



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
June 26, 2014

1. Roll Call

President Mary Jean Coulson called the meeting to order at 7:05 p.m. and the roll was called.

Commissioners present: William M. Casey, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, Ted M. Przybylo, David S. Tosh, Mary Jean Coulson

Commissioners absent: None.

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Charles Balling, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Cheryl Deom, Superintendent of Leisure Services Robert Quill, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

Official Staff Absent: Superintendent of Administrative Operations Barbara Cremin

2. A Moment of Silence was observed

3. Meeting Minutes

(a.b.c.d.) @ Approved the May 13, 2014 Buildings, Grounds and Park Services Committee; May 19, 2014 Finance Committee; May 20, 2014 Special Revenue Facilities Committee; and May 22, 2014 Regular and Reconvened Board meeting minutes.

Commissioner Casey moved seconded by Commissioner Peterson to approve the May 13, 2014 Buildings, Grounds and Park Services Committee meeting minutes; May 19, 2014 Finance Committee meeting minutes; May 20, 2014 Special Revenue Facilities Committee meeting minutes; and the May 22, 2014 Regular and Reconvened Park Board meeting minutes. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentation

Concept Designs for Park and Facility Services East Satellite Maintenance Facility
John Mac Manus from Altamanu Inc., Matt Meives from Dewberry Architects, and Jerry Aulisio from the A/T Group presented the proposed concept designs for the Park and Facility Services east satellite maintenance facility. The design presentation will also be shown at the Park Facility East Neighborhood Input meeting to solicit feedback from the residents who live near the site. The public meeting is scheduled for Monday, June 30, 2014, from 6:00-8:00 p.m. at 2320 Glenview Road (Temporary Fire Station Garage). A

tree survey was completed and diseased trees were identified. The estimated number of trees to be removed in the proposed Phase I design is 8. In the proposed Phase II plan which could be considered in the future, a greenhouse would be proposed for the site and 8 additional parking spaces for a total of 22 parking spaces. Both phase designs will open up more green space. The entrance/exit to the site is being proposed off of Roosevelt Avenue and not Glenview Road. The construction start date is anticipated for April 2015 with a one year completion date. The Fire Department will move off the site in December 2014. The estimated cost for Phase I is \$3,225,000 with Insurance Proceeds and Developer Impact Fees to be used for funding.

5. 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 first period financials since the fiscal year-end report was not yet completed.

c. **Attorney**

No Report from Attorney Sam Witwer

d. **Executive Director/Secretary**

i) Strategic Plan Advisory Committee (SPAC) Dates

Director Balling reported that the SPAC meetings are now scheduled for Monday, August 4 and Wednesday, August 6. We are in the process of putting together the Committee of residents with diverse backgrounds and interests in order to get a variety of feedback and input on the Board and staff recommended initiatives for the next Park District Strategic Plan for 2015-2018.

ii) July 4 Celebration Planning Update

Director Balling noted that staff has been working hard on the July 4th festivities. Superintendent Bob Quill reported there are a good variety of parade entries (70) along with some great fireworks music for the evening. Melrose Pyrotechnics is sure to present a great fireworks display as they have in previous years. Chuck noted Bob Quill has been helping with the Fireworks Celebration for the last 36 years and the Board applauded him for his efforts.

iii) Updates on Summer Events: Dairy Breakfast, Firecracker Classic, 3v3 Summer Soccer Fest, Stars under the Stars and Farmer's Market

Director Balling recognized staff, volunteers and the Glenview Park Foundation for their efforts in organizing and presenting the many special events that have been held recently. He complimented Joe Pollina who organized and managed the 3v3 Soccer Fest for safely evacuating all participants off the fields before a major storm came in. Chuck also complimented Todd Price for the great kickoff of this season's Farmers Market at Wagner Farm. Bob Quill reported \$70,000 was netted for the Glenview Park Foundation between the Firecracker Classic Golf Outing and the 3v3 Soccer Fest.

