



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
February 26, 2015

1. Roll Call

President M.J. Coulson called the meeting to order at 7:03 p.m. and the roll was called.

Commissioners present: Charles J. Kuhn, Robert J. Patton, David S. Tosh, Mary Jean Coulson.

Commissioner attended by audio conference: William M. Casey

Commissioners absent: Daniel B. Peterson, Ted M. Przybylo

Official Staff present: Attorney Samuel W. Witwer, Jr. (arriving at 7:05 p.m.), 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: Treasurer William D. Moore

2. A Moment of Silence was observed

3. Minutes

a.-g. Approved the January 8, 2015 Administrative Operations Committee of the Whole meeting minutes; the January 15, 2015 Regular Board meeting minutes; the January 21, 2015 Finance Committee meeting minutes; the January 28 and January 29, 2015 Administrative Operations Committee of the Whole meeting minutes; the February 4, 2015 Administrative Operations Committee of the Whole meeting minutes; the February 6, 2015 Administrative Operations Committee meeting minutes; and the February 16, 2015 Recreation, Museum & Swimming Pools Committee meeting minutes

Commissioner Patton moved seconded by Commissioner Kuhn to approve the January 8, 2015 Administrative Operations Committee of the Whole meeting minutes; the January 15, 2015 Regular Board meeting minutes; the January 21, 2015 Finance Committee meeting minutes; the January 28 and January 29, 2015 Administrative Operations Committee of the Whole meeting minutes; the February 4, 2015 Administrative Operations Committee of the Whole meeting minutes; the February 6, 2015 Administrative Operations Committee meeting minutes; and the February 16, 2015 Recreation, Museum & Swimming Pools Committee meeting minutes. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Tosh, Coulson. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Presentations/Recognitions

a. 2014 IAPD/IPRA/Glenview Park District Community Service Award

Each year the Park District presents the Illinois Association of Park Districts and Illinois Park and Recreation Association Community Service Award to honor those who go above and beyond in assisting the Glenview Park District and the community. President Coulson, on behalf of the entire Board, presented this award to the following recipients:

- i) Lee Remen for his hard work and dedication as Regional Commissioner of the American Youth Soccer Association (AYSO) Glenview program. Lee is a leader who is actively involved in the promotion of the sport of soccer for young players in Glenview and the surrounding area. His volunteer efforts and service to both the players and the organization are a true testament to Lee's character and leadership abilities. He worked with District staff to make significant improvements to the soccer fields at Flick Park through a \$500,000 project which was funded by Glenview AYSO Region 362. This project greatly improved the playing fields for the youth in the soccer program. Mr. Remen thank the Board and extended his appreciation for the partnership with the Park District that was establish very early on in AYSO's development that was key to its many achievements.
- ii) Mike Sullivan for going above and beyond the call of duty in his service to the Glenview Park District. Mike first began working for the Glenview Park District in May of 1985 and throughout his career has been instrumental in the success of many District events. He brought the Story "Book" Walk project to life at Little Bear Garden. As a dedicated and passionate employee, Mike continually supports the mission and vision of the agency by helping out the many Glenview service organizations such as Glenview Youth Services and the Glenview Chamber of Commerce. Mike has also shown unwavering dedication during major storms and other extreme weather conditions and you can always count on Mike and the Park & Facility Services team to be there to help. Mike's passion for continually reinventing and improving our community-wide special events has made the Glenview Park District a better organization and for this, we recognize and celebrate his efforts. Mike thanked his wife for all her support, his first maintenance manager, Carl Rash, Bob Quill, Cheryl Deom, Fred Gullen and Chuck Balling for believing in him and the Glenview Park District for giving him so much, he is sincerely grateful to all.

5. Officers' Reports

a. President

President Coulson went over the procedures for the public to address the Board.

b. Treasurer

No Report

c. Attorney

No Report

d. Executive Director/Secretary

- i) Approved the Weekley Homes Donation Pledge Agreement
Director Balling was pleased to announce that Weekley homes will be donating approximately eight acres of land to the park district. This donated land is adjacent to The Grove and the Weekley Homes development. It has both historic and

environmental value and will increase The Groves' total acres to 143. Director Balling recognized Steve Swanson, Bob Quill, Attorney Witwer, the Village of Glenview and the Redemptorist Fathers who all worked and supported this effort. Steve Swanson noted restoration work on the property will begin as soon as possible. Bob Quill acknowledged the great relationships that were established and strengthened during this process.

