



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
November 20, 2014

**1. Roll Call**

President Mary Jean Coulson called the meeting to order at 7:00 p.m. and the roll was called.

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

Commissioners absent: Ted M. Przybylo

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Park and Facility Services James Warnstedt, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Special Facilities Cheryl Deom, Superintendent of Leisure Services Robert Quill and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

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

**3. Meeting Minutes**

**a. & b.**

**@Accepted the October 20, 2014 Finance Committee meeting minutes and approved the October 23, 2014 Regular Board meeting minutes.**

Commissioner Casey moved seconded by Commissioner Peterson to accept the October 20, 2014 Finance Committee meeting minutes and to approve the October 23, 2014 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Officers' Reports**

**a. President**

President M.J. Coulson 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 8 large invoices for the month: Adlite Electric Co. Inc.; Advanced Cleaning Systems Inc.; A Lamp Concrete Contractors; Cecchin Plumbing and Heating Inc.; Direct Energy Business; Gewalt-Hamilton Associates; Nutoys Leisure Products; Park District Risk Management Agency (PDRMA). Bill reported no unusual variance in any of the account funds.

c. **Attorney**

i) Overview of Legal Symposium

Attorney Witwer noted that he, along with Director Balling and Superintendents Cremin and Warnstedt recently attended the Illinois Association of Park Districts' Legal Symposium in Oak Brook. Director Balling had compiled notes from the sessions which were handed out to the Board at the beginning of this meeting. Sam commented that the notes serve as both a short summary of the topics presented at the symposium as well as a quick reference tool for the Board members.

d. **Executive Director/Secretary**

i) Overview of Legal Symposium

Director Balling commented that the notes from the Legal Symposium touch on current relevant topics for park districts as well as upcoming and pending legislation being discussed in Springfield and IAPD initiatives.

**5. Matters from the Public**

None

**6. @Approval of Accounts Payable**

Commissioner Peterson moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of October, 2014 in the amount of \$3,537,149.28. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

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

President Coulson asked for a motion to approve the consent agenda items.

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

a. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Wagner Farm Annual Recommendations.**

b. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Grove Annual Recommendations.**

Commissioner Tosh asked about the following wording in the Annual Recs: "a damage deposit may be required for professional photography and videography at the Grove" and wondered why there is different deposit requirements at Wagner Farm. Superintendent Bob Quill noted it was just a wording issue and he would clear it up.

c. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Air Station Prairie Annual Recommendations.**

- d. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Schram Museum Annual Recommendations.**
- e. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Sports Field Rentals and Outdoor Services Annual Recommendations.**
- f. **Accepted a Recreation, Museum, and Swimming Pools/Park & Facility Services/Environmental Combined Committee recommendation to approve the 2015-16 Park Facility Operations Annual Recommendations.**
- g. **Accepted a Park & Facility Services/Environmental Committee recommendation to accept the lowest qualified bid from Schaeffges Brothers, Wheeling, IL in the amount of \$103,675 for the Sleepy Hollow Bridge Replacement project.**

## **8. Committees Reports and Recommendations**

### **a. Finance**

- i) Approved Tax Levy Ordinance No. 2014-21 of \$16,094,905.

Commissioner Peterson noted the Finance Committee discussed the Tax Levy at the October Finance meeting. There was a committee recommendation to approve the tax levy for \$16,228,576, an increase of 0.85% (which is less than the CPI of 1.5%) in the tax extension, exclusive of new growth. The committee recommendation was not unanimous. This is the second year the district plans to use existing Bond and Interest cash reserves to make the annual debt service payments on the outdoor swimming pools construction so as not to levy taxes for this payment. These reserves will be used each year, (for approximately four years) for this purpose until they are depleted. This proposed levy will follow three years of keeping taxes relatively flat, except for new growth.

As Chair of the Finance Committee, Commissioner Peterson moved to consider the Finance Committee recommendation to approve Tax Levy Ordinance No. 2014-21 of \$16,228,576.

The Board went on to discuss this recommendation before taking a vote.

Commissioner Peterson explained there was a second tax levy option of \$16,094,905 that the Finance Committee considered. This option was to take additional reserves from the Bond and Interest fund to make the annual payment on the outdoor pools which would result in a 0% increase in the levy, exclusive of new growth. However, this would result in the reserves being exhausted sooner.

