



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
November 18, 2010

**1. Roll Call**

President Michael Scholl called the meeting to order at 7:02 p.m. and the roll was called.

Commissioners present: Judy Beck, Angie Katsamakakis, Bob Patton, Ted Przybylo, Michael Scholl.

Commissioners absent: William Casey, 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, Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

**2. A Moment of Silence was observed**

President Michael Scholl acknowledged the passing of former Village President James Smirles who he recognized as a good friend of the Park District.

**3. @Consideration to approve the October 21, 2010 Regular Board meeting minutes**

Commissioner Przybylo moved seconded by Commissioner Katsamakakis to approve the October 21, 2010 Regular Board meeting minutes. Roll Call Vote: Ayes: Beck, Katsamakakis, Patton, Przybylo, Scholl, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. @Consideration to accept the October 18, 2010 Finance Committee and Buildings Grounds and Park Services Committee meeting minutes**

Commissioner Patton moved seconded by Commissioner Przybylo to accept the October 18, 2010 Finance Committee and Buildings Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**5. @Consideration to accept the November 12, 2010 Recreation/Museum Committee meeting minutes**

Commissioner Patton moved seconded by Commissioner Beck to accept the November 12, 2010 Recreation/Museum Committee meeting minutes. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

## 6. Presentations

### a. @Conceptual Design Plans for Administration Building and Approval to Proceed with Construction Manager at Risk Request for Proposal (RFP)

Director Chuck Balling noted that the renovation of the Administration building is one of the Park District's strategic plan initiatives. Project architect, Matthew Meives, from PSA Dewberry Architects, provided an overview of the proposed renovation, probable cost estimates and presented preliminary conceptual designs/floor plans. He noted that a major issue is ADA (Americans with Disabilities Act) accessibility which is inadequate (bathrooms, exits, entrances and access to second floor). Also, a full assessment to determine asbestos abatement will need to be completed. Two areas on the second floor which are now separated by the configuration of the roof would be connected giving approximately 2,000 sq. ft. of additional floor space on the second floor. The footprint of the building would basically remain the same. The design for the exterior of the building along with the proposed facade on the front of the building will need to go before the Village's Historical Committee.

Jerry Aulisio, Owners Representative on the project, discussed the various ways for public entities to purchase construction services. A Manager at Risk is the recommended service since the construction manager would hold all contracts and are responsible for those contracts. Staff would consider three contractors that have done work for the Park District in the past for the Manager at Risk award. However, all sub-contracted work would be awarded by public bids. Jerry estimated construction would take 6-8 months and would begin this summer. The overall budget is estimated at 3.3 million dollars.

Commissioner Katsamakakis moved seconded by Commissioner Patton to accept a staff recommendation to approve the Conceptual Design Plans for the Administration Building (1930 Prairie Street) and to proceed with Construction Manager at Risk Request for Proposal (RFP) limited to those qualified firms with which the District has had previous successful experience. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried.

## 7. Officers' Reports

### a. President

President Scholl 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 two large invoices: Evans and Son Blacktop, Inc. and Exelon Energy Inc.

### c. Attorney

#### i) IAPD Legal Symposium Update

Attorney Witwer noted the Legal Symposium was very good and recommended the Board review the informational binder from the workshop. He also noted that the State of Illinois House of Representatives has overridden a veto by Governor Pat Quinn to keep employee evaluations exempt from FOIA (Freedom of Information Act) requests. He also said the

exemption for park district class list from FOIA will be taken up by the state in the next legislative session and made a priority.

**d. Executive Director/Secretary**

- i) **@Consideration to Approve Submitting Grant Applications to the Illinois Department of Natural Resources Park and Recreational Facility Construction Act (PARC) Grants Submittals**

Director Balling announced that staff, with the Board's approval, will be submitting four projects for these grants: the Willow Park Fieldhouse Renovation, the proposed Park Center Health & Fitness Expansion, the proposed National-9 Clubhouse & paddle tennis, and potential Land Acquisition. He noted that there were going to be many applications submitted by other park districts along with the City of Chicago and limited funds available for this grant program. Deadline for grant submittal is November 29. A public hearing was held just prior to the start of the Board meeting to receive any public comment on these proposed grant applications. None was received.

Commissioner Beck moved seconded by Commissioner Katsamakakis to approve submitting grant applications to the Illinois Department of Natural Resources PARC Grant Program for the following four projects: Willow Park Fieldhouse Renovation, the proposed Park Center Health & Fitness Expansion, the proposed National-9 Clubhouse & paddle tennis, and potential Land Acquisition. Roll Call Vote: Ayes: Patton, Przybylo, Beck, Katsamakakis, Scholl, Nays: None. Motion Carried.

**8. Matters from the Public**

None

**9. @Consideration to approve Accounts Payable: \$1,634,720.43**

Commissioner Przybylo moved seconded by Commissioner Katsamakakis to approve payroll and accounts payable for the month of October, 2010 in the amount of \$1,634,720.43. Roll Call Vote: Ayes: Przybylo, Beck, Katsamakakis, Patton, Scholl. Nays: None. Motion Carried.

**10. @Consideration to approve Consent Agenda items**

President Scholl asked if any Commissioner would like an item removed for further discussion. With there being no requests, President Scholl asked for a motion to consider approving the Consent Agenda.

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

- a. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2011-12 Wagner Farm Annual Recommendations**

There were only a few minor changes.

- b. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2011-12 Grove Annual Recommendations**  
Based on the evolving relationship with District #34, the “mandatory curriculum” designation has been replaced with “resident school”. Also, an increase in price for some school-based field trips was approved as there has not been one in several years.
- c. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2011-12 Air Station Prairie Annual Recommendations**  
Changes for school-based programming similar to The Grove were recommended for the Air Station Prairie. There were no other substantive changes.
- d. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2011-12 Schram Museum Annual Recommendations**  
There were only a few minor changes.
- e. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2011-12 Fieldhouses/Picnic Permit Annual Recommendations**  
The picnic and fieldhouse process remains generally the same.
- f. **Approved the Liquidation of Personal Property Ordinance No. 2010-19**  
This is a house keeping item to sell unneeded Park District equipment.
- g. **Approved the revised Policy 8.05 Family and Employee Medical Leave of Absence in the Full-Time Personnel Guidelines**  
This is a house keeping item to reflect current changes in the law.
- h. **Approved Policy 8.05(a) Military Family Leave Entitlements under FMLA in the Full-Time Personnel Guidelines**  
This is a house keeping item to reflect current changes in the law.
- i. **Approved Policy 8.04 Military Family Leave in the Part-Time Personnel Guidelines**  
This is a house keeping item to reflect current changes in the law.
- j. **Accepted the Fourth of July Committee recommendation to add Karen Pazkiewicz as a Committee member**  
The Fourth of July Celebration Committee is an appointed group of citizens who assist the Park District in presenting the annual Independence Day celebration each year. One of their prime responsibilities is to raise funds to help support the event.
- k. **Accepted the Fourth of July Committee budget recommendation as presented**

## 11. Committees Reports and Recommendations

### a. Buildings, Grounds and Park Services (*Chair Ted Przybylo, Commissioner Angie Katsamak*)

#### i) @Consideration to approve Willow Park Playground Design and Equipment Purchase

Ken Wexler, Park District Landscape Architect, showed the Board the recommended Willow Park playground design and equipment. These recommendations were based on feedback staff received from Willow Park neighbors who reviewed playground designs submitted as part of a Request for Proposal (RFP) process at an open house on October 6, 2010. Staff is looking for Board approval now for the purchase of this equipment so staff can proceed with the purchase when the OSLAD (Open Space Lands Acquisition and Development) grant money becomes available.

Commissioner Katsamak moved seconded by Commissioner Patton to accept a staff recommendation to approve the Willow Park playground design and equipment purchase to Landscape Structures for \$29,855.00 and Little Tikes for \$86,640.00. Roll Call Vote: Ayes: Katsamak, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried.

#### ii) Update on Park Services East Maintenance Facility

Director Chuck Balling reported that the Glenview Fire Department was notified that a fire had broken out at the Park District's east maintenance building at approximately 12:00 a.m. Sunday morning, November 7, 2010. No one was in the building at the time of the fire and it was contained to the site. It completely destroyed the building and most of its contents. However, several trucks and some supplies that were outside the building were saved. The cause of the fire is unknown but the Glenview Fire Department and Police Department along with Park District Risk Management Agency (PDRMA) are investigating. Access to the site has been secured and anyone requesting access must get approval from Tom Kolk, Glenview Park District Risk Manager, who will then get approval from PDRMA. Others involved in reviewing this incident are L. J. Shaw, the claims adjustor and a Cause and Origin investigator. The investigation could take many months and must be completed before the building can be considered for demolition. Complete inventories are currently being done. Chuck thanked the Glenview Fire Department as well as neighboring fire fighters who assisted in fighting the fire. He also complimented Fred Gullen and his staff for all their time and efforts to move their operations quickly into the west maintenance building without any interruption in service to the community. He also recognized the overwhelming loss felt by staff, since this building was home to many of them for over 30 years. Fred Gullen noted that many individuals and local agencies have offered their assistance and that Allstate Insurance has generously offered to provide staff with tables and chairs. Commissioner Beck would like to see if the Cupola that was on the top of the building could be salvaged and kept as a remembrance.

#### iii) Committee Update

None

**b. Finance (Chair Ted Przybylo, Commissioner Michael Scholl)**

- i) @Consideration to approve Ordinance No. 2010-20 to issue \$4,440,000\* General Obligation Park Bonds (Alternate Revenue Source), Series 2010C (\*Amount may Increase or Decrease)

Steve Larson from Ehlers & Associates, the Park District financial advisor, reported to the Board that the current bond market was not favorable and he was recommending postponing the proposed bond sale until January or February.

He explained that due to high interest rates, we would not be able to sell bonds for the anticipated amount of (\$4,440,000) and keep our debt limitation at 270,000. So, Mr. Larson is proposing the Board consider approving a Perimeters Ordinance (not to exceed \$4,700,000) which gives authority to the Board President, Vice-President or Executive Director to approve a bond sale on behalf of the Board when the following conditions are met: the sale occurs between Nov 1 and April 1, 2011, the interest rate is no more than 5.5%, the debt payment is within the parameters of our financial plan, and it allows for a competitive or negotiated sale.

Commissioner Przybylo moved seconded by Commissioner Patton to approve Ordinance No. 2010-20 (presented today) providing for the issue of not to exceed \$4,700,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2010C of the Glenview Park District, Cook County, Illinois. Roll Call Vote: Ayes: Katsamakis, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried.

- ii) @Tax Levy Ordinance 2010-21

The estimated levy was read at the September Board meeting as required. The Tax Levy Ordinance shows a total levy of \$15,247,447, an increase of \$326,193 over the current extension (an overall increase of 2.19%).

Commissioner Przybylo moved to accept the Finance Committee recommendation to approve Tax Levy Ordinance 2010-21 for \$15,247,447. Roll Call Vote: Ayes: Katsamakis, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried.

- iii) @Corporate Fund Reduction in 2010 Real Estate Tax Levy (Ordinance 2010-22)

This is a housekeeping item. The PTELL reduction ordinance directs the county clerk to reduce the corporate levy if needed to comply with the Property Tax Extension Limitation Law.

Commissioner Przybylo moved to accept the Finance Committee recommendation to approve Ordinance 2010-22 reducing the Corporate Fund in the 2010 Real Estate Tax Levy for 2011 tax receipts. Roll Call Vote: Ayes: Patton, Przybylo, Beck, Katsamakis, Scholl, Nays: None. Motion Carried.

- iv) @Consideration to approve Resolution No. 2010-23 authorizing membership in the Park District Risk Management Agency Health Program  
This resolution is a requirement to allow the District to switch its group health insurance carrier from Blue Cross Blue Shield to PDRMA Health Insurance. A three-year commitment to PDRMA is required. President Scholl noted this item will go to the Administrative Operations Committee before December 1 for a final review.

Commissioner Przybylo moved to accept the Finance Committee recommendation to approve Resolution No. 2010-23 authorizing membership in the Park District Risk Management Agency (PDRMA) Health Program pending a review by the Administrative Operations Committee before December 1. Roll Call Vote: Ayes: Przybylo, Beck, Katsamakakis, Patton, Scholl, Nays: None. Motion Carried.

- v) Committee Update  
None

**c. Recreation, Museum & Swimming Pools (*Chair Judy Beck, Commissioner Bob Patton*)**

- i) @Intergovernmental Agreement between the Glenview Park District and Northern Suburban Special Recreation Association for the Willow Park Fieldhouse. This agreement outlines the terms for usage by NSSRA for this park district facility.

Commissioner Patton moved to accept the Recreation Committee recommendation to approve a license agreement with the Northern Suburban Special Recreation Association for the use of Willow Park Fieldhouse. Roll Call Vote: Ayes: Beck, Katsamakakis, Patton, Przybylo, Scholl, Nays: None. Motion Carried.

