



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
October 24, 2013

1. Roll Call

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

Commissioners present: Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, Ted M. Przybylo, David S. Tosh, William M. Casey

Commissioners absent: Mary Jean Coulson

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. **@Acceptance of the September 23, 2013 Finance Committee meeting minutes**
Commissioner Przybylo moved seconded by Commissioner Peterson to accept the September 23, 2013 Finance Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- b. **@Acceptance of the September 24, 2013 Special Revenue Facilities Committee meeting minutes**
Commissioner Kuhn moved seconded by Commissioner Przybylo to accept the September 24, 2013 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- c. **@Approval of the September 26, 2013 Regular Board meeting minutes as amended**
Commissioner Tosh moved seconded by Commissioner Peterson to approve the September 26, 2013 Regular Board meeting minutes as amended. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Tosh, Kuhn, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- d. **@Acceptance of the October 16, 2013 Buildings, Grounds and Park Services Committee meeting minutes**

Commissioner Peterson moved seconded by Commissioner Przybylo to accept the October 16, 2013 Buildings Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Kuhn, Patton, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentation/Recognition

a. Glenview Stars Hockey Program

Stephanie Arkus and Javier Ubarri, President and Treasurer of The Glenview Stars Hockey Association made a presentation to the Park Board on the critical need for additional ice time for their organization. The Stars are advocating for the Board to consider a second full sheet of ice at the Glenview Ice Center as a strategic initiative for the Park District's 2014-2018 Strategic Plan. The Stars are the second largest youth hockey program in the State of Illinois and since August 2009 have bought \$1.6MM worth of ice time with over \$840,000 going to park districts and rinks outside of Glenview. The club is currently capped because of the limited ice availability. With the popularity of hockey growing and the interest in figure skating, hockey clinics and tournaments, the need for ice is now year-round. The Park Board thanked The Glenview Stars for their presentation and acknowledged that their request will be considered during the upcoming strategic planning process.

5. Officers' Reports

a. President

President Bill 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 seven large invoices for the month: Elanar Construction, NuToys Leisure Products, Playpower LT Farmington Inc., Howard L. White & Assoc., Inc., PDRMA (Insurance), W.B. Olson, Inc. and Direct Energy Business.

c. Attorney

No Report

d. Executive Director/Secretary

i) @Consideration to appoint IAPD (Illinois Association of Park Districts) Annual Meeting Delegates

Commissioner Patton moved seconded by Commissioner Tosh to appoint Park Board member Dave Tosh as a delegate for the IAPD Annual Business Meeting on January 25, 2014 and Park Board member Mary Jean Coulson as the alternate delegate. On Voice Vote; all present voted aye. Motion Carried.

ii) 2010-2013 Strategic Plan Update

Director Balling briefly went over the updates to the Strategic Plan. He projected that over 90% of the tasks will be completed by the end of the fiscal year. He acknowledged that conservative financial planning continues as evident with the reconfirmed Aaa bond rating given to the park district. Paying down of debt, increasing net assets and increasing fund balances also shows our long term-

financial stability. The district continues to upgrade its facilities and has been recognized along with the Village of Glenview with an Illinois Association of Park Districts (IAPD) Intergovernmental Cooperation award for working in partnership on the renovation of the Administration building. Another major project being planned in partnership with the Village is the Glenview Park Golf Course renovation. The district has also reached out to residents as well as golfers for their input on this project. The newly completed Prairie Club was recently submitted for an IAPD facility of the year award and continues to get rave reviews from patrons. The Park Services team continues its annual strategic initiative to renovate two fieldhouses a year and the Park Center Fitness Center expansion along with overall updates to Park Center have recently been completed. The district's Environmental Committee continues to be in the fore front on conservation, green methods, pollution control and ecological trends. Director Balling thanked the entire team, staff and board members for making all these things happen. President Casey congratulated the Director and staff for all they have been able to accomplish.

The Director also gave a brief overview of the agenda for the upcoming Board Retreat to be held on November 16, 2013 at Wagner Farm to discuss a board self-evaluation and strategic planning for 2014-2018.

iii) Annual Donations, Sponsorship and Advertising Revenue Report

The Director referred to this report that showed the sources for alternate revenue that came in to the park district mainly through developer donations, the Glenview Park Foundation and a variety of sponsorships from various businesses. Superintendent Bob Quill said staff will work on securing more local sponsorships. Commissioner Patton thanked Bob and staff for working to bring in this alternate revenue that helps to lessen increasing user fees and taxes. Commissioner Przybylo recognized the Firecracker Classic fundraiser, Independence Day Celebration, the Grove Heritage Association and Egg Harbor Café which have all contributed considerable revenue to the park district.

