



GLENVIEW PARK DISTRICT
BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
January 17, 2013

1. Roll Call

With the absence of President Bob Patton and Vice President Bill Casey for the Roll Call, Commissioner Ted Przybylo, acting as Interim President, called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Daniel B. Peterson, Ted Przybylo. *Note:* President Patton arrived at 7:10 p.m.

Commissioners absent: William M. Casey, Angie Katsamakis

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Cheryl Deom, Superintendent of Leisure Services Robert Quill, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff absent: Superintendent of Administrative Operations Barbara Cremin.

2. A Moment of Silence was observed

3. Meeting Minutes

a. @Acceptance of the December 13, 2012 Building Grounds and Park Services Committee meeting minutes

Commissioner Kuhn moved seconded by Commissioner Peterson to accept the December 13, 2012 Buildings Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

b. @Acceptance of the December 17, 2012 Special Revenue Facilities Committee meeting minutes

Commissioner Peterson moved seconded by Commissioner Kuhn to accept the December 17, 2012 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

c. @Approval of the December 20, 2012 Truth in Taxation Public Hearing minutes

Commissioner Peterson moved seconded by Commissioner Coulson to approve the December 20, 2012 Truth in Taxation Public Hearing minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Coulson, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

- d. **@Approval of the December 20, 2012 Regular Board Meeting minutes**
Commissioner Kuhn moved seconded by Commissioner Peterson to approve the December 20, 2012 Regular Board Meeting minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Przybylo. Nays: None. Abstain: Coulson. Motion Carried. (Copy of minutes filed herewith.)
- e. **@Acceptance of the January 9, 2013 Administrative Operations Committee meeting minutes.**
Commissioner Coulson moved seconded by Commissioner Peterson to accept the January 9, 2013 Administrative Operations Committee minutes. Roll Call Vote: Ayes: Peterson, Coulson, Kuhn, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

- a. **President** (*Robert Patton*)
Interim President Przybylo went over the procedures for the public to address the Board.
- b. **Treasurer** (*William Moore*)
Treasurer Bill Moore gave a brief summary of expenses and revenues for the month of December. He reported three large invoices for the month: Elanar Construction, ILT Vignocchi, Inc., and PDRMA. Bill noted that all funds were in line with the budget.
- c. **Attorney** (*Sam Witwer*)
No Report
- d. **Executive Director/Secretary** (*Chuck Balling*)
 - i) **@Consideration to approve the 2013/14 Park Board meeting dates**
The Director asked the Park Board to consider approving the following Board meeting dates for fiscal year 2013/2014:

2013

May 23, 2013	June 27, 2013	July 25, 2013	August 22, 2013
September 26, 2013	October 24, 2013	November 21, 2013	December 19, 2013

2014

January 16, 2014	February 27, 2014	March 20, 2014	April 24, 2014
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Commissioner Peterson moved seconded by Commissioner Kuhn to approve the 2013/14 Park Board meeting calendar for posting. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo. Nays: None. Motion Carried.

Director Balling asked if the Board would consider moving the scheduled March 28, 2013 Board meeting date up a week to March 21, 2013 since many Board members will be out of town for spring break. The Board members present were polled to determine availability and the Board concurred to change the March Board meeting date from March 28, 2013 to March 21, 2013.

ii) Northern Suburban Special Recreation Association (NSSRA) Golf Outing. The Director noted that the annual NSSRA Golf outing will be held at the Glenview Park Golf Course on September 18, 2013. We are accommodating the outing a year ahead of our scheduled time due to the Wilmette Golf Course being under renovations.

iii) Other

The Director announced that Gregg Goslin will be retiring from the Independence Day Commission after eight years of service. Staff will be submitting a recommendation for his replacement on the Commission at a future Board meeting.

5. Matters from the Public

None

Note: President Bob Patton arrived at 7:10 p.m. and took over as President. He thanked Commissioner Przybylo for conducting the meeting in his absence.

