



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
January 20, 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, Mary Jean Coulson, Bob Patton, Angie Katsamakakis. Bill Casey arrived after Roll Call at 7:05 p.m.

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 visitors.

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

**3. @Consideration to accept the December 13, 2010 Recreation/Museum Committee meeting minutes**

Commissioner Beck moved seconded by Commissioner Patton to accept the December 13, 2010 Recreation/Museum Committee meeting minutes. Roll Call Vote: Ayes: Beck, Coulson, Patton, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. @Consideration to approve the December 16, 2010 Regular Board meeting minutes**

Commissioner Coulson moved seconded by Commissioner Patton to approve the December 16, 2010 Regular Board meeting minutes. Roll Call Vote: Ayes: Coulson, Patton, Beck, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**5. Officers' Reports**

**a. President**

President Katsamakakis 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 four large invoices: Master Project Inc., Exelon Energy Inc., PDRMA (Park District Risk Management Agency) and BCBS (Blue

Cross Blue Shield). All financial funds are stable and within budgets.

**c. Attorney**

No Report

**d. Executive Director/Secretary**

i) Introduction of Student Interns

Cheryl Deom introduced new interns Brian Montgomery and Andrea Wasilewski, who both attend the University of Illinois and are majoring in Recreation Management. Brian and Andrea will be assisting with programs and special events at the Park District through April 6, 2011 as part of their internship responsibilities. Another new intern, Jerri Adams, from Western Illinois University who will be assisting the Marketing department was not present.

ii) @Consideration to approve 2011/12 Park Board meeting dates

Commissioner Casey moved seconded by Commissioner Coulson to approve the 2011/2012 Park Board meeting calendar for posting. Roll Call Vote: Ayes: Coulson, Patton, Beck, Casey, Katsamakias, Nays: None. Motion Carried.

The Board of Park Commissioners will hold regular monthly meetings at 7:00 p.m., at Park Center, 2400 Chestnut Avenue, Room 101, Glenview, Illinois on the following dates during fiscal year 2011/2012:

**2011**

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May 26	June 23	July 28	August 25
September 22	October 27	November 17	December 22

**2012**

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January 19	February 23	March 22	April 26
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iii) Park Services East Fire Investigation Update

Director Balling noted the cause of the fire is still under investigation and the site continues to be secured. Demolition will be determined once the investigation is complete and a report will be prepared for the Board that will include recommendations for the site. Neighbors will be given updates on the process through the Swainwood Association Newsletter. Director Balling thanked staff for their efforts and ability to continue uninterrupted service to our patrons. He also acknowledged and thanked Allstate Insurance for their donation of furniture to the new maintenance facility at Community Park West which helped in the transitioning of all Park Services staff to that facility.

iv) Gallery Park Transition Committee Update

Commissioner Judy Beck, who sits on the Committee, noted it had representation from many interested parties. Some of who were subdued in their acceptance of the transition of the park from the Village to the Park District. She commended Bob Quill, who coordinated the Committee

meetings, for being sensitive to everyone's interests. Commissioner Beck felt the process went smoothly and noted there is one more meeting scheduled for January 25. Bob said the next meeting will focus on the specific operational parameters for the park. A list of all requests has been logged and will be shared with the Committee. However, only previous users/events will be honored for 2011. It was also noted that the Park District will maintain the natural areas and wetlands through the current maintenance contracts that were established by the Village. The Village will be responsible for the lake areas.

- v) **Proposed National 9 Club House/Paddle Tennis Timeline**  
Parks Facility Supervisor, Kris Mikkelsen, will be heading up this project along with Ken Wexler, Cheryl Deom, and Blake Manhart. Director Balling noted since the Administration building renovation is ready to begin, the club house project will most likely not begin until the offices are near completion. That way, we will know what funds are still available for the clubhouse. Anticipated opening for the clubhouse is May, 2013. However, a March opening would be preferred since it would correlate with the start of golf season. Cheryl Deom described the proposed clubhouse as having one floor and a basement. The proposed Paddle Tennis courts would most likely be near the grassy knoll on the south end of the clubhouse. Commissioner Beck recommended staff visit the Frankfort Square Interpretive Center building which includes a greenhouse that was constructed at a very reasonable cost when considering the design of the proposed clubhouse.

## **6. Matters from the Public**

None

## **7. @Consideration to approve Accounts Payable: \$2,138,280.45**

Commissioner Patton moved seconded by Commissioner Casey to approve payroll and accounts payable for the month of December, 2010 in the amount of \$2,138,280.45. Roll Call Vote: Ayes: Patton, Beck, Casey, Coulson, Katsamak. Nays: None. Motion Carried.

## **8. @Consideration to approve Consent Agenda items**

President Katsamak asked if the Commissioners all had a chance to review the Consent Agenda. President Katsamak then asked for a motion to consider approving the Consent Agenda.

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

### **a. Accepted a Finance Committee recommendation to approve the 2011/2012 Capital Replacement Fund Items**

A portion of the cost of each item on the list 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.

- b. Approved the 2011/2012 Part-Time Employee Salary Ranges**  
In preparing the recommendation, staff obtains comparative information from other park districts, industry reports and the Illinois Parks and Recreation Association salary survey.
- c. Approved the 2011/2012 Glenview Theatre Guild Budget.**
- d. Approved the Village Requested Water Main Easement through Cunliff Park.**
- e. Accepted a Staff recommendation to approve the following truck purchases from the 2011 State of Illinois Joint Purchasing Program: (1) Ford F350 4X2 from Morrow Brothers Ford for \$28,724.00; (1) Ford F350 Super Cab/Service Body from Morrow Brothers Ford for \$35,425.00, and (1) Ford F550 Cab and Chassis from Badger Truck Center for \$40,723.00.**

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. As a Joint Purchasing Program member, the Glenview Park District can place orders directly with the vendors. These three trucks will replace three trucks destroyed in the fire at the 1100 Roosevelt garage. The Park District will receive a reimbursement from PDRMA (Park District Risk Management Agency) on the costs.

