



Glenview PARK DISTRICT BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
September 25, 2008

1. Roll Call

President Coulson called the meeting to order at 7:04 p.m. and the roll was called.

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

Commissioners absent: Judy Beck

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 August 28, 2008 Regular Park Board meeting minutes

Commissioner Przybylo moved seconded by Commissioner Katsamakakis to approve the August 28, 2008 Regular Park Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Scholl, Coulson. Nays: None. Abstain: Przybylo. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

a. \$25,000 Donation to Glenview Park Golf Course in Honor of Janann and Henry Hines

Mr. and Mrs. Scott Serota presented the Board with a \$25,000 donation to the Glenview Park Golf Course in honor of their family members, Janann and Henry Hines Jr. who enjoyed playing golf at the course for over 40 years. The donation will be used for the gazebo and outside dining area.

b. Village of Glenview's Astellas Office Complex Agreement

Village Manager Todd Hileman, Deputy Village Manager Don Owen, and Attorney Eric Patt were present and gave an explanation of the agreement. Under the agreement, Astellas Holding US Inc. would be granted a 7b tax assessment incentive to move their offices from Deerfield to Glenview. This proposed 400,000 square foot office facility, to be built on the former Culligan property, will have a substantial tax impact and bring a projected 600 jobs by 2012 to the community. Retail, townhomes, and a hotel will be built on the remainder of the property; however, they will not be part of the 7b incentive. The agreement also holds GlenStar, the developer of the property, to pay all

developer donation fees.

President Coulson recused herself from voting on the following motion due to Astellas Holding US Inc. being a client of the Consulting Firm she works for.

Commissioner Przybylo moved to approve the Finance Committee recommendation to send a letter of support to the Village of Glenview in regards to the Astellas Office Complex Agreement as presented to the Board. Roll Call Vote: Ayes: Przybylo, Scholl, Casey, Katsamakis, Patton. Nays: None. Motion Carried.

c. **Grove Archive Building Update**

Steve Swanson, Director of The Grove, made a brief presentation of the many artifacts related to the Kennicott, Redfield and Peattie families that are now available to the public at the Archive building. He noted the artifacts donated mostly by Kennicott family members and organized by many volunteers are now grouped into three categories. One category is the photographs, paintings, and images collection which includes over 2,000 related photos, 28,000 pages of letters and responses, and many original manuscripts. He noted the Archive building is a treasure trove of information to be enjoyed.

Steve also updated the Board on other projects at the Grove. He noted that the trails have now been graveled for the second time, with 1.8 miles of trails being installed, along with 3 bridges being completed and 2 more to be built. Two trail heads which better distinguish the start of the trails are now in, one on Milwaukee Ave. and one on Lake St. and the interpretive signage is currently being worked on. This trails project is being funded with a grant from the State of Illinois. Steve remarked on the flooding of the Interpretive Center basement during the recent storm where three pumps had to be replaced. And he reported that the driveway at The Grove has now been repaved and sealed with the work funded through a state grant secured by State Senator Ira Silverstein.

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 August. Bill commented that there were 16, \$96,000 CDs purchased at an average rate of 4 %. There were also 16 large invoices; Arena Systems, Circle Flooring, LLC, Cybex International, Inc., Nutoys Leisure Products, Green-Up Landscape Inc., Jacob and Son, Inc., Let's Go Play Inc., M-C Sport System, Inc., MidAmerican Energy Company, W.B. Olson, Inc., Martin Petersen Co. Inc., Recreation Concepts, Inc., Skokie Valley Material Company, V-3 Construction Group Ltd., Frank J. Zamboni & Co. Inc., Blue Cross Blue Shield.

