

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, JUNE 19, 2012

The meeting was called to order at 7:35 p.m. and the roll was called. Present: 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 Operations Steve Nagle, Manager of Marketing and Communications Sandra LoCascio, and Executive Assistant Nancy Symonds.

Members of the public in attendance included Glencoe residents Carolyn Birkenstein, 892 Thornapple; Helen and Will Boris, 790 Bluff; Tom Burr, 545 Washington; Steve Gaines, 655 Greenwood; Sarah Henriksen, 555 Vernon; Arnold Levy, 535 Park; Kathy and Robert Mallin, 326 Hawthorn; Nancy Pollack, 700 Redwood; Bart Schneider, Nina Schroeder, 225 Lincoln Drive, and Nicole Wineman, 410 Greenwood. Also in attendance was Irv Leavitt, Pioneer Press reporter.

Consent Agenda Commissioner Kimble moved to approve the consent agenda items 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

Executive Director Report Executive Director/Secretary Van Arsdale summarized his report: (1) the road to the beach is finished, (2) the water line at Shelton Park for the Glencoe Community Garden (GCG) is complete, and (3) Glencoe Beach sprayground was dedicated on June 2.

Mr. Van Arsdale addressed Parks District safety. Staff has been working with PDRMA, legal counsel, and the District's safety consultant to review and revise procedures. The Camp Operations manual contains information on safe practices, for field trips, missing child, beach days, special events, cookouts, injuries, and first aid. The safety procedures will be reviewed by the District staff Safety Committee at its monthly meetings with continued input from the District's legal counsel, its risk management agency, and safety consultant. At Commissioner Lerman's request the safety report will be posted on the website. Per President Cornell's request there will be a report from the Safety Committee in August.

Financial Report Director of Finance/HR Mensinger was not at the meeting. Therefore, Executive Director/Secretary Van Arsdale gave the financial report. The District's net revenue surplus for programs is up versus last year in the Recreation Department. The Beach and Boating Department revenue has also increased compared to last year. A summary of Northbrook resident beach token purchased and Glencoe resident pool pass purchases was given.

Matters from the Public President Cornell inquired if there was anyone in attendance at this meeting who wished to address the Board. President Cornell recognized Robert Mallin. Mr. Mallin wanted additional clarification on the terminology Mr. Van Arsdale used in his report and would review the safety report once it was on line.

Election of Board President and Vice President President Cornell stated the next agenda item was the election of the Board President and Vice President. He thanked the senior staff.

As Board secretary, Mr. Van Arsdale then asked for nominations for President. Commissioner Lee nominated Commissioner Kimble. No one seconded the nomination of Commissioner Kimble. Commissioner Cornell nominated Commissioner Retsky. Commissioner Lerman seconded. Hearing no further nominations, Commissioner Lee then moved the nominations be closed. Commissioner Kimble seconded the motion which passed by unanimous voice vote.

The result of the roll call vote follows:

Lerman	Max Retsky
Lee	Bob Kimble
Kimble	Bob Kimble
Retsky	Max Retsky
Cornell	Max Retsky

Commissioner Retsky was elected President.

Mr. Van Arsdale then asked for nominations for Vice President. Commissioner Kimble nominated Commissioner Cornell. Commissioner Lerman seconded. With no further nominations, Commissioner Kimble moved to close the nominations. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

Commissioner Cornell was elected Vice President.

Appointment of Officers and Representatives/Alternates President Retsky moved to elect the following officers and appoint the following representatives and alternates: Robert Kimble, Treasurer and Board liaison to the Northern Suburban Special Recreation Association; Andre Lerman, representative to the Glencoe Plan

Commission; Carol L. Mensinger, Assistant Treasurer, whose many duties include, but are not limited to, the investment and transfer of Park District monies, representative to the Park District Risk Management Agency (PDRMA), representative to the Illinois Park District Liquid Asset Fund (IPDLAF), and representative to the Illinois Municipal Retirement Fund (IMRF); Donald P. Van Arsdale, Secretary to the Board/Executive Director, representative to the International City Managers Association (ICMA), alternate representative to PDRMA, representative to the Northern Suburban Special Recreation Association (NSSRA), and co-representative to the Illinois State Police (ISP) Criminal History Record Information System (CHRI); Robert Bush, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer, General Legal Counsel and Ethics Officer; Cheryl DeClerck and Emily Vanderkamp alternate representatives to NSSRA; Nancy M. Symonds, co-representative to the Illinois State Police CHRI-System, Donald P. Van Arsdale as Freedom of Information Act officer and Nancy Symonds as alternate, Donald P. Van Arsdale, as Open Meeting Act designee and Nancy Symonds as alternate. Vice President Cornell seconded the motion. The result of the roll call vote follows:

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

Board Committee Appointments President Retsky said she would announce Committee appointments at the July meeting with the exception of appointing Trent Cornell as the Chair of the Recreation Committee replacing herself, but she was continuing to serve on the Recreation Committee.

