



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
August 28, 2014

1. Roll Call

President Mary Jean Coulson called the meeting to order at 7:03 p.m. and the roll was called.

Commissioners present: Robert J. Patton, Daniel B. Peterson, David S. Tosh, Mary Jean Coulson. *Note:* Commissioner William M. Casey arrived shortly after the roll was called.

Commissioners absent: Charles J. Kuhn, Ted M. Przybylo

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 and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Superintendent of Park & Facility Services James Warnstedt

2. A Moment of Silence was observed

3. Minutes

a. @Approval of the July 24, 2014 Regular Board meeting minutes

Commissioner Patton moved seconded by Commissioner Peterson to approve the July 24, 2014 Regular Board meeting minutes. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

b. @Acceptance of the August 4, 2014 and August 6, 2014 Strategic Plan Advisory Committee meeting minutes

Commissioner Tosh moved seconded by Commissioner Peterson to accept the August 4, 2014 and August 6, 2014 Strategic Plan Advisory Committee meeting minutes. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

Grove Director Steve Swanson introduced a video produced by the Grove Heritage Association (GHA) with local talent and the support of park district staff. The video gives a view of the Grove back in the days when the founding Kennicott family lived there and the Grove today with its many historical buildings, exhibits and acres of protected open space. This National Historic Landmark has continued to provide historical, educational and environmental enjoyment to the community in large part due to the fervent support and dedicated fund raising efforts over the years of the Grove Heritage Association. Steve acknowledged GHA members Meghan Carroll and Beryl Bills for their efforts in producing

the video.

a. **@Proposed Outdoor Fitness Zone at the Glenview Tennis Club**

Director Chuck Balling introduced Beth White (Chicago Region Director) and Jeremy Davit from the Trust for Public Land (TPL). The TPL is a national conservation organization that promotes parks and open space and makes them easily accessible to everyone. They have established (60) "Fitness Zones" all around the country which include outdoor, free, user- friendly gym equipment. The purpose of these Fitness Zones is to promote wellness, social ties and increase park usage. Beth and Jeremy were contacted by Glenview resident Doris Conant who expressed her desire to donate Outdoor Fitness Zone® equipment to the Glenview Park District after viewing a TPL video showing this equipment being used by active adults. The same video was shown to the Park Board. Mr. Balling thanked Ms. Conant for her proposed donation and noted the location for the Fitness Zone will be carefully considered. President Coulson also thanked Ms. Conant for her donation and vision and noted that the Strategic Planning Advisory Committee that met recently to discuss issues to consider for the future direction of the park district (2014-2018) also expressed a need for this type of outdoor exercise capabilities for active adults in Glenview.

Commissioner Casey moved seconded by Commissioner Tosh to accept a donation from Glenview resident Doris Conant of Fitness Zone® equipment to be installed in a location to be determined and to create the concept of an Outdoor Fitness Zone and garden for Active Adults. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

b. **Flight Fest Update**

Jason Hickman, Director of Recreation Services, gave a brief report on this first-time park district event which will be held in Gallery Park on Saturday, September 27th from 1:00 p.m.-9:30 p.m. *Flight Fest* is a celebration of Glenview's Naval heritage. The festivities will include a salute to our service men and woman, a variety of musical entertainment for all ages, large inflatables, historical exhibits and even a hot air balloon (static/no rides). Multiple marketing channels will be utilized to promote the festival.

5. Officers' Reports

a. **President**

President MJ 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 13 large invoices for the month: NuToys Leisure Products, Park District Risk Management Agency (PDRMA), Cecchin Plumbing & Heating, Inc., Patten Industries, Inc., Wadsworth Golf Construction, Advanced Cleaning Systems, Inc., Arrow Road Construction Co., Life Fitness, Landmark Ford, Inc., Kemper Sports Management, Inc., Elanar Construction, Direct Energy Business and Chicagoland Paving Contractors, Inc.

c. **Attorney**

No Report

d. **Executive Director/Secretary**

i) **Strategic Planning Next Steps**

Director Balling thanked President Coulson, Facilitator Bill Attea and all the Park Board members, residents and staff who participated in the recently held Strategic Plan Advisory Committee meetings. He noted staff is working on the new strategic plan initiatives and preparing a chart of the tasks and timelines for each major area of focus that was identified. The final draft of the plan will be sent to the Park Board prior to the November 20, 2014 board meeting and it will also be on display for public view.