- ii) 2010 Outdoor Pools Interim Financial Report  
Manager of Aquatics Services, Amy Watson, gave a brief overview and highlights of the 2010 Outdoor Pools report. She noted concessions and group daily fees and admissions did very well. Concessions make up 38% of net revenue at Flick and 19-20% of net revenue at Roosevelt. Also, vending machines were placed at each pool this year and we will continue to monitor their usage. Budget for wages did go up since more staff was needed for the busy hot season. Director Balling noted this season had one of the highest attendance (135,000) and recognized Amy and her well-trained staff for a safe and successful season.

- iii) Park Center Health and Fitness Addition Proposal  
Jason Hickman, Director of Recreation Services, highlighted some areas of growth at the Fitness Center. He noted expansion of the center was identified as a Strategic Plan Initiative. The last 4 years showed increases of 13% and anticipated increases of 18%. Current membership is over 4,000. Personal and Group training programs have increased to over 90 per week with 33 hours of programming being held outside the Fitness Center. During the summer

months, due to space restrictions, 20 fitness programs are cut. The proposed expansion shows a potential to increase net revenue over \$91,000. Fitness staff members Lynne Brenner and Ginger Heisler gave brief, personal observations on the growth they have seen at the Fitness Center.

Commissioner Beck moved to accept the Recreation Committee recommendation to engage Williams Architects to negotiate a contract for design service for the Park Center Health and Fitness proposed addition. Roll Call Vote: Ayes: Katsamakias, Patton, Przybylo, Beck, Scholl, Nays: None. Motion Carried

iv) Committee Update  
None

## 12. Staff Reports

Superintendent of Park Services, Fred Gullen, thanked IT Manager Kevin Roberts, for setting up phones and computers on Sunday in the aftermath of the fire, so they would be up and functioning for staff on Monday morning.

Superintendent of Special Facilities, Cheryl Deom, noted staff is working on the feasibility study for paddle tennis so the Special Facilities Committee can review at their December meeting.

Superintendent of Administrative Operations, Barb Cremin, reported that a kick-off meeting was just held and bi weekly meetings are planned with staff and all key parties involved with the maintenance building fire in order to have a smooth process in dealing with all the aspects of this incident. She also noted the Park District received the annual Make-Whole payment from the Village in the amount of \$1,271,455. Barb commented that a conference call was recently held with Moody's in anticipation of the proposed Bond sale and was pleased to announce the Park District received an AAA credit rating. She credited this to the Park District's Capital Replacement Plan which outlines in detail the various Park District funds needed for future improvements and what they will be used for. Director Balling thanked Treasurer Bill Moore, Barb Cremin and her staff for all they do that contributes to the District receiving an AAA rating. Barb also wanted to point out how important Park District part-time employees are as illustrated in the roles both Lynne Brenner and Ginger Heisler (both part-timers) play in the overall success of the Fitness Center and our Park District.

Superintendent of Leisure Services, Bob Quill, remarked that the first Gallery Park Program Committee met on November 17. It is comprised of 12 individuals from various community agencies and groups with Commissioner Beck representing the Park Board. The next meeting is scheduled for December 15 with the hopes of bringing a proposed policy to the Park Board for consideration in January. He noted the Redfield carriage house construction has restarted after it was delayed for grant related issues that needed to be addressed. Also, the Willow Park Fieldhouse is now in the design development construction drawings phase with the hopes of going to bid soon. Bob congratulated the Grove staff on a successful Grove Craft Faire and noted the Holiday Shop will open the Friday after Thanksgiving.

**13. Matters from Commissioners**

Commissioner Judy Beck suggested a bench or tree in memory of former Village President Jim Smirles be part of the landscaping plans for the area between the new Library and the Park District Administration building. The Board concurred.

Commissioner Angie Katsamakakis and Commissioner Ted Przybylo congratulated Fred Gullen and his staff for all they did to keep services to the community operating in the wake of the fire at the maintenance building.

**14. Correspondence**

None

**15. @ 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 Katsamakakis moved, seconded by Commissioner Beck to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 9:03p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Beck, Scholl. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 9:16 p.m.

Commissioner Katsamakakis moved seconded by Commissioner Beck to adjourn the executive session and move back into Open Session at 9:39 p.m. Roll Call Vote: Ayes: Katsamakakis, Patton, Przybylo, Beck, Scholl. Nays: None. Motion Carried.

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

None

**17. Adjourn**

Commissioner Beck moved seconded by Commissioner Patton to adjourn the Open Session at 9:40 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

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Michael Scholl  
Board President

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Charles T. Balling  
Board Secretary

Approved this 16th day of December, 2010

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