



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
January 22, 2009

1. Roll Call

Vice President Judy Beck called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Judy Beck, William M. Casey, Angie Katsamakias, Bob Patton, and Ted Przybylo

Commissioners absent: Mary Jean Coulson and Michael Scholl

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 Park Services Fred Gullen, Superintendent of Leisure Services Robert Quill and Recording Secretary Joanne Capaccio. Please refer to the attendance record for other visitors.

2. A Moment of Silence was observed

3. @Approval of the December 18, 2008 Regular Park Board meeting minutes

Commissioner Casey moved seconded by Commissioner Patton to approve the December 18, 2008 Regular Park Board meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakias, Patton, Przybylo, Beck. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

a. Lorin Ottlinger: Environmental Team's first year accomplishments and future goals

Lorin Ottlinger, Assistant Director at The Grove and Environmental Team leader, gave the presentation. The team's mission is to promote environmental awareness through district-wide environmental policies, implement environmental systems and public/staff education. During its first year, the team worked with the Board and staff to develop an Environmental Policy. Staff and some Board members also attended educational sessions thru the Illinois Department of Natural Resources. Lorin spoke about the strong commitment the Park District has made to the environment through its many projects, e.g., recycling at all facilities, movement towards environmentally safe pesticide/fertilizer usage, increased tree plantings, public workshops, programs for school/scout groups and partnering with many Village agencies to promote environmental and "green" efforts. Commissioner Beck complimented the Park District for all its efforts in green initiatives. Director Balling recognized the entire Grove staff along with Fred Gullen for the great team effort.

Commissioner Beck noted that she along with Commissioner Przybylo accepted the staff recommendation to have the Environmental Task Force become a permanent Board Committee. She brought the recommendation to the Board for its consideration. Commissioner Przybylo explained that with the Task Force becoming a Board Committee, it will get more direction and support from the Board. Commissioner Casey would like to see a mission statement and guidelines from the newly formed Committee.

Commissioner Przybylo moved seconded by Commissioner Patton to approve staff's recommendation to approve making the Environmental Task Force a standing Park Board Committee. On Voice Vote, all present voted aye. Motion Carried.

b. Summer Day Camps and "Stay and Play" Initiative

Joe Pollina, Manager of Programs, gave a brief overview of the Park District summer camps program and touched on some new features and marketing promotions. The Park District will have a total of 59 different camps this year. Joe noted there will be three camps that are part of a new flexible scheduling concept (Your Camp, Your Way). They are Playtime Pals, Sun Troopers, and Fun Quest. These three camps will be housed together at Pleasant Ridge School. With this flexible scheduling, parents can choose the days and weeks they sign their kids up for the camps. Joe also talked about the new branding for camps called "Pure Fun". This concept is to promote kids to simply have "fun" in the camps. A logo is being produced which will be displayed on staff and camper shirts. Another marketing sub-theme for the camps is "Stay and Play". This concept is to encourage parents to take a look at the (Park District) camps in their own communities and the value and quality they provide. Marketing Director, Liz Gogola, commented that the "Stay and Play" concept will be a focus throughout the year to promote the great value of all the many park district facilities and programs. Joe ended by pointing to the camp brochure's new layout that groups similar camps together for ease of reading and to a brief commercial promoting the summer camps that is currently being shown at the Glen Town Theatres.

c. AppliTrack

Laila Bashia, Glenview Park District Human Resource Manager, gave a presentation of the new online job application and applicant tracking software called AppliTrack. Some of the benefits to using this new software are: to increase the number of qualified applicants, improve organization & data management, save time, advertising expenses, paper & the environment, improve communication, and enhance volunteer opportunities.

5. Officers' Reports

a. President

Vice President Judy Beck covered the procedures for the public to address the Board.

b. Treasurer

Treasurer Bill Moore gave a brief summary of expenses and revenues for the

month of December. Bill commented that there were seven large invoices for the month: Arena Systems, MidAmerican Energy Company, PDRMA, SRBL Architects. Ltd., V3 Construction Group Ltd., Santanna Energy Services, and BCBS. Bill noted that overall Park District funds are solid.

c. **Attorney**

No Report

d. **Executive Director/Secretary**

i) Volunteer Coordinator Report

Director Balling announced that Kathy Altonji, Part-time Volunteer Coordinator for the Park District, is leaving her position for a full-time position at Northwestern University. Kathy however was present and gave a brief update on the Volunteer status at the park district for the first and second six months of the year. The number of volunteer hours for 2008 was 28,436 which equates to \$554,776.51 in value donated to the Park District. Kathy also thanked the Board for the opportunity to work at the Glenview Park District.

ii) Interest and Attitude Survey

Director Balling noted that the final survey should be to the Board in a few weeks with the hopes of it going out to the community by mid-February. Liz Gogola noted there will be some pretesting before it goes out to approximately 600 randomly selected households. A final report should be to the Board in April.

iii) Introduction of Student Interns

Director Balling introduced two new student interns who are working on various projects at the park district. Morgan Kunz from Illinois State and Chris Volpe from the University of Illinois. Both interns will be at the park district until April.

iv) @Consideration to approve 2009-10 Park Board meeting dates

A proposed schedule of Park Board meetings for FY2009-2010 was reviewed by the Board.