ii) **Glenview Park Golf Course Renovation Tour**

Superintendent Robert Quill noted the golf course renovation project is approximately 3 weeks behind schedule due to the recent heavy rains. More workers and equipment are being brought in to catch up. Work is ongoing 10-12 hours a day, 6 days a week. These delays and additional work hours are not affecting the cost of the project at this time. Bob commended Golf Course Superintendent Rick Wilson and his crew for all their efforts and the preparation work they are doing to assist the contractors. Bob noted seeding and the seed germinating is key to getting the project back on track. The original date for seeding was projected for Oct 3; it is now likely October 18. Bob will be setting up a date for both the Village of Glenview Trustees and the Park Board members to tour the course construction.

6. Matters from the Public

None

7. @Approval of Accounts Payable

Commissioner Coulson moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of July, 2014 in the amount of \$3,460,493.31. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Patton, Coulson. Nays: None. Motion Carried.

8. @Approval of Consent Agenda Items

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

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

a. **Approved Ordinance 2014-19: Liquidation of Personal Property**

This is a house keeping item to sell unneeded Park District equipment.

b. **Approved the purchase of Capital Replacement Vehicles from State of Illinois Joint Purchase Contract**

As a local unit of government, the Glenview Park District is eligible to purchase certain items from State of Illinois Contracts. This results in significant savings off the list price for items such as work trucks. These trucks are replacement units, and will be paid for out of the 2014-2015 Capital Replacement Fund.

- c. **Approved Staff Recommendation to reclassify one Personal Trainer position to be made eligible for PT-4 status. (Part-time up to 40 hours).**

9. **Committees Reports and Recommendations**

a. **Finance**

- i) @Accepted the 2013-2014 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2014

Commissioner Dan Peterson, Chair of the Finance Committee, stated the focus of the last Finance Committee meeting was to review the results of the audit. He reported that the district once again received the GFOA's (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Reporting and commended the district's finance team. The Committee did some advance planning on the tax levy and looked at different ways to fund general administrative expenses that would not impact tax levies going forward. They considered making transfers from the corporate fund and not from the individual facility funds. They also discussed the enterprise funds and how they would be reported. Director Balling also thank the Finance team consisting of Commissioners Casey, Peterson, and Przybylo; Treasurer Bill Moore; Superintendent Barb Cremin and Manager of Business Services Nicole Hopkins for all they do to keep the park district finances strong. The Park District, which maintains an Aaa Bond rating, has been able to pay down debt, build up fund balances and keep a strong Capital Repair/Replacement program. He also thanked all of the division heads for keeping their budgets in line which allows the district to be able to fund additional capital projects.

Commissioner Peterson moved to accept the Finance Committee recommendation to accept the 2013-2014 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2014. Roll Call Vote: Ayes: Tosh, Casey, Patton, Peterson, Coulson. Nays: None. Motion Carried.

- ii) Committee Update
No Report

10. **Staff Reports**

Superintendent of Special Facilities, Cheryl Deom, reported Kristen Kechik has been hired as the new Glenview Prairie Club (GPC) Manager and will start on September 8. Kristen's responsibilities will include managing all day to day operations at the GPC, including golf operations, staffing, training and customer service, food and beverage operations and facility rentals. She also reported there are 14 men and 8 women paddle leagues this fall which are up in numbers from last year and that community interest in paddle tennis continues to remain strong. In addition, the rentals at the GPC also continue to do very well. Cheryl is also working on finalizing the second feasibility study for the proposed additional sheet of ice with consultant Jim Maland and completing the market research with Ballard King. Those reports will go out to the Board before the September 9th Special Revenue Facilities meeting. Cheryl also reported that the new fitness room at the Tennis Club is almost complete and four more pickle ball courts are now available at Flick Park.

Superintendent of Administrative Operations, Barb Cremin, reported that first round interviews for the district's Marketing Director Position are almost complete and anticipates having second interviews scheduled soon. She also noted the trend in the last few years of decreasing the number of accidents (mostly minor incidents) overall in the district. She credits Henry Urbina, the district's Risk Manager in part for this for all his pro-active and preventative training efforts.

Superintendent of Leisure Services, Bob Quill, gave a brief update on pool memberships for this year. He noted 6,124 passes were sold in total last year compared to 5,229 currently this year, a difference of 895. Also, the combined visits to the pools last year were 92,136 compared to 80,466 this year. He noted that pool usage is mainly dependent on the weather and this has been a very challenging year with only two days reaching 90° and a total of 22.2 inches of rain. Staff did do a great job keeping the pools open when possible to accommodate those who wanted to lap swim. Bob also announced the next Glenview Park Foundation (GPF) meeting is scheduled for Saturday, September 13, 8:00 a.m. at the Administration building. The GPF will be looking for new projects to sponsor. Bob acknowledged the success of the Jackman Park playground renovation indicative by the large number of kids and parents that are visiting the playground and enjoying the many unique play pieces. President Coulson also acknowledged the beautiful repainting of the Park Gazebo.

Director Balling reported on behalf of Superintendent of Park and Facility Services, Jim Warnstedt who was absent. Chuck noted the Cunliff Park stormwater management project, being administered by the Village of Glenview, had gotten off to a late start. He acknowledged this project as a great cooperative effort between the park district and the village. He also reported that the renovation of the Flick Park Soccer fields has been delayed due to the rainy weather. Although, most of the sod has now been laid and staff is working with AYSO (American Youth Soccer Organization) to temporarily move games to Community Park West and Gallery Park until the fields are ready for play.

11. Matters from Commissioners

Commissioner Bill Casey announced the Illinois Association of Park District Legislative Picnic is being held on Saturday, September 6 from 10:00 a.m. till 2:00 p.m. in Joliet and invited all to attend with their families.

President Coulson thanked all those who made this a wonderful and successful summer at the Glenview Park District with the various program offerings and facility events.

12. Correspondence

Director Balling announced an upcoming Youth Services fundraiser: *Stand up for Youth Comedy Night* which will be held on Friday, September 19 at the Valley Lo Club. He encouraged Board members to attend this worthy cause.

Director Balling also acknowledged a call he received from a resident upset over the closing of the bridge in Sleepy Hollow Park. She asserts the bridge provides a direct route to the train station and school bus stops. Chuck noted an engineering report that was recently completed advised that the bridge be closed immediately due to safety concerns. The Park District is in the process of replacing the bridge and a letter will go out to the neighbors in the next week or two explaining the reasons for closing the bridge and the next

steps and timeline for this replacement project.

13. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Land Acquisition/Lease (c5 & c6); Personnel (c1)

Commissioner Patton moved seconded by Commissioner Peterson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:48 p.m. to discuss Land Acquisition/Lease (c5 & c6) and Personnel (c1). Roll Call Vote: Ayes: Casey, Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:55 p.m.

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the executive session and move back into Open Session at 10:15 p.m. Roll Call Vote: Ayes: Casey, Patton, Peterson, Tosh, Coulson. Nays: None. Motion Carried.

14. @Action on items that were discussed in Executive Session, if any

Commissioner Casey moved seconded by Commissioner Peterson to accept Executive Director Chuck Balling's Letter of Intent to Retire on March 31, 2015. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

After 40 years of public service in the parks and recreation field in several Illinois communities, Director Balling has announced his plan to retire in spring 2015. His employment agreement with the District ends on March 31, 2015, but he announced his retirement plans early to provide the Board with adequate time to fill the leadership position. His decision comes at a time when the District enjoys a strong financial position, its facilities are up to date, and it is about to finalize the 2014-2018 Strategic Plan, which will set the direction for the next three years and help facilitate a smooth transition. Balling became Executive Director of the Glenview Park District nine years ago, bringing extensive experience in managing parks and recreation programs in Naperville, Homewood-Flossmoor, Elmhurst and Gurnee.

15. Adjourn

Commissioner Peterson moved seconded by Commissioner Patton to adjourn the Open Session at 10:20 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 25th day of September, 2014