



To: Board of Park Commissioners

Date: August 23, 2012

From: Steve Nagle, Interim Executive Director

Enclosures

cc: Carol Mensinger, Cheryl DeClerck, and Rick Bold

**SUBJECT: AGENDA MEMORANDUM**  
Items for Discussion

*Upcoming ...*

Regular Board Meeting  
7:30 p.m.  
Tuesday, August 28, 2012

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1. Call to Order. Roll Call. Max will call the meeting to order and ask me to call the roll.
3. Consent Agenda Items. A, B, C, and D are routine. E authorizes the disposal of a Jet Ski and t three pottery wheels Recommended motion ...

**“to approve the consent agenda items as presented.”**

**Roll call vote, please.**

4. Interim Executive Director Report **Please review my written report.**
5. Financial Report. With four months of the fiscal year complete, below are the financial highlights:

	<u>As of</u> <u>07/31/2010</u>	<u>As of</u> <u>07/31/2011</u>	<u>As of</u> <u>07/31/2012</u>
<b><u>Recreation Department – Programs</u></b>			
Revenues	1,288,144	1,294,582	1,588,462
Wages	(220,800)	(209,654)	(266,756)
Contractual	(516,656)	(524,085)	(650,689)
Supplies	( 26,290)	(30,531)	(48,986)
Net Surplus	524,398	530,312	622,030
	255,293	285,575	295,210



**Day Care Department**

Revenue			
Expense	<u>(179,665)</u>	<u>(198,296)</u>	<u>(208,359)</u>
Net Surplus	75,628	87,279	86,851

**Beach/Boating Beach Department**

Revenue	236,461	224,241	287,811
Expense	<u>(195,749)</u>	<u>(171,854)</u>	<u>(189,130)</u>
Net Surplus/(Deficit)	40,712	52,387	98,681

**Watts Department**

Revenue	514	4,476	(227)
Expenses	<u>(51,005)</u>	<u>(59,540)</u>	<u>(62,723)</u>
Net Surplus/(Deficit)	(50,491)	(55,064)	(62,950)

**G & A (Administration)**

Revenue (excl G&A Tfr)	7,900	9,125	8,795
Expense	<u>(313,160)</u>	<u>(328,017)</u>	<u>(362,127)</u>
Net Surplus/(Deficit)	(305,260)	(318,892)	(353,332)

**Parks Department**

Revenue	1,464	0	2,445
Expense	<u>(334,881)</u>	<u>(329,416)</u>	<u>(328,931)</u>
Net Surplus/(Deficit)	(333,417)	(329,416)	(326,486)

**Greenhouse Department**

Revenue	36,392	38,201	38,328
Expense	<u>(46,768)</u>	<u>(52,192)</u>	<u>(45,660)</u>
Net Surplus/(Deficit)	(10,376)	(13,991)	(7,332)

**Rec-Admin/Takiff Department**

Revenues	525,373	559,447	781,277
Expenses	<u>(573,802)</u>	<u>(595,236)</u>	<u>(616,212)</u>
Net Surplus/(Deficit)	(48,429)	(35,789)	165,065

6. Matters from the Public
7. Discussion and Approval of Vaccaro Consulting System Plan. Please review Carol's memorandum which is enclosed with the packet.



**Recommended motion, please ...**

**“to approve the Vaccaro Consulting System Plan as presented.”**

**Roll call vote, please.**

8. Discussion and Approval of Vermont Systems Inc. (RecTrak) Agreements **Carol will give information on this agenda item which deals with converting the District’s registration software programs.** Two motions are required.

- A. Agreement Between the Glencoe Park District and Vermont Systems, Inc.

Recommended motion, please ...

**“to approve the Agreement with Vermont Systems Inc. as presented.”**

**Roll call vote, please.**

- B. Software Maintenance Agreement Between Glencoe Park District and Vermont Systems, Inc.

Recommended motion, please ...

**“to approve the Software Maintenance Agreement Between Glencoe Park District and Vermont Systems, Inc.”**

**Roll call vote, please.**

9. Finance Committee of the Whole Report As Treasurer, Bob will give a summary of the meeting held on July 31, 2012. Three items need discussion and possible approval.

- A. *Discussion and Possible Approval of Proposed Revision to Fund Balance Policy.* This Policy is proposed to be revised in accordance with the information contained in the management letter from Lauterbach & Amen, LLC.

Recommended motion ...

**“to approve the revisions to the Fund Balance Policy.”**

**Roll call vote, please.**

- B. *Discussion and Possible Approval of Abatement of a Portion of Debt Service Levy – Ordinance Number 784: An Ordinance Abating a Portion of the Tax Heretofore Levied for the Year 2012 to Pay Debt Service on General Obligation Bonds, Series 2006 of the Glencoe Park District, Cook County, Illinois.* At the Finance Committee



of the Whole meeting, the members reached consensus to recommend for approval of an abatement ordinance in the net amount of \$200,000, which would save taxpayers approximately \$60 - \$80 next tax year, based on the value of a resident's home.

Recommended motion ...

**“to approve Ordinance Number 784: An Ordinance Abating a Portion of the Tax Heretofore Levied for the Year 2012 to Pay Debt Service on General Obligation Bonds, Series 2006 of the Glencoe Park District, Cook County, Illinois.”**

**Roll call vote, please.**

- C. *Discussion and Possible Approval – Resolution Number 785 for the Commitment of a Portion of Corporate Fund Balance for Future Capital Projects.* During budget discussion last spring, there was consideration to start setting aside a portion of the current fund balance for future capital projects. The funds would be committed solely for future capital projects. Based on audit fund balances, an amount of \$200,000 would be committed at this time. Staff worked with legal counsel to draft the resolution.