6. @Approval of Accounts Payable: \$1,425,893.19

Commissioner Przybylo moved seconded by Commissioner Coulson to approve payroll and accounts payable for the month of December, 2012 in the amount of \$1,425,893.19. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo, Patton. Nays: None. Motion Carried.

7. @Approval of Consent Agenda items

President Patton asked the Commissioners if anyone had questions regarding the Consent agenda. Commissioner Kuhn asked why the Fieldhouse rental closing hours were changed from 9:30 p.m. to 9:00 p.m. on Fridays-Sunday and holidays in the proposed Park Facility Operations Annual Recommendations. He felt a 9:00 p.m. closing time was too early. The Board agreed to leave the closing time at 9:30 p.m.

Commissioner Peterson moved seconded by Commissioner Przybylo to approve the Consent Agenda subject to amending the Park Facility Operations Annual Recommendations to have field house rentals from Friday-Sunday and available holidays stay open until 9:30 p.m. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo, Patton. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Approved the 2013/2014 Capital Replacement Fund Items.

Under the capital replacement program, 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 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. Accepted the Buildings, Grounds and Park Services Committee recommendation to approve the 2013/2014 Annual Recommendations for Park Facility Operations as amended.

There were some updates to fees and general clarifications of some procedures. The closing hours of operations for fieldhouse rentals remained unchanged from last year.

- c. **Renewed the seasonal landscape maintenance services contract with KGI Landscaping, Co., Skokie, IL that was competitively bid out last year.**
The Board accepted Alternate 1 (5/2013-4/2014) for \$53,551; Alternate 2 (5/2014-4/2015) for \$53,551; Alternate 3 (5/2015-4/2016) for \$55,157 and Alternate 4 (5/2016-4/2017) for \$55,157. The contract was for mowing at the following locations: Cole, Cunliff, Diederich, Jackman, Park Center, Judy Beck Park, Schram Navy Chapel, Sleepy Hollow, Tall Trees, West Fork, Attea, Avoca West, Lyon, and Pleasant Ridge.
- d. **Renewed the installation of plant material contract with Elanar Construction, Glenview, IL for an additional year.**
Elanar Construction has confirmed that their pricing will not increase for the upcoming 2013-14 fiscal year.
- e. **Accepted a Staff recommendation to award the furniture bid for the new National 9 Clubhouse and Paddle Tennis facility to Interior Investments, Inc., Lincolnshire, IL in the amount of \$31,685.16.**
- f. **Accepted an Administrative Operations Committee recommendation to approve the 2013/2014 Part-Time Employee Salary Ranges.**
Changes to the ranges only affect those who are below the existing minimums or those employees who have reached the maximum and will have no immediate impact on the District.
- g. **Accepted an Administrative Operations Committee recommendation to approve the 2013-2014 Merit Increase Pool.**
The Administration Committee is recommending a merit increase pool of \$171,575 for full-time employees in 2013-2014 (which is roughly equivalent to 3%) to be used for merit based performance pay increases and pay adjustments.
- h. **Accepted an Administrative Operations Committee recommendation to approve a phone system upgrade from Single Path, Lombard, IL for \$28,391.64.**
This upgrade includes the hardware, software maintenance agreement and the labor for installation and testing. This is a planned upgrade and funding has been set aside in capital replacement.
- i. **Accepted an Administrative Operations Committee recommendation to approve Policy 8.70, Power Driven Mobility Devices for ADA Purposes.**
This new policy is a requirement for compliance with ADA legislation. The policy is not intended to expand the use of power driven mobility devices in our parks and facilities by the general public but to accommodate people with disabilities.

- j. **Accepted an Administrative Operations Committee recommendation to approve Park Board meeting procedures for public comment during the Matters from the Public agenda item at Park Board meetings (both an individual time and an overall public comment time).**

The intent of the policy is not to discourage input from the public. The practice is intended to provide boundaries which can help the board manage its desire to welcome feedback from the public and yet efficiently conduct park district business.

