



GLENVIEW PARK DISTRICT

BOARD MEETING

@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
April 28, 2011

1. **Roll Call**

President Angie Katsamakakis called the meeting to order at 7:08 p.m. and the roll was called.

Commissioners present: Judy Beck, Bill Casey, Mary Jean Coulson, Bob Patton, Ted Przybylo, and Angie Katsamakakis

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**

President Katsamakakis dedicated this observance to all the victims affected by the tornados in the South.

3. **@Consideration to approve the March 24, 2011 Regular Board meeting minutes**

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

4. **Presentations**

a. **Recognition of Glenview Stellar Blades Synchronized Skating Team 2011 Bronze Medalists**

Superintendent Cheryl Deom recognized the Glenview Stellar Blades Youth Synchronized Skating Team for winning the Bronze medal at the 2011 ISI Synchro Nationals in Bensenville, IL. She also recognized coaches Toni Friedland and Tracy Blomquist. President Katsamakakis read a Glenview Park District Board Proclamation which she then presented to the coaches. Special certificates of recognition were also given to all team members on behalf of the Park Board.

- b. **Recognition of the Glenview Mini Blades Synchronized Formation Team 2011 National Gold Medalist**
Superintendent Cheryl Deom recognized the Glenview Mini Blades Youth Formation Synchronized Skating Team for winning the Gold Medal at the 2011 ISI Synchro Nationals in Bensenville, IL. This is the third year in a row the team has won the Gold Medal. Cheryl also recognized coaches Kristy Lohre and Maria Scianna. President Katsamakakis read a Glenview Park District Board Proclamation which she then presented to the coaches. Special certificates of recognition were also given to all team members on behalf of the Park Board.
- c. **Recognition of The Glenview Junior Blades Synchronized Skating Team 2011 Pewter Medalists**
Superintendent Cheryl Deom recognized the Glenview Junior Blades Senior Youth Synchronized Skating Team for winning the Pewter Medal at the 2011 ISI Synchro Nationals in Bensenville, IL. She also recognized coaches Toni Friedland and Jenna King. President Katsamakakis read a Glenview Park District Board Proclamation which she then presented to the coaches. Special certificates of recognition were also given to all team members on behalf of the Park Board.
- d. **Grove Heritage Association \$200,000 check presentation for the Carriage House and Pavilion project**
Grove Heritage Association (GHA) President Cheri McNish, on behalf of the Association, presented a check for \$200,000 to the Park Board to be used for the new Redfield Pavilion and Carriage House at The Grove. Cheri noted she will be stepping down as President after fourteen years but will continue as a member. Commissioner Beck acknowledged all the hard work that has been done by the Association over the years. Grove Director Steve Swanson commented on how the GHA has continually come through with funding for The Grove. Director Balling recognized Steve Swanson, Bob Quill, and Lorin Ottlinger for all their efforts from the very beginning to acquire additional, alternate funding for these two projects.
- e. **Update on Wagner Farm Truck Farming Exhibit Headed to the Smithsonian Museum**
Todd Price, Director of Wagner Farm, told the Board that Wagner Farm has been invited to “Garden Fest” at the Smithsonian Institution in Washington DC on May 6 and 7. Todd and staff will display their “truck farming” exhibit on the mall. Truck farming is the raising of vegetables commercially. Commissioner Beck noted how honored the Park District is to have two of our facilities invited to Washington DC to present and/or exhibit. The Grove was recently invited to display the Robert Kennicott exhibit at the Smithsonian Institution.
- f. **Update on School Field Trip Program at Wagner, Grove and Tyner Center**
Steve Swanson noted that for the first time, school group visits to The Grove will exceed 1,000 groups (Sept-June). He credited this to the marketing team’s new school brochure which highlights the programs as well as Grove and Wagner staff visiting the local schools and presenting the museum programs to the teachers. Steve remarked that The Grove far exceeds any other nature center in school

visits. Commissioner Casey commended staff for reaching out to the schools and accomplishing this. Commissioner Beck noted that teachers new to the area in the last few years did not even know about our school programs and staff did a great job promoting them. Director Balling said the Park District is also in preliminary discussions with District 225 on proposing a new “science camp” for the high school kids.

