



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
November 19, 2009

**1. Roll Call**

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

Commissioners present: William Casey, Mary Jean Coulson, Angie Katsamakias, Bob Patton, Michael Scholl, Judy Beck (Ted Przybylo joined the meeting at 7:15 p.m.)

Commissioners absent: None

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 October 22, 2009 Regular Board meeting minutes**

Commissioner Katsamakias moved seconded by Commissioner Casey to approve the October 22, 2009 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakias, Patton, Scholl, Beck, Nays: None, Abstain: Coulson. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations**

Alex Jackman, a Troop 57 Scout, presented his landscape improvement project at Cole Park (between Wagner Road and Kenilworth Lane). Alex and a group of volunteers prepared the area by weeding and laying down landscaping fabric. They then planted 160 varieties of shrubs in the area and finished the project by refurbishing two old cast iron and wood park benches. Alex intent was to create a bio-diverse environment and present a more aesthetic look to the area for residents to enjoy.

**5. Officers' Reports**

**a. President**

Since no public was present, President Beck did not go over the procedures for the public to address the Board.

**b. Treasurer**

Treasurer Bill Moore reported that 4 (\$240,000 CDs) were purchased with interest rates of 1%. There were three invoices over \$30,000: A Lamp Concrete Contractors, Elanar Construction, and Exelon Energy Inc., Bill also gave a brief

summary of the monthly financial reports.

**c. Attorney**

**IAPD Legal Symposium Update**

Attorney Witwer gave a summary of the November 5, 2009 IAPD Legal Symposium he attended with Director Balling and Superintendent Cremin. He noted the following new FOIA (Freedom of Information) Act changes that will take effect in January 2010:

- Staff members will need to be designated to oversee FOIA requests
- These staff members will need to be trained and certified
- A Public Access Counselor (PAC) in the Attorney General's office has been created to supervise the process and handle any complaints and requests for advisory opinions
- Definition of accessible public records has been greatly expanded
- Definition of exceptions and exemptions has been narrowed
- FOIA denials must be report to the PAC and reasons for denials must be given to the PAC
- New FOIA Act is more rigorous and labor intensive

The Board expressed its concern with privacy issues of park district patrons and especially minors if accessible public records are expanded to include class lists.

Attorney Witwer also talked about the Prevailing Wage Act being amended to close the coverage gap to below \$20,000 which was the current threshold for required bidding. Now, any public works project from \$1.00 -\$20,000 will also be subject to the Prevailing Wage Act. Routine maintenance should be excluded but would need to be looked at on a case-by-case basis. Attorney Witwer also commented on the proposed State Identity Act which would put the burden on all grantors of credit to protect their customers from ID theft. However, he noted that this has been pushed back to June 2010.

Director Balling explained the new ADA (Americans with Disabilities Act) compliance which broadens the scope of those covered to include individuals with cancer and diabetes as well as disabilities to no longer be defined as significant or severe to be covered.

President Beck requested the Board members be trained on the new FOIA requirements and suggested the Administration Committee coordinate this through a Committee of the Whole meeting.

**d. Executive Director/Secretary**

**i) Update on Strategic Planning**

Director Balling reported that the Executive Steering Committee (ESC), comprised of staff members, has met and is currently forming smaller committees to address the issues that have been identified. Also, letters to the former Strategic Plan Advisory Committee (SPAC), comprised of community members, will go out in December letting them know new members are being sought for the upcoming Strategic Planning and to see if they have any

interest in being on the SPAC again. The SPAC Committees will begin meeting in February 2010.

Director Balling passed around a Certificate of Recognition received from Representative Beth Coulson acknowledging the Glenview Tennis Club as the 2009 United States Tennis Association (USTA) Outstanding Facility Award winner for excellence in programming, customer service and facility amenities.

Director Balling also noted a recent request from a resident to donate and place a memorial at the Grove to honor his daughter who recently passed away. His daughter was very active in Park District programs growing up and staff is working with the family to choose a suitable commemoration.

Director Balling announced that discussions with School District 34 regarding our cooperative curriculum program have been put on hold for a while. District 34 is currently working on their Strategic Planning. President Beck noted that federal funding provided to the State of Illinois through the "No Child Left Inside Act" might be available for this cooperative effort.

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

None

#### **7. @Consideration to approve Accounts Payable: \$1,627,375.21.**

Commissioner Patton moved seconded by Commissioner Scholl to approve payroll and accounts payable for the month of October, 2009 in the amount of \$1,627,375.21. Roll Call Vote: Ayes: Coulson, Katsamakias, Patton, Przybylo, Scholl, Casey, Beck. Nays: None. Motion Carried.