c. **Attorney**

No Report

d. **Executive Director/Secretary**

- i) Storm Damage Update (September 13 & 14)—Director Balling noted the Park District helped the Village with getting Park Center ready as an Emergency Center after the recent storm. He wanted to compliment all those who helped. This was a true team effort. He mentioned Dave Lyon who monitors the mechanicals at Park Center and the two pools for saving the motors and pumps at the pools by staying all night. The Safety Committee will be analyzing the storm efforts at their next meeting to see what worked and what can be improved on.
- ii) Community Service Awards nominations—The Illinois Association of Park Districts accepts nominations for Community Service Awards to honor volunteers, Board members, non-IPRA staff members. The Director asked the Board to submit their nominations for this award.
- iii) Strategic Plan Task Update—The Director referred to the Strategic Plan Updates document which shows the current status of many Strategic Plan Initiatives. He commented on some of the big initiatives: completion of the Ice Center renovations; work at Community Park West II; fields have been hydro seeded, and moving forward on the new joint offices and maintenance building. The Director also noted that a team will be assembled to begin looking at food service operations at the various Park District facilities.
- iv) Park Tour—Commissioner Bob Patton will be attending the Saturday, October 4 tour along with former Board members and members of the press. The tour will begin at 9:00 a.m. at the Ice Center.
- v) Community Interest and Attitude Survey—The Director noted that we are getting ready to sample pre-survey material at a Chamber of Commerce meeting as well as other venues. This will help us develop a more detailed survey for the community.

6. Matters from the Public

7. @ Consideration to approve Accounts Payable: \$4,098,848.74

Commissioner Przybylo moved, seconded by Commissioner Patton to approve accounts payable and payroll for the month of August, 2008 in the amount of \$4,098,848.74. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Scholl, Casey, Coulson. Nays: None. Motion Carried.

8. @ Consent Agenda

President Coulson asked for a motion to approve the Consent agenda and also asked if anyone wanted to remove an item from the Consent Agenda and have it considered at an appropriate time on the regular agenda.

a. Approve Youth Choral Theater of Chicago as a Recognized Organization

Commissioner Casey asked if park district policy was to have at least 50% of an organizations' membership be Glenview residents in order to be given recognized status. Bob Quill noted that the Board recently approved not-for-profit 501C (3)

non-resident organizations be considered for recognized status as well. Recognized status gives groups reduced fees as well as priority status for rentals.

b. Approve Purchasing Policy No. 3.60

Commissioner Przybylo commented on the Purchasing Policy reviewed by the Finance Committee and Park District auditors. He noted attention given to “stringing” purchases and the need for more procedures. Treasurer Moore explained that stringing purchases or reoccurring purchases by facilities might be more cost efficient to contract with a vendor then to purchase individually. Director Balling noted that centralized purchasing is not being considered at this time because of the different facilities’ specialized purchases. Barb Cremin remarked that dollar authorization limits for each level of manager have been incorporated into the policy and staff training is being scheduled.

Commissioner Przybylo moved seconded by Commissioner Casey to approve the consent agenda. Roll Call Vote: Ayes: Patton, Przybylo, Scholl, Casey, Katsamakias, Coulson. Nays: None. Motion Carried. (Copy of supporting documentation filed herewith.)

9. Committees Reports and Recommendations

a. Combined Buildings, Grounds and Park Services (*Chair Bob Patton, Commissioner Ted Przybylo*) and Environmental and Natural Resources Task Force (*Chair Judy Beck, Commissioner Ted Przybylo*)

- i) Chicago River Embankment Improvement Project—Fred Gullen reported that the Village of Glenview received an EPA 319 (Clean Water Act) Grant to work on stemming erosion and river embankment improvements (planting of native plants) along a section of the West Fork of the North Branch of the Chicago River adjacent to West Fork Park.

The Committee recommended approving access for the contractor to the work site thru a portion of our West Fork Park. Through an upcoming Eagle Scout project, we will continue the native plantings onto our adjacent property which will make this an even more effective natural resource improvement for the community.

- ii) Updating School Park Agreements—Fred Gullen explained that the Park District has exchange of service agreements with five school districts. Three are single school agreements, where we very rarely use the buildings. Two of the five agreements (Willowbrook and Avoca) have expired and have not yet been renewed.

- iii) Committee Update—None

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

- i) Astellas Office Complex Agreement Recommendation—This item was discussed following a presentation on the agreement by the Village (agenda item 4.b.) After Board discussion, a motion was made to approve the Finance Committee recommendation to send a letter of support to the Village of

Glenview in regards to the Astellas Office Complex Agreement. Motion Carried.

