



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
December 19, 2013

1. Roll Call

Vice President Ted Przybylo called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Robert J. Patton, Ted M. Przybylo, David S. Tosh

Commissioners absent: William M. Casey, Daniel B. Peterson

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 Leisure Services Robert Quill, Superintendent of Park & Facility Services James Warnstedt and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

2. A Moment of Silence was observed

Vice President Przybylo dedicated this moment of silence to Robert F. Casey, father of Park Board President Bill Casey who passed away on December 15. He eulogized Mr. Casey, a father of seven and recipient of the Purple Heart, as a soldier's soldier and one of the greatest of the greatest generation.

3. Minutes

a. @Acceptance of the November 16, 2013 Park Board Retreat meeting minutes

Commissioner Patton moved seconded by Commissioner Coulson to accept the November 16, 2013 Park Board Retreat meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Tosh, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

b. @Acceptance of the November 18, 2013 Finance Committee meeting minutes

Commissioner Patton moved seconded by Commissioner Kuhn to accept the November 18, 2013 Finance Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Coulson, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

c. @Acceptance of the November 18, 2013 Special Revenue Facilities Committee meeting minutes

Commissioner Kuhn moved seconded by Commissioner Patton to accept the November 18, 2013 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Patton, Tosh, Coulson, Kuhn, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

- d. **@Approval of the November 21, 2013 Regular Board meeting minutes**
Commissioner Coulson moved seconded by Commissioner Kuhn to approve the November 21, 2013 Regular Board meeting minutes. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- e. **@Acceptance of the December 9, 2013 Special Revenue Facilities Committee meeting minutes**
Commissioner Tosh moved seconded by Commissioner Kuhn to accept the December 9, 2013 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- f. **@Acceptance of the December 12, 2013 Buildings, Grounds & Park Services Committee meeting minutes**
Commissioner Patton moved seconded by Commissioner Kuhn to accept the December 12, 2013 Buildings, Grounds & Park Services Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Tosh, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- g. **@Acceptance of the December 12, 2013 Recreation, Museum & Swimming Pools Committee meeting minutes**
Commissioner Coulson moved seconded by Commissioner Patton to accept the December 12, 2013 Recreation, Museum & Swimming Pools Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Coulson, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

- a. **President**
Vice President Ted Przybylo went over the procedures for the public to address the Board.
- b. **Treasurer**
Treasurer Bill Moore gave a brief summary of the month's financial report. He reported there were four large invoices for the month: Direct Energy Business, Conserv FS, Inc., PDRMA (Insurance), and the Village of Glenview. He noted that all funds are right where they should be.
- c. **Attorney**
No Report
- d. **Executive Director/Secretary**
 - i) 2014-18 Strategic Planning Process Update
Director Chuck Balling thanked the Board for attending the recent day-long Park Board Retreat. He also thanked Bill Attea who facilitated the Strategic Planning session of the retreat for volunteering his time and experience as well as Nancy Sylvester (facilitated Board Governance session) and Illinois Association of Park Districts' Executive Director, Peter Murphy for his contributions. Chuck noted the outcomes and take-aways from the day's discussions will be reviewed at the next Administrative Operations Committee. All Board Committees will begin to focus

on framing the district's strategic initiatives for 2014-2018. Community input on initiatives will be solicited at the Strategic Planning Advisory Committee (SPAC) to be held sometime in March.

ii) **Holiday Events**

The Director also commented on the very successful district holiday events. He noted attendance has been amazing with several events sold out, i.e., The Polar Express and Breakfast with Santa. The Grove Craft Faire was also a big success with record crowds. The Park District also received thanks from the Chamber of Commerce for staff's help with the Jackman Park Holiday in the Park event and from Township Supervisor Jill Brickman for the Christmas in the Woods event held at The Grove for underprivileged children. This was the first year for this all-volunteer event put on by park district staff and The Grove Heritage Association.

5. Matters from the Public

None

6. @Approval of Accounts Payable

Commissioner Kuhn moved seconded by Commissioner Coulson to approve payroll and accounts payable for the month of November, 2013 in the amount of \$1,861,807.09. Roll Call Vote: Ayes: Patton, Tosh, Coulson, Kuhn, Przybylo. Nays: None. Motion Carried.