6. Matters from the Public

None

7. @Consideration to approve Accounts Payable

Commissioner Przybylo moved seconded by Commissioner Tosh to approve payroll and accounts payable for the month of May, 2014 in the amount of \$2,057,637.40. Roll Call Vote: Ayes: Przybylo, Tosh, Casey, Kuhn, Patton, Peterson, Coulson. Nays: None. Motion Carried.

8. @Consideration to approve Consent Agenda items

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

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

a. Approved Ordinance No. 2014-17: Glenview Park District Budget and Appropriations

The Budget and Appropriations Ordinance was presented at the public hearing which immediately preceded the Board meeting. The BAO is a legal document that sets the legal maximum that can be spent for each park district fund if sufficient funds were made available.

b. Approved Ordinance No. 2014-18: Prevailing Wage Act

It is a requirement that all public entities adopt a Prevailing Wage Ordinance every year in June. The Prevailing Wage Act requires that laborers, workers, mechanics employed by or on behalf of the District engaged in construction or demolition of public works to be paid not less than the general prevailing rate of hourly wages for work of a similar character on public works in the community in which the work is performed.

c. Approved the 2014/2015 Glenview Ice Center Annual Recommendations

d. Approved an Easement to the Village of Glenview for a sidewalk on the corner of West Lake and Shermer Roads

The Village is expanding turn lanes at West Lake and Shermer Roads as part of the intersection improvements. They had requested an easement onto park district property at that corner for a small sidewalk section.

e. Approved Amended Travel Policy No. 9.30: Rental Car Insurance

The policy was updated to include a recommendation from our risk management agency to acquire insurance coverage on rental vehicles.

f. Approved Audit Procurement Policy No. 3.11

The policy authorizes staff to administer the Request for Proposal (RFP) process and include a recommendation to the Finance Committee. The Finance Committee

will then review the Requests for Proposal and make a recommendation to the full Park Board which has the ultimate authority in the selection of the auditor.

g. Approved the Consulting Agreement with Avastone Technologies, not to exceed \$50,000

Staff has selected Microsoft GP product to replace the current outdated MSI software. In addition to the software itself, a consulting agreement is needed for assistance in the system configuration, implementation, training and support from a Microsoft certified provider. Avastone Technologies was recommended by Administrative and IT staff.

h. Approved the Consulting Agreement with 20/10 Engineering Group LLC, Schaumburg, IL for Splash Landings Dehumidification Unit Engineering

The consulting agreement is aligned to the planned replacement and revision of the HVAC (Heating, Ventilation, and Air Conditioning) system at Splash Landings. The proposal is for an hourly fee - not to exceed 8% of the total project cost. 20/10 Engineering Group LLC has done a number of projects for the Park District and was the consulting engineers on the Park Center building for many years. Aquatic engineering is a specialty segment and 20/10 has the requisite experience in this area. The installation work is planned for August of 2015.

9. Committees Reports and Recommendations

None

10. Staff Reports

Superintendent of Special Facilities, Cheryl Deom, reported that the Glenview Prairie Club is doing very well with private party rentals. Patrons like that they can bring in their own food and purchase beverages at the club. Even though they do not have exclusive use of the facility, since it needs to remain open to the golfers and paddle players, that has not seemed to be an issue. Cheryl also announced an upcoming Paddle/Golf/BBQ outing planned for July 26 for all Glenview Prairie Club members and guests. Dave Woolf and his wife will be grilling and there will also be a band. More information on this event will go out after July 4. Cheryl also acknowledged the Program Manager position at Glenview Ice has been filled. Brian Montgomery, who was a summer intern for the park district a few years ago has been hired and started this past Monday. The process to replace the open position at the Glenview Prairie Club has just begun. That position has been restructured and will encompass duties at both golf courses and will be under the supervision of Ron Cassidy. The Dave Rowlands Golf outing is this weekend and next weekend is the "End of an Era" event at the Glenview Park Golf Course which will be the final event before the course officially closes for one year for major renovations. Cheryl will be joining the IPRA Mentoring Task Force which is a 12 month program that hopes to team up members of the recreation field who are long, mid-termed and brand new to help develop future leaders in the field of parks and recreation.

