

**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, OCTOBER 18, 2011

The meeting was called to order at 7:33 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, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents: Carolyn Birkenstein, 892 Thornapple Lane; Shawna Drobny, 1076 Hohlfelder; Kelly Glauberman, 1229 Fairfield; Dana Kotler, 694 Willow Tree; Andrea Goldman, 320 Palos Road; Anne Martin, 1157 Skokie Ridge Drive; Yvette Ostroff, 975 Elm Ridge; Beth Schencker, 776 Clover; and Beverly Walther, 1035 Meadow Road.

Consent Agenda President Cornell indicated the next agenda item was the consent items and if any Commissioner wished to have an item removed, please so indicate. President Cornell moved to approve the consent agenda items 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

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

Financial Report Director of Finance/Human Resources Mensinger stated that the District has completed seven months in the fiscal year. Beach and Boating Department financials are slightly off compared to last year, but better than two years ago. The waterfront operation is very weather dependent.

Finance Committee of the Whole Report: Truth in Taxation Law Resolution Number 759 President Cornell recognized Treasurer Kimble for this agenda discussion. Mr. Kimble stated this resolution gives the Board the amounts to be included in the levy ordinance which must be filed with Cook County by the last Tuesday of December. This gives this County authorization to collect taxes. Director of Finance/Human Resources Mensinger stated there will be a public hearing on the Levy Ordinance next month and the Levy Ordinance will be passed at the November meeting. After discussion, President Cornell moved to approve Truth in Taxation Resolution Number 759 as presented. 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 requested the agenda be revised to accommodate those in the audience.

### Recreation Committee Report

A. *Approval of 2012/2013 Early Learning Center and Adventures in Learning Fees* Committee Chair Retsky gave a summary of the meeting held on September 26. One of the items discussed was a proposed increase for Early Learning Center and Adventures in Learning programs. The Committee reached consensus to recommend a 5% increase in fees for the 2012/2013 year. After discussion, Commissioner Retsky moved to approve the 2012/2013 Early Learning Center and Adventures in Learning program fees 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

B. *Approval of Creation of Glencoe Park District Preschool Parent Club* Ms. Retsky continued by stating this year's group of preschool parents has become more active in trying to organize events. This group wants to be formally acknowledged as preschool parents. Ms. Retsky stated a group of parents has previously worked in support of preschool programs and events. She continued by stating this group, under the umbrella of the District, would enable the group to use the District's logo and to establish fund raising opportunities. Commissioner Lerman stated this group would be beneficial and show support to the programs. President Cornell stated he would like to have the parent group include all preschool parents and Children's Circle parents. After discussion, Commissioner Retsky moved to approve the formation of the Glencoe Park District Preschool Parent Club. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

B. *Discussion of Glencoe Junior Kindergarten and Nursery School Independent Contractor Agreement and Possible Approval of Programming and Registration Schedule* Committee Chair Retsky stated negotiations have been ongoing with representatives of Glencoe Junior Kindergarten and Nursery School (GJK) but there are details which need to be resolved. One of the details is expanding the programs which GJK would be able to offer. Previously, GJK has offered Playtime Partners but has been unable to offer this program with its current agreement. GJK would like to offer this program again and also start a wraparound kindergarten program. The wraparound kindergarten program would be offered two, three or five days a week. This new

program would be offered to any and all families based on GJK's terms. Another issue under discussion is the length of the contract; the proposed draft is for three years with a three year renewal with similar terms. Ms. Retsky continued by stating the revenue sharing percentages still need to be finalized. She stated she is working with the District's attorney on the final agreement.

Commissioner Lee inquired about the wraparound kindergarten program. Ms. Retsky indicated the program will have more educational aspects to it and is meant to complete with Am Shalom and Montessori extended day kindergarten programs.

Commissioner Lee then inquired how the children will be bused from their regular kindergarten to the Takiff Center. Ms. Retsky indicated the children will be bused from their school.

Ms. Retsky indicated both the District and GJK representatives had negotiated in good faith; each wants a satisfactory agreement which is beneficial for each organization.

Discussion ensued. One of the issues regarding the inclusion of these proposed new GJK programs is that information about the programs be included in the District's winter 2011/2012 program brochure. The brochure is in the final stages of going to press for distribution to District residents. GJK representatives stated they would like these programs included in the brochure so residents are aware of the addition of these two classes.

Discussion then centered around the financial impact of the wraparound program and the program expenses which GJK will incur and if there would be a revenue sharing reduction for the wraparound kindergarten based on the initial expenses involved in getting this program started.

President Cornell indicated after the Recreation Committee meeting he wanted to review financial information from GJK. He has received the information. Commissioner Kimble also stated he wanted to review financial information.

Discussion continued regarding the core and non core programs and the revenue sharing for these programs and also permitting GJK to offer additional programs.

Commissioner Lerman stated he would like to have the final contract at the next Board meeting. Commissioner Retsky indicated a draft of the agreement should be available at the end of this week.

Commissioner Kimble said he would need to see the final terms on the agreement.

