



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
March 20, 2014

1. Roll Call

Vice President Ted Przybylo called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Charles Kuhn, Dan Peterson, Ted Przybylo, and Dave Tosh.
Note: Commissioner Bill Casey arrived after the Roll was called at 7:15 p.m.

Commissioners absent: Mary Jean Coulson; Bob Patton.

Official Staff present: Treasurer William D. Moore, Attorney Sam Witwer, 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: Executive Director/Secretary Charles Balling.

2. A Moment of Silence was observed

3. Minutes

- a. **Approved the February 24, 2014 Finance Committee meeting minutes**
Commissioner Peterson moved seconded by Commissioner Kuhn to approve the February 24, 2014 Finance Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- b. **Approved the February 24, 2014 Special Revenue Facilities Committee meeting minutes**
Commissioner Peterson moved seconded by Commissioner Tosh to approve the February 24, 2014 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)
- c. **Approved the February 27, 2014 Illinois Department of Natural Resources Park and Recreation Construction Grant Public meeting minutes**
Commissioner Kuhn moved seconded by Commissioner Peterson to approve the February 27, 2014 Illinois Department of Natural Resources Park and Recreation Construction Grant Public meeting minutes. Roll Call Vote: Ayes: Peterson, Tosh, Kuhn, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

- d. **Approved the February 27, 2014 Regular Board meeting minutes**
Commissioner Kuhn moved seconded by Commissioner Peterson to approve the February 27, 2014 Regular Board meeting minutes. Roll Call Vote: Ayes: Peterson, Tosh, Kuhn, Przybylo. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations/Recognitions

- a. **Illinois Sports Turf Managers Association's 2013 Field of the Year Award: Community Park West Ballfields**—Superintendent Jim Warnstedt introduced Glenview Youth Baseball(GYB) Board President John Traub and Board members Brad Shechtman and Tim Heublein along with Glenview Park District staff: Brent Carpenter, Huazcar Lozano, and John Fahey and recognized the great partnership and cooperation between the park district and GYB which led to the Community Park West ballfields being awarded the ISTMA 2013 Field of the Year award! Staff was presented with this award at the February 20, 2014 Sports Turf Seminar & ILSTMA Annual Meeting in Minooka, IL The purpose of this award is to recognize a sports turf facility that is managed with a high degree of excellence; to show appreciation for individual professional efforts, leading to an exceptional degree of maintenance and quality appearance of the field/facility, and to inspire and challenge those responsible for maintenance of sports turf to achieve greater levels of excellence. The Park District wishes to recognize and share this award with Glenview Youth Baseball for their generous donation of \$700,000.00 towards the development of these ballfields. GYB has been a great supporter of youth baseball and the development of good character in the youth of Glenview. Vice President Przybylo also recognized GYB Board member, Tim Heublein, as being one of the first in the community to advocate for and promote the development of the land at Community Park West for youth baseball fields back when it was undeveloped land.

- b. **@Approved the Glenview Park Golf Club Renovation Project Bids (work to start on July 7, 2014)** *(Note: this agenda topic originally numbered 9.d.i) was moved up on the Agenda and renumbered 4.b.)*

Commissioner Casey moved seconded by Commissioner Kuhn to approve a Special Revenue Facilities Committee recommendation to accept the lowest responsible bids for the Glenview Park Golf Club project as follows:

- Schedule A-storm water work to Cecchin Plumbing and Heating, Inc., Bloomingdale, IL for \$644,664.00
- Schedule B-parking lot construction to Allstar Asphalt, Inc., Wheeling, IL for \$233,766.00
- Schedule C-Golf course work, which includes alternate deducts B, E, F, and J – a deduct value of \$94,100 to Wadsworth Golf Construction Company, Plainfield, IL for \$3,279,832.35
- Schedule D-cart path installation to ALamp Concrete Contractors, Schaumburg, IL for \$253,420.00

For a total bid award of \$4,411,682.35, with the condition that the project team continue its work to minimize the impact of proposed cart path and present a revised plan at a later date for final cart path approval. Roll Call Vote: Ayes: Peterson, Tosh, Kuhn, Casey, Przybylo. Nays: None. Motion Carried.

