



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
August 22, 2013

1. Roll Call

President Bill Casey called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles J. Kuhn, Daniel B. Peterson, David S. Tosh, William M. Casey. *Note:* Commissioner Ted M. Przybylo arrived at 7:15 p.m. and Commissioner Robert J. Patton arrived at 7:25 p.m. after the Roll Call was taken.

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.

2. A Moment of Silence was observed

3. Minutes

a. @Acceptance of the July 22, 2013 Finance Committee meeting minutes

Commissioner Tosh moved seconded by Commissioner Peterson to approve the July 22, 2013 Finance Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Peterson, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

b. @Acceptance of the July 24, 2013 Special Revenue Facilities Committee meeting minutes

Commissioner Tosh moved seconded by Commissioner Peterson to approve the July 24, 2013 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Coulson, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

c. @Approval of the July 25, 2013 Regular Board meeting minutes

Commissioner Coulson moved seconded by Commissioner Kuhn to approve the July 25, 2013 Regular Board meeting minutes. Roll Call Vote: Ayes: Peterson, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

d. @Acceptance of the August 14, 2013 Buildings, Grounds and Park Services Committee meeting minutes as amended by Commissioner Kuhn

Commissioner Peterson moved seconded by Commissioner Kuhn to accept the August 14, 2013 Buildings, Grounds and Park Services Committee meeting minutes

as amended by Commissioner Kuhn. Roll Call Vote: Ayes: Peterson, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

President Bill Casey went over the procedures for the public to address the Board.

b. Treasurer

Treasurer Bill Moore gave a brief summary of the month's financial report. He reported that (10) \$248,000 CDs (Certificates of Deposit) were purchased in July with a .5% interest rate. Also, there were four large invoices for the month: The Glen Club, Lenny Hoffman Excavating, Inc., Chicagoland Paving Contractors, Inc., and Direct Energy Business.

c. Attorney

Attorney Sam Witwer reported on two laws that have been recently passed by the State Legislature. One law relates to accelerating the funds disbursement of awarded OSLAD (Open Space Lands Acquisition and Development) grants. An agency could now receive 50% of the funding before the project is completed. The other law amends the Public Funds Investment Act to allow park districts, forest preserve districts and conservation districts to invest in high-grade municipal bonds which often earn a slightly higher rate of return than other investments permitted under that Act.

d. Executive Director/Secretary

Executive Director Chuck Balling remarked on an NRPA (National Recreation and Park Association) Legislative Update that reported how Congress is now looking at tax reform in order to raise revenue and get our nation's deficit under control. As a result, both chambers are currently drafting and considering legislation to make municipal bonds taxable. These bonds have been tax-free since 1913. This proposed tax reform would affect the favorable interest rates currently available when the park district sells bonds.

5. Matters from the Public

None

6. @Approval of Accounts Payable

Commissioner Peterson moved seconded by Commissioner Coulson to approve payroll and accounts payable for the month of July, 2013 in the amount of \$2,285,026.23. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Peterson, Casey. Nays: None. Motion Carried.

7. @Approval of Consent Agenda Items

President Casey asked if anyone would like an item removed from the Consent Agenda for further discussion. There were no requests.

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

- a. **Approved the Building Grounds and Park Services Committee recommendation to accept the installation bid from Elanar Construction Co., Glenview, IL, in the amount of \$157,834 for the Roosevelt Park Playground Equipment.**

This project will replace both the Tot and the Older Kid's playpieces at Roosevelt Park. The project also calls for adding rubber surfacing to a portion of the playground to improve ADA accessibility. Independent play features include swings, a "supernova" spinner, and a spring seesaw. The Park District has purchased all of the playground equipment directly from the manufacturers to avoid additional mark-up costs. Elanar Construction Co. was the low bid and has done several projects for the Park District in the past.

- b. **Approved the Administrative Operations Committee recommendation to approve the Glenview Park District Social Media Policy No. 9.73.**

This policy was developed based on the PDRMA (Park District Risk Management Agency) model policy and policies from other public and private entities.

