



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

1. Roll Call

Commissioner William M. Casey called the meeting to order at 7:00 p.m. and the roll was called.

Commissioners present: Charles J. Kuhn, Daniel B. Peterson, David S. Tosh, William M. Casey

Commissioners absent: Mary Jean Coulson, Robert J. Patton, Ted M. Przybylo

Official Staff present: Attorney Samuel W. Witwer, Jr. (arriving at 7:02 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.

2. A Moment of Silence was observed

3. Minutes

a.-f. Accepted the February 17, 2015 Special Revenue Facilities Committee meeting minutes; the February 19, 2015 Park & Facility Services/Environmental Committee meeting minutes; approved the February 26, 2015 Regular Board meeting minutes; accepted the March 9, 2015 Recreation, Museum & Swimming Pools Committee meeting minutes; accepted the March 16, 2015 Administrative Operations Committee meeting minutes, and accepted the March 17, 2015 Special Revenue Facilities Committee meeting minutes

Commissioner Peterson moved seconded by Commissioner Tosh to accept the February 17, 2015 Special Revenue Facilities Committee meeting minutes; the February 19, 2015 Park & Facility Services/Environmental Committee meeting minutes; approve the February 26, 2015 Regular Board meeting minutes; accept the March 9, 2015 Recreation, Museum & Swimming Pools Committee meeting minutes; accept the March 16, 2015 Administrative Operations Committee meeting minutes, and accept the March 17, 2015 Special Revenue Facilities Committee meeting minutes. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Casey. 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.

Commissioner Casey, on behalf of the entire Board, presented this award to Jeanne Even for all her efforts, endless involvement, stellar leadership as President and overall committed dedication to the Glenview Senior Center. (See attached comments from Commissioner Bill Casey). Ms. Even thanked the Board and noted how much she enjoys the Senior Center and hopes for more members to join.

b. **Approved Resolution: 2015-07: Honoring the Outstanding Service of Outgoing Executive Director Charles Balling (March 2006-March 2015)**

Commissioner Casey moved seconded unanimously by all Commissioners present to approve Resolution: 2015-07: Honoring the Outstanding Service of Outgoing Executive Director Charles Balling (March 2006-March 2015). On Voice Vote; all present voted Aye. (Resolution enclosed)

Chuck thanked everyone and noted “together we made a difference”. He expressed how proud he is of “everything we have been able to accomplish together”. He thanked the Park Board for being supportive, passionate and for being the true representatives of the community. He commented on the great administrative leaders of the Park District who he said taught him so much: Barb Cremin, who he acknowledged is the glue of the Park District, Cheryl Deom, Bob Quill, Jim Warnstedt and now retired, Fred Gullen. He is amazed at their leadership skills and how much they do. And although the Park District has wonderful facilities and programs, he noted it’s the people who make this Park District great; all the staff and volunteers who interact each day with our patrons. Chuck also thanked his Administrative Assistant, Joanne Capaccio for being by his side the last nine years along with Attorney Sam Witwer and Treasurer Bill Moore for all they give to the Park District. He is grateful for the great team effort the district enjoyed with the Village, Schools and community leaders all working together in the spirit of cooperation for the benefit of the residents. Chuck professed “he’s had the time of his life” and he will always remember his days at the Glenview Park District because of the people he’s worked with, the friends he’s made and the great community he served.

Commissioner Peterson thanked Chuck for all he’s done for the community. He has made it a stronger, better more vibrant place to live.

Commissioner Kuhn commented on Chuck’s many admirable qualities. He noted Chuck is a great husband, father, leader, visionary and good friend, who he is going to miss and he thanked him for all he’s done.

Commissioner Casey noted he was on the Board when Chuck was interviewed for the Director’s position. Chuck would have some big shoes to fill with the retirement of Tom Richardson who had doubled the size of the Park District during his time as Executive Director. However, Chuck made the transition smoothly and actually raised the bar. Bill thanked Chuck for teaching him how to be a better board member through his professionalism and experience.