Director Balling also noted that the purpose of the new PARC (Park and Recreational Facility Construction) grant program from the State of Illinois is to spur on construction. He is recommending submitting the Glenview Park Golf Course renovation project in partnership with the Village of Glenview for one of these grants. The Board concurred.

6. Matters from the Public

None

7. @Approval of Accounts Payable

Commissioner Peterson moved seconded by Commissioner Kuhn to approve payroll and accounts payable for the month of September, 2013 in the amount of \$1,919,899.09. Roll Call Vote: Ayes: Przybylo, Tosh, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

8. @Approval of Consent Agenda Items

President Casey asked if anyone would like an item removed from the Consent Agenda

for further discussion. Commissioner Peterson asked for item 8.c. to be removed from the Consent Agenda and be brought back to the Finance Committee for further discussions.

Commissioner Peterson moved seconded by Commissioner Patton to table consent agenda item 8.c., a staff recommendation to renew the park district's current auditor's contract for another three years and to bring the topic back to an upcoming Finance Committee for further discussions. On Voice Vote; all present voted aye. Motion Carried.

Commissioner Patton moved seconded by Commissioner Tosh to approve the revised Consent Agenda (items 8.a. and 8.b.only). Roll Call Vote: Ayes: Tosh, Kuhn, Patton, Peterson, Przybylo, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- a. **Accepted the July 4th Committee's proposed budget for the 2014, July 4th Celebration as presented.**
- b. **Accepted a staff recommendation to accept the bid from Team Reil, Inc. of Union, IL in the amount of \$72,503.25 for installing drainage at the Gallery Park Great Lawn.**
The project calls for installing sand-filled drain lines throughout the Great Lawn that will collect rain water and send it to a main line.

9. Committees Reports and Recommendations

- a. **Buildings Grounds and Park Services**
 - i) East of Harms Regional Storm Water Project/Cunliff Park Easement Update
The Village of Glenview (VOG) is currently working with the Metropolitan Water Reclamation District (MWRD) on an Intergovernmental Agreement for this project. The VOG expects to bring this to their December Board meeting.
 - ii) Biosolids for use on Turf Fields
Staff is looking to do some test plots with biosolids on the soccer fields along I-294 which would begin at the end of the season. These biosolids would slowly release nitrogen into the soil. The test program would be in cooperation with MWRD which would do the soil testing and also deliver the biosolids free of charge. The cost savings to use biosolids vs. the currently used fertilizer could amount up to \$10,000 annually.
 - iii) Committee Update
The Roosevelt Playground will be completed in about two weeks. Also, an RFP (Request for Proposal) is out for Architectural Services for the Park Services East project at 1100 Roosevelt Road. Those services will explore ways to recapture storage space on that site and possibly repurpose the 2320 Glenview Road building. Staff will be conducting interviews with three firms the week of November 11.
- b. **Finance**
 - i) @Consideration to approve Ordinance No. 2013-21 providing for the issue of \$1,355,000 General Obligation Park Refunding Bonds, Series 2013C, of the Glenview Park District, Cook County, Illinois, for the purpose of refunding outstanding bonds of the District and for the levy of a direct annual tax sufficient

to pay the principal and interest on said bonds

Commissioner and Finance Committee Chair Peterson noted the following four topics were discussed at the October Finance Committee: the extension of the current Auditor's agreement (Committee recommended further discussion); the annual Rollover Bond which will be sold to Glenview State Bank (this bond pays for the debt service on Park Center); the monthly financial reports, and the availability of capital funds in the near future.

Commissioner Peterson moved seconded by Commissioner Przybylo to approve Ordinance No. 2013-21 providing for the issue of \$1,355,000 General Obligation Park Refunding Bonds, Series 2013C, of the Glenview Park District, Cook County, Illinois, for the purpose of refunding outstanding bonds of the District and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

10. Staff Reports

Superintendent of Park and Facility Services, Jim Warnstedt, reported on the following: Park services staff are beginning to winterize the irrigation systems and drinking fountains; Rugen Park Fieldhouse renovations will begin November 4, and a cooperative effort between the park district and the Village of Glenview and in conjunction with an Eagle Scout project will allow for 50 trees to be planted over the next two weekends along the waterways of West Fork, Tall Trees, Sleepy Hollow and Judy Beck Parks. A grant was also secured to help fund this project. Jim also noted that the Community Park West baseball fields will be submitted for an Illinois Sports Turf Manager's Association Field of the Year Award.

