



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
April 25, 2013

**1. Roll Call**

President Bob Patton called the meeting to order at 7:05 p.m. and the roll was called.

Commissioners present: Bill Casey, Mary Jean Coulson, Angie Katsamakakis, Charles Kuhn, Ted Przybylo, Bob Patton.

Commissioners absent: Dan 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**

**3. Minutes**

**a. @Acceptance of the March 14, 2013 Buildings, Grounds and Park Services Committee meeting minutes**

Commissioner Katsamakakis moved seconded by Commissioner Kuhn to accept the March 14, 2013 Buildings, Grounds and Park Services Committee meeting minutes. Roll Call Vote: Ayes: Casey, Coulson, Katsamakakis, Kuhn, Przybylo, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**b. @Approval of the March 21, 2013 Regular Park Board meeting minutes**

Commissioner Przybylo moved seconded by Commissioner Katsamakakis to approve the March 21, 2013 Regular Board meeting minutes. Roll Call Vote: Ayes: Coulson, Katsamakakis, Kuhn, Przybylo, Casey, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**c. @Acceptance of the April 10, 2013 Finance Committee of the Whole meeting minutes**

Commissioner Przybylo moved seconded by Commissioner Casey to accept the April 10, 2013 Finance Committee of the Whole meeting minutes. Roll Call Vote: Ayes: Katsamakakis, Kuhn, Przybylo, Casey, Coulson, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**d. @Acceptance of the April 11, 2013 Administrative Operations Committee meeting minutes**

Commissioner Coulson moved seconded by Commissioner Casey to accept the April 11, 2013 Administrative Operations Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Przybylo, Casey, Coulson, Katsamakidis, Patton. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

#### **4. Presentations/Recognition**

a. **2012 IAPD/IPRA/Glenview Park District Community Service Awards**

Each year the Park District presents the Illinois Park and Recreation Association Community Service Awards to honor volunteers that go above and beyond in assisting the Glenview Park District and their community. They are true friends of the Glenview Park District.

i) Ron Bernardi, Wagner Farm

The Board awarded the 2012 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Ron Bernardi for his generous support and financial contributions to the Glenview Park District and especially for the investment he has given to the programs and people at Wagner Farm. Ron donated both money and non-cash items to community special events, our 4-H program and the NSSRA (Northern Suburban Special Recreation Association). He was also the major donor for the purchase of the 1915 Dunbar steam popcorn wagon made in Chicago which is being restored and will be one of our new exhibits at Wagner Farm. This award is on behalf of so many throughout the area that have benefitted from Ron's tireless efforts. Director of Wagner Farm, Todd Price spoke and said he considers Ron one of his role models and also considers him a friend. Ron said he is humbled at receiving this award and thanked the Park District, Wagner Farm and especially the farmers for all they do.

ii) Jack Morgan, Glenview Park Foundation

The Board awarded the 2012 Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to Jack Morgan for his service as the President of the Glenview Park Foundation (GPF) from 2011 to 2013 and as a board member since 2008. As a member of the Foundation, Jack has contributed to a number of successful endeavors including playground installations at Springman and Attea schools, funding of the recreational supplies and equipment for the Glenview Youth Services facility, program participation scholarships, and most recently, the completion of the Willow Park Fieldhouse project which paid specific attention to specialized ADA improvements and enhancements and gave the Northern Suburban Special Recreation Association their first primary programming space for those with special needs. Also, throughout his entire service to-date, Jack has been a part of the Firecracker Classic planning committee, having chaired that committee as well. Jack remarked that he has had a wonderful experience and credits the great communication between the Park Board, Village and Park Foundation. He is also humbled to receive this award because he really enjoys his role on the Park Foundation and the opportunity to be able to contribute to the community.