Superintendent Bob Quill explained that the pre-bid budget the committee had estimated ended up to be very close to the approved budget of 5.3 million dollars. Staff and the project team have already discussed some change orders with contractors to save around \$300,000 in additional revenue. Those savings together with deducts, should bring the total savings to approximately \$400,000. The additional savings will benefit both the Village of Glenview (VOG) and the park district. The VOG has approved their expenditures and the next step is to draft up the contracts for the Board to review in April. Bob also noted that there were many discussions on cart paths placement and surface material. Staff is currently looking into a new rubberized pathway that could be used selectively to help minimize the bounce from balls hitting the paths. In the next few weeks an area will be tested at the golf course with the rubberized surface. Bob introduced golf course architect, Doug Myslinski from Jacobson Golf Course Design and Dan Cunningham from KemperSports to help answer any questions from the Board. Commissioner Peterson asked to have available the cost difference between continuous vs. a viable partial cart path. Bob noted staff is task with doing just that and will be bringing options to the Board Committee to review. He also noted that because there is unit pricing on these bids, the contracts can be approved as is now and deducts can be added later. Also, because the Park District has submitted a PARC (Park and Recreational Facility Construction) Grant from the State of Illinois for this project, grant requirements allow the Board to approve the bids at this time, but the project cannot incur any expenses until the grant is awarded. Bob noted that the trees that were previously taken down on the golf course were not part of this project. Vice President Przybylo commended the project team for presenting a very comprehensive committee meeting with very good information. Superintendent Cheryl Deom recognized Doug Myslinski, Dan Cunningham, golf course superintendent Rick Wilson, and Bob Quill for all the detailed leg work they have done on this project so far and applauded them for having done a “stellar job”! Commissioner Casey noted this project will be great for the neighbors and the solid intergovernmental relationship between the village and park district benefits everyone.

5. Officers' Reports

a. **Vice President** (*Ted Przybylo*)

Vice President Przybylo 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 that there were five large invoices: Village of Glenview, Trees R Us, Park District Risk Management Agency, KemperSports Management, and Direct Energy. Bill noted that as we near the end of the fiscal year, all park district funds are close to budget.

c. **Attorney** (*Sam Witwer*)
No Report

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

With Chuck Balling on vacation, Superintendent Barb Cremin gave the following report: James Anselment, Legislative Counsel from the Illinois Association of Park Districts sent a letter of thanks to the Director for hosting the recent Legislative Breakfast at The Grove. Many local legislators and park district representatives attended the breakfast to talk about pertinent items being addressed in Springfield and some of the challenges that the districts are facing. Jason also thanked staff for the tour he was given of the park district facilities. He was very impressed with the scope and diversity of offerings at the Glenview Park District. Barb also noted that Bob Hamilton, President of Gewalt Hamilton Associates, sent a letter to the Director announcing his retirement and to confirm that Tom Rychlik would continue as project manager on any projects with the district. Bob expressed his appreciation for all the opportunities he has had over the years to work with the Glenview Park District and Park Board.

6. Matters from the Public
None

7. @Approved Accounts Payable

Commissioner Casey moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of February, 2014 in the amount of \$1,606,361.03. Roll Call Vote: Ayes: Tosh, Kuhn, Peterson, Casey, Przybylo Nays: None. Motion Carried.

8. @Approved Consent Agenda items

Vice President Przybylo asked if anyone wanted an item removed from the Consent Agenda for further discussion. There were no requests.

Commissioner Casey moved seconded by Commissioner Peterson to approve the Consent Agenda. Roll Call Vote: Ayes: Tosh, Kuhn, Peterson, Casey, Przybylo. 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 from Sunburst Sportswear, Marathon Sportswear and Silk Screen Express totaling \$48,835.47.**

The T-shirt and uniform bid opening took place on Tuesday, March 4, 2014 at 2:00 p.m. Three companies submitted bids. Staff recommended splitting the bids among the three companies. The Glenview Park District has conducted business with all three companies within the past three years and has received quality products, service and delivery.

b. **Accepted a Staff recommendation to approve the Summer Camp Bus Bid to the lowest responsible bidder, Alltown Bus Service, Skokie, IL for \$34,786.00.**

The Summer Bus Bid opening took place on Tuesday, March 4, 2014 at 3:15 p.m. Four companies submitted bids. Alltown has provided the Glenview Park District with bus service in the past and has always met expectations.

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/reviewed at the March 14th Administrative Operations Committee: Reviewed the soon to be launched new park district website which Dan described as very modern, clean looking and easy to navigate; discussed the outsourcing of payroll operations that would have very little additional costs than the current process; and touched on some follow-ups from the November 16th Board Retreat.

b. Buildings Grounds and Park Services (*Chair Charlie Kuhn, Commissioner Bill Casey*)

i) @Accepted the Jackman Park Playground Installation Bid from Elanar Construction Co., Chicago, IL, in the amount of \$558,794.50.

Commissioner Casey moved seconded by Commissioner Tosh to accept the Jackman Park Playground Installation bid from Elanar Construction Co., Chicago, IL, in the amount of \$558,794.50. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Casey, Przybylo. Nays: None. Motion Carried.

Superintendent Jim Warnstedt noted six bids were received for the Jackman Park Playground installation on Thursday, March 13, 2014. Staff was pleased with the results and recommends Elanar Construction Co, which was the lowest, responsible bidder. This project will expand the existing tot playpiece while also offering new and more variety of play equipment for the older kids. The project should begin around the middle of April and finish up in July. Commissioner Kuhn noted that the Glenview Park Foundation has generously committed \$200,000 towards the playground renovation. This will be the Foundation's largest single donation to date.

ii) Committee Update

Jim reported on the Village of Glenview's Open House that took place earlier this evening. The purpose of the open house was to inform the neighbors of the East of Harms/Cunliff Park storm water management project which will install a lift station at Cunliff Park. The new lift station should pump any standing water in that area up and out into the river and alleviate some flooding. There was a steady stream of residents who attended and park district staff was on hand to explain the proposed updates to the Cunliff Park fieldhouse and playground. Staff received many positive comments from the public.

