

APPROVED

MINUTES OF SEPTEMBER 17, 2013 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:30 p.m. and roll was called. Present: Commissioners Bob Kimble (President), Hilary Lee (Vice President), Seth Palatnik (Treasurer), Andre Lerman, and Steve Gaines. Staff present: Executive Director/ Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Director of Parks Rick Bold, Director of Recreation Cheryl DeClerck, Manager of Marketing and Communications Erin Maassen, Watts/ Beach Facility Manager David Johnson, Parks Department Laborer Brad Janis, and Executive Assistant Nancy Symonds.

Members of the public in attendance included Glencoe residents: Enna Allen, 1109 Old Elm, and Tim Rosinski, 538 Green Bay Road. Also in attendance was Irv Leavitt, Pioneer Press reporter.

Consent Agenda A motion was made by Commissioner Gaines to approve the consent agenda items as presented. Commissioner Palatnik seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

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

15 Year Service Resolution Number 805: Brad Janis President Kimble congratulated Mr. Janis. Executive Director Sheppard asked Mr. Janis what was his favorite memory while working at the District. He explained it was one very cold afternoon. Another staff member and he were flooding a park along Old Green Bay Road for an outdoor skating rink. The cold air temperature and the cold water coming from the hose combined creating ice, which ended up freezing on Mr. Janis and his co-worker.

President Kimble read aloud the resolution recognizing Mr. Janis and thanked him for his service to the District. A motion was made by Commissioner Palatnik to approve Resolution Number 805 as presented. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Financial Report Director of Finance/Human Resources Mensinger stated the District is six months into its current fiscal year. Director Mensinger stated the beach department's success largely depends on warm weather, and the start of the summer was cooler than usual, but the weather did improve later in the season; revenue did improve and Director Nagle and Facility Manager Johnson managed expenses well. Director of Parks Bold stated the Parks Department had more capital projects (Friends Park) this year compared to last, which would increase the Parks Department's budget. Director Mensinger suggested that since the greenhouses are closed and there were no plant sales, any money from the greenhouse accounts could be transferred to the Park Department accounts in the next fiscal year.

Staff Reports President Kimble asked if any staff members had any additional comments to the written divisional reports included in the Board packet.

Director of Operations Nagle indicated enclosed in the packet was the Watts Ice Center 2012 - 2013 Report and 2013 - 2014 Recommendations. He stated Watts/Beach Facilities Manager Johnson was also available to answer any questions regarding the report. He stated the weather in November when the skating facility opened was too warm which got the season off to a slow start. There will be a \$5 per pass increase across the board. The District will be starting to use Rectrac passes this year. Each family member will get a pass. The pass holder will be required to show the pass for verification. One change will be private instructors will pay the District directly for the use of a rink at Watts; this should help to establish a good relationship with the skating instructor. The patron will pay for the private lesson directly to the instructor. The increase in private rental is \$5 per hour.

Another change is Winnetka Hockey Club will not be renting as much ice time as in previous years due to another ice skating facility is available for its use. Watts/Beach Facilities Manager Johnson has been contacting other skating teams of this additional rental time. This will also increase the opportunity for more open skating hours and private instruction.

Commissioner Lerman inquired about an ice skating exhibition at the end of the season. Director Nagle stated there have been mixed reviews on previous skating shows. Since Watts is an outdoor venue, the weather can be cold for the young skaters, which limit the length of the show because the District does not want the participants in their skating outfits to be in the inclement weather for too long.

Commissioner Lee stated that Tammie Whalen, Watts staff member, contacted her to book ice time for the Glencoe School District. She has already booked ice skating times for the children in South and West Schools for their skating lessons. Commissioner Lee complimented Ms. Whalen on being proactive.

Director Nagle continued by stating last year there were service calls for the compressor along with annual maintenance costs. He mentioned the District serviced the Zamboni last year and should be ready to go this year. Commissioner Palatnik commented on the addition of adult hockey. He thought this was a great idea. In

addition, last year there was an assistant manager hired due to Director Nagle acting as Interim Executive Director and end of fiscal year payments were additional expenses, which impacted the financial report for Watts.

Treasurer Palatnik stated last year was a difficult year for Watts due to weather. Discussion ensued.

Director Mensinger indicated the District's legal calendar was included in the Board packet, which highlighted legal requirements for the District.

President Kimble thanked and complimented the staff for the Friends Park project and the dedication ceremony. He said it was a fun event with all the children, parents, and families enjoying the new park.

Executive Director Report Executive Director Sheppard began her report by also complimenting the design team and the staff for the renovated Friends Park. Next, she stated Family Service of Glencoe (FSG) would like to use Kalk Park for its centennial gala scheduled for June 7, 2014. FSG is requesting the use of Kalk Park from June 6 – June 8, 2014 in preparation for the gala. FSG will be responsible for securing insurance, Village of Glencoe required permits, and liquor liability insurance, if necessary. The Board gave its consent to extend the curfew for the use of Kalk Park for this special event until 11 p.m.

