



## GLENVIEW PARK DISTRICT PARK BOARD MEETING

@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025

### **Regular Meeting Minutes March 22, 2012**

#### **1. Roll Call**

President Angie Katsamakakis called the meeting to order at 7:09 p.m. and the roll was called.

Commissioners present: Charles J. Kuhn, Bob Patton, Daniel B. Peterson, Ted Przybylo, Angie Katsamakakis.

Commissioners absent: William M. Casey, Mary Jean Coulson

Official Staff present: Attorney Samuel W. Witwer, Jr., Executive Director/Secretary Charles Balling, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Cheryl Deom, Superintendent of Administrative Operations Barbara Cremin, 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. Meeting Minutes**

##### **a. @Acceptance of the February 20, 2012 Finance Committee meeting minutes**

Commissioner Przybylo moved seconded by Commissioner Patton to accept the February 20, 2012 Finance Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Katsamakakis, Nays: None. Motion Carried. (Copy of minutes filed herewith.)

##### **b. @Approval of the February 23, 2012 Regular Board meeting minutes**

Commissioner Peterson moved seconded by Commissioner Przybylo to accept the February 23, 2012 Regular Board meeting minutes. Roll Call Vote: Ayes: Patton, Peterson, Przybylo, Katsamakakis, Nays: None. Abstain: Kuhn. Motion Carried. (Copy of minutes filed herewith.)

#### **4. Recognition**

##### **Presentation of 2011 IAPD/IPRA/Glenview Park District Community Service Awards to Seema Terry, NorthShore Hospital**

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 their community. President Katsamakakis awarded the 2011 Illinois Association of Park Districts and Illinois Park and Recreation

Association Community Service Award to Seema Terry, Community Relations Manager from NorthShore Hospital, for sponsoring the National 9 Golf Course Ten-Year Anniversary Celebration and supporting other cooperative programs. Seema expressed her thanks for the honor and recognized Glenbrook Hospital's leadership which has fully supported the partnership with the Park District. Mary Alvarado, Assistant Vice President of Glenbrook Hospital, was also present and noted how the partnership between the hospital and park district has grown over the years and has benefited so many.

## 5. Officers' Reports

### a. **President**

President Katsamakias went over the procedures for the public to address the Board.

### b. **Treasurer**

Treasurer Bill Moore was absent from the meeting so there was no report. Commissioner Kuhn asked about investments and interest listed on the financial reports. Superintendent Cremin will follow-up with the Board on interest accrued from the investments.

### c. **Attorney**

No report

### d. **Executive Director/Secretary**

#### i) 2010-2013 Strategic Plan Update

Director Balling reported that in this second year of the plan, 41% percent of the strategic tasks have been completed, 39% are in progress and 17% are yet to be done (3% on hold). The Director is pleased with the progress being made on all the major initiatives especially with all of the major projects that have taken place this past year, i.e., renovated Administration building; Park Center Fitness expansion; Lakeview Room update; proposed National 9 Clubhouse/Paddle Tennis; Master Planning for the Glenview Park Golf Course; Fieldhouse renovations (especially Willow Park), Intergovernmental Agreements with the Village (Gallery Park), and the Library and three major awards: IAPD Intergovernmental Cooperation, Grass Roots Conservation Leadership Award and the Northern Suburban Special Recreation Association Partner of the Year.

#### ii) 2012 Grass Roots Conservation Leadership Award

Director Balling presented the Conservation Leadership Award Plaque to Park Board President Angie Katsamakias. This award was presented to the Glenview Park District and the Village of Glenview for cooperative environmental efforts.

#### iii) Update on Administration Building

Bob Quill gave a brief update and displayed photos on the progress that is being made on this project. He noted a liquid concrete was used to level out the floors in the historic building. The new windows are in as is the sky light. Finishing work, i.e., painting and flooring is also being completed. Bob noted that staff will be moving out of the temporary offices (1215 Waukegan Rd) on May 11 and the new offices will be open for business on Monday, May 14. Director Balling announced

that staff was planning an Open House/Ribbon Cutting on May 24 from 4:00-6:00 p.m. The Board concurred with that date/time.

**6. Matters from the Public**

None

**7. @Approved Accounts Payable**

Commissioner Patton moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of February, 2012 in the amount of \$2,847,671.46. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Przybylo, Katsamakias. Nays: None. Motion Carried.

**8. @Approved Consent Agenda items**

President Katsamakias asked if anyone had questions regarding the Consent Agenda. There were none.

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

**a. Accepted a Staff recommendation to approve the Summer T-shirt and Uniform bids to the companies listed below totaling \$39,252.05.**

The T-shirt and uniform bid opening took place on Tuesday, March 6, 2012 at 2:00 p.m. Eight companies submitted bids compared to five last year. After reviewing the bids closely, staff recommended splitting the bids among four companies: Sunburst Sportswear, Silk Screen Express, Irving Kannett & Associates and Bagmasters.

<b>Company</b>	<b>Items</b>	<b>Total Purchase</b>
Sunburst Sportswear	Section A – Camp T Shirts	\$15,696.44
	Section B – Water T Shirts	\$ 968.66
	Section G – Volleyball Shirts	\$ 758.40
Silk Screen Express	Section D – Park Services Shirts	\$ 7,238.10
	Section E – Part-Time Staff Shirts	\$ 7,275.20
Irving Kannett & Associates	Section F – Flag Football Jerseys	\$ 2884.00
Bagmasters	Section C – Backpacks	\$ 4431.25
Total		\$39,252.05

**b. Accepted a Staff recommendation to approve the Summer Camp Bus Bid recommendation to the lowest responsible bidder, First Student, Naperville, IL for \$27,408.97.**

**c. Accepted a Buildings Grounds and Park Services Committee recommendation to accept the bid from U.S. Tennis Court Construction Co., of Lockport, IL in the amount of \$36,941.00 for the 2012 Tennis and Basketball Court Resurfacing Projects.**

**d. Accepted a Buildings Grounds and Park Services Committee recommendation to**

accept the bid from KGI Landscaping, of Skokie, IL in the amount of \$53,551.00 for base bid seasonal landscape maintenance services for one year 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. And, to give the Director authority to extend the contract two more years if their work is found to be acceptable.

- e. Accepted a Buildings Grounds and Park Services Committee recommendation to accept the bids for the 2012 Paving Projects (shown in the table below) from Chicagoland Paving, of Lake Zurich, IL in the amount of \$ 38,415.00 and from Allstar Asphalt, of Wheeling, IL, in the amount of \$18,060.00.

	Chicagoland Paving Lake Zurich, IL	Allstar Asphalt Wheeling, IL
<b>BASE BID</b>		
Cunliff, CPW, Flick middle parking lot sealcoat/stripping	<b>\$6,990</b>	
<b>ALTERNATES</b>		
Alt. 2: Ice Ctr asphalt repairs	<b>\$10,500</b>	
Alt. 3: Gallery path asphalt repairs	<b>10,500</b>	
Alt. 4: Roosevelt Pool parking lot repairs	<b>1,400</b>	
Alt. 5: Park Center concrete walk	<b>7,525</b>	
Alt. 6: CPW disc golf pads		<b>7,700.00</b>
Alt. 7: BBQ concrete pads		<b>10,360.00</b>
Alt. 9: Beck Park bench pads	<b>1,500</b>	
<b>TOTAL FOR SELECTED ITEMS</b>	<b>\$ 38,415.00</b>	<b>\$18,060.00</b>

- f. Accepted a Buildings Grounds and Park Services Committee recommendation to accept the bid from Republic Services, of Mt. Prospect, IL in the amount of \$60,314.00 for Waste Disposal and Recycling Services (May 2012-April 2015) at the following facilities: Administration Building, Park Center, Glenview Park Golf, The Grove, Glenview Ice Center, Glenview Tennis, Roosevelt Pool, Flick Pool and Community Park West.

- g. Accepted a Buildings Grounds and Park Services Committee recommendation to accept the bid from Advanced Cleaning Systems, Inc. in the amount of \$118,472.00 for the 2012-13 Contractual Cleaning contract.

As part of this contract, there are provisions to add (2) one year extensions with a maximum increase of 2% or CPI, whichever is higher but guarantees no more a than 2% increase per year. The Park District participated in the Municipal Partnering Initiative (MPI) which includes representatives from the Village of Glenview (Lead Agency), Village of Glencoe, Village of Skokie, Village of Buffalo Grove, Village of Lincolnshire, Village of Morton Grove, Village of Grayslake and the Glenview Park District. All representatives of the MPI agreed to award their individual cleaning contracts to Advanced Cleaning Systems, Inc.

- h. **Accepted a Staff recommendation to approve Resolution 2012-08 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2012/2013.**  
This is an annual housekeeping process to designate which funds will receive the proceeds from the Personal Property Replacement Tax. We are required to designate a specific portion of the replacement taxes to the Retirement Fund.

9. **Committees Reports and Recommendations**

a. **Buildings, Grounds and Park Services** (*Chair Bill Casey, Commissioners Dan Peterson/Angie Katsamakís*)

i) Update on Roosevelt Sports Lights

Commissioner Peterson gave a brief summary of the Buildings, Grounds and Park Services Committee's discussion. He noted the Roosevelt Park lighting project is on hold until August due to the ground not freezing enough this season for work trucks to enter the park without damaging the turf.

ii) Update on Emerald Ash Borer

Commissioner Peterson also noted that the Committee was given an update on the Emerald Ash Borer project to remove infected trees from Cole and Rugen Parks and grants that may be available to assist with the removal. Superintendent Jim Warnstedt reported that 40 trees have been removed from Cole Park so far with replanting to begin within the next few weeks. He explained that the disease trees are taken to the park maintenance garage where they are ground down to a 1x1 inch chip which is the threshold for killing any eggs or pests that may still be in the tree. Director Balling noted that staff is also focusing on quick removal of any tree stumps.

iii) Update on Flick Playground

Commissioner Peterson commented that the Committee discussed ideas to replace the south playground at Flick Park. Jim Warnstedt explained that some of the old playground posts are reused in the parking lots and the playground equipment itself is sometimes given to charitable groups that ship it overseas and reassemble it in needy areas around the world. Commissioner Przybylo reported on a local moving company that currently ships, at it's own expense, used college furniture overseas to needy areas, and feels the recycling of old playground equipment may be something to consider discussing with this not for profit group.

iv) Committee Update

No report

b. **Finance Committee** (*Chair Bob Patton, Commissioners Ted Przybylo/Angie Katsamakís*)

i) Committee Update

Superintendent Barb Cremin gave a quick review of the Finance Committee discussions. She noted that there may be an opportunity to refinance the 2005 Bond which could yield a significant amount of money in interest savings. The committee also requested an update on the Ice Center utilities since the renovation of its mechanicals. They also recommended a joint meeting with the Special Revenue Facilities Committee to discuss upcoming projects at the National 9 and

Glenview Park Golf Course. Director Balling announce the park district once again received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and recognized Barb and the Business Services team for all their efforts. He also reported that because of the park district's Aaa rating, Mesirow Financial has contacted him and is interested in a negotiated sale of the park district bond if we decide to refinance a bond issue.

#### **10. Staff Reports**

Superintendent of Park and Facility Services, Jim Warnstedt, announced that there are two open full-time positions in the Parks Facility area; HVAC Tradesman and Mechanic. The mechanic position is open due to Brent Carpenter, who has been with the district for more than 30 years being promoted to Supervisor, Park & Facility Services. Jim reported that crews have been very busy, especially with the early mild weather, with opening bathrooms, drinking fountains, turf and field prep and tree removal. Director Balling noted that a new cleaning service has been hired which has already begun at Glenview Ice. He recognized the Village of Glenview for coordinating a Municipal Partnering Initiative to leverage buying power, which the Park District participated in, where local government agencies awarded their cleaning contracts to this same company.

Superintendent of Special Facilities, Cheryl Deom, was pleased to announce that the nice weather has increased golf play at both courses. She reported the National 9 has had 502 rounds of golf versus zero played last year at this time and the Glenview Park Golf Course has had 1100 rounds played versus 211 played last year. Cheryl also announced the next Special Revenue Facilities Committee is scheduled for April 5, 8:30 a.m. at the Administration building (1215 Waukegan Rd). The Committee will review the final changes to the proposed National 9 clubhouse and paddle tennis courts. Also, the public meeting to present both projects to the neighbors is scheduled for Monday, April 30, 7:00 p.m. in room 101 at Park Center.

Superintendent of Administrative Operations, Barb Cremin, announced the budget books would be delivered to the Commissioners by Monday and to contact her if there were any questions. Commissioner Kuhn requested a comparison safety chart showing both this year's and last year's numbers at each facility. Barb will follow-up on this request.

Superintendent of Leisure Services, Bob Quill, reported on this year's camp enrollment and pool memberships. He noted sports clinics are up 67 participants from last year at this time with camps down by 60. However, between February and March 2011, we had 167 enrollments and this year we have had 325 during the same period. The outdoor pool memberships are similar to last year's 4,188 passes sold, with 4,163 passes sold so far this year. Director Balling recognized Marketing Director Liz Gogola for her team's efforts in promoting both camps and pool memberships.

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

Commissioner Kuhn recognized staff for coordinating the Business After Hours event at the Glenview Park Golf Course Café, especially on such short notice. He heard great feedback from those who attended. Commissioner Kuhn also recognized staff for their extra efforts in readying the district for outdoor activities earlier than usual due to the unseasonably warm

weather.

Commissioner Przybylo reported on a recent renovation of abandoned railroad tracks in Chicago that are being converted into open space and park land. He suggested looking into the possibility of converting the abandon rail line that runs near Glenview Road to a park trail and any funding that may be available. Director Balling noted staff would do more research on this.

Commissioner Patton recognized Bob Quill and his staff for another successful Father/Daughter Princess Ball and suggested a similar event for moms and sons.

Director Balling commented that he would be on vacation beginning next week and that Bob Quill would be the acting director in his absence.

**12. Correspondence**

None

**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), Personnel (c1)**

Commissioner Peterson moved seconded by Commissioner Kuhn to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:21 p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Peterson, Przybylo, Kuhn, Patton, Katsamakakis, Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:35 p.m.

Commissioner Patton moved seconded by Commissioner Kuhn to adjourn the executive session and move back into Open Session at 9:09 p.m. On Voice Vote; all present voted Aye. Motion Carried.

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

None

**15. Adjourn**

Commissioner Kuhn moved seconded by Commissioner Peterson to adjourn the Open Session at 9:10 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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Angie Katsamakakis  
Board President

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Charles T. Balling  
Board Secretary

Approved this 26th day of April, 2012