



APPROVED

GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
December 18, 2008

**1. Roll Call**

President Coulson called the meeting to order at 7:05 p.m. and the roll was called.

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

Commissioners absent: Ted Przybylo

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 November 20, 2008 Regular Park Board meeting minutes**

Commissioner Michael Scholl moved seconded by Commissioner Angie Katsamakakis to approve the November 20, 2008 Regular Park Board meeting minutes. Roll Call Vote: Ayes: Beck, Casey, Katsamakakis, Patton, Scholl, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations**

Amy Tomasello's research project on Sponsorships

Amy's Intern project focused on creating a consistent approach to solicit sponsorships for the park district. Her objectives were: to assign a market value to the marketing outlets that the park district can offer to a potential sponsor, create an easy to use tool for staff to create a sponsorship program, and to develop a general structure of various levels of giving to maximize the number of sponsors and sponsorship revenue for a particular event or program. The next steps to this process will be to develop a sales support tool, a current sponsorship database and formal sales training for staff.

**5. Officers' Reports**

**a. President**

President Mary Jean 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 November. Bill commented that there were two large invoices for the

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month: MidAmerican Energy Company and Peterson Roofing, Inc.

c. **Attorney**

No Report

d. **Executive Director/Secretary**

i) Interest & Attitude Survey Update and Timeline

Director Chuck Balling noted the Administrative Committee reviewed a draft of the survey. The final version will come to the Board in January. The survey will be mailed randomly to the community in February or March.

Commissioner Scholl suggested the survey be expanded to the website with incentives for those who fill it out.

ii) Park Services Project Review at January Meeting

Director Balling announced that this project will be reviewed at the Park Services Committee in January. At that time, cost estimates should be available. He also noted that the environmental enhancements to make the building green were reviewed with the Environmental Task Force.

iii) Cunliff Park Fieldhouse Neighborhood Meeting on Public Bathrooms in January

Director Balling noted the Board had requested a public meeting to get input from the neighbors on this topic. Superintendent Fred Gullen confirmed the meeting will be held on Monday, January 12 at 7:00 p.m. at the Cunliff Fieldhouse. Invitations to attend the meeting were mailed to 186 residents who live closest to the park along with a survey that could be returned with their feedback.

6. **Matters from the Public**

None

7. **@Consideration to approve Accounts Payable: \$1,472,008.42**

Commissioner Bob Patton moved seconded by Commissioner Bill Casey to approve accounts payable and payroll for the month of November, 2008 in the amount of \$1,472,008.42. Roll Call Vote: Ayes: Casey, Katsamakis, Patton, Scholl, Beck, Coulson. Nays: None. Motion Carried.

8. **@Consent Agenda**

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

Commissioner Scholl acknowledged the effort by the Special Facilities Committee to keep cost down for the community during these difficult economic times by continuing with the current fee structures at the Tennis Club and Golf Courses.

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

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- a. Approved the Glenview Service Council as a Recognized Organization. This group is a voluntary coordinating council representing service and volunteer organizations in Glenview.
- b. Approved the Special Revenue Facilities Committee recommendation to approve the 2009-10 Annual Recommendations for the Tennis Club. There were no significant changes only a minimum fee increase on club memberships of approximately 5%.
- c. Approved the Special Revenue Facilities Committee recommendation to approve the 2009-10 Annual Recommendations for the Glenview Park Golf Club. The only significant change this year is to the weekend permanent tee time policy. These changes were recommended in an effort to increase the number of permanent tee times sold on Saturday and Sunday.
- d. Approved the Special Revenue Facilities Committee recommendation to approve the 2009-10 Annual Recommendations for the Glenview National 9. No significant changes.

### **9. Committees Reports and Recommendations**

#### **a. Environmental and Natural Resources Task Force**

##### **i) Committee Update**

Commissioner Judy Beck announced that staff will present an update on the Environmental Management System to the Board in January. She went on to give a brief review of discussions at the Task Force meeting. She remarked on a recommendation to make the current Task Force a Board Committee. This recommendation will go to the Board in January. She also noted discussions were held on green initiatives for the Park Services building and zoning classifications designating environmentally sensitive areas (ESAs).

Commissioner Beck announced the Natural Resource Commission has recommended Gallery Park be designated an ESA as well as two bordering parcels to the Tyner Center. She cautioned that this is just the beginning of this process and that the Park District will be involved in discussions.

Commissioner Katsamakakis asked if energy savings metrics have been done at the various Park District Facilities. Superintendent Gullen said that information is currently being gathered on the process School District 34 is taking.

#### **b. Finance**

##### **i) Committee Update**

Superintendent Barb Cremin noted the Committee reviewed the Park District fund balances. These funds allow the Park District to provide consistent and quality services in spite of outside factors. Barb reported as of April 30, all tax-supported funds are meeting or exceeding the minimum fund balance goals. She also noted the Capitol Replacement funds, which are separate funds, are set aside for doing repairs, renovations and replacement of assets. The Committee also went over the funding for Community Park West II as requested by Commissioner Patton. The Committee explained how restricted

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funds (such as developer donation fees) are used first for a project and general funds are more flexible and can be used for other projects. Also, the Park District tax revenue use which accounts for 50% of revenue (other 50% coming from fees and alternate revenue sources such as grants and donations), was compared to and found to be in-line with nine other Park Districts' tax revenue use.