President Cornell stated the wraparound kindergarten would be similar to a program offered at Montessori and this program will be more expensive than kindergarten enrichment programs offered through the District.

It was the consensus of the Board to permit GJK to advertise Playtime Partners and wraparound kindergarten programs in the District's winter program brochure.

Ms. Retsky then stated she would like to have a Recreation Committee meeting at 7:30 p.m. on November 9 to review the final draft of the proposed GJK agreement prior to Board approval at the regular Board meeting in November.

This concluded the Recreation Committee report.

President Cornell then returned to the regular agenda.

Marketing and Communications Committee Committee Chair Kimble gave a summary of the meeting held on October 4. He updated the Board on marketing and promotional avenues which are being taken by the District. Discussion ensued. He stated one of his concerns informing and upgrading the District's computer software.

#### Personnel and Policy Committee

A. *Discussion and Approval of Health Insurance Renewal Options* Committee Chair Lee stated the Committee discussed the health insurance renewal proposal available for full-time employees. She stated the District has been with the PDRMA Health Program for six years. Director of Finance/Human Resources Mensinger stated PDRMA will have an increase in premiums and also a change in network providers. change in network providers will help to lower the annual premium. Ms. Mensinger stated the District reimburses employees a portion of the health insurance deductible. Discussion ensued.

Committee Chair Lee mentioned that it is important for employees to know the entire cost of health insurance; the dollars which the District spends along with the premium payments the employees pay. After discussion, President Cornell moved to approve that the District increase the new deductible from \$300 to \$400 (i.e. a \$500 deductible purchased with PDRMA Health with a \$100 reimbursement from the District at the 35% level) and that there be a change in employee contribution levels 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

B. *Discussion and Approval of Flexible Spending Account (FSA) Plan* Committee Chair Lee stated the District has offered a Flexible Spending Account to employees for several years. There are currently 13 full-time employees enrolled in the program. The District pays an annual fee of \$100 and also a per-participant fee. The program is served by a third party provider. Discussion ensued. After discussion, President Cornell moved to approve that PACT Administrative Services continue to implement the District's Flexible Spending Account Plan for full-time employees effective January 1, 2012 and that the maximum employee contribution amount for medical expenses increase slightly to \$1,750/year. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

*C Discussion and Approval of Holiday Bonus* Committee Chair Lee stated the Committee concurred with staff recommendation to continue giving full-time employees a holiday bonus. She continued by stating the bonuses were approved in the fiscal year 2011-2012 budget.

*D. Discussion and Approval of Employee/Board Recognition Event* Committee Chair Lee stated the Committee reached consensus about continuing an employee/board recognition event but revise the event. The party will be for year-round employees over age 21 only and will be held early in 2012 as an after work event.

*E. Discussion and Approval of Freedom of Act Request Acceptance Policy* Ms. Lee continued by stating the Committee agreed with the staff's recommendation to change the acceptance of Freedom of Information Act (FOIA) requests to be submitted in writing only, no oral requests will be accepted. After discussion, President Cornell moved to approve that the District only will accept written, nor oral, Freedom of Information Act requests. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

This ended the Personnel and Policy Committee report.

### Special Projects and Facilities Committee Report

*A. Appointment of Dell Place Beach Advisory Committee Representative* Committee Chair Lerman began his report by stating the Committee discussed having representatives to the Village of Glencoe's Dell Place Beach Advisory Committee by stating the Committee approved the appointment of one representative. President Cornell then stated he had a recent conversation with Village President Scott Feldman and Mr. Feldman requested the advisory committee have two representatives from the District. President Cornell then moved to appoint Vice President Retsky and himself to the Dell Place Beach advisory committee. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

*B. Approval of Glencoe Beach and Lakefront Advisory Group* Committee Chair Lerman stated the Committee recommended that the President appoint members of a Beach and Lakefront Advisory Group. Discussion ensued. Mr. Lerman stated it was important to have members of the group different users of the beach, neighbors of the

beach, as well as residents and non residents. Commissioner Lee felt it was important to serve more than a one year term and the terms should have staggered start and end times.

After discussion, President Cornell moved to approve the establishment of the Glencoe Beach and Lakefront Advisory Group with members beginning January 2012. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Information will be put on the District's website to solicit interest from residents and have them complete an application for appointment.

C. *Discussion and Approval of Takiff Center Structural Roof Repair* Committee Chair Lerman stated the Committee reviewed a memorandum from Director of Operations Nagle which described the project. Mr. Nagle began his review by stating as the roof was being repaired, the contractor noticed structural repairs which need to be corrected. He continued by reviewing the cost of the repairs which included the original contract amount, less deductions and then the proposed additional work. The total cost of the project including the change order being presented will be the same as the approved original bid. After discussion, Commissioner Lerman moved to approve the change order for structural roof repairs related to the Takiff Center roof replacement project at a cost not to exceed \$20,000. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

D. *Discussion of Strategic Plan Road Map Milestones* Committee Chair Lerman then reviewed the Strategic Plan Road Map and the progress being made on many of the initial items.

He continued by summarizing the Committee meeting held the previous evening. He stated Mr. Van Arsdale is preparing a Request for Proposal for a Master Plan for the District. Other items for further Committee discussion include intergovernmental agreements with local park districts for access to their facilities and a potential use for those districts' residents having access to Glencoe facilities. Currently there are 13 Glencoe residents who are members of the Sachs Recreation Center of the Deerfield Park District. Another item for discussion at an upcoming meeting is rental rates for renters and users of the Takiff Center.

He said the primary discussion at the Committee meeting was a discussion about a proposal from Writers' Theatre regarding the use of the Woman's Library Club property. Writers' Theatre has hired an architectural firm to design a new building on the site. One of the first issues to be resolved is a formal request from the Woman's Library Club

of Glencoe for further discussion and a potential land swap for property near the Club. Discussion continued. The Committee knows any potential property exchange would take the cooperation of the Village for zoning and planning issues, and a review of the property deeds to determine if such a new use on the property is possible. President Cornell said covenants for the deeds have to be reviewed first to see if this project is viable.

Commissioner Lee stated there was a land swap with Woman's Library Club of Glencoe previously for its driveway; the land swap enlarged the District's Friends Park to its current size.

Committee Chair Lerman stated the Committee is developing a capital projects list for review at an upcoming meeting for consideration in developing the budget for the next fiscal year.

This concluded the Committee report.

Special Committees Report – Centennial Committee Executive Director/Secretary Van Arsdale shared with the Board plans for the District's Centennial celebration. He continued by stated Emily Vanderkamp, Manager of Recreation Services, is working with him on the events. He continued by stating there are special events planned throughout the year starting in January 2012. One of the ideas being considered is an Arbor Day tree planting and identification event in the District's parks. Also the District will be upgrading the Winter Carnival at Watts. Another idea being considered is starting the year with a dip in Lake Michigan in February 2012. Discussion continued.

There was lengthy discussion about reviewing trademarks or copyrights before they are used, if they could be used on District materials or events, and potential legal issues regarding raffles. It was the consensus of the Board to contact the District's attorney for further clarification on prize, chance, and consideration awards or raffles.

The Centennial Committee also discussed a culminating event which would include inviting former commissioners and staff members. This event is envisioned to be similar to the Takiff Center Showcase held in January of 2010.

Commissioner Lee thanked the staff on all the work done in planning for the Centennial celebration for the District.

### New Business

*15 Year Service Resolution umber 760: Nancy Symonds* President Cornell read aloud the service resolution for Ms. Symonds. Commissioner Lee then moved to approve Resolution Number 760 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

*Discussion of Request from the Village of Glencoe: Community Garden near Shelton Park* Executive Director Van Arsdale shared with the Board information from the Village of Glencoe regarding a proposed community garden. The location of the garden would be west of Shelton Park next to the railroad tracks on Village property. This project came as a request from Am Shalom, who will head up the project, but more community input would be needed. The Village would supply a gravity feed truck for watering. A wooden fence will be installed around the area. This is an interfaith initiative.

*Discussion of Tax Exempt Bonds* President Cornell wanted to bring the Board up-to-date on the tax exempt bonds which were issued when the referendum to renovate the Community Center (now Takiff Center) was passed by the District residents. He stated he has learned from the District bond counsel, Chapman & Cutler that the majority of uses of the building remain for District purposes; namely, programs and services and the use of the building by other service providers which are currently using space in the building not jeopardize the District's tax exempt bond status. As such, he continued by stating there is a formula of space use which must be adhered to so the District can monitor the use of the Takiff Center so it doesn't trigger any issues relating to the tax exemption.

Executive Director Van Arsdale stated that staff is already measuring space in the building to make sure the building is in compliance so the tax exempt bonds will remain in compliance.

Discussion continued. Director of Finance/Human Resources Mensinger stated at the next Finance Committee of the Whole the Committee will be discussing a resolution drafted by Chapman & Cutler. If the Committee so recommends, then the resolution will be brought forward for Board action.

*Shared Services with the Village of Glencoe – Proposal* Executive Director/Secretary Van Arsdale stated District and Village of Glencoe representatives, including Commissioner Lerman and President Cornell, have been having discussions about sharing and consolidated services. This discussion has continued with District Commissioners and staff. He stated the proposal being reviewed is a test program. Discussion continued. After discussion, it was the consensus of the Board to approve the protocol for the shared services at the next Board meeting.

Freedom of Information Act Requests Executive Director/Secretary Van Arsdale stated there have been no Freedom of Information Act Requests received since the last regular Board meeting and all the requests have been responded to.

Staff Reports Director of Recreation DeClerck indicated there were ten children signed up for the Pumpkin Decorating Program and over 30 children showed up. She commended staff for being able to accommodate all the extra participants.

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

Other There was no other business.

Adjourn With no further business, the meeting adjourned at 9:35 p.m. on a motion from Commissioner Lee and a second from Commissioner Kimble which passed by unanimous voice vote.

Respectfully submitted,

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