



GLENVIEW PARK DISTRICT
BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
November 21, 2013

1. Roll Call

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

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

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 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 16, 2013 Administrative Operations Committee meeting minutes

Commissioner Coulson moved seconded by Commissioner Przybylo to accept the September 16, 2013 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

b. @Acceptance of the October 21, 2013 Finance Committee meeting minutes

Commissioner Przybylo moved seconded by Commissioner Peterson to accept the October 21, 2013 Finance Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

c. @Approval of the October 24, 2013 Regular Board meeting minutes

Commissioner Przybylo moved seconded by Commissioner Peterson to approve the October 24, 2013 Regular Board meeting minutes as amended. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

d. @Acceptance of the October 31, 2013 Administrative Operations Committee meeting minutes

Commissioner Przybylo moved seconded by Commissioner Kuhn to accept the October 31, 2013 Administrative Operations Committee meeting minutes. Roll Call

Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None.
Motion Carried. (Copy of minutes filed herewith.)

e. **@Acceptance of the November 14, 2013 Combined Recreation, Museum & Swimming Pools/ Buildings, Grounds and Park Services Committee meeting minutes**

Commissioner Tosh moved seconded by Commissioner Patton to accept the November 14, 2013 Combined Recreation, Museum & Swimming Pools/Buildings, Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentation/Recognition

a. **Board Members' 10-year Service Anniversary: Mary Jean Coulson, Bill Casey, Ted Przybylo**

Director Chuck Balling noted that park commissioners are the park district's number one volunteers, give a whole lot of their time and serve unselfishly. He said because of the leadership of these three honored commissioners, the Glenview Park District is considered a leader in the State of Illinois and along with the school districts and other government and service agencies, sets Glenview apart as a great community to raise a family. He thanked them for their dedication and passion and let them know how much they are appreciated by both park district staff and the community. He presented each of them with an Illinois Association of Park Districts' service recognition plaque. He went on to highlight some of the park district's key accomplishments that have occurred over the past ten years (see attached list). The other Commissioners shared their comments and thanked M.J., Bill and Ted for all their support, leadership and friendship. Commissioner Przybylo noted that these 10 years of accomplishments were really a team effort and he has enjoyed serving the public. Commissioner Casey thanked staff and previous board members for making him a better Commissioner. And, Commissioner Coulson thanked her husband Bill for all his support over the past 10 years.

The Director also presented to Superintendent Robert Quill, the Illinois Association of Park Districts' (IAPD) Intergovernmental Cooperation Award, which the Park District and Village of Glenview received at the annual IAPD "Best of the Best" Awards Gala in September. The Park District and Village received this award for the joint efforts of both agencies to renovate the 1930 Prairie Street administration building. The award was fittingly presented to Bob since he was the team leader who managed this very large, important project and was instrumental in the planning, construction and execution phase.

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 five large invoices for the month: Elanar Construction, Jacobsen Golf Course Design, PDRMA (Insurance), W.B. Olson, Inc. and Direct Energy Business. He noted that most funds are close to their budget.

c. **Attorney**

Attorney Witwer commented that complete disclosure of information related to bond sales was a key theme that was communicated at the recently held Illinois Association of Park Districts' Legal Symposium. Sam also noted that no new information regarding the Affordable Care Act was communicated.

d. **Executive Director/Secretary**

Overview of Legal Symposium

Director Balling, Attorney Witwer and Superintendent Barb Cremin all attended the annual Illinois Association of Park Districts' Legal Symposium. Chuck briefly went over a few of the important topics that were discussed including, the new State of Illinois conceal carry law and proposed signage on park property, the sale of park property under 3 acres, ability of park districts to purchase municipal bonds, additional rules and regulations on disclosing of information for bond sales, and updates to the prevailing wage law.

6. Matters from the Public

None

7. @Approval of Accounts Payable

Commissioner Przybylo moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of October, 2013 in the amount of \$1,907,427.26. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Peterson, Przybylo, 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. There were no requests.

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

a. **Accepted a Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Wagner Farm Annual Recommendations.** There were no major changes made.

b. **Accepted a Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Grove Annual Recommendations.** There were no major changes made.

c. **Accepted a Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Air Station Prairie Annual Recommendations.** There were no major changes made.

d. **Accepted a Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Schram Museum Annual Recommendations.** There were no major changes made.

