

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, JULY 17, 2012

The meeting was called to order at 7:35 p.m. and the roll was called. Present: Commissioners Max Retsky (President), Trent Cornell (Vice President), Hilary Lee, and Andre Lerman. Staff present included Interim Executive Director/Secretary Steve Nagle, Director of Parks Rick Bold, Director of Finance/Human Resources Carol Mensinger, and Manager of Marketing and Communications Sandra LoCascio.

Members of the public in attendance included Glencoe residents: Tom Burr, 545 Washington; Peggy Calhoun, 37 Crescent Drive; Steve Gaines, 655 Greenwood; Teresa Grosch, 409 Woodlawn, Betsy Leibson, 346 Lake; Paul and Sam Liebenson, 37 Crescent Drive, Mark Rice, 546 Westley; Nina Schroeder, 225 Lincoln Drive; Robyn Tavel, 602 South Avenue; and Matthew Walker, 413 Jackson Avenue. Also in attendance was Irv Leavitt, Pioneer Press reporter.

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

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

Resolution of Gratitude Number 781: Samuel John Liebenson President Retsky read a resolution of gratitude for Eagle Scout Samuel Liebenson. Mr. Liebenson built Americans with Disabilities Act accessible picnic tables for the Glencoe Beach with assistance from other Boy Scouts and encouragement from Director of Parks Bold. Commissioner Cornell moved to approve Resolution of Gratitude Number 781 as presented. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

Discussion and Possible Approval of Installation of a Batting Cage at Central Park Interim Executive Director Nagle stated Glencoe Baseball Association would like to donate a batting cage to the District and have it placed in Central Park. He said letters were sent to neighbors of Central Park seeking their comments. He continued by stating the District's legal counsel and PDRMA (District's risk management pool) have reviewed the proposal. He stated Glencoe Youth Services would like to have additional

signs and lighting placed in Central Park, since its building is adjacent to the proposed location of the batting cage.

Discussion ensued between residents and the Board regarding when the batting cage would be installed, the hours of use, and requests from Glencoe Youth Services. After discussion, Commissioner Cornell moved to approve the acceptance of a batting cage donation from the Glencoe Baseball Association and installation at Central Park pending legal counsel review and a signed License Agreement. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

Mr. Nagle stated Director of Parks Bold would coordinate with Glencoe Youth Services and Village of Glencoe representatives about additional signs and lighting that Glencoe Youth Services would like to have installed.

Interim Executive Director Report Interim Executive Director Nagle began his report by thanking staff members for their work for a fun 4th of July in Glencoe. He heard many comments and indicated that there were changes this year from previous years; the fireworks display was well received and he appreciated Public Safety efforts to help with crowd control. He continued by stating safety procedures are being refined and implemented. The District's staff safety committee will monitor safety-related matters to determine if there is an item which needs further review. Mr. Nagle concluded his report by stating the OASIS program will not be renting space at the Takiff Center in the fall, as program enrollment for larger OASIS programs did not achieve enrollment objectives. To a question from Commissioner Cornell, Mr. Nagle stated this is an opportunity for the District staff to possibly offer some of the programs formerly offered by Oasis.

President Retsky then inquired about the District's recreation registration software program update. Director of Finance/Human Resources Mensinger stated the District has been working with its computer consultant finishing staff interviews, investigating hardware requirements, scheduling follow up RecTrac demonstration, etc. She stated the new software program would be designed to integrate more efficient programming options desired by the District.

Financial Report Director of Finance/Human Resources Mensinger stated the District's financial report as of June 30, 2012, show recreation programs are going well. She stated the District has completed 1/3 of its fiscal year. She stated Day Care is down slightly from last year; however, three payrolls are included in June as a reason for the lower net. She stated the beach is doing well with the very hot weather this summer and the increased token sales with the Northbrook Park District agreement.

Discussion and Acceptance of Fiscal Year 2012/2012 /Annual Audit Director of Finance/Human Resources Mensinger stated immediately before this meeting the Finance Committee of the Whole met to review the audit. She stated a new firm, Lauterbach & Amen, prepared this year's audit. Commissioners Cornell and Lerman

complimented staff on the recommendation of Lauterbach & Amen as the District's auditing firm. Ms. Mensinger stated all representatives from the auditing firm were very professional and efficient in completing the audit. Commissioner Cornell moved to accept the Fiscal Year 2011/2012 Annual Audit as presented. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

Matters from the Public President Retsky asked if there was anyone in attendance who wished to address the Board.

She then recognized residents Nina Schroeder, Betsy Leibsen, Theresa Grosch who inquired about the recent resignation of Mr. Van Arsdale. At the conclusion of their comments, President Retsky and Vice President Cornell stated the Board would not comment on personnel issues.

Ms. Leibsen then talked about the Green Bay Trail.

