

APPROVED

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

The meeting was called to order at 7:35 p.m. and roll was called. Commissioners present: President Bob Kimble, Vice President Hilary Lee, Treasurer Seth Palatnik, Commissioner Andre Lerman, Commissioner Steve Gaines; Staff present: Executive Director/ Board Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Parks Rick Bold, Manager of Marketing and Communications Erin Maassen, Beach/Watts Facility Manager David Johnson, and Administrative Assistant Jenny Runkel.

Members of the public in attendance included Excalibur presenters, Daniel den Hoed and John Paleologos; Heller and Heller Consulting presenters, Barbara Heller and Bill Inman; and Sun-Times Media/Glencoe News reporter, Dan Dorfman. No Glencoe residents attended.

Consent Agenda: A motion was made by Commissioner Kimble to approve the consent agenda items as presented including Minutes of November 19, 2013 Regular Board Meeting and Approval of the Bills. Commissioner Lerman seconded the motion. Roll call vote taken:

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

Matters from the Public: There was no one present wishing to address the Board on issues not listed on the Agenda.

Financial Report: Director of Finance/Human Resources Mensinger stated the District is currently nine months into its current fiscal year. It is too early to tell how Watts numbers will look, although weather is cooperating much better than it was last year at this time. We will see over the next months how numbers turn out. The Recreation Department is doing better than the previous two years. The structure of GJK payments has changed, this year the payments had been moved up to be paid March, April, May, and June, prior to that the payments were through December, so you will notice a catch up next month recouping the net surplus. Commission Gaines inquired about Corporate and Other Fund's Illinois Park District Liquid Asset Fund if it reflected the lower amount currently in the budget. Mensinger responded, no, that if you look at the monthly report it gives a breakdown from the previous month. The corporate bank account covers outstanding checks or registration funds, which we try to keep around \$200-\$300 as a temporary holding account. The big difference you will notice from October to November is the bond payment due December 1, so the reflection from November monies being

decreased from the previous month is for the principle payment and interest approximately \$1.1 million.

Discussion of Next Hardware Phase of District IT Plan: Director Mensinger explained that two years ago, Gary Vaccaro, our IT Consultant, prepared a four-phase system IT plan. Phase one encompassed an upgrade to servers and individual workstations; phase two, registration software; phase three, financial and a step further our own exchange server and all the benefits including virtualization of all our servers to protect in the case of disaster recovery or a simple lost document. The contract with Tyler Technology regarding financial software has been approved and the timeline will be complete in the next couple of months. Mensinger introduced Excalibur representatives Daniel den Hoed and John Paleologos to give an overview of the server upgrade.

Daniel stated that 1.5 years ago they installed a new server for RecTrac registration software to make the system complete. Adding Tyer's InCode will require another server. Due to three servers needed for RecTrac, InCode and AEK and lower server prices and accessibility, we did not want to go down the route of buying new servers every time there is a change, so we came up with a Virtualization Plan. Additionally, moving email to an on-site Exchange Server benefits us with integration of mobile devices such as iPads, smart phones including email, sharing calendars, access other mailboxes, and integrated out of office notification. Also brought to his attention was eDocument retention for FOIA requirements, for which the Exchange Server would allow all incoming or outgoing email to be archived – also called Journaling. Commissioner Lerman asked if this is on the Cloud like our mail system, but Daniel stated no, it would be on-site. An exchange server is a corporate mail system. One of the other important things about getting into a virtual system is the ability to move the server in case of a natural disaster. At this point, Park District technology will be set for the next five to ten years.