#### **8. @Consideration to approve Consent Agenda items**

President Beck asked the Board if they would like to remove any items on the Consent Agenda for discussion. With no discussion requested, President Beck asked for a motion to approve the Consent Agenda.

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

##### **a. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2010-11 Grove Annual Recommendations**

Only minor changes were proposed with some adjustment in rental prices in anticipation of the new pavilion.

##### **b. Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2010-11 Air Station Prairie Annual Recommendations.**

Little change was recommended for this operation. The

biggest possibility for change will be in use and is contingent on District talks with School District #34 for future fieldtrips.

- c. **Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2010-11 Schram Museum Annual Recommendations.** Only minor changes were recommended for this operation.
- d. **Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2010-11 Park Facilities Operations Annual Recommendations.** Staff made only a few minor recommendations for change to this operation.

## 9. Committees Reports and Recommendations

- a. **Administrative Operations and Marketing**(*Chair Michael Scholl, Commissioner Mary Jean Coulson*)
  - i) Committee Update

Commissioner Scholl reported that the Committee met this evening and discussed prior options regarding the renovation of the Administration building and the joint office facility concept that was previously discussed with the Village and School District. The current Park District Harassment Policy was also discussed and updated and will be brought to the Board at the December Board meeting for approval.
- b. **Combined Buildings, Grounds and Park Services** (*Chair Ted Przybylo, Commissioner William Casey*)/**Environmental and Natural Resources** (*Chair Mary Jean Coulson, Commissioner Angie Katsamak*)
  - i) Proposed Integrated Pest Management Policy

Fred Gullen reported that the Staff Environmental Committee is working on developing a district-wide Integrated Pest Management Policy. This policy uses a 3-tier system of colors (green, yellow, red) to identify and limit the level of pesticide used at each facility. It has been patterned after a successful policy that evolved in California. This progressive policy has been reviewed by these two Board Committees. The final version will be brought to the Park Board in December.
  - ii) Rain Garden & Pervious Pavement Projects Update and Information Signs

Fred Gullen noted signs are being printed and will be posted at Ladendorf and Sleepy Hollow Parks to explain to the community the benefits of installing the rain garden and the pervious pavement.
  - iii) Green Grant Applications (Vegetated Roof and Wind Turbines)

State of Illinois grant applications have been submitted for the vegetated roof for the new Park Services building at Community Park West. State of Illinois grants were also submitted for Wind Turbines for the Tyner Center and the new Park Services building at Community Park West.
  - iv) Staff Environmental Committee Update

Fred Gullen pointed to the list of various “green initiatives” and potential

strategic initiatives for the 2010-2013 Strategic Plan that staff has compiled and asked the Board to submit any additional initiatives they would like the Committee to research or review.

- v) **Community Park West Garage Tour**  
Commissioner Przybylo remarked the new building has a good use of space with an area for off-season storage. He was very impressed with the large size of the building. Fred Gullen noted there will also be a few acres of nursery on the site and occupancy should take place April, 2010. Director Balling complimented Fred and his staff for the great job they did on the turf fields and for adding warning tracks to the ball fields.

- vi) **Committee Update**  
None

**c. Finance (Chair Bob Patton, Commissioner Michael Scholl)**

- i) **@Tax Levy Ordinance 2009-21**  
Barb Cremin asked for the Board to consider approval of Tax Levy Ordinance 2009-21 for \$15,036,823 which will help fund Park District operations for fiscal year 2010/2011. She noted that although the overall increase is 2.78%, it includes new growth which may or may not materialize. The County Clerk will automatically reduce the levy if the new growth does not materialize. Without the adjustment for new growth, the overall levy is actually a decrease of \$147,691 (1.01%). Barb explained that the Park District is about 8% of the total tax bill and that it is funded approximately 50% by taxes and 50% by user fees.

Commissioner Scholl moved to approve the Finance Committee recommendation to approve Tax Levy Ordinance 2009-21 for \$15,036,823. Roll Call Vote: Ayes: Patton, Przybylo, Scholl, Casey, Coulson, Katsamakias, Beck. Nays: None. Motion Carried.

- ii) **@Corporate Fund Reduction in 2009 Real Estate Tax Levy (Ordinance 2009-22)** The PTELL reduction ordinance directs the county clerk to reduce the corporate levy if needed to comply with the Property Tax Extension Limitation Law. Since the levy for the Corporate Fund includes any projected new growth, any reduction in the levy as a result of the new growth not materializing needs to also come from the corporate levy.

Commissioner Scholl moved to approve the Finance Committee recommendation to approve Ordinance 2009-22 reducing the Corporate Fund in the 2009 Real Estate Tax Levy for 2010 tax receipts. Roll Call Vote: Ayes: Przybylo, Scholl, Casey, Coulson, Katsamakias, Patton, Beck. Nays: None. Motion Carried.

