



GLENVIEW PARK DISTRICT  
BOARD MEETING

@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
September 24, 2009

**1. Roll Call**

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

Commissioners present: William Casey, Mary Jean Coulson, Angie Katsamakias, Bob Patton, Ted Przybylo, Michael Scholl, 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 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 August 27, 2009 Regular Board meeting minutes**

Commissioner Przybylo moved seconded by Commissioner Katsamakias to approve the August 27, 2009 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Coulson, Katsamakias, Patton, Przybylo, Scholl, Beck, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations**

**a. 2009 United States Tennis Association (USTA) Outstanding Facility Award/Glenview Tennis Club**

Director Balling introduced Dave Woolf, Craig Arnold, Vickie Schult, and Shelley Hall from the Glenview Tennis Club. They were present to accept the Board's recognition of the Glenview Tennis Club being awarded the 2009 United States Tennis Association (USTA) Outstanding Facility Award. The award is presented to tennis facilities which demonstrate excellence in every aspect of their operation, including programming, staff and the physical facility. Director Balling also recognized the leadership of Cheryl Deom, Director of Special Facilities, along with Dave and the entire staff for their consistent results and outstanding customer service throughout the year. Dave Woolf thanked the Board and the Glenview Park District for being able to accept this award in New York City on behalf of the Park District. Dave noted one of the reasons he felt the club received this award was because of a new program taught at the club called "Quick Start". In this program, foam balls and smaller courts are used to teach kids. It is a new trend just coming to the United States and the Tennis Club is one of only a few clubs in the Midwest that offers it.

**b. @Consideration to accept the 2008-2009 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2009**

Barb Cremin noted that the auditors completed the audit process and confirmed the following: the financials were presented fairly, proper accounting principles were used, the overall presentation was clear and no significant issues were identified. Barb reported that total assets exceeded liabilities by 82 million dollars with 24 million dollars designated to meet the ongoing needs of the Park District and 58 million dollars in investments/capital assets. Barb noted that the auditor would be present at the October Finance Committee to answer any questions (meeting has been confirmed for October 16, 7:45 a.m. at the Administration Building). The Park District will again be applying for the Certificate of Excellence in Financial Reporting issued by the Government Finance Officers Associations which it has received for the last three years.

*Commissioner Przybylo stepped out of the room for a few minutes but returned promptly.*

Commissioner Patton moved to accept the Finance Committee recommendation to accept the 2008-2009 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2009. Roll Call Vote: Ayes: Coulson, Katsamakos, Patton, Przybylo, Scholl, Casey, Beck. Nays: None. Motion Carried.

## 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 seven invoices over \$30,000: All American Exterior Solution, Elanar Construction, Nutoys Leisure Products, Frederick Quinn Corporation, Trigon Group, Inc., Howard L. White & Assoc., Inc. and Blue Cross Blue Shield. Bill also gave a brief narrative on the monthly financial reports.

Director Balling mentioned that staff is in the process of looking into getting the Glenview Ice Center commissioned within the next three months. Commissioning of the building will certify that the HVAC and other mechanicals are working properly. Commissioning is an owner's expense. Director Balling suggested taking the proposed Ice Center commissioning to a Committee for further discussion and the Board concurred. President Beck suggested this may be a good topic for the upcoming IAPD (Illinois Association of Park Districts) Legal Symposium.

### c. **Attorney**

No Report

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

#### i) Gold Medal Award Update

Director Balling commented that the Park District is very excited about being named a finalist for this award and that the winner will be announced the morning of October 14 at the NRPA (National Recreation and Park

Association) Congress in Salt Lake City, Utah. He noted that staff is very optimistic and regardless of the outcome, is very proud of the Glenview Park District.

ii) Community Service Awards Nominations

Director Balling asked the Board for their recommendations for this award. Each year the Illinois Association of Park Districts accepts nominations for Community Service Awards to recognize and thank volunteers, Board members, and non-IPRA staff members for their outstanding contributions and unselfish devotion for the advancement of parks, recreation and leisure in the community and the State of Illinois.

iii) Strategic Plan Task Update

Director Balling noted the summary of updates and major accomplishments within the last six months that were listed in the Board packet. These updates will also be posted on the Glenview Park District website.

**6. Matters from the Public**

None

**7. @Consideration to approve Accounts Payable: \$2,499,869.53.**

Commissioner Patton moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of August, 2009 in the amount of \$2,499,869.53. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Scholl, Casey, Coulson, Beck. Nays: None. Motion Carried.

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

President Beck noted there was one item on the consent agenda and asked the Board if they would like to remove it for discussion. With no discussion requested, President Beck asked for a motion to approve the Consent Agenda item.

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

**a. Approve Ordinance 2009-19 Liquidation of personal property —**

This is a house keeping item to sell unneeded assets. This Ordinance provides for the disposal or sale of personal property owned by the Glenview Park District which is no longer necessary or useful to the Park District.