Another upgrade not currently part of the plan is a fail-over location hooked up to Watts. In the case of a disaster, information transfer would be automatic. John stated that virtualization has opened the door for growth and disaster recovery without having to buy new servers one after another leading to cost savings. Daniel stated that during virtualization project, four servers will be installed although only two physical servers will be used. Commissioner Gaines asked about the 2 redundant servers. Daniel clarified that four virtual servers will be installed with two physical servers on top of them. The physical servers can support, if needed, hundreds of virtual servers. In the past, we would need to purchase one physical server after another at the cost of \$10,000.00 each. Now with the use of virtualization software, also called VMware, gives the opportunity to run everything virtually increasing flexibility and lowering server and energy cost. Commissioner Palatnik asked how we get the Park District up and running in the case of a disaster immediately. Daniel explained that we backup virtual servers to external hard drives. It is not a full-fledged disaster software and is not immediate. Right now it would be a manual process, but down the road could be an automatic process with the upgrade. John added that there is an on-site backup moving USB from one location to another. If a server became corrupt due to a virus, virtualization

will allow us to bring up a new server with all information moved instantly without having to purchase and reload information on to a physical server.

Commissioner Gaines stated that with Excalibur's assistance we have much more capability with what we can do with our data. We would be foolish not to have our information backed up automatically. Daniel stated that instead of taking tapes off-site, taking external hard drives off-site. Gaines would like to remove the human component of that and request considering having our backups hosted off-site.

Palatnik and Kimble offered working examples of how an off-site backup would benefit.

Mensingger stated that we could just buy another server, but it does not include "what if" scenarios. Utilizing Excalibur's expertise including clients from all different industries, we feel comfortable with their plan. The plan is in the current year budget and could wait even as late as April. Lerman added that when doing a risk assessment one tends to trade off cost versus benefit. We will need to leave it up to the recommendation of the staff based on cost and needs assessment.

Comprehensive Master Plan Discussion: Kimble reviewed the background that about 2 plus years ago we narrowed it down to three agencies. Heller and Heller impressed senior staff and me although at the time we were not ready to take this on. When Lisa came on board, Kimble asked her to look at all the RFP's received and meet with Barbara resulting with Lisa coming to the same conclusion. Kimble introduced Heller and Heller for their presentation including Barbara Heller of Heller and Heller Consulting & Bill Inman of Hitchcock Design Group presented an overview of the Master Plan process.

"Why Plan?" Every community and group is different, so creating a custom plan in which the system survives, identifying attainable goals within fiscal limits, and usable plan that will not just sit on the shelf is the goal.

"Inventory & Analysis" should get so in-depth that they find out something we did not even know about ourselves. This phase includes a detailed analysis of the Park District, demographics, trends, assets, programs, etc.

"Needs Assessment" will be completed by Heller including input from the public who should be guiding the plan including focus groups, surveys, stakeholder interviews, and workshops.

"Alternative Strategies" involves laying out of all opportunities created by the two previous phases categorically including inventory and community input.

"Action Plan" including the implementation of strategy, prioritizing recommendations, outlining a 10-year action plan, and development of an action plan timeline.

“Final Master Plan” would be reviewed by staff, presented to the Board and, if approved, adopted by the Board. At that point, it would become available on the website and be the guide for the next five years.

Lerman is thrilled that they have chosen to work with us. He is familiar with their work in other communities and staff is recommending we work with them on this process, a game plan to help us gather information, prioritize and guidelines for us to move forward. He thanked Barb and Bill for coming back to Glencoe.

Gaines asked Heller and Heller, looking in the rear view mirror how often do they come in on budget. Barb explained that they come in on budget virtually every time as adjustments are made to come within budget. Bill stated they have a process that, although each community is different, is tried and true and unless the Board determines large changes, they would come within budget. Bill added that they are confident that the scope of services and budget set.

Gaines included that questions and changes should be communicated early on so we can tailor back for cost savings. Sheppard stated that they have already tailored items back. Gaines stated that changes cost us. Based on personal previous architectural projects where the budget got out of hand, we need to work aggressively with the team and changes need to be run through Lisa Sheppard first. Palatnik asked about a timeline with key milestones. Barb answered that the process takes about nine months including developing inventory and getting feedback as everything builds upon the previous stage including gathering information, developing inventory, and feedback. Lerman stated the nine month process would end in March or April with community input during the summer or early fall when they are in the area. Barb stated that they try to expedite the process to keep people interested.

