



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
April 24, 2014

1. Roll Call

President Bill Casey called the meeting to order at 7:01 p.m. and the roll was called.

Commissioners present: Mary Jean Coulson, Charles Kuhn, Bob Patton,
Dan Peterson, Dave Tosh, Bill Casey.

Commissioners absent: Ted Przybylo

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.

Official Staff absent: Attorney Samuel W. Witwer, Jr.

2. A Moment of Silence was observed

This moment of silence was observed in memory of Commissioner Kuhn's sister
(Katie), Superintendent Quill's brother (DJ) and Attorney Witwer's mother-in-law.
President Casey extended condolences to each of the families.

3. Minutes

(a.b.c.d.e.) @ **Approved the March 14, 2014 Administrative Operations
Committee meeting minutes; March 14, 2014 Special Revenue Facilities
Committee meeting minutes; the March 20, 2014 Regular Park Board
meeting minutes; April 9, 2014 Finance Committee of the Whole meeting
minutes; and April 17, 2014 Buildings, Grounds, & Park Services Committee
meeting minutes**

Commissioner Kuhn moved seconded by Commissioner Peterson to approve the
March 14, 2014 Administrative Operations Committee meeting minutes; March
14, 2014 Special Revenue Facilities Committee meeting minutes; March 20, 2014
Regular Park Board meeting minutes; April 9, 2014 Finance Committee of the
Whole meeting minutes; and April 17, 2014 Buildings, Grounds, & Park Services
Committee meeting minutes. Roll Call Vote: Ayes: Coulson, Kuhn, Patton,
Peterson, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed
herewith.)

4. Officers' Reports

a. President

President Casey 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 two large invoices: Bob Ridings, Inc. and Tree R Us, Inc. Bill remarked that all park district funds are right where they should be as we wrap up the 2013/2014 Fiscal Year.

c. Attorney

No Report

d. Executive Director/Secretary

- i) Government Finance Officers Association (GFOA): Awarded GPD Certificate of Achievement for Excellence in Financial Reporting
Director Balling recognized Superintendent Barb Cremin and Manager of Business Services Nicole Hopkins who were key in the park district receiving the GFOA award seven years in a row and thanked Commissioners Peterson, Przybylo, Kuhn and Treasurer Bill Moore for all their work serving on the Board Finance Committee. In addition, the financial team was instrumental in the park district receiving, now four years in a row, a Moody's Aaa bond rating (only one of eight park districts in the State of Illinois).
- ii) @Approved the Wagner Farm Area Stormwater Management (SWM) Agreement (under the conditions that the concerns in the memo dated April 17, 2014 are adequately addressed)

Superintendent Bob Quill explained that the Village would like to make repairs to some existing stormwater infrastructure that borders Wagner Farm to better control flooding that occurs in the neighboring areas to the west and north of the farm (Glen Oak Acres). This work would be done in two phases: the first within the next 30 days; the second in late summer, early fall. MWRD (Metropolitan Water Reclamation District) has been asked to look at the proposed stormwater repairs to see if there could be any adverse effects on Wagner Farm. MWRD has concluded there would not be any adverse effects. The Park District has also hired an engineer to look at these same concerns. Regardless on any assurances, the park district has requested through this agreement, that if any unseen issues arise from these repairs in the future, the Village of Glenview would be obligated to remediate any issues at their cost. Bob also noted that a third phase has been proposed that would expand a swale that would carry water over land. However, this may affect Wagner Farm, so we are taking a wait and see approach on this third phase and it is not part of this agreement. President Casey asked that the final agreement the Director approves and signs be shared with the Board.

Commissioner Tosh moved seconded by Commissioner Peterson to allow the Director to approve and sign off on the Wagner Farm Area Stormwater Management Agreement with the Village of Glenview under the conditions that the concerns in the memo dated April 17, 2014 are adequately addressed. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton, Peterson, Casey. Nays: None. Motion Carried.

5. Matters from the Public

None

6. @Consideration to approve Accounts Payable

Commissioner Peterson moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of March, 2014 in the amount of \$1,687,283.84. Roll Call Vote: Ayes: Coulson, Kuhn, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried.