5. Officers’ Reports

a. President

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

b. Treasurer

Treasurer Bill Moore noted that the district is in its eleven-month period and next month will be the closing of the fiscal year. He gave a brief summary of expenses and revenues. He reported there were three large invoices for the month: Exelon Energy Inc., Master Project, Inc., and PDRMA (Park District Risk Management Agency).

c. Attorney

No Report

d. Secretary/Executive Director

i) @Intergovernmental Agreement for Transfer and Acceptance of Improved Real Estate (1930 Prairie Street, Glenview, Illinois)

Director Balling acknowledged that the Village Board has approved this agreement and he recognized the letter of appreciation that the Park District sent to the Village commending them for the excellent intergovernmental cooperation. This agreement transfers ownership of the Park District Administrative Offices from the Village to the Park District. The Director also commended Bob Quill for his leadership and work on this agreement. He then thanked Commissioner Beck for helping to make this IGA become a reality.

Commissioner Beck moved seconded by Commissioner Casey to approve the Intergovernmental Agreement for Transfer and Acceptance of Improved Real Estate at 1930 Prairie Street, Glenview, Illinois. Roll Call Vote: Ayes: Casey, Coulson, Patton, Przybylo, Beck, Katsamakakis, Nays: None. Motion Carried.

ii) @License with the Village of Glenview for the temporary use of 1215 Waukegan Road (the former Glenview Police Station)

Director Balling commented that the Village Board has already approved this agreement. He acknowledged that other locations for staff to relocate to while the Administration building is under renovation were looked at, but the cost to rent was too high. Bob Quill said approximately \$20,000 will be required to get the building in move-in condition which is still less than what rent would have been. We plan on moving our administrative offices to this location in late June and returning to 1930 Prairie within 8-12 months.

Commissioner Casey moved seconded by Commissioner Patton to approve the License Agreement with the Village of Glenview for the temporary use of 1215 Waukegan Road (the former Glenview Police Station) subject to attorney approval of insurance exhibits. Roll Call Vote: Ayes: Coulson, Patton, Przybylo, Beck, Casey, Katsamakidis, Nays: None. Motion Carried.

iii) @Intergovernmental Agreement with the Glenview Library

This IGA provides the foundation for sharing of resources and approaches to avoid duplication of similar services between the Park District and the Library. Director Balling noted that some insurance issues are still being worked on so the approval would be subject to attorney approval of the insurance exhibit. Commissioner Casey asked about the “no charge back” language in the agreement and if park district staff is required to setup and clean up all events or just special events. Attorney Witwer noted that the staff to staff mutual agreement would address this issue; however, staff may need to assist with special events. Commissioner Patton pointed out that this agreement is for a one-year commitment and can be reviewed after the first year.

Commissioner Casey moved seconded by Commissioner Patton to approve the Intergovernmental Agreement with the Glenview Public Library subject to attorney approval of insurance exhibit. Roll Call Vote: Ayes: Patton, Przybylo, Beck, Casey, Coulson, Katsamakidis, Nays: None. Motion Carried.

iv) Update on Legislative Matters Impacting Park Districts

The Director noted that OSLAD (Open Space Lands Acquisition and Development) funding is in jeopardy. Key staff have been making phone calls and sending emails to our legislators in the hopes to get these grants released. The Willow Park fieldhouse renovation project could be at risk if we do not begin soon since we may miss the construction season. The bathrooms are the only areas considered for the OSLAD funding, so we would have to decide if we want to cover the cost (\$65,000) if the funding does not come through. We are going to hold off for now on the Willow Park playground.

The Director also commented on the updated FOIA (Freedom of Information Act) which removed the protection of park district patrons’ sensitive information. We have been working with our local legislators to get that protection reinstated. Representative Daniel Biss first sponsored the legislation that would do just that. Commissioner Casey has been a vocal supporter from the start and continues to advocate for the protection of patron information.

Another legislative matter being monitored is the possible consolidation of park districts with other municipal agencies. Commissioner Beck feels the community can not afford not to have a park district and feels we need to advocate for its importance.

Director Balling noted that he and staff would be attending the Annual Legislative Reception and Conference in Springfield next week and staff will be meeting with legislators to discuss these matters. He invited the Commissioners to join them.

- v) Reception to Honor Judy Beck and Michael Scholl on Friday, May 13, 5:30 p.m. in the Lakeview Rooms at Park Center

The Director reminded everyone of this upcoming reception to show our appreciation and respect to these two outgoing commissioners who have given so much to help the park district and community.

