



GLENVIEW PARK DISTRICT PARK BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025

Regular Meeting Minutes May 22, 2014

1. Roll Call

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

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Robert J. Patton, Ted M. Przybylo, David S. Tosh, William M. Casey. *Note:* Daniel B. Peterson arrived after the roll was called at 7:10 p.m.

Commissioners absent: None

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Cheryl Deom, Superintendent of Administrative Operations Barbara Cremin, 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.c.) @ Approved the April 24, 2014 Regular Park Board meeting minutes; the May 2, 2014 Administrative Operations Committee meeting minutes and the May 8, 2014 Special Revenue Facilities Committee meeting minutes.

Commissioner Tosh moved seconded by Commissioner Coulson to approve the April 24, 2014 Regular Park Board meeting minutes; the May 2, 2014 Administrative Operations Committee meeting minutes and the May 8, 2014 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

Intern Introductions: Cheryl Deom introduced two college students that will be interning at the Glenview Park District this summer. They are Mary Liz Jayne and Rosie Fasching. Mary Liz is from the University of Illinois and lives on the northwest side of Chicago. She commented that she pretty much grew up at the Morton Grove Park District where her dad currently works. Her interests are reading and running. Rosie is from Illinois State University and lives in Arlington Heights. She has a degree in Human Resource Management and enjoys running triathlons and swimming. Both Mary Liz and Rosie will be assisting park district staff throughout the summer with various projects and events.

4. **Illinois Agriculture Sponsorship Trip to Germany and Poland**

Wagner Farm Director, Todd Price, gave a brief report on his recent trip as an Illinois agriculture representative to Germany and Poland. Todd was selected to participate in this two-year program sponsored by the Illinois Agriculture Leadership Foundation whose mission is to fund education, research, and charitable activities that benefit Illinois farm families and agriculture. Todd will graduate from the leadership program in August. He met many farmers in both countries, learned about the issues they face, their culture, how they run the business end of their farms and how the EU (European Union) has affected their way of life. Todd had the opportunity to present American agriculture at an academic symposium he attended in Poland. He was most impressed with the warm hospitality of the Polish people. Even though some of the people they met did not speak English, they warmly welcomed Todd's group into their homes and shared their meals. Todd summed up his experience with a quote from Mark Twain: *"Travel is fatal to prejudice, bigotry, and narrow-mindedness, and many of our people need it sorely on these accounts. Broad, wholesome, charitable views of men and things cannot be acquired by vegetating in one little corner of the earth all one's lifetime."* He thanked the Park District for allowing him to take this course; for the exposure he was given to other cultures and the relationship building he experienced on this trip. President Casey thanked Todd for being a wonderful ambassador for the Glenview Park District. Director Balling also thanked Todd for representing the park district as well as the State of Illinois and noted that being chosen to this school is a great honor and that we are all very proud of Todd.

5. **Officers' Reports**

a. **President**

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

b. **Treasurer**

Treasurer Bill Moore did not have a financial report due to the end of the fiscal year finances still be compiled.

c. **Attorney**

No report

d. **Executive Director/Secretary**

i) **Annual Planning Calendar**

Director Balling referred to the Annual Planning calendar which outlines the Park District's various tasks, filings, and legal requirements that need to be completed during each fiscal year. He noted that this is a housekeeping item and board approval is not needed.

ii) **@Accepted the Weekley Homes Development Concept**

Director Balling referred to a letter dated April 17, 2014 that was sent to the Village in regards to the proposed Weekley Homes development that is planned to go in next to The Grove. Protecting the open space next to the Grove is very important to the district. Therefore, the three acres that would be given to the park district by the developer as required by Village Ordinances as "developer donations" is very beneficial. Staff has also been in talks with the developer to donate another five acres of land, bringing the total to eight acres that would serve as a buffer between The Grove and the proposed new (approximately 48) homes.

