

MINUTES OF A REGULAR MEETING OF
THE COMMISSIONERS AND OFFICERS OF
THE GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
HELD TUESDAY, AUGUST 28, 2012

The meeting was called to order at 7:35 p.m. and the roll was called. Present: Commissioners Max Retsky (President), Trent Cornell (Vice President), Bob Kimble, Hilary Lee, and Andre Lerman. Staff present included Interim Executive Director/ Secretary Steve Nagle, Director of Parks Rick Bold, and Director of Finance/Human Resources Carol Mensinger.

Members of the public in attendance included Glencoe residents Seth Palatnik and Gary Lee. Also in attendance were Garry Vaccaro, Vaccaro Consulting Inc. and Irv Leavitt, Pioneer Press reporter.

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

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

Interim Executive Director Report Interim Executive Director Nagle began his report by stating there will be a Centennial Gala on December 6. He said he will send information to Commissioners asking for their assistance in soliciting donors for this final centennial event. He is working with staff to have information on the website in a table format which would be easier to see. He will also work with staff to try to reduce the size of the Board packet so it can be placed on the website. Mr. Nagle continued his report by stating the District will be recognized by the Illinois Association of Park District for 100 years at the "Best of the Best Gala" on September 28, 2012. He encouraged Board members to attend this event and he needed their responses soon. Finally, he stated he attended a recent NSSRA Board meeting. NSSRA is considering relocating its administrative offices. It will be important for levy planning purposes that the Board discuss this topic when information becomes available from NSSRA.

Financial Report Director of Finance/Human Resources Mensinger stated the District has completed six months of its fiscal year. Recreation programs are up primarily due to summer camp enrollments through the end of July; camp revenues are included in the Recreation Department. The day care program net remains comparable to last fiscal year. The Beach net is up \$45,000 compared to last year. Tax revenues were received earlier this year than last year. To a question from Vice President Cornell, Ms. Mensinger stated the contractual expenses in Recreation Department is higher due to new Glencoe Junior Kindergarten and Nursery School's (GJK) extended day kindergarten program. Revenues are received, and then 80% reimbursement to GJK.

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

Discussion and Approval of Vaccaro Consulting System Plan Ms. Mensinger began her comments by giving background information on the District's plan to upgrade its computer networking registration software system. Monies were included in the fiscal year 2012/013 budget for the upgrade of both the hardware and software systems of the District. She stating the District hired Vaccaro Consulting Inc. in May to develop a comprehensive System Plan and to negotiate contracts with Vermont Systems Inc. (VSI) for the purchase of the RecTrac registration software system. Ms. Mensinger introduced Gary Vaccaro from Vaccaro Consulting to share details of the system plan.

Mr. Vaccaro began his presentation by stating many of the computer software systems used by the District are over 20 years old and beyond their useful lives. He stated he discussed software needs with staff members regarding various software applications (scheduling, booking facilities, membership tracking, payments, etc.) for the District, and the importance of the future needs for the District's computer systems. Discussion continued regarding the integration of the District's programs. Credit card payments will be processed through a third party where payments are authorized; the District will not retain credit card information. Mr. Vaccaro said the new computer system upgrades will eliminate many duplicate entries currently occurring.

Mr. Vaccaro stated there is hardware that is needed for the new software programs. He stated it was important to have the Beach, Boathouse, Watts Center, and the Takiff Center, which are now stand alone operations, included on the new system so program registration, for example, can take place at the remote locations. Currently there is Comcast service at Watts and Verizon Wi-Fi service at the beach. Vermont Systems has developed a mobile application and he felt it was important to see if this registration could be used at the beach and boathouse because it is difficult to get a Wi-Fi signal over the cliff to the boathouse and beach house.

He recommended a 4-phase implementation of new hardware and software systems. The infrastructure has to be established. Second, is the installation of the RecTrac system. Third, is the selection of the accounting system. The fourth phase is potential work orders system. There will be overlap in the implementation of the phases. Discussion continued. The implementation of the 4-phases could take up to 18 months. To a question from President Retsky, Mr. Vaccaro stated the residents will see benefits from Phases 1 and 2. To a question from Commissioner Kimble, Mr. Vaccaro stated training staff is very important. There are consulting hours for planning implementation and giving general guidance to the District. Discussion ensued. Mr. Vaccaro stated the District only pays for the training that is needed; however, another client took advantage of the extra training expense included, and he felt it very beneficial to have the additional training including too. Discussion continued.

Ms. Mensinger stated staff was looking for consensus of moving forward on this project. She would like to have the Board recommend this project so the project can move forward. Mr. Lerman moved to approve the Vaccaro Consulting "System Plan" as presented. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

Discussion and Approval of Vermont Systems Inc. (RecTrac) Agreements Ms.

