



GLENVIEW PARK DISTRICT
BOARD MEETING
@ Park Center
2400 Chestnut Avenue
Glenview, IL 60025
Regular Meeting Minutes
July 23, 2015

1. Roll Call

President Bill Casey called the meeting to order at 7:05 p.m. and the roll was called.

Commissioners present: David M. Dillon, Angie G. Katsamakidis, Charles J. Kuhn, Robert J. Patton, Daniel B. Peterson, David S. Tosh, William M. Casey

Commissioners absent: None

Official Staff present: Attorney Samuel W. Witwer, Jr., Treasurer William D. Moore, Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Superintendent of Administrative Operations Barbara Cremin, Superintendent of Leisure Services Elsa Fischer, and Recording Secretary Joanne Capaccio. Please refer to the attendance record for visitors.

2. A Moment of Silence was observed

3. Meeting Minutes

(a.b.c.d.) Approved the June 25, 2015 Regular Board Meeting minutes; accepted the July 15, 2015 Youth Sports Task Force meeting minutes as amended; accepted the July 16, 2015 Finance Committee meeting minutes as amended and accepted the July 16, 2015 Park & Facilities Services Committee meeting minutes.

Commissioner Peterson moved seconded by Commissioner Patton to approve the June 25, 2015 Regular Board Meeting minutes; accept the July 15, 2015 Youth Sports Task Force meeting minutes as amended; accept the July 16, 2015 Finance Committee meeting minutes as amended and accept the July 16, 2015 Park & Facilities Services Committee meeting minutes. Roll Call Vote: Ayes: Dillon, Katsamakidis, Kuhn, Patton, Peterson, Tosh, Casey. Nays: None. Motion Carried. (Copy of minutes filed herewith.)

4. Officers' Reports

a. President

i) President Casey 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 reports. He reported (8)-\$248,000 one-year Certificates of Deposit (CDs) with an average interest rate of .07% were purchased. Also, there were (10) large invoices for the month: Advanced Cleaning, Mary Cook & Associates, Direct Energy Business, Elanar

Construction, Gewalt Hamilton Associates, Frederick Quinn Co., W.B. Olson, Inc., PDRMA, Reinders, Inc., and Schaeffges Brothers. He noted it is early in the fiscal year so there are still some fund variances.

c. **Attorney**

Attorney Sam Witwer confirmed that the closing on the eight acres of land near The Grove that was donated to the Park District by Weekley Homes has occurred and the Park District has the title in hand. Sam also noted that Attorney Roth Rothstein from Winston & Strawn LLP may attend an August Committee meeting to give the Board an update on the NCAA trademark infringement issue.

d. **Executive Director/Secretary**

i) Welcome Lori Lovell New Superintendent of Special Facilities

Director Mike McCarty introduced Lori Lovell, the new Superintendent of Special Facilities who started with the Park District four weeks ago and noted he was pleased to have the new leadership team in place. Mike commented that Lori was essential in preparing for the grand reopening events for the Glenview Park Golf Club that took place this past weekend.

ii) Glenview Park Golf Club Grand Reopening

Director McCarty thanked the Board for coming out to the grand reopening of the Golf Club and noted the feedback he's received has been very positive. He thanked staff; the Village of Glenview's partnership and all the team work that made this project such a success.

iii) Leadership Team Development Retreat

Director McCarty reported now that the new leadership team is in place, a retreat was held on Tuesday and the team discussed ways to work together more effectively. These findings will eventually be rolled out to all staff members.

Mike also reported that restoration of the newly donated eight acres of land near The Grove has begun and Steve Swanson and his staff are happy to be finally working on that. He also reminded the Board of the upcoming Northern Suburban Special Recreation Association's Annual Summer Bash on August 12 and encouraged them to attend.

Lastly, Mike noted he is nearing his first 120 days here at the park district and plans to update the Board next month on his accomplishments so far and future goals.

5. Matters from the Public

None

6. @Consideration to approve Accounts Payable

Commissioner Peterson moved seconded by Commissioner Kuhn to approve payroll and accounts payable for the month of June, 2015 in the amount of \$3,194,185.25. Roll Call Vote: Ayes: Katsamakidis, Kuhn, Patton, Peterson, Tosh, Dillon, 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. Commissioner Peterson requested items 7.c. and 7.f. be removed for discussion.

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

a. Approved Ordinance No. 2015-19: Glenview Park District Budget and Appropriations

The Budget and Appropriations Ordinance (BAO) 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. Accepted a Park & Facilities Services Committee recommendation to approve the Bid for Tree Removal/Pruning Services

The Board approved the following companies/bids for tree removal and pruning services: The “per inch” unit prices submitted in the bid, from Homer Tree Care, Inc., Lockport, IL for tree removal services at park locations for trees up to 30” and Alternates #1(The Grove driveway/parking lot) & #2(The Grove, limited access); and the “per inch” unit prices submitted in the bid from Trees “R” Us, Inc., Wauconda, IL for tree removal services at park locations for trees over 30” and Alternate #3(The Grove limited access/cut into 16”lengths) and for the “per hour” cost for a pruning crew.

d. Accepted a Special Revenue Facilities Committee recommendation to approve Project Management & Owner’s Representative Services for the Ice Center Renovation Project

The Board approved the agreement between the Glenview Park District and The AT Group, Inc., for Owner’s Representative services in connection with the Glenview Ice Center locker room and lobby renovation project in the amount of \$45,000. The agreement is for representation, negotiation, management and administrative services for the proposed project.

e. Accepted a Special Revenue Facilities Committee recommendation to approve the bid for the Glenview Tennis Club Roof Repairs

The Board approved the lowest responsible bid from National Roofing of Chicago, Illinois in the amount of \$188,300 for roof work at the Glenview Tennis Club. Bid results were opened on July 10, 2015 for the repair of the flat roof sections of the Tennis Club. Four bids were submitted.

7. @Consideration to approve Consent Agenda items 7.c. and 7.f.

c. Accepted a Park & Facilities Services Committee recommendation to approve the Bid for Park Services Vehicle Purchases

Commissioner Tosh moved seconded by Commissioner Patton to accept a Park & Facilities Services Committee recommendation to approve the Park Services Vehicles purchase (a 2015 Ford F150 4X4 truck from Wright Automotive Fleet Sales, Hillsboro, IL in the amount of \$26,967.00 and the purchase of two 2016 Ford Fusion SE Hybrid vehicles from Currie Motors, Frankfort, IL in the amount of \$49,100.00). Roll Call Vote: Ayes: Patton, Tosh, Dillon, Katsamakakis, Casey. Nays: Peterson, Kuhn. Motion Carried. (Copy of supporting information filed herewith and explained below).

Commissioner Peterson was concerned with buying three vehicles but only trading in two vehicles. He didn't feel a third vehicle was necessary given the reasons presented. One reason given was to have the third vehicle as a pool vehicle for staff to use when needed. Another was for a staff member who is currently using his personal vehicle for park district business; this would eliminate paying this person mileage. Commissioner Tosh felt having staff track mileage is very cumbersome.

Superintendent Warnstedt explained that the third vehicle would also be useful for staff when traveling out of state for trainings or conferences since the car could transport many more staff members than a park district pickup truck could and would also be more fuel efficient. There would not be any additional insurance needed for this vehicle due to our insurance pool. Commissioner Patton felt the Board should defer to staffs' judgement and trust their decision on this matter.

As a local unit of government the Park District is eligible to purchase vehicles through the State of Illinois Department of Central Management Services and the Suburban Purchasing Cooperative. This results in significant savings off the list price for these vehicles.

f. Approved an Additional Full-Time Administrative Assistant Position

Commissioner Patton moved seconded by Commissioner Tosh to accept a staff and Administrative Operations Committee recommendation for an additional full time Administrative Assistant to support the four Division Superintendents. Roll Call Vote: Ayes: Peterson, Tosh, Dillon, Katsamakakis, Kuhn, Patton, Casey. Nays: None. Motion Carried. (Copy of supporting information filed herewith and explained below).