The Director acknowledged that the Village went “above and beyond” to work with the Glenview Park District on this. He noted this is just another great example of intergovernmental cooperation between our two agencies. Bob Quill explained that along with the district’s recent purchase of 12.5 acres from the Redemptorist Fathers in 2012 and this potential donation of 8 acres, a total of 20.5 acres will have been added to The Grove.

Commissioner Przybylo moved seconded by Commissioner Kuhn to accept the Weekley Homes Development Concept Plan of March 13, 2014 showing 48 homes given the current detail provided and under the assumptions as detailed in the attached letter to the Village of Glenview dated April 17, 2014 calling for the acceptance of land. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

6. Matters from the Public

None

7. @Approved Accounts Payable

Commissioner Przybylo moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of April, 2014 in the amount of \$2,141,168.21. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Patton, Peterson, Casey, Nays: None. Motion Carried.

8. @Approved Consent Agenda items

President Casey asked if anyone would like to remove an item from the Consent Agenda for further discussion. Commissioner Patton asked that consent agenda items 8.a. and 8.b. be removed for further discussion.

Commissioner Przybylo moved seconded by Commissioner Coulson to approve Consent Agenda items 8.c., 8.d., 8.e., 8.f., 8.g. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Peterson, Przybylo, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

c. **Approved Ordinance No. 2014-13: Budget and Appropriation Transfer Ordinance**
This is presented annually to the Park Board and is a housekeeping item.

d. **Accepted the Administrative Operations Committee recommendation to approve Statutory Authority of the Glenview Park District Policy No. 1.20**
This policy was updated to make sure all Park District statutory authority under the State of Illinois was current.

e. **Accepted Administrative Operations Committee recommendation to approve updating Smoking Prohibition Policy No. 4.13**
This policy was updated to include inhaling or exhaling from an electronic cigarette, also known as an e-cigarette, or possessing an activated electronic cigarette.

f. **Accepted the Administrative Operations Committee recommendation to approve revised Safety Committee Policy No. 8.30 and rescission of policies 9.90, 9.901 and 9.902**
The proposed policy No. 8.30 was revised to reflect the current role and responsibilities

of the District's Safety Committee and incorporate parts of policies 9.90, 9.901 and 9.902.

g. Accepted the Administrative Operations Committee recommendation to approve Travel Policy No. 9.30

The Committee reviewed the policies and concurred that policy 9.71 should be rescinded since it is a procedural form and should not be a separate policy.

Commissioner Kuhn did ask for further follow-up on whether insurance for rental vehicles should be included in the policy.

8. Discussion on Consent Agenda items 8.a. and 8.b.

Commissioner Patton asked for a brief summary on the process that took place to come to the decision to repurpose the 2320 Glenview Road building. Superintendent Jim Warnstedt noted that discussions with the Buildings, Grounds and Park Services Committee consistently involved the same set of goals; to repurpose the building for office space needs mainly for information technology and facility maintenance staff. Commissioner Patton asked if the Board ever voted to approve the repurposing of the building. President Casey commented that the majority of the Board Committee recommended maintaining the building. Director Balling noted that moving forward with this process was the direction the Committee gave to staff. Jim went on to address some of the costs involved.

Jim also commented on the new Roosevelt Road maintenance building that would be built on the same site as the maintenance garage that was lost in the fire. He noted the main objective would be to reestablish services that were at that site before the fire and have temporarily been relocated to the west maintenance site on Zenith Drive. Commissioner Patton had thought at the time the building of the west maintenance garage was being considered, the Board approved it to be built large enough to house all operations for the park district so a second site would not be needed. Director Balling noted that the Board at that time decided to keep the east site and to also build the new west site. He explained that this new east maintenance building would be a satellite site and only house the facility services division to allow staff to address the park services needs on the east side of town. There would be very little duplication of services at either site.

