

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, FEBRUARY 21, 2012

The meeting was called to order at 7:35 p.m. and the roll was called. Present were Commissioners Max Retsky (Vice President), Bob Kimble (Treasurer), 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, Manager of Marketing and Communication Sandra LoCascio, Horticulturist Tom McDonald, Takiff Center Facility Manager Ali Mevis, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents Eric Birkenstein, 872 Thornapple Lane; Debbie Jha, representing the Glencoe Junior High Project (GJHP), 1015 Elm Ridge; Ann Martin, representing Glencoe Junior Kindergarten and Nursery School (GJK); Cathy Levin and Larry Levin, Village Trustee, 803 Sheridan Road; and Caren Thomas, Plan Commission, Village of Glencoe, 423 Northwood Drive.

Also present were Bill Inman, Tom LaLonde, and Bob Ijams from Hitchcock Design Group and Barbara Heller from Heller and Heller Consulting, and Robert Bush from Ancel Glink Diamond Bush DiCianni & Krafthefer.

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

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

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

President Cornell arrived at 7:38 p.m.

Executive Director Report Executive Director/Secretary Van Arsdale began his report by stating the staff is continuing its review of the square footage use of the Takiff Center as it relates to tax exempt bonds. He stated is waiting for further information from the District's bond counsel. He continued by stating the green roof project that was a project of an Eagle Scout is just about finished. He stated he would be attending the National Recreation and Park Association's Green School the end of February. He concluded his comments by welcoming Ali Mevis as the District's new Takiff Center Manager.

President Cornell acknowledged Ms. Mevis.

Financial Report Director of Finance/Human Resources Mensinger stated that the District has completed eleven months in the fiscal year. She stated that the day care program continues to go well. Watts has had some unexpected mechanical repairs; however, due to the mild weather, the attendance is very good.

15 Year Service Resolution Number 768: Tom McDonald President Cornell read with pleasure a Service Resolution for horticulturist Tom McDonald. He then moved to approve the 15 year service resolution Number 768 as presented. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Glencoe Junior High Project Annual Report – Stipend Request Executive Director/Secretary Van Arsdale introduced Debbie Jha, co-president of Glencoe Junior High Project (GJHP). Ms. Jha thanked the Board for the District's financial support of GJHP. She said the group currently has about 50 active members. She stated one of the recent activities of the group was its fund-raising production. She said social service is an important component of the program. This is evidenced by among others activities, the tutoring the children do and their assistance at a local soup kitchen. She continued by stating parental support is vital. She stated GJHP, like Glencoe Youth Services, is not receiving funding from the United Way; this lack of funding has had an impact on GJHP,

After discussion, President Cornell moved to approve a stipend of \$10,000 for Glencoe Junior High Project and direct staff to include said amount in Fiscal Year 2012/2013 budget. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Discussion and Approval of Comprehensive Master Plan Executive Director/Secretary Van Arsdale introduced representatives from Hitchcock Design Group, Heller and Heller Consulting, and Williams Architects who gave a presentation on the proposed comprehensive master plan. After the presentation, discussion ensued. President Cornell explained that currently the District has a shared services agreement with the Village of Glencoe. Ms. Heller explained that the comprehensive master plan would encompass all aspects of the District, not just parks and facilities. She stated recreation offerings are core programs of any District and it is considered a best practice to offer great programs. She continued by stating it is vital to have a good level of consistency with the programs. Discussion continued.

To a question from Commissioner Lerman, Mr. Inman stated conceptual plans for possible redesign of facilities are not included in any comprehensive master plan. He stated that the comprehensive master plan would provide possible reuse or other use of space in a facility. Hitchcock would review, for example, additional space configuration for Watts and the maintenance garage areas. Mr. Lerman indicated he developed Strategic Plan "Road Map" which addresses additional considerations for Watts and the maintenance garage area. Mr. Lerman then expressed concern about the cost for the comprehensive master plan. Ms. Heller indicated it was important to get the best value and a bid awarded to the lowest bidder might be missing key information and she felt it was very important to include the recreation component in the comprehensive master plan.

Discussion continued. Vice President Retsky inquired about the comprehensive master plans that Hitchcock has completed for other park districts, Mr. Inman stated his firm has completed master plans for small, medium, and large park districts and he realizes the unique aspects of Glencoe. Ms. Heller indicated each master plan is different and a cookie cutter approach would not be acceptable. Commissioner Kimble stated the Board accepted the lowest bid for the strategic plan and the delivered plan did not address the concerns of the previous Board. President Cornell stated the process would lose something if a phone survey component were not included.

Discussion ensued. Village Trustee Levin stated there should be the ability to work with Village databases for sharing information. Mr. Levin stated he would like to maintain the great open spaces. Ms. Thomas indicated the District is highly respected in the community. Ms. Heller indicated it is important to maintain good practices and be good stewards for the District.

President Cornell thanked the representatives for their presentation.

Finance Committee of the Whole Report Treasurer Kimble indicated the Committee recently met to review the first draft of the proposed budget. He stated the approval draft of the budget would be presented at the March regular Board meeting.

Personnel and Policy Committee Report Executive Director/Secretary Van Arsdale indicated that the revisions to the personnel manuals have already been discussed and approved by the Board; the approval now is for the entire personnel manuals for full-time and part-time staff. Ms. Mensinger stated that these new manuals include references to Title VII, an updated index, and policies which are now required. President Cornell then moved to approve the Full-Time and Part-Time Personnel Policy Manuals as presented. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Recreation Committee Report Committee Chair Retsky stated the Committee met last Wednesday. She indicated staff is reviewing some current programs to study how to

revise them. She stated that summer camp registration is underway and she had heard good comments about the new camps and new locations for some of the camps.

Special Projects and Facilities Committee Report Committee Chair Lerman stated the Committee met also met last week and one item needs Board approval.

A. Discussion and Approval of 2012 Beach and Boating Report Recommendations

Mr. Lerman stated at a meeting in January the Glencoe Beach and Lakefront Advisory Group reviewed the report and made recommendations to be included in the next brochure. Director of Operations Nagle then stated there was a token price revision for senior residents and senior non-residents visiting the beach. The senior age for complimentary tokens will be 65. Mr. Lerman stated the advisory group gave input on shuttle service on weekends or special parking to patrons of the beach. He indicated if the Park Board wishes to proceed, it would have to approve a resolution, which would, then be submitted to the Board of Trustees of the Village of consideration.

After discussion, Commissioner Retsky moved to approve the 2012 Beach and Boating Report as amended. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

B. Watts Mid-Season Update Mr. Nagle then gave an update of the ice skating season at Watts. Because of the favorable weather, there have been many favorable skating days. Unfortunately, the warmer weather has caused additional equipment repair expenses. He continued by stating the District is offering mini-skating instructional classes. Mr. Van Arsdale indicated that consideration must be given to the aging mechanical system at Watts.

C. Takiff Center Rental Philosophy Mr. Van Arsdale indicated staff is revising the chart for rental space at the Takiff Center that would include the many different use classifications.

D. Update on Northbrook Aquatic Services Exchange Mr. Nagle stated he has held discussions with representatives of the Northbrook Park District and a services exchange will be available this summer. The exchange permits Glencoe residents to use Northbrook Park District's outdoor pools by paying the Northbrook resident rate and Northbrook residents will be able to use the Glencoe Beach and its amenities at Glencoe resident rates.

E. Strategic Plan Road Map Milestones Committee Chair Lerman stated that intergovernmental agreements with other Districts was one of the goals of the Road Map and agreement with the Northbrook Park District is aligned with the Road Map.

This concluded the Special Projects and Facilities Committee report.

Old Business

- A. *Update on Establishing Watts Advisory Group* Mr. Van Arsdale indicated Commissioner Lee is soliciting residents and Watts' users to serve on the advisory group.
- B. *Update on Street End Task Force* President Cornell indicated the Task Force recently met and is developing recommendations to be presented to the Village Board.
- C. *Update on Takiff Center Square Footage Calculation* Mr. Van Arsdale stated this item was discussed earlier in the meeting. He stated calculations need to be made regarding common space along with multiple use of shared space. Discussion ensued. Mr. Nagle indicated there could be an impact on the tax-exempt bonds; Ms. Mensinger there would be cost if the bonds have to be restructured.
- D. *Update on Shared Services with Village of Glencoe* Mr. Van Arsdale stated the shared services with the Village of Glencoe officially begin on March 1; however, Mr. Bold indicated that a Parks Department truck needed to be repaired and the service was performed by Village of Glencoe staff
- E. *Update on Centennial Activities* Mr. Van Arsdale indicated the first Centennial event is the "Leap in the Lake" which is scheduled for Saturday, February 25. He recently spoke with a reporter from the Pioneer Press who indicated the publication would have a photographer at the event. Mr. Van Arsdale continued by stating in April there will be a special tree planting event and opportunities for residents to identify the varies trees located in Glencoe parks.
- F. *Update on Writers' Theatre Project* President Cornell indicated he recently met with representatives of Writers' Theatre regarding its project. He stated the District was asked to write a Letter of Endorsement on behalf of Writers' Theatre to the National Endowment for the Arts.
- G. *Discussion of Board Size and Length of Term Survey* Commissioner Kimble indicated Commissioner Lerman and he are finalizing the language for a survey for the residents to give their input in increasing the size of the Board of Park Commissioners to seven members and decreasing the years of service from six to four. When the survey is finalized, it will be placed on the District's website.

