

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, DECEMBER 13, 2011

The meeting was called to order at 7:30 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 Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Early Childhood Program Manager Heather Burns, Manager of Recreation Services Emily Vanderkamp, and Executive Assistant Nancy Symonds.

In attendance was Glencoe resident Anne Martin, 1157 Skokie Ridge.

Consent Agenda 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 nine months in the fiscal year and financials are good.

10 Year Service Resolution Number 767: Heather Burns President Cornell read aloud the Service Resolution for Ms. Burns. He then moved to approve the 10 Year Service Resolution as presented. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

President Cornell then asked Ms. Burns if she had any comments. Ms. Burns stated she is very happy she returned to the District ten years ago after working at other day care facilities. She then thanked the Board for this recognition.

Centennial Committee Report Committee Chair Lee gave an update on the Centennial Committee meeting held earlier on this date. She stated there were changes made to the event calendar, such as changing the date of the bike rodeo from June to August as

a tie-in opportunity for children to have their bikes checked as they prepare to head back to school. She indicated there were promotional items to be given away and the District's letterhead and envelopes are being revised. She continued by stating the July 4th fireworks were going to be extended by two to three minutes and a staff member was going to coordinate patriotic music to be played as the fireworks are exploded.

Ms. Vanderkamp stated that the District would market the Centennial Celebration on the website and in upcoming program brochures. It was hoped that corporations and families would sponsor activities or donate to celebration events.

Mr. Van Arsdale stated he had a recent conversation with a Pioneer Press/Glencoe News reporter. The reporter indicated that he would feature the District each month to highlight the District's centennial.

This concluded the Centennial Committee Report.

Finance Committee of the Whole Report Treasurer Kimble began his report by stating the Committee met immediately before the regular meeting this evening.

A. Discussion and Approval of Payment of Illinois Municipal Retirement Fund Pension Obligation Amount. He stated the Committee supported the staff's recommendation that the District pay the total Net Pension Obligation (NPO) liability amount of \$51,684, as determined by the Illinois Municipal Retirement Fund (IMRF). Mr. Kimble then moved to authorize and approve the payment of the District's Illinois Municipal Retirement Fund Net Pension Obligation liability amount of \$51,684 by the end of December 2011. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

B. Discussion and Approval of Fund Balance Policy Treasurer Kimble stated the Fund Balance Policy is a requirement of GASB 54 and the District's new auditing firm recommends approval of the policy. Commissioner Kimble then moved to approve the District's Fund Balance Policy dated December 2011 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

This concluded the Finance Committee of the Whole report.

Personnel and Policy Committee Report Committee Chair Lee stated the Committee met also before the regular Board meeting. She continued by stating the District is in the process of updating personnel policies and the full-time and part-time Personnel Manuals. She stated the Personnel Policy manuals would include language contained

in Title VII of the Civil Rights Act of 1964. In addition, to be included in the revised personnel policy manuals is the District's current driving standards policy, which now is in the District's Safety Manual.

This concluded the Personnel and Policy Committee report.

Recreation Committee Report President Cornell stated the Committee met on December 6. Two items need Board approval. He then asked Committee Chair Retsky to review the items discussed at that meeting.

A. Discussion and Approval of Proposed 2012/2013 Recreation Program Fees Vice President/Committee Chair Retsky stated the proposed fee increases ranging from 0% to 3% and fitness, yoga, and dance fees are in the same range. She continued by indicating staff sent a letter to Ms. Helen Boris regarding her plans to continue serving the District by offering her own fitness programs and also providing programs for the District. If Ms. Boris continues with the District, her agreement will be reviewed by the Committee and then approved by the Board in March.

President Cornell then moved to approve the 2012/2013 recreation program fees 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

B. Discussion and Approval of 2012 Summer Camp Fees Vice President/ Committee Chair Retsky indicated there is a range of 5 – 9% for fee increases proposed for next summer's camps. She stated the increased fees reflect significantly higher costs, primarily for transportation. She stated there would be a full day action camp that will be more fun and more action for the campers. She continued by stating the District's camps will continue to be a value and quality programs. She then moved to approve the 2012 Summer Camp fees 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

Ms. Retsky then inquired about the District's power interruption procedures for the summer. Director of Operations Nagle stated he is working on developing an on-site telephone tree for command and control in the event of a power interruption. He is also researching the possibility of having a Smartphone-type application for the District so information can be sent quickly to patrons with cell phones that would have capability.

