



GLENVIEW PARK DISTRICT

BOARD MEETING

@ Park Center

2400 Chestnut Avenue

Glenview, IL 60025

Regular Meeting Minutes

December 17, 2009

1. Roll Call

President Judy Beck called the meeting to order at 7:02 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Angie Katsamakias, Bob Patton, Judy Beck. Commissioner Michael Scholl was not present for the roll call or approval of minutes but did arrive at 7:04 p.m.

Commissioners absent: William Casey, 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 November 19, 2009 Regular Board meeting minutes

Commissioner Katsamakias moved seconded by Commissioner Patton to approve the November 19, 2009 Regular Board meeting minutes. Roll Call Vote: Ayes: Coulson, Katsamakias, Patton, Beck, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. 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 were three invoices over \$30,000: Elanar Construction, Exelon Energy Inc., and Frederick Quinn Corporation. Bill also gave a brief summary of the monthly financial reports and felt the Park District funds were performing well. President Beck complimented the Treasurer and the Finance Committee for a very informative Committee meeting.

c. Attorney

No Report

d. **Executive Director/Secretary**

i) Proposed Willow Park Fieldhouse Cooperative Project with NSSRA
Director Balling announce that both the NSSRF (Northern Suburban Special Recreation Foundation) and the GPF (Glenview Park Foundation) have pledged \$100,000 for the fieldhouse renovation project. This project will renovate the building at Willow Park making it a community based location for NSSRA (Northern Suburban Special Recreation Association) programs held in Glenview. He also recognized Bob Quill for coordinating the project as well as Craig Culp, for the great job he has done in his first year as Executive Director of NSSRA. Some of the next steps will be to meet with neighbors of the park to get their input and hire an architect for the initial drawings. A presentation of the drawings will be brought to the Park Board sometime in the spring. And, recognition of both Foundations for their contributions is being planned. Bob Quill noted that the playground at Willow Park will also be renovated.

ii) 2010/2013 Strategic Planning Update

Director Balling noted a letter will be going out to the former 2007-2010 Strategic Planning Advisory Committee (SPAC) members updating them on the Strategic Plan Initiatives that have been completed and also informing them of the new SPAC. We will ask past committee members if any of them are interested in serving again but will also let them know that the Board will select the new Committee members based on some new recommendations they have received as well as former members who may be interested. Staff committees have been assigned to study the upcoming strategic initiatives and they will present their findings to the Board and the SPAC sometime in March and/or April. (Specific dates still to be determined).

iii) Proposed Ribbon Cutting for Community Park West Ball Fields –
(Friday, April 30, 2010)

Glenview Youth Baseball (GYB) would like the ribbon-cutting to be scheduled on a Friday so it would not conflict with games and they would also like to expand this ceremony into a special event with various activities for all the local ball teams to enjoy. GYB has expressed their pleasure with the appearance of the ball fields at CPW and the Director credited Fred Gullen and his team for all their work on the fields.

GYB has also requested the other two ball fields be lighted and offered to fund this expense over the next few years. The Director requested this to go out to bid and move forward if GYB funds the entire cost. The Board concurred.

Director Balling noted the Park District Risk Management Agency (PDRMA) audit has been completed and the Park District received a very high score of 98.04% with seven out of ten facilities receiving 100%. Congratulations to all.

Director Balling told the Board that he feels now is a good time to update the water main for the Administration building since the street will be under

construction. He reminded the Board that the Park District is responsible for all improvements to the building and feels the cost should come in under \$10,000. He will be checking with the Village to see if they will cover some of the costs.

5. Matters from the Public

None

6. @Consideration to approve Accounts Payable: \$1,949,585.83

Commissioner Patton moved seconded by Commissioner Coulson to approve payroll and accounts payable for the month of November, 2009 in the amount of \$1,949,585.83. Roll Call Vote: Ayes: Coulson, Katsamakis, Patton, Scholl, Beck. Nays: None. Motion Carried.

7. @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. Commissioner Scholl asks for clarification on Consent Agenda item **7.j.** as to which Commissioners attended the two Committees that are making this recommendation(s) and if the topic was fully vetted. Fred Gullen noted that there were 5 of the 7 Commissioners present at the two Committee meetings when this recommendation was made. Director Balling also noted that the Finance Committee also addressed the financial aspects of this recommendation in detail at their recent meeting. President Beck asked for a motion to approve the Consent Agenda.

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

- a. **Approved the Special Facilities Committee recommendation to approve the 2010-11 Annual Recommendations for the Tennis Club.** No major changes were proposed and there were no increases to court time or membership fees. However, there will be three minor fee increases to group lesson programs. The recommended increases are based on research of surrounding clubs.
- b. **Approved the Special Facilities Committee recommendation to approve the 2010-11 Annual Recommendations for the Glenview Park Golf Club.** Changes were minimal.
- c. **Approved the Special Facilities Committee recommendation to approve the 2010-11 Annual Recommendations for the Glenview National 9.** Very minimal changes were recommended. Staff believes that fees are well placed in the current market.
- d. **Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2010-11 Wagner Farm Annual Recommendations.** Minimal changes were made to this operation.