Superintendent Barb Cremin explained that one of the 2015-2018 Strategic Plan initiatives was to look at the Park District's organizational structure and to see how we could best utilize efficiencies. It was determined that some key staff members were spending time on administrative tasks which took them away from their core roles and responsibilities; these administrative tasks could be completed more efficiently by someone who is skilled in those areas. Also, with the two new division heads on board and looking to realign some staff responsibilities, it was determined that this additional assistant role would be beneficial in supporting the two new Superintendents as well as some of the general administration areas, i.e., Marketing, Human Resources, Risk Management. Director McCarty noted this would also give the Superintendent of Administrative Operations administrative

support which is critical in keeping up with the demands of her expanding divisions. This additional support would help build capacity within the district.

8. Committees Reports and Recommendations

a. Combined Administrative Operations & Special Revenue Facilities

i) Glenview Park Board Retreat

Superintendent Cremin noted this retreat would be a follow-up to the Board Retreat that was held in 2013, set the direction of the Board going forward and would also include a board self-evaluation. The retreat would be facilitated by Peter Murphy from the Illinois Association of Park Districts and would be held for a few hours in the evening. The date of the retreat has not yet been determined.

ii) Glenview Tennis Club Roof Repair

Superintendent Lovell noted the Committee was updated on the staff recommendation to repair three sections of the flat roof on the tennis club due to leakage in the amount of \$188,300. The bids for this project were approved on the consent agenda this evening. The work on the roof will be done during the annual shut down of the Tennis Club (August 15-August 30).

iii) Sponsorships

Superintendent Cremin reported that staff has been in discussions with consultants to help develop a comprehensive sponsorship package that could be presented to vendors. With the change in some revenue sources for the district, i.e., suspension of state grants and a pending tax freeze, it was important to look at other revenue sources such as sponsorships to help fund some district activities.

iv) Committee Update

No Report

b. Finance

i) Potential Property Tax Freeze Legislation

Finance Committee Chair Peterson reported the Committee was briefed on some current legislative issues that could affect the district's finances by pushing costs up. He listed the expanded scope of the Affordable Care Act; minimum wage proposal; proposed rules on overtime pay, and the possible cap on the tax levy.

ii) Committee Update

No Report

c. Park & Facilities Services/Environmental

i) Update: Park & Facility Services East Project: Budget and Construction

Superintendent Warnstedt gave a brief update on the Park & Facility Services East construction project. He noted the foundation walls are in and crews are working on utilities and installing the plumbing lines. There were some soil issues that have been resolved and staff will see a mock-up of the block wall

next week. The roof is planned to go on in September and then work can begin inside.

ii) Update: Cunliff Park Stormwater Project

Superintendent Warnstedt noted that this project is nearing its completion. Work is being done on the mechanicals and motor controls and the grading and installation of the rubber pour surface on the playground is next followed by landscaping. A ribbon cutting ceremony is tentative for Saturday, September 12, 2015 which will include all partners on this project: the Park District, Village of Glenview and the Metropolitan Water Reclamation District. More details on the event will be forth coming.

iii) Committee Update

No Report

d. **Youth Sports Task Force**

i) Glenview Youth Baseball (GYB) Invoice

Committee Chair Patton reported that the GYB invoice for fall baseball was discussed in Committee and members are waiting for a formal response from GYB on this issue to consider next steps.

ii) Committee Update

No Report

9. Staff Reports

Superintendent of Parks and Facility Services Jim Warnstedt reported on the following: The inspections of all bridges within the Park District's jurisdiction which began last year and were done in two phases have now been completed. Bridges at Indian Ridge, Gallery Park, Little Bear Garden and Central Street were inspected recently and results will be shared with the Board when they are finalized. Discussions have taken place to move the Jr. Titan football program from Apollo School to Willowbrook School due to increased lighting at Willowbrook. The Johns Park, Hoffman School parking lot renovations have begun and should be completed in three weeks. Commissioner Katsamakis asked if there was an issue with the pool slide at Roosevelt Pool. Jim reported that the pool slide had a crack and a new one is on order.

Superintendent of Special Facilities, Lori Lovell reported on the following: The VIP re-grand opening of the Glenview Park Golf Club this past Saturday went very well and received positive feedback. Even with the heavy rains that day, the course drained quickly. The course will reopen to the public on Friday, July 24. The Prairie Club will hold a "glow in the dark" event on August 22 to attract new players and revenue. The Tennis Club will close for roof repairs and annual maintenance from August 15-30. Demolition work has begun for the HVAC unit replacement at the Ice Center; however, with the Chicago Open Figure Skating competition scheduled for next weekend, the work has been halted but will begin again after the Open and should be completed by the first week in September.

Commissioner Katsamakakis asked which facility, the Prairie Club or the Glenview Park Golf Club receives the revenue for lessons given by Pro Mike Stone. Superintendent Cremin said she would follow-up on this but believes the revenue is shared between the two facilities. Commissioner Katsamakakis also asked about the new paddle/tennis/golf summer camp. Superintendent Lovell said it was very popular with 22 kids attending.

Superintendent of Administrative Operations Barb Cremin said staff is monitoring all of the legislative initiatives being discussed in Springfield to be able to respond to any new rules, regulations or laws. Barb also noted that upgrades to the Rec-Trac registration software are being planned. Our IT department has partnered with and assisted the Des Plaines and Deerfield park districts with their Rec Trac upgrades and they in turn will help us. This is a great example of sharing resources and experiences which ultimately benefits the tax payers. Barb also noted the increase reporting requirements that have been added to the Affordable Care Act which staff has been working on closely with PDRMA, the Park District's Risk Management Agency.

Superintendent of Leisure Services Elsa Fischer reported all three pools were audited on July 11 and each received the highest star rating of five stars. Elsa also noted a one-day 50% off pool pass sale was offered and 130 memberships were purchased which generated \$4,700. Splash Landings will close from July 26-September 7 to replace the Dectron unit, complete roof repairs and for annual maintenance. Flick Pool hours will change to allow for more lap swimming during the shutdown. The Park Center Triathlon takes place on July 26 and so far 356 participants have registered. Summer Camp attendance was up 38 participants from last year with a total of 2,380 campers. The Grove Craft Beer and Wine Fest sponsored by the Grove Heritage Association on July 17 was very successful with over 950 in attendance.

10. Matters from Commissioners

Commissioner Dave Dillon thought the Fourth of July festivities at the Glen went well with the only issue being the parking.

Commissioner Dave Tosh welcomed Elsa Fischer and Lori Lovell to the Park District. He also complimented the friendly service he always receives from the Fitness Center front desk staff.

Commissioner Bob Patton congratulated Ron Cassidy and his staff on the successful re opening of the Glenview Park Golf Club.

Commissioner Charlie Kuhn noted he and Commissioner Tosh volunteered for the Grove Craft Beer and Wine Fest and thought it was a lot of fun. He also noted the Village's Comprehensive Plan Commission met last night and the Glenview Park District received high marks in the survey that was presented.

Commissioner Dan Peterson felt the entire July 4th day festivities were great and thanked staff who worked that day. He also thought the golf course looked spectacular. He reminded the Board about the NSSRA Summer Bash being held on August 12 at Techny Prairie Park in Northbrook and encouraged them to attend.

Commissioner Angie Katsamakakis agreed with the other Commissioners and thought the July 4th festivities were great. She also enjoyed the Grove Craft Beer and Wine Fest and felt this event really showcased The Grove to many who lived outside of the community.

11. Correspondence

Director McCarty noted he received a letter from a resident regarding the July 4th festivities and that letter will be included in the July 4th evaluation.

12. Adjourn to Executive Session—Pursuant to 5 ILCS 120/2 et seq.

No Executive Session was held.

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

None

14. Adjourn

Commissioner Tosh moved seconded by Commissioner Dillon to adjourn the Open Session at 7:59 p.m. On Voice Vote; all present voted Aye. Motion Carried.

ATTEST:

William M. Casey
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of August, 2015

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