



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
February 24, 2011

1. Roll Call

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

Commissioners present: Judy Beck, Bill Casey, Mary Jean Coulson, Angie Katsamakakis

Commissioners absent: Bob Patton, 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 visitors.

2. A Moment of Silence was observed

3. @Consideration to accept the January 17, 2011 Finance Committee meeting minutes

Commissioner Casey moved seconded by Commissioner Beck to accept the January 17, 2011 Finance Committee meeting minutes. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. @Consideration to approve the January 20, 2011 Regular Board meeting minutes

Commissioner Casey moved seconded by Commissioner Coulson to approve the January 20, 2011 Regular Board meeting minutes. Roll Call Vote: Ayes: Casey, Coulson, Beck, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

5. Presentations

a. IAPD/IPRA/Glenview Park District Community Service Awards

i) Louis Hirschberg

President Katsamakakis read a long list of accomplishments and dedicated service to both the Glenview Senior Center and the community and awarded the 2010 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Senior Center President Louis Hirschberg. Director Balling commended Lou and the entire Senior Club for all they do in promoting the many programs and activities at Park Center. Lou noted the Senior Club has 1300 members whose volunteers contribute ideas

and their support to the Park District. Denise Blinick acknowledged the compassionate and caring nature of Lou and how staff really enjoys interacting with him.

ii) Cheri McNish

Commissioner Judy Beck noted under Cheri McNish's leadership as President of The Grove Heritage Association (GHA) for the past 14 years that a very successful partnership with the Glenview Park District has continued and she has strengthened the foundation of the GHA to continue this partnership into the future. The GHA has contributed so much to the Park District such as the final payment on the MacArthur parcel which was made under Cheri's tenure as president. Director Balling thanked Cheri and said she has endless energy and her passion and love for the Grove is unbelievable. Grove Director, Steve Swanson noted that Cheri's family has also contributed many hours at The Grove and appreciates everyone's efforts. Cheri commented that the GHA is like a family and she acknowledged the list of GHA accomplishments which were made possible by the many Board members and volunteers over the years.

b. IAPD/IPRA Agency Showcase Award for Outstanding Electronic Communications

Director Balling recognized Wagner Farm Director Todd Price and Park District Graphic Artist Julie Baran-Reilly for all their efforts in creating, writing, and passionately updating the *Wagner Feed* Blog which won the 2010 Illinois Association of Park Districts and Illinois Park and Recreation Association Agency Showcase Award for Outstanding Electronic Communications at the IAPD/IPRA Conference in January. This professionally judged competition recognizes Illinois agencies for their marketing and visual communication efforts ranging from print to multimedia. Chuck noted this blog is a team effort with Julie's beautiful graphic presentations and Todd's writings both personal and informational. He thanked both Julie and Todd for all their efforts.

c. Administration Building Historic Preservation Renderings

Superintendent Robert Quill gave a brief update of the proposed design changes for the renovation of the Park District Administration building. He presented a rendering of how the outside of the building will look, which was recently approved by the Village Historic Commission. The exterior look of the north, south and east sides of the building would change with the west side remaining the same along with the addition of a new roof. There would be an increase of three extra parking spots in the employee lot with ADA accessibility at the back entrance. The current two front doors will become windows with the current window turned into a main double door entrance. Only an additional stairwell and an elevator will be built outside the current structure. Both the first and second floors will be gutted to accommodate a new layout of offices and work areas which will maximize the use of floor space. Bob noted the land and building are currently owned by the Village of Glenview with anticipation of the property being turned over to the Park District. The proposed timeline has the bidding process to begin in June, have Board approve bids in July, and an August 1 start

date. The anticipated time to complete the renovation process is eight months. This timeline would have staff back in the building approximately one year from now.

6. Officers' Reports

a. President

President Katsamakidis went over 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. He reported there were five large invoices: Direct Fitness Solutions, LLC, Master Project Inc., Exelon Energy Inc., NSSRA (Northern Suburban Special Recreation Association), and PDRMA (Park District Risk Management Agency). Bill felt the Park District was in line to meet its budget for the year.

c. Attorney

No Report

d. Executive Director/Secretary

i) Proposed Intergovernmental Agreement with Glenview Library

Director Balling noted the long history of Intergovernmental Agreements (IGAs) that have been designed within the spirit of cooperation with other local agencies. This agreement is one more IGA where the Park District and Library will work together to foster a partnership, share resources, avoid competition of services and ultimately, minimize cost to taxpayers. The term of this agreement would be for five years with an optional five-year renewal. Some of the sharing of resources would include the Park District providing landscape maintenance services for the Library grounds to give the area a one campus feeling. The Library would in turn provide training and meeting rooms to the Park District. The Board agreed to have Attorney Witwer move forward with drafting an agreement.

ii) Proposed Community-Wide Environmental Committee

Director Balling introduced Assistant Director of the Grove and Park District Environmental Committee Chair for the past 4 years, Lorin Ottlinger. Lorin and staff have met with Henrietta Saunders (Chair of the Village Natural Resource Commission) to talk about partnership opportunities with the Village of Glenview. One suggestion was to discuss forming a community-wide environmental committee with representation from local schools, businesses, library, etc. Proposed areas of focus would be: Energy Conservation & Sustainability; Natural Areas Management; Environmental Education & Outreach; and Gardening. Commissioner Casey feels there may be state or federal funding available for gardens and encouraged staff to followup. Lorin noted a kick off meeting is being proposed for early spring. "Go Green Glenview" is being considered for communicating the committees projects to the community.

Director Balling also announced that staff had recently met with science department staff from the high school to discuss the possibility of coordinating science camps/programs at both facilities.

7. Matters from the Public

None

8. @Consideration to approve Accounts Payable: \$1,709,883.66

Commissioner Coulson moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of January, 2011 in the amount of \$1,709,883.66. Roll Call Vote: Ayes: Coulson, Beck, Casey, Katsamakias. Nays: None. Motion Carried.

9. @Consideration to approve Consent Agenda items

President Katsamakias asked for a motion to consider approving the Consent Agenda.

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

- a. **Approved Ordinance 2011-01** abating the tax hereto levied for the year 2010 to pay the Principal of and the interest on \$8,220,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2006 of the Glenview Park District, Cook County, Illinois.
- b. **Approved Ordinance 2011-02** abating the tax hereto levied for the year 2010 to pay the Principal of and the interest on \$8,000,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2007B of the Glenview Park District, Cook County, Illinois.
- c. **Approved Ordinance 2011-03** abating the tax hereto levied for the year 2010 to pay the Principal of and the interest on \$4,960,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2009A of the Glenview Park District, Cook County, Illinois.
- d. **Approved Ordinance 2011-04** abating the tax hereto levied for the year 2010 to pay the Principal of and the interest on \$6,715,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2005 of the Glenview Park District, Cook County, Illinois.
- e. **Approved Ordinance No. 2011-05:** Liquidation of Personal Property
This is a house keeping item to sell unneeded Park District equipment.
- f. **Approved Resolution 2011-06:** Supporting a 40% allocation of the Land and Water Conservation Fund (LWCF) to the State Assistance program
The LWCF State Assistance Program is the only program that provides dollar-for-dollar matching grants to states and local governments specifically for the

acquisition and development of public outdoor recreation sites and facilities (fields for youth sports, pedestrian trails, parks, wildlife habitats, etc.).

- g. Accepted a Staff recommendation to accept the bid for (Two) 2011 Mercedes Benz Sprinter Hi Roof Cargo Vans from Loeber Motors of Lincolnwood, IL for a total cost of \$75,533.00 and (One) 2010 Isuzu/NRR with a New Way/Mamba 6YD Compactor from Stepp Industries of Summit, IL for the combined price of \$83,895.00.**

On February 3, 2011, sealed bids were opened for the replacement of two Sprinter Vans and a garbage truck (cab/chassis with 6 yard trash compactor) that were destroyed by the fire at the east maintenance garage. Funding for these purchases will come from PDRMA (Park District Risk Management Agency).

10. Committees Reports and Recommendations

- a. Administrative Committee (Chair Angie Katsamakís, Commissioner Bill Casey)**

- i) Committee Update

Superintendent Barb Cremin commented that the Committee reviewed the updated evaluation form for the Director's annual review and that all Commissioners will be receiving these forms soon.