New Business

- A. *Town Hall Meeting* Commissioner Lerman felt it was important to present a summary of the year to the residents and he thought a Town Hall meeting format would be appropriate. He would like to invite residents and the newly slated members of the Glencoe Caucus. Discussion ensued. President Cornell thought it would be appropriate to have a Town Hall meeting on a regular Board meeting night when there would be a shorter agenda. After further discussion, it was the consensus of the Board to have a Town Hall meeting before the Regular/Annual Meeting in May.

Freedom of Information Act Requests Report Executive Director/Secretary Van Arsdale indicated the District received one Freedom of Information Act (FOIA) request from a union member who inquired about the expenses the District incurred for Commissioners and staff members to attend the Illinois Association of Park District/Illinois Park and Recreation Association Annual Conference at the Hyatt Riverwalk in Chicago. Mr. Van Arsdale indicated the request would be completed and mailed per the requirements.

Staff Reports Director of Recreation DeClerck started her report by stating the District will be partnering with Family Service of Glencoe for a Family Fun Fest on Sunday, March 18. This event will highlight many of the District's programs and some of the District's instructors will be giving demonstrations.

Matters from the Public At this time in the meeting, the Commissioners began a review of the presentation given earlier by a comprehensive master plan vendor. Commissioner Retsky was underwhelmed by the presentation and felt the consultants did not have a connection to Glencoe. She felt they seemed focused on Watts and maintenance areas.

Commissioner Kimble stated the recreation component of the comprehensive master plan ties into everything the District does. He continued by stating the Request for Proposal (RFP) which the vendor received from the District was very thorough.

Commissioner Lerman felt the plan was too extensive and he would like plans for specific areas. He also thought the plan should be tied in with the Village and schools and felt the consultants were not familiar with Glencoe.

President Cornell felt the comprehensive master plan was the natural progression of the District to plan for the future. He learned the consultants all had good references. He felt the plan should be driven by the staff and have input from the Board, staff, and the community.

Commissioner Retsky indicated she felt the consultants were not prepared.

Discussion ensued. Commissioner Kimble stated it was important to take a field trip and see how the facilities can be changed; he noted there is a decline in recreation programming so the District needs to broaden the scope of users of the District's services. He stated the Board was elected to serve the District.

Commissioner Lerman stated he was not part of the interview process and he was concerned about how will the Board oversee the process.

President Cornell stated Commissioner Kimble and staff were involved in a long interview process with the vendor, and therefore, it would be impossible to know the priorities of each individual Board member.

Commissioner Kimble stated it was important to have special needs reviewed in the comprehensive master plan and there should be no personal agendas.

Commissioner Lerman felt it was important to have strong Board and staff oversight.

Ms. Mensinger stated the vendors responded to a very extensive Request for Proposal. Commissioner Kimble stated the RFP addressed issues raised by the Board.

President Cornell stated the comprehensive master plan vendor should cooperate with the Village. Trustee Levin said the Village would assist as appropriate.

Commissioner Retsky wanted to reduce redundancy.

Executive Director/Secretary Van Arsdale stated the RFP was very specific and comprehensive. When previous master plans were done in 1996 and 2001 they only included parks and open spaces. The recreation component of the District was not included

Commissioner Lerman stated open space is important and he wanted to get a sense of deliverables and he thought these could be shared in Town Hall meeting #2.

Director of Operations Nagle stated the Takiff Center is new, but there are older parts of the District, IT, for example, which should be included in the comprehensive master plan.

After further discussion, it was the consensus of the Board to have Commissioners Lerman and Retsky contact two of the consultants to address their concerns.

Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees under Section 2(c)1 of the Open Meetings Act. At 10:45 p.m., President Cornell moved to adjourn into Closed Session to Consideration Employment, Discipline, Performance or Dismissal of Specific Employees Under Section 2(c)1 of the Open Meetings Act. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

At 11:02 p.m., the meeting reconvened in regular session.

Action, If Any, To be Taken on Matters Discussed in Closed Session There is no action required.

Other There is no other business for the Board at this time.

Adjourn With no further business, the meeting adjourned at 11:03 p.m. on a motion from Commissioner Lerman and a second from Commissioner Kimble.

Respectfully submitted,

Donald P. Van Arsdale
Secretary