- e. **Approved the Recreation, Museum, and Swimming Pools Committee recommendation to approve the Annual Recommendations for Park Center.** Only a few minor changes were made to this operation.
- f. **Approved the Environmental Committee recommendation to approve Integrated Pest Management (IPM) Policy No. 10.20.** This policy will standardize pest management at each park district facility. The IPM program uses a variety of non-chemical control measures and only as a last resort, chemical controls, in a way that minimizes health, environmental, and economic risks.
- g. **Approved the Administrative Operations and Marketing Committee recommendation to approve the updated Harassment Policy, Section 10/Personnel Guidelines.** A revision was made to the policy to include suggested wording from the Park District Risk Management Agency's model personnel guidelines.
- h. **Approved the Park District's Freedom of Information Officer.** Recent changes to the Illinois Freedom of Information Act (FOIA) require that each public body designate one or more officials or employees act as Freedom of Information officers. Freedom of Information officers receive FOIA requests, ensure that the public body responds to requests in a timely fashion, and issue responses to the FOIA request. Barb Cremin, Superintendent of Administrative Services, will be the FOI officer for the District and Joanne Capaccio, Administrative Assistant, will be the alternate.
- i. **Approved the Park District's Open Meetings Act Officer.** The Open Meetings Act (OMA) requires that every public body designate one or more employees, officers, or members to receive annual training on compliance with this Act. Each public body must submit a list of the designated employees, officers, or members to the State. Joanne Capaccio, Administrative Assistant, will be the Open Meetings Act Officer for the District. Barb Cremin, Superintendent of Administrative Services, will be the alternate.
- j. **Approved the Buildings, Grounds and Park Services and Environmental Committees' recommendation to approve the reorganization of the Park Services Department into a Park and Facility Services Division and to add a Facilities Maintenance Supervisor position to staff.** This recommendation was based on the current strategic initiative to centralize certain maintenance functions and on the growth of park and facility inventory in the District.

8. Committees Reports and Recommendations

a. Finance (Chair Bob Patton, Commissioner Michael Scholl)

i) Committee Update

Barb Cremin announced that the Finance Committee met this past Monday and reviewed the potential long-term financing of Gallery Park and Air Station Prairie. Beginning discussions focused on allocating significant portions of the TIF (Tax Increment Financing) when it ends for these two operations. Funding will be reviewed in more detail in the Intergovernmental Agreement that will be negotiated between the Village and Park District.

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

i) @2010-11 Annual Recommendations for Outdoor Pools

Amy Watson, Manager of Aquatic Services, was present to answer any questions the Board might have on the proposed outdoor pools annual recommendations. She commented that the biggest focus was on membership and how a three-tier sales strategy will be implemented again in 2010 and that individual memberships will increase by \$5.00. However, Director Balling noted that despite the slight increase, the early bird individual pass fees still remain lower than the regular pass fees from two seasons ago. He also noted that hours at both Flick and Roosevelt Pools will remain the same as last season. (See table for 2010 rates).

Membership Types 2010	Early Bird Rates 2/8/10-2/28/10	Pre-Season Rates 3/1/10-5/15/10	Regular Rates 5/16/10
Individual	\$73	\$83	\$93
Each Additional	\$42	\$52	\$62
Sr. or Nanny	\$62.50	\$67.50	\$72.50

Commissioner Katsamakias moved to accept the Recreation, Museum & Swimming Pools Committee recommendation to approve the 2010-11 Annual Recommendations for Outdoor Pools. Roll Call Vote: Ayes: Patton, Scholl, Coulson, Katsamakias, Beck. Nays: None. Motion Carried.

ii) @Revised Policy No. 7.20: Classification of Recognized Organizations

This policy defines the District's recognition of various non-profit groups who make use of park district facilities. Bob Quill noted that this policy was brought to the Board last month and two changes were recommended. One was a requirement for Affiliated Sports Groups to provide semi-annual financial reports to the Park District be changed to a recommendation that an audit be conducted for any fiscal year where expenditures exceed \$100,000. The second was to add specificity to Background Checks that would require groups to adhere to the same standards as required of the Park District (by state law) in determining whether a person would be banned from a paid or volunteer position. President Beck asked if the background checks would be done nationally or just in-state. Bob said they would adhere to state statute. President Beck would like more discussion on this topic. The Director said he would also have PDRMA take another look at this.