Commissioner Casey then read a letter from Village Manager Todd Hileman. Todd expressed his appreciation and thanks to Chuck as “one of the finest public servants” he has had the honor of serving with during his career. Todd also expressed his thanks

for the climate of “partnership and collaboration” that Chuck helped to foster among the Village and Park District Boards and staff. The letter also reflected on some of the cooperative partner accomplishments achieved during Chuck’s tenure. (Letter enclosed). Bill Casey then presented Chuck with a framed Resolution from the Village honoring him for his service. The Resolution was passed by the Village Board at their March 17, 2015 meeting.

5. Officers’ Reports

a. President

Interim President Casey went over the procedures for the public to address the Board. He was also happy to announce that the OSLAD grant program had not been cut during the recent budget sweeps by legislators in Springfield. The Open Space Lands Acquisition and Development (OSLAD) Program is a state-financed grant program that provides funding assistance to local government agencies for acquisition and/or development of land for public parks and open space. He thanked the Illinois Association of Park Districts and all those who contacted their legislators urging them to keep these funds viable.

b. Treasurer

Treasurer Bill Moore gave a brief summary of the month’s financial report. He reported there were three large invoices for the month: PDRMA (Insurance); Bob Ridings, Inc., and Wadsworth Golf Construction. He noted that all funds are right where they should be on budget.

c. Attorney

No Report, but Attorney Witwer expressed his congratulations to Chuck Balling on his retirement and noted it was a pleasure to work with such an exceptional leader.

d. Executive Director/Secretary

i) Board Elections: Tuesday, April 7

Director Balling wished the best to all the candidates running for the Park Board on April 7. He noted it is a tradition for the Director and staff to visit the fieldhouses that are polling places on Election Day and hopes that tradition will continue.

6. Matters from the Public

None

7. Approved Accounts Payable

Commissioner Peterson moved seconded by Commissioner Kuhn to approve payroll and accounts payable for the month of February, 2015 in the amount of \$1,647,570.63. Roll Call Vote: Ayes: Peterson, Tosh, Kuhn, Casey. Nays: None. Motion Carried.

8. Approved the Consent Agenda Items

Commissioner Casey 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: Peterson, Tosh, Kuhn, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

a. Approved the following effective April 6, 2015: To appoint Michael D. McCarty as

Executive Director/Secretary, representative of the International City Manager's Association (ICMA), United States Conference of Mayors Retirement Program (USCM), alternate representative to the Park District Risk Management Agency (PDRMA), representative to the Northern Suburban Special Recreation Association (NSSRA).

- b. i) & ii) Approved adding Michael D. McCarty and removing Charles T. Balling as signatories effective April 6, 2015 to Bank Resolution 2015-09: Glenview State Bank Depository Designation and Bank Resolution 2015-10: Illinois Institutional Investors Trust. These are housekeeping items.
- c. Approved Ordinance 2015-08: Liquidation of Personal Property
This is a housekeeping item to sell unneeded Park District equipment.
- d. Approved a Staff recommendation to approve the Summer Camp Bus Bid from the lowest responsible bidder, First Student Inc., Naperville, IL for \$66,088.75
The Summer Bus Bid opening took place on Tuesday, March 10, 2015. Two companies submitted bids.
- e. Accepted a Special Revenue Facilities Committee recommendation to reject Furniture Bids for the GPGC Renovation.
The bids came in high and staff will re-bid with revised specifications.
- f. Accepted a Special Revenue Facilities Committee recommendation to approve the W.B. Olson contract to complete the construction stage of the Glenview Park Golf Course Clubhouse renovation.
- g. Accepted a Special Revenue Facilities Committee recommendation to approve the 2015/2016 Glenview Prairie Club Paddle Tennis Annual Recommendations.
There were no major changes.
- h. Approved the “Buy Board” National Purchasing Cooperative
There is no cost to the District to join this cooperative which is in compliance with state procurement requirements and also allows the district to take advantage of its larger scale purchasing power. The District is not required to utilize this cooperative exclusively and can terminate at any time with 30 days’ notice.
- i. Accepted a Park & Facility Services/Environmental Committee recommendation to purchase five Gravely propane powered zero turn mowers through the Buy Board National Purchasing Cooperative from Ariens Company of Brillion WI, in the amount of \$50,306.10.
These mowers are replacements and are funded through the district’s Capital Replacement Program. Staff has also submitted for a Propane Education & Research Council (PERC) grant that could bring additional savings of up to \$2,000 per mower if awarded.
- j. Accepted a Park & Facility Services/Environmental Committee recommendation to approve the bid from Johnson Paving of Arlington Heights, IL, in an amount not to exceed \$326,841.12 for the Johns Park/Hoffman School Parking Lot Project.
This project was coordinated and bid out through the Municipal Partnering Initiative

in conjunction with the Village of Glenview. School District 34 is a partner in this project.