- e. **Accepted a Buildings, Grounds & Park Services Committee recommendation to approve the 2014-15 Sports Field Rentals and Outdoor Services Annual Recommendations.** There was an increase to the annual player use fee for the first time in 5 years.
- f. **Accepted a Buildings, Grounds & Park Services Committee recommendation to approve the 2014-15 Park Facility Operations Annual Recommendations.** Rental rates and deposits were increased to help with field house operational costs.
- g. **Approved the updated Glenview Senior Center By-Laws.** The East Wing Glenview Senior Center Board proposed a number of minor changes to their by-laws.

9. Committees Reports and Recommendations

a. Administrative Operations

i) Committee Update

Commissioner Coulson, Chair of the Administrative Operations Committee, thanked staff and Commissioners for attending the November 16, 2013 Board retreat. She felt the retreat was very beneficial in that it provided ideas to help the Board to continue to work together effectively. She also acknowledged that the reports from staff on the proposed strategic initiatives were very helpful in providing direction for the park district.

b. Combined Recreation, Museum & Swimming Pools/Buildings Grounds and Park Services

i) Outdoor Pool financial report

Superintendent Bob Quill briefly summarized the pool report. He acknowledged that the cool weather this season dictated lower attendance. However, the pools continue to break even year to year.

ii) Committee Update

Commissioner Tosh, Chair of the Recreation Committee, thanked the staff for the information they presented which gave him a better prospective on the daily operations and ongoing projects. Commissioner Kuhn thanked Superintendent Jim Warnstedt for inviting him to sit in on the interview process for architectural services related to the proposed Park Services East project.

c. Finance

i) @Consideration to approve Tax Levy Ordinance No. 2013-22

Commissioner Peterson, Chair of the Finance Committee, explained that funds from the Bond & Interest Fund were redirected to reduce the overall tax levy and hold it flat for this year, excluding new growth. This Bond Fund is managed by the Cook County Clerk who notifies the park district on how much to levy to pay the bond debt payments. Since funds have built up over time in this fund, it was decided to use these funds to reduce the burden on tax payers. Commissioner Przybylo applauded the fact that the park district's tax levy has remained flat over the last three years with no decrease in programming, services or staffing.

Commissioner Patton noted the Glenview Park District continues to be the best park district in the State while keeping taxes flat and we should all be very proud of that. Commissioner Kuhn noted that taxes were actually lowered for existing tax

payers by .84% excluding new growth. Commissioner Coulson thanked staff, the Finance Committee and the district's financial advisors who have helped to make this possible.

Commissioner Peterson moved seconded by Commissioner Przybylo to accept a Finance Committee recommendation to approve Tax Levy Ordinance No. 2013-22 for \$15,866,516 which is a reduction of approximately \$488,000 from the previously read estimate. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson, Casey. Nays: None. Motion Carried.

- ii) @Consideration to approve the Corporate Fund Reduction in 2013 Real Estate Tax Levy (Ordinance 2013-23)

Commissioner Peterson noted that this is a housekeeping measure. If new growth does not materialize, the County will reduce the tax levy as submitted.

Commissioner Peterson moved seconded by Commissioner Przybylo to accept a Finance Committee recommendation to approve Ordinance 2013-23 reducing the Corporate Fund in the 2013 Real Estate Tax Levy for 2014 tax receipts if necessary under the Property Tax Extension Limitation Law. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

- iii) Committee Update
No Report

d. **Special Revenue Facilities**

- i) Update on the Glenview Park Golf Club Renovation Project

Commissioner Przybylo noted a lot of discussion took place on the renovation project at the Committee meeting, i.e., budget, scope and the storm water aspect. He commented that the storm water component has changed a bit and is being further reviewed by the Village of Glenview. The next phase is the bidding of the project. Superintendent Cheryl Deom explained that the scope of the project has been enhanced due to the input received from the neighbors at the public meetings. President Casey noted that staff will be looking for additional funding to help with the renovation.