7. @Approval of Consent Agenda Items

Vice President Przybylo asked if anyone would like an item removed from the Consent Agenda for further discussion. Commissioner Kuhn asked that consent agenda items 7.d. and 7.e. be removed for further discussion.

Commissioner Patton moved seconded by Commissioner Kuhn to approve the Consent Agenda minus items 7.d. and 7.e. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Przybylo. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Accepted the Special Revenue Facilities Committee recommendation to approve the 2014-15 Annual Recommendations for the Tennis Club.

There is a minimal market increase on junior membership fees and a \$1/hour increase on court rental fees during prime time to position the club appropriately with the surrounding indoor tennis club market.

b. Accepted the Special Revenue Facilities Committee recommendation to approve the 2014-15 Annual Recommendations for the Glenview Park Golf Club.

Due to the anticipated early closing of the GPGC on July 7, 2014, there are significant changes being recommended due to the shortened season as well as feedback from golfer focus groups and the Board's Special Revenue Facilities Committee members.

c. Accepted the Special Revenue Facilities Committee recommendation to approve the 2014-15 Annual Recommendations for Golf Operations at the Glenview Prairie Club.

There are minor season pass changes to encourage cross over play with the Glenview Park Golf Club.

- f. **Approved Ordinance 2013-24: Liquidation of Personal Property.**
This is a house keeping item to sell unneeded Park District equipment.
- g. **Accepted a Buildings, Grounds & Park Services Committee recommendation to accept an agreement with Dewberry Architects, Elgin IL for the Glenview Park and Facility Services East concept design study projected to be \$38,400.00**
This includes a credit of \$6,200 for phase 1, and a credit for 25% of the fee for future work (construction drawings) should the project proceed forward. Funds for this work will be coming from the fire insurance reimbursement.
- h. **Accepted a Buildings Grounds & Park Services Committee recommendation to approve the following truck purchases from the State of Illinois Joint Purchasing Program.**

Qty	Truck Model	State of Illinois Joint Purchasing Contract No.	Vendor	Price
1	2014 Ford F350 4X4	4017340	Bob Ridings Fleet Sales	\$29,019.00
1	2014 Ford F350 4X4	4017340	Bob Ridings Fleet Sales	\$29,019.00
1	2014 Ford E350 Cargo Van w/Aerial Lift	4017343	Landmark Ford	\$53,986.00

Commissioner Tosh moved seconded by Commissioner Patton to approve Consent Agenda items 7.d. and 7.e. as discussed and amended. Roll Call Vote: Ayes: Patton, Tosh, Coulson, Kuhn, Przybylo. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- d. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Annual Recommendations for the Park Center.**

One change involves the manner in which fees are charged for Lakeview Room rentals. Also, a typo in section 3 will be corrected.

- e. **Accepted the Recreation, Museum, and Swimming Pools Committee recommendation to approve the 2014-15 Annual Recommendations for Outdoor Pools.**

No major changes to fees are being proposed. The only significant change involves allowing some level of outside private camp use of pools during open swim (11:30a.m.–12:30p.m. only). The following additional language: “At the discretion of the manager” will be inserted in the Pool Rules and Regulations section to define what determines inappropriate swimsuits.

8. Committees Reports and Recommendations

- a. **Buildings, Grounds and Park Services**

- i) Jackman Park Renovation

Superintendent Jim Warnstedt gave an update on the Jackman Park renovation. He explained that based on feedback, seating will be moved closer to the playground, there will be more open green space near the Library, elimination of some sidewalks by the bear fountain and the addition of more benches. The budget

includes the following funding sources: The Glenview Park Foundation: \$200,000 (which is the largest grant ever awarded from the Foundation); Developer Donation Fees: \$225,000; Capital Replacement: \$192,000 and land improvement: \$20,000.

ii) East of Harms Regional Stormwater Project/Cunliff Park Easement Plans
Jim noted the following concerns from the Board Committee were sent to the Village to be worked on with their architects: an air vent that protrudes on the west side of building, piping needing to be reworked on the pavilion side, a request for a larger overhang at the front and bathroom entrances with the old exterior bathrooms doors to be bricked over leaving only the two exterior bathroom doors on the new addition. The Village anticipates an Open House for late January.