- k. Approved additional funding of \$138,958.13 (2.26%) beyond project budget to complete work that was not in the original contract for the Golf Course renovation project.

This includes additional tree planting due to the removal of dead trees infested with the Emerald Ash Borer, installation of new yardage markers, rating of the course by the Chicago District Golf Association and grow-in of the new grass.

- l. Accepted an Administrative Operations Committee recommendation to approve the updated Personnel Guidelines: Sections 1-4.
The updated guidelines reflect regulatory changes and consolidate full-time and part-time employees into one comprehensive manual.

9. Committees Reports and Recommendations

a. Administrative Operations

i) Committee Update

Superintendent Barb Cremin noted the Committee met on March 16 and discussed the Buy Board National Purchasing Cooperative and updating of Personnel Guidelines (both approved items on the consent agenda). They also discussed the “Experience It” Park district trademark and the Boards’ privileged use of district facilities.

b. Park & Facility Services/Environmental

- i) Approved the Park & Facility Services East Garage Replacement Guaranteed Maximum Price (GMP) of \$3,097,237.00

Superintendent Jim Warnstedt noted the Committee looked at the 20 trade packages that comprise this project. Staff along with Matt Meives of Dewberry and Associates, Jerry Aulisio of the AT Group, Fred Marano and John Ellonardo of Frederick Quinn Corp. looked at value engineering and were able to save \$140,000.00. Three alternates were also chosen: concrete yard pavement, a standing seam metal roof, and refurbishing of existing covered storage bins. Commissioner Peterson felt the choices made were very good.

Commissioner Kuhn moved to accept the Park & Facility Services Committee recommendation to approve the Park & Facility Services East Garage Guaranteed Maximum Price from Frederick Quinn Corporation, of Addison, IL, in the amount of \$3,097,237.00. Roll Call Vote: Ayes: Tosh, Kuhn, Peterson, Casey. Nays: None. Motion Carried.

- ii) Approved the Construction Manager at Risk Contract to Frederick Quinn Corporation, Addison, IL

Commissioner Kuhn moved to accept the Park & Facility Services Committee recommendation to approve the Construction Manager at Risk Contract to Frederick Quinn, Addison, IL in the amount of \$ 3,097,237.00 for the construction of the Park & Facility Services East Garage. Any value engineering accepted would result in a deductive change order. Roll Call Vote: Ayes: Tosh, Kuhn,

Peterson, Casey. Nays: None. Motion Carried.

iii) Committee Update
No Report

c. Recreation, Museum & Swimming Pools

i) Committee Update

Commissioner Tosh noted the Committee was asked by a local group to support the “Bring it Home, Glenview initiative. This group would like to build a Naval Air Station Glenview museum and interactive aviation-based learning center focused on Science, Technology, Engineering and Math (STEM) on former NASG land. The Committee decided to wait on this request.

d. Special Revenue Facilities

i) Approved the Glenview Park Golf Clubhouse Renovation Bids and Guaranteed Maximum Price (GMP) from W.B. Olson of Northbrook, Illinois in the amount of \$1,205,806

Superintendent Bob Quill noted the GMP will most likely go down as the team does value engineering on this project. They hope to lower it in the range of around \$65,000. Those items will be discussed at the next Committee meeting. He also noted there will be a garage sale of the Golf Clubhouse furniture and fixtures on Saturday, since the Board approved the disposal of those items tonight.