- b. Buildings, Grounds, and Park Services (Chair Ted Przybylo, Commissioner Angie Katsamakís)**

- i) Roosevelt Park Improvement Meeting, Wednesday, March 16, 2011 @7:00 p.m. Roosevelt Park Fieldhouse, 2200 Grove Street

Superintendent Fred Gullen reminded the Board of this upcoming meeting and that the main purpose is to discuss the replacement of athletic field lights at Roosevelt Park. The light poles are beyond their useful life and will be replaced with a much more energy efficient system. The neighbors will also be given an update on the maintenance garage fire. Director Balling noted that PDRMA, the Park District's insurance agency, has approved the Park District to begin buying/replacing needed equipment that was destroyed in the fire.

- ii) Committee Update

No Report

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

- i) @Ordinance number 2011-07 providing for the issue of \$70,000 General Obligation Park Refunding Bonds, Series 2011B, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds

Commissioner Coulson moved seconded by Commissioner Casey to approve Ordinance number 2011-07 providing for the issue of \$70,000 General Obligation Park Refunding Bonds, Series 2011B, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakís. Nays: None. Motion Carried.

Barb Cremin reminded the Board that this is an annual rollover bond which is split into two issues. The first one was issued in November 2010. There are no additional issuance fees associated with this bond sale.

ii) Bond Sale Update

Barb also announced that a Parameters Ordinance which the Board approved in November allowed staff to move forward with the issuing of bonds that would provide funding for the Administration Building and other capital projects. These Bonds have now been sold. The twenty-five year bonds were purchased by M&I Bank at a true interest rate of 4.729%. Barb noted that existing revenue streams will be used for the debt service on the bonds and no additional taxes will be levied.

iii) Committee Update

The Committee went through the major project funding sources that were approved through the 2010-2013 Strategic Plan. These major projects will use existing fund balances and revenue streams and there is no intention to increase the tax levy to fund any of these projects. Also, Barb Cremin noted a new accounting regulation will be implemented by April 2012 and included in the annual audited financial statements. This regulation will classify fund balances and make it clearer to the public the fund amounts that are available compared to those already committed to projects. It will also help to establish consistency in accounting practices for all government agencies.

d. **Recreation/Museum/Swimming Pool Committee** (*Chair Judy Beck, Commissioner Bob Patton*)

i) @ Approval of Gallery Park Program and Management Policy

Commissioner Beck and Bob Quill served on a committee made up of residents, village & park district staff and representatives from both the village and part district boards. The committee met three times to provide feedback on the development of this policy.

Commissioner Beck moved seconded by Commissioner Casey to accept the Recreation/Museum/Swimming Pool Committee recommendation to approve the Gallery Park Program and Management Policy as presented in the Board packet. Roll Call Vote: Ayes: Beck, Casey, Coulson, Katsamakidis. Nays: None. Motion Carried.

ii) Emerald Ash Borer Update

Grove Director, Steve Swanson, noted more Ash Trees at The Grove have been identified as being infested with the Emerald Ash Borer (EAB) which brings the total to 400. Experts have told staff that these trees have been infested for at least five years even though staff has been treating the trees for two years now. Staff will continue to spray the bark and also use a new injector device (Wedgle Direct Inject Unit) around the base of the tree in the hopes of saving some. However, some trees will be removed and used for firewood onsite and also some will be milled and used for various products, e.g., flooring, wainscoting, tables, display cases, etc. The wood cannot leave

the quarantined area without being processed first. Commissioner Casey feels this injector treatment may be less costly than cutting down a tree and hopefully will keep the trees healthy until the Ash Borer threat has passed. Steve noted that there will be a workshop in the spring to present information on the EAB to the community and staff will be working with the Village to coordinate this workshop. Superintendent Fred Gullen announced that the Park District has just received a \$20,000 grant from the Municipal Mayor's Caucus/2008 Farm Bill. The money will be used to inventory our trees and better help us to plan ahead in managing the EAB. Director Balling thanked Brian Montgomery and Andrea Wasilewski, who are the Park District's student interns, for submitting the application for the grant.

iii)Committee Update
No Report

11. Staff Reports

Superintendent of Special Facilities, Cheryl Deom, commented that staff is working on programs to highlight the upcoming National 9 ten-year anniversary. One program already planned "CaddyStacks" will take place at the Glenview Library on March 20. It will be a family-fun event to promote the two golf courses. Registration for the event will be handled through the Library. Cheryl also noted that the Ice Center has just been outfitted with some new furniture.