- ii) @Approval to take the Glenview Park Golf Club Renovations Project to the Bidding Stage

Commissioner Przybylo moved to accept a Special Revenue Facilities Committee recommendation to approve taking the Glenview Park Golf Club renovations project to the bidding stage. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

- iii) Open Kitchens License Agreement Extension

Commissioner Przybylo noted that Open Kitchens will retain their license agreement for the food service at the Glenview Park Golf Course Café for the next 3 seasons with two of those seasons being fractured due to the closing of the course during the major renovations.

- iv) Committee Update
No Report

10. Staff Reports

Superintendent of Leisure Services, Bob Quill conveyed that supervisors have begun working on their annual budgeting process and staff has been reviewing their goals to make sure they are on track for the year. He also complimented Steve Swanson and his team for proactively responding to the extreme weather that came through during the Grove Holiday Craft Faire last weekend on Sunday to make sure both staff and the public was safe. The Craft Faire, which ran for two weeks, proved once again to be a very popular and successful event.

Superintendent of Administrative Operations, Barb Cremin, reported volunteers contributed 1,582 hours during the month of October, which is a major cost savings for the Park District since those hours equate to 10 full-time employees' hours. She also reported the total number of overall safety incidents has been reduced 33% from last year and she attributes that decrease to the work of our Risk Manager, Henry Urbina, who consistently spends time with the park services staff effectively communicating safety procedures as well as proactive risk management with all our staff.

Barb commented that one key topic that was communicated at the Legal Symposium she attended was that businesses are becoming very complex and staff needs to be aware of when to communicate any number of work issues to the subject matter experts in order to assure compliance with the various employment laws.

Superintendent of Special Facilities, Cheryl Deom, reported that a small fire started in an irrigation satellite on the 16th tee of the Glenview Park Golf Course today which was quickly brought under control by staff. She also explained that the increase in revenue at the Glenview Prairie Club is due to paddle tennis but also in part to green fees, liquor sales, and clubhouse rentals.

Superintendent of Park and Facility Services, Jim Warnstedt, acknowledged that the Illinois Sports Turf Manager's Association has selected Community Park West ballfields (pinwheel) as this year's Field of the Year. The facility was recognized by the board members for its excellent condition and amount of use. Jim reported that 850 plus games have been played on these fields just this season. He noted that the application process was very intense. Commissioner Ted Przybylo commented that the pinwheel fields are second to none and comparable to professional grade.

11. Matters from Commissioners

Commissioner Ted Przybylo wished President Casey a Happy Birthday. He was very grateful and thanked the Director and staff for all they do to make the park district such a dynamic and sophisticated park district. He also thanked Attorney Witwer and Treasurer Moore for all their time and dedication to serving on the Board. Commissioner Patton echoed Ted's sentiments.

Commissioner M.J. Coulson appreciated how well Steve Swanson and his team managed the extreme weather conditions at The Grove Holiday Faire and grateful that we have procedures and policy and such a good safety plan in place. She also echoed Ted's

sentiments

Commissioner Charlie Kuhn wished everyone a Happy Thanksgiving.

Commissioner Dan Peterson commented that he along with a few other Commissioners attended the recent State of the Village Address and was happy to see that many of the undertakings noted by Village President Patterson were in cooperation with the Park District. He felt this showed the strong spirit of cooperation and working together with the Village. He thanked Chuck and staff for making these Intergovernmental projects happen.

Commissioner Dave Tosh congratulated Commissioners Casey, Coulson, and Przybylo on their 10-year service to the Board. He also thanked staff for all their patience and help.

President Bill Casey thanked the Commissioners for their comments and wished everyone a wonderful Thanksgiving.

12. Correspondence

None

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

No Executive Session

14. @ Approved the October 24, 2013, Executive Session Meeting Minutes

President Casey asked if there needed to be any discussion on the Executive Session minutes. Since there was none, there was no need to enter into Executive Session and the October 24, 2013 Executive Session minutes will be approved in open session; however, they will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Patton moved seconded by Commissioner Peterson to approve the October 24, 2013 Executive Session meeting minutes. Roll Call Vote: Ayes: Przybylo, Tosh, Kuhn, Patton, Peterson, Casey. Nays: None. Abstain: Coulson. Motion Carried.

15. Adjourn

Commissioner Kuhn moved seconded by Commissioner Patton to adjourn the Open Session at 8:10 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 19th day of December, 2013

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