



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
November 20, 2008

1. Roll Call

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

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

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. A Moment of Silence was observed

3. @Approval of the October 23, 2008 Regular Park Board meeting minutes

Commissioner Scholl moved seconded by Commissioner Casey to approve the October 23, 2008 Regular Park Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Scholl, Coulson. Nays: None. Abstain: Beck. Commissioner Przybylo voted present. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

- a. Eagle Scout Project at Peninsula Park; Presentation by Owen Haglund, a Life Scout of Troop 310
Owen who is a Sophomore at Glenbrook South High and his volunteer friends planted native trees and woodland plants in the wooded area of the Park and native grasses and flowers on an embankment next to the bike path running through that wooded area to prevent erosion. The Board thanked Owen for his contribution to the community.
- b. New Glenview Park District DVD Presentation
Liz Gogola, Marketing Director for the Park District explained the main reason for producing this promotional video was to show the diverse programming and facilities that the Park District has to offer. She also said this would be a great recruiting tool and could be used by others to promote our community. The production features former Glenview resident and now Hollywood actor and performer Sam (Stew) Witwer and the Park District's Supervisor of Cultural Arts, Amber Blake as the narrator. Both Sam and Amber volunteered their time. The Board and public present viewed the video.

5. Officers' Reports

a. President

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

b. Treasurer

Treasurer Bill Moore gave a brief summary of expenses and revenues for the month of October. Bill commented that there were three large payments for the month; MidAmerican Energy Company, Nicor Gas and V-3 Construction Group Ltd.

c. Attorney

IAPD Legal Symposium Update

Attorney Sam Witwer along with Director Balling and Superintendent Barb Cremin attended the Illinois Association of Park Districts Legal Symposium the first week in November. Sam noted some of the topics reviewed were the Open Meetings Act, the Freedom of Information Act and attempts to erode Tort Immunity. Sam also commented on the Illinois Association of Park Districts' (IAPD) continuing attempts to block the taking of OSLAD Grant funding for land and recreation from going into the General Treasury for other purposes.

d. Executive Director/Secretary

i) Storm Water Citizen's Task Force Appointees

Director Balling reported that the Village of Glenview is forming a task force to analyze possible solutions to storm water management issues. The Director recommended Commissioner Beck and Superintendent of Parks Fred Gullen be appointed to the Task Force due to their knowledge in this area. Commissioner Beck accepted the appointment.

ii) NRPA Congress Update

Director Balling, Superintendent Quill and Deom presented information on the top three sessions they attended at the National Recreation and Park Association Conference in Baltimore Maryland. One of the national trends is that fewer students are going into Parks and Recreation. The Director noted the need to grow talent internally, empower managers to feel like owners, and become an Employer of Choice to attract new talent. Sessions they attended focused on: Volunteers and background checks, Specialty camps for "kids at risk", dog parks, importance of customer service and environmental concerns. They also visited local parks, museums, sports complexes, gardens and aquatic centers and brought back some great ideas.

iii) Request to Change March 2009 Park Board Meeting Date

The Director received a request from a Board member to move the meeting date from March 26 to the March 19. The Board decided not to change the date.

6. Matters from the Public

7. @Consideration to approve Accounts Payable: \$2,125,951.19

Commissioner Przybylo moved, seconded by Commissioner Patton to approve

accounts payable and payroll for the month of October, 2008 in the amount of \$2,125,951.19. Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Przybylo, Scholl, Beck, Coulson. Nays: None. Motion Carried.

8. @Consent Agenda

President Coulson asked for a motion to approve the Consent Agenda.

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

- a. Approved the Glenview Jewish Women's request to become a Recognized Organization. This group will meet periodically for community building and educational reasons.
- b. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2009-10 Wagner Farm Annual Recommendations. The committee noted that changes being recommended for the Wagner Farm operation are minimal for the 2009-10 fiscal year since it is still a relatively new operation and in the process of accommodating significant growth.
- c. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2009-10 Grove Annual Recommendations. Staff recommended some minor fee adjustments for Redfield Rental and a reorganization of the contract documents for renters. Staff also recommended that a preferred caterer process be adopted to provide consistency and quality for our users.
- d. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2009-10 Air Station Prairie Annual Recommendations. No significant changes.
- e. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2009-10 Schram Museum Annual Recommendations. No significant changes.

9. Committees Reports and Recommendations

a. Buildings, Grounds and Park Services

- i) @ 2009-10 Park Facility Operations Annual Recommendations

Commissioner Patton moved seconded by Commissioner Przybylo to approve the Buildings, Grounds and Park Services Committee recommendation to approve the 2009-10 Park Facility Operations Annual Recommendations. Roll Call Vote: Ayes: Patton, Przybylo, Scholl, Beck, Casey, Katsamakakis, Coulson. Nays: None. Motion Carried.

ii) @ Fieldhouse Public Restrooms Recommendation

Commissioner Patton gave a brief update on the recent Buildings, Grounds and Park Services Committee meeting. He noted that the topic to give public access to the Cunliff Fieldhouse restrooms would be discussed at the next Committee meeting to be held in January at the Cunliff Park Fieldhouse. The intent is to invite neighbors to the meeting to get their feedback before staff submits their recommendations. No action was taken on this topic.

