

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, MARCH 20, 2012

The meeting was called to order at 7:35 p.m. and the roll was called. Present were Commissioners Trent Cornell (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, Manager of Marketing and Communication Sandra LoCascio, and Executive Assistant Nancy Symonds.

The member of the public in attendance was Glencoe resident Ann Martin, 1157 Skokie Ridge.

Consent Agenda Commissioner Kimble moved to approve the consent agenda items as presented. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Matters from the Public There was no one wishing to address the Board at this time.

Executive Director Report Director/Secretary Van Arsdale began his comments by stating the District's second Centennial Event, the Leap in the Lake, held on February 25 was quite successful. He said there were over 30 registrants and many cheering and supportive spectators. He continued by stating the funds raised were placed in the District's C.A.R.E. Scholarship fund. Staff felt this should become an annual event.

He continued his report by stating he recently attended the National Recreation and Park Association's Green School and he plans to introduce many of the concepts he learned in the District's daily practices and incorporate into the comprehensive master plan process.

He stated he attended the sustainability workshop sponsored by the sustainability group of the Plan Commission of the Village of Glencoe. He was asked to serve as an advisor for the Glencoe Community Garden being planned near Shelton Park

Commissioner Retsky arrived at 7:40 p.m.

Mr. Van Arsdale indicated the District recently completed its Americans with Disabilities Act (ADA) Transition Plan Audit. The audit identified items that would need to be revised to comply with ADA standards. Director of Parks Bold indicated some of these changes are simple changes while other items are more complex. There is a three-year time to complete.

President Cornell stated these changes could require major capital funding.

Mr. Van Arsdale continued his report by stating the square footage calculation regarding the tax-exempt bonds issued for the Takiff Center has been finalized. He expressed his appreciation to staff for the thoroughness in this process and there would be further discussion of this item later in the meeting.

Financial Report Director of Finance/Human Resources Mensinger stated the auditors were at the office for their preliminary work visit and they will return in April to continue their review of the District financial records.

Discussion and Approval of Fiscal Year 2012/2013 Budget President Cornell asked Ms. Mensinger to lead the discussion on this item. She stated that Approval Draft of the 2012/2013 Budget is the District's working budget and guides staff. Next month the Board will approve the Budget and Appropriations Ordinance, which is submitted to the Office of the Cook County Clerk; the Clerk uses the Ordinance to collect taxes.

Ms. Mensinger stated the approval draft includes additional capital items for programs that generate revenue, carry over items from the previous year, and funds for future large capital items. She concluded her comments by stating the District's financial picture is very good.

Commissioner Lee then moved to approve the Fiscal Year 2012/2013 Budget 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

President Cornell expressed his thanks to the staff for the work on the budget. Ms. Mensinger indicated it was difficult to compare the District to other district because of the uniqueness of each park district.

Recreation Committee Report Committee Chair Retsky asked staff to lead the discussion on this agenda item.

A. Discussion of HUF Agreement Executive Director Van Arsdale stated negotiations have begun with Ms. Boris; however, she recently told him she would like to only continue with children's programs and not include adult programming. Ms. Boris would like to offer her adult programs until the end of August 2012. Mr. Van Arsdale stated negotiations are proceeding with Ms. Boris offering only children's programming.

B. Camp Update Director of Recreation DeClerck stated camp registration is going well. She continued by stating enrollment in the Sun Adventures and Action Camp is stronger than similar camps last year.

C. Update Program Analysis Ms. DeClerck indicated Recreation Department staff is continuing the program analysis for selected programs as discussed at an earlier meeting of the Recreation Committee. The analysis will be available later this spring.

Special Projects and Facilities Committee Meeting Committee Chair Lerman indicated the Committee recently met and there were two items, which needed Board approval.

A. Discussion and Possible Approval of Spray Playground Change Order Director of Operations Nagle began the discussion by stating the Village of Glencoe is now requiring a second water supply meter for the spray ground water play equipment. Originally, the project and the architectural plans called for a deduct-only water meter installed next to the water controls on the sand. Representatives from the Village subsequently indicated a deduct-only water meter is not allowed and a second supply meter will need to be installed. The Village will supply the cost of the second meter at no charge.

Mr. Nagle stated installing the second meter will require a change order for the contractor, Clauss Brothers, for \$7,500 and he indicated there are funds in the Safran Donation Account for this expense.

After discussion, Commissioner Lee moved to approve the change order as submitted by Clauss Brothers for \$7,500, which will require an additional \$4,200 from the Safran Fund. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

B. Discussion and Possible Approving of Mowing and Landscape Bid Director of Parks Bold indicated a request for proposal was sent to qualified landscape firms. Two firms submitted bids. After discussion, Commissioner Lerman moved to approve the landscape and mowing bids submitted by Manfredini Landscaping and Design of Highland Park, Illinois for a base hourly bid of \$23 hour/worker. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

C. Strategic Road Map Committee Chair Lerman indicated he had nothing to report.

Old Business

A. *Update on Watts Advisory Group* Commissioner Lee indicated she is still soliciting residents and users of Watts to participate in the advisory group.