This concluded the Recreation Committee report.

Special Projects and Facilities Committee Report

A. *Report of the Glencoe Beach and Lakefront Advisory Group.* Committee Chair Lerman began his report by indicating there was robust discussion at the meeting. He said the attendance was good and he reminded those at the meeting that this is an advisory group only. He stated the next meeting of the group is January 12, 2012.

B. *Update on Strategic Road Map Milestones* Committee Chair Lerman reviewed the milestones which are included in the Strategic Plan and mentioned those that are complete, started, are in progress, and those which have not yet started.

He continued by stating one opportunity is to reach out to other park districts for recreational and programming services. Discussion ensued. It was the consensus of the Board to develop an on-line survey for Glencoe residents to complete to gauge their interest in purchasing tokens at Northbrook resident rates its outdoor pool facilities and in return, permit Northbrook Park District-residents to purchase tokens for the Glencoe Beach at Glencoe-resident rates. Depending on the results of the survey, this would be a one-year pilot program and would require approval of the Boards of each District.

C. *Update on Shared Services with the Village of Glencoe* Commissioner Lerman indicated that is no information to report.

This concluded the Special Projects and Facilities Committee report.

Old Business

A. *Discussion of Increasing Board of Park Commissioners to Seven Members and Decreasing Length of Term from Six Years to Four Years* President Cornell stated this item was discussed briefly at the Personnel and Policy Committee meeting held earlier on this date. Some of the pros and cons of changing the Board of Park Commissioners were mentioned. This item will be placed on the next agenda for that Committee.

B. *Discussion of Establishing Watts Advisory Group* President Cornell indicated Commissioner Lee would serve on this advisory group. Ms. Lee indicated she has spoken to several Glencoe residents and they have expressed their interest in serving on the advisory group. She felt it was important to have neighbors of Watts also serve. The first meeting will be in the next year. President Cornell stated that the Watts facility could be expanded beyond the winter outdoor ice skating and the recreation programming that occurs during the school year and summer months for District programs.

C. *Discussion of Street End Task Force* President Cornell stated there has not been a meeting of this Village of Glencoe committee since the last regular Board meeting.

D. *Discussion of Building Calculation Study* Director of Operations Nagle stated he is continuing to work on this project and to confirm with the District's bond counsel on the common area calculation.

Freedom of Information Act Requests Executive Director/Secretary Van Arsdale stated there has been one Freedom of Information Act (FOIA) request received by the District

since the last regular Board meeting. A person was requesting certified payroll records for any and all work that was performed at the Spray Ground Construction and Installation. This FOIA request has been completed.

Vice President Retsky requested that the name of the person or entity submitting the FOIA request is included in future reports.

Staff Reports There was no additional discussed from the material that was included in written divisional reports.

Matters from the Public There were no matters from the public.

Other At 8:25 p.m. President Cornell moved to adjourn into Closed Session to for consider employment, discipline, performance or dismissal of specific employees under Section 2(c)1 and/or Section 2(c)5 for the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be purchased 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

The meeting reconvened in regular session at 8:33 p.m.

The Board then set upcoming Committee meetings as follows: Monday, January 16, 2012: 6:45 p.m.- Marketing and Communications Committee, Recreation Committee – 7:30 p.m., 8:30 p.m. – Special Projects and Facilities Committee, and on Tuesday, January 17, 2012: 6:30 p.m. – Centennial Committee, 6:45 p.m. – Personnel and Policy Committee; 7:15 p.m. – Finance Committee of the Whole, and 7:30 p.m. – Regular Board meeting.

Adjourn With no further business, the meeting adjourned at 8:35 p.m. on a motion from Commissioner Lerman and a second by Commissioner Kimble.

Respectfully submitted,

Donald P. Van Arsdale
Secretary