Ms. Grosch wanted information on the discussion about increasing the size of the Board to seven members from five. Commissioner Lerman stated this item has been discussed at previous meetings and will be revisited at the September Board meeting. Vice President Cornell stated in the spring the Board approved reducing the length of a Commissioner's term from six years to four. Commissioners encouraged those in attendance to contact the Village Nominating Committee to learn more about the caucus system.

Discussion and Approval of Outstanding Committee Meeting Minutes President Retsky asked that approving outstanding Committee meeting minutes not be done at this meeting, but at the Board meeting next month.

Discussion of Board Committee Structure and Committee Appointments for 2012-13 Term President Retsky stated she researched the Board and Committees of other park districts do to see find out what they do. She also contacted the District's legal counsel for his comments. She is recommending that the committee members stay the same as last year. She would like to streamline the committee structure to make the meetings less onerous. She assigned the following:

Finance Committee of the Whole

Bob Kimble, Treasurer
All Commissioners

Marketing and Communications

Hilary Lee, Chair
Bob Kimble
Trent Cornell, new member

Personnel and Policy	Andre Lerman, Chair Max Retsky Bob Kimble, new member
Recreation	Trent Cornell, Chair Max Retsky Andre Lerman, new member
Special Projects and Facilities	Trent Cornell, Chair Andre Lerman (open)

Commissioner Lee was asked to be on the Special Projects and Facilities Committee; she declined.

President Retsky stated another item for consideration is having one meeting date for all the Committees and have that meeting two weeks before the regular monthly Board meeting. She proposed the Committee meeting night be Tuesday, August 7. The starting time was not determined. Interim Executive Director Nagle stated there could be items that need Committee discussion and there could be a need for special meetings. Director of Finance/Human Resources Mensinger stated there will be a need for a Finance Committee of the Whole meeting.

At this point in the meeting, President Retsky asked that the discussion on Committee meetings end for now and the next item to be discussed is item 16.

Discussion Regarding Possible Changing of the August 21, 2012 Regular Board Meeting Date Commissioner Cornell moved to change the regular Board meeting date of August 21, 2012 to August 28, 2012. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Discussion then returned to the committee meetings schedule. It was the consensus of the Board to have Committees meet on the first Tuesday of each month.

Old Business

A. Update on Summer Camps. In the absence of Director of Recreation DeClerck, President Retsky gave a verbal update on information she received from Ms. DeClerck on the summer camps.

B. Discussion of Fall Fitness Classes Interim Executive Director Nagle gave an update on the plans which will be in place when Helen's Ultimate Fitness will not be offering fitness programs through the District. Mr. Nagle suggested that Ms. DeClerck give an update in the fall to see how the transition is progressing.

C. Discussion of Private Lessons Mr. Nagle stated private lessons are still being determined.

D. Update on Watts Advisory Group Commissioner Lee stated she would contact Mr. Nagle to discuss forming the group.

E. Update on Shared Services with Village of Glencoe Mr. Nagle stated Director of Parks Bold and he will be meeting with Village Manager Harlow regarding the shared services with the Village. Mr. Bold stated there are 130 trees on District's property, which are infected or would be challenged with Emerald Ash Borer, based on the tree inventory done by the Village. Remedial measures are being addressed to try to save trees when possible.

F. Update on Beach Stairway Wall Structural Repair Interim Executive Director Nagle reviewed a memorandum regarding the stairway repair at Glencoe Beach. Commissioner Cornell moved to authorize the Compensation Consulting Services from The Structural Group, Ltd. for structural design and construction documents for the stairway at Glencoe Beach for an amount not to exceed \$7,500 pending legal counsel review. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Mr. Nagle asked for consensus for using STR Building Consultants to assist in coordinating the project. Consensus was given. A formal agreement will be presented at the August Board meeting.

New Business

A. Discussion of Search Process for New Executive Director and Suggested Timeline President Retsky indicated enclosed the Board packet was the informational brochure, which was used for the search done over three years ago. She would like to have the Commissioners' comments on what skill sets and qualifications they would like to be considered for the next Executive Director by the end of the month. She would also like to establish a search committee. President Retsky stated a search firm would be hired for the process.

B. Discussion and Possible Approval of Management of Closed Session – Ordinance Number 782: An Ordinance Establishing Procedures for the Recording of Closed Sessions and Review of Closed Session Minutes for the Glencoe Park District, Glencoe, Illinois. Commissioner Cornell moved to approve Resolution Number 782 as presented. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Freedom of Information Act Requests Report Interim Executive Director Nagle gave an update on the Freedom of information Act Requests which have been received. Mr. Nagle stated a response extension was requested and given by the requester.

Staff Reports Manager of Marketing and Communications LoCascio reported that there are revisions to the website, the fall program brochure has been delivered to the post office, and there is now a mobile app for the District.

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

Other There was no other business.

Adjourn With no further business, at 9 p.m. Commissioner Lerman moved to adjourn the meeting. Commissioner Lee seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Steven T. Nagle
Secretary