- vi) “kids around the world” Update on the Reuse of Crowley Park Playground

The Director presented a package he received from *kids around the world* to Superintendent Fred Gullen, who along with Park District landscape architect, Ken Wexler, worked with volunteers from this organization to reuse the old Crowley Park playground. Fred unveiled a photo showing children playing on the equipment in Temba, South Africa where the old playground was reconstructed.

The Director congratulated Dan Peterson and Charles Kuhn as the newly elected Park Board Commissioners. Both Dan and Charlie will be sworn in at the May 26th Park Board meeting.

6. **Matters from the Public**

Dave Waldhere, 1510 Midway Lane, Glenview, addressed the Board with his request to secure a piece of land in Glenview for a Community Garden that could be subdivided into individual family plots. He presented the Board with a petition from 41 Glenview residents along with email comments in favor of a community garden. He feels gardening would educate kids on where their food comes from. Family gardening would also promote more family time and is great exercise. Wagner Farm currently has some garden plots, but they are limited. Bob Quill noted that space is the big issue when considering a community garden. Some other considerations are parking, a water source, fencing, high-visibility for security and it would need to fit in with the neighborhood. The Board said they would take Mr. Waldhere’s request under consideration.

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

Commissioner Przybylo moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of March, 2011 in the amount of \$1,667,021.00. Roll Call Vote: Ayes: Przybylo, Beck, Casey, Coulson, Patton, Katsamakias, Nays: None. Motion Carried.

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

President Katsamakias asked if anyone would like to remove an item from the Consent Agenda for further discussion.

Commissioner Casey requested item 8.c. be removed.

President Katsamakakis then asked for a motion to approve the Consent Agenda except for item 8.c.

Commissioner Casey moved seconded by Commissioner Patton to approve the Consent Agenda except for item 8.c. Roll Call Vote: Ayes:, Beck, Casey, Coulson, Patton, Przybylo, Katsamakakis, Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

- a. **Approved a Staff recommendation to accept the bid for the Tennis and Basketball Court work from the lowest bidder, First Impression, Inc. Franklin Park, IL in the amount of \$63,929.00**
The Gallery Park tennis court work will be paid for by the Village of Glenview.
- b. **Approved a Staff recommendation to approve the purchase of a utility tractor from Burris Equipment, Ingleside, IL for \$31,473 after trade-in and a John Deere mover from Buck Brothers, Wauconda, IL for \$27,576**
Sealed bids were received and opened for the replacement of a ten-year old Utility Tractor that is on the Capital Replacement list for 2011 and a 72-inch width of cut front mounted mower that was destroyed in the East Garage fire. Both Burris Equipment and Buck Brothers were the lowest bidders for their respective equipment.

Discussion on agenda item 8.c.

Commissioner Casey noted that since this soft drink contract was previously for a 10-year term, most of the Commissioners have never seen this before. He asked if the proposed, exclusive soft drink contract was just for our vending machines or for other park district areas. Bob Quill explained that vending machines and concession stands that have fountain drinks will be exclusively Pepsi products unless Pepsi does not have a like product. It does not include the Café, Golf Courses, Glenview Ice, or any leased areas. The license fee is \$5,500 and that along with a percentage of sales will go back to the facilities where the items are sold. Bob Quill noted that staff used to fill the machines but Pepsi will now be doing that.

- c. **Staff recommendation to approve the exclusive soft drink contract for the Park District's beverage vending service with the Pepsi Beverages Company for a three-year term**
Six vendors submitted proposals. Pepsi will pay a \$5,500 annual contribution each year of the three-year contract. Commissions will be paid monthly according to the volume of sales.

Commissioner Casey moved seconded by Commissioner Coulson to approve Consent Agenda item 8.c. Roll Call Vote: Ayes: Beck, Casey, Coulson, Patton, Przybylo, Katsamakakis, Nays: None. Motion Carried. (Copy of supporting information filed herewith).

