



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
March 25, 2010

1. Roll Call

President Judy Beck called the meeting to order at 7:16 p.m. and the roll was called.

Commissioners present: William Casey, Angie Katsamakias, Bob Patton, Ted Przybylo, Michael Scholl, Judy Beck.

Commissioners absent: Mary Jean Coulson

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 February 25, 2010 Regular Board meeting minutes

Commissioner Scholl moved seconded by Commissioner Przybylo to approve the February 25, 2010 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Przybylo, Scholl, Beck, Nays: None. Abstain: Katsamakias, Patton. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations

a. Illinois Park & Recreation Association No Employee Left Behind (NELB) award to Laila Muna-Bashia, Team Leader of the Wellness Committee

The Director introduced Lori Neubauer, Chairperson of the IPRA (Illinois Parks and Recreation Association)'s Health and Wellness Committee and the Park District's Wellness Committee team leader Laila Bashia. Lori recognized The Glenview Park District for receiving an IPRA "No Employee Left Behind" (NELB) award. This award created in 2007 recognizes park and recreation agencies for identifying and achieving a high level of health and wellness standards for their employees. The Park District was one of five, first winners of this award which was presented at the 2010 IAPD/IPRA Soaring to New Heights Conference in January. Laila Bashia accepted the award on behalf of the Wellness Committee and Park District staff. She noted the Wellness Committee has offered many outlets to help employees focus on a healthier lifestyle such as annual Wellness Fairs, fitness programs, and informative lunch and learns.

b. Innovative Senior Programming presentation

Director Balling introduced Chelsea Wagner, a Park District student intern from St. Francis University. Chelsea presented her *Innovative Senior Programming* project which focused on trends and demographical changes within the senior population of our community. Her research included a phone survey to local seniors who had not renewed their membership to the Glenview Senior Center in the last few years and results from a recently conducted Community Interest and Attitude survey. Her project produced recommendations for innovative programming to address current trends and needs of our active adults and seniors as well as a business plan to implement these ideas. (Copy of presentation filed herewith). Commissioner Casey asked if staff would be looking into how we might attract Morton Grove seniors since their senior center recently closed. The Director acknowledged that staff would look into this. Commissioner Casey also suggested changing how we identify adults over the age of 55 since most do not want to be called “seniors”.

5. Officers’ Reports

a. President

President Beck did not go over the procedures for the public to address the Board since those present were already familiar with them.

b. Treasurer

Treasurer Bill Moore reported that were three large invoices for the month of February: Frederick Quinn Corporation, Exelon Energy Inc., and Blue Cross Blue Shield Insurance. Bill also gave a brief summary of the monthly financial reports and commented that all Park District funds are within acceptable ranges of budgets.

c. Attorney

i) Freedom of Information Act

Attorney Sam Witwer commented on a pending Illinois Senate bill that could move the threshold from \$0.00 to \$25,000 before agencies would need to comply with the Prevailing Wage law. Sam said he would keep the Board updated on this pending legislation. Sam also addressed requirements of the recently updated Freedom of Information Act (FOIA) as it pertains to electronic media and email. If Commissioners use their personal or work email for Park District related business, those emails could be accessible to a FOIA request since it is considered a public record. This would also make it difficult for the FOIA officer to respond to a request if it is housed on a work or personal computer. Attorney Witwer suggested Commissioners use their Park District email address for all related correspondence. Park Staff will setup a reminder to Commissioners to check their Park District email. Attorney Witwer also noted pending legislation to have class lists of park district participants exempt from a FOIA request. Commissioner Casey suggested refresher training for the Commissioners on using their Park District email. Director Balling recommended one-on-one training for the Commissioners.

d. **Executive Director/Secretary**

i) 2010-13 Strategic Planning Next Steps

The Director thanked the Board for participating in the three successful Strategic Plan Advisory Committees (SPACs) and recognized Barb Cremin for all her work in preparation of the meetings along with Park District staff who participated. He noted a draft of the Strategic Plan would be presented at the May 27 Board meeting. The meeting would be publicized to give the community an opportunity to attend and give their input. President Beck said the draft plan would be reviewed by Administrative Committee for its recommendations before it comes to the Board. She also said she received very positive feedback on the presentations and initiatives from the SPAC members.

ii) Annual Grants, Donations and Sponsorship Revenue Report

Director Balling commented that the Park District saw \$1,318,221 come in from various funding and is detailed in this report. He noted the Illinois Tollway Authority was one source that contributed \$500,000 to the Park District for the installation of the berm at The Grove. He said they were a great agency to work with.