- iii) **Committee Update**  
None

d. **Recreation, Museum & Swimming Pools** (*Chair Angie Katsamakias, Commissioner Ted Przybylo*)

i) **@Farm House Fire Alarm Recommendation**

Bob Quill noted this recommendation comes from the Wagner Farm Historic Buildings and Grounds Committee. The Friends of Wagner Farm are interested in donating the cost of approximately \$6,000 to install the alarm system on this building. This alarm is suitable for an historic building.

Commissioner Katsamakias moved to accept the Recreation, Museum & Swimming Pools Committee's endorsement of the Wagner Farm Historic Buildings and Grounds Commission recommendation to install a Fire Alarm System in the Farm House at Wagner Farm. Roll Call Vote: Ayes: Scholl, Casey, Coulson, Katsamakias, Patton, Przybylo, Beck. Nays: None. Motion Carried.

ii) **Historical Shed Recommendation**

Bob Quill noted another recommendation from the Wagner Farm Historic Buildings and Grounds Committee is to construct a small farmyard shed reminiscent of the original structure located at the site. The construction would be done with period tools and the community would be invited to use the tools and help with some light construction. There are significant programming and operations advantages to this project and staff is confident it can complete the project in-house at an estimated cost of \$10,000. This process would start with a meeting with the neighbors for their input, come to the Park Board for approval and then be presented to the Village Board for conditional use. Commissioner Przybylo was concerned with the aesthetics and interested in the neighbors input. Bob Quill asked the Board for consensus for staff to move ahead with the process and the Board agreed. No formal action was taken by the Board.

iii) **Classification of Recognized Organizations Policy**

Bob Quill noted this policy, which defines the District's recognition of various non-profit groups who make use of our facilities, was completely rewritten. Staff and Board members have worked with representatives of each group for the past year to ensure that the policy appropriately reflects our relationship with them. The categories that groups are recognized in have gone from three to four. A good deal of the focus in this revised policy is on our partnership with youth sports groups which are classified as "Affiliate Sports Organizations". This new category is the biggest change to the policy. One additional requirement from groups in this category is for semi-annual financial reports as well as an annual audit where expenditures of any of these Affiliate Sports Organizations exceed \$100,000. The Board would like PDRMA (Park District Risk Management Agency) to review this financial requirement for any liability issues. The final policy will be brought to the Park Board at the December Board meeting.

Commissioners Przybylo and Katsamakias expressed their concern with the background check process. They want to see specific guidelines that the

Affiliate Board members would need to follow to eliminate any subjectivity in hiring someone. Attorney Witwer noted that there is a State Statute that the Park District must follow for hiring and suggested requiring these groups to follow the same statute. Bob Quill explained that the MOU (Memorandum of Understanding) which groups will need to sign include specific guidelines for background checks.

- iv) Virginia Graham Baker Act (Facility Update)  
Bob Quill reported that staff is still carefully monitoring this Act. We have replaced all grates at the pools, which was the number one issue. The process is ongoing due to the fact that the implementation of the new rules is still in flux and not fully defined. The Park District is working with an engineer who is advising us.
- v) Outdoor Pools Interim Financial Report  
Jason Herbster, Director of Recreation Services, gave a summary of the outdoor pools financial report for 2009. He noted that total revenue at Flick and Roosevelt Pools was \$772,000, which was \$70,000 short of budget with total expenses being \$850,000, and a projected subsidy of \$84,000. An unplanned major repair to the tower lights at Roosevelt pool cost \$7,600. Given the second consecutive year of challenging weather, the financial performance of the pools is significantly improved over last year.
- vi) Pool Operators Round Table/Meeting Review  
Jason recognized Amy Watson, Manager of Aquatic Services, who coordinated a round table discussion of the 2009 pool season with area districts to exchange information and ideas for next year. Amy also did a report on the weather conditions which affected attendance and noted July had no 90 degree days with an average high temperature of only 77 degrees. The report also showed a total of 28 days of rain for the season. The only district who did well was Lombard, which built a new pool and sold a lot of pool passes. However, compared to all the other districts, we did very well. Director Balling noted that even though we loss revenue this season, we still sold as many pool passes as last year where other districts sold less passes. All of the information collected from these discussions will be used to assist in developing the annual recommendations for 2010 which will come before the Committee in December.
- vii) GPD/NSSRA Fieldhouse Project  
Bob Quill said this proposed project was presented to the Northern Suburban Special Recreation Foundation Board last month. Their Finance Committee is recommending a four-year campaign of \$25,000. The Committee will meet next week to confirm their budget. Next steps would be to start a design development process to get a cost estimate. Director Balling noted that a public meeting with the neighbors living near the fieldhouse to get their input would also be scheduled.