- b. **Recognition of Outgoing Park Board Commissioner Angie Katsamak**  
The Board recognized outgoing Park Board Commissioner Angie Katsamak for her outstanding dedication and service to the Glenview Park District and its patrons over the past six years. Angie served on the Board from 2007-2013 and presided as President from December 2010-April 2012. Director Balling noted some key park district accomplishments/improvements during Angie's term: the preservation of 12.5 acres of environmentally and historically significant open space at the Grove; renovation of the Administrative Offices, one of Glenview's largest recycling projects; opening of the renovated Willow Park Fieldhouse for cooperative use with NSSRA; opening of the new Dog Park at Community Park West (CPW) along with the opening of CPW II with four new top-notch ball fields and the Park District being recognized as the 2009 National Gold Medal Finalist from the National Recreation and Park Association. The most recent success is the renovation of the National 9 clubhouse to the new Glenview Prairie Club, Golf and Paddle Tennis facility. Also, Angie was a huge advocate for the popular "Polar Express" program that has been very successful with record participation numbers. A refurbished park bench was presented to Commissioner Katsamak along with flowers and sentiments of gratitude and appreciation were expressed by all the Board members. Treasurer Moore also presented Angie with a Jonathan Toews bobble-head doll!

## 5. Officers' Reports

- a. **President**  
President Patton 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: Direct Energy, Gewalt Hamilton Associates, Inc., and PDRMA. Bill remarked that all park district funds are right where they should be in relation to the budget.
- c. **Attorney**  
No Report from Attorney Sam Witwer
- d. **Executive Director/Secretary**
  - i) Government Finance Officers Association (GFOA): Awarded GPD Certificate of Achievement for Excellence in Financial Reporting  
Director Balling thanked President Patton and Commissioners Przybylo and Peterson for all their work serving on the Board Finance Committee and also recognized Treasurer Bill Moore and staff members Barb Cremin and Nicole Hopkins who were also key in the park district receiving the GFOA award six years in a row. In addition, the financial team was instrumental in the park district receiving, for three years in a row, a Moody's Aaa bond rating and for refinancing 2 bonds that will result in a savings of over 2 million dollars over the next 12 years and were a factor in essentially keeping taxes flat over the past two years.

**6. Matters from the Public**

None

**7. @Consideration to approve Accounts Payable**

Commissioner Patton moved seconded by Commissioner Przybylo to approve payroll and accounts payable for the month of March, 2013 in the amount of \$1,632,132.76. Roll Call Vote: Ayes: Przybylo, Casey, Coulson, Katsamakias, Kuhn, Patton. Nays: None. Motion Carried.

**8. @Consideration to approve Consent Agenda items**

President Patton asked if anyone would like an item removed from the Consent Agenda for further discussion. Commissioner Kuhn wanted further discussion on Agenda item: 8.c. (*Building Grounds & Park Services Committee recommendation to accept the bid from Elanar Construction, Glenview, IL in the amount of \$103,139.50 for bleacher shade structures for the seating areas at the Community Park West baseball pinwheel along with two side by side batting cages*). He asked for item 8.c. to be removed from the Consent Agenda.

Commissioner Casey moved seconded by Commissioner Katsamakias to amend the Consent Agenda and to approve Consent Agenda items 8.a and 8.b only. Roll Call Vote: Ayes: Przybylo, Casey, Coulson, Katsamakias, Kuhn, Patton. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

**a. Accepted a Building Grounds & Park Services Committee recommendation to accept the bid through the Village of Glenview's Municipal Partnering Initiative for an amount not to exceed \$169,043 for Asphalt Milling and Resurfacing at Flick Park.**

The south playground parking lot and curved sled hill parking lot is due for capital replacement. The low bid was awarded to Arrow Road Construction., Mt. Prospect, IL.

**b. Accepted a Building Grounds & Park Services Committee recommendation to accept the bid through the Village of Glenview's Municipal Partnering Initiative for an amount not to exceed \$56,405 for Sanitary Sewer Replacement at Johns Park.**

The existing sanitary sewer at John's Park has been a maintenance issue for years. The line is very small, and backs up frequently during the peak season. The low bid was awarded to Lenny Hoffman Excavating, Inc., Wilmette, IL.