Superintendent of Park and Facility Services, Jim Warnstedt, reported that the first phase of the Jackman Park project has been completed and the Gazebo area has opened for the Wednesday night concerts. The tot playpiece should be completed this week and the older playpiece and custom pieces should be completed by mid-late July. A Foundation

planting day is being planned for around that time. Flick Park Soccer Field renovation is going well. The entire area has been tilled and work is being done on the main drainage lines. Also, the Grove Street resurfacing project by the Village is complete and the street should reopen on Friday. Jim noted that a new lightning detection system (Strike Guard) is being explored by staff since the current Thor Guard units are close to the end of their useful life.

Superintendent of Leisure Services Bob Quill announced that offers have been given for the two open positions at Park Center: Supervisor of Customer Service and Rentals and Supervisor of Aquatics. The positions should be filled within the next two weeks. Bob also reported on pool passes and camp enrollments. Pool passes are down this year approximately 14.5% from last year. We believe weather has been the major impact. However, guest passes are up. Hopefully a warm July will help with attendance. Camp registrations at the end of June are at 1,563 compared to the end of last year's total of 1,737. Athletic Clinics in June are at 636 compared to last year's total of 778, so both enrollments are in line to be close to last year's totals.

11. Matters from Commissioners

Commissioner Charlie Kuhn attended the Grove Heritage Association Annual meeting and was very impressed with the passion of the volunteers.

Commissioner Bill Casey attended the Firecracker Classic and was happy with the great turnout and appreciative of the ongoing support from the community.

Commissioner Bob Patton attended the Wagner Farm dairy breakfast and gave kudos to Director Todd Price, Egg Harbor Restaurant and the Friends of Wagner Farm for another great event.

Commissioner Dave Tosh is the Board Liaison for the Senior Center. He acknowledged Denise Blinick as being terrific for relating so well to the seniors and for being so accommodating to their needs. He really enjoys his role as liaison.

President Mary Jean Coulson also attended the Dairy Breakfast and appreciated all the details that went into putting on such a great event. She also thanked the Glenview Police Department for always helping out at these events and keeping everyone safe as they cross over from the parking lot to the farm. She also enjoyed the Farmer's Market and appreciates the great partnership the district has with St. Peter and Paul Greek Orthodox Church which allows the use of their lot for parking. MJ also attended the Firecracker Classic dinner and enjoyed the great camaraderie amongst the golfers. It was noted that NSSRA Executive Director Craig Culp won \$1,180 in a 50/50 drawing and gave back \$1,080 to the Foundation. Also, Commissioner Kuhn was able to bring in \$1,000 sponsorship for the event. MJ was also impressed with staff for their quick efforts in bringing everyone in safely from the soccer fields before the storm hit at the end of the 3v3 Soccer Fest. She also appreciates the partnership the park district has with the school district which allows the use of their facilities.

Commissioner Ted Przybylo asked about the Bluegrass benefit event. Director Steve Swanson noted it is being planned for August 24 from 5-8:00pm. at The Grove. It will

offer a BBQ dinner with Bluegrass music and will benefit the Grove Heritage Association.

12. Correspondence

Director Balling acknowledged and thanked Grove Director, Steve Swanson for applying for and the Park District being awarded an \$80,500 State of Illinois museum grant for the Archives Building expansion. Also, the district will receive a \$10,000 Illinois Youth Recreation Corps grant which will fund the hiring of up to 4 youth corps workers this summer. Thanks go out to Mike Sullivan from Park Services for submitting this grant on behalf of the park district.

13. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Land Acquisition/Lease (c5 & c6)

Commissioner Patton moved seconded by Commissioner Tosh to move to Executive Session pursuant to 5 ILCS 120/2 et seq. at 8:07 p.m. to discuss Land Acquisition/Lease (c5 & c6). Roll Call Vote: Ayes, Casey, Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:18 p.m.

Commissioner Kuhn moved seconded by Commissioner Tosh to adjourn the executive session and move back into Open Session at 8:33 p.m. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Peterson, Przybylo, Tosh, Coulson. 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 Casey to adjourn the Open Session at 8:35 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 24th day of July, 2014