Recommended motion ...

**“to approve Resolution Number 785: For the Commitment of a Portion of Corporate Fund Balance for Future Capital Projects.”**

**Roll call vote, please.**

10. Personnel and Policy Committee Report

- A. *Discussion and Possible Approval of Board Policy Manual.* At the July 31, 2012 meeting, the Board members were asked to review the document (which was approved at the August 2011 and then the September 2011 Board meeting) for any additional changes which should be considered. One change is revising the section regarding the length of a Board member's term; this section was changed from six to four years. Board members were asked to get their comments to Andre for inclusion in a “revised” Board Policy Manual for discussion and possible approval at the Board Meeting.

Recommended motion ...

**“to approve the revised Board Policy Manual dated August 28, 2012 as presented (or amended).”**

**Roll call vote, please.**



11. Recreation Committee Report
  - A. *Update on Summer Camps (Ended for the Summer)*
  - B. *Discussion of Fall Fitness Classes*
  - C. *Discussion of Private Lessons*
  
12. Special Projects and Facilities Committee Report Trent\_ will give a summary of the meeting held on July 31, 2012. Two items need discussion and possible approval.
  - A. *Update on Beach Stairway Wall Structural Repair* **Please review the Independent Contractor Agreement with STR Building Resources, LLC.**

Recommended motion, please ...

**“to approve the Independent Contractor Agreement with STR Building Resources, LLC as presented.”**

**Roll call vote, please.**

- B. *Discussion of Energy Assessment Project* The Committee concurred with staff’s recommendation to spend up to \$ 11,000, including a 10% contingency for the energy efficient lighting system in the Takiff Center Gymnasium. This would be taken from current Capital Project Fund reserved fund balance.

Total Project Estimate	\$ 9,800.
DCEO Grant Rebate	<u>(\$ 2,500.)</u>
Net Final Cost to District	\$ 7,300.

If the District received a grant, the grant monies would be refunded to the District after the project is completed.

**Recommended motion ...**

**“to authorize the removal of the current fixtures and installing TR8 fluorescent fixtures at a cost of up to \$11,600 for the lights at the gym in the Takiff Center.”**

**Roll call vote, please.**

13. Staff Safety Committee **Enclosed please find meeting minutes for the staff Safety Committee.**
  
14. Old Business
  - A. *Update on Watts Advisory Group* Hilary will give a report on the meeting held on Wednesday, August 22, 2012.
  - B. *Update on Shared Services with Village of Glencoe*



*C. Update on Batting Cage at Central Park*

- 1) Discussion and Possible Approval of Batting Cage License Agreement with Glencoe Baseball Association Enclosed is a License Agreement that was prepared by legal counsel. Representatives of Glencoe Baseball Association (GBA) have reviewed it. The only information not included in the License Agreement is the 2012/2013 dates from GBA. It is anticipated to have that information before the meeting so it can be included in the document.

Recommended motion ...

**“to approve the License Agreement for Donation and Use of Batting Cage between the Glencoe Park District and the Glencoe Baseball Association.”**

**Roll call vote, please.**

- 2) Installation Status The batting cage will be installed as soon as new netting arrives.

*D Centennial Event – December 6 – Past, Present and Future Update*

- E. Discussion and Approval Ordinance Number 786: An Ordinance Amending the Glencoe Park District “Conduct Ordinance”* As the Beach and Boating season comes to a close, one of concerns of the staff is abandoned boats and their disposal. The revision to Section 4.06 of Ordinance Number 700 gives the District authorization to remove these abandoned items. Attached please find the Ordinance Number 786, which was prepared by legal counsel.

Recommended motion, please ...

**“to approve Ordinance Number 786: An Ordinance Amending the Glencoe Park District Ordinance Conduct Ordinance.”**

**Roll call, please.**

*G. Discussion of Comprehensive Master Plan*

15. New Business

- A. Discussion Regarding Possible Changing September 11, 2012 Regular Board Meeting Date* If you agree, motion please ...

**“to change the regular Board meeting date of September 11, 2012 to September \_\_\_\_\_, 2012.”**

**Roll call vote, please.**

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16. Freedom on Information Act Requests Staff completed the pending request from Irv Leavitt, Pioneer Press/Chicago Sun Times:

*Dear Mr. Nagle:*

*Please find, below, as discussed July 6, 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) The names of the primary residents, and their employed positions, of two residential properties owned by the Glencoe Park District, and provided to those residents at no cost or low cost. Also, the length of time they have lived in these properties.*

*2) A brief description of the properties.*

*3) Payments made regularly by the district to support those properties and the residents, such as utilities and taxes. If costs, such as utilities, are not separated from payments for other uses, please provide estimates.*

*4) Any significant maintenance done on these residences, and what the cost was, in the last 5 years.*

*5) The recent legal opinion that includes the tax status of these properties and the former residence of Don Van Arsdale.*

Mr. Leavitt subsequently verbally requested information on the other District properties used by District employees and the vacate 292 Green Bay Road cottage. This information has been provided to Mr. Leavitt.

17. Staff Reports

- A. Finance/Human Resources*
- B. Recreation*
- C. Facilities*
- D. Parks*
- E. Marketing*

18. Matters from the Public

19. Other

  
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20. Closed Session in Accordance with Section 2(c) 11 and Section 2(c)3 of the Open Meetings Act.  
Recommended motion ...

**“to adjourn into Closed Session in Accordance with Section 2(c) 11 and Section 2(c) 1 of the Open Meetings Act.**

**Roll call vote, please.**

21. Action, if Any, Taken in Closed Session

22. Adjourn

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