



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
April 23, 2009

1. Roll Call

President Mary Jean Coulson called the meeting to order at 7:05 p.m. and the roll was called.

Commissioners present: Judy Beck, William Casey, Angie Katsamakakis, Bob Patton, Michael Scholl, and Mary Jean Coulson.

Commissioners absent: Ted 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 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 March 26, 2009 Regular Park Board meeting minutes

Commissioner Beck moved seconded by Commissioner Katsamakakis to approve the March 26, 2009 Regular Park Board meeting minutes. Roll Call Vote: Ayes: Beck, Casey, Katsamakakis, Patton, Coulson, Nays: None, Abstain: Scholl. Motion Carried. (Copy of minutes filed herewith.)

4. @Consideration to approve the April 9, 2009 Finance Committee of the Whole meeting minutes

Commissioner Casey moved seconded by Commissioner Patton to approve the April 9, 2009 Finance Committee of the Whole meeting minutes. Roll Call Vote: Ayes: Casey, Katsamakakis, Patton, Scholl, Beck, Coulson, Nays: None, Motion Carried. (Copy of minutes filed herewith.)

5. Presentations

a. U10 Girls Hockey Team Wins State Championship

Board Member Michael Scholl presented and read a special Glenview Park District proclamation to team players: Abby Brush, Valerie Caldwell, Jesse Compher, Sarah Fisher, Hayley Kliczko, Mary Laken, Claire Lussier, Madison Ondrick, Alexa Pretkelis, Amanda Pugliese, Caitlin Schneider, Kaliegh Slisz, Victoria Soukup, Emma Thomas, Megan Wagner, coaches Bill Brush and Tom Laken, team manager, Gary Soukup, and the President of the Glenview Star Hockey Association, Stephanie Arkusof. The Park Board congratulated the U10 Girls Hockey team for winning the 2009 Blackhawk Cup Championship on February 26, 2009.

- b. **Recognition of Mini Blades Synchronized Skating Team 2009 National Champions**
 President Coulson presented and read a proclamation to the team, coaches, managers, and parents congratulating them on their 2009 season of six first-place finishes and for their first place finish as the 2009 Ice Skating Institute National Champions Junior Youth Synchronized Skate.
- c. **Recognition of Stellar Blades Synchronized Skating Team 2009 National Champions**
 President Coulson presented and read a proclamation to the team coaches, managers, and parents congratulating them on their ongoing accomplishments and for their 2009 season, of six first-place finishes. She also recognized and congratulated them on their first place finish as the 2009 Ice Skating Institute National Champions Youth Synchronized Skate. Dorie Cascio, Figure Skating Director at the Glenview Ice Center, recognized Coach Toni Friedland for all her many years of work and dedication to the Glenview Blades and the sport of synchronized skating.
- d. **Recognition of Junior Blades Synchronized Skating Team 2009 National Champions**
 President Coulson presented and read a proclamation to the team coaches, managers, players and their parents congratulating them on their great season of seven first place finishes out of seven competitions. She also recognized their first place finish in April at the Ice Skating Institute Synchro National Competition where they achieved the title of 2009 Ice Skating Institute National Champions Senior Youth Synchronized Skate.
- e. **Northfield Township Food Pantry Community Spirit Award**
 Jill Brickman, the Northfield Township Supervisor, presented the Park Board with this award. The food pantry is currently serving 500 local households and is seeing an increase in need. Jill recognized Director Balling as a real champion for the food pantry. The Park District staff and customers have responded by supporting several food drives at Park District facilities and programs.
- f. **Presentation of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting**
 Robert Fialkowski, Director of Finance at the Village of Deerfield, presented this award to Finance Committee Members: Chair Commissioner Przybylo, Commissioner Patton, Treasurer Bill Moore, Chuck Balling, and Barb Cremin, who accepted the award on behalf of the Glenview Park District's Finance Team. This Certificate was awarded to the Glenview Park District for its Comprehensive Annual Financial Report for the Fiscal Year ended April 30, 2008. As noted by GFOA, the Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the third year in a row the Park District has achieved this recognition.

g. **Intern Projects**

i) **Morgan Kunz: Sponsorship Program Employee Training/Sales Kit**
Part of Morgan's 12-week internship at the Park District was to complete a major project. With the Park District receiving approximately 1 million dollars in sponsorship revenue donations per year, there was a need for a standardized process to solicit sponsors for events and train employees on this process. Morgan hopes her training/sales kit will expand the sponsorship market and raise employee consciousness. This kit is three-stepped. Former intern, Amy Tomasella, began the project by creating step one, the evaluation tool and Morgan completed it by creating step two, the sales process and step three, the training program. Morgan gave a brief overview of her tabbed binder, which contains training documents, a step by step sales process, a sponsorship development worksheet, a database of former sponsors, an evaluation tool, scripts for phone calls, letter and sponsorship proposal templates, and a sample agreement form. Morgan noted the following benefits of the kit: it is easy to teach, the sales process is easy to follow, it gives employees confidence to obtain future sponsors, and since it was created in house, it saved the Park District money and hopes to decrease event expenses and increase event revenues. Commissioner Scholl suggested sharing this training kit with Park District youth group affiliates who also solicit sponsors for events and donations. President Coulson suggested Morgan present her training kit at the annual Illinois Association of Park District's Conference and remarked on its comprehensiveness and hoped we could track its implementation and value. Morgan thanked the Board along with her internship supervisor Cheryl Deom, Marketing Director Liz Gogola and Director Balling for all their help and mentoring and was glad she was given this opportunity to intern at the Glenview Park District.

ii) **Chris Volpe: Golf Survey and Music Guidelines**

Chris reviewed his golf survey results which were comprised from 20 public golf courses similar to the Glenview Park Golf Club (GPGC). He received 13 responses or a 65% return on his survey. His results showed that for 2008 the Glenview Park Golf Club was consistently above average in rounds of golf played, membership, and total income compared to the other public courses. The GPGC was also very competitive with green fees which were below the average for both resident and non-resident. His survey also looked at Pro shop trends. Some of the big themes were to carry less hard goods, offer special orders, and carry popular brands like Under Armour®, Pro V1 golf balls, logo apparel and quick turn items like tees, golf balls, gloves and umbrellas. Based on Chris's analysis, the Glenview Park Golf Club is doing very well in the public market.

Chris also conducted a survey of 10 other park districts on their public music policy. None of them had a public policy but all were clear on the appropriate decibel level and felt the content of the music was very important, with no lewd, obscene, profane or indecent lyrics allowed. After Chris surveyed the aquatic staff, it was suggested that MP3 players be used at all Glenview Park District facilities so the music could be preapproved and no inappropriate content could slip through. Director Balling suggested taking Chris's

information and creating guidelines and a policy to bring to the Board for their approval. Staff could begin to put together a playlist for the MP3 players.

Chris thanked the Park District for the opportunity to participate in the internship program, and also thanked Director Balling, the Division Superintendents and especially his intern supervisor Cheryl Deom.

The Board thanked Chris and Morgan for their outstanding dedication and efforts as Glenview Park District Interns and wished them the best on their upcoming college graduations and future plans.

6. Officers' Reports

a. President

President Coulson 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 March. He commented that there were two large invoices for the month: Excelon Energy and Blue Cross Blue Shield. Bill noted that overall, revenues and expenses are where they should be and reminded the Board that next month will be the final month of the fiscal year.

c. Attorney

No Report

d. Executive Director/Secretary

i) Interest & Attitude Survey Update

Director Balling reported that we expect to see some benchmarks from the Interest and Attitude survey soon. Also, Ron Vine, President of Leisure Vision, the company that conducted the survey, will be present at the May 28 Park Board meeting to make a brief presentation and answer questions regarding the survey results. Mr. Vine will also present the findings to park district staff at a meeting that same day. Some notable results are that 50% of those respondents use park district programs with 82% visiting the parks. Also, the number of people who gather their information from the brochure and website is very high compared to other agencies.

Director Balling was pleased to announce that the Glenview Park District had been chosen as a National Recreation and Park Association (NRPA) finalist for the Gold Medal Award for Excellence in Park and Recreation Management. The last time the Park District won this prestigious award was in 1977. Winners will be announced at the Annual NRPA Congress this October being held in Salt Lake City, Utah.

ii) Dog Park Ribbon Cutting, June 27, 9:00 a.m. at Community Park West

Director Balling noted that the date has been set and the Board will briefly review the agenda for this event at the May meeting. The public is invited.

7. Matters from the Public

None

8. @Consideration to approve Accounts Payable: \$1,299,487.14.

Commissioner Patton moved seconded by Commissioner Scholl to approve accounts payable and payroll for the month of March, 2009 in the amount of \$1,299,487.14. Roll Call Vote: Ayes: Katsamakis, Patton, Scholl, Beck, Casey, Coulson. Nays: None. Motion Carried.

9. @Consideration to approve Consent Agenda items

President Coulson asked if there was a motion to approve the items on the Consent Agenda.

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

- a. Liquidation of Personal Property Ordinance #2009-08
This is an annual house keeping item to sell unneeded assets. Commissioner Casey suggested looking into selling these assets on eBay in the future.
- b. Finance Committee recommends consideration to approve resolution #2009-09 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2009/2010.
This is a routine annual designation for the use of the replacement tax revenue.

10. Committees Reports and Recommendations

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

i) @Community Park West Maintenance Facility Bids

Fred Gullen reported that 23 bids for the Community Park West Maintenance Facility were received and publicly opened on March 19, 2009. The lowest base bid proposal is from Frederick Quinn Corporation of Addison, IL in the amount of \$4,349,000. The Committee met on Monday, April 20 to review the bids and felt confident with the contractor. Jerry Aulisio, Building Director, was present to answer any questions. A representative from the Frederick Quinn Corporation was also present and expressed the company's appreciation for the opportunity to work on the maintenance facility project.