Commissioner Kuhn asked Jim where discussions were with the Fastpitch teams on possible shade structures for the ball fields. Jim has met with the Fastpitch representatives and is waiting to hear back from them. He noted they seem to be interested in installing players' benches. Commissioner Patton suggested some type of shade structure be considered for the players on the soccer fields as well. He also asked about lighting the soccer fields. Director Balling explained that 15 acres at Community Park West (CPW) near the current soccer fields had been set aside by the Park Board for a potential future sports complex in the park district's master plan for CPW. Therefore lights for the current soccer fields have not been installed; however, there is additional space adjacent to Milwaukee Avenue that could be considered for a lighted soccer field.

Superintendent of Special Facilities, Cheryl Deom, reported that focus groups were recently held with members from both the men and women's golf leagues to review golf fees and solicit their feedback. This information will be considered for the golf course annual recommendations. Staff is also in discussions with Open Kitchens, which runs the golf course Café, on a potential extension to their lease agreement.

Superintendent of Administrative Operations, Barb Cremin, reported an all-staff meeting

is scheduled for November 5 to kick-off the planning and budget season. A separate meeting will be held with all managers and focus on training opportunities. One item of discussion will be to determine ways to reduce general ledger accounts to better support the new accounting software.

Superintendent of Leisure Services, Bob Quill noted the many successful events recently held at the park district: Grove Fest (3500 attendees); Spooktacular (1500 plus); Corn Harvest Fest (1700); the Farmer's Market for the season (31,500) with Wagner Farm exceeded 100,000 attendees this year. Bob also explained that preschool demographics are dropping but our program remains strong at 97% capacity. And, he commented that the Glenview Park Foundation met on Saturday and discussed future fund raising opportunities as well as the Jackman Park Project which they have dedicated \$200,000.

11. Matters from Commissioners

Commissioner Dave Tosh was pleased to acknowledge that the new Glenview Prairie Club has already signed up 205 paddle tennis members.

Commissioner Ted Przybylo asked if the park district could have ownership outside of its boundaries. Attorney Witwer said he would look into that.

President Bill Casey congratulated Director Chuck Balling, Fitness Manager Kathleen McInnis and Facility Maintenance Supervisor Kris Mikkelsen for successfully completing the 26.2 mile Bank of America Chicago Marathon. Bill also commented on the recently held IAPD Best of the Best Awards Gala where the Village of Glenview along with the Glenview Park District was awarded the Intergovernmental Cooperation Award for their cooperation on the transfer of the Administration Building and Egg Harbor Cafe was awarded the Best Friend of the Park Small Business Award for their continuous support of the Wagner Farm Dairy Breakfast.

Director Chuck Balling commented that the Northern Suburban Special Recreation Association's Executive Director Craig Culp has acknowledged to him how much they are using the Willow Park Fieldhouse. The fieldhouse was renovated just over a year ago to accommodate camps and programs for those with special needs.

12. Correspondence

None

13. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (c21), Personnel (c1)

Commissioner Peterson moved seconded by Commissioner Patton to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:50 p.m. to discuss Minutes (c21), Personnel (c1). Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 9:00 p.m.

Commissioner Tosh moved seconded by Commissioner Patton to adjourn the Executive Session and move back into Open Session at 9:41p.m. Roll Call Vote: Ayes: Kuhn,

Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

14. @Approved the Semi-Annual Review of Executive Session minutes. The Board finds that the need for confidentiality still exists as to the minutes and recordings not being released

Commissioner Patton moved seconded by Commissioner Peterson to approve the Semi-Annual Review of Executive Session minutes. The Board finds that the need for confidentiality still exists as to the minutes and recordings not being released. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Tosh, Kuhn, Casey. Nays: None. Motion Carried.

15. @Approved to dispose of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2012

Commissioner Przybylo moved seconded by Commissioner Peterson to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2012. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Kuhn, Patton, Casey. Nays: None. Motion Carried.

16. Adjourn

Commissioner Przybylo moved seconded by Commissioner Kuhn to adjourn the Open Session at 9:43 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 21st day of November, 2013

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