

**APPROVED**

MINUTES OF A REGULAR MEETING OF  
THE COMMISSIONERS AND OFFICERS OF  
THE GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
HELD THURSDAY, AUGUST 25, 2011

The meeting was called to order at 7:35 p.m. and the roll was called. Present were Commissioners Trent Cornell (President), Max Retsky (Vice President), Bob Kimble (Treasurer), Hilary Lee and Andre Lerman. Staff present included Executive Director/ Secretary Don Van Arsdale, Director of Parks Rick Bold, Director of Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Athletic Program Manager Kraig Owens, Manager of Marketing and Communications Sandra Pullara, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents: Kelly Glauberman, representing Glencoe Junior Kindergarten and Nursery School, 1229 Fairfield; Brian Homans, 271 Hawthorn, and Janet Lerman, 244 Hazel.

Also in attendance were John Fitzgerald, 1114 Franklin Lane; Buffalo Grove, Illinois and Larry Smith, 3115 Mary Kay Lane, Glenview, Illinois.

Consent Agenda President Cornell asked if there were any comments or questions regarding the items on the consent agenda. There were two items to be removed: A) Approval of the Meeting Minutes for the July 19 regular Board meeting. Commissioner Lee inquired about why the meeting minutes were modified. Commissioner Lerman stated he felt that the minutes did not represent what was said at the last meeting. With regard to consent agenda item (C) Surplus Property Disposal Ordinance concerning the demolition of the cottage and contents at 292 Green Bay Road, President Cornell stated this item is being removed at the recommendation of Executive Director/ Secretary Van Arsdale and is referred to the Special Projects and Facilities Committee.

Commissioner Lerman requested that draft meeting minutes be available to the Board within seven days after the meeting. Ms. Mensinger requested an extension to that request due to the upcoming vacation of Ms. Symonds. The extension was granted.

President Cornell then asked if there were any comments regarding the proposed Voucher List of bills to be paid. Commissioner Retsky inquired about flowers which were sent and also about a health insurance reimbursement to a staff member. Director of Finance/Human Resources Mensinger indicated that flowers were sent to a staff member who was ill and the health insurance reimbursement is because the District reimburses full-time employees part of their annual medical deductible.

Commissioner Retsky then inquired about a payment to Creekside Printing. Ms. Mensinger indicated that is for brochure printing.

With no further discussion, Commissioner Kimble moved to approve the bill list as presented. President Cornell seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Financial Report Director of Finance/Human Resources Mensinger indicated the District has completed five months of its fiscal year. The Beach and Boating Departments are doing well; however, there are still annual allocations for salaries, utilities and G & A to be recorded throughout the remainder of the fiscal year.

Matters from the Public President Cornell asked if there was anyone in attendance who would like to comment. President Cornell then recognized John Fitzgerald, Commodore of the Glencoe Boat Club. Mr. Fitzgerald began his comments by extending his thanks to the staff for a great summer. There have been fun events including three sailboat race programs. He continued by stating when necessary the rescues have been excellent. He stated due to inclement weather the Sailfest event was delayed until the staff got a good weather forecast before beginning the event. He continued by stating he heard positive comments from residents Brian Homans and Laurie Morse. Mr. Fitzgerald stated the boating season is winding down and will end with an event in the middle of October.

President Cornell thanked Mr. Fitzgerald for his comments and indicated that concepts and ideas from the Glencoe Boat Club will be considered in planning for next summer.

President Cornell continued his comments by stating he heard many excellent comments on the summer camp programs this summer and he wanted to extend his thanks to the staff.

35 Year Service Resolution Number 755: Dan Barchenger President Cornell read the Service Resolution in honor of Parks Supervisor Dan Barchenger who has worked for the District for 35 years. He then asked for comments. Director of Parks Bold indicated that Mr. Barchenger started working for the District while still in high school and upon his graduation joined the District as a full-time employee. Mr. Bold continued by stating Henry Kalk was an employee who worked for the District the longest; Mr. Kalk worked for the District for 48 years.

President Cornell then moved to approve the 35 Year Service Resolution Number 755 as presented. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Appointment of Basketball Steering Committee Members President Cornell recognized Athletic Program Manager Owens to share information on this agenda item. Mr. Owens

explained that the Basketball Steering Committee is an integral part of the District's youth basketball program. The Steering Committee consists of eight members with one District staff member serving as a permanent Committee member. The additional seven Steering Committee members are comprised of residents and/or resident coaches who have a child or children in the basketball program. The Athletic Program Manager serves as the liaison between the District and School District #35 and also manages the program budget and facility scheduling. He said each Steering Committee member serves a two-year term and may seek re-appointment for a second two-year term, which is the maximum number of terms a member can serve.

Mr. Owens continued by stating the Steering Committee members monitor rules for the program and each year there is turn over of the membership. Several parents remain active in the basketball program by continuing to coach even when their children are not participating.

President Cornell then moved to re-appoint Steve Goldish for a two year term and appoint Michael Hiring, Rick Werner, Dan Hagedorn, and Phil Carragher for two years terms on the Basketball Steering Committee. Commissioner Lee seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Discussion and Approval of Strategic Plan "Road Map" Commissioner Lerman began his presentation by indicating he had a newer version of the "Road Map" for discussion because the version included in the Board packet had formatting errors in converting the document from one computer program to another and he wanted to change punctuation and correct grammatical errors in the document. He continued by stating Executive Director/Secretary Van Arsdale and he had discussed the document.

Commissioner Lerman continued by stating this "Road Map" discussion is a continuation in a series of public meetings for accountability and transparency. He would like to have the public and staff weigh in on this "Road Map."

Commissioner Retsky stated she appreciated his work on this project.

Commissioner Lee stated a lot of work went into this document and she felt the District was already doing many of the items contained in the document. With regard to the tentative distribution of this document to the public, she was not sure where it should be available at the school district.

Discussion continued. President Cornell said the document should be placed on the Website for public review. Commissioner Retsky said this document should be a draft coming from a Board Committee before it becomes a final document to be approved by the Board and the public will have a period of time to express their comments.

After discussion, Commissioner Lerman moved that the current draft version of the Strategic Plan Road Map document as developed be made public to seek comments and suggestions and to that end the draft document should be placed on the District's website for public review. There was no second to this motion; it was withdrawn.

Discussion ensued. President Cornell stated this document will be modified and it was important to have "draft" on the document. He continued by stating this "Road Map" will be used in conjunction with the Strategic Plan Action Plan which has previously been approved by the Board.

After further discussion, President Cornell moved that the Special Projects and Facilities Committee make the Strategic Plan "Road Map" as revised available on the District's website as a draft document along with a letter explaining the purpose of the "Road Map" and request public input and comments and have the Special Projects and Facilities Committee discuss this draft document after comments have been received by the public. Commissioner Retsky seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Discussion continued with regard to the document as it will appear on the District's website. Each page will have a "draft" watermark on it and there will be a separate document which describes the "Road Map" and explains the importance of the public's input in this process.

This concluded the discussion of the "Road Map."

At this point in the meeting President Cornell asked that the agenda be revised so information on the Board Policy Manual can be printed for a Commissioner.

Glencoe Beach Sprayground Director of Operations Nagle gave a review of the bid submitted for the sprayground renovation. He stated there was only one bid received for the project and it was higher than the proposed budget. He has been in contact with representatives of Thompson Dyke & Associates (TDA) regarding the low response from prospective bidders and the high bid. TDA will re-package the bid for re-bidding. The proposed new project time line is: Bid on street – September 9, bid opening on September 16, and possible Board approval on September 20 with a signed contract by September 23. This revised timeline will give the District six weeks for ordering items and two weeks to install items that are ready. Finishing the installation, painting, and testing will occur in spring 2012.

Mr. Nagle continued his comments by stating TDA will not charge the District additional fees for repackaging the proposal. TDA will also contact additional contractors to encourage them respond to the re-bid. Mr. Nagle stated one additional item included in the bid proposal was a requirement from the Village for an additional water meter. This meter will monitor the water usage at the sprayground so the District is only charged for

water that is deposited in the sewer system and will not be charged for the water usage for the water play equipment when the water just drains into the beach sand.

Commissioner Lee then moved to reject the bid submitted for the Glencoe Beach Sprayground Proposal. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Discussion of Board Policy Manual and Possible Approval Commissioner Retsky began her review by stating this proposed revisions to the Board Policy Manual were presented at the July Board meeting. She indicated she received comments from Commissioner Lee and President Cornell.

She continued by discussing the proposed changes to Article 3.1 which would increase the number of Commissioners from five to seven and change their term from six years to four years with these changes being more in line with other governmental boards in Glencoe and the Board will evaluate this option by the end of December 2011.

President Cornell said the Board would explore the option.