Commissioner Coulson moved seconded by Commissioner Peterson to approve Consent Agenda items 8a. and 8.b. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: Patton. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Accepted a Buildings, Grounds & Park Services Committee recommendation to approve the maintenance tasks at the existing 2320 Glenview Road building as outlined in the Opinion of Probable Cost spreadsheet with an amount not to exceed \$201,416

A report was developed by PS Dewberry Architects and the AT Group with staff input on how to update the building so it can be repurposed for Park District use by the Information Technology (IT) and Facility Maintenance teams.

- b. **Accepted a Buildings, Grounds & Park Services Committee recommendation to approve the construction drawing phase with Dewberry for the Park and Facility Services East satellite maintenance facility in an amount not to exceed \$260,216**
The guiding principles for this project were to replace the space and functionality that was lost due to the fire and to maximize the insurance proceeds to minimize additional funding needs. Dewberry architects worked on a space needs study and staff offered guidance as to what design elements would be best for the Park Service East satellite operations. Throughout this process, staff had envisioned a satellite garage to accommodate the facility services part of the division. Priorities for this space include carpentry and welding/fabrication workshop, storage for custodial and maintenance supplies, workspace for plumbing, electrical, HVAC and pool trades and planning for a phased approach to allow for a future greenhouse and potential ingress/egress reconfiguration.

9. Committees Reports and Recommendations

a. **Administrative Operations***(Chair M.J. Coulson, Commissioner Dan Peterson)*

i) Update: Strategic Planning Process

Commissioner Coulson reported that the Committee discussed some of the next steps from the Board Retreat that was held in November. One of those steps was to facilitate training for all board members on park district finances. Barb Cremin noted that another next step is the upcoming Strategic Plan for 2014-2018. She referred to the revised chart which shows the timeline for the strategic planning process. She also noted that Strategic Planning Advisory Committee (SPAC) meetings will be held to get community input on park district programming and special projects. However, for this Strategic Plan many of the strategic initiatives will be focusing on updating park district infrastructure. *(Since this meeting was held, it has been confirmed that the SPAC Committee meetings will be held the evenings of Monday, August 4 and Wednesday, August 6, at Park Center with start time still to be confirmed).*

ii) Committee Update No Report

b. **Building, Grounds and Park Services***(Chair Charlie Kuhn, Commissioner Bill Casey)*

i) Update: Jackman Park Renovation

Jim Warnstedt noted that the walkways are in at Jackman Park, ADA (Americans with Disability Act) viewing area installed, some work has been done on the retaining walls and benches are being set. Next steps are for the Gazebo to be repainted. The concert bowl will be ready for the first Bearfoot Concert on June 11. Staff anticipates the playground equipment will arrive within the next few weeks and that project along with the seating plaza area should be completed by early July, weather permitting.

ii) Update: Cunliff Park/East of Harms Stormwater Project

The Village of Glenview is still analyzing bids for this project and will update us once they have timeline confirmations.

Also, the AYSO (American Youth Soccer Organization) Agreement has now been signed by all parties and a preconstruction meeting will take place next week. The construction on the Flick Park soccer improvements will begin on June 9th and the expected completion of this project is end of July.

iii) Committee Update

Commissioner Kuhn asked for an update on Flight Fest. Superintendent Bob Quill noted that staff is currently working on this event which will be held in Gallery Park on September 27. It will have musical groups on the main stage, food/beverages and even a hot air balloon as a visual aid. This unique festival will be fun, educational and will celebrate and honor Glenview's rich naval history. More details will be discussed at the next Board Committee.

c. **Finance**(*Chair Dan Peterson, Commissioners Ted Przybylo/Charlie Kuhn*)

i) Budget and Appropriations Timeline

Commissioner Peterson noted that besides the Budget and Appropriations Transfer Ordinance that was just approved on the Consent Agenda and the previously noted financial training for board members, the Finance Committee also discussed project funding which they will continue to review throughout the year. Superintendent Barb Cremin noted that the Committee also reviewed roles and responsibilities related to the RFP (Request for Proposal) process that is outlined in the park district's Audit Procurement Policy. That updated policy along with the final Budget and Appropriations Ordinance (BAO) will be brought to the Board at the June meeting. The draft BAO will be made available to the public on May 27, 2014 which is in keeping with legal timeline requirements.