Kimble added that he was impressed with the wealth of knowledge in our community and with Park Districts of all sizes and demographics that Heller and Heller holds creating excitement for this process. Boards have the right to make changes as the need arises, but when you look at the progress we have made we were successful because of a master plan communicating to everyone where we are going. He also added that Heller and Heller is used to working with different types of agencies, so our overlapping plans with local government and organizations is familiar to them. Barb confirmed the project would start in January.

Mensingher verified for Gaines that this project is in our budget for both initial and final cost during both the present and next fiscal year.

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

Sheppard asked David Johnson to be present at the meeting regarding Watts improvements that have really made a difference including visually appealing painting indoors, a digital schedule, the plaque is visible, and two new RecTrac pass stations, the second station is new within the last two days, so the skate rental line is moving

faster. Johnson verified for Gaines that his team is communicating to participants that carrying an infant is dangerous while skating. Lee stated that it is difficult to enforce and they do not listen to her when she has tried to enforce the safety rule. Sheppard added that Johnson and the staff are doing a great job. Johnson added that skating hockey programs are going well. One of the hockey classes is full, which has not happened.

Palatnik thanked Director Bold and his team for fixing the neighbor's puck problem. Sheppard noted that Bold's team had the puck solved the problem within a week. Palatnik stated that operation improvements are great and we are now in the 21st century making Watts a special place. He also noted that with the new outdoor ice rink in Winnetka we need to keep our game sharp.

Sheppard added that the Lakefront included a safe and successful season, managing expenses benefiting our bottom line. We will continue looking at staff training and cleanliness. Once the survey is back, David's team will make recommendations which will go back to Lisa and then on to the Lakefront Advisory Committee. Gaines vocalized concern about an open/closed sign at the boathouse would be helpful to customers who are frustrated when no one is on-site. Erin added that is an easy fix.

Lerman commended David and staff for a highly professional, comprehensive report to get a sense of the season. It's a great tool for the concept of being a learning organization including success, room for improvement and how to make it happen. He has received positive feedback from the community that the survey helps get their voice heard and positive changes happen. Lerman thanked David for his time and effort.

Gaines would also like to raise non-resident rates for boat rentals. Sheppard stated that we are looking at that. Sheppard thanked Gaines for his comments.

Palatnik stated that beach side swimming safety is a priority. For the young people who swim so well, there is only one acceptable outcome for a safe experience and we need to strive for no incidents as a standard. The report stated that there were 12 rescues. Is there something we can do to make it no incidents, for example, to change the depth of water? Johnson noted an analysis in the depth of water over the summer, which did not find discrepancies of 25 feet. The key is staff training and preventing a drowning before it happens. Compared to previous years, the average is seven to 12. Sheppard stated she would rather our staff err on the side of caution for the safety of the community for immediate response from staff whether for a minor incident or major. An incident may just look like they are in trouble, not necessarily that they actually need help. Most incidents are minor. Lerman stated that the real number is not how many times lifeguards took action; it is how many times they did not take action when something happened and that number is zero. Johnson clarified that all situations where the lifeguard left their post is included in the incident count, not necessarily a drowning rescue. Sheppard gave the example of the day over the summer when there was a rip current. A woman was in ankle deep water, did not eat enough that day and did not feel well. An ambulance was called and it made the news, but had nothing to do with the rip current and was not a drowning. Lerman voiced approval of media training

for staff regarding this situation. Johnson stated there are many “jumps from chair” and 12 jumps are low.

Gaines experience shows that safety is at a high and incidents are at a low although he is worried about sand levels. Palatnik noted that there is a sand bar and the lifeguards spot check swimming ability to prevent incidents.