iii) Committee Update

Commissioner Kuhn asked about the hill in Gallery Park that is being used by some kids for sledding. The hill is not a designated sled hill. Sledding on the east side of the hill was a safety concern for Commissioner Kuhn; however, he was fine with sledding on the west side. Park district staff will look into this.

b. Recreation, Museum & Swimming Pools

i) Committee Update
No Report

c. Special Revenue Facilities

i) Glenview Park Golf Course Renovation Update
Superintendent Cheryl Deom noted the final bid notice is being worked on and the timing for the notice to go out is still to be determined. **Updated Information:** after this Board meeting occurred, it was determined that the bids would go out on January 7, 2014 and would be opened on February 12th, 2:00 p.m. at Park Center in Room 203. The Board will review the bids for approval at the February Board meeting. Superintendent Bob Quill noted there will be several alternate deducts in the bid, one of them being for cart paths. This will allow the Board to determine based on costs, what they will include or deduct from the project.

ii) Committee Update
No Report

9. Staff Reports

Superintendent of Park and Facility Services, Jim Warnstedt, acknowledged the sled hills and ice rinks have been opened sporadically based on weather conditions. He commended staff for working many late hours in order to get them up and running. The Rugen Fieldhouse renovation is moving along with the HVAC (heating, ventilation, and air conditioning) and duct work to go in next week. Also, along with staff working on budgets, they are also working on some municipal partnering initiative projects that include resurfacing the Park Center and Johns Park parking lots and resurfacing of Grove Street which will include the addition of curbs.

Superintendent of Special Facilities, Cheryl Deom, acknowledged a preliminary meeting was held with Stantec Consultants (formerly Bonestroo) regarding the feasibility of a 3rd sheet of ice at the Glenview Park Ice Center. She also noted that staff is looking at using

some capital replacement funding to update and freshen up the Glenview Park Golf Clubhouse with the assistance from the same interior designer that worked on the Glenview Prairie Club.

Superintendent of Leisure Services, Bob Quill noted his staff is also working on budgets. He announced that a team of staff will be heading down to Washington, IL in the morning with some trucks and heavy equipment to assist in the cleanup efforts resulting from the devastating tornados that recently hit the town. Staff will also be presenting a grant from the Glenview Park Foundation in the amount of \$10,000 to the Washington Park District to be used to provide park district programs for the children/families affected by this disaster.

10. Matters from Commissioners

Commissioner M.J. Coulson was hoping more opportunities would be available for the park district to help out the people in Washington, IL. She wished everyone happy holidays and acknowledged being grateful for living in the Glenview community and for her fellow board members and staff. She is also grateful for the wonderful culture of the park district and the leadership that foster that culture.

Commissioner Charlie Kuhn recognized the staff and wished everyone a Merry Christmas and happy holidays.

Commissioner Dave Tosh complimented staff for the great safety record and their efforts this past year which accounted for the number of incidents being down considerably from last year. He also wished everyone a happy holiday.

Commissioner Bob Patton expressed his wishes to everyone for a happy holiday. He also attended the Santa brunch and thought it was very well done.

Director Chuck Balling thanked the Board for their passion and support throughout the year. He also thanked the Administrative staff for making so many good things happen. He felt the Board and staff complement each other and that is why this park district is so successful.

Vice President Ted Przybylo echoed everyone's sentiments for a happy holiday.

11. Correspondence

None

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

No Executive Session

13. @ Approved the November 16, 2013, Park Board Retreat Executive Session Meeting Minutes

Vice President Przybylo asked if there needed to be any discussion on the Executive Session minutes. Since there was none, there was no need to enter into Executive Session and the November 16, 2013 Park Board Retreat Executive Session minutes were approved in open session; however, they will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Kuhn moved seconded by Commissioner Patton to approve the November 16, 2013 Park Board Retreat Executive Session meeting minutes. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Przybylo. Nays: None. Motion Carried.

14. Adjourn

Commissioner Coulson moved seconded by Commissioner Patton to adjourn the Open Session at 7:45 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 16th day of January, 2014

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