B. *Update on Street End Task Force* President Cornell stated there is no update on this agenda item.

C. *Update on Takiff Center Square Footage Calculation* Executive Director Van Arsdale thanked Director of Finance/Human Resources Mensinger and Director of Operations Nagle for their diligent efforts to review the status of the District's tax-exempt bonds. He continued by stating the District's calculation of the space used in the building is under any trigger which might compromise the bonds. As such, a resolution creating a tax-exempt bond record keeping policy will be placed on the April Board meeting for discussion and possible action.

D. *Update on 'Shared Services with the Village of Glencoe* Executive Director Van Arsdale indicated the shared services pilot program with the Village began March 1. He indicated Director of Parks Bold and Village staff are sharing a Village computer program to inventory and maintain the trees in the District. Mr. Van Arsdale then stated the District will be responsible for mowing Village and District property. Mr. Bold indicated Village staff has serviced three vehicles as part of the shared services agreement.

E. *Update on Centennial Activities* Executive Director Van Arsdale stated the next event will be in April. He stated the District will create an "Indian Trail" tree. The Boy Scouts and Girl Scouts troops have been invited to attend.. The event will take place in Kalk Park and Veteran's Park in which we will name an Arboretum. One of the events planned for the day is a tree scavenger hunt for families to identify different trees in the District's parks. President Cornell stated an e-mail blast for this event should be sent because there is a built in audience with families registered in District programs

F *Update on Board Size and Length of Term Survey* Commissioner Kimble indicated Commissioner Lerman and he will have the Board member size and length of service survey posted on the District's website soon. The responses will be tabulated through the SurveyMonkey computer program and residents can respond to the survey until April 15, 2012.

G. *Town Hall Meeting in May* President Cornell stating the Town Hall meeting would be a Special Meeting of the Board beginning at 7 p.m. on Tuesday, May 15, 2012. This meeting time would not conflict with the annual meeting scheduled to begin at 7:30 p.m. also on the 15th. Commissioner Lerman felt the agenda for the Town Hall Special Meeting should include reports on the highlights from the Board Committee Chairs. He also felt it was important to invite caucus members and members of other Glencoe governmental entities. Mr. Van Arsdale stated information on the Town Hall Meeting would be placed on the District's website and it will be mentioned in the next ParkViews newsletter. Discussion continued. President Cornell indicated he would like to have Committee Chairs give highlights for discussion to Mr. Van Arsdale and him.

New Business

A. *Discussion and Possible Approval of District Voicemail System Upgrade* Director of Finance Mensinger indicated the District was notified that the phone vendor was purchased by a new vendor and the new vendor will no longer support the District's current telephone system. As such, the District will need to migrate or convert its current software program. Ms. Mensinger said the District will save \$3,000 if this conversion is scheduled before the end of March. President Cornell then moved to approve the voicemail service update by Repartee Linux System at a total cost of \$10,351. Commissioner Kimble seconded by the motion. The result of a roll call vote follows:

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

B. *Staff Presence at Committee Meetings* President Cornell stated he requested this agenda item for discussion because he was concerned about various staff members staying late to attend Committee meetings. He stated he wanted Board members to be considerate of staff time and that not all questions asked during a meeting can be answered during a meeting.

C. *Discussion of Board Retreat* President Cornell stated he felt it was important to have a Board retreat. He would like to have this at a convenient time for all the Board members to attend. He stated a facilitator should be used and the facilitator would set the agenda. Commissioner Kimble indicated this should be done in closed session. He felt it was also important. Discussion continued. President Cornell requested Executive Director/Secretary Van Arsdale to provide him with recommended facilitators for an upcoming Board retreat.

D. *Sprayground Opening Event* Executive Director/Secretary Van Arsdale indicated it would be appropriate if timing permits to recognize the Safran Family for its donations to the District will allowed for the sprayground to be renovated. It was the consensus of the Board to ask Mr. Van Arsdale to contact Tom Safran, who lives in California, to see about his availability to attend such recognition.

Freedom of Information Act Request Executive Director/Secretary Van Arsdale informed the Board the District received that one Freedom of Information Act (FOIA) request. The request was from a landscaping firm who wanted to know the 2011 landscape maintenance and mowing maintenance contract amount and award winner. He said this information was mailed to the requestor.

Staff Reports President Cornell asked if staff which to make additional comments to their written reports. Manager of Marketing and Communications LoCascio indicated she regularly sends e-mail blasts to program participants and others who are interested in the District's events. She continued by stating the District has several e-mail lists so age appropriate flyers and materials is sent. Commissioner Retsky requested that the Board members are included in e-mail blasts.

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

Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees under Section 2(c)1 of the Open Meetings Act At 8:35 p.m. President Cornell moved to adjourn into Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees Under Section 2(c)1 of the Open Meetings Act. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

The meeting reconvened in regular session at 10:13 p.m.

Action, If Any, To be Taken on Matters Discussion in Closed Session There is no action to be taken.

Other There was no other business

Adjourn With no further business, the meeting adjourned at 10:14 p.m. on a motion from Commissioner Retsky and a second from Commissioner Kimble.

Respectfully submitted,

s/ Donald P. Van Arsdale
Donald P. Van Arsdale
Secretary