



GLENVIEW PARK DISTRICT

BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
March 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, Mary Jean Coulson, Bob Patton, Ted Przybylo, and Angie Katsamakakis. Commissioner Bill Casey arrived shortly after the roll was taken.

Commissioners absent: None

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 February 21, 2011 Finance Committee meeting minutes**

Commissioner Patton moved seconded by Commissioner Coulson to accept the February 21, 2011 Finance Committee meeting minutes. Roll Call Vote: Ayes: Beck, Coulson, Patton, Przybylo, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. **@Consideration to accept the February 22, 2011 Administrative Operations Committee meeting minutes**

Commissioner Beck moved seconded by Commissioner Przybylo to accept the February 22, 2011 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: Casey, Coulson, Patton, Przybylo, Beck, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

5. **@Consideration to approve the February 24, 2011 Regular Board meeting minutes**

Commissioner Beck moved seconded by Commissioner Coulson to approve the February 24, 2011 Regular Board meeting minutes. Roll Call Vote: Ayes: Coulson, Przybylo, Beck, Casey, Katsamakakis, Nays: None. Abstain: Patton. Motion Carried. (Copy of minutes filed herewith.)

6. **@Consideration to accept the March 14, 2011 Special Facilities Committee meeting minutes**
Commissioner Patton moved seconded by Commissioner Coulson to accept the March 14, 2011 Special Facilities Committee meeting minutes. Roll Call Vote: Ayes: Patton, Przybylo, Casey, Coulson, Katsamakakis, Nays: None. Abstain: Beck. Motion Carried. (Copy of minutes filed herewith.)
7. **@Consideration to accept the March 16, 2011 Building, Grounds and Park Services Committee meeting minutes**
Commissioner Przybylo moved seconded by Commissioner Patton to accept the March 16, 2011 Building, Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Przybylo, Casey, Coulson, Patton, Katsamakakis, Nays: None. Abstain: Beck. Motion Carried. (Copy of minutes filed herewith.)
8. **Presentations**
 - a. **Recognition of Jimmy McMahan**
The Park Board recognized 10-year old Jimmy McMahan for his very generous donation to the Glenview Park District's Leisureship program which provides families in need the ability to send their children to summer camp. Jimmy decided to forgo his birthday presents in lieu of accepting donations from his friends and family. Through Jimmy's selfless act, the district's Leisureship program has received \$335 dollars which will be used to make it possible for even more kids to enjoy a wholesome recreational experience in one of the park district's camps this summer.
 - b. **Presentation of 2010 IAPD/IPRA/Glenview Park District Community Service Awards to Gregg Goslin**
The Park Board awarded the 2010 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Cook County Commissioner Gregg Goslin for his ongoing support of the 4th of July Committee and a long-time sponsor of the annual bike parade. Gregg noted "It is embarrassing to get an award for doing something you love."
 - c. **Presentation of 2010 IAPD/IPRA/Glenview Park District Community Service Awards to Dan Jurczak**
The Park Board awarded the 2010 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Dan Jurczak for his ongoing support of the annual Firecracker Classic, 3v3 Soccerfest, Park Center Triathlon and Independence Day celebration. Director Balling said the park district is very appreciative of Dan's generosity and taking leadership to get involved.
9. **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 three large invoices: Alexander Equipment Co., Inc., Exelon Energy Inc., and PDRMA (Park District Risk Management Agency).

c. Attorney

No Report

d. Secretary/Executive Director

i) OSLAD (Open Space Land Acquisition and Development) Grant Update

The Director noted that the release of these state grants is usually in February but this year the timeline is uncertain. The funding for these grants comes from the Real Estate Transfer Tax but the Governor is considering sweeping the OSLAD funds. The Park District has two projects awaiting grant funding; the Willow Park fieldhouse and a potential land acquisition. The Park District can not begin work on these projects until the grants have been awarded. Even then, the funding would not be paid out until the projects are completed. The Park District would need to match any grant funding it receives. In an effort to try and get these funds release, the Director has been working with local legislators and has also reached out to state officials.

ii) 2010-2013 Strategic Plan Update

The Director is pleased with the first year's progress made on all the major initiatives. He noted the work has begun on the following: the renovation of the administrative offices, the fitness center expansion, fieldhouse upgrades, and a feasibility study for paddle tennis. He commented that the major projects are all moving along as is staff's commitment to furthering intergovernmental relationships and agreements. One major initiative that has been added to the strategic plan is the Park Services Maintenance Garage fire. Staff is working through the many steps required to assess the impact of this incident and will report back to the Board with future recommendations for the site once a settlement is reached for fire damage.

iii) Proposed Intergovernmental Agreement with Glenview Library

Director Balling presented the draft of this Intergovernmental Agreement which has been shared with Library staff and asked for any comments from the Board. The Board gave positive comments on the agreement. The Director also mentioned the favorable feedback he received from the Caddy Stacks golf program and the Robert Kennecott exhibit and lectures. Both are Park District events that were recently held at the Library and supported by both Park District and Library staff.