iii) @Consideration to Approve the Purchase of 3181 Myrtle Lane for the purpose of expanding open space at Hawthorne Glen Park

Director Balling recommended the Board approve purchasing this approximately *one acre* site at the Landwehr entrance of Hawthorn Glen Park for \$250,000. The major benefit of acquiring this property is to preserve open space for future generations and expand this 6.5 acres park. The Director noted if the Board approves this purchase the next steps would be to send a letter to the park neighbors notifying them of this purchase. Also, the Glenview Fire Department would be contacted to see if they could use the home on this site for training purposes before it is taken down. The closing on this property would take place on Friday, March 26 in Skokie. Monies from the TIF fund balance would be used to make this purchase. Commissioner Casey felt this purchase would enhance the park and neighborhood and it is a good opportunity and a great value. Commissioner Patton felt the money to purchase this property as well as additional money that would be needed for improvements could and should be used for other Park District priorities at this time. He is still opposed to the purchase of this parcel. President Beck said the Park District has had a great track record in the past on various opportunities and feels this is another good opportunity.

Commissioner Casey moved seconded by Commissioner Scholl to approve the staff recommendation to purchase 3181 Myrtle Lane, which is approximately one acre of land, in the amount of \$250,000 for the purpose of expanding open space at Hawthorne Glen Park. Roll Call Vote: Ayes: Katsamakias, Przybylo, Scholl, Casey, Beck, Nays: Patton. Abstain: None. Motion Carried.

6. Matters from the Public

None

7. @Consideration to approve Accounts Payable: \$1,639,870.92

Commissioner Patton moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of February, 2010 in the amount of \$1,639,870.92. Roll Call Vote: Ayes: Katsamakis, Patton, Przybylo, Scholl, Casey, Beck. Nays: None. Motion Carried.

8. @Consideration to approve Consent Agenda items

President Beck noted Consent agenda item 8.d. would be removed from the Consent Agenda for further discussion and would not be included in the motion to approve the other consent agenda items. With the removal of item 8.d, President Beck asked for a motion to approve the Consent Agenda.

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

a. Approved the Administrative Operations Committee recommendation for 2010-2011 Full-Time Employee Salary Ranges.

Due to current economic conditions, salary ranges for the period May 1, 2010 through April 30, 2011 will be frozen.

b. Approved the Administrative Operations Committee recommendation to approve the 2010-2011 Full-Time Employee Salary Increase Pool to not exceed \$159,845.

The recommended salary increase pool is based on a market survey including neighboring park districts, local government agencies and small employers. The merit increase pool is allocated to individual employees based on their performance this past fiscal year (May 1, 2009-April 30, 2010).

c. Approved the Recreation, Museum & Swimming Pools Committee recommendation to approve the Summer T-shirt and Uniform bids to the companies listed totaling \$28,235.67.

Company	Items	Total Purchase
<i>Irving Kannett & Assoc.</i>	*Section A – Camp T Shirts	\$10,264.78
	Section D – Park Services Shirts	\$3,313.97
	**Section E – Part-Time Staff Shirts	\$3,533.97
<i>Bagmasters</i>	Section C – Backpacks	\$5,220.75
	Section G –Volleyball Uniforms	\$2,173.00
<i>Sunburst Sportswear</i>	Section F – Flag Football Jerseys	\$2,581.20
<i>Team Victory</i>	Section B –Water T Shirts	\$1,148.00
<i>Total</i>		\$28,235.67

- d. **REMOVED FROM THE CONSENT AGENDA:** Recreation, Museum & Swimming Pools Committee Recommendation to approve the Summer Camp Bus Bid recommendation to Alltown Bus Service, Inc., Skokie, IL for \$29,360.00
- e. **Approved the Staff recommendation to approve Time and Attendance reporting software by Commeg Systems.**
This upgrade was included and approved as part of the 2009-2010 budget in the amount of \$30,395.00.
- f. **Approved the Staff recommendation to approve Resolution 2010-06 designating purposes and distribution of replacement tax funds for the year 2010/2011.**
This is an annual process to designate which funds will receive the proceeds from the Personal Property Replacement Tax. We are required to designate a specific portion of the replacement taxes to the Retirement Fund.

8.d. Recreation, Museum & Swimming Pools Committee Recommendation to approve the Summer Camp Bus Bid recommendation to Alltown Bus Service, Inc., Skokie, IL for \$29,360.00

Commissioner Przybylo moved seconded by Commissioner Patton to reject the Recreation, Museum & Swimming Pools Committee's previous recommendation to approve the Summer Camp bus bid to the lowest responsible bidder Alltown Bus Service, Inc., Skokie, IL for \$29,360.00, due to an error in their bid and accepted the new lowest bid from Olson Transportation in the amount of \$31,113.00. Ayes: Katsamakakis, Patton, Przybylo, Scholl, Beck. Nays: None. Abstain: Casey. Motion Carried. (Copy of supporting information filed herewith and explained below).

