

**GLENCOE PARK DISTRICT  
999 Green Bay Road  
Glencoe, Illinois 60022**

**MINUTES  
FINANCE COMMITTEE OF THE WHOLE  
Tuesday, February 5, 2013  
7:30 p.m.**

**Minutes**

The meeting was called to order at 7:30 p.m. and the roll was called. Present were Bob Kimble (Chair), Trent Cornell (President), Max Retsky (Vice President), Hilary Lee and Andre Lerman. Staff present included Interim Executive Director/Secretary Steve Nagle, Director of Finance/Human Resources Carol Mensinger, Director of Recreation Cheryl DeClerck, and Director of Parks Rick Bold.

Members of the public included: Steve Gaines, 655 Greenwood, Glencoe; Seth Palatnik, 1191 Fairfield; and Lisa Sheppard, Gurnee. Also in attendance was Irv Leavitt from the Pioneer Press.

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

Capital Projects Fund/Community Center Improvements Fund/Trust Funds Treasurer Kimble indicated discussion this evening is part of the process for the Fiscal Year 2013/2014 budget. He then asked Director of Finance/Human Resources Mensinger to lead the discussion. She indicated the primary focus this evening was capital projects items including the renovation of Friends Park. She stated separate project fund (Fund 65) includes the Safran Donation fund and a grant from the Department of Agriculture for the beach bluff area. There are funds in Fund 67 for the final payment to a contractor for the renovation of the Takiff Center. Any funds remaining in Fund 67 will be transferred to the capital items fund. She highlighted for the Board a memorandum which outlined ranking guidelines for various capital items. She stated if a capital item costs more than \$20,000, it must go out for bid.

Ms. Mensinger stated it was important for the Board to have a master plan to evaluate the District's facilities and parks to determine annual, ongoing items and projected new items. She stated there are annual operational funds which are needed for maintenance of Watts and the Beach Departments as well as the Takiff Center. To a question from Vice President Cornell, Ms. Mensinger stated revenue generating programs and departments are considered because the programs often "subsidize" other District facilities; for example, parks maintenance is important even though "the park land" doesn't generate income.

Discussion continued with regard to the capital ranking items. Discussed ensued with regard to outdated playgrounds. Commissioner Lee stated neither of the playgrounds

planned for updating is dangerous. Director of Parks Bold stated renovation of Friends Park was proposed last year and there are a couple of parks which should be updated. Mr. Bold said due to the proposed renovation of Friends Parks, two parks which are outdated were ranked lower and not included as high priorities for next fiscal year budget. Ms. Mensinger stated the parks are frequently checked by staff for safety and if there is a safety issue it is addressed.

Ms. Mensinger stated the capital projects funds are from the District's corporate fund and there are funding limitations. She stated there is non-referendum bonding authority which the Board could consider.

Mr. Cornell stated he felt it was important to have a consultant and a master plan so the District can have an accurate inventory of parks and facilities and the necessary updates which will be required in upcoming years.

Ms. Mensinger stated there is no internet connection at the Halfway House. There are many decisions to make before a swipe card program could be started at the beach. Local communities with beach operations are continuing to use tokens for payments because of unsatisfactory internet connections near Lake Michigan. She requested the District continue selling beach tokens this year rather than implementing a RecTrac swipe card system at the beach for this summer. It was the consensus of the Committee to have Ms. Mensinger order beach tokens for this summer.

Discussion continued with regard to having a master plan consultant review the capabilities of having the RecTrac system available at the beach.

Ms. Mensinger then requested the Board review all capital items.

Ms. Mensinger indicated the funds for the renovation for Friends Park is accomplished by transferring funds from other departments' funds and after the audit is completed there could be additional funds available. She stated the fund balances are very good. She continued by stating the District would still be within its fund balances policy.

Ms. DeClerck would like to include sound proofing between the yoga room and the karate room. Mr. Cornell indicated he would like to table the sound proofing.

Mr. Kimble indicated the questions on financing are important and there are projects which will need to be included in a master plan.

Ms. Mensinger stating discussing the operational portion of the Fiscal Year 2013/2014 budget will take place at the next Finance Committee of the Whole meeting.

To a question from President Retsky, Ms. Mensinger stated capital items ranked 1.75 or higher are included in the proposed budget. Mr. Cornell stated as the year progresses, capital items can be re-ranked if appropriate.

Matters from the Public There were no matters for discussion.

Other There was no further business to discuss by the Committee.

Adjourn With no further business, the meeting adjourned at 8:34 p.m. on a motion from Commissioner Cornell and a second from President Retsky.

Respectfully submitted,

*Lisa M. Sheppard*

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Secretary