

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 19, 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 Recreation Cheryl DeClerck, Director of Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Manager of Marketing and Communications Sandra Pullara, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents: Carolyn Birkenstein, 892 Thornapple Lane and Ann Martin, 1157 Skokie Ridge, both representing Glencoe Junior Kindergarten and Nursery School; Laurie Morse, 271 Hawthorn; and Roberta Ury, 264 Dennis Lane

Also in attendance were the District's attorney Robert Bush from the firm of Ancel Glink Bush DiCianni & Krafthefer; John Fitzgerald, 1114 Franklin Lane; Buffalo Grove, Illinois, Terri Loden, 3810 Ashley Court, Rolling Meadows; Tony Loden, representative from STR Associates; and one unidentified man.

Consent Agenda At this time, President Cornell asked if there were any comments or questions regarding the items on the agenda before the consent agenda items were approved. Commissioner Kimble then moved to approve the minutes of the June 21, 2011 meeting and the bills. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

President Cornell then asked if there were any comments regarding the proposed disposal ordinance. Hearing none, Commissioner Lee moved to approve Ordinance Number 753 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

Financial Report Director of Finance/Human Resources Mensinger stated the District just completed the fourth month in its fiscal year and is in good financial condition. The

Recreation Department programs continue to go well, the beach token sales are increasing due of the warmer weather.

Matters from the Public President Cornell asked if there was anyone in attendance at this meeting who would like to comment on an item not on the published agenda. President Cornell then recognized Ms. Roberta Ury. Ms. Ury indicated she read the agenda for a recent Special Projects and Facilities Committee agenda and inquired about the batting cage. Executive Director/Secretary Van Arsdale responded that the batting cage is being purchased by the Glencoe Baseball Association (GBA) and installed in the gymnasium of the Takiff Center for use by GBA and for District programs. Mr. Van Arsdale stated this was a gift to the community from GBA. Ms. Ury thanked Mr. Van Arsdale for the update.

Participation at National Park and Recreation Association Congress – October 30 – November 4, 2011 in Atlanta, Georgia Executive Director/Secretary Van Arsdale proposed that three executive staff members attend this professional conference in the fall.

Proposed Glencoe Junior Kindergarten and Nursery School Independent Contractor Agreement – Update President Cornell indicated this item was on the agenda so the Board can have an update on the proposed Glencoe Junior Kindergarten and Nursery School (GJK) Independent Contractor Agreement from Commissioner Retsky. Commissioner Kimble indicated there was an agreement in principle negotiated by former President Brohman and that agreement was proposed to be approved at the May 17, 2011 regular Board meeting. At that meeting President Cornell asked Vice President Retsky, as chair of the Recreation Committee, to be the liaison for the Board for the license agreement renewal and report back and to coordinate this with Executive Director/Secretary Van Arsdale.

Commissioner Retsky indicated since then some issues have come up. Commissioner Kimble indicated this is a time sensitive agreement. Ms. Retsky indicated she wanted the District's new counsel to review it.

Commissioner Lee indicated it was her understanding that GJK was prepared to sign the agreement at its board meeting in May meeting.

Discussion and Approval of Video Services Agreement Executive Director/Secretary Van Arsdale asked that this item be tabled and re-presented at an upcoming meeting.

Replacement of Loader, Tractor, and Backhoe President Cornell indicated this was discussed at the last Special Projects and Facilities Committee Meeting. Committee Chair Lerman indicated the Committee reviewed the bids which were submitted and recommended staff's recommendation to purchase a tractor and trade in a loader, tractor, and backhoe. Commissioner Lerman then moved to approve the bid submitted by Russo Equipment Company of Schiller Park, Illinois for the purchase of the base bid of the 2011 Kubota L4240 GST-3 Tractor, Option A - front end loader, Option C - backhoe, and Option D – trade-in for the total price of \$ 24,918.30 delivered. President Cornell seconded the motion. The result of a roll call vote follows:

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

Bid Award: Resurfacing Tennis Courts at Central Park and Basketball Court at Kalk Park Committee Chair Lerman then continued by giving a review of this agenda item. He indicated this was also discussed at the last Special Projects and Facilities Committee meeting. He indicated the renovation is proposed at the Central Park tennis courts and the basketball court at Kalk Park. The Committee was recommending approval of the bid award. Commissioner Lee then moved to accept the bids submitted by MC Sports Systems for the renovation of the Central Park Tennis Courts (Alternate #2) and Kalk Park Basketball Court for the total price of \$77,370. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Commissioner Lee stated resurfacing the tennis courts at Central is an excellent example of the cooperative efforts between the District and School District #35 which also uses the tennis courts for school programs.

Special Projects and Facilities Committee Report

A. *Discussion of the 2011 Strategic Plan Road Map* Committee Chair Lerman indicated that the Special Projects and Facilities Committee authored a Strategic Road Map based on community input from the 2010-11 Park District Strategic Planning process, input from others in the community including leaders of the Glencoe Caucus, and through reviewing various reports, processes, operations of the Park District, and discussions with Staff. At the July SP&F Committee meeting the committee reviewed and discussed a draft of the Strategic Road Map and recommended that an amended draft be distributed to the Board for discussion at its July meeting, and further, the SP&F committee recommended that per board discussion and formal action, an amended draft be approved and made public, placed on the Park District's website for public comment for a period of at least 30 days, at which time the Board would hold a public hearing to get additional community input and make any additional changes through further board action.

He stated that this document builds in part on the 2011 Strategic Plan approved by the Board in February, and adds additional strategic plan dimensions related to transparency, accountability and quality. The Road Map document lists 32 initiatives broken down into four categories: Our Government, Our Community, Our Parks and Facilities, and Our Programs. In the Road Map, each initiative had narrative in three categories: Why do this?; How will we do this?; What will be different?. Each initiative would be assigned to a Board Committee, and working with Staff would together develop specific action plans, timetables and identified deliverables or each. He clarified that the Road Map document is "directional", an

indication of how Board and Staff would focus time and energy towards strategic initiatives, but that specific actions within each initiative listed would probably require further Board action as appropriate.

A key objective for the Road Map was the proactive inclusion of community and patron input, and there are many components in various initiatives identified that strive to meet this goal.

He mentioned that he did receive input from Commissioners, and also met with Executive Director Van Arsdale in person for input. Van Arsdale then informed the Board that he has not yet shared the Road Map with Staff, and would like the opportunity to do so to provide a greater level of input before making the document public. He also said that the Board approved a Strategic Plan in February, and until such time that a successor plan is approved, the current plan remains in place, and President Cornell concurred.

President Cornell stated that it was crucial to have thoughts from staff as well as the five Board members and then move forward from there. Commissioner Lee agreed that staff comments are important. Commissioner Retsky also echoed that input from the Staff is vital to the success of the process. Commissioner Kimble commended Chair Lerman on the work and looks forward to fully and thoughtfully discussing the document.

Chair Lerman than recommended that he would request Van Arsdale to specifically get Staff input, and would schedule a meeting with him prior to the next Board meeting to discuss this outcome, as input into a final draft of the Road Map, which would then be brought to the August meeting for discussion and possible approval and which would then enable the document to be made public for comment for at least 30 days, following which time a public meeting would be held to get additional community input and make any additional changes through further board action.

Further discussion was tabled until the August Board meeting.

- B. Discussion and Approval of Roof Bid.* Committee Chair Lerman stated the Committee review bid documents presented by Director of Operations Nagle and recommended the approval of staff's recommendation. Mr. Lerman indicated this is a very large project Mr. Nagle stated the company being recommended is knowledgeable about the project. Mr. Nagle indicated the roof project is very detailed.

He then asked Tony Loden, consultant from STR on the roof project, to answer any questions the Board had at this time.

Chair Lerman inquired about any extra expenses that could be involved in this project. Mr. Loden indicated that is an allowance for unforeseen expenses and also believed the specificity and detailed investigation of the roofs minimizes "surprises" and the dollar amount recommended will be sufficient for the roof repair. The project will be a full tear off.

Mr. Nagle then continued by stating there are sufficient funds in this fiscal year's budget for this project . He stated the project should start in mid August which is when the Takiff Center is not used extensively for District programs. Director of Recreation DeClerck indicated that some classes might need to be relocated.

Mr. Nagle indicated there will be fencing around the project in the construction zone and large trailers while be brought in to haul project debris.

President Cornell indicated this is a very detailed bid and was impressed.

Commissioner Lerman then moved to approve the bid for replacement of two roofs at the Takiff Center as submitted by National Roofing be awarded for Base Bid #1, Base Bid #2, Alternate Bids #1, #2, and #3 for the amount of \$421,100.

Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

C. Change Order Request from Roofing Consultant. Committee Chair Lerman indicated the Committee recommended approval of the change order requested from STR Building Resources LLC. He indicated this change order is valid because the roof bid project required more preparation then originally designed. The roof project is a large one which required additional time and expenses for STR in order to have accurate bid documents for a successful bid process.

Commissioner Lerman then moved to approve the change order requested by STR Building Resources LLC dated July 12, 2011 in the amount of \$5,100.

Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

D. Discussion and Approval of Glencoe Beach Sprayground Design and Budget Parameters. Committee Chair Lerman indicated the playground at Glencoe Beach was last renovated in the 1990s and some of the play pieces are in need of replacement. He indicated there are funds available from a donation which was received from Tom and Steve Safran in honor of their parents. Their donation is designated for beach improvements. The plan was developed by Thompson Dyke & Associates (TDA); Peter Dyke with the firm is a former Commissioner.

Director of Operations Nagle indicated that one of the additions to the beach will be a shade umbrella and new water play equipment will be installed. The new water equipment will have controls so that water will not be always running. Mr. Nagle continued by stating the Glencoe Beach is one of the District's main facilities and needs to be improved and expanded.

President Cornell agreed that the renovation is necessary and it was important to remain in contact with the Safran donors as the project goes forward. He also thought it might be appropriate to have some formal recognition when the project is done, perhaps next summer when the Glencoe Beach reopens.

Commissioner Lerman then moved to approve the design plan for the renovation of the sprayground at Glencoe Beach and the cost estimate as provided by Thompson Dyke & Associates. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

Director of Operations Nagle indicated the bid documents will be submitted soon for this project so it can begin shortly after the beach closes for the season.

Policy Committee Report Committee Chair Retsky stated the Committee meeting just prior to the regular Board meeting on this date. She said the committee wanted to review all the different policies the District has and review which policies need to be reviewed and updated. She also presented a draft of proposed revisions to the current Board Policy Manual.

Commissioner Lerman indicated that a couple of changes to the draft version of the Board Policy Manual include reducing the number of Board Committees by combining some of them, and that the Policy Manual also recommends that standing committees schedule regular monthly meetings in the name of transparency, versus the ad-hoc process he has observed in which many committee meetings are called with the minimal 48 hours public notice. He also noted that the draft recommended looking into the possibility of increasing the number of sitting commissioners from five to seven, and changing the term of office from a six year to a four year term. He believes this change in the governance structure would lead to a greater level of connectivity to the community, and would increase accountability of the Park Board and Staff to the community.

It was the consensus to review the Board Policy Manual for possible approval at the next regularly scheduled Board meeting.”

Report on Parking Lot Pick Up Procedures Director of Recreation DeClerck indicated staff has reviewed the parking lot dismissal procedures as addressed by Commissioner Retsky at last month’s regular Board meeting. She thanked Commissioner Retsky for bringing this matter to the staff. Ms. DeClerck indicated that since that meeting several changes have been made. Several of the changes which have been instituted are more staff members are assisting with traffic control in the parking lot to encourage patrons to remain in their cars, rather than parking for a few minutes to pick up their children, a Public Safety officer is on duty at the north entrance to the Takiff Center parking lot to assist with vehicles entering and exiting the parking lot for better traffic control on Green

Bay Road, and having those parents who want to walk to pick up their children to park in the front parking lot and walk to the rear parking lot.