Commissioner Casey moved seconded by Commissioner Katsamakias to approve Consent Agenda item 8.c. Roll Call Vote: Ayes: Przybylo, Casey, Coulson, Katsamakias, Patton. Nays: Kuhn. Motion Carried. (Copy of supporting information filed herewith and explained below).

**c. Accepted a Building Grounds & Park Services Committee recommendation to accept the bid from Elanar Construction, Glenview, IL**

**in the amount of \$103,139.50 for bleacher shade structures for the seating areas at the Community Park West baseball pinwheel along with two side by side batting cages.** Glenview Youth Baseball (GYB) has offered to fund 50% of the shade structures and 100% of the cost for the batting cages.

Commissioner Kuhn does not feel the shade structures alone will solve the issue of errant balls leaving the fields. He is in favor of approving the shade structures over the bleachers; however, he feels additional netting is also needed over home plate on the two smaller fields and would like the monitoring of errant balls on the larger fields as well, therefore, he will not vote to approve the bid recommendation. Commissioner Casey noted the Committee felt the shade structures would benefit the foul ball issue but that additional netting could always be added in the future if warranted. Commissioner Kuhn feels there would be doubling of costs if the shade structures were approved now and additional netting was approved at a later date also, there would be a need to ask for additional funding from GYB. Commissioner Coulson feels we should move ahead with the recommendation as presented and can always consider additional netting. Director Balling noted that the baseball fields meet ASTM Standards (American Society for Testing and Materials). President Patton agreed with Commissioner Kuhn's concerns but would also like to move forward to approve the bid recommendation at this time for the shade structures.

## **9. Committees Reports and Recommendations**

### **a. Administrative Operations**

- i) @Accepted the Administrative Operations Committee recommendation to approve the updates to the Board of Commissioners General Practice Manual as amended by Commissioner Kuhn.  
Commissioner Kuhn requested that the currently approved time limit (maximum of 30 minutes for public comments at a Board Meeting) be added to section 5.16 (Public Input) in the Board Manual.

Commissioner Casey moved to accept the Administrative Operations Committee recommendation to approve the updates to the Board of Commissioners General Practice Manual as amended by Commissioner Kuhn. Roll Call Vote: Ayes: Casey, Coulson, Katsamakakis, Kuhn, Przybylo, Patton. Nays: None. Motion Carried.

- ii) @Accepted the Administrative Operations Committee recommendation to approve the Full-time Pay Ranges for 2013/2014.

Commissioner Kuhn moved to accept the Administrative Operations Committee recommendation to approve the Full-time Pay Ranges for 2013/2014. Roll Call Vote: Ayes: Coulson, Katsamakakis, Kuhn, Przybylo, Casey, Patton. Nays: None. Motion Carried.

- iii) @Accepted the Administrative Operations Committee recommendation to approve the No Harassment Policy Updates: Section 10.01 in the Personnel Guidelines.

The policy was developed based on the PDRMA (Park District Risk Management) model and has been reviewed and approved by Park District attorney, Sam Witwer.

Commissioner Coulson moved to accept the Administrative Operations Committee recommendation to approve the No Harassment Policy Updates: Section 10.01 in the Personnel Guidelines. Roll Call Vote: Ayes: Katsamakias, Kuhn, Przybylo, Casey, Coulson, Patton. Nays: None. Motion Carried.

iv) 2014-2017 Strategic Plan and Board Retreat

Director Balling referred to the Strategic Plan outline for 2014-2017 in the board packet. He noted one change being suggested for this Strategic Planning process is to have a Board Retreat. The retreat would entail a board self-evaluation which would include Board governance along with supplying to the Board any research that has been done to help identify possible items for the Strategic Plan. Also, the possibility of having a facilitator join the retreat to discuss the Strategic Plan processes is being considered.