Commissioner Patton move to approve the Buildings, Grounds, and Park Services Committee recommendation to approve the Park Services Maintenance Building Project be awarded to the lowest responsible bidder, Frederick Quinn Corporation, Addison, IL in the amount of \$4,349,000. Roll Call Vote: Ayes: Beck, Casey, Katsamakis, Patton, Coulson. Nays: Scholl. Motion Carried.

ii) @Vehicle Purchases from State of Illinois Joint Purchasing Program

Fred Gullen noted that two Park District trucks listed on the 2009-2010 Park Districts' Capital Replacement budget are available on the State of Illinois Joint Purchasing Contract. As a local unit of government, the Glenview Park

District is eligible to purchase items from state contracts resulting in significant savings off the list price.

Commissioner Casey moved to approve the Buildings, Grounds, and Park Services Committee recommendation to approve the purchase of the following vehicles that are on the 2009 state contract:

Vendor	Commodity	Price
Landmark Ford, Springfield, IL	(1) 2009 Ford F350 long bed Pick Up With Utility Body installed	\$32,133.00
	(1) 2009 Ford F350 4X4 Super Cab Pick Up	\$26,094.00

Roll Call Vote: Ayes: Scholl, Beck, Casey, Katsamakakis, Patton, Coulson.
Nays: None. Motion Carried.

iii) Committee Update

Fred reported that public meetings were recently held with neighbors of five parks that are scheduled for renovation. A report will be given at the May Board meeting.

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

- i) @Consideration to approve the 2009/2010 Glenview Park District Budget
Barb Cremin noted that the Committee met this month to go over the monthly financials which the Treasurer previously reported on. Also, the proposed budget for FY 2009/2010 was reviewed by the Park Board at a special Finance Committee Meeting of the Whole held on Thursday, April 9. All Park Board members were present. The total proposed budget for FY 2009/2010 is \$34,820,463 (.3% increase) of which \$8, 753,735 is Capital Projects. The total operating funds budget is \$19,598, 515 (4.3% increase).

Commissioner Patton moved to approve the Finance Committee of the Whole recommendation to approve the fiscal year 2009/2010 Glenview Park District Budget as presented. Roll Call Vote: Ayes: Beck, Casey, Katsamakakis, Patton, Scholl, Coulson. Nays: None. Motion Carried

- ii) Committee Update
None

11. Staff Reports

Cheryl Deom reported that the work on the Golf Club Gazebo grill is moving forward. The family who donated funding for the renovation was shown the design concept and was pleased. The majority of construction will be done in-house to keep costs down. Cheryl is hopeful for a July 1 opening date.

Bob Quill reported on the outdoor pool membership. He noted the summer brochure coming out on May 2 will have the final push for the pool membership discount. Bob is hoping for 4,000 more passes to be sold for the promotion to be successful. He also reported on the summer camp enrollment which is strong and ahead of last year's enrollment. Some factors that may be contributing to this year's numbers are that

there are fewer pre-schoolers and people seem to be taking a wait and see approach. Bob reported that the registration for the new Dog Park is currently at 214. The Grand Opening has been set for June 27, 9:00 a.m. at Community Park West. Commissioner Katsamakis asked about the status of the new Ice Cream Parlor at Wagner Farm. Bob noted the grand opening is planned for May 16 and staff is currently being trained by Homer Ice Cream personnel. Also, the upcoming Dairy Breakfast will be sponsored once again by Egg Harbor Café.

12. Matters from Commissioners

Commissioner Scholl said he was very impressed with the Budget process and how easy to understand and thorough it was. He also wanted to clarify his no vote to approve the low bid for the maintenance facility. His vote was not because of the recommended vendor but he has always felt that two maintenance garages were too many for the Park District. Commissioner Scholl also announced and congratulated the Glenview Stars Hockey Team for winning the Krolak Cup Championship from the Sweden team for the first time in their history.

Commissioner Casey asked about the repairs needed to the mat at Riverside Park. Fred Gullen noted that the mat was a new surface that was being tested. It had been down for approximately five years. However, this new surface did not hold up during the recent floods. Fred said work would begin this weekend to replace the surface.

Commissioner Katsamakis attended the recent Waukegan Road Corridor meetings and offered to attend the charrette's if Board representation is recommended.

Commissioner Coulson congratulated John Hughes, the Café manager, for the great turnout at this year's Fish Frys and also for extending them into April.

13. Correspondence

None

14. @ 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 Beck moved, seconded by Commissioner Katsamakis to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:45 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Casey, Katsamakis, Patton, Scholl, Beck, Coulson. Nays: None. Motion Carried.

President Coulson called for a 5 minute break before beginning the Executive Session at 8:50 p.m.

Commissioner Beck moved seconded by Commissioner Patton to adjourn the executive session and move back into Open Session at 10:19 p.m.

15. @Consideration to approve Semi-Annual Review of Executive Session minutes

Commissioner Casey moved seconded by Commissioner Beck to approve the semi-annual review of Executive Session minutes. Roll Call Vote: Ayes: Casey, Katsamakidis, Patton, Scholl, Beck, Coulson Nays: None. Motion Carried.

16. Adjourn

Commissioner Casey moved seconded by Commissioner Katsamakidis to adjourn the open session at 10:20p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 28th day of May, 2009

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