9. **Committees Reports and Recommendations**

a. **Administrative Operations (Chair Angie Katsamak, Commissioner Bill Casey)**

i) @Consideration to approve the 2011-2012 Full-Time Employee Salary Ranges

President Katsamak noted that three Commissioners were present at the April 13, 2011 Administrative Committee. Barb Cremin explained that Watson Wyatt, a global compensation and benefits consulting firm did a salary study back in 2008 for the Park District. In order to maintain the validity of the structure and its usefulness to manage compensation decisions, the salary range structure requires ongoing annual maintenance. However due to the economy, the salary ranges have remained the same for the past three years. So, the District worked with Val Crawfis, a certified compensation professional, to review and make a recommendation for the salary range adjustments. The recommendation was based on three factors: the Employment Cost Index, benchmarking against industry standards for annual adjustments based on a percentage of the merit increase pool (which was approved by the Board at the March 24th Board meeting), and a review of a sampling of ranges for comparable jobs to assure that the recommendation was in line with organizations competing for similar employees. Commissioner Casey noted that even though the salary ranges would change, the merit pool approved at the March Board meeting would not increase.

Commissioner Coulson moved seconded by Commissioner Casey to accept the Administrative Operations Committee Recommendation to approve the 2011-2012 Full-Time Employee Salary Ranges as presented. Roll Call Vote: Ayes: Casey, Coulson, Patton, Przybylo, Beck, Katsamak, Nays: None. Motion Carried.

ii) Committee Update
None

b. **Finance (Chair Ted Przybylo, Commissioner Bob Patton)**

i) @Consideration to approve 2011/2012 Glenview Park District Budget

Barb Cremin noted the Finance Committee of the Whole met on April 12, 2011 to review the 2011/2012 Budget. She announced the total proposed budget for FY 2011/2012 is \$35,161,830. Of the total budget, operating expenses are \$20,582,409 (a 2.9% increase over projected actuals which is consistent with the CPI) and capital and debt service expenses are \$14,579,421. The budget reflects the planned use of reserves totaling \$3,088,945 for capital projects, primarily the expansion of the Park Center fitness and the renovation of the historic 1930 Prairie Street Administration Building.

She explained that taxes represent 48% of overall revenues. Total overall reserves for the park district are \$25,762,492. And of these total reserves, \$17,706,588 represents the combined reserves for the Capital Replacement

and Capital Development funds. She acknowledged that the Board and staff will be reviewing the funding needs and reserve levels of the various facilities and operating funds in order to establish the appropriate direction in preparation for setting the tax levy in September 2011 which will be the basis of the 2012-2013 budget.

Commissioner Przybylo voiced his concerns that the budget shows taxes increasing 1.7% over the projected tax revenue for fiscal year 2010-2011 and asked whether the increased tax revenue could be removed from the budget. Barb stated that it could not because the budget is a record of the expected revenue and expenses. The amount shown is the expected revenue based on the tax levy which was filed with the County Clerks' office last November.

Commissioner Przybylo asked if funds levied in the Tort Fund or Museum Fund could be transferred to other funds. Barb explained that they could not. Some funds, however, like the Corporate Fund have a broader authorized use so they have more flexibility in how the funds can be spent. Barb also explained that the law had been that if you did not levy at all in a particular fund that the fund became dormant and a referendum was needed to re-establish the levy for that fund.

Director Balling suggested that it would be helpful to start looking at the levy process sooner, consider our fund balance goals and have discussions about our policies, financial plans and categories of services.

Commissioner Patton asked for the record to state the following: "I feel we have a duty to future Boards and our taxpayers to do the best we can to provide services and healthy reserves, and I think we've done that, but we also have a duty to the taxpayers to reduce their burden as much as we can to Ted's concerns". Bob was inclined not to approve the budget, but felt because the Board could not change what was already levied for this next budget, he would move to approve.

Commissioner Patton moved to accept a Finance Committee of the Whole recommendation to approve the fiscal year 2011/2012 budget as presented. Roll Call Vote: Ayes: Patton, Beck, Casey, Katsamakias, Nays: Przybylo, Abstain: Coulson. Motion Carried.

- ii) Committee Update
None

10. Staff Reports

Superintendent of Administrative Operations, Barb Cremin, gave a brief update on the Maintenance Garage Fire. She reported that the Structural Engineer will be coming out to the East Garage on May 16 to determine the safety of the building. This will then allow the Contents Adjuster, along with Fred Gullen, to establish a room by room inventory. The inventory of items will be helped by the fact that Fred had recently taken a lot of pictures of the garage so much is documented.

