint Purchasing Program.**—Four Park Services vehicles, one for Wagner Farm and one for Park Center/Outdoor Pools:

Vendor	Commodity	Price
Bob Ridings Inc. Taylorville, Illinois	3-Ford F 350 4X4 Pickup Trucks @ \$23,923 each	\$ 72,519
	1-Ford F 350 4X4 Utility Body Pickup Truck	\$ 30,708
	1-Ford F 550 Super Duty Cab and Chassis	\$ 37,433
	1-Ford F 150 4X4 Pickup Truck	<u>\$ 15,875</u>
	Total	\$156,535

Delivery of these vehicles is anticipated after May 1, 2008 and the invoices will be paid with funds budgeted for these purchases in the Capital Replacement Fund budget.

- g. **Approved the Buildings, Grounds and Park Services Committee recommendation to approve the bid from Komar Building Services, Chicago, IL for the 3rd shift custodial services at Park Center, Glenview Ice Center, Administration Building, Weekend Cleaning of the 13 Fieldhouses, 17 Exterior Washrooms, Roosevelt and Flick Pools in the amount of \$81,066.**  
The District has attempted to centralize its contracted maintenance services.
- h. **Approved the Recreation, Museum & Swimming Pools Committee recommendation to add a Full Time Recreation Supervisor Position**—The Recreation Team proposed a new recreation supervisor position to relieve some over-tasked areas and allow for future expansion of services. Funding has been included in the 2008-09 Recreation budget in anticipation of Board approval. With the Board’s approval, staff will now be able to begin the search immediately and have a new person on staff in time for the very busy summer season.

**9. Committees Reports and Recommendations**

- a. Recreation, Museum & Swimming Pools combined with Buildings, Grounds and Park Services
  - i) @Consideration to approve the lowest responsible bid for the Community Park West II Project to V3 Construction of Woodridge, Illinois in the amount of \$4,302,776.30

Commissioner Coulson moved seconded by Commissioner Patton to approve the lowest responsible bid for the Community Park West II Project to V3 Construction of Woodridge, Illinois in the amount of \$4,302,776.30.

The Director noted that this motion would be tabled because the State of Illinois has not released the grants for this project or provided a waiver to proceed with bid approvals without the grants. The Director would like to hold off on this motion for one month. Commissioner Coulson rescinded her motion and Commissioner Patton rescinded his second. Motion was tabled.

- ii) Community Park West Approval Overview  
Bob Quill reported that the Village Planning Commission will be reviewing the Park District's Conditional Use Permit for Community Park West on April 1. We will then need approval from (MWRD) Metropolitan Water Reclamation District which we should have within the week. Once the OSLAD Grant funding is released, we will be able to proceed with the project by May 1. Commissioner Beck asked what our strategy is on this issue if the grants are not released. Director Balling reported that the Illinois Association of Park Districts has alerted other agencies and has started a campaign.
- iii) Dog Park Operations Planning  
Bob Quill commented that the DOG group attended the Committee meeting and provided us with some input on their interests for the dog park. These items will be taken into consideration and staff will be bringing an operations recommendation to the Board in July.
- iv) Air Station Prairie Transfer  
Bob Quill reported that the original contract stipulated an automatic transfer to the Park District. This should happen April 1. The Village is currently putting together the plats for the transfer.
- v) Emerald Ash Borer Update- *(this item was moved up to 4.e.i) on the agenda)*
- vi) @The Grove Carriage House-*(this item was moved up to 4.e.i) on the agenda)*
- vii) @Pools Business Plan  
Commissioner Scholl commented the business plan was excellent and Commissioner Casey agreed. Commissioner Coulson commented that this is a good template to use going forward.

Commissioner Coulson moved seconded by Commissioner Scholl to approve the Park Services and Recreation Committee recommendation to approve the Pool Business Plan as presented. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Scholl, Przybylo, Nays: None. Motion Carried.

- viii) Committee Update-none

## **b. Finance**

i) Committee Update-none

## **10. Staff Reports**

Barb Cremin reported that the recruiting booths at the local schools are going very well. She noted that interest to work at the Park District is good. Barb also announced a Finance Committee meeting which is scheduled for April 3. She noted that the Ice Center Project was put into the Budget. Barb also announced a new customer service team that has been formed.

Fred Gullen noted that because of the wet spring and frost still on the ground, the sports fields have not yet been lined. Commissioner Coulson was concerned with damaged being done to the fields by teams that are now practicing on them.

Cheryl Deom echoed the same sentiments in regards to the Golf Courses opening. There is still ice on the greens, and staff is waiting for them to dry out. She announced a new Food Service manager has been hired for the Café. She also noted that the Ice Center project is moving along with pre-construction meetings.

Bob Quill gave a status on the season pool pass sales. We currently have sold 908 compared to last year's 1,284. He noted, considering the bad weather those numbers are good. He also reported that the new doors have been hung at the Wagner Farm Heritage Center.

## **11. Matters from Commissioners**

Commissioner Scholl announced that April 5-14 Glenview and Northbrook will host the Krolak cup. There will be 106 Swedes, 42 players playing out of the Northbrook facility. He also announced that between the two girl's hockey teams, youth 8 took third place in state and youth 10 took second in state. The two teams were combined in an international tournament in Canada and won first place. Four girl's teams are now set to play in Glenview this fall.

Commissioner Casey commented that the Eggstravaganza at Wagner Farm was fabulous. There were over 1500 people who attended.

Commissioner Beck announced that her son and his wife just gave birth to their first child.

Commissioner Coulson commented on the Fish Frys at the Cafe and how popular they have become. Cheryl Deom noted more monthly special dinner events are being planned for June.

## **12. Correspondence**

None

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

Commissioner Scholl moved, seconded by Commissioner Beck 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, Patton, Scholl, Przybylo. Nays: None. Motion carried.

The Executive Session was adjourned by Vice-President Coulson at 10:30p.m.

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

None

**15. Adjourn**

Vice-President Coulson adjourned the Regular Session at 10:30 p.m.

ATTEST:

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Ted M. Przybylo  
Board President

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Charles T. Balling  
Secretary

Approved this 24th day of April, 2008

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