Superintendent of Administrative Operations, Barb Cremin, has been working with the Wheeling Park District to setup joint training for staff and a few other park district staffs to train on cash handling best practices. This will be helpful for the upcoming summer season. Also, Park District files and records cleanup is ongoing at the administration building to get ready for the office renovation and subsequent staff move to temporary facilities.

Superintendent of Leisure Services, Bob Quill, reported that staff is working on the last steps required to comply with the Virginia Graeme Baker Act. Also, due to the recent snow storm, the high school year has been extended one day which may affect our life guard and pool staff training schedule. Hopefully, this will not delay the opening of our pools, but we will keep the Board updated. Also, Bob hopes to bring a staff recommendation for Construction Manager on the Fitness Center expansion to the Board in March. W.B. Olson, Inc. is being considered since they were the construction managers on the Park Center building.

12. Matters from Commissioners

Commissioner Bill Casey attended a legal symposium at the IAPD/IPRA State Conference in January and also enjoyed sitting with our local state representatives who attended the Conference lunch. He felt it was a good learning experience.

Commissioner Judy Beck facilitated a couple of sessions at the State Conference and felt overall it was a very good conference.

President Katsamakis recognized Cheryl Deom for quickly addressing a recent report

on air quality issues found at some ice rinks. Cheryl noted the Glenview Ice Center has large units that cycle in fresh air, carbon detectors on all equipment as well as an EPA approved engine on the Zamboni (ice cleaning machine).

Commissioner Mary Jean Coulson asked how pool pass sales were going. Bob Quill noted that the promotional period for pass sales is coming to an end February 28 and he will have a report for the Board at that time. However, preliminary reports show sales ahead of last year's by a few hundred. Bob also noted that the Final MOUs (Memorandums of Understandings) co-crafted with the various sports teams are now being finalized.

Commissioner Coulson also recognized and congratulated both Director Chuck Balling and Superintendent Bob Quill on the awards they were presented at state conference. Director Balling received the 2010 Illinois Park and Recreation Association Chairman's Award and Bob Quill received the Western Illinois University's Jim Berousek Distinguished Alumni Award.

13. Correspondence

None

14. @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 Coulson moved seconded by Commissioner Beck to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:48 p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6). Roll Call Vote: Ayes: Casey, Coulson, Beck, Katsamakias, Nays: None. Motion Carried.

After a short break, the Executive Session convened at 9:00 p.m.

Commissioner Coulson moved seconded by Commissioner Casey to adjourn the executive session and move back into Open Session at 9:40 p.m. Roll Call Vote: Ayes: Casey, Coulson, Beck, Katsamakias. Nays: None. Motion Carried.

15. @Approve the Outsourcing of Food Service at the Glenview Park Golf Club

Commissioner Beck moved seconded by Commissioner Casey to accept the Special Facilities Committee recommendation to approve a License Agreement for the outsourcing of food service at the Glenview Park Golf Club to Open Kitchens Inc., Chicago, IL. Roll Call Vote: Ayes: Coulson, Beck, Casey, Katsamakias. Nays: None. Motion Carried.

One of the Park District's strategic initiatives for 2010-2013 was to look at food service district-wide. After much research by staff, the Special Facilities Committee of the Board recommended moving forward with an RFP (Request for Proposal) process to outsource/lease the Café food service operations at the Glenview Park Golf Club. After careful consideration of each company's proposals, the Special Facilities Committee recommended Open Kitchens, Inc.

16. Adjourn

Commissioner Casey moved seconded by Commissioner Coulson to adjourn the Open Session at 9:41 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Angie Katsamakos
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of March, 2011

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