



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
January 16, 2014

**1. Roll Call**

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

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, David S. Tosh, William M. Casey. **Note:** Commissioner Ted M. Przybylo arrived to the meeting after the roll was called at approximately 7:08 p.m.

Commissioners absent: Robert J. Patton, Daniel B. Peterson

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 Leisure Services Robert Quill, Superintendent of Park & Facility Services James Warnstedt and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

**2. A Moment of Silence was observed**

**3. Minutes**

**a. Approved the December 19, 2013 Regular Board meeting minutes as amended by Commissioner Kuhn**

Commissioner Tosh moved seconded by Commissioner Kuhn to approve the December 19, 2013 Regular Board meeting minutes as amended. Roll Call Vote: Ayes: Coulson, Kuhn, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**b. Accepted the January 7, 2014 Administrative Operations Committee meeting minutes**

Commissioner Tosh moved seconded by Commissioner Kuhn to accept the January 7, 2014 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Officers' Reports**

**a. President**

President Casey went over the procedures for the public to address the Board.

**b. Treasurer**

Treasurer Bill Moore gave a brief summary of the month's financial report. He reported there were three large invoices for the month: Bob Ridings, Inc., Reinders, Inc., and PDRMA (Insurance). He noted the district's finances were positioned well.

**c. Attorney**

No Report

**d. Executive Director/Secretary**

- i) Approved the 2014/15 Park Board meeting dates  
Director Balling asked the Board to consider approving the 2014/2015 Board meeting dates as presented. He noted this is a housekeeping item.

Commissioner Coulson moved seconded by Commissioner Tosh to approve the 2014/2015 Park Board meeting calendar for posting. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

- ii) Approved Resolution No. 2014-01: To Ratify the Northern Suburban Special Recreation Association (NSSRA) Board Action Authorizing Petition to Circuit Court for Leave to Sell Property No Longer Needed for Park or Special Recreation Purposes  
Director Balling noted that the Glenview Park District is the largest member agency among a total of 13 member agencies that support the Northern Suburban Special Recreation Association. NSSRA provides services and programs to persons with special needs. The building they currently occupy in Northbrook, no longer meets their needs and they would like to have the option to sell the building. Because of a legal process in place, they will need the approval of all 13 member agencies to approve that option. NSSRA would then need to petition the Circuit Court to get the approval to sell the property.

Commissioner Kuhn moved seconded by Commissioner Tosh to approve Resolution No. 2014-01 to Ratify NSSRA Board Action Authorizing Petition to Circuit Court for Leave to Sell Property No Longer Needed for Park or Special Recreation Purposes. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

- iii) Emergency Facility Closing and Program Cancellation Policy Review

Director Balling commented on the recent extreme weather conditions that prompted the closing of Park District facilities (except Park Center) for one day on January 6. In partnership with the Village of Glenview, Park Center was designated a warming center for the entire week for anyone needing to come into the facility to warm up. Also, a special open gym was added from 12-6:00p.m. at Park Center as an extra activity for 3-12 grade students who were getting cabin fever. The open gym attracted over 130 kids. The Director acknowledged the park district's Emergency Facility Closing Policy that's in place, the great communications among staff and the excellent team work for everything running smoothly. He congratulated staff for all their efforts.

**5. Matters from the Public**

None

**6. @Approval of Accounts Payable**

Commissioner Przybylo moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of December, 2013 in the amount of \$1,617,939.34. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

**7. @Approval of Consent Agenda Items**

President Casey asked if anyone would like an item removed from the Consent Agenda for further discussion. There were no requests from the Commissioners.

However, President Casey announced that he would be deleting item 7.b. (Ordinance No.

2014-02) from the Consent Agenda since it was not needed at this time and renumbering item 7.c. (Ordinance No. 2014-03) to Ordinance No. 2014-02. He also noted there were some revisions to the newly numbered Ordinance No. 2014-02 and would ask the Board to consider those revisions as well as the revised Consent Agenda.

Commissioner Coulson moved seconded by Commissioner Tosh to approve The Consent Agenda Items by deleting item 7.b. (Ordinance No. 2014-02) and renumbering item 7.c. (Ordinance No. 2014-03) to Ordinance No. 2014-02 and accepting revisions to said Ordinance. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Przybylo, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. **Approved the 2014/2015 Capital Replacement Fund Items**

Under the capital replacement program, a portion of the cost of each item is set aside annually so that funds are available when the item is scheduled for replacement. Staff reviews the items each year and if there is a chance that the item will need to be replaced, it will be included in the budget. Items included on the list for replacement but not actually replaced will be reviewed again as part of next year's process.

b. **Deleted Ordinance No. 2014-02: Glenview Park District Self-Annexation Ordinance**

This Ordinance was not needed at this time.

c. **Approved Ordinance No. 2014-03 by renumbering it to Ordinance No. 2014-02 and accepting some noted minor revisions: Authorizing Filing of A Voluntary Annexation Petition With the Village of Glenview for Annexation to the Village of Certain Vacant Lands Acquired by the Park District from the Redemptorists of Glenview, Illinois, Aggregating 12.5 Acres, More or Less**

This is a housekeeping item requesting annexation to make sure the Village of Glenview boundaries include this 12.5 acre parcel that is owned by the Glenview Park District.