Commissioner Retsky commented that the staff has done an awesome job with these modifications. Commissioner Kimble indicated he heard from a resident who appreciated the revised pick up plan. President Cornell complimented the staff for identifying a problem and correcting it..

Discussion of August 16, 2011 Regular Board Meeting Executive Director/Secretary Van Arsdale indicated in recent years the August Regular Board meeting has been canceled due to Commissioners' quorum issues. He continued by stating the Board will need to meet in August to consider the sprayground bids. Director of Operations Nagle indicated the bids for this project will be available soon and it is the desire of the staff to begin the project shortly after the Glencoe Beach closes for the season. Therefore, he would like to have either a Special Projects and Facilities Committee or just a Board meeting to accept the bids. Commissioner Lerman indicated he would like the Committee to also meet to continue discussion on the strategic plan "road map."

After further discussion, it was the consensus of the Board to reschedule the regular Board meeting from 7:30 p.m. on Tuesday, August 16 to either August 24 or 25, after the Commissioners confirm their availability with Mr. Van Arsdale so the proper meeting notices can be published.

Discussion of Power Outage Procedures Executive Director/Secretary Van Arsdale indicated that District facilities have encountered two significant electrical power outages which each lasted two or more days in the last month. These outages impacted the District's programs and operations dramatically. He commended the staff for being very adaptive and also creative in dealing with these outages. Recreation Department staff was able to schedule field trips or have summer camps relocated to accommodate the children. The Parks Department staff was able to assist with generators and tree removal as necessary. He continued by stating the administrative staff assisted in contacting patrons to let them know about class cancellations or relocation of classes.

He indicated more formal procedures are being developed through the staff-led Safety Committee to make sure all appropriate action is taken to contact patrons and staff for emergency procedures.

Mr. Van Arsdale indicated School District #35 uses a computer program which automatically contacts families in the District. The cost is \$3 per contact plus a \$500 fee for an annual cost of approximately \$6,800.

Commissioner Lee indicated the School District #35 system does not always work; she is to be contacted via her e-mail address and telephone numbers and the system does not always work.

Mr. Van Arsdale indicated the Safety Committee is working on a telephone-tree system so patrons are notified and information about District closures is posted quickly on the

District's Web site. He continued by stating one of his concerns is without electrical power the fire suppression system in the Takiff Center will not function. He stated staff is investigating additional large capacity back-up generators to power the District's telephone, computer, and fire suppression systems with the current generator used to back-up the sump pumps at the Takiff Center.

Discussion continued. It was the consensus of the Board to have Mr. Van Arsdale get additional information on the emergency contact procedures implemented by School District #35 to see if we could share its system and report back to the Board at a future meeting.

Staff Reports Director of Parks Bold indicated the Parks Department staff have removed many of the tree branches and ground level debris from the two recent storms. He continued by stating some of the higher tree branches will have to be removed by the District's tree service.

Director of Recreation DeClerck stated the District's 4th of July Celebration was a tremendous success with multiple events going off without a hitch. She indicated she has heard many compliments on summer camps which end the 29th of July.

Director of Operations Nagle indicated the first Beach Camp Out is scheduled for next Friday. A "valet service" will be used this year to help the families transported their gear down to the beach for improved unloading and loading equipment.

President Cornell complimented the staff for the great 4th of July and its ability dealing with the recent power outages.

Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees Under Section 2(c)1 of the Open Meetings Act At 9:07 p.m.

Commissioner Kimble 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 Lerman seconded the motion. The result of a roll call vote follows:

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

At 10:30 p.m. the meeting reconvened in regular session.

Action, If Any, To Be Taken on Matters Discussion in Closed Session President Cornell stated there was no action required on matters discussed in closed session.

Other President Cornell asked Attorney Bush if he could provide training that Mr. Bush felt may be necessary regarding the Open Meetings Act. Attorney Bush will follow up as requested.

Adjourn With no further business for the Board at this time, the meeting adjourned at 10:40 p.m. on a motion from Commissioner Lerman and a second from Commissioner Cornell.

Respectfully submitted,

A handwritten signature in cursive script that reads "Don Van Arsdale".

Donald P. Van Arsdale
Secretary