



GLENVIEW PARK DISTRICT  
BOARD MEETING  
@ Park Center  
2400 Chestnut Avenue  
Glenview, IL 60025  
Regular Meeting Minutes  
January 15, 2015

**1. Roll Call**

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

Commissioners present: William M. Casey, Daniel B. Peterson, David S. Tosh, Mary Jean Coulson.

Commissioners absent: Charles J. Kuhn, Robert J. Patton, Ted M. Przybylo

Official Staff present: Attorney Samuel W. Witwer, Jr. (arriving at 7:04 p.m.), 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. & b.**

**@ Approved the December 18, 2014 Regular Board meeting minutes and accepted the December 19, 2014 Park & Facility Services/ Environmental Committee meeting minutes.**

Commissioner Casey moved seconded by Commissioner Peterson to approve the December 18, 2014 Regular Board meeting minutes and accept the December 19, 2014 Park & Facility Services/Environmental Committee meeting minutes. Roll Call Vote: Ayes: Casey, Peterson, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

**4. Officers' Reports**

**a. President**

President Coulson 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 there were five large invoices for the month: Dewberry Architects, Inc.; Direct Energy Business; PDRMA (Insurance); Bob Ridings, Inc., and Wadsworth Golf Construction. He noted there were no unusual circumstances.

**c. Attorney**

No Report

d. **Executive Director/Secretary**

i) **@Approved the 2015/16 Park Board meeting dates**

Director Balling asked the Board to consider approving the 2015/2016 Board meeting dates as presented.

Commissioner Casey moved seconded by Commissioner Peterson to approve the 2015/2016 Park Board meeting dates for posting. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

ii) **@Approved the 2015-2018 Strategic Plan**

The Director gave a brief summary on how the 2015-2018 Strategic Plan was developed. He noted potential initiatives for the plan were first discussed over a year ago at a Board Retreat. The initiatives were then shared in August with a Strategic Planning Advisory Committee (SPAC), which was made up of residents and Board members to get their input and a draft of the plan was also posted to the park district website for resident feedback and comments. The Director has received positive feedback that the plan is very well done and provides good information. He thanked Superintendent Barb Cremin for all her work putting the plan together and to all the Division Heads and their staff who contributed along with Bill Attea who volunteered his time to facilitate the SPAC Committees.

Commissioner Casey moved seconded by Commissioner Peterson to approve the 2015-2018 Strategic Plan. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

**5. Matters from the Public**

None

**6. @Approval of Accounts Payable**

Commissioner Casey moved seconded by Commissioner Peterson to approve payroll and accounts payable for the month of December, 2014 in the amount of \$2,061,674.77. Roll Call Vote: Ayes: Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

**7. @Approval of Consent Agenda Items**

President Coulson asked if there was a motion to approve the Consent Agenda items.

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

a. **Approved the 2015/2016 Capital Replacement Fund Items**

Under the capital replacement program, a portion of the cost of each item is set aside annually so that funds are available when the item is scheduled for replacement. Staff reviews the items each year and if there is a chance that the item will need to be replaced, it will be included in the budget. Items included on the list for replacement but not actually replaced will be reviewed again as part of next year's process.

b. **Approved the Independence Day Celebration Commission Appointments**

The two new members approved to the Commission are: Craig Solomon, the current Executive Director for the Wesley Child Care Center who is involved in the

Glenview Values Committee, Kiwanis, Chamber and Character Counts and Mary Novotny, currently with Glenview State Bank. She has been involved with the Glenview Zoning Board Commission, Glenview Re-Development Committee and Unite Glenview and has been a resident of Glenview for 41 years.

- c. **Approved the Glenview Theatre Guild Budget as presented**
- d. **Approved the Architect agreement with Dan Nicholas for the Glenview Park Golf Course Café and Clubhouse Renovation Project in the amount of \$93,200**  
Mr. Nicholas was the Glenview Prairie Club project architect and will be executing the construction documents for the GPGC clubhouse project including architectural, plumbing, electric, fire protection and HVAC work.
- e. **Approved the Owners Representatives Agreement with Jerry Aulio in the amount of \$25,000 for the Glenview Park Golf Course Café and Clubhouse Renovation Project**  
Mr. Aulio will provide project management services and oversee and coordinate the final design, construction documents and the project construction if it moves forward once bids are opened in February.

## **8. Committees Reports and Recommendations**

### **a. Park & Facility Services/Environmental**

- i) @Approved the Request to Go to Bid on the Park Services East Building Replacement Project

Superintendent Jim Warnstedt explained that this project has already received preliminary Village approval and will be placed on the Village Board consent agenda for a second reading at their January 20th meeting. Dewberry Architects is finishing the construction drawings, with the goal of going out to bid during the month of February.

Commissioner Tosh moved to accept the Park & Facility Services/Environmental Committee recommendation to approve the request to go to bid on the Park Services East Building Replacement Project. Roll Call Vote: Ayes: Tosh, Casey, Peterson, Coulson. Nays: None. Motion Carried.