Next, Executive Director Sheppard and Director Mensinger reviewed a memorandum outlining the District's options in compliance with the Affordable Care Act (ACA), which will begin January 2014; however, information to eligible employees must be given to them by October 1, 2013. One important issue is the possibility of including additional District employees who work 30 hours or more per week; this employee category would include eight or nine current part-time employees as well as Grade 1 and Grade 7 (full-time employees). Executive Director Sheppard indicated at this time this is for Board informational purposes only.

Executive Director Sheppard then stated Directors Mensinger and DeClerck, Early Learning Program Manager Lisa Panizo and she recently had a meeting with parents of Children's Circle children regarding financial information, staff, and food served for the children enrolled in the program. The parents were informed about all the costs associated with running the day care (Social Security, Workers Compensation, and Illinois Municipal Retirement Fund). Discussion ensued. Executive Director Sheppard said this parents meeting was a good starting point for open dialogue between the parents and staff to continue.

Action Items

Access and Landscaping Easement with Woman's Library Club and Writers' Theatre. Executive Director Sheppard stated this easement agreement will help the Writers' Theatre' proposal on the Woman's Library Club property move forward. A motion was made by President Kimble to approve Resolution Number 807: A Resolution Approving

an Access and Landscaping Easements Agreement as presented. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Approval of Revised Board Policy Manual. Committee Chair Gaines indicated the Personnel and Policy Committee met to review the document and the revised document is being presented at this meeting. Commissioner Lerman stated he would like to revise one paragraph regarding the application process to become a Commissioner; this can be accomplished independent of being slated through the Glencoe Caucus. A motion was made by Commissioner Lee to approve the Board Policy Manual as amended. President Kimble seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Approval of Revised Athletic Field Use Policy Executive Director Sheppard stated the Personnel and Policy Committee also reviewed the Athletic Field Use Policy. The Policy will continue to give field use priority to District programs, affiliates, and other users. A motion was made by Vice President Lee to approve the revised Athletic Field Use Policy as presented. Treasurer Palatnik seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Approval of the Financial Software System President Kimble stated that updating the District's computer software systems has been an on-going process beginning with approval to invest in a new program registration system. Director Mensinger indicated with the new system the Takiff Center, Beach and Watts are now networked together. She stated the District's computer consultant and other staff members have been involved in developing the requirements and investigating for financial software providers. She reviewed the District's financial requirements with the Village of Glencoe's computer system and she was not able to get an apples-to-apples comparison as well as the fact that the District's requirements include payroll, which is not currently included in the Village's financial software system. She went onsite to visit park districts to review their financial software systems to get a hands on test of a system offered by Tyler Technologies.

Commissioner Palatnik indicated it was important to have a system that is custom for the District.

A motion was made by Commissioner Gaines to approve Tyler Technologies, Inc. and further direct staff to work with the District's consultant to negotiate and secure a contract with Tyler for the licensing, implementation services and on-going support of the Tyler financial software system at a cost not to exceed \$60,000. Commissioner Lerman seconded the motion. A roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Matters from the Public President Kimble asked if there was anyone present wishing to address the Board. There were no matters from the public.

The Board Will Enter Closed Session At 8:30 p.m., a motion was made by President Kimble to adjourn into closed session (1) to adjourn into closed session for discussion of the purchase or lease of real property for the use of the public body, including of discussing whether a particular parcel should be acquired in accordance with section 5ILCS 120/2(c)(5) of the Open Meetings Act, (2) to consider information regarding appointment, employment, compensation, performance, or dismissal of specific employees of the public body or legal counsel for the public body or against legal counsel to determine its validity. 5ILCS 120/2(c)(1), and (3) to consider discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes. 5ILCS 120/2(c)/(21). Commissioner Palatnik seconded the motion. A roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Return to Open Session At 9:33 p.m., the meeting reconvened in regular session.

A motion was made by Commissioner Gaines to approve the approval and release from confidentiality the following closed session minutes: December 13, 2011, May 15, 2012, #2 Minutes of the closed meeting May 15, 2012, September 4, 2012, November 13, 2012, February 5, 2013, March 19, 2013, and July 16, 2013. President Kimble seconded the motion. A roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

A motion was made by President Kimble to approve and keep confidential the following closed session minutes: September 20, 2011, March 20, 2012, August 28, 2012, #2 September 4, 2012, November 1, 2012, March 20, 2012, January 7, 2013, January 8, 2013, and January 15, 2013. Commissioner Palatnik seconded the motion. A roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

A motion was made by President Kimble to approve and authorize the destruction on or after September 17, 2013 of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the Open Meetings Act is pending: September 20, 2011 and December 13, 2011. Commissioner Gaines seconded the motion. A roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee, Kimble
NAYS: None
ABSENT: None

Adjourn Commissioner Palatnik moved to adjourn the meeting at 8:35 p.m. President Kimble seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary