



**Glenview Park District
Regular Park Board Meeting
October 24, 2019**

HIGHLIGHTS

The Board of Park Commissioners...

- Accepted the September 5, 2019 Finance Committee meeting minutes.
- Accepted the September 5, 2019 Park & Facility Services/Environmental Committee meeting minutes.
- Approved the September 17, 2019 Special Park Board meeting minutes.
- Accepted the September 19, 2019 Special Revenue Facilities Committee meeting minutes.
- Approved the September 19, 2019 Regular Board meeting minutes.
- Accepted the October 7, 2019 Recreation & Swimming Pools Committee meeting minutes.
- Accepted the October 10, 2019 Museums & Historical Preservation Committee meeting minutes.
- Accepted the October 10, 2019 Special Revenue Facilities Committee meeting minutes.
- Presented the National Recreation and Park Association's Gold Medal Finalist Plaque. Commissioners and staff attended the Annual NRPA Conference last month to receive the Glenview Park District's Gold Medal Finalist Award. The award is presented to the top four agencies in the Country for excellence in Park and Recreation management. Glenview Park District was selected as one of the top four in the population category IV (35,001 to 75,000). This award will be displayed at Park Center next to the District's other Gold Medal awards.
- Appointed Park Board member William Casey as a delegate to the Illinois Association of Park Districts (IAPD) Annual Business meeting on January 25, 2020 and Park Board member Daniel Peterson as the alternate delegate.
- Approved Payroll and Accounts Payable for the month of September, 2019 in the amount of \$2,577,975.34.
- Accepted an Administrative Operations/Marketing Committee recommendation to approve the 2020/2021 Part-Time Pay Ranges. The State minimum wage will increase on January 1 and July 1, 2020. Pay ranges have been adjusted to address the change in

the minimum wage. Whenever possible, it is the District's intention to cover part-time wages with charges for services.

- Accepted an Administrative Operations/Marketing Committee recommendation to reject the bid from Schumann Printers, Inc. for seasonal brochure printing and mailing services. The Administrative Operations and Marketing Committee recommended the district disqualify as unresponsive the low bid for seasonal brochure printing and mailing services from Schumann Printers, Inc. of Fall River, Wisconsin due to the following: location of services being outside the 50-mile preferred radius, negative reviews from references provided, slow response in clarifications needed regarding the bid and lack of paper samples provided with the bid.
- Accepted an Administrative Operations/Marketing Committee recommendation to reject the bid from Kelvyn Press for seasonal brochure printing and mailing services. The Administrative Operations and Marketing Committee recommended the district disqualify as unresponsive the second lowest bid for seasonal brochure printing and mailing services from Kelvyn Press of Broadview, Illinois, due to the following: work samples and references did not illustrate similar work to this project, use of third-party mail house services in Aurora increasing timeline for project delivery, lower quality paper sample would result in color bleed through, and process of electronic proof review lowering ability to quality control check print services.
- Accepted an Administrative Operations/Marketing Committee recommendation to award a contract to Paulson Press, Inc. for seasonal brochure printing and mailing services. The Administrative Operations and Marketing Committee recommended the district accept the third lowest bid for seasonal brochure printing and mailing services at a base cost of \$18,000 for a 90-page brochure with four color cover and two-color interior pages; \$19,500 for a 90-page brochure with four color cover and four-color interior pages, and \$9,800 for a 36-page brochure from Paulson Press Inc., of Elk Grove Village, Illinois, as the lowest, qualified bidder for this project.
- Accepted an Administrative Operations/Marketing Committee recommendation to approve Resolution 2019-22: A Resolution authorizing payments to The Illinois Municipal Retirement Fund. The Administrative Operations/Marketing Committee recommended approving the IMRF Phase-In Rate Payment of \$91,759 and an additional payment in the amount of \$1,100,000. The difference between the annual required contribution rate and a previous phase-in rate created a liability that staff recommended the District payoff in December of 2019. Additionally, the Committee recommended making a one-time payment to IMRF to reduce the District's Net Pension Liability by reducing the fund balance in the Retirement Fund.
- Accepted a Recreation & Swimming Pools Committee recommendation to accept the bid from Midwest Mechanical Group of Lombard, Illinois in the amount of \$334,132 for the Park Center HVAC replacement. Over the course of the last four years, staff has worked to replace all of the original rooftop HVAC units at Park Center by utilizing the Capital Replacement program. The four units included in this bid constitute the last replacements. The proposal was provided through the National Cooperative Purchasing Alliance, with Midwest Mechanical Group being the local contractor. The HVAC replacement will likely be done over spring break 2020.