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

- a. **Approved a Building Grounds & Park Services Committee recommendation for a 2014 Cat 420 Backhoe/Loader from Patten Industries, Inc., Elmhurst, IL in the amount of \$96,595.00.**

The 2014 backhoe/loader is a replacement unit, and will be paid for out of the 2014-2015 Capital Replacement Fund.

- b. **Approved a Building Grounds & Park Services Committee recommendation to accept the bid from U.S. Tennis Court Construction Co., Lockport, IL in the amount of \$42,160 for the 2014 Tennis/Basketball Court projects.**

The scope of work is to crack fill and color coat the courts at several park locations.

- c. **Approved a Building Grounds & Park Services Committee recommendation for 2014 paving projects to Chicagoland Paving, of Lake Zurich, IL in the amount of \$49,015 for Base Bid work and Alternates 2-6 and to Allstar Asphalt of Wheeling, IL in the amount of \$57,962 for work at the Tennis Club.**

This work involves parking lot sealcoating and striping, as well as concrete and asphalt work at various locations as follows:

Base Work

- Ice Center parking sealcoat
- Swenson parking sealcoat

Tennis Club Alternates

- 1A. Tennis club concrete walk
- 1B. Tennis club 2” lot resurface
- 1D. Tennis club east curb

Sealcoat Alternates

- 2. Flick North parking sealcoat
- 3. Johns parking sealcoat
- 4. Indian Trail parking sealcoat
- 5. Prairie Club parking sealcoat
- 6A-C. CPW parking lot work

- d. **Approved a Building Grounds & Park Services Committee recommendation to approve the work by Arrow Road Construction, Co. of Mount Prospect, IL in the amount of \$480,641 for the Park Center parking lot as well as the Roosevelt Park & Sleepy Hollow Park improvements.**

The Municipal Partnering Initiative (MPI) is a program where local municipalities in the region combine their projects in order to obtain lower pricing. Arrow Road Construction was awarded the MPI resurfacing contract this year and last year. The Park Center parking lot work is planned for August and Grove Street is scheduled to begin in May.

- e. **Approved a staff recommendation to approve bids for Park Center Fitness treadmill purchases to Life Fitness, Schiller Park, IL in the amount of \$39,374.66 and Direct Fitness Solutions, Mundelein, IL in the amount of 34,708.35.**

Life Fitness for (4) Discover SE 95TE treadmills and (3) Integrity CLST treadmills and Direct Fitness Solutions for (3) Precor TRM885 treadmills and (2) Precor TRM833 treadmills.

- f. **Approved Ordinance 2014-12: Liquidation of Personal Property.**

This is a house keeping item to sell unneeded Park District equipment.

- g. **Approved a Building Grounds & Park Services Committee recommendation to approve Flick Park soccer field improvement work to Elanar Construction, Chicago, IL for \$469,953.55.**

Major turf improvements and a new irrigation system will be part of the project.

- h. **Approved a Finance Committee recommendation to approve the Audit engagement letter with Lauterbach and Amen for FY 2014.**

This is a single year agreement.

8. Committees Reports and Recommendations

a. Buildings, Grounds and Park Services

- i) @ Approved the supplemental Memorandum of Understanding MOU between the Glenview Park District and AYSO (American Youth Soccer Organization).

Superintendent Jim Warnstedt noted staff has been working with AYSO and has a final draft of the supplemental MOU which relates to the Flick Park soccer fields' drainage improvements project. Both Glenview AYSO and their National Organization have reviewed the draft MOU and have asked for a minor addition: addendum no. 11 (Supplemental Provisions Regarding Termination and Indemnification). Attorney Witwer feels this is a minor addition and should be included. If the Park Board approves this supplemental MOU tonight, staff will bring it to the May 12, 2014 AYSO meeting to ask for their approval. Commissioner Coulson noted that because of the great relationship the park district has had with AYSO over the years she feels that if there are any future concerns they will be amicably discussed and resolved and this great relationship will continue to grow.