Resolution Number 778: Bank Depository Relationship – Harris Bank President Retsky indicated it was appropriate to update information for the District's relationship with Harris Bank. Commissioner Lee moved to approve Resolution Number 778 as presented. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

Old Business

A. Youth Program and Summer Day Camp Safety Update

Presented in the Executive Director's report.

B. Update on Watts Advisory Group

Watts Satisfaction Survey results are being tabulated and is still on the District's website. Commissioner Lee stated she is still working on appointing committee members.

C Update on Street Ends Task Force

The Task Force has completed its work. Recommendations will be presented to the Village of Glencoe trustees at the July 19 meeting.

D. Update on Shared Services with Village of Glencoe

Director of Parks Bold stated the Village is completing a tree inventory. Trees are being checked for Emerald Ash Borer.

E. Attendance at National Recreation and Park Association Congress

Commissioner Kimble moved to approve Commissioner Lee's attendance at the NRPA Congress in Anaheim, California October 16 – 18, 2012. After discussion, Commissioner Kimble moved to approve Commissioner Lee's attendance at the NRPA Congress in Anaheim, California October 16 – 18, 2012. Commissioner Lee seconded the motion.

Vice President Cornell moved to revise the agenda to discuss Matters from the Public before a vote was taken. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

Mr. Boris, Mr. Levy and Mrs. Schroeder expressed their opinions. The Board then voted on the motion presented by Commissioner Kimble to approve Commissioner Lee's attendance at the NRPA Congress. The result of a roll call vote follows:

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

F. Discussion and Proposed Approval: Glencoe Community Garden – Resolution Number 779 Resolution Approving of Grant of Easement to Am Shalom at Shelton Park and Authorizing the Execution of an Easement Agreement with Am Shalom Providing for Such Easement

Vice President Cornell then moved to approve Resolution Number 779. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

G. Discussion and Approval of Beach Stairway Wall Repair Structural Assessment

This project is already underway. After discussion, Vice President Cornell moved to authorize and direct the Executive Director to proceed with the Beach Stairway Wall Repair assessment as recommended by The Structural Group in the amount of \$3,000 and Manfredini Landscaping in the amount of up to \$2,000 for additional investigative excavation. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

H. Discussion and Approval of Beach Access Road Paving

The project has been completed by the Village for the road between the water plant to the parking pad. President Retsky moved to authorize the payment of \$4,500 to the Village of Glencoe for reimbursement for paving the access road from the water plant to the parking pad at the Glencoe Beach. Vice President Cornell seconded the motion. The result of the roll call vote follows:

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

New Business

A. Update on Recreation Department Staffing: Request for a Position Grade Change and New Part-Time Assistant

Director of Recreation DeClerck announced the resignation of Heather Burns, the Early Childhood Program Manager.

After discussion, President Retsky moved to approve the request for a position grade change from Grade 6 with the establishment of a full-time Grade 1 Early Childhood Manager position and the addition of a part-time Early Childhood Assistant as outlined in a memorandum dated June 14, 2012 from Director of Recreation DeClerck for a total cost in additional wages and benefits up to \$35,900. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

B. Discussion and Approval of Posting Meeting Audio Tapes on Direct Website

After discussion, Commissioner Kimble moved to direct staff to make available on the District's website audio recordings of Regular and Special Board meetings within 48

hours of any meeting. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

C. Discussion of Procedure for Closed Session Minutes, Tape Custody and Review

Commissioner Kimble stated the District has to review closed session minutes every six months. Staff will provide a summary of the status of closed meeting tapes and minutes and the Board will develop a policy for handling this going forward.

D. Discussion of Proposed Batting Cage at Central Park

Executive Director/Secretary Van Arsdale stated this item was discussed at a recent meeting of the Special Projects and Facilities Committee. Commissioner Lerman stated he would like to have schematic pictures of the placement of the batting cage, discussion with legal counsel, notification to neighbors of the park, a cost analysis and a recommendation from staff. President Retsky asked that a letter should go to Central Park neighbors and others interested in the batting cage so that the issue can be discussed at the July meeting. Information on the batting cage proposal will be available on the District's website. Director of Parks Bold stated the batting cage can be stored in the storage shed GBA currently has off season.