**8. Committees Reports and Recommendations**

a. **Administrative Operations**

i) **Mission, Vision and Principles**

Commissioner Coulson reported that the Administrative Operations Committee discussed meeting practices and procedures and will also meet on February 17 to complete the updates to the Park District's Mission, Vision, and Principles statement. She encouraged all Board members to attend or to submit their updates.

Superintendent Barb Cremin noted that a few of the meeting procedures discussed with the Committee were to send Committee packets electronically to all Board members, send out Outlook appointments for Committee meetings and to discuss future items as well as current business at the meetings. Also, the park district will be going to electronic board packets beginning with the February 27 Board meeting so members will be receiving iPads for this purpose.

ii) **Next Steps: 2014-2018 Strategic Plan**

Director Balling referred to the Strategic Planning Chart which gives the steps and timeframe for the planning process. Phase 1 which calls for a Board Retreat, review of a SWOT (Strength, Weaknesses, Opportunities and Threat) analysis and identifying critical issues has been completed. He noted the next step is to take the issues identified by the Board and staff and turn them into initiatives. There are some issues that will need further research. Also, depending on the initiatives identified, a determination will be made to either present them to a Strategic Planning Advisory

Committee or a Focus Group as the strategic planning process continues. Director Balling also explained that a final report on the current 2010-2013 Strategic Plan will be coming to the Board in either March or April and he anticipates a 90% completion rate.

- iii) Committee Update  
No Report

## **9. Staff Reports**

Superintendent of Special Facilities, Cheryl Deom, acknowledged that staff is currently working on budget plans and business planning. Staff is also busy with the following projects: Planning some changes at the Glenview Prairie Club based on user feedback; meeting with the marketing team to put together a communications campaign to best convey the closing of the Glenview Park Golf Course in July, and working with Open Kitchens on updating their license agreement at the Café. Cheryl also confirmed that the park district received a \$5,000 grant from the American Platform Tennis Association (APTA) and those funds were used for court cameras at the Prairie Club.

Superintendent of Administrative Operations, Barb Cremin reported that the marketing team is working on redesigning the park district website which will show more critical user information on the home page. A demonstration of the new website will be shown at the February Administrative Operations Committee. She also reported that the Wellness Committee received a \$1000 grant from PDRMA (Park District Risk Management Agency) for their employee wellness program "Reach for the Rings". This program promotes healthy living practices to our staff members which in turn could reduce overall insurance costs in the future.

Superintendent of Leisure Services, Bob Quill reported that the bids for the Glenview Park Golf Course project have gone out. A pre-bid meeting was held on January 15 and there was an excellent response with six golf course companies as well as several excavation companies showing interest in the project. Golf course renovation is a specialized field with a limited amount of companies that are qualified for this work, so the response was very encouraging. Bids will be open on February 12 and recommendations will be presented to the Park Board at the February 27 Board meeting.

Superintendent of Park and Facility Services, Jim Warnstedt, acknowledged that staff is working with Attorney Witwer to comply with the signage requirement of the recently passed State of Illinois Firearm Concealed Carry Act. No gun signs, in accordance with the Act's specifications, will go up by the end of the month at all Glenview Park District parks and facilities. Jim also reported on the following projects: the Great Lawn drainage is now in and operating with restoration work to begin after the winter thaw; the Village of Glenview's stormwater management project at Cunliff Park is progressing with an Intergovernmental Agreement (IGA) now being discussed with the Metropolitan Water Reclamation District (MWRD). Once the IGA is executed, the village is planning on having an Open House (location to be determined) to inform residents of the project. An April/May project start date is anticipated with a completion date in the Fall. Park District staff will also attend the Village's Open House and have information available on the upcoming Cunliff Park playground renovations project. A second meeting likely to be held at the Cunliff Park fieldhouse is being considered to further inform neighbors on the playground project. Jim also announced a concept design kick-off meeting for the east garage property will be held on Friday, January 17. A presentation to the Park Board on findings will be sometime in the spring.

## **10. Matters from Commissioners**

Commissioner M.J. Coulson as well as other Commissioners will be attending the upcoming Illinois Association of Park Districts/Illinois Park and Recreation Association (IAPD/IPRA) Conference next week in Chicago. She asked that Board members share the workshops they plan to attend so as not to duplicate sessions and to be able to cover the most educational topics. Commissioner Coulson also noted she received a letter from IAPD President Peter Murphy appointing her to the IAPD Programming/Education Committee. President Casey was also appointed to the IAPD Legislative Committee.

Commissioner Dave Tosh attended the Wagner Farm Volunteer event on Wednesday evening, which he enjoyed and acknowledged the important work of the volunteers that help to keep Wagner Farm programs number one.

Director Chuck Balling announced that Wagner Farm Director, Todd Price will be going to Russia in March for two weeks representing a United States agricultural group.

President Casey also attended the Volunteer Night at Wagner Farm. He noted that these volunteers enjoy what they do and give much back to their community. He also reflected that this type of passive recreation being just as important as the active recreational programs that the park district provides to the community. Bill also thanked everyone for all their support with the recent passing of his father. He was very appreciative and considers the park district as family.

## **11. Correspondence**

None

## **12. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (c21)**

No Executive Session

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

None

## **14. Adjourn**

Commissioner Coulson moved seconded by Commissioner Tosh to adjourn the Open Session at 8:00 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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William M. Casey  
Board President

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Charles T. Balling  
Board Secretary

Approved this 27th day of February, 2014

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