Commissioner Coulson moved seconded by Commissioner Peterson to approve the supplemental Memorandum of Understanding between the Glenview Park District and AYSO. Roll Call Vote: Ayes: Patton, Peterson, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

ii) Jackman Park Renovation Update

Jim explained that this renovation project went before the Village Plan Commission this past Tuesday for review and Wednesday before the Village Appearance Commission. The Plan Commission requested some trees be planted to replace those that have been removed due to the Emerald Ash Borer infestation and approved the plan. Commissioner Coulson asked about the variety of trees that will be planted. Jim noted that through our tree inventory, staff will be able to accurately determine and select a diversity of trees. The Appearance Committee recommended a few more benches be placed on the north side of the park and approved the plan. The plan will now go before the full Village Board on May 6. The entire project is on target for completion by July 4. The concert bowl area should be ready in late May/early June for when the Bearfoot Concerts begin. Director Balling recognized the \$200,000 donation from the Glenview Park Foundation towards this project. He also wanted to be clear that the existing Jackman Park playground is not being removed; however, additional equipment for older kids will be added. Additional information on this project is listed on the Park District website.

iii) Committee Update

Jim announced that at next month's Buildings, Grounds & Park Services Committee (date to be determined), concept designs will be reviewed for the Parks and Facility East satellite garage and encouraged Commissioners to attend.

b. **Finance Committee**

i) @Accepted a Finance Committee of the Whole Recommendation to approve the Glenview Park District fiscal year 2014/2015 budget as presented.

Commissioner Dan Peterson reported the Finance Committee of the Whole met on April 9, 2014 to review the proposed 2014/2015 budget. The staff presented a budget of \$39,703,388 for the fiscal year beginning May 1, 2014 of which \$22,915,161 is for operations, \$10,830,161 is for capital expenditures and \$5,958,066 is for debt service payments. Operating expenses are increasing by 3.5% over the prior year. The budget showed total revenue of \$34,909,992, total expenses of \$39,703,388 and the planned use of \$4,793,396 of reserves accumulated in prior years for the purpose of funding the capital projects. Tax revenue is 44.5% of the total budgeted revenue; the remainder comes from fees, charges and alternate revenues. The most significant capital expenditures are for the Glenview Park Golf Course renovation and drainage project; Phase III of the interior re-design of Park Center; the Roosevelt Street Park Services facility where insurance proceeds will be used to replace the space lost due to the fire and renovation of Jackman Park where the Glenview Park Foundation will contribute \$200,000 toward its renovation.

Dan thanked Barb, Nicole and the entire team for all their work on this budget. He also noted that the Auditors for the upcoming year were confirmed tonight on the Consent Agenda.

Commissioner Kuhn moved seconded by Commissioner Patton to accept the Finance Committee of the Whole recommendation to approve the Glenview Park District fiscal year 2014/2015 budget as presented. Roll Call Vote: Ayes: Peterson, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

- ii) Committee Update
No Report

9. Staff Reports

Superintendent of Special Facilities, Cheryl Deom, announced that permanent tee times begin this Saturday at the Glenview Park Golf Course. She said the ice damage will be noticeable to the golfers. The damage is due to the poor drainage on the course which will be corrected with the upcoming renovations. She also noted that patching was done last fall with Bentgrass which is hardier and more resistant to poor drainage and ice than Poagrass and Bluegrass which was previously used. Cheryl commented that interviews are ongoing for the two open positions, one at the Prairie Club and one at the Ice Center and she hopes to have those filled soon. And, she noted that the next Special Revenue Facilities Committee is scheduled for Thursday, May 8. The Ice Center Feasibility Study will be reviewed at this meeting. She will send the final study to the Board so they can review it before the Committee meets.

Superintendent of Administrative Operations, Barb Cremin, noted staff is busy with getting ready for the upcoming summer season. Training and computer setup is underway for seasonal staff. Also the two major administrative projects this year will be the outsourcing of payroll and replacement of our financial software package. Consultants for the new software will be here on May 7 and 8 to do a needs assessment with staff from all facilities. Also, staff will begin to develop tasks for the Strategic Plan initiatives that were identified at the November Board Retreat.

Superintendent of Leisure Services, Bob Quill reported that so far for this school year, 952 school groups have visited The Grove, 205 groups visited Wagner Farm and 68 have visited the Air Station Prairie for a total of 30,600 students. An additional 1400 children enjoyed the Wagner Farm outreach program. Bob also reported there is only one discount period this year for pool passes and the timing is not as early as in previously years. Currently, we are only 500 passes lower than last year. Bob is pleased to report the enrollments in summer camps and clinics so far are at 1,276. Bob did note that there is more competition in the area and athletic clinic enrollments have dropped. He explained that both soccer and baseball participation has waned in the past few years. Many social trends maybe contributing to this down turn in athletic sports.

Superintendent of Park and Facility Services, Jim Warnstedt, reported that his staff is busy with park cleanup, field grooming and prep of outdoor pools.

Director Balling noted that he, President Casey, Superintendent Warnstedt and Grove Director Swanson will be heading to Springfield next week to attend the annual Illinois Association of Park District's Legislative Conference and to meet with our local Legislators on important issues affecting park districts. He also commented on the very busy weekend ahead with many community events taking place: Civic Awards on April 25, which the Director and some of the Commissioners will be attending; the NSSRA (Northern Suburban Special Recreation Association) Shining Stars Banquet on April 25, which will be attended by park district staff members Jason Hickman and Joe Pollina; and Baconfest at Wagner Farm on April 26. There are also Youth Services and Family Services events happening this weekend. The Director also pointed out that through the reciprocal agreement we have with the Wilmette Park District, their golfers will continue to be welcomed to use our golf courses while theirs is being renovated as will our golfers be able to use Wilmette's course when the Glenview Park Golf Course renovations begin later this year. Director Balling also explained that NSSRA is now having discussions with the Northbrook Park District to possibly use space in the Five Seasons Sports Club for administrative office needs and additional programming space in the event the Northbrook Park District acquires that facility. This would be a great opportunity for our residents with special needs because of the closeness of this facility to Glenview.

10. Matters from Commissioners

Commissioner Mary Jean Coulson recently visited the new Accelerated Center in The Glen and noted there may be opportunities for the park district to partner with this new facility on programs and services. She also attended a couple of Fish Frys at the Café this season and enjoyed the addition of music this year and the great food. She has received positive comments from others who have attended and noted that it was at capacity on the nights she was there. She expressed her compliments to the staff of Open Kitchens.

Commissioner Bob Patton thanked Cheryl Deom for the Glenview Prairie Club being recognized as "Hut of the Month" in the American Platform Tennis Association (APTA) magazine. He also enjoyed the great write-up on the facility.

Commissioner Charlie Kuhn noted the Village of Glenview has received major State of Illinois funding for an extended Bike Path along Shermer Road.

Commissioner Dave Tosh thanked the Superintendents and the rest of the staff for all they do and accomplish.

President Bill Casey commented on the Village of Glenview Noise Ordinance that was recently up for review. He expressed his thanks for the support the park district received from the village to continue our efforts at maintaining the golf courses in a timely manner. Commissioner Coulson hoped that those working on the golf courses during the early morning hours will continue to be considerate of the neighbors. Bill also expressed his thanks to staff for all they do, especially behind the scenes to keep things running smoothly. He wished everyone a Happy Mothers' Day.

11. Correspondence

None

12. @Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21) Personnel (c1) - Director’s Evaluation

Commissioner Coulson moved seconded by Commissioner Tosh to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:00 p.m. to discuss minutes (sub-section c21) and Personnel (c1) Director’s Evaluation. Roll Call Vote: Ayes: Tosh, Coulson, Kuhn, Patton Peterson, Casey. Nays: None. Motion Carried.

Commissioner Patton moved seconded by Commissioner Kuhn to adjourn the executive session and move back into Open Session at 8:50 p.m. Roll Call Vote: Ayes: Kuhn, Patton, Peterson, Tosh, Coulson, Casey, Patton. Nays: None. Motion Carried.

13. @Approved the Semi-Annual Review of Executive Session minutes

Commissioner Coulson moved seconded by Commissioner Peterson 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: Patton, Peterson, Tosh, Coulson, Kuhn, Casey. Nays: None. Motion Carried.

14. @Approved disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to September 2012

Commissioner Peterson moved seconded by Commissioner Patton to approve the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to September 2012. Roll Call Vote: Ayes: Peterson, Tosh, Coulson, Kuhn, Patton, Casey. Nays: None. Motion Carried.

15. Adjourn

Commissioner Coulson moved seconded by Commissioner Tosh to adjourn the Open Session at 8:52 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Charles T. Balling
Board Secretary

Approved this 22nd day of May, 2014

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