### c. **Recreation, Museum & Swimming Pools**

#### i) @2009-10 Annual Recommendations for Outdoor Pools

Commissioner Casey noted that since pool revenues were down this past season, Staff looked at other Park District pool revenues and found that most had similar results due to unfavorable pool weather in June. Director of Recreation Services, Jason Herbster, gave a presentation on the proposed outdoor pool fee structure. He noted the goal was to increase outdoor pool membership sales by using a 3-tier fee structure: Early Bird, Pre-Season, and Regular. Fees will remain the same as last year except for the Early Bird which will be less than last year. The goal is to sell over 8,000 passes. Along with the new fee structure, marketing efforts will be increased to promote the sales of pool passes. The pools will also stay open longer than in previous years (August 25) which is the day before school starts.

Commissioner Casey move to approve the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2009-10 Annual Recommendations for the Outdoor Pools. Roll Call Vote: Ayes: Patton, Scholl, Beck, Casey, Katsamakakis, Coulson. Nays: None. Motion Carried.

#### ii) @Consideration to Approve Ordinance 2008-23 (Prohibited Use of Cell Phones) and Policy No. 4.60 (Camera and Cell Phone Use Restrictions).

This ordinance and corresponding administrative policy prohibits the use of cell phones and other recording devices and is intended to protect our staff and patrons in areas such as locker rooms and restrooms where a person has the reasonable expectation of privacy. Director Balling noted that signage will be put up in facilities and our affiliate organizations will also be updated on this Ordinance and Policy.

Commissioner Casey moved to approve the Recreation, Museum, and Swimming Pools Committee recommendation to approve Ordinance 2008-23 (Prohibited Use of Cell Phones) and Policy No. 4.60 (Camera and Cell Phone Use Restrictions). Roll Call Vote: Ayes: Scholl, Beck, Casey, Katsamakakis, Patton, Coulson. Nays: None. Motion Carried.

#### iii) Committee Update—None

### d. **Special Revenue Facilities**

#### i) Committee Update

Commissioner Katsamakakis noted that the Committee was sensitive to the current economic environment and to residents in their discussions of annual recommendations and made only incremental changes to fees, memberships,

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and court times. Superintendent Cheryl Deom gave an update on the temperature issue at the Ice Center. She said temperatures are being charted and monitored along with the quality of the Ice. The temperature on the main rink has been increased to 68 degrees and all systems are working properly. The temperature in the stands is now warmer and that increase has not had any impact on the ice. Signs have been posted to alert customers that the temperature issues were being addressed.

### 10. Staff Reports

Fred Gullen noted that both sled hills and outdoor ice rinks are getting record use and crews are busy keeping them groomed and in good shape.

Cheryl Deom said the Heating Ventilation and Air Conditioning (HVAC) work will begin at the Golf Course on January 5. The roofing work will begin once weather permits. She also commented on the Ice Center Winter Carnival which starts on Monday, December 22 and goes thru January 4. One featured program is “Drop ‘n Shop” on December 23. Parents can drop off their children (K-8) from 9am-3pm for \$30.00 (Walk Ins: \$35.00). They will have supervised activities along with lunch and a movie. Director Balling said this is the first of many programs the Park District will be offering for children during school days off.

Barb Cremin noted the online job application software *AppliTrack* went live on December 15 and the Park District has already received 10 applications along with great feedback. She also noted that CPR and AED training sessions were held for staff in November and December.

Robert Quill announced the Grove Holiday Store will close on Friday and encouraged all to stop by to shop. Also, Wagner Farm so far has sold 250 trees and has had a very successful year. Bob also commented on the soft opening of the Perk Center Café and said by January the Perk Center hopes to have their full menu available. Bob announced a fundraiser for Perk Center is being held on January 9 at Michael’s restaurant in Highland Park.

### 11. Matters from Commissioners

Commissioner Patton attended the Gingerbread event at Wagner Farm and thanked the staff for a great time.

Commissioner Casey attended the Dessert with Santa event and also had a great time.

Commissioner Beck suggested forwarding on to friends and family the email blasts of upcoming events that the Park District sends out. She feels this is a great tool.

Director Balling complimented the Children’s Theatre Group for a job well done on their latest performance, which he attended. He also announced that the Park District will be focusing more on Volunteerism and promoting more opportunities throughout the year. Chuck recognized the Park District Technology and Marketing staff for bringing our website “to the next level” and encouraged all to view the Park District video now accessible on the website.

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Director Balling wished everyone Happy Holidays and a Merry Christmas and thanked the Board for all their support. He acknowledged the efforts of our Park District team and the wonderful community that we serve.

President Coulson recognized the wonderful culture at the Park District and gave “kudos” to the Leadership team and Director Balling for making the Park District a great place to work and an Employer of Choice.

President Coulson also wished everyone Happy Holidays and noted the Park District has great things planned for 2009.

### **12. Correspondence**

None

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

### **14. Adjourn**

Commissioner Casey moved seconded by Commissioner Patton to adjourn the open session at 8:45 p.m. On Voice Vote, all present voted aye. Motion Carried.

ATTEST:

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Judy Beck  
Board Vice-President

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Charles T. Balling  
Secretary

Approved this 22nd day of January, 2009

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