8. Committees Reports and Recommendations

a. Administrative Operations

i) Committee Update

Commissioner MJ Coulson, who is Chair of the Administrative Committee, noted the following items were discussed at the August 15 meeting: The Social Media Policy which was approved on tonight's consent agenda; the Committee recommendation to have further discussions with the full Board on the Affordable Care Act and preparations for the start of the Strategic Planning Process, beginning with a Board Retreat on November 16. Objectives of the Board Retreat will be a board self-evaluation and strategic planning (review the last Strategic Plan, any carry over items and discuss future matters).

b. Buildings, Grounds and Park Services

i) Proposed Cunliff Stormwater Easement Concept Plan

Jim Warnstedt briefly went over the concept plan and noted the IGA (Intergovernmental Agreement) with the Village of Glenview is being finalized. Jim hopes to have it to the Board at the September meeting for their consideration. Commissioner Kuhn suggested adding "floors" to section No. 7 of the agreement.

ii) 1100 Roosevelt Architect Selection Process

No report

iii) Committee Update

No report

c. Finance

i) @ Accepted the 2012-2013 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2013

Commissioner Dan Peterson, Chair of the Finance Committee, stated the focus of the last meeting was to review the results of the audit. He noted that the audit

reinforced the strong financial controls within the park district. The district has once again received an unqualified opinion which means in an independent auditor's judgment, its financial records and statements are fairly presented and in accordance with Generally Accepted Accounting Principles (GAAP).

Superintendent Barb Cremin noted the district once again received the GFOA's (Government Finance Officers Association) Certificate of Achievement for Excellence in Financial Reporting being only one of 44 park districts in the State of Illinois to receive this award.

Commissioner Kuhn moved to accept the Finance Committee recommendation to accept the 2012-2013 Glenview Park District Comprehensive Annual Financial Report for the year ended April 2013. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

d. Special Revenue Facilities

- i) Update on the Glenview Park District Golf Club Master Plan Improvement and Drainage Meetings with Golfers and Neighbors
Superintendent Cheryl Deom reported approximately 100 people attended the first public meeting on August 15 that focused on storm water management and approximately 75, mostly golfers, attended the second meeting on August 20 which focused on golf course improvements. Superintendent Bob Quill believes both meetings were very positive and both the park district's engineers and those from the Village of Glenview helped to ease some concerns that the residents had regarding the stormwater proposals. Bob gave the following estimated timeline for the project: Plans submitted to the Metropolitan Water Reclamation District (October); Project Bids (January); Renovations begin July 7, 2014.

Bob noted that an upcoming Committee meeting will discuss the two potential concepts for management of the project: Construction Management or General Contractor. He explained that there are two types of Construction Managers (CM): "CM by Agency" (park district owns contracts) or "CM at Risk" (CM holds all contracts, is responsible for those contracts and would give a guaranteed maximum price for the job that could not be changed). Commissioner Patton noted that a general contractor may also give a guaranteed maximum price along with value engineering which however is not as productive since it would come after the job is underway in the form of change orders.

Commissioner Charlie Kuhn asked if the estimated 4.2 million dollar budget might go up. Bob explained that until we have 100 % of the components of the project, we would not know. Usually, most projects go up and down as the project gets refined. But there are decisions that can be made to cut out or add items during the planning process.

Commissioner Ted Przybylo believes the stormwater aspects of the project seemed to cause the most apprehension for the neighbors. He commented on how

residents were eager to have the storm water work completed quickly. He felt it helped to ease their fears to know that most of the benefits from the stormwater management items would be realized by September, 2014. Commissioner Przybylo considers this project a win-win for the neighbors, park district and the Village of Glenview. Commissioner Coulson asked if we might see a negative impact on the course if it is under renovation during the storm season. Bob Quill does not think so because any work being done will actually improve conditions especially the new prairie grass which will help to hold more water. Director Balling noted that the neighbors' questions/comments from the meetings were documented and will be available for Commissioners to review. He complimented Bob Quill, Cheryl Deom and the entire team who worked on this project along with golf course architect Rick Jacobsen for his professionalism and well-presented explanation of the renovations at the meetings. Director Balling noted this project is on schedule and will begin right after the July 4, 2014 fireworks on Monday, July 7, 2014.