10. Matters from the Public

None

11. @Consideration to approve Accounts Payable

Commissioner Przybylo moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of February, 2011 in the amount of

\$1,425,112.86. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Przybylo, Katsamakis. Nays: None. Motion Carried.

12. @Consideration to approve Consent Agenda items

President Katsamakis asked for a motion to approve the Consent Agenda.

Commissioner Beck moved seconded by Commissioner Coulson to approve the Consent Agenda. This motion was amended after President Katsamakis asked if anyone wanted to remove any items from the Consent Agenda for further discussion before voting. Commissioner Patton asked to remove Consent Agenda item 12.a which is the Administrative Operations Committee recommendation to approve the 2011-2012 Full-Time Employee Salary Increase Pool.

President Katsamakis asked for the motion pending on the floor to be amended as follows: Consideration to approve the Consent Agenda except for agenda item 12.a.

Commissioner Beck moved seconded by Commissioner Coulson to approve the Consent Agenda except for agenda item 12.a. Roll Call Vote: Ayes: Coulson, Patton, Przybylo, Beck, Casey, Katsamakis. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- a. **REMOVED FROM THE CONSENT AGENDA:** Administrative Operations Committee Recommendation to approve the 2011-2012 Full-Time Employee Salary Merit Increase Pool
- b. **Accepted a staff recommendation to approve the Summer T-shirt and Uniform bids to the companies listed totaling \$38,558.70**

Company	Items	Total Purchase
<i>Silk Screen Express</i>	Section A – Camp T Shirts	\$17,538.20
	Section C – Backpacks Shirts	\$4,977.55
	Section D – Park Services	\$6,615.00
	Section E – Part-Time Staff	\$5,120.35
<i>Bagmasters</i>	Section B –Water T Shirts	\$984.80
<i>Irving Kannett & Associates</i>	Section F – Flag Football Jerseys	\$3,141.60
	Section G – Volleyball Uniforms	\$181.20
Total		38,558.70

- c. **Accepted a staff recommendation to approve the Summer Camp Bus Bid recommendation to Olson Transportation, Inc., Gurnee, IL for \$31,541.00**
The summer bus bid opening took place on Tuesday, March 8, 2011 and five companies submitted bids in comparison to three bids in 2010. Olson Transportation, Inc. was the lowest responsible bidder, has provided bus service to the Park District in the past and has met expectations.

- d. **Accepted a staff recommendation to approve the bid from Uni-Max Management Corp, Chicago, IL for custodial services at Park Center, Glenview Ice Center, Fieldhouses, Exterior Washrooms, and Roosevelt and Flick Pools in the amount of \$74,524.50**

Bids were advertised in the paper and specifications were distributed to 34 custodial service vendors. A total of 10 bids were received. (Completed bid tabulation sheet filed herewith.)

- e. **Accepted a staff recommendation that the low bids as described below be approved with the exception of work at The Grove. Further, that the Executive Director be authorized to enter into a contract with the low bidder for work at The Grove once the scope of work to be done has been determined**

Five bids were received on March 17, 2011, for Paving Projects. This work involves concrete and paving work at various locations. The bid package was structured with several alternates to get a menu of prices. The most economical approach is to award the work to the contractor who submitted the lowest price at each location.

1) A-Lamp Concrete Contractors, Inc. of Schaumburg, IL in the amount of \$59,713 for the Willow Park sidewalk.

2a) Allstar Asphalt of Wheeling, IL in the amount of \$179,370 for Wagner Farm, Community Park West, Glenview Park Golf Club, and the Grove

OR

2b) Allstar Asphalt of Wheeling, IL in the amount of \$143,026 for Wagner Farm, Community Park West and the Glenview Park Golf Club AND Schaeffges Brothers of Wheeling, Illinois in the amount of \$100,814 for The Grove.

In regard to items 2a and 2b, staff is expecting information on an alternate method of treating the Grove driveway. If this does not prove to be viable then the driveway will be paved. In this scenario 2b reflects the low bid.

3) Total Surface llc, of Glenview, IL in the amount of \$58,290 for the Riverside Park sidewalk.

4) Professional Paving of Glen Ellyn, IL in the amount of \$ 11,559 for the Gallery Park splashpad, and the West Fork Park, Hawthorn Glen, and Roosevelt Pool parking lots.

- f. **Accepted a staff recommendation to approve Resolution 2011-08 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2011/2012**

This is an annual process to designate which funds will receive the proceeds from the Personal Property Replacement Tax. Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away in

1979. We are required to designate a specific portion of the replacement taxes to the Retirement Fund.

Discussion on agenda item 12.a.

Commissioner Patton asked for a quick overview of the Committee process which led to this recommendation. The Director noted the following key points: these are merit increases based on the Park District having another successful year and its financial stability; other local taxing bodies were looked at as well as the private sector; and the Committee thoroughly reviewed all the information presented. Superintendent Barb Cremin noted that various financial consulting firms make merit increase projections based on surveys they conduct. These projections are considered and substantiated with other Human Resource professionals at various companies. The Director also noted that individual merit increases are based on staff evaluations which focus on meeting goals and objectives. The Park District's strategic initiatives are part of the goals that staff needs to meet. Commissioner Patton felt the explanation of the process was very helpful. Commissioner Przybylo asked if the increases were 100% based on merit and none based on cost of living and the Director confirmed they were only based on merit. The Director also explained that Park District Salary Ranges have been frozen for the last three years. The Administrative Committee will be looking at these ranges at next month's Committee meeting. Barb noted that a Compensation Consultant will attend the next Committee meeting to answer all the Commissioners questions and to explain our compensation plan. The Board recommended that in the future, merit increases be brought to a Board Committee for consideration and discussion but not placed on the Board consent agenda for approval.

12. a. Accepted the Administrative Operations Committee recommendation to approve the 2011-2012 Full-Time Employee Salary Increase Pool

The Administration Committee reviewed the results of the salary survey of local park districts, Village of Glenview, Library and school districts and is recommending a merit increase pool of \$166,250. This is consistent with the increases from the other entities and allows the park district to remain competitive with the market.

Commissioner Beck moved seconded by Commissioner Coulson to accept the Administrative Operations Committee recommendation to approve the 2011-2012 Full-Time Employee Salary Merit Increase Pool. Roll Call Vote: Ayes: Patton, Przybylo, Beck, Casey, Coulson, Katsamakakis. Nays: None. Motion Carried. (Copy of supporting information filed herewith).

13. Committees Reports and Recommendations

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

- i) Roosevelt Park Community Meeting: Sports Light Replacement, Fire Update
Commissioner Przybylo commented that the Buildings, Grounds and Park Services Committee met on March 16 at the Roosevelt fieldhouse and it was well attended by the neighboring community. Topics of discussion were light

pole replacements, a potential outdoor ice rink, custodial bids and the maintenance garage fire. Director Balling noted that the light poles will go from 14 to 9 but will project better direct lighting and energy efficiency. Director Balling also complimented Park District interns Brian Montgomery and Andrea Wasilewski for all their research on outdoor ice rinks and for their presentation and answering questions at the meeting. Commissioner Przybylo also thanked the interns for a well done presentation. Commissioner Coulson suggested solicitation of sponsors to help fund the potential outdoor ice rinks.

- ii) Committee Update
None

b. Recreation, Museum and Swimming Pools Committee (Chair Judy Beck, Commissioner Bob Patton)

- i) @Consideration to accept a staff recommendation to approve W.B. Olson, Inc. as Construction Manager for the Fitness Center Expansion

Superintendent Robert Quill reported that discussions took place with W.B. Olson for construction management services (at risk) for the Park Center Health and Fitness addition. The goal for staff was to leverage the existing relationship with Olson and their contracted work upcoming on the administration office project to negotiate a favorable agreement.

Commissioner Casey questioned if fitness center rates would go up due to the expansion. Bob said if rates go up it is not because of this project. Director Balling noted that the Recreation Fund reserves have been built up due to the success of the fitness programs and these reserves are funding much of this project. Also, *construction manager at risk* means W.B. Olson guarantees a maximum final price which cannot be increased unless additional work is necessary outside the scope of the contract. The Board will still be approving all bids for the project.

Commissioner Patton moved seconded by Commissioner Beck to accept a staff recommendation to approve W.B. Olson, Inc. as Construction Manager for the Fitness Center Expansion. Roll Call Vote: Ayes: Przybylo, Beck, Casey, Coulson, Patton, Katsamakidis. Nays: None. Motion Carried.

c. Special Facilities Committee (Chair Bill Casey, Commissioner Bob Patton)

- i) Update on The Café

Superintendent Cheryl Deom noted that the transition of the new food service operations to Open Kitchens, Inc. is still a “work in progress”. The company is trying to meet customer’s expectations of the traditions that have been established over the years. Cheryl has received positive feedback on the lunches but the Friday Fish Frys still need improvement. Cheryl reported that upgrades in the bar area have been completed and Director Balling feels the golfers will be pleased with the enhancements.

ii) Update on Feasibility Study for the National 9 Clubhouse

Cheryl noted the draft of the feasibility study for platform tennis is being revised and updated. Staff is also having discussions with the Northbrook Park District to see if they would be interested in developing an intergovernmental agreement and add this amenity to the proposed National 9 new club house. Cheryl hopes to make a formal presentation on the feasibility study at the May Park Board meeting.

iii) Committee Update

None

14. Staff Reports

Superintendent of Special Facilities, Cheryl Deom, recognized the success of the recent Caddy Stacks program at the Library. She reported a great turnout of 118 parents and kids who played six holes of golf that were setup in the youth section of the library. The event was free and goody bags and promotional material were handed out to all. She commended the park district and library staffs for doing a great job.

Superintendent of Administrative Operations, Barb Cremin announced an upcoming training session for some staff on cash handling and best practices at the Wheeling Park District. Also, refresher training for managers on completing new hire paperwork is being conducted. Barb noted that staff is also getting ready for the move out of the administrative offices which is anticipated at the end of June.

Superintendent of Leisure Services, Bob Quill gave a quick update on camps and pools. He reported that pool pass sales so far are comparable to last year's. Also, camp enrollments are following the "wait and see approach" that we saw last year. Even though camp enrollments are about 330 less than last year, staff feels confident that the numbers will improve and be comparable. Just to be safe, Bob noted that staff hiring is taking a conservative approach at this time.

Bob also announced a new project that the Glenview Park Foundation is proposing. They will be donating up to \$100,000 to upgrade the Jackman Bear Fountain and the area around it to give the community an enjoyable place to transition between the Library and the park. This concept will go before the Village Board on April 7 since this area is on Village right of way.

15. Matters from Commissioners

Commissioner Judy Beck announced that this is the International Year of the Forests designated by the United Nations. Judy would like the Park District to participate in some way. She noted there is a lot of promotional material available to help. Judy Beck also announced that she will be honored with a special committee award at the annual Civic Awards dinner on April 29. The Park District will be present at the dinner to celebrate this special recognition with Judy. Judy also noted how amazing it is for the Park District to have both Wagner Farm and The Grove invited to present and exhibit at the Smithsonian Museum.

President Katsamakakis was fascinated by Steve Swanson's presentation on Robert

Kennicott at the Glenview Library. Commissioner Casey also found it very interesting.

16. Correspondence

Director Balling announced that Government Finance Officers Association has once again awarded the Glenview Park District with the Certificate of Achievement for Excellence in Financial Reporting. He thanked Superintendent Barb Cremin and her staff along with Treasurer Bill Moore and Finance Committee Chair Ted Przybylo and Commissioner Bob Patton. Director Balling also reminded the Board of the upcoming Legislative Conference and Reception on May 3 & 4 in Springfield and invited Board members to attend.

17. @ 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 Coulson moved seconded by Commissioner Beck to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:45 p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Przybylo, Katsamakias, Nays: None. Motion Carried.

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

Commissioner Casey moved seconded by Commissioner Coulson to adjourn the executive session and move back into Open Session at 9:26 p.m. Roll Call Vote: Ayes: Coulson, Patton, Przybylo, Beck, Casey, Katsamakias. Nays: None. Motion Carried.

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

None

19. Adjourn

Commissioner Casey moved seconded by Commissioner Beck to adjourn the Open Session at 9:26 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Angie Katsamakias
Board President

Charles T. Balling
Board Secretary

Approved this 28th day of April, 2011

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