



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
March 26, 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: Angie Katsamakakis, Bob Patton, Ted Przybylo, and Judy Beck. William Casey was absent for roll call but arrived at the meeting at 7:14 p.m.

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, Director of Recreation Services Jason Herbster 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 February 26, 2009 Regular Park Board meeting minutes**

Commissioner Patton moved seconded by Commissioner Katsamakakis to approve the February 26, 2009 Regular Park Board meeting minutes. On Voice Vote: All present voted Aye. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations**

**a. PDRMA Excellent Level A Award-Kevin Hoffman**

The Glenview Park District has been recognized with a 2008 loss prevention award from PDRMA (Park District Risk Management Agency). The Park District is receiving this award for attaining an excellent level A and an overall average score of 98% on its district-wide loss control program which is based on audits of eleven different facilities, accident reporting, safety records and tours of various parks. PDRMA representative Kevin Hoffman presented a recognition plaque to the Park District with a special note of thanks to Tom Kolk, Chairman of the Glenview Park District Safety Committee and staff committee members

**b. Glenview Park Foundation \$15,000 Scholarship for Leisureship Program**

The Glenview Park Foundation is a 501 3c public foundation that has been in existence since 1996 and has funded over 2 million for projects in Glenview. Mark Monson, President of the Glenview Park Foundation, presented a check for \$15,000 to the Park Board to help fund scholarships for families that need help funding their children for park district programs due to financial constraints. The Glenview Park District, in partnership with Glenview State Bank and Glenview Youth Services sponsor the Leisureship program to help approximately 100 needy

families. This year because of the increased need for financial assistance due to the down economy and fewer sponsorship dollars, the Glenview Park Foundation has committed \$15,000 to help fund the program. Commissioner Katsamakís expressed how impressed she is with the Foundations' commitment and dedication, and the thought that goes into the projects they take on.

## **5. Officers' Reports**

### **a. President**

Vice President 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 February. He noted overall, revenues and expenses are where they should be. Bill commented that there were four large invoices for the month: Excelon Energy, Inc., Gewalt Hamilton Assoc., National Roofing Company, and Blue Cross Blue Shield.

### **c. Attorney**

No Report

### **d. Executive Director/Secretary**

#### **i) Strategic Plan 2007-2010 Update**

Director Balling pointed to the Strategic Plan cover memo and listing of tasks. He reported 60% are complete and 33% have been started. He also noted that the big projects are on target except for the Joint Administrative Facility with the Village which has been put on hold. Chuck commented that almost all Park District facilities have been updated with the neighborhood fieldhouses being addressed during the next Strategic Plan.

#### **ii) Illinois Association of Park District Legislative Breakfast**

Director Balling noted that the Legislative Breakfast that was to be held on April 4 has been canceled due to scheduling conflicts. Chuck also noted that the Park District again received the GFOA (Government Finance Officers Association) Certificate for financial reporting and has also received the Community Spirit Award from the township for being a food drop off location for the Northfield food pantry. Both awards will be presented at a future Board meeting.

## **6. Matters from the Public**

None

## **7. @Consideration to approve Accounts Payable: \$1,561,432.34**

Commissioner Przybylo moved seconded by Commissioner Patton to approve accounts payable and payroll for the month of February, 2009 in the amount of \$1,561,432.34. Roll Call Vote: Ayes: Katsamakís, Patton, Przybylo, Casey, Beck. Nays: None. Motion Carried.

## **8. @Consideration to approve Consent Agenda items**

Vice President Beck asked if there were any items on the Consent Agenda that

anyone would want removed before voting to approve. Commissioner Przybylo asked that item 8.b. (the 2009/2010 Full-Time Employee Salary Increase Pool recommendation) be removed from the Consent Agenda and brought to either the Administrative Operations Committee or Finance Committee for further discussion Vice President Beck noted item 8.b. was a Committee of the Whole recommendation that was first discussed in Executive Session and would need to go back to Executive Session if further discussion is requested.

Commissioner Przybylo moved seconded by Commissioner Katsamakakis to approve the Consent Agenda after the removal of item 8.b. Roll Call Vote: Ayes: Patton, Przybylo, Casey, Katsamakakis, Beck. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

**a. Approved the Administrative Operations Committee recommendation to approve the 2009-2010 Full-Time Employee Salary Ranges.**

Due to current economic conditions, salary ranges for the period May 1, 2009 through April 30, 2010 will be frozen.

**b. Administrative Operations Committee recommendation to approve the 2009/2010 Full-Time Employee Salary Increase Pool.**

*This item was removed from the Consent Agenda.*

**c. Approved the Recreation, Museum & Swimming Pools Committee recommendation to approve the Summer T-shirt and Uniform bids to the companies listed totaling \$30,604.37.**

The budgeted amount for all items totals \$36,509.00. Total bid savings amount to \$7,882.91 since \$1,978.28 from \*Section A- Camp T Shirts is for Glenview 3v3 Summer SoccerFest and Character Counts which is not paid for by the park district.

<b>Company</b>	<b>Items</b>	<b>Total Purchase</b>
<i>Sunburst Sportswear</i>	*Section A – Camp T Shirts	\$15,064.78
	Section C – Park Services Shirts	\$4,419.96
	Section E – Youth Flag Football Uniforms	\$3,855.60
	Section F – Youth Volleyball Uniforms	\$1,665.60
<i>Bagmasters</i>	Section B – Backpacks	\$4,247.95
	Section D – Part-Time Staff Shirts	\$1,350.48
<i>Total</i>		\$30,604.37

**d. Approved the Recreation, Museum & Swimming Pools Committee recommendation to approve the Summer Camp Bus Bid recommendation to Alltown Bus Service, Inc., Skokie, IL for \$32,551.00.**

Total budgeted for bus service is \$41,568.00. Four companies submitted bids in comparison to six bids in 2008: Alltown, Olson, First Student, and Illinois Central. Alltown Bus Service, Inc. was the lowest responsible bidder.

e. **Approved a Staff recommendation to change the Opening Day of Outdoor Pools due to a change in the high school schedule.**

Glenbrook South High School added a school day to account for lost time due to weather. This change in schedule required the District to push staff training back one day which meant the pools will open later than previously approved by the Board in annual recommendations. This change will be included in the summer brochure and in other marketing efforts to reduce confusion as much as possible.

**9. Committees Reports and Recommendations**

a. **Administrative Committee**

i) Review of Park District Sign Boards

The Director noted a resident's concern with the placement and condition of some of the Park District's outdoor signs. This topic will go to a future Administrative Operations Committee for review. The Village of Glenview is currently designing the Gallery Park signs which staff will be looking at to possibly model our outdoor signs after.

ii) Interest and Attitude Survey

Director Balling noted over 600 surveys have been returned so far and staff will make a presentation to the Board in May.

iii) Summer in February Pool Pass Promotion Survey Results

Director Balling noted the Pool Pass promotion was successful and attributes its success to the marketing and related communications in the Park District brochure and website as well as signs and postcard mailings. Director Balling also felt the value-pricing was very positive in motivating people to purchase the pool passes early. The overall success of the pass sales will be determined once the pools open.

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

i) Playground Design Open Houses

Two open houses will be held for the purpose of receiving public input on the upcoming playground renovations. The open house for neighbors of Rugen and Ladendorf Parks will be held at the Ladendorf Park Field house, 2541 Harrison Dr. on Monday, April 6 from 7-8:30 p.m. The open house for neighbors of Central Tot Lot, Countryside and Manor Parks will be held at Park Center, Room 101 on Tuesday, April 7 from 7-8:30 p.m.

ii) Park Services Maintenance Building Bid Opening Update

Fred Gullen gave a brief summary of the Bid Opening for the Park Maintenance Building. Fifty-seven contractors had picked up bids. The bids were accepted on March 19 at the Administration building and moved to the Glenview Library for the opening due to the large number in attendance. Twenty-three bids qualified ranging from 4.3 million to 5.5 million dollars. This bid will be reviewed at the next Buildings, Grounds and Park Services Committee meeting. A design meeting will be held next week with the low bidder (Frederick Quinn Corporation of Addison, IL) to make sure the bid is ready to be reviewed by the Committee.

iii) Committee Update

Fred also noted that Earth Hour is Saturday, March 28 from 8:30 -9:30 p.m. Everyone is being asked to turn off their lights during that hour (and anytime they are not needed) to help conserve energy and help the environment.

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

i) Commissioner Przybylo complimented staff for receiving the GFOA award (Government Finance Officers Association Certificate of Achievement) for excellence in financial reporting for the third year in a row.

ii) Committee Update

Barb Cremin noted a special team meets every month to look at financial trends to try to identify and manage them during these uncertain times. Camps and preschools are being looked at since they take place later in the summer/fall as well as the fitness center. These programs make a significant financial impact to the district and they are all doing well. The Committee also did a budget overview to get ready for the Finance Committee of the Whole Budget meeting, which is scheduled for Thursday, April 9 at 6:00 p.m.