Commissioner Tosh moved seconded by Commissioner Patton to approve the Weekley Homes Donation Pledge Agreement. Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Casey, Coulson. Nays: None. Motion Carried.

6. Matters from the Public

None

7. Approved Accounts Payable

Commissioner Kuhn moved seconded by Commissioner Patton to approve payroll and accounts payable for the month of January, 2015 in the amount of \$1,975,515.63. Roll Call Vote: Ayes: Patton, Tosh, Casey, Kuhn, Coulson. Nays: None. Motion Carried.

8. Approved the Consent Agenda Items

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

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

Approved the following five Abatement Ordinances that are administrative filings so that taxes are not levied to pay for these bonds:

- a. **Approved Ordinance 2015-01 abating the tax hereto levied for the year 2014 to pay the Principal of and the interest on \$4,960,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2009A, of the Glenview Park District, Cook County, Illinois.**
- b. **Approved Ordinance 2015-02 abating the tax hereto levied for the year 2014 to pay the Principal of and the interest on \$3,940,000 General Obligation Park Bonds (Alternate Revenue Source) Series 2011A, of the Glenview Park District, Cook County, Illinois.**
- c. **Approved Ordinance 2015-03 abating the tax hereto levied for the year 2014 to pay the Principal of and the interest on \$4,100,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2012B, of the Glenview Park District, Cook County, Illinois.**
- d. **Approved Ordinance 2015-04 abating the tax hereto levied for the year 2014 to pay the Principal of and the interest on \$5,635,000 General Obligation Park Refunding Bonds (Alternate Revenue Source) Series 2013B, of the Glenview Park District, Cook County, Illinois.**
- e. **Approved Resolution 2015-05 Designating Purposes and Distribution of Replacement Tax Funds for the Year 2015/2016.** This is a housekeeping item.

- f. **Approved Ordinance 2015–06 abating a portion of the tax heretofore levied for the year 2014 to pay debt service on General Obligation Park Bonds Series 2012C, and General Obligation Park Refunding Bonds Series 2014A, of the Glenview Park District, Cook County, Illinois.**
- g. **Approved updates to Policy 1.65: Inspection of Public Records.** This policy has been updated to reflect changes to the Freedom of Information Act and to include some additional sections of the Freedom of Information Act in the policy which are pertinent to district operations.
- h. **Approved Policy 8.80: Drone Use.** This is a new policy to govern the use of the Park District’s drone on park property. Since drone use is a relatively new issue and there are many different types and uses of drones, there is limited guidance and regulation available at this time from the FAA or other sources. We have used FAA Advisory Circular 91-57 on Model Aircraft as the basis for the use limitations.
- i. **Accepted the Administrative Operations Committee recommendation to approve the part-time pay ranges for 2014/2015.** The purpose of the changes is to continue to better align positions internally, reduce the number of pay ranges where appropriate and remain competitive in the market. The only changes are in the aquatics area.
- j. **Accepted the Administrative Operations Committee recommendation to approve the full-time pay ranges for 2014/2015.** A 2.2% adjustment to the salary ranges was made based on the Employment Cost Index (ECI).
- k. **Accepted the Administrative Operations Committee recommendation to approve the full-time merit increase pool.** Staff conducted informal research of comparable agencies including other park districts, local government jurisdictions and information provided by reliable compensation consulting firms which led us to conclude that a 2015 merit increase budget of \$179,500 (equivalent to 3% of salaries) would be appropriate. The District does not give cost of living increases or other across the board increases to employees.
- l. **Accepted the Park & Facility Services/Environmental Committee recommendation to accept the lowest responsible bid from Elanar Construction Co., of Chicago, IL, in the amount of \$139,934 for the Cunliff Park playground installation.**
- m. **Accepted the Park & Facility Services/Environmental Committee recommendation to accept the bid for the 2015 Tennis and Basketball Court projects from 10-S Court Solutions, of Lake Forest, IL, in the amount of \$24,430 for the Base Bid work and Alternates 6a-6c and to accept the bid from First Impression, Inc., Franklin Park, IL in the amount of \$105,847.80 for Alternates #1-5.** The alternate work was chosen by low bidder, except where it was part of an entire project.
- n. **Accepted the Park & Facility Services/Environmental Committee recommendation to accept the lowest responsible bid from Classic Fence, of Oswego, IL in the amount of \$89,176 for the replacement of the Westbrook Backstop.**
- o. **Accepted the Park & Facility Services/Environmental Committee recommendation to accept the lowest responsible bid from Waste Management, of Batavia, IL in the amount of \$114,780 for the base bid items and alternates 1-4 for waste disposal and recycling services for fiscal year 2015/2016.**