8. Committees Reports and Recommendations

- a. **Administrative Operations** (*Chair M.J. Coulson, Commissioner Dan Peterson*)

- i) Committee Update

Commissioner Coulson noted the Committee met and reviewed meeting procedures for public comment during the Matters from the Public agenda item at Park Board meetings. Those procedures were approved on the consent agenda tonight. The Committee also discussed employee compensation: 2013/2014 Part-Time Employee Salary Ranges and 2013/2014 Merit Increase Pool for full-time employees. Both of these items were also approved tonight on Consent. Commissioner Peterson noted the full-time salary scale (ranges) is still being considered and will be discussed at a future Committee. President Patton thanked Superintendent Cremin and HR Manager, Laila Bashia, for all their work in presenting the compensation research to the committee.

- b. **Buildings, Grounds and Park Services** (*Chair Angie Katsamakis, Commissioner Bill Casey*)

- i) Shade Shelters/Shade Grant

Superintendent Jim Warnstedt announced that staff is completing an application for a Shade Grant from the American Academy of Dermatology which is due February 1. If awarded, this grant will be used for shading at a Community Park West (CPW) ballfield.

He also noted staff is still looking at netting options to help decrease the errant balls on the CPW baseball fields. Discussions on costs and funding for the netting will be held with Glenview Youth Baseball (GYB). Jim also noted that GYB feels 3 of the 4 fields should be looked at for safety netting.

- ii) Flick Athletic Field Light Pole Report

Jim noted the conditions of all 12 poles are safe but regular upkeep is recommended. Director Balling reported that staff will be looking into additional grants to see if funding is available to replace the poles and install a new energy-efficient system in the near future.

- iii) Committee Update

No report

- c. **Finance** (*Chair Bob Patton, Commissioners Ted Przybylo and Dan Peterson*)

- i) Committee Update

President Patton gave a brief update on the January 14th Finance Committee. He noted bond consultant John Miller from Ehlers & Associates reviewed the criteria for bond refinancing and explained that a savings of 3% or more in interest is key when considering refinancing. One refinancing option is the \$2.6

million Park Refunding bonds, which at this time would save approximately \$318,000 in interest. A Parameter's Ordinance will also be considered to allow the Board to act when the time is right on a \$5.7 million Refunding Bond which at current rates would save \$381,000. The Parameters Ordinance would give the Board authority to refinance the bond when the market conditions are most favorable without having to bring it back for additional Board approval. Both an Ordinance to Refinance Bonds and a Parameter's Ordinance will be on the February Board agenda for consideration by the Board.

President Patton also noted the Committee reviewed the annual Capital Replacement items (approved on Consent agenda) and the possibility of using Tax Increment Financing (TIF) funds for the new Paddle Tennis courts project at the National 9.

d. **Special Revenue Facilities** (*Chair Ted Przybylo, Commissioners Charlie Kuhn/Bob Patton*)

i) @Jacobsen Golf Course Design Contract

Superintendent Bob Quill reported that with the Gewalt Hamilton contract for professional engineering services being approved last month and the weather cooperating with little snow on the ground, the boundary and topographical surveys on the Glenview Park Golf Course should be completed by next week. The next step is to bring in the Architect. Attorney Witwer has closely reviewed the contract with Jacobson Golf Course Design, Inc. Four meetings with the Architect and golf course neighbors are included in the contract with the possibility of additional meetings. Commissioner Peterson had some concerns on the wording "without limitations" that appears in the contract. However, he did not feel it was necessary to revise the contract. Jacobson Golf Course Design, Inc. has worked with the Park District for many years including the design of the Glenview National 9 Course.

Commissioner Przybylo moved to accept the Special Revenue Facilities Committee recommendation to approve the proposed contract from Jacobsen Golf Course Design, Inc., Libertyville, IL for architectural services for the Glenview Park Golf Course. Roll Call Vote: Ayes: Kuhn, Peterson, Przybylo, Coulson, Patton. Nays: None. Motion Carried.