She continued by stating she is proposing Article 3.21 be revised when filling a vacancy on the Board. She explained that when a vacancy on the Board occurs, the Board will develop an ad hoc committee to identify key needs that have been created by the vacancy along with a list of potential candidates.

Commissioner Kimble indicated there might not be caucus recommended candidates to fill a vacancy on the Board.

President Cornell suggested that while this process should be followed, there may be extra-ordinary circumstances that would make it necessary to truncate the full process.

Commissioner Lee indicated she had concerns with this process as the caucus only nominates candidates for various Village governmental Boards. Commissioner Kimble indicated the Village caucus indicated the caucus does not meet until prior to an election and it is difficult to recruit volunteers for the caucus.

The next article under discussion was Article 4.1 regarding Election and Appointment of Officers by changing the annual meeting of the Board to May or if new Commissioners are elected, at the first meeting following the election and seating of the new elected Commissioners.

Article 6 Board Committees was the next section to be discussed. It was recommended to combine Board Committees to make five Committees and two Special Committees. The proposed new Committees are Finance Committee of the Whole, Recreation Committee, Special Projects and Facilities Committee, Marketing and Communications

Committee, and Personnel and Policy Committee. The two proposed Special Committees are Centennial and Customer Service.

It was proposed in the revised Board Policy Manual that all standing committees meet once a month. The proposed membership on the five new standing committees will be Commissioners who currently serve on the named committee and members of the Real Estate Committee will now serve on the revised Special Projects and Facilities Committee and Commissioners who currently serve on the Legislative Committee will now serve on the Finance Committee of the Whole. The current members of the Personnel and Policy Committees will serve on the new Personnel and Policy Committee.

With fewer standing Committees, it is proposed that each Committee now will have additional areas of responsibilities.

Commissioner Retsky then continued by stating with regular monthly meetings of the Committees, there should be interest from the community in the agenda items being presented.

Commissioner Lerman stated the Village Plan Commission meets monthly. He continued by stating staff members have items which require consideration and the first Tuesday of each month might be convenient for a Committee to meet before the regularly scheduled Board meeting.

Director of Finance/Human Resources Mensinger indicated that staff quite often does not have information from other sources, i.e. Cook County, a long time prior to required Committee discussion and in such instances the Committee meeting schedule might need to be revised.

Commissioner Retsky stated the meetings to be scheduled are not meant to be onerous and when appropriate meetings will be canceled or rescheduled in accordance with Open Meetings Act requirements. Commissioner Retsky indicated there could be opportunities to piggy back Committee meetings.

Discussion ensued. Commissioner Kimble mentioned that as Treasurer he just signed a check for \$6,900 to legal counsel for one month of services and the legal budget for the fiscal year is \$40,000. He thought it makes more sense to have the Committee Chairs and the Executive Director contact legal counsel

President Cornell stated he did not want the Board to micromanage. He indicated that some Committees only met every couple of years depending on the topics on the agenda. He continued by stating the only role of the current Policy Committee was to review the Board Policy Manual every two years.

President Cornell continued by stating Committees do not have any authority.

Commissioner Lee was concerned that a "super" Committee would be in charge of the job description for the Executive Director. She continued by stating his job description

was determined when he was hired. Commissioner Kimble stated he was concerned about the increased responsibilities of the new Personnel and Policy Committee.

Commissioner Retsky moved to approve the revised Board Policy Manual as amended. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

AYES: Lerman, Retsky, Cornell  
NAYS: Lee, Kimble  
ABSENT: None

Glencoe Park District Soccer Goal Safety and Education Policy Executive Director/Secretary Van Arsdale indicated Governor Quinn signed into law the Movable Soccer Goal Safety Act or Zach's Law which takes effect immediately. The act requires all organizations that own and control movable soccer goals to create a soccer goal safety and education policy that outlines the organization's safety guidelines for movable soccer goals. Athletic Program Manager Owens stated the local AYSO already complies with this new law. President Cornell then moved to approve the Soccer Goal Safety and Education Policy as presented. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Resolution Number 756: A Resolution Extending the Agreement to Provide Recreational Programming Services Between Glencoe Park District and Helen's Ultimate Workout Center, Inc. Executive Director/Secretary Van Arsdale stated the current agreement with Helen's Ultimate Workout Center, Inc. expires August 31, 2011 and this resolution will extend the agreement one month with all provisions of the current agreement to remain in effect.

Commissioner Retsky stated information on the programs offered by Helen's Ultimate Workout Center, Inc. is in the brochure and this resolution is just a formality.