- ii) Annual Rollover Bonds—The rollover bonds are issued annually to pay a portion of the debt service on the construction of park center. As done in the past, the bonds are issued in two pieces in order to meet the requirements for a current refunding (bond proceeds can only be idle for 90 days). The first piece will be issued in October 2008 and the second piece in February 2009. These bonds will be issued as a direct placement so there are no fees for underwriting or a bond rating.

Commissioner Przybylo moved to approve the Finance Committee recommendation to move forward with issuing the annual rollover bonds as direct placement and to approve the proposed fee increase of \$900.00 by Ehlers and Associates for their services on this bond sale. Roll Call Vote: Ayes: Scholl, Casey, Katsamakakis, Patton, Przybylo, Coulson. Nays: None. Motion Carried.

- iii) Refinancing of the Series 1999 Bonds—Barb Cremin explained that consideration is given to refinancing bonds when rates go lower, at least 5% and the savings need to be net of issuance costs. Individual Bonds can only be refinanced once. The 1999 Bonds were issued for the purchase and development of Wagner Farm and for the golf course deep well. The recommended refinancing should produce at minimum a savings of \$348,773 over 10 years.

Commissioner Przybylo moved to approve the Finance Committee recommendation to move forward with the refinancing of the 1999 Bonds. Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Przybylo, Scholl, Coulson. Nays: None. Motion Carried.

- iv) Estimated Tax Levy—Commissioner Przybylo read the estimate of the tax levy for 2008 which determines the taxes available for operations for fiscal year 2009-2010. The estimated levy amount is \$14,397,516 (a 5.34% increase). This estimated amount must be read and put into the September Board minutes as required by the Truth in Taxation Act. If it is determined that the actual levy is more than 105% of the amount extended or estimated to be expended, a Truth In Taxation Public Hearing will be held as part of the Board meeting in November. The final tax levy ordinance will be submitted to the Board in November for approval
- v) Committee Update—Commissioner Przybylo referred to the Park District's Investment Policy 3.35 which has always been conservative in nature when investing park district funds. He read the following message from the Illinois Park District Liquid Asset Fund (IPDLAF) which is a comprehensive cash management program created in 1986 exclusively for Illinois park districts, forest preserve districts and joint recreational programs: "The purpose of this note is to assure you that your fund remains strong and stable in the face of these events. It has no investment in AIG, Lehman or Merrill. The

conservative investment management approach of our advisor, PFM Asset Management, having successfully navigated through the crisis of the past year by putting safety and liquidity first, remains in place.”

- c. **Recreation, Museum & Swimming Pools** (*Chair Bill Casey, Commissioner Angie Katsamakís*)
- i) Annual Registration and Attendance Report—Commissioner Casey pointed out that this is really the beginning of these reports and going forward the information will be very useful to staff.
 - ii) Volunteer Background Checks Policy Recommendation—Kathy Altonji, Park District Volunteer Coordinator noted that the goal of this policy is to standardized it and mimic what is currently used for employees. Kathy will have paperwork on each regular volunteer who deals directly with children or handles park district assets. She would like to eventually extend this to the Park District’s partner sports programs.

Commissioner Casey moved to approve the Recreation, Museum & Swimming Pools recommendation to approve the revised Criminal Background Check Policy No. 8.50 which includes Volunteers and replacing the current Policy No. 9.99. Roll Call Vote: Ayes: Katsamakís, Patton, Przybylo, Scholl, Casey, Coulson. Nays: None. Motion Carried. (Copy of supporting documentation filed herewith.)
 - iii) Volunteer Utilization Report—A six-month interim report has been developed to illustrate the impact volunteerism has on the district. Kathy Altonji presented a brief overview of this first-time report. Based on an estimate done by *Advancing Philanthropy* magazine, the value of a volunteer hour in 2007 was estimated at \$19.51. The report showed the number of volunteer hours from January 1-June 30, 2008 for the Park District was 17,969. This would equate to \$350,575.19 donated to the Park District by volunteers through their donated time. Kathy also noted, going forward this report will be done annually and will also incorporate comparison data
 - iv) Wagner Farm Outreach Program—Commissioner Casey explained that because of tight school budgets, the farm will take its “educational show” on the road and travel to various schools in and outside the district.
 - v) ERC Review of Tollway Berm—This review by the Environmental Review Commission was in regards to the The Illinois Tollway Authority’s plan to build a berm at The Grove.
 - vi) Committee Update—None
- d. **Special Revenue Facilities** (*Chair Angie Katsamakís, Commissioner Michael Scholl*)
- i) Timeline for Golf Course Recommendation—Cheryl Deom noted the process has just started. Staff is working on background information, comparison data and the business plans.