- ii) Committee Update
No report

9. Staff Reports

Superintendent of Leisure Services, Bob Quill, briefly went over the final camp report of the season which showed sports clinics down a bit and camps up. This year we were down about 3% overall from last year. However, when looking at the numbers for the last 3 years, this number is pretty much on target. This report is very valuable for staff and helps them plan for next year which they will begin to do in October. Bob noted there is more competition in the camp/sports market each year; however, we are confident in our staff, facilities, infrastructure and reputation to deliver great summer programs. Commissioner Dave Tosh asked how some camps get phased out and new ones are created. Bob explained that suggestions from staff, independents and requests by residents are the three sources for new camp ideas. He also explained that each camp has a program life cycle which gives indications for when it should be retired. Commissioner MJ Coulson advocated there be sufficient offerings of sports clinics for girls.

Superintendent of Administrative Operations, Barb Cremin, reported that electronic board packets for the board members are being developed and the paper binders will be eliminated in the near future. She also announced there is an accounts payable position opening which staff anticipates filling with an internal candidate. Barb said staff will be updating Ordinance No. 345 which governs the use of our parks and is also what the police use to enforce our rules/regulations. Finally, she was happy to report that accidents are trending lower than in recent years.

Superintendent of Special Facilities, Cheryl Deom, reported that since the Wilmette Golf Course closed on July 29, the Glenview Park Golf Course has taken 218 reservations which equates to at least 436 golfers but could be as high as 872 golfers from Wilmette who have taken advantage of the reciprocal agreement between our two park districts. Also, she announced that the Tennis Club is currently closed for the resurfacing of the courts. This is done approximately every 5 years. Finally, she recognized the Glenview

Ice Center which just received recognition from US Figure Skating for having over 400 members in their basic skills program.

Superintendent of Park and Facility Services, Jim Warnstedt, reported the Roosevelt Playground is being prepped for the installation of the new equipment in September. The old equipment will be donated to 'Kids Around the World', a charitable group that recycles the equipment for children in underprivileged areas. Capital Projects work continues with sealcoating and striping of parking lots. Staff has begun the striping of fall athletic fields and the four ballfields at Roosevelt Park have recently been renovated. Also, enhancements to the Flick Park Arboretum are being considered with the potential for some of the work to be done as Eagle Scout projects. Park and Facility Services will be hosting the Midwest Institute of Park Executives Mechanics workshop in October to showcase the district's propane mowers. President Casey proposed looking into propane fuel for the park district vehicles as well.

10. Matters from Commissioners

Commissioner MJ Coulson asked about the current Fitness Center shutdown. Bob remarked it was going very well with the annual deep cleaning being done as well as the new floor in the addition being replaced by the manufacturer due to defects. Commissioner Coulson also complimented the work done by scouts at Crowley Park last year. The work was part of a project that could earn them their Eagle Scout rank. She noted the scouts planting efforts have even helped with flooding and the park looks absolutely beautiful. She also asked about the Pine Tree disease that has recently surfaced. Jim Warnstedt noted that staff continues to monitor the park district's trees for this disease and has seen a few affected trees at Flick Park.

Commissioner Dan Peterson attended the Northern Suburban Special Recreation Association's (a partner agency of the park district) Summer Bash that is held annually for participants and their families and noted it was a big success. Commissioner Peterson also explained that Eagle Scout requirements will change in January, 2014, so we may see more scout projects completed towards the end of this year to qualify before these new requirements set in. Staff is currently putting together a potential project list for Eagle Scout candidates.

Commissioner Bob Patton recognized Kathleen McInnis, Joe Pollina, Jason Hickman, Amy Watson and all the staff members who helped organize the 12th annual Sprint Triathlon that was held in July. Bob acknowledged it was a very well run, fun event!

Commissioner Dave Tosh acknowledged the Flick and Roosevelt pool lifeguards for receiving top Starfish awards and for how hard they work each and every day.

Director Chuck Balling recognized the Finance Committee members, Treasurer Bill Moore, Superintendent Barb Cremin, Manager of Business Services Nicole Hopkins, the Division Heads and Managers for a very good audit this year. He noted the park district's ability to increase net assets, pay down debt, build capital, and increase fund balances contributed to having a very good year. He also recognized everyone's efforts to keep the tax levy flat for the second year in a row.

11. Correspondence

None

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

No Executive Session

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

None

14. Adjourn

Commissioner Peterson moved seconded by Commissioner Coulson to adjourn the Open Session at 8:10 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of September, 2013

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