Commissioner Casey moved seconded by Commissioner Katsamakis to approve the 2009/2010 Park Board meeting calendar for posting. Roll Call Vote: Ayes: Katsamakis, Patton, Przybylo, Casey, Beck. Nays: None. Motion Carried. (Copy of supporting information filed herewith).

v) NSSRA Executive Director Transition Update

Director Balling and Commissioner Patton met recently with the new Executive Director of NSSRA (Northern Suburban Special Recreation Association), Craig Culp. The Director noted that the new director has been very well received by the staff and families of NSSRA. Craig will be invited to an upcoming Board meeting to meet the Park Board.

vi) Director Balling also noted that he was approached by the Glenview Library asking to use the Park District Administration building parking lot for patron

parking during construction of the new library. The Director explained he was going to approve patron use from 6-9 p.m. on week days and unlimited use on the weekends. The only exception would be on Wednesday nights in the summer when the Concerts in Jackman Park are scheduled. The Board concurred with the approval.

6. Matters from the Public

None

7. @Consideration to approve Accounts Payable: \$2,381,034.69

Commissioner Przybylo moved seconded by Commissioner Patton to approve accounts payable and payroll for the month of December, 2008 in the amount of \$2,381,034.69. Roll Call Vote: Ayes: Patton, Przybylo, Casey, Katsamakis, Beck. Nays: None. Motion Carried.

8. @Consideration to approve Consent Agenda items

Vice President Beck asked for a motion to approve the Consent Agenda.

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

a. Approved 2009/2010 Capital Replacement Fund Items

A portion of the cost of these items is set aside annually so that funds are available when the item is scheduled for replacement. Staff reviews the items each year and if there is a chance that the item will need to be replaced, it will be included on the list and also in the budget.

b. Approved the 2009/2010 part-time employee salary ranges

The new ranges reflect the increase in the minimum wage from \$7.75/hour to \$8.00/hour and to \$4.80/hour for tipped employees. Changes are being recommended to the maximum of some ranges to reflect market value for the positions as well as internal equity. The changes in the salary ranges will only affect those employees who are being paid less than \$8.00 per hour or the few employees who are at the top of the range. The range adjustments do not increase pay levels for all employees.

c. Approved Annual Recommendation for Park Center

The annual recommendations for Park Center and Recreation Operations were reviewed and reflected few changes from the current year. Staff recommended that most fees be left as is in recognition of the current difficult economic conditions.

d. Approved fork lift vehicle purchase bid recommendation to Tusk Lift Trucks of

Chicago, Wood Dale, IL for \$22,750 for the purchase of a fork lift vehicle. This item is included in the 2008/2009 Capital Replacement budget. The bids were as follows:

United Lift Truck Bellwood, IL \$25,699	Atlas Bobcat Rosemont, IL \$24,814	National Lift Truck Franklin Park, IL \$23,250	Tusk Lift Trucks of Chicago Wood Dale, IL \$22,750
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- e. Approved self-drivable work platform purchase bid recommendation to Lift Works, Inc., West Chicago, IL for \$58,700 for the purchase of a self-drivable work platform (high-lift unit).

Two lower bids were received but in both cases the work lift platforms being offered were tow-behind units and not self-drivable vehicles. These tow-behind units did not meet the specifications. This item is included in the 2008/2009 Capital Replacement budget.

ReachMaster, Inc., Kingwood, TX \$87,915	Extreme Access Solutions Reading, MA \$83,607	Service One, Inc. Chicago, IL \$72,900
Lift Works Inc West Chicago, IL \$58,700	Randall Industries Elmhurst, IL \$44,500	National Lift Truck Franklin Park, IL \$39,074

9. Committees Reports and Recommendations

- a. **Buildings, Grounds and Park Services** (*Chair Bob Patton, Commissioner Ted Przybylo*)

- i) Park Services Facility Update

Fred Gullen introduced Jerry Aulisio, who is the Building Commissioner for the Park District and Owners Representative on the Park Services maintenance building project. Jerry gave an update and outlined the various areas of the building, yard and also the “green” aspects of the building including the proposed geo-thermal cooling/heating. Jerry also pointed out the salt bin and snow dumping area (which can be used as overflow parking). Fred Gullen noted that an alternate design layout to have fuel housed on the property is in place if the Park District decides to use fuel other than that supplied by the Village. Director Balling noted that this building is design so that it can be expanded in the future. The Park District will go before the Village of Glenview Plan Commission on January 27 to ask for conditional use of the property. Jerry said the drawings would be complete to release for bid late February with anticipation of having bids back in late March. Alternates on the project will go to the Park Services Committee for review and recommendations. The Board could expect to have bid recommendations and firm project costs presented at the April Board meeting.

- ii) Cunliff Park Fieldhouse Neighborhood meeting feedback

Commissioner Patton gave a brief update on the issue of residents requesting restrooms be open to the public at Cunliff Park Fieldhouse. A public meeting was held on January 12, 2009 with neighbors of the park and the consensus was split pretty much 50/50 for and against. Staff is looking into a card key for access to the restrooms. Commissioner Patton said before a decision is made he would like to get a final report from staff. A decision whether to open the restrooms or not will be made at the February 26th Board meeting. The neighbors of the park will be invited to attend the meeting.

iii) Committee Update

Fred Gullen asked all to save the date for the Dog Park Ribbon Cutting ceremony and parks tour which is being planned for Saturday, May 30, 2009 at 9:00 a.m.

b. **Finance (Chair Ted Przybylo, Commissioner Bob Patton)**

i) Refunding Bond Series 1999

Commissioner Przybylo said the Committee addressed the refunding of the Series 1999 Bonds which will yield an estimated savings for the Park District of 10% (\$525,000) over the life of the bond. The sale of the Bond took place on Wednesday, 1/21/09 with an interest rate of 2.48%. Director Balling noted the recent Moody's Call which gave the Park District a very favorable rating of AA1. Moody's liked the Park District's capital reserves and thought our debt was well managed.

ii) Committee Update

None

c. **Recreation, Museum & Swimming Pools (Chair Bill Casey, Commissioner Angie Katsamakís)**

i) Perk Center Update

Bob Quill noted that "Perk Center" the food kiosk at Park Center, is now up and running. They have expanded their menu based on customer response and are very willing to work with the Park District to build their business. They are looking to expand their services through birthday party packages and promoting to local businesses/employees in the area.

ii) Splash Landings Study Update

Jason Herbster noted the pool audit being conducted by a consultant was underway and hoped to have the final report in February. He also said Kathleen Benson, Recreation Supervisor, is reviewing birthday party packages to see what has been working and where we can improve. So far parties are ahead of budget. Bob Quill also reported that some capital projects for Splash Landings are being looked at for the 2009/2010 year. Settlement money and operations revenue will be used for these projects.

iii) Committee Update—None

10. Staff Reports

Cheryl Deom noted that the two college interns, Morgan Kunz and Chris Volpe are off to a great start and she is receiving great feedback on them from staff. Right now, they are meeting with managers and will be given specific projects within the next few days. Cheryl also noted that planning meetings for the updating of the gazebo grill at the Golf Course begin next week. Hopes are to have the grill up and ready for Memorial Day. And, International Flags will be going up around the ice rink in the newly remodeled Glenview Ice Center.

Barb Cremin talked about two new projects staff has been working on. One is getting Tennis renewal memberships online. Another is replacing the manual cash register at The Café and linking information for reservations, reporting, and accounting measures online. The Friday Fish Frys will be the first to go online with the hope of using the system going forward for Banquet reservations.

Robert Quill announced that the Spring brochure will have programs linked together to help parents in planning their kids schedules. Also, the Park District will have School Days off programs to provide opportunities for students when school is not in session. The open/free gym concept suggested by a couple of Commissioners to help residents during this economic downturn was explored. It was determined that a significant amount of revenue would be lost and the amount of non-resident use already purchased along with sales of presold punch cards would be an issue. However, we will be offering the Glenbrook South fieldhouse free to residents for open gym on Sundays. Vice President Beck suggested this be rolled out as a cooperative effort between the Park District and Schools.

11. Matters from Commissioners

Commissioner Bill Casey announced that the Gettysburg Address carving, created by senior Manny Shellist, will be traveling to Springfield and New Salem with the help of Representative Elizabeth Coulson. It will also be going to The Thompson Center in Chicago next month. Bill was able to secure the display at the Center for no charge.

Commissioner Angie Katsamakakis noted that everything is looking good at the Ice Center since the renovation and also complimented staff for the fantastic job done maintaining the outdoor ice rinks.

Director Balling noted the great conditions at the sled hills too and complimented the park services crews.

Commissioner Beck said she will be coordinating three sessions at the upcoming IAPD/IPRA Conference: Turf Grass Management, Climate Change, and Green Purchases/Pollution Prevention.

Director Balling also noted that Representative Elaine Nekritz will be sitting with the Park District and Board Commissioners at the IAPD/IPRA Conference Luncheon being held on Friday, January 27.

12. Correspondence

None

13. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (c21), possible Litigation (c11), Land Acquisition/Lease (c5 & c6)

Commissioner Katsamakakis moved, seconded by Commissioner Casey to move to executive session pursuant to 5 ILCS 120/2 et seq. at 9:20 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6). Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Przybylo, Beck. Nays: None. Motion Carried.

Vice President Beck called for a 5 minute break before beginning the executive session.

Commissioner Casey moved seconded by Commissioner Katsamakis to adjourn the executive session at 10:30 p.m. and move back into open session. Roll Call Vote: Ayes: Casey, Katsamakis, Patton, Beck. Nays: None. Motion Carried.

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

None

15. Adjourn

Commissioner Casey moved seconded by Commissioner Katsamakis to adjourn the open session at 10:30 p.m. On Voice Vote, all present voted aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Secretary

Approved this 26th day of February, 2009

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