ii) Committee Update
No Report

d. **Special Revenue Facilities**(*Chair Ted Przybylo, Commissioners Bob Patton/Dave Tosh*)

i) Glenview Ice Center Feasibility Study

Superintendent Cheryl Deom reported that the Committee met on May 8 and reviewed the Stantec Feasibility Study that was done on the proposed third sheet of ice for the Ice Center. Staff will now have discussions with School District 225 on overflow parking and the Village of Glenview and MWRD (Metropolitan Water Reclamation District) on water retention. The Committee suggested a combined Finance/Special Revenue Facilities Committee meet to discuss and review project costs. Cheryl also reported that at the May 20th Committee meeting, additional questions on this project were brought forth by Commissioner Peterson and they will be discussed further with the consultants. Director Balling reminded the Board of their request to have this project fully vetted with the Board Committee before it is presented to the Strategic Plan Advisory Committee (SPAC) as a future Strategic Plan Initiative. Commissioner Przybylo noted that the same issues pretty much exist today as did 10 years ago when this concept was last brought before the board. The area to fit this additional sheet of ice is the same as is the need for additional parking and water retention. Resolving these issues will most likely decide if the Board approves moving forward with this project or not. Commissioner Peterson noted a lot has been learned from the

feasibility study even if it is decided not to move forward. The next step would be for a combined Finance/Special Revenue Facilities Committee to meet and discuss all of these issues as well as costs.

ii) @Consideration to approve the Glenview Park Golf Course Cart Path Recommendation

Superintendent Bob Quill summarized the Committee's discussions. He noted the Committee was unanimous with having continuous cart paths constructed on the golf course. However, they directed staff to continue to look for the best alternative material for certain areas on the course that need a specialty surface. In order to move forward with the project, those special areas will be resurfaced with crushed granite, unless a better alternate surface is found. The majority of the Committee felt that cart paths would allow staff to open the course earlier in the year, allow more days of play and generate more revenue. Commissioners were happy with the Board motion to allow staff to continue to look for a better alternate surface and also pleased with the many discussions and vetting process that took place on this topic.

Commissioner Przybylo moved seconded by Commissioner Kuhn to approve continuous cart paths at the Glenview Park Golf Course to be constructed with an asphalt surface and an alternate surface of crushed granite in areas designated on the site plan in red unless a better surface is found and approve by the Special Revenue Facilities Committee for these areas; also, that no deduct be taken from the Park Board approved March 20th bids for this project. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

iii) Committee Update
No Report

10. Staff Reports

Superintendent of Administrative Operations, Barb Cremin, reported that she has finished her annual FOIA (Freedom of Information Act) and OMA (Opens Meeting Act) training as required by state law. She also reported that Nathan Gramer has been hired for the summer (20hrs weekly) to assist with the increased technology needs, i.e., computer setup/uses by our seasonal employees. Barb is currently in the process of updating the strategic initiative issue statements in preparation for the start of the strategic planning process. Also, administrative staff is getting facilities ready for the summer, recruiting for open positions, and preparing for the new financial software and payroll conversion that will be implemented in October.

Superintendent of Special Facilities, Cheryl Deom, reported that due to the golf course closing for renovations on July 7, the Annual Dave Rowlands Open has been moved up and will be played on June 28 & June 29. It is the 50th anniversary of the outing and golfers will be able to play both days this year. Also, Ron Cassidy is planning a special "End of Era Event" on July 6 at the GPGC in conjunction with Open Kitchens. It will include golf, special activities, awards and dinner. More details to come on this event.

Superintendent of Park & Facility Services, Jim Warnstedt, reported that the Indian Trail fieldhouse renovation is underway and should be completed by the end of July. Also, the

Grove Street resurfacing project has begun so the street is closed. It should take about 2.5 weeks to complete. Staff is getting ready for pool season with Roosevelt pool opening this weekend and Flick Pool on June 7.