- f. Accepted a Staff recommendation to award the Glenview National 9 Golf Car 5-Year Lease Bid for 21 Golf Cars to Nadler Golf Car Sales, Inc. Aurora, Illinois for the amount of \$12,495/year for a 5 Year total of \$62,475.00.**

## **9. Committees Reports and Recommendations**

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

#### **i) Committee Update**

Barb Cremin noted the Committee met on Monday, January 17. Steve Larsen from Ehlers & Associates was present to give an update on the Bond Market since Bond funds will be used to finance the renovation of the Administration building and other Park District capital projects. Ehlers & Associates suggested a negotiated bond sale. This type of sale will look at the Glenview Park District's AAA rating which should help us to get a better interest rate on the bond. Barb also reminded the Board that all the items on the Capital Replacement Schedule are pre-funded so the money is available when the items need to be replaced. This replacement schedule is a strong asset of the Park District and is one of the reasons we received an AAA rating. She also

noted staff is busy preparing budgets for next year and the tentative date for the Board Budget meeting is April 12, 2011.

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

- i) @Approval of the Design Services Agreement with Williams Architects for the Proposed Addition to Park Center Health and Fitness

Commissioner Beck moved seconded by Commissioner Coulson to accept the Recreation Museum & Swimming Pool Committee recommendation to approve the Design Services Agreement with Williams Architects for the proposed addition to Park Center Health and Fitness. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Katsamakidis. Nays: None. Motion Carried.

Bob Quill reminded the Board approved moving forward with negotiating an agreement with Williams Architects at the December 2010 meeting. Williams Architects worked on the Park Center building project so they already have statistical information that will prove to be cost effective. He noted the fixed fee has been negotiated at \$113,000 for architectural and engineering fees (based on a project value of \$1,500,000). This represents a 7.7% fee which is very competitive. The District retains the right to suspend the project at the conclusion of each phase of design.

- ii) Committee Update  
None

**10. Staff Reports**

Superintendent of Special Facilities, Cheryl Deom, reported that staff is currently meeting to establish an RFP (Request for Proposal) for work needed on the Ice Center System and also moving forward with the process for the Food Service RFP for the Café. She also noted that the weekly Friday Night Skate parties at the Ice Center are seeing big crowds. Staff is looking at ways to more quickly get patrons in to the Ice Center. Cheryl also acknowledged that the student interns are working on putting together a report on outdoor ice rinks that they will bring to the Board at an upcoming meeting.

Superintendent of Leisure Services, Bob Quill, reported that the Grove Carriage House renovation is coming along well with the stone work now complete. The roof is currently being worked on and the structure should be enclosed by next month. Work on the Pavilion has begun with the start of the stone work. Willow Park Fieldhouse drawings are nearly complete with an anticipated spring start date. Options for temporary office space are being considered with the design for the Administration building renovation going before the Village Historic Commission in February.

Superintendent of Park Services, Fred Gullen, reported on the increase of infestation of trees by the Emerald Ash Borer. He feels there will be a dramatic loss of trees in Glenview next year due to this infestation. Staff will be putting together an aggressive

plan to remove infected trees in the Park District. Commissioner Beck suggested having Emerald Ash Borer workshops for the public at the Grove.

#### **11. Matters from Commissioners**

Commissioner Mary Jean Coulson asked about the next park tour. Director Balling said it would be scheduled for sometime in late spring.

Commissioner Bob Patton attended the Breakfast for Santa event and said the food was excellent as was the Santa.

Commissioner Judy Beck announced she will be chairing two sessions at the upcoming IAPD/IPRA Conference. Climate Ready Planning and Parks: Adapting Management to a Changing Environmental Climate and Making the List: Illinois Department of Natural Resources' New Natural Areas Inventory. She invited the Board to attend.

President Katsamakis recognized that both staff and patron incidents are down.

#### **12. Correspondence**

Chuck Balling noted a debate hosted by the Glenview League of Woman Voters will be held on Monday, March 14, 2011 at 7:00 p.m. at Park Center for the candidates running for Park Commissioner in the upcoming April 5, 2011 Consolidated Election.

Chuck also noted a new Girl Scout brochure that staff created to promote Park District educational programs will be sent to all scout troops in the area. It also encourages troops to visit the Park District's Museums. Commissioner Coulson suggested connecting a scout badge to our educational programs.

Chuck announced that on Friday, May 13, 2011 in the Lakeview Rooms at Park Center there will be an evening reception for retiring Commissioner Judy Beck (32 years) and former Commissioner Michael Scholl. The time has not yet been confirmed.

#### **13. @ 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 Casey to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:20 p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6). Roll Call Vote: Ayes: Casey, Coulson, Patton, Beck, Katsamakis, Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:28 p.m.

Commissioner Patton moved seconded by Commissioner Beck to adjourn the executive session and move back into Open Session at 9:00 p.m. Roll Call Vote: Ayes: Casey, Coulson, Patton, Beck, Katsamakis. Nays: None. Motion Carried.

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

None

**15. Adjourn**

Commissioner Casey moved seconded by Commissioner Patton to adjourn the Open Session at 9:00 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

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Angie Katsamakias  
Board President

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Charles T. Balling  
Board Secretary

Approved this 24th day of February, 2011

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