Commissioner Kuhn agreed with this 0% increase option, does not feel the district needs the additional funds and would like to keep the taxes flat for another year. Commissioner Tosh does not feel taxes should be raised if they are truly not needed this year.

Superintendent Cremin explained that the Board could spread the additional Bond and Interest reserves over several years to reduce the tax levy in those years or use more this year which would disproportionally reduce the reserves and their ability to affect the levy in future years. Commissioner Peterson noted that either option captures the allowable

increase in the Capped Funds (the CPI). President Coulson likened accepting the 0% increase which could lead to a future tax increase to holding consumer prices down for too long and then hiking them up significantly. This generally does not sit well with the consumer and she feels we need to be able to communicate our decision if that is what happens. She also feels by not taking the minimal increase, it could ultimately impact the quality of services our patrons are used to. Commissioner Patton feels keeping taxes flat now when they are not needed and increasing them in the future if/when they are needed will sit better with taxpayers then increasing the taxes now just to avoid a future tax increase. He is also confident that the quality of park district services will not be affected. Commissioner Peterson pointed out that the park district did not use all of the funds that were budgeted last year and yet no park district programs or services were diminished.

Commissioner Peterson moved seconded by Commissioner Patton to amend the previous motion to accept the Finance Committee recommendation for a tax levy of \$16,228,576 and to approve Tax Levy Ordinance No. 2014-21 for \$16,094,905. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Kuhn, Patton, Coulson. Nays: None. Motion Carried.

- ii) Approved Ordinance 2014-22 reducing the Corporate Fund in the 2014 Real Estate Tax Levy for 2015 tax receipts if necessary under the Property Tax Extension Limitation Law

Commissioner Peterson explained that the PTELL reduction ordinance directs the county clerk to reduce the corporate levy if needed to comply with the Property Tax Extension Limitation Law in the event that the projected new growth assumptions used in the levy do not materialize. Since the levy for the Corporate Fund includes any projected new growth, this is the fund that would be best suited to be reduced.

Commissioner Peterson moved to accept the Finance Committee recommendation to approve Ordinance 2014-22 reducing the Corporate Fund in the 2014 Real Estate Tax Levy for 2015 tax receipts if necessary under the Property Tax Extension Limitation Law. Roll Call Vote: Ayes: Tosh, Casey, Kuhn, Patton, Peterson, Coulson. Nays: None. Motion Carried.

- iii) Committee Update  
None

**b. Park and Facility Services/Environmental**

- i) Flick Park Mini-Arboretum

Superintendent Warnstedt noted a conceptual plan for the Arboretum was brought to the Park and Facility Services/Environmental Committee. The plan showed new landscaping, ADA accessible pathways, addition of a boardwalk area along with signage. There is \$60,000 budgeted for this project and the Glenview Park Foundation was approached to see if they might consider contributing some funding. Also, there is potential for developer donation fees. President Coulson asked if any Eagle Scouts projects would be assisting with this renovation. Jim explained not at this time since the project is still in its early stages. However, an Eagle Scout will be doing some replanting and seeding at the 1100 Roosevelt site and there are more potential projects coming up this spring.

ii) Project Updates: Cunliff Park Stormwater Project; Indian Trail Fieldhouse Renovation; 2320 Glenview Road Building; Park & Facility Services East Garage  
Jim Warnstedt gave the following updates on these projects: The Cunliff stormwater project is progressing with the generator building foundation having now been poured. The Indian Trail Fieldhouse renovation is finishing up with painting and trim work being done. The first rental for the fieldhouse is on December 6. There will be an open house on November 21st from 8-10am at the newly renovated 2320 Glenview Road building (Swain Nelson). All are invited. Staff has done a great job on this project. Also, the curb cut on Glenview Road exiting the parking lot of the Park & Facility Services East Garage site has been eliminated due to safety concerns. Staff will go in front of the Village Plan Commission on December 16 to present the East Garage plans.

iii) Committee Update  
None

**c. Recreation, Museum & Swimming Pools**

i) Committee Update

Superintendent Bob Quill noted the next set of annual recommendations, those for the Pools and Park Center will be brought to the Board at the December meeting. Also, a preliminary outdoor pool report will also be presented.