ii) Committee Update—None

10. Staff Reports

Fred Gullen commented that an upcoming Eagle Scout Project will focus on more plantings at Peninsula Park to continue the effort from the previous scout project. The recent storm did not affect the plantings already there.

Cheryl Deom reported that even though the weather was bad, there were 75-100 people in attendance at the Saturday ribbon cutting ceremony at the Ice Center. She noted there was a good mix of athletes and parents from both the hockey and figure skating programs. Cheryl also introduced Amy Tomasello, a park district intern from Illinois State University who will be working on a project to put together sponsorship packages for the Park District. Cheryl also talked about plans to enhance the Gazebo area at the Golf Club with the \$25,000 donation from the Serotta family. She said staff is looking at possibly screening in the patio area and enhancing the gardens. Cheryl also announced that the target date for Elliott's Concession to open at the Ice Center is October 7. Delays in opening the concession were related to a new floor being installed and some plumbing enhancements. Cheryl commented that the online customer surveys have shown that the loyalty program initiated by Blake Manhart at the National 9 has been very successful.

Commissioner Scholl suggested some follow-up on the following issues at the Ice Center:

- Level of lighting needs to be addressed during ice programs
- Night manager to better supervise night employees
- Additional housekeeping needed, especially in restrooms
- Temperature for spectators is too cold, needs to be adjusted
- Analyze benefits and revenues of coin machines

Barb Cremin noted security cameras for the Ice Center were installed this week. Also, an all full-time staff meeting is scheduled for Oct 8. Updates will be given on the environmental policy, purchasing policy, technology improvements, construction projects, and applicant tracking system. This is one of the Park District Strategic Plan Initiatives to improve communication with employees.

Bob Quill commented on a newly formed Committee which has begun working on an access program for bathrooms at the parks. They are looking at many options and will bring their report to the Board at an upcoming meeting. Also, the Village and Park District is working on an RFP for an Owners Rep for the joint administration office. Interviews are being planned with three firms, which were the top three used for the Library building. Bob announced that "Perk Center" the new concession at Park Center will be opening in two weeks. Also, the Wagner Farm Ice Cream Parlor will open in about two weeks and invited the Commissioners to come out to see the parlor which was built by talented Park District staff at almost no cost.

11. Matters from Commissioners

Commissioner Katsamakakis attended the recent Senior Anniversary event and thought the history of the senior center was very interesting and well done.

12. Correspondence

None

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

Commissioner Casey moved, seconded by Commissioner Katsamakias to move to executive session pursuant to 5 ILCS 120/1 et seq. at 9:30 p.m. to discuss minutes, possible litigation, land acquisition/lease and personnel. Roll Call Vote: Ayes: Patton, Przybylo, Scholl, Casey, Katsamakias, Coulson. Nays: None. Motion Carried.

President Coulson called for a 10 minute break before beginning the executive session.

Commissioner Coulson moved seconded by Commissioner Casey to adjourn the executive session at 10:44 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

Commissioner Casey moved seconded by Commissioner Przybylo to authorize the renewal of the Executive Director’s Employment Agreement for another 3 years with appropriate terminology changes. On Voice Vote, all present voted aye. Motion Carried.

15. Adjourn

Commissioner Casey moved seconded by Commissioner Patton to adjourn the open session at 10:45 p.m. On Voice Vote, all present voted aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Secretary

Approved this 23rd day of October, 2008

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