Commissioner Coulson suggested identifying the goals of the retreat first and then to build an agenda around those goals. She also suggested adding a Strategic Planning topic to each upcoming Board Committee meeting to help identify issues and to invite the local resource person who is being considered to complete the research to an upcoming Administration Committee. The meeting dates are open at this time but the Board will be polled for their availability in the month of October. The Board concurred to hold off on completing a community survey until after the board retreat.

v) Committee Update  
No Report

**b. Buildings, Grounds and Park Services**

i) Update on 1100 Roosevelt Ave

Superintendent of Building, Grounds and Park Services, Jim Warnstedt reported that staff continues to work with, Altamanu, an urban design firm, on the feasibility study for 1100 Roosevelt and hopes to have a presentation and report to the July BG&PS Committee. Three preliminary options have been considered: potential sale of the property; use of property for maintenance yard and utilization of the onsite building/or not utilizing the building; and site expansion of maintenance building at Community Park West.

ii) Update on Roosevelt Playground

Jim reported that with the feedback received during the design open house in March as well as the surveys, staff has narrowed the options for the Roosevelt Park Playground. Jim showed the suggested designs for the 2-5 year old play area and the 5-12 year old playground. A pour in place rubber surface is being recommended. Commissioner Przybylo suggested a climbing wall which seems to be popular with the kids. Staff is targeting this project to start the first week in August so that it coincides with the end of camp.

iii) Committee Update

President Patton would like the Buildings Grounds and Park Services Committee to discuss the parameters of the park district and the affiliated sports groups' relationships.

c. **Finance Committee**

i) @Approved 2013/2014 Glenview Park District Budget

Barb Cremin reported the Finance Committee of the Whole met on April 10, 2013 to review the proposed 2013/2014 budget. She explained that the park district can be flexible to meet the needs of the community and still maintain its objectives of long-term financial sustainability because of the diverse business operations, amount of part-time staff that allows us to adjust staff levels based on participation levels, a strong capital replacement program, conservative investments and the high support from the community.

The proposed overall budget of \$32,593,180 for fiscal year 2013-2014 consist of \$22,557,607 for operations, \$3,802,910 for capital expenditures and \$6,232,655 for debt service payments. This budget represents a decrease of 6.5% over projected 2012-2013 expenditures. The budget showed total revenue of \$32,835,988, total expenses of \$32,593,180 and net income of \$242,808. Tax revenue is 47% of total budgeted revenues and the district has managed to keep the tax rate flat for the next fiscal year. The Budget reflects the first year of operations for the Glenview Prairie Club and the two most significant capital expenditures are for the Glenview Park Golf Club drainage project and Phase II interior redesign project at Park Center.

Commissioner Przybylo moved to accept the Finance Committee of the Whole recommendation to approve the Glenview Park District fiscal year 2013/2014 budget as presented. Roll Call Vote: Ayes: Kuhn, Przybylo, Casey, Coulson, Katsamakias, Patton. Nays: None. Motion Carried.

ii) Committee Update

No Report

**10. Staff Reports**

Superintendent of Park and Facility Services, Jim Warnstedt, noted that the Diederich Park Fieldhouse renovations will be completed this week and open for rentals the following week. Also, pool operations are already beginning in order to get ready for the upcoming season.

Superintendent of Special Facilities, Cheryl Deom, reported that the landscaping at the Glenview Prairie Club is almost completed and the cart paths will be asphalted on Monday. A soft opening for the golf course is tomorrow, April 26. Cheryl handed out Prairie Club shirts to all Board members to thank them for all their support for this project. She also noted railings have been installed on the Mezzanine levels at the Ice Center as an additional safety measure.

Superintendent of Administrative Operations, Barb Cremin, noted all Supervisors and Managers have been trained on the implementation of the new PPACA (Patient Protection and Affordable Care Act). Also, employee evaluations are now taking place and salary increases are being considered based on merit only. Barb thanked Angie for all her support throughout her term and for her diligence to familiarize herself with the district finances.

Superintendent of Leisure Services, Bob Quill, reported the Glenview Park Foundation will meet on Saturday, April 27, 7:30 a.m. at the Prairie Club with David Kassner taking over as the new President. The Foundation is considering a major gift proposal for Jackman Park. He also reported that the Glenview Park Golf Course Planning Committee met this week and discussed drainage patterns and identified opportunities in the north half of the course for storm water retention. Bob anticipates a first draft report coming to the Recreation Committee and then to the full Board in June. Meetings will then be held with the golfers and neighbors sometime in July. Bob also reported that the Senior Strategic Plan should be completed in May and will be brought to the Committee in June. He recognized Bill Attea for volunteering his time facilitating the process and for all his efforts on this project.