**9. Staff Reports**

Superintendent of Leisure Services, Bob Quill, reported the major work at the Golf Course has been completed. Cart paths are scheduled for this weekend and Monday. The parking lot is 70% graded with the final grading to be done on Friday. A binder course will be put down on the parking lot Monday. Some minor landscaping will most likely be done in the spring. The neighbors around the course will receive a letter this week giving updates on the course project and asking them to look out for any prohibited activity throughout the winter months that may cause harm to the course. A press release will also be sent out. Bob noted the annual Craft Faire at The Grove was very successful again this year and Christmas tree sales will begin December 1 at Wagner Farm.

Superintendent of Administrative Operations, Barb Cremin, announced that Jena Johnson has been chosen as the new Marketing Manager; she started last week. An Administrative Operations Committee will be scheduled the week of December 8 to go over the Strategic Plan Task List. Staff is closely monitoring the minimum wage legislation being proposed in Springfield, which may affect our part time employees. Staff has also attended an IRS Seminar on the new Health Insurance reporting requirements that take effect in 2015. Staff will continue to closely monitor developments on both the minimum wage and health insurance reporting issues.

Superintendent of Special Facilities, Cheryl Deom, reported staff recently met with a golfer focus group to get their thoughts and suggestions for next year; these will be considered for inclusion in the Golf Course annual recommendations. The next Special Revenue Facilities Committee will be scheduled the week of December 8 to go over annual recommendations and a presentation on the updates to the Golf clubhouse.

Superintendent of Park and Facility Services, Jim Warnstedt, reported crews have been busy winterizing equipment, irrigation systems, drinking fountains etc. Felipe Castro, a long-time employee, since 1980, will be retiring after many years with the park district. He weekly lined the many athletic fields. His last day is December 12.

#### **10. Matters from Commissioners**

Commissioner Kuhn thanked staff for all they do and wished everyone a Happy Thanksgiving.

Commissioner Casey noted eight GTAC swimmers will be competing in the Illinois Association of High School swim championship on Friday and Saturday. Bill's daughter Sam is one of the swimmers. The Board wished them well.

Commissioner Patton cautioned of a new invasive insect called the spotted lanternfly that has been found in Pennsylvania. Also, he acknowledged receiving many nice comments about the Prairie Club from paddle tennis members. He suggested that heaters be brought in to keep the carry-in food warm for the players. Bob also complimented Barb Cremin on her work on the tax levy and Bob Quill for his handling of the baseball topic at the Recreation Committee.

Commissioner Tosh asked if the two phases proposed for the golf clubhouse will be reviewed at the December Special Revenue Facilities Committee. Cheryl Deom acknowledged that the two phases will be discussed. Dave also complimented Grove staff for the beautiful lighting of the Grove buildings during Craft Faire.

President Coulson attended the Grove Craft Faire and called it "magical". She complimented the exceptional customer service and efforts of the Grove staff and volunteers. She wished everyone a Happy Thanksgiving and noted there is much the Park District can be thankful for. She acknowledged the professionalism, collaboration and great services that staff provide to the community and appreciates all their efforts and dedication.

#### **11. Correspondence**

Director Balling thanked the Board for all their dedication, passion and all the time they give. Chuck also thanked Attorney Witwer, Treasurer Moore, his assistant Joanne Capaccio and all the Superintendents for all they do.

#### **12. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (Sub-section c21), Personnel (c1)**

Commissioner Casey asked if anyone had any changes to the October 23, 2014 Executive Session Minutes, and if not and no discussion was needed, that the minutes be approved in Open Session before the Board convened into Executive Session. The Board concurred, however the executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Casey moved seconded by Commissioner Patton to accept the October 23, 2014 Executive Session meeting minutes. On Voice Vote, all present voted Aye. Motion Carried.

Commissioner Bill Casey left the meeting at 8:00 p.m.

Commissioner Kuhn moved seconded by Commissioner Patton to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:00 p.m. to discuss Personnel (c1). Roll Call Vote: Ayes: Tosh, Kuhn, Patton, Peterson, Coulson. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:05 p.m.

Commissioner Kuhn moved seconded by Commissioner Patton to adjourn the executive session and move back into Open Session at 8:35 p.m. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried.

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

None

**14. Adjourn**

Commissioner Peterson moved seconded by Commissioner Tosh to adjourn the Open Session at 8:36 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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Mary Jean Coulson  
Board President

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Charles T. Balling  
Board Secretary

Approved this 18th day of December, 2014

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