Barb also reported that steps are being taken to get the Police Station ready for staff to move in at the end of June. The carpets and air ducts are being cleaned and the interior is being painted.

She also noted that much of the summer hiring is complete since many returning employees have already applied. She also reported that a FOIA (Freedom of Information Act) request was received from Local 150 Operating Engineers and that it was being addressed.

Superintendent of Leisure Services, Bob Quill, reported that all bids for the Willow Park Fieldhouse were rejected because they came in too high. He said staff is currently working with architects to reduce costs by about \$125,000. None of these reductions will reduce the square footage or usability of the building. Bob hopes to have new bids to the Board for approval in May. He also noted that presentations on the Fitness Center Expansion and updates on the Administration Building will be given to the Board at the June meeting.

11. Matters from Commissioners

Commissioner Casey commended staff on pool pass sales and also on the Fitness Center memberships.

With this being Judy Beck's last Board meeting after 32 years of service the Commissioners and staff gave the following tributes to Judy:

Commissioner Patton commented on how Judy went from Mrs. Beck to a friend and fellow Commissioner. He remembers how she helped him when he decided to run for the Board. He is going to miss working with her, miss her personally and the Board will miss her history, know-how and professionalism.

Commissioner Przybylo said Judy's legacy is solid, and thanked her on behalf of the Board and the community for all the work she has done for the last 32 years. He feels her contributions will be seen and continued on for years to come.

Commissioner Coulson thanked Judy for being a wonderful mentor, role model and appreciated her dedication, commitment and leadership in the community. She feels Judy has made a difference in so many lives and her legacy is one to be very proud of.

Commissioner Casey thanked Judy for her mentoring and words of wisdom through out the years. He noted Judy has taught him a lot and feels he is a better board member because of Judy. He also appreciates her service to the community.

President Katsamakakis feels Judy is a woman of principals, action and passion. She has dedicated a life time to the environment and the residents of Glenview. She thanked Judy for being a mentor and appreciates their friendship.

Director Balling thanked Judy for her 32 years of service on behalf of the Board and Park District staff. He said he knew Judy before coming to Glenview back when he

first started out in this field. He knew Judy as the President of the Illinois Association of Park Districts, a leader in the field of parks and recreation, someone who made things happen and a mentor to many. He remarked how Judy has helped him and staff to develop as leaders. She always knows the correct processes to take which includes citizen involvement. He noted how Judy found compromise on issues and brought people together.

Cheryl Deom feels Judy is one of the most talented Commissioners she has known and commented on how Judy always makes the public feel like they have been heard and that she cares about what they have to say.

Bob Quill said that Judy has always been ahead of the curve with concepts and new ideas and has been the environmental conscious of the district.

Treasurer Bill Moore remembers his first board meeting and how Judy made him feel comfortable. He has learned so much about the environment from Judy and feels she is the real expert. He commented that her guidance has been spectacular and thanked her.

Attorney Witwer has been in awe of Judy's energy. He feels she is the model and exemplar of a public spirited person and is amazed at her unlimited tolerance for meetings. Sam expressed to Judy how it has been an honor and privilege to work for her.

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 Beck moved seconded by Commissioner Przybylo to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 9:30 p.m. to discuss minutes (c21), possible litigation (c11), land acquisition/lease (c5 & c6), Personnel (c1). Roll Call Vote: Ayes: Patton, Przybylo, Beck, Casey, Coulson, Katsamakias, Nays: None. Motion Carried.

After a short break, the Executive Session convened at 9:40 p.m.

Commissioner Beck moved seconded by Commissioner Przybylo to adjourn the executive session and move back into Open Session at 10:45 p.m. Roll Call Vote: Ayes: Casey, Coulson, Patton, Przybylo, Beck, Katsamakias. Nays: None. Motion Carried.

14. @ Consideration to approve Semi-Annual Review of Executive Session minutes

Commissioner Beck moved seconded by Commissioner Patton to approve the Semi-Annual Review of Executive Session minutes. Roll Call Vote: Ayes: Coulson, Patton,

Przybylo, Beck, Casey, Katsamakis. Nays: None. Motion Carried.

15. Adjourn

Commissioner Beck moved seconded by Commissioner Casey to adjourn the Open Session at 11:15 p.m. On Voice Vote: All present voted Aye. Motion Carried.

ATTEST:

Angie Katsamakis
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of May, 2011

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