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

i) @Approved Ordinance 2014-11: An Ordinance providing for the issue of \$2,165,000 General Obligation Park Refunding Bonds, Series 2014A, for the

purpose of refunding certain outstanding bonds of the District and for the payment of expenses incident thereto, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

Commissioner Peterson moved seconded by Commissioner Kuhn to approve a Finance Committee recommendation to approve Ordinance 2014–11: An Ordinance providing for the issue of \$2,165,000 General Obligation Park Refunding Bonds, Series 2014A, for the purpose of refunding certain outstanding bonds of the District and for the payment of expenses incident thereto, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Casey, Przybylo. Nays: None. Motion Carried

Commissioner Casey was pleased that Glenview State Bank was able to partner with us on this bond. He was also pleased with the amount of savings this bond will generate.

- ii) Committee Update
No Report.

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

- i) **@Approved moving Agenda Item 9.d.i) Special Revenue Facilities Committee/Consideration to approve the Glenview Park Golf Club Renovation Project Bids up on the agenda and renumbering it 4.b.**

Commissioner Peterson moved seconded by Commissioner Casey to approve moving Agenda Item 9.d.i) Special Revenue Facilities Committee/Consideration to approve the Glenview Park Golf Club Renovation Project Bids up on the agenda and renumbering it 4.b. Roll Call Vote: Ayes: Peterson, Przybylo, Tosh, Kuhn, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

10. Staff Reports

Superintendent of Park and Facility Services, Jim Warnstedt, reported that staff is busy on park cleanup and restoration as well as field preparation for spring athletics. Bids are currently out for color coating tennis and basketball courts and parking lot sealing and striping. Also, the Village of Glenview has bids out for its Municipal Partnering Initiative, which the park district will look at for some resurfacing projects. All bids will be brought to the next committee meeting for review. Lastly, Jim commented that the tree memorial program has now moved to the aluminum tree tags, and that our tree consultants should be wrapping up the annual tree inventory soon which will be accessible from the new park district website.

Superintendent of Special Facilities, Cheryl Deom, reported two open positions in her division: Assistant Director at the Ice Center and Director at the Glenview Prairie Club (which may be restructured before posting). So far, she has had good applicants for the Ice Center position and should have that person confirmed within the next few weeks. Cheryl also announced three interns will be here for the summer; two from Illinois State and one from the University of Illinois. They will start May 19 and work through August 8. Lastly, Cheryl reported that due to the frost still in the ground, the earliest prediction for opening the golf courses would be April 15.

Superintendent of Administrative Operations, Barb Cremin, reported staff is working on the budget in preparation for the April 9th annual budget meeting. She noted that in line with our mission statement calling for fiscal responsibility and to maximize value to the taxpayer, between 2009-2013 the district has refinanced eight bonds saving the taxpayer over three million dollars while still maintaining top notch facilities and services.

Superintendent of Leisure Services, Bob Quill, reported that Wagner Farm Director Todd Price's trip to Russia was diverted but he was able to visit Germany and Poland and will be returning home this weekend. Todd took this trip with State of Illinois agricultural educational group, which he was invited to join. This trip wraps up a two-year experience that Todd was able to enjoy with this prestigious group. Bob also reported that the 2nd annual BaconFest scheduled for April 26 at Wagner Farm is almost sold out even though 100 extra tickets were added this year. He encouraged Board members to get their tickets now. Bob also invited the Board to attend the pre-opening of the new John Kennicott exhibit on April 1st, 7:00 p.m. at The Grove.

11. Matters from Commissioners

Commissioner Dan Peterson applauded staff for keeping up with the extreme weather conditions this year and for keeping the parks open.

Vice President Ted Przybylo echoed those sentiments and noted that the cleanup and remnants left after a winter like we just had is just as challenging as keeping up with the conditions as they occur.

Commissioner Dave Tosh commended and thanked the Superintendents and their staff for all they do.

12. Correspondence

None

13. @Adjourned to Executive Session—Pursuant to 5 ILCS 120/2 et seq. to discuss Minutes (Sub-section c21 and Personnel (c1)—Director's Evaluation

Commissioner Casey moved seconded by Commissioner Peterson to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:00 p.m. to discuss Minutes (Sub-section c21), Personnel (c1). Roll Call Vote: Ayes, Peterson, Przybylo, Tosh, Kuhn, Casey. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:08 p.m.

Commissioner Kuhn moved seconded by Commissioner Peterson to adjourn the executive session and move back into Open Session at 9:52 p.m. Roll Call Vote: Ayes: Kuhn, Peterson, Przybylo, Tosh, Casey. Nays: None. Motion Carried.

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

None

15. Adjourn

Commissioner Peterson moved seconded by Commissioner Kuhn to adjourn the Open Session at 9:52 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of April, 2014

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