



**GLENVIEW PARK DISTRICT  
BOARD MEETING**  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
February 27, 2014

**1. Roll Call**

President Bill Casey called the meeting to order at 7:06 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles Kuhn, Dan Peterson, Ted Przybylo, Dave Tosh, Bill Casey. *Note:* Bob Patton arrived after the Roll was called at 7:12 p.m.

Commissioners absent: None.

Official Staff present: 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.

Official Staff absent: Attorney Sam Witwer.

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

**3. Minutes**

(a.b.c.) @ **Approved the January 16, 2014 Regular Park Board meeting minutes, February 17, 2014 Administrative Operations Committee meeting minutes and February 18, 2014 Buildings, Grounds and Park Services Committee meeting minutes**

Commissioner Coulson moved seconded by Commissioner Przybylo to approve the January 16, 2014 Regular Park Board meeting minutes, February 17, 2014 Administrative Operations Committee meeting minutes and February 18, 2014 Buildings, Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Presentations/Recognitions**

- a. **2013 IAPD/IPRA/Glenview Park District Community Service Award**  
Each year the Park District presents the Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to honor those who go above and beyond in assisting the Glenview Park District and the community. President Casey, on behalf of the entire Board, presented this award to the following recipients:

- i) Margaret Rady for her unwavering dedication, stellar leadership, support and the amount of time she gives to the Glenview Senior Center, culminating in her Presidency of the Glenview Senior Club for 2011/12 and 2012/13.
- ii) Bob Abt for his longtime support of the Glenview community and the Glenview Park District as a generous sponsor of the annual Grove Craft Faire and Glenview Ice Center Ice Show. Abt Electronics also sponsors the Northern Suburban Special Recreation Association's annual golf outing which raises funds to support programs and services for individuals with disabilities. Mr. Abt is also being recognized for his proactive leadership of Abt Electronics as an environmentally conscious business and its commitment to green practices. *Mike Abt accepted this award on behalf of his father.*
- iii) The Noon Rotary Club of Glenview for its support of the Wagner Farm's Link card which helps those families less fortunate who are enrolled in the State of Illinois SNAP program the opportunity to purchase quality food at the Farmers' Market at a reduced cost. Because of the Noon Rotary Club's generous support of the double value token incentive program at the Farmers Market, Link Card users can also purchase fruits and vegetables for half the cost. *Michael Mazzei, President of the Noon Rotary Club, accepted this award on its behalf.*

## 5. Officers' Reports

a. **President** (*Bill Casey*)

President Casey 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. He reported the District purchased 12 Certificates of Deposits (CDs) for \$248,000.00 each at .50% interest. He also reported that there were three large invoices: Direct Energy, Park District Risk Management Agency, and Team Reil Inc. Bill noted that all park district funds are right on track for the 9th period.

c. **Attorney** (*Sam Witwer*)

No Report

d. **Executive Director/Secretary** (*Chuck Balling*)

- i) @ Approved submitting a grant application to the Illinois Department of Natural Resources Park and Recreation Construction Grant (PARC)

Director Chuck Balling explained that this grant application is for a joint project with the Village of Glenview to first, improve the Glenview Park Golf Course and second, to add storm water management to the golf course. He hopes the State of Illinois will be partners with the park district

and village on this project. He asked the Board to approve this application and asked for a waiver to proceed to accept bids at the next Board meeting. *Note: A public hearing was held just prior to the start of this Board meeting to receive any public comment on this proposed grant application. None was received.*

Commissioner Coulson moved seconded by Commissioner Patton to approve submitting a Grant application to the Illinois Department of Natural Resources Park and Recreational Facility Construction Act (PARC) Grant Program in the amount of \$1,100,000.00 for the renovations and storm water management project at the Glenview Park Golf Course. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

ii) @Approved the Planning Process to find an alternate location for the 2015 Fireworks Celebration

Director Balling affirmed that the 2014 Fireworks will still be held at the Golf Course. However, in order to protect the newly seeded course that will be a product of the major renovation project, an alternate location for the 2015 Fireworks Celebration will need to be determined. The proposed process gives a dated outline and calls for public input (a Citizen's Advisory Committee) that will advise both the Park District and Village Boards on an alternate location. The Village Board will also need to approve the proposed planning process since the Fireworks Celebration location is a joint responsibility and decision of the park district and village. President Casey said he was happy a decision would be made early and that the new course would be protected. Commissioner Coulson was happy the community would have a voice in this process.