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

Commissioner Mary Jean Coulson thanked Commissioner Angie Katsamakakis again for all her service and her serving heart. She also remarked that she along with other board members attended the recent Civic Awards dinner and was amazed with the wonderful people being recognized and the great things going on in our community. Director Balling noted that past president of the Glenview Park Foundation, Steve Bucklin, was selected as Citizen of the Year at the dinner.

Commissioner Angie Katsamakakis thanked everyone again for their support during her board term. She noted the July 4th celebration is her favorite park district event and it holds many memories for her. She will continue to attend.

Commissioner Charlie Kuhn also thanked Commissioner Katsamakakis for her years of service. He suggested park district membership cards be available on smart phones as a great convenience for our patrons. Director Balling also noted the district is looking at getting its own application program (App). Commissioner Kuhn also remarked on the Orion Samuelson event at Wagner Farm and how inspirational it was.

Commissioner Ted Przybylo thanked Commissioner Katsamakakis for being a great advocate for the park district. He also noted the Glenview Optimist Club's golf outing fundraiser is scheduled for June 5 at the Glenview Park Golf Club.

Commissioner Bill Casey reminded everyone that it is Earth Week and he anticipates the day the Board packet will be delivered on an IPAD. He acknowledged that the entire Park Board will miss Commissioner Katsamakakis.

President Bob Patton noted that a Park District Resolution for Angie will be brought to the May 23, 2013 Board meeting.



Director Balling gave a brief update on the recent flood. He noted that when an emergency happens he is in continual contact with the Village and this time was also conferenced into the Village Emergency Operations Planning Committee. The Village asked the district for some help with sandbagging and park services complied. He noted the electricity stayed on during the storm and the Village acknowledged that really helped with managing the floods. The cooperative effort with the Village on the Flick Park storm water management project kept the filter room dry and there was no major pooling of water by the tennis courts as in previous years. The administration building did get some water in the basement through a storm water drain and Bob Quill is working to get that remedied. Also, Cole, Sleepy Hollow and Tall Trees Parks took on quite a bit of water. The Director acknowledged and thanked Jim Warnstedt and his park services crew for working long hours, helping the Village and taking care of the flooding issues.

## **12. Correspondence**

None

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

Commissioner Katsamakakis moved seconded by Commissioner Coulson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 9:00 p.m. to discuss minutes (c21). Roll Call Vote: Ayes: Przybylo, Casey, Coulson, Katsamakakis, Kuhn, Patton. Nays: None. Motion Carried.

Commissioner Casey moved seconded by Commissioner Kuhn to adjourn the executive session and move back into Open Session at 9:02 p.m. Roll Call Vote: Ayes: Coulson, Kuhn, Przybylo, Casey, Patton. Nays: None. Motion Carried.

## **14. @Approved the Semi-Annual Review of Executive Session minutes**

Commissioner Casey moved seconded by Commissioner Kuhn to approve the semi-annual review of Executive Session minutes. The Board finds that the need for confidentiality still exists as to the minutes and recordings not being released. Roll Call Vote: Ayes: Kuhn, Przybylo, Casey, Coulson, Patton. Nays: None. Motion Carried.

## **15. @Approved disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to July 2011**

Commissioner Casey moved seconded by Commissioner Kuhn to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to July 2011. Roll Call Vote: Ayes: Kuhn, Przybylo, Casey, Coulson, Katsamakakis, Patton. Nays: None. Motion Carried. (*Commissioner Katsamakakis had left the room briefly and returned during the roll call of this motion*).

## **16. Adjourn**

Commissioner Katsamakakis moved seconded by Commissioner Coulson to adjourn the Open Session at 9:05 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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Robert J. Patton  
Board President

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Charles T. Balling  
Board Secretary

Approved this 23rd day of May, 2013

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