Discussion on agenda item 8.d.

The summer bus bid opening took place on Thursday, March 11, 2010 and three companies submitted bids: Alltown (\$29,360.00), Olson (\$31,113.00), and First Student (\$33,931.47). Alltown Bus Service, Inc. was the lowest bidder at \$29,360.00; however, an error was found in Alltown's bid calculation correcting its bid to \$32,195.00. Alltown Bus Co. agreed to honor the low bid of \$29,360.00. However, based on Counsel's opinion of the Illinois Public Construction Contract Act, staff is unable to accept an amended bid under these circumstances and therefore recommended awarding the Summer Camp bus bid to the lowest responsible bidder, Olson Transportation.

9. Staff Reports

Superintendent of Park Services, Fred Gullen, reported that the wiring work to install the additional lighting at the Community Park West ballfields has begun. This additional lighting is being funded through Glenview Youth Baseball. Also, the final punch list on the new maintenance building is being completed and the park services department is gearing up for spring.

Superintendent of Special Facilities, Cheryl Deom, reported on the following:

- ❖ Both the Glenview Park Golf Course and the National 9 course are now open for the season. The lottery for tee times was to take place at 7:00 p.m. tonight. She noted the first pull went to George Katsamakis.
- ❖ The Park District will welcome a new student intern from Eastern University this summer.
- ❖ The new sound system at the Ice Center will be installed next week.
- ❖ Both Cheryl and Director Balling met with Josh Lesnik and the new golf superintendent at the Glen Club today to review the Park District's partnership with the Glen Club and discuss some upcoming co-events. Director Balling noted that the relationship between the two agencies is mutually beneficial and we will continue to look at opportunities to partner with them.

Superintendent of Administrative Operations, Barb Cremin, noted that staff is now concentrating on putting together budgets and announced the Annual Budget meeting will be held on Monday, April 12, 6:00 p.m. at the new maintenance building at Community Park West.

Superintendent of Leisure Services, Bob Quill, gave updates on both pool pass sales and camp enrollments. He said the gap between sales of pool memberships this year and last year is closing. Also, camp enrollments are down, a little over 100, mostly in the pre-school camps. Staff is researching the trends in this market and working on strategies to reach the undecided and understand how we can capture the older age market. Bob also commented on the work that needs to be done to comply with the VGBA (Virginia Graeme Baker Act). He noted that now that the Act has been clarified, it has been determined that less work than expected will have to be done at both outdoor pools to be compliant and the cost will also be less than first expected. Work at both pools will be completed before the start of the pool season. However at Splash Landings, the required work is more involved and will take more time to complete. The pool will be shut down in August but staff has been able to readjust program times so no lessons will be lost.

Commissioner Casey suggested staff may want to look at waitlists of camp programs to determine if we still need to use the lottery for certain programs. Director Balling said more research would be done on the Lottery process and discussed with the Recreation Committee. A report to the Board would follow. Commissioner Katsamakis suggested that the sports groups should be encouraged to attend the upcoming Severe Weather Workshop on March 26 at the Schram Chapel. Director Balling said he would ask Tom Kolk, Park District Risk Manager, to send out more information on this topic to the groups.

10. Matters from Commissioners

None

11. Correspondence

Director Balling commended intern Chelsea Wagner and all the staff that helped with the Eggstravaganza event last weekend. He said staff was able to get everyone indoors because of the inclement weather and still have a successful hunt. He also

acknowledged staff that helped with the Dodgeball for Diabetes event that was recently held at Hoffman School. There were over 40 teams that participated.

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), Personnel (c1)

Commissioner Casey moved, seconded by Commissioner Patton to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:47 p.m. to review minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Przybylo, Scholl, Casey, Katsamakias, Patton, Beck. Nays: None. Motion Carried.

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

Commissioner Scholl moved seconded by Commissioner Patton to adjourn the executive session and move back into Open Session at 9:45 p.m. On Voice Vote: All present voted Aye. Motion Carried.

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

None

14. Adjourn

Commissioner Katsamakias moved seconded by Commissioner Casey to adjourn the Open Session at 9:46 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Judy Beck
Board President

Charles T. Balling
Board Secretary

Approved this 22nd day of April, 2010

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