- ii) Committee Update  
No Report

## **9. Staff Reports**

Superintendent of Leisure Services, Bob Quill reported that the Glenview Park Golf Course project team will be meeting next month to go over the punch list in order to get the course ready for the season and to prepare for plantings in May. Bob clarified that the opening date for the course cannot be defined since it is very much dependent on the weather. He also reported that the Glenview Park Foundation (GPF) met this month and had preliminary discussions on some future projects and will meet in March to decide on those projects. Also in March, current President David Kassner will be handing over the gavel to new President, Kathy Altonji. The GPF is also getting ready for the annual Firecracker Classic and 3V3 Soccerfest.

In closing, Bob announced that Director Balling was given the Glenview Chamber of Commerce's Presidents award at a ceremony held the night before. Chuck thanked the Chamber and noted the great relationships the Park District enjoys with the businesses in the community.

Superintendent of Administrative Operations, Barb Cremin reported that Requests for Proposals (RFPs) have gone out to Auditing firms in preparation to select the Park District's auditors for the next three years. She noted a transitional task list is being prepared to assure a smooth transition for the new Executive Director. Also, credit card processes are being reviewed.

Superintendent of Special Facilities, Cheryl Deom reported a follow-up meeting was held with Open Kitchens, the company that operates the Golf Club Café, to continue to work with them through their current agreement which ends on February 28, 2017. No extension to the contract will be offered. Open Kitchens will be giving feedback on what changes to the kitchen they feel would be beneficial and if they might be willing to fund any of these changes. Cheryl also reported on a very successful Winter Carnival that was held at the Ice Center during winter break. Public skating admissions increased by 47% from last year and New Year's Eve attendance was 311 compared to 80 last year. She announced that the Glenview Tennis Club won the United States Tennis Association (USTA) prestigious, Facility of the Year - Midtown Award from the Chicago area. And in closing, noted that the Ice Center's Salvation Army Angel tree donated gifts increased up to 225 gifts this year and staff was recognized with a letter of thanks from the Salvation Army.

Superintendent of Park and Facility Services, Jim Warnstedt, acknowledged the Cunliff Park Stormwater project is progressing with masonry work beginning on the generator building. Staff is busy working on winter pruning and the sled hills and ice rinks are getting a lot of use with the cold snowy weather.

#### **10. Matters from Commissioners**

Commissioner Dan Peterson spoke on behalf of Commissioner Charlie Kuhn who was not able to attend the board meeting. Charlie wanted to thank staff for all the extra time they put in over the holidays and especially for those who worked on Christmas and New Year's Eve. Charlie would also like staff to consider with the next parking lot renovation the installation of charging stations for electric cars since they seem to be the wave of the future. Director Balling said Charlie's suggestion would be brought to an Environmental Committee for review.

President Bill Casey thanked staff for the additional programs that were made available to families during school days off or when schools closed due to weather. Bill also wanted to thank President Coulson for her 12 years of service as a Park Board Commissioner since she has decided not to run in the upcoming April 7, 2015 election.

Commissioner M.J. Coulson as well as other Commissioners will be attending the upcoming Illinois Association of Park Districts/Illinois Park and Recreation Association (IAPD/IPRA) Conference next week in Chicago. She feels this conference is very energizing and the sessions provide great, innovated ideas. She encourages staff to attend the sessions and bring back great ideas. President Coulson mentioned the several changes and transitions occurring at the park district this year with several staff retirements and new Commissioners coming on board. She is confident that this will be a positive experience due to the strong foundation that is in place and the organization will continue to grow.

## 11. Correspondence

Director Chuck Balling noted a Volunteer Reception will be held at Wagner Farm next Wednesday and invited all Board members to attend. He also invited Board members to attend the annual Legislative Breakfast on February 9, 2015 at the Park Ridge Park District. Director Balling also thanked the new Marketing Manager, Jena Johnson, (who was present) for enhancing the park district policy on school days off with additional communication procedures that will help managers to get the word out quickly to the community of additional programming opportunities once schools have confirmed an unexpected closing.

## 12. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21); Personnel (c1)

Commissioner Casey asked if anyone had any changes to the December 18, 2014 Executive Session Minutes, and if not and no discussion was needed, that the minutes be approved in Open Session before the Board convened into Executive Session. The Board concurred, however the executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Casey moved seconded by Commissioner Peterson to approve the December 18, 2014 Executive Session meeting minutes. Roll Call Vote: Ayes: Casey, Peterson, Tosh, Coulson. Nays: None. Motion Carried.

Commissioner Casey moved seconded by Commissioner Tosh to adjourn to Executive Session pursuant to 5 ILCS 120/2 et seq. at 7:25 p.m. to discuss Personnel (c1). Roll Call Vote: Ayes: Casey, Peterson, Tosh, Coulson. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 7:38 p.m.

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the executive session and move back into Open Session at 7:58 p.m. Roll Call Vote: Ayes:, Peterson, Tosh, Casey, Coulson. Nays: None. Motion Carried.

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

None

## 14. Adjourn

Commissioner Casey moved seconded by Commissioner Peterson to adjourn the Open Session at 7:58 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

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Mary Jean Coulson  
Board President

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Charles T. Balling  
Board Secretary

Approved this 26th day of February, 2015

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