Commissioner Tosh moved to accept the Special Revenue Facilities Committee recommendation to approve the Glenview Park Golf Clubhouse Renovation Bids and Guaranteed Maximum Price from W.B. Olson for \$1,205,806 for the Glenview Park Golf Clubhouse Renovation project. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Casey. Nays: None. Motion Carried.

ii) Glenview Park Golf Course Renovation Project Update
No Report

iii) Committee Update
No Report

10. Staff Reports

Superintendent of Special Facilities, Cheryl Deom reported the Glenview Prairie Club will be closed for a deep cleaning March 31-April 1 and reopening on April 2 for golf. She was also happy to announce that the Tennis Club was presented with the Chicago Tennis Patrons Midtown Award for 2014 Facility of the Year for continuing to evolve the sport of tennis. Also, the Ice Center featured Olympic Skating Stars last Friday. The kids really enjoyed meeting the Olympic skaters; there was a great turnout and good media coverage of the event.

Superintendent of Administrative Operations, Barb Cremin reported staff has finished the draft budget for the April 8th meeting. She asked Commissioners to send her any questions they may have. The History of the Park District is being compiled by Diane Vragel and that should be completed by the end of April.

Superintendent of Leisure Services, Bob Quill acknowledged that the Glenview Park Foundation presented Chuck Balling who has served as its Secretary for the last nine years with a tree to be planted at the Administration Building in his honor. Bob noted Chuck's actions exemplify the words of Theodore Roosevelt which the Foundation has come to embrace: "What a man does for himself dies with him. What he does for his community lives on long after he's gone."

Superintendent of Park and Facility Services, Jim Warnstedt, and Ken Wexler presented the Flick Park Mini Arboretum renovation project to the Glenview Park Foundation. The Foundation has agreed to pledge up to \$100,000 or 50% of the project (whichever is less). The bids will go out in June or July at which time they will be brought to the Committee for review. Jim also noted that the Cunliff Park project is on schedule with the generator building now complete and the foundation for the pump station nearly complete. Park District staff will do the work on the interior. If everything goes as planned, the new playground should be installed in May. The old playground will be donated to "kids around the world" which is an organization that refurbishes the old playground equipment and reinstalls it in a needy country. Finally, Jim reported that the Sleepy Hollow Bridge drawing process is complete, so the bridge should be installed in early May.

11. Matters from Commissioners

Commissioner Dan Peterson acknowledged that he is excited about the annual Baconfest which is coming up on May 16 at Wagner Farm.

Commissioner Dave Tosh expressed how impressed he was with Chuck Balling the very first time he spoke with him on the phone. He delivered great customer service and hopes that will continue. He thanked Chuck for showing him that level of service.

Commissioner Bill Casey noted both he and Commissioner Tosh attended the Ice Center event that featured the Olympic skaters and saw how much fun the kids had skating with them. He also wished Chuck all the best.

12. Correspondence

Director Chuck Balling noted he received an email from the Village Manager expressing his appreciation for how well thought out park district projects are and how they are presented to the Village. They also appreciate the level of cooperation they always receive from the Park District. Chuck acknowledged Bob Quill, Jim Warnstedt and Jerry Aulisio for all their efforts in this area.

Chuck officially passed the baton to the new Executive Director, Michael McCarty. Chuck noted the most important job of a Board is to select an Executive Director and he feels they did an outstanding job. He is so impressed with Mike and knows he will do a great job leading the Park District. Finally, Chuck remarked that it has been his honor and pleasure to have been the Park District leader for the last nine years and thanked the Board.

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

No Executive Session

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

- a. **Approved the Executive Session meeting minutes from the February 26, 2015 Executive Session Board Meeting**—The executive session minutes will remain confidential pursuant to 5 ILCS 120/2.06 Ch. 102, par. 42.06 (f).

Commissioner Peterson moved seconded by Commissioner Kuhn to approve the Executive Session meeting minutes from the February 26 Executive Session Board Meeting. Roll Call Vote: Ayes: Kuhn, Peterson, Tosh, Casey. Nays: None. Motion Carried.

15. Adjourn

Before adjourning, the Board gave a standing ovation to retiring Director Chuck Balling.

Commissioner Peterson moved seconded by Commissioner Kuhn to adjourn the Open Session at 8:05 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

Mary Jean Coulson
Board President

Michael D. McCarty
Board Secretary

Approved this 23rd day of April, 2015

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