Director Balling remarked that since discussion points were shared with the Village of Glenview regarding storm water management on the Glenview Park Golf Course, the village has requested that an intergovernmental agreement (IGA) be drafted. The draft IGA will first be brought back to a Park Board Committee and then brought before the entire Park Board for review before going back to the Village for final approval.

ii) Update on National 9 Clubhouse and Paddle Tennis Project

Superintendent Cheryl Deom announced that the paddle tennis court project continues to move along with positive comments from both the neighbors and passersby. Focus groups were held with golfers to discuss renaming the facility. Director Balling has also received positive comments on how Cheryl is handling both the project and working with the focus groups to get feedback on the project.

9. Staff Reports

Superintendent of Park Services, Jim Warnstedt, gave an update on fieldhouse renovations noting the electrical wiring and foam insulation are now in at the Deiderich Park Fieldhouse with the furnace to be installed next. He also commented that staff will be applying for an Emerald Ash Borer grant, for the second year in a row, through the Metropolitan Mayor's Caucus. The grants were just announced this week and applications are due February 1. Staff will be applying for a reforestation grant which is a 50/50 matching grant with maximum funding set at \$20,000. Jim reported on the status of outdoor sports. So far there have been three days of sledding along with ten days of skating at Johns Park, and nine days of skating at both Flick and Roosevelt Parks. Staff continues to make progress building up the rink at Cole Park where the terrain is not as flat.

Superintendent of Special Facilities, Cheryl Deom, noted that she along with staff continue to work on the Paddle Tennis project as well as annual recommendations, budgets, staffing and marketing of the other revenue facilities.

Superintendent of Leisure Services, Bob Quill, gave a brief update on the following topics: He reported that enrollment in the kids' basketball program is up 10% from last year, and there will also be a competitive team program for teens coming this spring. We experienced a very successful Polar Express event this past season which accommodated 500 kids and parents. The Senior Center Strategic Planning is going well with much appreciation to Bill Attea who is facilitating the process. A study was completed and presented to both senior leadership and members. Next steps are for the Strategic Plan Advisory Committee (SPAC) to meet. Jason Hickman is heading up the staff team on the SPAC and will be partnering with senior executive board members, committee chairs and general membership representatives. Jason Hickman will give updates on the process to the Board with anticipation of presenting the Senior Strategic Plan to a Board Recreation Committee in May. Director Balling also remarked that Barb Cremin and her staff have reached out to the Senior Club Treasurer to provide support. Going forward, the Park District's Finance department will be assisting in preparing the senior financial reports.

10. Matters from Commissioners

Commissioner Dan Peterson attended the Wagner Farm Volunteer event on January 16. He noted the importance of all the staff and volunteers at Wagner Farm and thanked them for all their hard work. Dan also complimented staff on the 2013 camp brochure. Dan was also happy to see "Baconfest" coming to Wagner Farm on April 27, 2013. Bob Quill noted Kraft Foods is supplying the bacon, along with contributions from many other local sponsors. Tickets can be purchased online with 250 tickets already being sold.

Commissioner M.J. Coulson regretted not being able to attend the upcoming IAPD/IPRA Conference in Chicago next week, but gave her wishes to all for a successful conference.

Commissioner Charlie Kuhn was happy to comment that the attendance at Wagner Farm was up 17% from last year. He also congratulated staff on receiving a grant to refurbish the popcorn wagon which was generously donated by Ron Bernardi. Commissioner Kuhn received an email note of appreciation from a Glenview resident for the Roosevelt Park Ice Rink and read/shared it with the Board. (Copy of letter filed herewith).

Director Balling reported that key park district staff will be getting together with police

and fire staff within the next few weeks in order to become better acquainted and continue a working relationship. He also complimented staff along with grant consultant, Laura Ross, for all their work in applying for and securing the many Illinois grants that have been received by the park district.

11. Correspondence

None

12. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21)

No Executive Session was held

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

None

14. Adjourn

Commissioner Przybylo moved, seconded by Commissioner Kuhn to adjourn the Open Session at 8:00 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Robert J. Patton
Board President

Charles T. Balling
Board Secretary

Approved this 28th day of February 2013

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