- Accepted a Recreation & Swimming Pools Committee recommendation to accept the summer transportation bid from First Student of Naperville, Illinois in the amount of \$72,449.00 for the 2020 season; three companies had provided bids.
- Accepted a Recreation & Swimming Pools Committee recommendation to accept the bid from Ad-Wear of Houston, Texas in the amount of \$37,209.11 and the bid from All Star Custom Apparel and Design of Henrietta, New York for \$1,503.28 for Summer T-shirts and uniforms for 2020. This year, there were five companies that supplied bids or specific parts included in the GPD proposal.
- Accepted a Special Revenue Facilities Committee recommendation to approve the 2020-2021 Park Center Health and Fitness (PCHF) Annual Recommendations. The recommended changes maintain PCHF's place in the local fitness market and reflects a 2-3% increase in fitness memberships and non-member rate for personal training services. The recommendations included a new monthly Wiggles and Giggles upgrade membership and the addition of evening hours (5-7pm, Monday-Thursday).
- Accepted a Special Revenue Facilities Committee recommendation to approve the 2020-2021 Glenview Tennis Club Annual Operating Recommendations. The recommended changes were nominal and included an increase of approximately 2% to group lessons and camps.
- Accepted a Special Revenue Facilities Committee recommendation to approve the purchase of a Toro TriFlex Greensmaster 3300 mower in the amount of \$31,224.82 from Reinders of Mundelein, Illinois for the Glenview Prairie Club.
- Accepted a Special Revenue Facilities Committee recommendation to approve the Pro Shop License Agreement with Offensive Zone of Glenview, Illinois for the operation of a full-service Pro Shop at the Glenview Community Ice Center. The agreement will be executed by the Executive Director following final approval by Legal Counsel.
- Accepted a Special Revenue Facilities Committee recommendation to approve change order #003, the net impact of which is \$30,051.12. Change order #003 incorporates changes at the Glenview Community Ice Center for the build out of the Pro Shop, revisions to the specified fire-retardant finish in the great hall/lobby ceiling, existing rink temperature sensor, and concrete pier adjustment.
- Accepted a Special Revenue Facilities Committee recommendation to approve change order #004, the net impact of which is \$217,101.59. Change order #004 incorporates changes for the addition of the cooling coils to the dehumidification equipment in all three rinks of the ice center.
- Accepted a Finance Committee recommendation to accept the Glenview Park District Comprehensive Annual Financial Report for the fiscal year ended April 30, 2019. The District received an Unmodified Opinion from Lauterbach and Amen which is the highest level of opinion that is given by an audit firm.
- Accepted a Finance Committee recommendation to proceed with Bond Counsel and

the District's Financial Advisor to prepare documents for a direct purchase of the Glenview Park District Limited Tax Park Bonds as authorized by the Public Funds Investment Act. The Committee discussed several options for the sale of the Limited Park Bonds including a self-purchase and a direct placement option. The Limited Park Bonds are tax-supported, included in the Bond & Interest Tax Levy, and must be issued by the end of January for the 2019 Levy.

- Accepted the bid from Great Lakes Landscape Company of Elk Grove, Illinois in the amount of \$764,559.00 for the Wagner Farm Phase I construction project. The Wagner Farm Master Plan highlights the work to construct a Playscape and the pathways as being Phase I of the overall plan. With the assistance of Hitchcock Design Group, an RFP was presented in early October, which produced four qualified bids on this project. \$400,000 of the project is being funded through an Open Space Lands Acquisition and Development (OSLAD) Grant from the Illinois Department of Natural Resources.
- Approved the Amended and Restated Easement Agreement with Abt Electronics, Inc., David Property, LLC, and RJA Property Holdings, LLC, subject to final review by the Park District's President, Executive Director, and Attorney. This agreement allows for relocation of Abt's current easement and vacation of the prior easement. The agreement moves the easement from the center of Community Park West to an area that is less impactful to the use of the park, provides for additional parking, and creates more available space for recreational opportunities in the western portion of the park. Further, the agreement requires Abt Electronics to construct the necessary roadway and improvements, including installation of landscaping materials and the relocation of trees on the site. The estimated value of the improvements is \$1.2 million, to be paid entirely by Abt Electronics. Construction is slated to start in the Spring of 2020, pending Village of Glenview plan review and approval.
- Accepted a Special Revenue Facilities Committee recommendation to approve change order #005, the net impact of which is \$554,212.23. Change order #005 incorporates the use of intumescent fireproofing as opposed to spray on fireproofing on certain structural members over the skating rinks at the Community Ice Center. The use of the intumescent fireproofing is a value add to the renovation project; the benefits of the intumescent fireproofing impact operations and aesthetics.
- Approved the September 17, 2019 Special Board Meeting Executive Session minutes.
- Approved the Semi-Annual Review of Executive Session minutes.
- Approved the disposal of verbatim recordings of fully released Executive Session meeting minutes dated prior to March 2018.

* The next regular Park Board meeting will be held at 7:00 p.m., Thursday, November 21, 2019. The meeting will be held at Park Center, 2400 Chestnut, Glenview IL. The public is welcome. If special needs are required in order to attend this meeting, please call the Park District Office, 847-657-3215.