



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
January 21, 2010

1. Roll Call

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

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

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 December 17, 2009 Regular Board meeting minutes

Commissioner Katsamakakis moved seconded by Commissioner Casey to approve the December 17, 2009 Regular Board meeting minutes. Roll Call Vote: Ayes: Coulson, Katsamakakis, Patton, Scholl, Beck, Nays: None. Abstain: Casey. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

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

b. Treasurer

Treasurer Bill Moore reported that were three invoices over \$30,000: Exelon Energy Inc., PDRMA (Park District Risk Management Agency) and Frederick Quinn Corporation. Bill also gave a brief summary of the monthly financial reports and commented that all Park District funds are right where they should be within acceptable range of budgets.

c. Attorney

No Report

d. Executive Director/Secretary

i) Introduction of Student Interns

Director Chuck Balling introduced student interns Kevin Lawler from the University of Illinois and Chelsea Wagner from St. Francis

College/University. Chuck recognized Superintendent Cheryl Deom and other managers for their work with the interns and for helping the program evolve over the years. Cheryl Deom said she has already received positive comments from staff on the projects Kevin and Chelsea have worked on. She noted that Kevin will be overseeing one of the volley ball leagues and Chelsea will be involved in coordinating the upcoming Princess Ball. Kevin Lawler commented that he had previously completed two Golf internships but would now like to learn the Parks and Recreation field. Chelsea Wagner is interested in Special Events and had worked at the Joliet Park District over the summer helping with the “Taste of Joliet”. Director Balling said Kevin and Chelsea will also be involved in the planning of the Community Park West II Ribbon Cutting ceremony with Glenview Youth Baseball.

ii) **@Consideration to approve 2010/11 Park Board meeting dates**

Director Balling asked the Board to review the proposed board meeting dates for FY 2010/2011. He noted that all but three were scheduled for the fourth Thursday of the month. The three exceptions are scheduled for the third Thursday of the month due to holidays and a state conference. The dates are as followed:

May 27, 2010	June 24, 2010	July 22, 2010	August 26, 2010
September 23, 2010	October 28, 2010	November 18, 2010	December 16, 2010
January 20, 2011	February 24, 2011	March 24, 2011	April 28, 2011

Commissioner Casey moved seconded by Commissioner Patton to approve the 2010/11 Park Board meeting calendar for posting. Roll Call Vote: Ayes: Coulson, Katsamakias, Patton, Scholl, Casey, Beck, Nays: None. Motion Carried.

iii) Strategic Planning Update

President Beck, Director Balling, and Superintendent Barb Cremin reviewed the list of former Strategic Planning Advisory Committee (SPAC) members who have indicated they would like to be on the upcoming SPAC as well as new members recommended by the Board and staff and have compiled a list of 14 potential Committee members. The next step is to determine the dates in March to hold the three SPAC meetings. These meeting will be held in the evening and are open to the public. The Director noted that the Strategic Planning process is moving along with staff meeting to prepare initiatives and presentations for the SPAC. Commissioner Coulson asked about the makeup of the SPAC Committee and suggested a cross-section of the community be involved.

Director Balling reported that the cost to light the final two ballfields at Community Park West would be approximately \$114,000 plus administrative cost. Staff recommends having the original contractor, V3 Construction Group, LTD complete the work. A change order would go to the next Building Grounds and Park Services Committee for review. Having the original contractor finish the lighting would save the Park District \$9,000-

\$10,000 which is the cost to recreate the bid and spec docs. Glenview Youth Baseball (GYB) has offered to cover the cost of the lighting for the remaining two ballfields. However, they have asked for the Park District to finance the cost over the next 2-3years. The Board concurred with their request. An opening night celebration of the new ballfields is being planned by staff and GYB for April 30, 2010.

Director Balling told the Board he was asked to chair an Illinois Parks and Recreation Association (IPRA) Reorganization Committee which will look at IPRA's future focus and possible merging of the two major state parks and recreation agencies; Illinois Association of Park Districts (IAPD) and IPRA. This would be a volunteer commitment for the Director. President Beck feels IPRA is important to Park Districts because it provides legislative updates and continuing education to its members.

5. Matters from the Public

None

6. @Consideration to approve Accounts Payable: \$2,854,883.15

Commissioner Patton moved seconded by Commissioner Scholl to approve payroll and accounts payable for the month of December, 2009 in the amount of \$2,854,883.15. Roll Call Vote: Ayes: Katsamakias, Patton, Scholl, Casey, Coulson, Beck. Nays: None. Motion Carried.

7. @Consideration to approve Consent Agenda items

President Beck asked the Board if they would like to remove any of the items on the Consent Agenda for discussion. Commissioner Casey asked for item 7.a. (the Finance Committee recommendation to approve the 2010/2011 Capital Replacement Fund Items) to be removed. President Beck asked for a motion to approve items 7.b., 7.c., and 7.d. on the Consent Agenda.

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

b. Approved the 2010/2011 Part-Time Employee Salary Ranges.