Commissioner Kuhn moved seconded by Commissioner Tosh to approve as presented the planning process to find an alternate location for the 2015 Fireworks Celebration due to the Glenview Park Golf Course renovation project. Roll Call Vote: Ayes: Przybylo, Tosh, Coulson, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

**6. Matters from the Public**

None

**7. @Approved Accounts Payable**

Commissioner Patton moved seconded by Commissioner Przybylo to approve payroll and accounts payable for the month of January, 2014 in the amount of \$1,884,552.49. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Peterson, Przybylo, Casey. Nays: None. Motion Carried.

**8. @Approved Consent Agenda items**

President Casey asked if anyone wanted an item removed from the Consent Agenda for further discussion. Commissioner Dan Peterson asked that agenda item 8.h. be

removed from the consent agenda since some wording was revised after being included in the Board packet.

Commissioner Kuhn moved seconded by Commissioner Przybylo to approve the Consent Agenda minus item 8.h. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- a. **Approved Ordinance 2014-03** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$8,220,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2006 of the Glenview Park District, Cook County, Illinois.
- b. **Approved Ordinance 2014-04** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$8,000,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2007B of the Glenview Park District, Cook County, Illinois.
- c. **Approved Ordinance 2014-05** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$4,960,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2009A of the Glenview Park District, Cook County, Illinois.
- d. **Approved Ordinance 2014-06** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$3,940,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2011A of the Glenview Park District, Cook County, Illinois.
- e. **Approved Ordinance 2014-07** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$4,100,000, General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2012B of the Glenview Park District, Cook County, Illinois.
- f. **Approved Ordinance 2014-08** abating the tax hereto levied for the year 2013 to pay the Principal of and the interest on \$5,635,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2013B, of the Glenview Park District, Cook County, Illinois.
- g. **Approved Ordinance 2014-09** abating a portion of the tax heretofore levied for the year 2013 to pay debt service on General Obligation Park Bonds Series 2004, and General Obligation Park Refunding Bonds Series 2012C, of the Glenview Park District, Cook County, Illinois.
- h. *Resolution 2014-10: Designating purposes and distribution of replacement tax funds for the year 2014/2015*  
***This item was removed from the Consent Agenda and approved with a separate Board vote.***

- i. **Accepted the Administrative Operations Committee recommendation to approve the Part-time Pay Ranges for 2014/2015.**
- j. **Accepted the Administrative Operations Committee recommendation to approve the Full-time Pay Ranges for 2014/2015.**
- k. **Accepted the Administrative Operations Committee recommendation to approve the Full-time Merit Increase Pool.**
- l. **Accepted the Administrative Operations Committee recommendation to approve revisions to the Park District Mission and Vision Statement.**
- m. **Accepted the Administrative Operations Committee recommendation to approve the revised sections of the Board of Commissioners General Practice Manual.**
- n. **Approved the purchase of the Tot playground equipment for the Jackman Park playground from NuToys Leisure Products, Inc., of LaGrange, IL in the amount of \$60,000.**  
This new playground equipment will be added on to the existing Tot playpiece.

**Agenda item: 8.h**

Commissioner Peterson moved seconded by Commissioner Patton to approve Consent Agenda item 8.h. as revised: Resolution 2014–10: Designating purposes and distribution of replacement tax funds for the year 2014/2015. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- h. **Approved Resolution 2014–10 designating purposes and distribution of replacement tax funds for the year 2014/2015**  
This is an annual housekeeping item. Resolution 2014-10 will allocate these proceeds between the Retirement Fund and the Capital Replacement fund.

**9. Committees Reports and Recommendations**

- a. **Administrative Operations** (*Chair MJ Coulson, Commissioner Dan Peterson*)
  - i) **Committee Update**  
Commissioner Peterson noted the following topics were discussed at the February 17th Administrative Operations Committee: Pay wages and salary ranges, updates to the park district’s Mission and Vision Statement, updates to the Board General Practice Manual and the Director’s Performance Evaluation template which will also be discussed in tonight’s Executive Session.
- b. **Buildings Grounds and Park Services** (*Chair Charlie Kuhn, Commissioner Bill Casey*)
  - i) **Flick Park Soccer Field Improvements**

Superintendent Jim Warnstedt noted the improvements to the soccer fields at Flick Park will be solely funded by AYSO (American Youth Soccer Organization) in Glenview according to the proposed Memorandum of Understanding (MOU). Park District Attorney Witwer updated the draft MOU to clarify matters related to the soccer fields being on leased land from the school district. Once AYSO reviews the MOU, the final version will be brought back to the Board Committee.

- ii) **Cunliff Park/East of Harms Regional Stormwater Project Meeting**  
The Village was targeting March 11 for a public meeting at the Glenview Police Department to discuss this project and answer any questions from the community. However, it looks like the meeting will now be rescheduled for March 20. Park District staff will also be present at this meeting to answer questions on the project and to show and get feedback on some playground designs proposed for the upcoming replacement of the Cunliff Park playground. President Casey complimented the Village of Glenview, the Metropolitan Water Reclamation District and park district staff for working together on this very important project that will help approximately 1300 residents with storm water management along with making beautiful upgrades to the park.

- iii) **Committee Update**  
No Report

c. **Finance** (*Chair Dan Peterson, Commissioners Ted Przybylo/Charlie Kuhn*)

- i) **Committee Update**  
Commissioner Peterson noted the replacement tax that was voted on this evening was discussed at the February 24th Finance Committee along with long-term funding plans for capital projects, the monthly financial statements and the upcoming Budget meeting. He also pointed out that the Committee continues to look for opportunities to refinance the park district bonds. This month, Ehlers and Associates presented us with such an opportunity to refund the remaining December 1, 2014 – 2016 maturities totaling \$2,150,000 of the Series 2004 bonds. The redemption date would be June 1, 2014. Based on current interest rates, this would produce a savings of approximately \$100,000 over a 3 year period. The Committee is recommending that we move forward with the refunding provided that it is handled as a direct placement and that the savings are at least 4% of the refunded amount. The bond ordinance authorizing the sale of the Series 2014A for the refunding will be considered for approval at the March board meeting. Commissioner Patton asked if the renewal of the Auditor's 3-year contract was discussed at the Committee. Commissioner Peterson noted it was not discussed at this meeting, but the Committee will be revisiting that topic in the future as warranted.

d. **Recreation, Museum & Swimming Pools** (*Chair Dave Tosh, Commissioner Bill Casey*)

- i) @ Approved bids for Sight Lighting at The Grove

Superintendent Bob Quill explained the Committees' recommendation is to replace the existing site lighting at the Grove. This new sight lighting will replace lighting which had previously been mounted in trees. Because of the loss of many trees affected by the Emerald Ash Borer the new lighting at The Grove will be mounted on poles and be operated with solar power.

Commissioner Peterson moved seconded by Commissioner Tosh to approve the bid from Adlite Electric Co. Inc., of Des Plaines, IL in the amount of \$84,998 for sight lighting at The Grove. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson, Casey. Nays: None. Motion Carried.

- ii) @Approved Rental Rates and Policies for Lakeview Room at Park Center  
Director of Recreation Services, Jason Hickman, explained the proposed changes to the Lakeview Room rental rates and policies. He noted the fee structure will change from a percentage of the catering cost of an event to a straight hourly rental fee. There will also be discounts for booking events ahead and booking smaller venues. Director Balling took this opportunity to recognize Jason for taking the lead on the recent renovations of the Lakeview Rooms and managing the project successfully.

Commissioner Kuhn moved seconded by Commissioner Coulson to accept as presented a staff recommendation to approve rental rates and policies for the Lakeview Room at Park Center. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

- iii) Committee Update  
No Report

**e. Special Revenue Facilities***(Chair Ted Przybylo, Commissioners Bob Patton/Dave Tosh)*

- i) @Approved the 2014 Glenview Prairie Club Paddle Tennis Annual Recommendations  
Some adjustments were made to membership fees in order to better reflect the market rate for this type of facility and the services being offered at the Glenview Prairie Club.

Commissioner Patton moved seconded by Commissioner Przybylo to accept a Special Revenue Facilities Committee recommendation to approve the 2014 Glenview Paddle Tennis annual recommendations. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

- ii) Committee Update  
No Report

## 10. Staff Reports

Superintendent of Administrative Operations, Barb Cremin, announced as part of a strategic plan initiative to have a more pro-active approach to risk management, the district, beginning March 1, will be expanding its pre-employment physicals for both full and part time staff. Barb also recognized Alex Rose, a new member of the district's Informational Technology (IT) department, for all his help in training the Board members and setting up their iPads. She was happy to see this first Board meeting using the iPads instead of paper laden book binders was going so well.

Superintendent of Special Facilities, Cheryl Deom, announced staff is busy working on budgets. Also, staff has contacted the Wilmette, Winnetka and Wheeling park districts to remind them of the reciprocal agreement they have with us that allows our residents to use their golf courses at resident rates while the Glenview Park Golf Course is under renovation.

Superintendent of Park and Facility Services, Jim Warnstedt, noted that with the extreme cold weather, it's been a banner winter for sledding and skating at Flick, Johns, and Roosevelt Parks. He also reported the final phase of the Rugen Park Fieldhouse renovations is near, and the fieldhouse should be open for use during the upcoming elections. The bid packet for the Jackman Park project went out today and those bids will be opened on March 13. Staff is still working through the process for the planning of the park services east satellite location as well as the process to repurpose the building at 2320 Glenview Road.

Director Balling complimented the Park Services crew for keeping up with all the snow removal this winter and for checking up on the fieldhouses and other park facilities.

Superintendent of Leisure Services, Bob Quill, reported that the golf course renovation project team has completed its research and confirmation of the golf course low bids and will now begin value engineering to see what deductions can be made to better manage the project. Those recommendations will be brought to the March 14th Special Revenue Facilities Committee. The Committee will review the project recommendations and bring their recommendations to the full Board at the March 20th Board meeting.

Bob also noted that Pool and Camp registration has begun and a first report comparing last year's numbers will also be brought to the March Board meeting. He reminded the Board to purchase their Baconfest tickets because the event is almost sold out even though 100 extra tickets were added this year! This popular event in its second year will be held at Wagner Farm on Saturday, April 26. Bob reported that 19 of the 20 restaurant vendors for the evening have already been confirmed.

## 11. Matters from Commissioners

Commissioner Ted Przybylo thanked the Park District for the January Illinois Association of Park Districts' (IAPD) Conference he was able to attend in Chicago and felt the sessions were very beneficial. He also thinks the rollout of the iPads for Board meetings is going well and thanked staff for all they did to make that happen.



Commissioner Bob Patton echoed Commissioner Przybylo's appreciative comments on the iPad rollout and commented that he likes the free Foxit software program that is being used for downloading the online Board packets. Bob attended the recent Princess Ball at Park Center and the Junior Flight Academy program and felt both programs were very well done. Bob also commented that Friday night is not the ideal time for open play at the Paddle Club and suggested that Saturday or Sunday morning might be better. Staff will look into this.

Commissioner Charlie Kuhn noted that he and Commissioner Dave Tosh have talked about the possibility of getting a youth paddle league established. Commissioner Tosh has agreed to move forward on this and will canvas the students/parents at Springman and Attea schools to see if there is any interest.

Commissioner Dave Tosh wanted to thank all the vendors at the recent IAPD Conference along with Dave Dillon for hosting a hospitality event. He also thanked Alex Rose for all his help and training on the new iPads.

President Bill Casey commented on how great the sled hills were when he recently visited them with his son. He also enjoyed the IAPD Conference sessions and complimented his fellow Commissioners for being a well-studied Board and for doing a great job. Bill also commented on the Legislative Breakfast that was held at The Grove on February 10. He noted six local legislators were in attendance along with IAPD Legislative Counsel, Jason Anselment, Commissioner Kuhn, and local park district directors and commissioners.

Director Chuck Balling complimented President Casey for being such a great MC at the Legislative Breakfast and noted the legislators were very complimentary of the diverse services that are provided by local park districts. Chuck also announced the IAPD Legislative Conference is scheduled for April 29 & 30 in Springfield and asked Commissioners to consider attending. Also, NSSRA is having their annual Shining Stars fundraising event on April 25 and encouraged all Commissioners to attend. The Director will be on vacation in Spain for the next Board meeting on March 20 and therefore, will not be in attendance.

## **12. Correspondence**

None

## **13. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topic Personnel (c1)—Director's Evaluation**

Commissioner Patton moved seconded by Commissioner Peterson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:15 p.m. to discuss Personnel (c1). Roll Call Vote: Ayes, Przybylo, Tosh, Coulson, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:20 p.m.

Commissioner Kuhn moved seconded by Commissioner Coulson to adjourn the executive session and move back into Open Session at 9:06 p.m. Roll Call Vote:

Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

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

None

**15. Adjourn**

Commissioner Patton moved seconded by Commissioner Peterson to adjourn the Open Session at 9:07 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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William M. Casey  
Board President

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Charles T. Balling  
Board Secretary

Approved this 20th day of March, 2014

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