Commissioner Katsamakakis moved to accept the Recreation, Museum & Swimming Pools Committee recommendation to approve Revised Policy No. 7.20: Classification of Recognized Organizations. Roll Call Vote: Ayes: Scholl, Coulson, Katsamakakis, Patton, Beck. Nays: None. Motion Carried.

iii) Health and Fitness Expansion Feasibility

Director of Recreation Services, Jason Herbster, gave a brief outline of what staff is proposing for this expansion over the maintenance bay. He noted that this expansion is needed due to the amount of growth in group exercise classes, personal training, Pilates and other specialty programs. Staff feels it is important to keep up with the needs of the community as well as maintain high-levels of service. These plans are very preliminary. The Director noted that timing is very important and we would need to wait to see if NorthShore University renews its lease at Park Center, which is up soon. If they don't renew, then we would consider expansion in the area NorthShore currently leases. Commissioner Coulson asked how long this proposed expansion would serve the needs of the community and would it allow us to use it for other things if fitness needs started to decline. Jason acknowledged that it is hard to determine how long it might be adequate, but that the current growth in fitness is unprecedented. He also acknowledged that the expansion would basically be two large rooms that could be utilized for other Park District needs. The Board and staff discussed the timing for hiring an architect to go to the next step of design development. The Director recommended waiting to get the Commissioning report back on Glenview Ice if we are going to use the original building architect. The Board concurred. Commissioner Scholl also suggested looking at areas on the west side of town to offer fitness oriented programs as we do our Strategic Planning. This would serve our residents in those areas and might help alleviate some of the parking issues at the Park Center.

iv) Committee Update

None

c. **Special Revenue Facilities (Chair Bill Casey, Commissioner Bob Patton)**

i) Glenview Park Golf Club and Glenview Tennis Club "DRAFT" Business Plans

Cheryl Deom noted the Board was given a draft of both Business Plans to review. She will be scheduling a Special Facilities Committee in January to get Board input and will bring the final plans back to the Board in January.

Cheryl noted that the Commissioning of the Ice Center is going well. Engineers are looking at 5 years of utilities as well as equipment that was installed to see if it is working properly. The Commissioning should also tell us if it is feasible to install an energy management system that would automatically regulate temperatures at the Ice Center based on the outside temperature, HVAC system and indoor ice temperatures. This is currently

being done manually. Cheryl commented that staff has not received any recent complaints on the temperatures in the Ice Center.

Director Balling commented that the Business Plans have been well thought out and would like the Board's input to make sure we are on task. He acknowledged that the golf course is still experiencing more rounds played than any other comparable Park District course. Cheryl added that the Billy Casper study which the Board approved a few years ago to study space needs at the Glenview Park Golf Club and had provided us with some good recommendations was not included in the draft business plans but will be emailed to the Board members on Friday.

- ii) Committee Update
None

9. Staff Reports

Superintendent of Park Services, Fred Gullen, reported that the ice and sled hills have opened and we are looking forward to a long season. Fred also noted The Western Golf Association would like to expand the parking spaces they request each year at Dietrich Park. However, this expansion would impact park land so the Parks Services Committee will be reviewing this request at their next meeting.

Superintendent of Special Facilities, Cheryl Deom, reported that the Breakfasts with Santa being held at The Café have been very successful and filled to capacity. She noted that there is one remaining on December 19. Cheryl also announced that the Glenview Park Golf Club will be hosting the Optimist Golf Outing being held in June. This will be a fundraiser for Glenview Youth Services. She also reminded the Board of the Ice Center's Winter Carnival which begins December 21 and the Glenview Tennis Club's Holiday Tennis Camp Fair.

Superintendent of Administrative Operations, Barb Cremin, noted an article in the January issue of *Make It Better* magazine which addresses the use of AEDs at parks and also interviews Michelle Snyder, whose daughter suffered cardiac arrest at Community Park West in 2008. Barb reminded the Board that the Park District complies with all state laws regarding AEDs and receives guidance from both PDRMA (Park District Risk Management Agency) and IAPD (Illinois Association of Park Districts) with regards to where they should be placed. Barb noted the Park District currently has a total of 18 AEDs at various indoor facilities.

Superintendent of Leisure Services, Bob Quill reported that the Wagner Farm Christmas tree sales went very well this year. He also noted that Todd Price, Director of the Farm, is currently on medical leave due to a shoulder injury.

10. Matters from Commissioners

Commissioner Patton attended the Ginger Bread Jubilee event at the Farm and said it was a lot of fun and well attended.

Commissioner Scholl commented on the outdoor Ice rinks and how much fun his family is having skating on them.

Commissioner Beck commented on the Village Storm Water Management meeting she attended last week where concerns of the trailer park being located so close to the river were discussed.

Commissioner Coulson wished everyone a Happy Holiday and holiday wishes were expressed by all of the Commissioners.

Commissioner Katsamakias has been at the Ice Center quite frequently and feels the mechanical issues have been resolved and the patrons are happy with the temperatures.

Director Balling thanked the Board on behalf of staff for all their time and effort this past year and acknowledged that they are the Park District's number one volunteers. He wished everyone happy holidays and good health in the New Year and said we are all looking forward to another successful year at the Park District. He credited this year's success to the teamwork of everyone involved.

11. Correspondence

None

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

None

13. Adjourn

Commissioner Scholl moved seconded by Commissioner Katsamakias to adjourn the Open Session at 8:26 p.m. Roll Call Vote: Ayes: Scholl, Coulson, Katsamakias, Patton, Beck. Nays: None. Motion Carried.

ATTEST:

Judy Beck
Board President

Charles T. Balling
Board Secretary

Approved this 21st day of January, 2010

j:\park board\2009 board reg session minutes\regular meeting minutes of the glenview park district board of commissioners-12-17-2009.doc