iii) Committee Update

Commissioner Patton said the Committee discussed the local Canadian Geese issue and noted since research does not show it to be a medical risk, the Park District will continue with its current practices. Bob also remarked on the damage sustained at Sleepy Hollow Fieldhouse after the recent storms and said that insurance money will be used to make any needed repairs.

b. Finance (Chair Ted Przybylo, Commissioner Bob Patton)

i) @ Tax Levy

Commissioner Przybylo moved to approve the Finance Committee recommendation to approve Tax Levy Ordinance 2008-21 for \$14,398,386 as presented to the Board. Roll Call Vote: Ayes: Scholl, Beck, Casey, Katsamakakis, Patton, Przybylo, Coulson. Nays: None. Motion Carried.

ii) @ Corporate Fund Reduction in 2008 Real Estate Tax Levy

Commissioner Przybylo commented that this was a housekeeping item. Superintendent Barb Cremin explained that this directs the County which fund to reduce if the Park District needs to reduce the levy to be within the tax cap.

Commissioner Przybylo moved to approve the Finance Committee Recommendation to approve Ordinance 2008-22 reducing the Corporate Fund in the 2008 Real Estate Tax Levy for 2009 tax receipts as presented to the Board. Roll Call Vote: Ayes: Beck, Casey, Katsamakakis, Patton, Przybylo, Scholl, Coulson. Nays: None. Motion Carried.

iii) Committee Update

Superintendent Cremin remarked that due to the delay in moving forward with the Joint Administration Facility, the Bond payment that would have been used for this project has also been delayed. That funding will stay in the Capital Development Fund until it is required. Barb also commented that the Park District Bonds are very secure and our Financial Planning is very conservative and consists of mostly CDs and Money Markets.

c. Recreation, Museum & Swimming Pools

i) Annual Grants, Donations, Sponsorship and Advertising Revenue Report

Commissioner Casey noted that donations and revenues are up from last year. However, sponsorships have been affected. Egg Harbor Restaurant will not be donating as much to the annual Wagner Farm Breakfast, and National City Bank will not be sponsoring the Annual Firecracker Classic.

ii) Dog Park Business Plan Update

Superintendent Bob Quill noted one of the updates to the Dog Park Business Plan is the limit has been raised to 1,000. He also remarked that the dawn to dusk opening was kept for safety reasons and the following fees will remain:

- (1) Resident - \$50
- (2) Resident, second dog - \$25
- (3) Non-resident - \$100
- (4) Non-resident, second dog - \$50

iii) Committee Update

Commissioner Casey gave a brief update on the following: Consideration to move the Annual Wagner Easter Egg hunt to Park Center to alleviate weather concerns is being discussed by the Committee. The development of a berm at The Grove to separate it from the Tollway is underway. Staff is managing the temperature at the indoor pool to accommodate both the lap swimmers and recreational swimmers. The Food Kiosk at Park Center (*Perk Center*) is waiting for their Health Permit from the Village to open. Commissioner Casey also announced there would be a Committee of the Whole meeting scheduled for December 4, 6:00 p.m. at Park Center to address revenue loss and future recommendations for the outdoor pools. Also, Director Balling noted a study will be done on the Park Center indoor pool HVAC system to get it up-to-date.

d. **Special Revenue Facilities**

i) @ Golf Club Roof Bids

Superintendent Cheryl Deom reported on two projects for the Golf Course. One was the clubhouse roof project. Five bids were opened on November 5 and one bidder, EuroCon asked to withdraw their bid without penalty due to miscalculations of square footage. The scope of the project was expanded once Park District consultants evaluated the conditions of the current roof rot and very little insulation. Budget for this project was originally \$106,000 and was to come from the Capital Replacement fund. This roof project will include a complete tear-off of the existing roof and removal of any deteriorated/rotten wood decking and the addition of three (3) inches of insulation. The project also includes replacement of all gutters, downspouts and fascia.

Commissioner Katsamakias moved seconded by Commissioner Przybylo to approve staff's recommendation to allow EuroCon to withdraw their Glenview Park Golf Clubhouse roof bid of 79,500 without penalty. Roll Call Vote: Ayes: Casey, Katsamakias, Patton, Przybylo, Scholl, Beck, Coulson. Nays: None. Motion Carried.

Commissioner Katsamakias moved seconded by Commissioner Scholl to approve staff's recommendation to approve the Glenview Park Golf Clubhouse roof bid to All-American Roofing, Lake Zurich, IL for the amount of \$183,600 and the funding for this project as noted in the reports. Ayes: Katsamakias, Patton, Przybylo, Scholl, Beck, Casey, Coulson. Nays: None. Motion Carried.

ii) @ Golf Club Heating Ventilation Air Conditioning

Ron Cassidy, Golf Operations Manager at the Golf Club, explained that this project would replace 5 existing residential heating units with 2 commercial boiler and air handler units. The funding would come out of the capital replacement budget. Staff opened bids on October 9th for this project. The low bidder, Westside Mechanical, came in at \$143,800; however staff renegotiated the amount to \$116,000 without changing the scope of the work. The total cost of the project is expected to be \$120,000 including a \$4000 contingency.