E Fall Fitness

Information regarding Park District run fitness classes will be included in the fall program brochure. President Retsky asked that any necessary request for approval for programs be made before the brochure is finalized.

F. Discussion of Private Lessons.

Ms. DeClerck is working on developing a recommendation for private lessons. President Retsky requested a report at the August Board meeting on the progress.

G. Discussion of Summer Camp Registration and Report of First Week.

Ms. DeClerck stated the first week of summer camp went well. Enrollment for summer camp has increased 30% from last year. The open house for parents was a successful replacement for camp orientation and was very well attended.

H. Discussion and Proposed Approval of Takiff Center Sun Shade Shelter – Purchase and Installation Takiff Center Sun Shade Structure.

The purchase of a sun shade shelter for the playground at the Takiff Center was budgeted for \$10,000 as a capital item in the Fiscal Year 2012-2013 Budget. Quotes for the installation of the sun shade \$7,000 more than budgeted. After discussion,

Commissioner Kimble moved to approve the purchase, padding, delivery and installation of a sun shade structure at the Takiff Center for a total cost of \$17,000. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Freedom of Information Act Requests Executive Director/Secretary Van Arsdale stated the District has received two Freedom of Information Act Requests since the last Board meeting. One FOIA request was received from the Pioneer Press and is attached.

The other was received from Carpenters Local 1185 and is also attached.

Mr. Van Arsdale stated both FOIA requests have been completed.

Staff Reports Executive Mr. Van Arsdale stated the auditors will present their report at the Board meeting on July 17. Ms. DeClerck stated the Dixieland Band and Ice Cream Social Centennial Event was last Saturday.

Set Committee Meeting Dates This item was deferred.

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

Other There was no other business.

Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees Under Section 2(c)1 of the Open Meetings Act Commissioner Lerman 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. Vice President Cornell seconded the motion. The result of a roll call vote follows:

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

The meeting reconvened in regular session at 10:55 p.m.

Action, if Any, To be Taken on Matters Discussed in Closed Session There was no action taken on matters discussed in closed session.

President Retsky announced there would be a Special Board meeting at 7:30 p.m. on Thursday, June 28, 2012.

Adjourn With no further business, at 10:57 p.m. Vice President Cornell moved to adjourn the meeting. Commissioner Kimble seconded the motion. The motion passed unanimously by voice vote.

Respectfully submitted,

Donald P. Van Arsdale
Secretary

Enclosures

From: Leavitt, Irv [mailto:ILEavitt@PioneerLocal.Com]
Sent: Friday, May 18, 2012 7:10 PM
To: dvanarsdale@glencoe parkdistrict.com
Subject: FOIA

Dear Mr. Van Arsdale:

Please find, below, as discussed May 17, a request for information from the Glencoe Park District under the Freedom of Information Act.

The purpose of the request is news-gathering and dissemination to the public. Pioneer Press requests that costs and fees be waived.

1) All conferences and similar events attended by district commissioners from 1992 through 2012; dates of said conferences; names of commissioners attending; locations of conferences. Example: Commissioner John Smith, Green Conference, Jan. 12, 2010, Milwaukee

2) Cost to district of individual commissioner attendance to conferences and similar events, 2007 through 2012, itemized by conference and commissioner. Example: Commissioner John Smith, Green Conference, Feb. 12, 2011, Springfield. Cost to district: \$2,250.30.

3) Payments by any other parties for commissioner attendance to conferences and similar events, 2007 – 2012. Example: Commissioner John Smith, Green Conference, March 12, 2012, South Bend, \$2,250.30. Grant from Wepayem Foundation, Washington, D.C., \$250; grant from Fred Mertz, \$1,500. Cost to district: \$500.30.

Irv Leavitt

Pioneer Press/Sun-Times Media

(847) 486-7389

-----Original message-----

From: PAT NOONAN <noonan1185@yahoo.com>
To: "dvanarsdale@glencoe parkdistrict.com" <dvanarsdale@glencoe parkdistrict.com>
Sent: Thu, Jun 7, 2012 16:56:40 GMT+00:00
Subject: FOIA

Dear Don,

Under the Freedom of Information Act, I would like copies of certified payroll for the playground project. The bids for this project were due 9-16-11. If you have any questions, please feel free to contact me.

Thank You

Pat Noonan
Carpenters Local 1185
noonan1185@yahoo.com
630-327-3836 - Cell