- viii) Independence Day Celebration/Confirmation of Event Date  
Jason Herbster confirmed that the Independence Day celebration will be held on Monday, July 5, 2010 with fireworks at the Glenview Park Golf Course. This maintains the tradition of holding the July 4th celebration on the 5th when the holiday falls on a Sunday.
  
- ix) Tollway Update  
Steve Swanson, Director at The Grove, gave the update. He noted that the berm is 90% complete with the last day of construction to be December 19. Spring planting of wetlands and trees should be completed by April. Steve commented that the berm has greatly decreased the noise level coming from the Tollway which will benefit the weddings held at the Redfield Estate. Steve also wanted to acknowledge the Tollway for all their help and being so great to work with.
  
- x) Carriage House Planning  
Steve Swanson noted that the Tollway is also helping the Grove to comply with MWRD (Metropolitan Water Reclamation District) requirements so the Carriage House can be constructed. Preliminary designs have already been looked at with “green technology” being considered by using the boiler from Redfield House for the new Carriage House. It looks as if this project will start next fall so as not to impact wedding rentals. We are hoping to hear in January about the status of our \$162,000 State of Illinois OSLAD grant request.  
  
Steve also commented on the success of the recent Grove Craft Faire with revenues being up 12.5% from last year. He also acknowledged and thanked ABT for being a sponsor of the Craft Faire this year.
  
- xi) Committee Update  
None

## 10. Staff Reports

Superintendent of Park Services, Fred Gullen, reported that the hours of the Dog Park at Community Park West will be expanded. Originally, the park was to open at dawn and close at dusk. However, lights turned toward the dog park from the parking lots along with lights from the dog park shelter will allow sufficient lighting for the park to stay open until 9:00 p.m. Members will be notified of the extended hours. Director Balling recognized staff member Kathleen McInnis who was key to the startup of the dog park and also Fred Gullen and his crew for the great job they do maintaining the turf. Fred mentioned that three Coyote decoys are being used at CPW to keep the geese population at bay.

Superintendent of Special Facilities, Cheryl Deom, said staff is looking at current youth programs at the Golf Courses, Tennis Club and Ice Center and will be making some enhancements. Golf will add a program that will take the better youth golfers and put them into a travel league so they can have the opportunity to play at other courses and with other players. A new figure skating program at the Ice Center will

be more fun and rewarding and will follow a more competitive track similar to what the Olympic skaters follow. Cheryl noted more family skates will also be scheduled for the hockey and figure skating families. Further discounts at the two Golf Courses are also being offered. Cheryl noted that both the Golf and Tennis Business Plans are being worked on and will be presented to the Special Facilities Committee in December.

Superintendent of Administrative Operations, Barb Cremin, said all managers and supervisors recently received an email on HR Best practices as a reminder as they get ready for the hiring season. Managers/supervisors will receive these types of emails every other month pertaining to relevant topics as part of our ongoing training program. Barb always noted staff is getting ready for the annual Budget Planning process.

Superintendent of Leisure Services, Bob Quill announced that the two Glenbrook High Schools recently broke the Guinness Book of World Records by stacking 59,000 cans at Wagner Farm. The cans will be donated to the local food pantry. He thanked the Wagner Farm staff for all their help behind the scenes and for their support of this event.

#### **11. Matters from Commissioners**

Commissioner Coulson wished staff a very Happy Thanksgiving and said we have a lot to be thankful for in this community.

President Beck asked which Park District facilities were going to be opened on Thanksgiving. Staff noted that all facilities hours for the holidays are posted on the Glenview Park District website.

#### **12. Correspondence**

None

#### **13. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (c21), possible Litigation (c11), Land Acquisition/Lease (c5 & c6), Personnel (c1)**

Commissioner Katsamakias moved, seconded by Commissioner Coulson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 9:25 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), personnel (c1). Roll Call Vote: Ayes: Katsamakias, Patton, Przybylo, Scholl, Casey, Coulson, Beck. Nays: None. Motion Carried.

President Beck called for a 5 minute break. The Executive Session convened at 9:37 p.m.

Commissioner Scholl moved seconded by Commissioner Coulson to adjourn the executive session and move back into Open Session at 10:20 p.m. Roll Call Vote: Ayes: Przybylo, Scholl, Casey, Coulson, Katsamakias, Patton, Beck. Nays: None. Motion Carried.

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

None

**15. Adjourn**

Commissioner Katsamakidis moved seconded by Commissioner Coulson to adjourn the Open Session at 10:21 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

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Judy Beck  
Board President

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Charles T. Balling  
Board Secretary

Approved this 17th day of December, 2009

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