Mensingher since the District has agreed to use the RecTrac system, it was important to get all the necessary license agreements approved. She stated Mr. Vaccaro has been working/negotiating with Vermont Systems Inc. regarding these contracts, which were reviewed by legal counsel.

A. *Agreement Between the Glencoe Park District and Vermont Systems, Inc.*
Commissioner Cornell moved to approve the Agreement with Vermont Systems Inc. as presented. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

B. *Software Maintenance Agreement Between Glencoe Park District and Vermont Systems, Inc.* Mr. Vaccaro stated the actual maintenance agreement does not begin until the software program is active. Mr. Vaccaro stated it was important to have the maintenance agreement in affect as the computer system is being upgraded. Commissioner Cornell moved to approve the Software Maintenance Agreement Between Glencoe Park District and Vermont Systems, Inc. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

The Board thanked Mr. Vaccaro for his attendance and participation at this meeting.

Finance Committee of the Whole Report Treasurer Kimble stated at the last Finance Committee of the Whole meeting there were several items discussed; three need Board action.

A. *Discussion and Possible Approval of Proposed Revision to Fund Balance Policy*
Ms. Mensinger stated after the first year of the audit with Lauterbach & Amen, the auditing firm recommended reviewing the percentage amounts in the Debt Service Fund. Commissioner Kimble then moved to approve the revisions to the Fund Balance Policy. Commissioner Cornell seconded the motion. The result of the roll call vote follows:

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

B. Discussion and Possible Approval of Abatement of a Portion of the 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. Ms. Mensinger stated the Committee also discussed abating approximately \$200,000 for the tax year (due to increased fund balance levels in Debt Service Fund), which may save residents approximately \$80 on their real estate taxes. Commissioner Kimble moved to approve Ordinance Number 794: 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. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

C. Discussion and Possible Approval – Resolution Number 785 for the Commitment of a Portion of Corporate Fund Balance for Future Capital Projects. Ms. Mensinger stated during the Committee meeting there was discussion that funds could be committed solely for future capital projects. Based on the audit fund balances in Corporate Fund, an amount of \$200,000 would be committed for future capital projects. Commissioner Lerman moved to approve Resolution Number 785: For the Commitment of a Portion of Corporate Fund Balance for Future Capital Projects. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Personnel and Policy Committee Report

Discussion and Possible Approval of Board Policy Manual Mr. Lerman stated he was asked for input from the other Commissioners. He stated there were references to 2011-2012 dates and the Board has reduced the length of term for the Commissioners from six years to four years. Discussion ensued regarding the goals for the Executive Director, which will be developed in conjunction with the Personnel and Policy Committee and approved by the Board. Commissioner Lerman moved to approve the revised Board Policy Manual dated August 28, 2012 as amended. Commissioner Cornell seconded the motion. The result of the roll call vote follows:

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

Recreation Committee Report

Update on Summer Camps (Ended for the Summer), Discussion of Fall Fitness Classes, and Discussion of Private Lessons (Ended for the Summer) Mr. Nagle gave an update on program registrations for the fall. He stated some classes have not met the minimum number of registrants. Registrations will increase once school starts. The

number of fitness passports sold has increased from last year; the karate classes usually get many of its registrants after school starts. Children's Circle enroll is strong and Early Learning Center enrollment is good. Staff felt the year was off to a good start.

Ms. Lee expressed disappointment that a program for 2-year olds on Tuesdays and Thursdays was cancelled. The program only had four children enrolled. Discussion ensued regarding program cancellation protocol. The Board requested that Mr. Nagle review class registrations and cancellations and at his discretion see how to accommodate all registrants and report his findings to the Board.

Special Projects and Facilities Committee Committee Chair Cornell the Committee met on July 31 and there were several items discussed with two requiring Board approval.

A. Update on Beach Stairway Wall Structural Repair Mr. Cornell stated he reviewed the beach wall repair and learned there is significant repair needed as the structural underpinning from the stairs to the Halfway House. The stairway appears to be shirring away from the bluff. The District received a report from a structural engineering firm. Mr. Nagle stated Village representatives along with District staff will meet with representatives from a structural consulting firm to get more information and dollar amount involved on the project. The staff will then be able to develop a bid packet for the necessary repairs. Commissioner Cornell moved to approve the Independent Contractor Agreement with STR Building Resources, LLC for \$11,600 as presented. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

President Retsky requested that a summary of the meeting with Village representatives and consultants be provided to the Board.

B. Discussion of Energy Assessment Project Committee Chair Cornell stated the next item is a project from staff to increase the District's energy efficiency. The project is replacing the lights in the gym. Staff came to the Board with a suggestion to install energy efficient lighting and researched information for grant opportunities for this project. Mr. Nagle stated the financial payback/return for this project would be about 25 months. After discussion, Commissioner Cornell moved to authorize the removal of the current fixtures and installing TR8 fluorescent fixtures at a cost of up to \$11,000 for the lights in the gym at the Takiff Center. Commissioner Kimble seconded the motion. The result of the roll call vote follows:

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

Staff Safety Committee There were no comments from the Board.