The new ranges reflect the increase in the minimum wage from \$8.00/hour to \$8.25/hour and to \$4.95/hour for tipped employees. The changes in the salary ranges will only affect those employees who are being paid less than \$8.25 per hour or the few employees who are at the top of the range.

c. Approved the 2010/2011 Glenview Theatre Guild Budget.

d. Approved the staff recommendation to award the 2010 Tree Trimming bid to Homer Tree Care, Inc. of Lockport, IL, the low bidder, in the amount of \$40,000.

Discussion on agenda item 7.a. (2010/2011 Capital Replacement Fund Items)

Commissioner Casey asked why the Jackman Park resurfacing was on the Capital Replacement list last year and again this year. Fred Gullen acknowledged it was on last year's list but moved to this year's since the work was not completed. The Park District put the project on hold in order to see what effect the Village of Glenview's plan to extend the Techny Trail parallel to the park along with the new Library would have on Jackman Park. Director Balling noted that if the Administration offices are renovated, that may also affect the timing of the park's resurfacing as well.

Commissioner Katsamakakis asked about the replacement of flooring at the Ice Center being on the Capital Replacement list and thought that it was completed during the Ice Center's recent major renovation. Cheryl Deom noted that the rubber flooring was replaced but not the carpeting which is what is on this year's list. Barb Cremin explained that the cost for items on the Capital Replacement list are including in the annual budget so the money is there if the item needs to be replaced or repaired. That doesn't mean all items on the list will be completed. If not, they are put on next year's list.

Commissioner Casey pointed out the need to upgrade the Public Address (PA) system at the Ice Center and asked if it should be added to the Capital Replacement list. Director Balling noted that TIF (Tax Increment Financing) money has been allocated to upgrade the PA system at the Ice Center and all systems district-wide if needed, and to have that completed by the end of this Fiscal Year.

President Beck noted the money in the Capital Replacement list allocated for the Administration building roof and asked to have a Committee look into how much life is left to other major components of the building.

Commissioner Casey moved seconded by Commissioner Scholl to approve the Consent Agenda item 7.a. Roll Call Vote: Ayes: Patton, Scholl, Casey, Coulson, Katsamakakis, Beck. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Approved the Finance Committee recommendation to approve the 2010/2011 Capital Replacement Fund Items.

A portion of the cost of each item 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. Items included on the list for replacement but not actually replaced will be reviewed again as part of next year's process.

8. Committees Reports and Recommendations

a. Finance (*Chair Bob Patton, Commissioner Michael Scholl*)

- i) @Approve Ordinance number 2010-01 providing for the issue of \$70,000 General Obligation Park Refunding Bonds, Series 2010A, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

Superintendent Barb Cremin noted that this is Phase II of this bond issue which is the annual negotiated sale with Glenview State Bank currently at an interest rate of 1%. Phase I was approved at the November 2009 Board meeting.

Commissioner Patton moved to approve the Finance Committee recommendation to approve Ordinance number 2010-01 providing for the issue of \$70,000 General Obligation Park Refunding Bonds, Series 2010A, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Roll Call Vote: Ayes: Scholl, Casey, Coulson, Katsamakidis, Patton, Beck. Nays: None. Motion Carried.

ii) Committee Update
No report

b. Special Revenue Facilities (*Chair William Casey, Commissioner Bob Patton*)

i) 2010 Glenview Tennis Business Plan

Director Balling affirmed that the Tennis Club provides a very important benefit to the community and continues to be strong financially. He noted how “welcoming” the Tennis Club is to all skill levels of participants and that even non members may sign up for lessons. The facility is in a great location and has a solid reputation which helps to attract the top tennis Pros. Director Balling acknowledged the Tennis Club was awarded the 2009 USTA Outstanding Facility Award and continues to receive high customer satisfaction ratings. The club was recently upgraded with state of the art lighting and reflective ceiling. These enhancements show the high excellence the Park District strives to maintain.

Superintendent Cheryl Deom reviewed the Tennis Business Plan and explained that it was put together by conducting surveys, comparing other local markets, looking at current trends and utilizing the expertise of staff. The mission is for the Tennis Club to be the preferred indoor public tennis facility on the North Shore.

Manager of the Tennis Club, Dave Woolf, felt that in order for the Club to remain financially profitable, focus needs to continue on regionalizing the Club. This could be accomplished by the following: secure more tournaments, assess outdoor court placement to attract more participants to the tournaments, and hire more pros with followings from other communities. With permanent court time currently only 20% of revenue, we need to focus on filling those courts. Dave noted that platform (paddle) tennis is being considered since it might bring in more families to the Club. However, President Beck commented on a past Board meeting where paddle tennis was addressed and those from the community who attended had voiced strong disapproval. Dave thought if outdoor courts were considered for this sport, the east side of town might be a more acceptable location. Director Balling said staff is currently discussing the prospects of paddle tennis courts with two other communities and may partner with them.

ii) 2010 Glenview Park Golf Course Business Plan

Director Balling noted the Golf Course is currently doing over 40,000 rounds and is still the leader among other park districts even though the golf industry in general has experienced challenges with a downturn in demand.

Superintendent Deom explained in developing the Golf Course Business Plan staff looked at results from a golfer survey and considered recommendations from the Billy Casper study to reduce costs and maximize staff efficiencies. She noted staff will continue to focus on flexibility, customer service (encounter management), maintaining loyal customer base, reaching out to the youth base, expanding to a more regional market and being good stewards of the environment while maintaining a first rate golf course.

Ron Cassidy, Manager of Golf Operations at the Club, feels the following initiatives will help address the focus areas in the plan: continue to improve revenues of instructional programs, purchase instructional videos to aid pros, hold mini golf sessions within the summer camps, and partner with the National 9 for the Jr Golf Tour. Ron also suggested the following new approach to encounter management: Staff would meet customers in the parking lot with a golf cart and try to anticipate their needs and/or fill any special requests for them before they even enter the club house. Commissioner Katsamakakis asked if an additional golf instructor would be hired for the summer due to the increase in the youth market and Ron confirmed yes, one will be hired. Ron also confirmed that a new sound system would be installed within the next few weeks.

Director Balling commented that being more flexible with our golf outings is important along with looking at ways to enhance food service options. He noted that district-wide food service enhancements will be addressed in the upcoming Strategic Plan as will other main initiatives that were identified in each Business Plan.

Commissioner Coulson asked if the cooperative arrangement with the Des Plaines Park District was still active. Cheryl Deom acknowledged that it was still active and that it provides Glenview residents with resident rates at the Des Plaines Golf Center and Des Plaines residents in turn receive resident rates at Glenview Park District golf courses. Director Balling noted this program has been very successful and a progress report will be given to the Board at a future meeting.

Commissioner Casey commented that both the Tennis and Golf Business Plans were very well thought out and complimented Cheryl Deom, Dave Woolf and Ron Cassidy.

iii) Committee Update

No Report

9. Staff Reports

Superintendent of Park Services, Fred Gullen extended best wishes and a speedy recovery to Park Services Supervisor Mike Sullivan who is on an extended medical leave.

Superintendent of Special Facilities, Cheryl Deom, reported that the Ice Center's annual Winter Carnival was very successful as was the "open skate" sessions on the Martin Luther King holiday. She noted that the annual February Freeze Ice Skating competition will be coming up the first weekend in February. She thanked and complimented Ice Center staff member Kathy Brickman for her efforts in lining up and coordinating all the food/meal donations from local businesses that are complimentary for the volunteers, judges and staff who work the event.

Superintendent of Administrative Operations, Barb Cremin, noted the summer hiring packets are out at all Park District facilities. However, it looks like many former seasonal employees will be returning so there may not be as many openings as previous years. Barb also recently attended a Freedom of Information Act (FOIA) workshop to become familiar with the new updates to the law.

Superintendent of Leisure Services, Bob Quill reported that the open gym at Park Center was very busy on Martin Luther King Day due to the school day off with over \$2,000 in revenues. He also noted a strong start to camp signups and will update the Board with a progress report at a future meeting. He announced that the next Glenview Park Foundation meeting will be on Saturday, January 23, at 8:00 a.m. in the Redfield Estate at The Grove. He acknowledged that Mark Monson will be stepping down as Foundation President after four years. The Foundation Board will be nominating a new President and updating the Board's by-laws. One update being considered is to have the Foundation President's term be for a period of two years.

10. Matters from Commissioners

Commissioner Katsamakos also applauded Kathy Brickman for the great job she always does at the Ice Center. She also noted that she has heard feedback from patrons that the seating area temperature at the Ice Center is still a bit cold. Cheryl Deom said staff will measure the temperature and adjust accordingly. Staff is also waiting to get guidance on monitoring the temperatures from the Ice Center Commissioning Report which is due back in March. The report's findings will be presented to the Board at an upcoming Facilities Committee.

Commissioner Coulson said she was looking forward to attending the upcoming IAPD/IPRA Conference in Chicago. Most of the Commissioners will also be attending some of the sessions at the Conference.

President Beck commented that she will be attending some meetings in the near future that will focus on the Illinois Department of Natural Resources and attempts to rebuild the agency.

Commissioner Casey requested that focus be put on updating the Ice Center's public address system as well as the sound systems at the pools. He also complimented Director Balling on the excellent Employee Survey results.

11. Correspondence

None

12. @ Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21), Litigation (c11), Land Acquisition/Lease (c5 & c6)

Commissioner Casey moved, seconded by Commissioner Katsamakakis to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:35 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease. Roll Call Vote: Ayes: Scholl, Casey, Coulson, Katsamakakis, Patton, Beck. Nays: None. Motion Carried.

President Beck called for a 5 minute break. The Executive Session convened at 8:40 p.m.

Commissioner Katsamakakis moved seconded by Commissioner Coulson to adjourn the executive session and move back into Open Session at 9:45 p.m. Roll Call Vote: Ayes: Coulson, Katsamakakis, Patton, Scholl, Casey, Beck. Nays: None. Motion Carried.

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

None

14. Adjourn

Commissioner Casey moved seconded by Commissioner Coulson to adjourn the Open Session at 9:45 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Judy Beck
Board President

Charles T. Balling
Board Secretary

Approved this 25th day of February, 2010

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