- p. **Accepted the Park & Facility Services/Environmental Committee recommendation to accept the lowest responsible bid from Subsurface Underground Construction Inc., of Elgin, IL in the amount of \$85,150 for improvements to the storm sewer at Flick Park.**
- q. **Approved the proposal from Stantec for the Glenview Ice Center renovation in the amount of \$28,000 for conceptual planning of locker rooms, public restrooms, lobby updates and domestic water.** The 2015-18 Glenview Park District Strategic Plan includes looking at the planning and managing of the Glenview Ice Center project to remodel and improve the existing locker rooms, public restrooms and lobby as well as replacing existing “original” domestic water lines (with the exception of those already replaced during the 2008 ice skid and ice floors renovation) and to potentially add two more locker rooms.

9. Committees Reports and Recommendations

a. Administrative Operations

- i) Approved the Employment Agreement for Executive Director
 President Coulson noted that the Board of Park Commissioners conducted a national search to replace Director Chuck Balling who will be retiring March 31, 2015 at the end of his contract. They wanted to find someone who could build upon the excellence the district has been able to achieve under Chuck Balling’s leadership. After much consideration the Administrative Operations Committee of the Whole recommended Michael McCarty as the next Glenview Park District Executive Director. He will begin April 6, 2015. Michael McCarty has over 20 years of experience in the field of parks and recreation. He comes to Glenview from his position of Director of Parks and Recreation for the City of Fairfax, Va. During his nine year tenure, Fairfax was awarded the National Gold Medal for Excellence in Parks and Recreation. Prior to his role at Fairfax, he served as the Executive Director of Parks and Recreation for Longmeadow, MA.

Commissioner Patton extended his thanks to all of the candidates who were considered. Commissioner Casey thanked the Board for all the time they put into this process and is sure the community will be happy with their choice.

Commissioner Tosh moved seconded by Commissioner Kuhn to accept an Administrative Operations Committee of the Whole recommendation to approve the employment agreement between the Glenview Park District and Michael D. McCarty for the Executive Director Position. Roll Call Vote: Ayes: Tosh, Casey, Kuhn, Coulson. Nays: Patton. Motion Carried. *Note: Commissioner Patton was happy with the hiring of Michael McCarty but voted no to approving the contract.*

- ii) Committee Update
 No Report

b. Finance

- i) Approved Auditors Three-Year Contract for Fiscal Years: 2014/2015, 2015/2016, 2016/2017
 Barb Cremin noted that the Administrative Committee went through a process and sent out Request for Proposals for auditing services. The Committee is recommending approval of Lauterbach and Amen based on their experience with auditing park district financial statements, audit fees and their willingness and ability to rotate the audit partner assigned to the Glenview Park District.

Commissioner Kuhn moved to accept a Finance Committee recommendation to approve Lauterbach and Amen LLP, Warrenville, IL as Auditors for Fiscal Years: 2014/2015, 2015/2016, 2016/2017. Roll Call Vote: Ayes: Tosh, Casey, Kuhn, Patton, Coulson. Nays: None. Motion Carried. *Note: Commissioner Patton expressed his approval of Lauterbach and Amen's willingness to rotate their partners assigned to the park district, but feels since they have been our auditor for a substantial amount of time best practices would be to consider a new firm for the next contract.*

ii) Committee Update

c. **Park & Facility Services/Environmental**

i) Project Updates

(1) Cunliff Park Stormwater

Jim Warnstedt reported that the Cunliff Park project is moving along to the next phase. The generator building is almost complete and the first concrete forms were poured for the pump station. A mid July completion date is still anticipated if the weather cooperates.

(2) Diederich Park/Western Golf Association Parking Lot(WGA)

Jim reported that the WGA has proposed a new configuration to the parking lot at Diederich Park to add additional spaces. This will go next to the Village of Golf for their review as long as the Park Board gives its general consensus. Commissioner Casey had recommended improved onsite drainage to be included in this project. Staff will work with the Village of Golf and Metra to put together an Intergovernmental Agreement related to the maintenance of this site.

(3) Park and Facility Services East Garage

This project is currently out to bid. A Pre-bid meeting was attended by many interested parties. The bid opening is scheduled for March 3, 2015, 1:00 p.m. at Community Park West. There are 15 bid packets. Once tabulated, the bids will be brought to the next Park & Facility Services Committee for review.

ii) Committee Update

Staff applied for an American Academy of Dermatology Grant last November to fund shade structures over the players' benches at the Swenson Park ball fields. There were 140 applicants and only funding for 19 grants. Unfortunately, the Park District was not a recipient; however, the Glenview Titan Fast Pitch organization has pledged funds to add the shade structures to both ball fields in the park.

d. **Recreation, Museum & Swimming Pools**

i) Approved the Splash Landing's Dectron Replacement Bid

The current indoor dehumidification and air quality control unit at Splash Landings was installed during the construction of Park Center. The unit has met its useful life and it needs to be replaced.

The project will include the dehumidification unit replacement, ductwork modifications within the indoor pool and surface level exhaust to improve the air

quality as well as help with the removal of chloramines and better climate control within the facility.

Commissioner Patton moved seconded by Commissioner Kuhn to accept a staff recommendation to approve Amber Mechanical Contractors, Inc., Alsip, IL, for the base bid dehumidification work and air quality improvement work at Splash Landings in the amount of \$519,000. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Tosh, Coulson. Nays: None. Motion Carried.

ii) Committee Update

Bob Quill noted there were no action items on the Committee agenda. However the Committee was updated on the 100 year old popcorn wagon that was donated to Wagner Farm. This wagon should be restored and on display in time for the farm's June pancake breakfast. Also discussed was the Grove Archives building addition that is being funded through a state grant as well as a donation from the Grove Heritage Association. This project based on available funding will begin in spring. Also, representatives from the Naval Air Station Glenview Museum will attend the March Recreation Museum Committee to present their concept for furthering the museum and its history.

e. **Special Revenue Facilities**

i) Committee Update

Cheryl Deom noted the timelines for the Ice Center renovation project and Golf Clubhouse project were reviewed and an update was given on the Golf Course project at the February Committee meeting. The clubhouse bids are currently out to bid and will be opened on March 10. The bids will be reviewed at the March 17 Special Revenue Facilities Committee meeting and brought to the full Board for consideration at the March 26 Board meeting.

10. Staff Reports

Superintendent of Park and Facility Services, Jim Warnstedt, acknowledged the Park Services team for all their efforts during the February 1 snow storm. He also thanked them for keeping Park District facilities open, lots cleared and for diligently checking fieldhouses for frozen pipes during the extreme weather conditions the last few weeks. Staff continues to work with the Village of Glenview on their municipal partnering initiative which helps keep cost down on various projects by being part of a multiple agency bid contract.

Superintendent of Special Facilities, Cheryl Deom reported that staff is working on the heating issues at the Platform Tennis facility. Two large heaters were added under each court to help keep the heat in place and the courts dry. Staff is still working on additional ways to help keep the courts heated properly. Commissioner Patton was disappointed that the Prairie Club was not able to field courts for the recent paddle tennis tournament due to these conditions and that these matches were not rescheduled to other courts in time.

Superintendent of Administrative Operations, Barb Cremin reported that staff continues to work on the budget that will go to the Board in April. Staff is also working on PDRMA online training related to safety and Human Resource issues. This training will be available 24/7 which will be very beneficial and accessible for staff.

Superintendent of Leisure Services, Bob Quill acknowledged the recent devastating fire at the Wilmette Women's Club and that our staff has offered to help to reschedule their events to our

facilities and assist with any other needs they may have. The Glenview Park Foundation will have a new President, Kathy Altonji. David Kassner will be stepping down after two years as President. The March meeting will also be Chuck Balling's last as Secretary. The next two big projects for the Foundation are the Firecracker Classic and 3V3 Soccerfest. Each golfer at the Firecracker Classic this year will get a free pair of golf shoes. There are only 144 openings, so he encouraged all Board members to sign up. The Firecracker Classic is scheduled for Friday, June 19 and the 3V3 Soccerfest is on June 20.

11. Matters from Commissioners

Commissioner Dave Tosh recognized and expressed his appreciation to all of the volunteers that help with the many Park District events as well as the staff for all they do.

Commissioner Charlie Kuhn wished Commissioner Casey the best as he competes in the "Local Dancing with the Stars" event being held on March 7 that will benefit the Glenview Education Foundation. He also acknowledged the Park District's adult art class that is currently showcasing their art at The Glenview Grind. His wife Susan's art will be on display and he shared a picture Susan had painted of their son Charlie and his team mates.

Commissioner Bob Patton once again enjoyed the annual Princess Ball with his daughter and thanked Joe Pollina and his staff for always putting on such a well-run event.

President M.J. Coulson acknowledged the entire Board and expressed her gratitude especially to Administrative Committee Chair Commissioner Casey and Commissioner Przybylo for their dedication to the process to select the new Executive Director. She complimented Director Balling for teaching the Board the role of an Executive Director and "what good looks like" which helped them in the selection process. She also thanked Barb Cremin and Joanne Capaccio for all their behind the scenes help in the process as well.

President Coulson facilitated an IAPD Leadership Session today with many people from various park districts around the state and was amazed at how many mentioned Chuck Balling when they were asked from a leadership point of view to reflect back on who made a difference in their lives. Many still remembered conversations they had with Chuck early on in their careers and turning points that really made a difference in their careers that they associate with Chuck. She noted how wonderful it was to hear that from so many of his colleagues.

12. Correspondence

Director Chuck Balling noted the Glenview Civic Awards will be held on Friday, April 17 at the North Shore Country Club and encouraged Board members to attend. He also congratulated the Ice Center staff for the successful Freeze competition held this past weekend at the Ice Center. The event was very well organized and had skaters from all over the state participating. The Director and Commissioner Tosh attended the Glenview Resident Open House at Park Center on Saturday. He thanked the Marketing department for coordinating the Park District booth as well as helping the other organizations with their booths. He noted how busy the Park Center was that day and was happy to see the residents enjoying the facility. Chuck also noted that the Park District's camps and spring brochures have now been mailed to all residents. Lastly, he announced at next month's Board meeting, Senior President Jeanne Even and Foundation President David Kassner will both be presented with a 2014 IAPD/IPRA/Glenview Park District Community Service Award.

13. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq. possible topics on Minutes (sub-section c21); Land Acquisition/Lease (c5 & c6)

Commissioner Kuhn moved seconded by Commissioner Tosh to adjourn to Executive

Session pursuant to 5 ILCS 120/2 et seq. at 7:55 p.m. to discuss Minutes (sub-section c21) and Land Acquisition/Lease (c5 & c6). Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Casey, Coulson. Nays: None. Motion Carried.

After a short break, the Executive Session convened at 8:00 p.m.

Commissioner Kuhn moved seconded by Commissioner Patton to adjourn the executive session and move back into Open Session at 8:25 p.m. Roll Call Vote: Ayes: Kuhn, Patton, Tosh, Casey, Coulson. Nays: None. Motion Carried.

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

The Administrative Operations Committee of the Whole Executive Session minutes were discussions related to Personnel (c1) Director Search.

Commissioner Patton moved seconded by Commissioner Kuhn to approve the Executive Session meeting minutes from the January 8, 2015 Administrative Operations Committee of the Whole Executive Session; the Executive Session meeting minutes from the January 15, 2015 Executive Session Board Meeting; the Executive Session meeting minutes from the January 28 and January 29, 2015 Administrative Operations Committee of the Whole Executive Session, and the Executive Session meeting minutes from the February 4, 2015 Administrative Operations Committee of the Whole Executive Session. Roll Call Vote: Ayes: Casey, Kuhn, Patton, Tosh, Coulson. Nays: None. Motion Carried.

President Coulson wanted to also acknowledge Attorney Witwer for all his help in the process to select the new Executive Director. Director Balling thanked the Board for all their efforts in going through this very important process of selection and feels Michael McCarty was an excellent choice. Commissioner Kuhn felt Mr. McCarty will embrace and support the staff and that was very important to him. President Coulson is confident there will be a smooth transition with Mr. McCarty coming on board.

15. Adjourn

Commissioner Patton moved seconded by Commissioner Kuhn to adjourn the Open Session at 8:30 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Charles T. Balling
Board Secretary

Approved this 26th day of March, 2015

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