Commissioner Katsamakakis moved seconded by Commissioner Przybylo to approve staff's recommendation to approve the Glenview Park Golf Clubhouse Heating Ventilation and Air Conditioning bid to Westside Mechanical, Naperville, IL for the amount of \$116,000 and the funding for this project as noted in the reports. Ayes: Patton, Przybylo, Scholl, Beck, Casey, Katsamakakis, Coulson. Nays: None. Motion Carried.

iii) Committee Update - None

10. Staff Reports

Fred Gullen reported that work on Community Park West should be completed by the middle of February with seeding taking place at that time. He also noted that both Johns Park and Flick Park Ice Skating rinks are being readied for the season and that all outdoor winterizing of buildings, plumbing, irrigation, drinking fountains, etc., has been done. The training of staff for snow removal and ice control has also been completed.

Cheryl Deom will be scheduling a Special Facilities Committee meeting the second week of December to review Golf Course Annual Recommendations. She also commented that work is continuing on the Ice Center punch list and staff training will take place on the desiccant unit and remainder of the Arena System on December 5. Staff will continue to monitor the air coming out of the air sock which causes too much cold air to enter the arena. Cheryl also noted she has received positive feedback on the new Ice Center Concession.

Barb Cremin announced the upcoming roll-out of a new on-line job application and applicant tracking software, *AppliTrack*. This new software will provide a central depository for all applications for managers to access and will also send automated response letters to applicants. We hope to utilize this software for our upcoming summer employment cycle. Training on *AppliTrack* for selected staff will be held on December 9. Also, there will be a Rec Trac upgrade on January 5 which will help the accounting staff in managing camp deposits.

Bob Quill commented that The Grove Craft Faire did very well this year; however, sales were down about 10% from last year. He noted \$500,000 in payment had been received from the Tollway Authority for the construction of the Grove berm. And, he was please to announce that Wagner Farm had 67,000 visitors already this year which surpasses last year's visits at this time.

11. Matters from Commissioners

Commissioner Przybylo commented on how nice the Wagner Farmer's Market was and recognized staff for their efforts. Commissioner Przybylo also asked for an update on the Environmental Task Force. Director Balling noted the Staff Environmental Committee meets every month and works on a variety of environmental initiatives. Lorin Ottlinger, who leads the Committee, will bring an update to the Board at a future meeting. The Board Environmental Task Force Committee will be meeting in December.

Commissioner Beck was pleased that the New York Times has editorialized for the passage of LAWCON (Land and Water Conservation Fund Program) which provides funding assistance to local government agencies for acquisition and/or development of land for public parks and open space. She also attended the Chicago Wilderness Congress where a number of "No Child Left Inside" sessions were held. She commented that many parents are afraid to let their children go outside and suggested discussions on how we can provide programs for children that will not be too structured but will provide the needed supervision. She also suggests we work with the Village on Green Infrastructure projects, e.g., flood retention and energy conservation since "green grants" will be coming available soon. Director Balling noted that the Park District's grant consultant has been looking into possible "green grants". Commissioner Beck also noted that the Metro Resource Commission will be contacting the Park District and the Village to schedule discussions related to designation of environmentally sensitive areas in Gallery Park.

Commissioner Casey commented on the Park District's promotional DVD that was shown earlier and complimented the staff on all their hard work.

President Coulson noted the recent meetings with the various Glenview Youth Organizations that some Commissioners and staff have been attending. She felt they have been very beneficial to hear what these groups are doing for the community as well as what we can do to further help them. These meetings will also give us the background information to update our policies and procedures. President Coulson expressed the Board's appreciation to staff for all they do and wished all a wonderful Thanksgiving holiday.

Director Balling announced the Glenview Park Foundation will be meeting on Saturday, November 22 at 8 a.m. at Park Center to discuss potential projects they would like to fund. He also commented on a recent meeting he attended where he heard a presentation from representatives of the Korean Community in Glenview. He noted one of the Park District's Strategic Initiatives is to reach out to different ethnic groups. The representatives suggested a good place for Park District staff to meet with them would be after one of their church services since 75% of their group attends church.

12. Correspondence

None

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

Attorney Witwer suggested that section numbers for each topic that might be discussed in Executive Session be cited when the motion to move to Executive Session is read. The section numbers are: Minutes: Sub-section c21, possible Litigation: c11, Land Acquisition/Lease: c5 & c6.

Commissioner Katsamakidis moved, seconded by Commissioner Beck to move to executive session pursuant to 5 ILCS 120/2 et seq. at 9:12 p.m. to discuss minutes, possible litigation, land acquisition/lease. Roll Call Vote: Ayes: Przybylo, Scholl, Beck, Casey, Katsamakidis, Patton, Coulson. Nays: None. Motion Carried.

President Coulson called for a five-minute break before beginning the executive session.

Commissioner Casey moved seconded by Commissioner Beck to adjourn the executive session at 9:40 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

President Coulson adjourned the Regular Session at 9:40 p.m.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Secretary

Approved this 18th day of December, 2008

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