Old Business

A. *Update on Watts Advisory Group* Commissioner Lee began her comments by stating the group had its first meeting last week. The group felt Watts is great and it is a challenge to have the ice consistent for skating in an outdoor setting. She stated the group felt communication is important to have information disseminated to the proper patrons.

Mr. Palatnik commented that the Watts Advisory Group meeting was positive and important.

B. *Update on Shared Services with Village of Glencoe* Mr. Bold stated the shared services program is going well. With the dry weather, mowing has been limited. The tree inventory with the Village is being completed; trees can be tracked on a GIS system. The Village will assist in determining what should be completed next. Six trees have been removed. The District will identify trees that might need to be removed and the Village will then prioritize their removal. Mr. Bold continued by stating the Village has been repairing District vehicles. The District will start training on the installation of the holiday lights.

Commissioner Lerman inquired into the savings and benefits for the shared service pilot program. Mr. Nagle stated District and Village staff members are starting to determine the best methods to review the financial and beneficial aspects of this program.

Discussion ensued. Commissioner Lerman inquired about the installation of the holiday lights. Mr. Bold stated representatives from the Village will instruct District staff on which trees are wired for lights and the method for installing the lights. Mr. Bold said the District staff will start the tree lighting work in October and also will accomplish its normal fall projects.

C. *Update on Batting Cage at Central Park* Mr. Nagle stated this has been discussed in previous Special Projects and Facilities Committee meetings. The agreement has been reviewed by representatives of Glencoe Baseball Association and the District's legal counsel. Commissioner Cornell moved to approve the license agreement for Donation and Use of Batting Cage between the Glencoe Park District and the Glencoe Baseball Association. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

The net for the batting cage has been ordered and additional signs will be placed at Central Park.

D. *Centennial Event – December 6 - Past, Present and Future* Mr. Nagle stated information was included in his written report.

E. Discussion and Approval of Ordinance Number 786: An Ordinance Amending the Glencoe Park District "Conduct Ordinance." Mr. Nagle stated this was discussed in previous meetings. The legal counsel drafted the document and was discussed with Village staff because their assistance is required for the removal of abandoned boats. Commissioner Cornell moved to approve Ordinance Number 786: An Ordinance Amending the Glencoe Park District Conduct Ordinance. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

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

F. Discussion of Comprehensive Master Plan Mr. Nagle asked department heads to review the Strategic Road Map for items to be completed in 2012/2013. He was also looking for three basic initiatives in each of the departments and some ideas may be concurrent. For example, the Open Space Master Plan should be updated to determine which parks should have enhancements and get capital budgets estimated for the enhancements.

Discussion ensued. Mr. Nagle felt he would have information available for the September Board meeting.

New Business

A. Discussion Regarding Possible Changing September 11, 2012 Regular Board Meeting. President Retsky moved to change the regular Board meeting date of September 11, 2012 to September 18, 2012. Commissioner Cornell seconded the motion. The result of the roll call vote follows:

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

Freedom of Information Act Requests Mr. Nagle stated all Freedom of Information Act requests have been completed.

Staff Reports The Board was reminded Committee meetings are planned for the first Tuesday of each month for those Committees that have business to conduct

A. Finance/Human Resources Ms. Mensinger stated there would probably be a need for a Finance Committee of the Whole meeting as the tax levy needs to be discussed and reviewed. It was suggested that this be held on September 18 with the start of the meeting to not conflict with any religious observations that day.

B. Recreation There was nothing to add to the written report.

C. Facilities There was nothing to add to the written report.

D. Parks There was nothing to add to the written report.

E. Marketing There was nothing to add to the written report.

Matters from the Public

Other There was no other business

Closed Session in Accordance with Section 2(c)11 and Section 2(c)1 of the Open Meetings Act At 9:24 p.m. Commissioner Lerman moved to adjourn into closed session in accordance with Section 2(c)11 and Section 2(c)1 of the Open Meetings Act. Commissioner Lee. The result of the roll call vote follows:

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

The meeting reconvened in regular session at 10:52 p.m.

Action, if Any Taken in Closed Session Commissioner Lerman moved to authorize the Board President to engage a search firm for an amount not to exceed \$15,000. Commissioner Lee seconded the motion. The result of the roll call vote follows:

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

Adjourn At 10:53 p.m. the meeting adjourned on a motion from Commissioner Kimble and a second from Commissioner Lee.

Respectfully submitted,

Steven T. Nagle
Secretary