**9. Committees Reports and Recommendations**

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

i) 2010-2013 Strategic Planning Process Update

Barb Cremin noted the timeline, chart of general process, Interest and Attitude Survey results and potential initiatives that were included in the Board's packet. She noted the process is basically the same as the 2007-2010 strategic

planning. However, in order to get more input from the Board this time, she asked members to email her by October 12 any initiatives they would like considered and added to the list. Staff felt that it was important for the top initiatives to meet four criteria: long-term profitability, be a high value to the community, enhance operational efficiencies and align with the core mission and values of the Park District. President Beck asked the Board to also think about residents they would like to recommend for the Strategic Planning Advisory Committee and to email their recommendations to the Director.

ii) Emergency Preparedness Plan Update

Barb Cremin noted this is an internal document that is used to address significant issues that may arise, e.g., storm damage, and outlines key responsibilities, processes, and communication procedures. This plan is one part of a larger Emergency Preparation Plan which includes each facility having their own manual with specific instructions. Director Balling noted responding to a community-wide event would be coordinated with the Village.

iii) Residency Policy Update

Barb Cremin explained a draft of the policy was included for the Board to review and this policy will be presented to the Board for approval in October. The policy is based on the premise that any taxpayer should receive a benefit from the Park District and that includes those who own or rent residential property or own commercial real estate in Glenview.

iv) Committee Update

None

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

i) Estimated Tax Levy

Barb Cremin noted the Committee went over the draft of the tax levy. If no new growth, operating funds would share an additional \$11,000 in tax revenue. An estimate of the tax levy for 2009 which determines the taxes available for operations for fiscal year 2010-2011 was read into the minutes by Superintendent Barb Cremin as required by the Truth in Taxation Act. The estimated levy amount is \$15,034,125 a (2.78% increase). The final tax levy ordinance will be submitted to the Board in November for approval.

*Commissioner Katsamakidis stepped out of the room for a few minutes but returned promptly.*

ii) Rollover Bond Update

These Bonds are used to pay off a portion of the debt of the Park Center. This is a one-year bond, negotiated sale. The bond will be sold in two pieces, the larger portion, \$1.2 million is sold in October and the smaller amount of \$70,000 in February. This same process is followed every year.

iii) Committee Update  
None

## 10. Staff Reports

Superintendent of Park Services, Fred Gullen, reported on an ongoing Eagle Scout project on Kenilworth Lane adjacent to the Tennis Club that started with the clearing and preparing of a planting bed and will now have participants on Saturday planting trees and shrubs in that area. The project will be completed with the refurbishing of some old park picnic benches. The Eagle Scout will report his final project to the Park Board at an upcoming meeting. Fred also announced that the Village Plan Commission is meeting on October 27 and will address the building of a salt dome in the spring at Community Park West. The village has already received grant funding for this project. An Intergovernmental Agreement between the Park District and the Village to build the salt dome at CPW was previously approved by the Board.

Superintendent of Administrative Operations, Barb Cremin, noted that an overall review of the outstanding debt of the Park District was also gone over in the recent Finance Committee.

Superintendent of Leisure Services, Robert Quill, reported on the steps being taken to comply with the recently passed Virginia Graeme Baker Act which requires that equipment for each public pool and spa in the United States be equipped with anti-entrapment devices. All approved drain covers are in place at Splash Landings. However, all of the requirements to be compliant are not clear. We have hired an engineer to look at our pools and we expect a report soon with recommendations and steps necessary to meet all of the necessary requirements of the Act. From what we have heard from other park districts, it can be very costly to meet these requirements. One requirement focuses on the size and depth of the sump pit which houses the drain pipe. The Act requires mandatory compliance by the opening of pools next season.

## 11. Matters from Commissioners

Commissioner Katsamakos asked about the Wagner Farm trailer and if school trips have been scheduled yet. Bob Quill reported that the farm had just received the trailer and is now in the process of getting it ready.

Commissioner Coulson commented on the new walk way at Crowley Park and says she likes the wider width.

President Beck noted that the porous concrete recently installed at Sleepy Hollow may appear to some as a lower-grade concrete because of its rough look. She suggested signage to explain the benefits of the porous concrete and why it was installed. The Director remarked that the Marketing Department is already working on these communications.

Commissioner Beck noted the recent difficulty the Department of Natural Resources (DNR) is having with staffing and funding cuts. She noted that DNR is the Park District's partner in state government. Director Balling explained that there is 125 million dollars in state capital that has been allocated for park districts and recreation

departments, but with the cuts in DNR's staffing, they may not be able to distribute and oversee the funding process. The Board was encouraged to fill out a survey from DNR that will be used to promote the importance of restoring the cuts made to DNR.

Commissioner Casey commented on the IAPD Best of the Best Awards Gala which was held on September 11 where President Beck was recognized for 30 years of Board service. He also congratulated Glenview Youth Baseball and Lynne Stiefel, who both won awards that evening.

**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 8:20 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), personnel (c1).

Roll Call Vote: Ayes: Przybylo, Scholl, Casey, Coulson, Katsamakias, Patton, Beck. Nays: None. Motion Carried.

President Beck called for a 5 minute break. The Executive Session convened at 8:30 p.m.

Commissioner Przybylo moved seconded by Commissioner Katsamakias to adjourn the executive session and move back into Open Session at 9:10 p.m. Roll Call Vote: Ayes: Casey, Coulson, Katsamakias, Patton, Przybylo, Scholl, Beck. Nays: None. Motion Carried.

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

None

**15. Adjourn**

Commissioner Casey moved seconded by Commissioner Coulson to adjourn the Open Session at 9:10 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

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Judy Beck  
Board President  
Approved this 22nd day of October, 2009

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Charles T. Balling  
Board Secretary