Superintendent of Leisure Services, Bob Quill, gave an update on pool memberships and camp enrollments. He was happy to report that sports clinics enrollments have increased to within 143 from the total last year and that registrations will continue through July. Camp registrations are currently at 1416 compared to the total last year of 1500, with last minute registrations still to come. Pool memberships are always weather dependent and because of the cool spring we are experiencing, sales are currently 876 passes behind last year at this time. However, we do normally see an increase in pool membership sales the first two weeks in June. Also onsite sales at both pools continue through the first two weeks of the regular season.

11. Matters from Commissioners

Commissioner M.J. Coulson commented that she went to the annual Grove Plant Sale but noticed it did not seem as busy as in previous years. She attributed the smaller attendance to the cool spring weather and that people might not be ready just yet to plant their flowers. However, she did recognize the staff and volunteers and especially The Grove Heritage Association for all their efforts and for warmly greeting the customers. She also liked that the plant sales were setup in the parking lot this year which made it very easy to load up your car.

Commissioner Coulson announced that she will be facilitating a Leadership Institute in coordination with the Illinois Association of Park District (IAPD) which will be offered to all Commissioners throughout the state. It will consist of 3 half-day sessions along with 2 webinars held at the Schaumburg Park District beginning June 28. There will also be a leadership session for Executive Directors in August.

Commissioner Dan Peterson congratulated Wagner Farm staff on another successful BaconFest and felt it was the start of a great tradition at the park district. Bob Quill noted that revenues increased by 50% from last year. This will be an annual Friends of Wagner Farm benefit event. Because of the popularity of BaconFest, discussions have begun to see how it can be expanded to accommodate more people. Commissioner Przybylo complimented staff on the stellar help they gave to all the vendors.

Commissioner Bob Patton continues to be impressed with Wagner Farm Director Todd Price and is happy that the park district was able to support Todd's participation in the Illinois Agriculture Leadership program. Bob also commented on the student art on display at Park Center which is bringing attention to park district art programs. Bob also thanked everyone for all the work that goes into preparing the Board packets each month.

Commissioner Charlie Kuhn complimented staff for all the coordination that goes into the many meetings that take place and projects that are ongoing.

Commissioner Dave Tosh, who volunteered at BaconFest this year, thought it was a wonderful event and complimented Todd Price as well as Steve Swanson at The Grove for all they do.

President Casey attended the IAPD Legislative Conference in Springfield, IL this year along with Director Balling, Jim Warnstedt and Steve Swanson and thought it was a great opportunity to talk with our local legislators and discuss issues that concern the park district. He believes we have a very strong relationship with our representatives and we all work well together. Bill noted the State Wide Survey that was done and encouraged other Board members to read it. There is a copy at the Administration building. He complimented Director Balling and staff for the Glenview Park District being held in such high regards throughout the state.

12. Correspondence

Director Balling referenced this month's PDRMA (Park District Risk Management Agency) report and was pleased that Glenview Park District staff and many of our facilities and parks were highlighted in the report. He also announced that there will be a listing of park district summer events included in the Glenview Lantern Newspaper this month. Director Balling noted that he attended the Annual Ice Show at the Ice Center and thought it was one of the best he has ever seen. He complimented Superintendent Cheryl Deom and Glenview Ice Center Manager Jim Weides for all the team work and efforts that go into putting on this show. Cheryl acknowledged and thanked Jim Weides for being a very dedicated, hard-working employee and for managing everything so well in spite of being without an assistant manager since December.

Chuck also acknowledged a thank you note he received from Jim Martin thanking the park district for all their support with the Lions Club golf outing that was held at the Glenview Park Golf Course on Wednesday.

13. @Adjourn Sine Die – Close of 2013/2014 Fiscal Year

Commissioner Przybylo moved seconded by Commissioner Tosh to adjourn sine die and close out Fiscal Year 2013/2014 at 8:45 p.m. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson, Casey. Nays: None. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of June, 2014