After discussion Commissioner Retsky moved to approve Resolution Number 755 as presented. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

AYES: Lee, Lerman, Kimble, Retsky, Cornell  
NAYS: None  
ABSENT: None

Staff Reports Director of Finance/Human Resources Mensinger stated staff was proposing several items for the agenda of the next Finance Committee of the Whole meeting. One item to be included is selecting an auditing firm. She stated Requests for Proposals were sent in July to auditing firms and the responses were recently received. Staff is now reviewing the proposals and would have a recommendation. Other items under consideration are an outstanding check balance policy, fund balance policy and

new GASB accounting requirements She has not yet heard from Cook County regarding the upcoming tax levy.

She continued her report by stating PDRMA representatives were at the beach, parks and administrative offices as part of the accreditation process. PDRMA reviews the District every three years.

She announced two new staff positions with the hiring of Ali Lewis as the part-time receptionist and the rehiring of Liz Stowick as the full-time receptionist.

Director of Operations Nagle stated the batting cage will be installed in the gym of the Takiff Center in the next few days.

Commissioner Retsky inquired about the PDRMA evaluation process. Ms. Mensinger stated the District has always received a high rating.

Mr. Nagle continued by stating President Cornell, Commissioner Lerman, Executive Director/Secretary Van Arsdale and he have been in discussion with officials and staff from the Village to determine shared facilities and shared services opportunities.

Commissioner Lee stated many Village staff members are members of unions and the District staff is not unionized.

Commissioner Lerman said the review is to plan for the future and get recommendations.

Mr. Nagle stated one maintenance area being considered for shared services is landscaping. The Village has more tree removal equipment than the District.

Commissioner Lerman thought a combined newsletter issued by the Village and the District could be provided to get information to the community.

Mr. Nagle stated the beach season is winding down and there is adequate staff for the remainder of the season. This is the time in summer when staff leaves to return to school.

Commissioner Lerman thanked the beach staff and especially the rescue crew who responded quickly when a recent rain and wind storm required boaters to return to land. Mr. Nagle said the beach staff is highly trained.

Mr. Nagle continued by stating the emergency plan for District facilities is just about complete. This will be a universal document for the District.

Director of Parks Bold stated the tennis resurfacing at Central Park is progressing well. As part of the Strategic Plan, a review of the parks for Americans with Disabilities Act accessibility will begin shortly.

Manager of Marketing and Communications Pullara indicated an email blast will be sent to those on the e-mail list to keep them informed of upcoming events at the District.

Executive Director/Secretary Van Arsdale began a review of program registrations. He said some programs will be canceled due to lack of enrollment. However, this is a time when families are beginning to finalize their fall program opportunities.

Glencoe Junior Kindergarten and Nursery School representative Glauberman stated there is one fewer class in GJK's program offerings compared to last year.

Commissioner Retsky then discussed some web registration issues she encountered. She stated for some programs there was no information available for web registration or the information was incorrect.

Director of Finance/Human Resources Mensinger indicating this could be a problem with the program or a software issue.

Commissioner Lerman indicated the web registration numbers have increased; patrons might get discouraged if they are unable to register on line. He thought this should be referred to the Recreation Committee for discussion.

President Cornell said this should be addressed at another meeting.

Ms. Mensinger stated she would like to upgrade computer software programs.

President Cornell indicated software programs should be reviewed and then bring software upgrade information to the Board.

Commissioner Lerman thought the Recreation Committee should review any registration software issues.

Executive Director/Secretary Van Arsdale stated registration for programs offered through the Oasis Center are very strong. This will bring additional people to the Takiff Center.

Commissioner Lee stated this would fulfill a Board issue to fill the building.

Commissioner Lerman inquired about the demographics of the registrants for the Oasis programs and if they are from outside Glencoe.

Mr. Nagle stated with the additional building usage, additional janitorial services will be required.

Other Executive Director/Secretary Van Arsdale indicated he has reviewed a first look at a new building for the Writers Theater on the property of the Woman's Library Club of Glencoe. He has shared property title information with the District's attorney with regard to this property. He indicated there are several large oak trees on the property

Commissioner Lee stated it is important not to give up the property.

President Cornell stated Writers Theater proposal is very expansive and he would like to have legal counsel stop its property title review until there is more information from Writers Theater on its proposal.

Adjourn With no further business, the meeting adjourned at 10:05 p.m. on a motion from Commissioner Lee and a second from Commissioner Retsky.

Respectfully submitted,

Donald P. Van Arsdale  
Secretary