

**APPROVED**

MINUTES OF A REGULAR MEETING OF  
THE COMMISSIONERS AND OFFICERS OF  
THE GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
HELD TUESDAY, APRIL 20, 2010

The meeting was called to order at 7:31 p.m. and the roll was called. Present were Commissioners Michael Brohman (President), Tim Stratton, Hilary Lee, and Bob Kimble. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Finance/Human Resources Carol Mensinger, Director of Facilities Rob Ward, Director of Parks Rick Bold, Director of Recreation Cheryl DeClerck, Manager of Marketing and Communications Sandra Pullara, Program Manager Breanne Schnoor, and Executive Secretary Nancy Symonds. Absent was Commissioner Max Retsky.

Also in attendance was Glencoe resident Shawna Drobny, Glencoe Junior Kindergarten and Nursery School representative, 1070 Hohlfelder.

Consent Agenda Items Commissioner Stratton moved to approve the consent agenda items as presented. Commissioner Lee seconded the motion. The result of the roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

Financial Report Director of Finance/Human Resources Mensinger stated that the District is one month into the new fiscal year. One item of note highlighted was the difference in timing of the contractual payment to Glencoe Junior Kindergarten and Nursery School.

Matters from the Public There was no one present wishing to address the Board.

Standing Committee Reports

- A. *Real Estate Committee – Resolution No 729: Resolution Approving Grant of Storm Sewer Easement to the Village of Glencoe at Shelton Park and Authorizing the Execution of a Storm Sewer Easement Agreement with the Village of Glencoe Providing for Such Easement.*

President Brohman reported that the Village of Glencoe requested a storm sewer easement at Shelton Park in order to improve storm water drainage in the vicinity of Shelton Park. He further reported the Real Estate Committee met in March and reviewed the proposal submitted by the Village of Glencoe. The Committee reached consensus on the proposal and requested staff to contact Attorney Holtz to

prepare the appropriate documents in cooperation with the Village of Glencoe's attorney. Mr. Brohman indicated this has been done and the storm sewer easement agreement and Resolution No. 729 authorizing approval by the Park Board of the easement agreement are being presented at this time.

Discussion ensued. After discussion Commissioner Lee moved to approve Resolution No. 729: Resolution Approving Grant of Storm Sewer Easement to the Village of Glencoe at Shelton Park and Authorizing the Execution of a Storm Sewer Easement Agreement with the Village of Glencoe providing for such easement. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

### Unfinished Business

#### *A. Community Center Renovation and Additions Update*

Director of Facilities Ward reported that the Village of Glencoe has given the Park District an occupancy permit for the renovated building. There are a couple of items which need to be completed; one item is additional railing on the outdoor patio area and the other is emergency outdoor lighting. Mr. Ward stated the outdoor lighting will be soon be out for bid with the bids to be returned by May 7, 2010. The bids will then be reviewed by the Special Projects and Facilities Committee and then brought forward to the Board for action.

### New Business

#### *A. Discussion and Approval of Fiscal Year 2010 – 2011 Budget*

President Brohman asked Director of Finance/Human Resources Mensinger to lead the Board on the budget discussion. Ms. Mensinger indicated the budget being proposed included revisions discussed at a Finance Committee of the Whole meeting held in March earlier this year. She indicated the financial picture looks better than in the prior fiscal year primarily due to the completion of the renovation of the Takiff Center.

Ms. Mensinger also indicated the District unexpectedly received the balance (\$37,500) of a \$50,000 legislative initiative grant from the State of Illinois. This grant was awarded in 2006 for a classroom in the new building.

President Brohman inquired regarding the status of the balance due from the Takiff Family Foundation and the First Bank of Highland Park Foundation. Mr. Van Arsdale indicated Mrs. Takiff had reviewed the interior recognition sign which is the last item for family approval. Mrs. Takiff indicated she approved of the sign and she

would arrange for final payment to be made. Mr. Van Arsdale indicated he has left several telephone messages for Mrs. Takiff's daughter regarding the payment and as of this date no return phone calls have been received by Mr. Van Arsdale.

Discussion ensued.

After discussion, staff was directed by the Board to contact Attorney Holtz to contact the Takiff family attorney to arrange for final payment.

Then, Commissioner Stratton moved to approve the Fiscal Year 2010/2011 Budget as presented. Commissioner Lee seconded the motion. The result of a roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

*B. Discussion of Loan Repayment for 233 Linden Project*

Director of Finance/Human Resources Mensinger reviewed a memorandum she prepared regarding the 233 Linden Avenue remodeling project. She indicated in January of this year the Board approved an amendment to the "Cost Payment and Reimbursement Agreement" with Mr. Van Arsdale regarding monies he was lending to the District for the remodeling project of the Park House at 233 Linden. Ms. Mensinger indicated that Mr. Van Arsdale has lent the District \$35,000 to date. Due to the improved financial condition of the District, Ms. Mensinger recommended the Park District repay Mr. Van Arsdale the full principal amount at occupancy rather than having the longer repayment plan as approved in the amendment in January 2010. Discussion ensued.

After discussion, Commissioner Stratton moved to fund the remaining improvements to 233 Linden with Park District Funds (Capital Project Fund), to reimburse Mr. Van Arsdale in full for \$35,000 upon occupancy of the premises and to pay Mr. Van Arsdale any interest owed, if applicable, when the project is completed and all related invoices are paid. Commissioner Lee seconded the motion. The result of a roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

*C. Discussion of Bond Refinancing*

President Brohman asked Ms. Mensinger to review her memorandum for the Board. Ms. Mensinger indicated the Park District issued \$1,600,000 in General Obligation Park Bonds for the renovation of Watts Ice Center. These bonds were issued in

2000 after a resident supported referendum held in March 2000. She further stated that the bonds are "callable" on December 1, 2010 which gives the Park District the opportunity to refund these bonds 90 days prior to the call date, or September 1, 2010. She continued by stating that depending on the interest rate of the new bonds at the time of issuance, this could save the taxpayers of the District up to approximately \$140,000 - \$160,000 over the remaining ten years of the maturity.

Two proposals were received for the refunding. Due to the long term (20 years) relationship with Mesirow Financial, staff was recommending that staff continue with Mesirow for this refunding.

After discussion, the Board reached consensus that that staff proceeds with refunding with Mesirow Financial.

#### D. *Memorial Bench Donation*

President Brohman indicated the Park Board had been contacted by members of the Glencoe Garden Club regarding placing a bench in memory of Glencoe resident Paula Trienens. Mrs. Trienens was a very active supporter of both the Park District and the Garden Club. The Garden Club would like to contribute monies toward the bench, but it has very limited funds.

Mr. Van Arsdale indicated he reviewed Park District policies and this scenario is not covered in current policies. Mr. Van Arsdale and Mr. Bold toured Lakefront Park and felt that replacing the wooden slats on a bench already at Lakefront Park would be appropriate as there were already many benches in the park. The cost of the replacement wood will be shared with the Glencoe Garden Club. Mr. Bold indicated the slats are mahogany and the Park Department staff can install the replacement slats. This proposal was shared with representatives of the Glencoe Garden Club and they were in favor of this approach. Discussion ensued.

After discussion, Commissioner Lee moved to purchase wood for a park bench not to exceed \$537 with funds to come from general park improvements. Commissioner Stratton seconded the motion. The result of a roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

#### E. *Discussion and Approval of Strategic Plan Firm*

Executive Director Van Arsdale informed the Board that a Request for Proposal was prepared and sent to 15 professional consulting firms that specialize in strategic planning. He indicated responses were received from seven firms and the fees ranged from \$15,100 to \$100,000. He continued by stating three firms were interviewed by staff. The staff reached consensus on Public Research Group as the

firm that would serve the needs of the District as stated in the Request for Proposal. Discussion ensued.

After discussion, Commissioner Stratton moved to enter into a contract with Public Research Group to provide professional Strategic Plan Services in the amount of \$15,100 and expenses not to exceed \$1,510, subject to review and approval of legal counsel. Commissioner Lee seconded the motion. The result of a roll call vote follows:

AYES: Kimble, Lee, Stratton, Brohman  
NAYS: None  
ABSENT: Retsky

#### F. *Set Committee Meeting Dates*

Director of Recreation DeClerck and Director of Facilities Ward were directed to schedule Committee meetings to be held before the next regular Board meeting in May.

Staff Reports Mr. Van Arsdale was pleased to introduce Sandra Pullara as the District's Manager of Marketing and Communications. She joined the District on April 19. Ms. Pullara then gave a brief biographical sketch of her previous work experience, most recently at the Park District of Franklin Park.

Next, Director of Recreation DeClerck proudly introduced Breanne Schnoor as the District's Arts and Youth Program Manager. She joined the District on April 12. Ms. Schnoor also gave a biographical outline of her work experience; she previously worked for the Skokie Park District.

On behalf of the Park Board, President Brohman welcomed Ms. Pullara and Ms. Schnoor to the Park District.

Director of Parks Bold indicated he has been in contact with Village of Glencoe officials regarding drainage at 3N Park. He also indicated the greenhouse will be open on Saturdays in May.

Director of Facilities Ward indicated the chimney at the Boat House is in need of repair. The chimney is not used often and there are other heating options available at the Boat House. Mr. Ward also indicated roof repairs are included in the just approved fiscal year 2010 – 2011 budget and these will be going out for bid soon.

Director of Recreation DeClerck was pleased to report again this year Harris Bank will contribute \$3,500 toward the *Concert in the Park* series.

Commissioner Stratton reported on a meeting he attended regarding the Illinois Association of Park Districts (IAPD) and Illinois Park and Recreation Association (IPRA)

annual conference. He stated the vendors' hours on Saturday would be eliminated. He also reported that IAPD is reviewing projects that are "green" in order to become more energy conscience and aware of the environment. He will give more details as they are finalized.

Mr. Stratton continued by stating his wife and 4-year daughter attended the "Messy Morning" recently held at the Park District. He said they had a great and messy time and wanted to give kudos and thanks to Early Childhood Program Manager Burns and her staff for arranging such a fun special event.

Other There was no other business for the Board at this time.

Adjourn With no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Donald P. Van Arsdale  
Secretary