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

i) Youth Sports Update

Commissioner Przybylo noted the Task Force met with the affiliated sports groups and the consensus was that they need more space and a clearer understanding of the field usage fees. The task force also talked about volunteerism and background checks. Director Balling said a list of ideas from the groups will be compiled and staff will be addressing them. Additional meetings will be held with all the groups and a Memorandum of Understanding will be presented to each which will outline specific responsibilities of each organization. Commissioner Przybylo suggested the park district and sports groups keep communication open and meet at least every two years.

ii) Councilman Hunsaker Report

This report provides an assessment of the Splash Landings Indoor Aquatic Center Mechanical Systems. Part of this report touches on the Virginia Graeme Baker Pool and Spa Safety Act which became effective in December 2008. This Federal Act addresses concerns with pool drains and possible entrapment of swimmers. Splash Landings and the outdoor pools are working towards compliance with the federal requirements. Vice President Beck suggested looking into “energy component” stimulus money that may be available for the proposed pool upgrades.

iii) School Usage Report

Jason Herbster referred to the report which shows a high-level of usage at the schools for Park District programs. The agreements seem to be working well. They include exchange of services whereby the park district reciprocates for school usage with turf and playground maintenance at the schools.

iv) Camp Enrollment Update

Jason noted that camp enrollment is doing very well with numbers being higher than enrollment numbers were at the same time last year.

v) Outdoor Pool Membership Update

As noted by Director Balling in the Administrative Committee updates, pool passes are doing very well. As of 3-13-09, we have sold a total of 4,355 pool passes compared to 747 passes at the same time last year. Of all passes sold, 79% were to returning families with 21% sold to new customers.

vi) Committee Update

None

## 10. Staff Reports

Fred Gullen and staff met with V3 Construction, the General Contractor at Community Park West, and discussed the dog park opening. It was decided to move the opening from the tentative date of May 30th to Saturday, June 27 at 9:00 a.m. so the new grass would be more established and better able to take the foot traffic. Director Balling complimented Kathleen McInnis, team leader on the dog park project, for all her efforts in communicating with the dog owners of Glenview and overseeing membership sales.

Cheryl Deom commented that the Special Facilities Committee met briefly to review the plans for the new gazebo grill area at the Glenview Park Golf Club. This project received a \$25,000 donation from the Serota family in honor of a family member who was a regular golfer at the Golf Club. Matching funds will also be available through TIF money. The existing gazebo structure will be enclosed with an 18" knee wall and screening. The tentative opening date will be at the end of June or first of July. Cheryl also commented on Intern Chris Volpe's research project on benchmarking Golf Course statistics. Chris will be presenting the findings of his research at the April Board meeting. Cheryl announced the Glenview U10 Stars girl's hockey team will be invited to and recognized at the April Board meeting for winning the state championship.

Jason Herbster reported that HVAC (Heating, Ventilating and Air Conditioning) improvements in the locker room areas of the pool and fitness center as well as whirlpool area have been completed. The next focus will be getting the temperature controls in the Lakeview Room fitness studio working properly. Jason noted the first indoor Triathlon was held at Park Center on March 22 with 68 participants. And on April 4, Park Center will host for the first time the Eggstravaganza (Easter Egg Hunt) followed by the Kite Flying event.

## 11. Matters from Commissioners

Commissioner Patton attended the Senior Center's Family Carnival and thought it was a great event.

Commissioner Katsamakakis reported she will not be able to attend the July 23 Park Board meeting.

Vice President Beck also noted that she will not be able to attend the July 23 Park Board meeting. She also commented on the trend to use non-phosphorus fertilizer and suggested staff to look into this.

**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), Personnel (c1)**

Commissioner Patton moved, seconded by Commissioner Katsamakis to move to executive session pursuant to 5 ILCS 120/2 et seq. at 8:30 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Przybylo, Casey, Katsamakis, Patton, 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 and move back into Open Session at 9:50 p.m. Roll Call Vote: Ayes: Casey, Katsamakis, Patton, Przybylo, Beck. Nays: None. Motion Carried.

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

Commissioner Patton moved seconded by Commissioner Katsamakis to approve the Administrative Operations Committee recommendation to approve the 2009/2010 Full-Time Employee Merit Salary Increase Pool in the amount, not to exceed, \$197,600. Roll Call Vote: Ayes: Patton, Casey, Katsamakis, Beck. Nays: Przybylo. Motion Carried.

**15. Adjourn**

Commissioner Katsamakis moved seconded by Commissioner Patton to adjourn the open session at 10:00p.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 23rd day of April, 2009