Executive Director Report: Please review my report, which is also enclosed in your packet.

Action Items

Approval of Next Hardware Phase of District IT Plan: A motion was made by Commissioner Gaines to approve the proposed hardware upgrade as presented. Commissioner Lee seconded the motion. Roll call vote taken:

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

Approval of Proposal for the Development of a Comprehensive Master Plan: A motion was made by Commissioner Lerman to approve the proposal for the development of a Comprehensive Master for the Glencoe Park District presented by Heller and Heller Consulting not to exceed \$98,000 as presented. Commissioner Lee seconded the motion. Roll call vote taken:

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

Approval of Glencoe Beach Concession Bid: A motion was made by President Kimble to approve the bid received from Little Red Hen/Ragtime to operate the beach concessions area for three seasons starting at \$4660 in 2014 with an annual increase based on the 2014 proposal amount plus the percentage increase from the Consumer Price Index for the two subsequent years. Commissioner Palatnik seconded the motion. Roll call vote taken:

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

Approval of Memorandum of understanding Topographical changes, excavation and fire separation between Women’s Library Club, Writers Theater and Glencoe Park District: A motion was made by President Kimble to approve the Memorandum of understanding Topographical changes, excavation and fire separation between Women’s Library Club, Writers Theater and Glencoe Park District as presented. Commissioner Palatnik seconded the motion. Roll call vote taken:

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

Approval to authorize the Executive Director to negotiate and enter into an agreement with the Park District of Highland Park to describe and govern the exchange of aquatic services at resident rates: Sheppard stated it is a one year agreement during their beach construction only for season passes not including programs or sailing beach. This is revenue positive. Sheppard confirmed for Lerman that they will be marketing this in their brochure which is why they need to move ahead with this for marketing in January. We will also be marketing. Sheppard verified for Palatnik that we don't expect more than 25 passes sold. If more than 100 are sold from Highland Park, a shuttle bus will be available from the Glencoe Metro lot on the weekends using the bus we plan on purchasing. Gaines said they will be getting the Highland Park Hidden Creek membership at the resident rate. A motion was made by Commissioner Lerman to approve to authorize the Executive Director to negotiate and enter into an agreement with the Park District of Highland Park to describe and govern the exchange of aquatic services at resident rate. Commissioner Gaines seconded the motion. Roll call vote taken:

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

Approval of the Appointment of Glencoe Beach Lakefront Advisory Representatives: For those who do not know, Kimble stated we cycle people out at two or four year terms to keep things fresh. A motion was made by President Kimble to approve the appointment of Steve Varick, Kathy Sussman, Stacy Baygood Streur, Jeremy Matthews and Larry Smith for two years and to approve the appointment of Linda Semel, Eileen Sirkin, John Travis and Dudley Onderdonk for four years to service on the Glencoe Beach and Lakefront Advisory Committee. Commissioner Lerman seconded the motion. Roll call vote taken:

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

Matters from the Public: Gaines requested that at an appropriate time during the Master Plan process, each commissioner and key staff should come prepared to speak for 2-5 minutes to share their vision. We need to share our own individual vision and wish list and not just follow. Gaines also asked that we invite those who do not always agree with us or who live different lives than we do to get a well-rounded input.

Steven Stenhouse, PhD in Industrial Psychology who works with Boards and entities to help craft their vision and would be happy to speak to us about how to open our minds. A challenge here is finding ways to get residents 65 and older become involved. We have tried it a few times, but has petered out. He does have a website for research to

find out what he does. Lee disagreed that there has been a huge improvement. Sheppard said even more so with Beckie Korzyniewski on staff. Lerman added that this gives us the opportunity to engage the community for input and interest. He also agrees about finding a different point of view and if Lisa recommends using Steven Stenhouse, he is open to all input.

Kimble wished everyone a great holiday season!

Adjourn: Commissioner Palatnik moved to adjourn the meeting at 8:55 p.m. Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary