MINUTES OF A REGULAR MEETING OF
THE COMMISSIONERS AND OFFICERS OF
THE GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS  60022
HELD TUESDAY, MAY 17, 2011

The meeting was called to order at 7:35 p.m. and the roll was called. Present were Commissioners Michael B. Brohman (President), Hilary Lee (Vice President), Bob Kimble (Treasurer), Max Retsky, and Jack Weinberg. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Parks Rick Bold, Director of Recreation Cheryl DeClerck, Director of Finance/Human Resources Carol Mensinger, Director of Operations Steve Nagle, Manager of Marketing and Communications Sandra Pullara, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents: Debby Abelsohn, 1075 Oak Ridge, Stephanie Brohman, 1075 Oak Ridge; Deborah Cogan, 699 Sheridan Road; Trent Cornell, 538 Monroe Street; Pat Eden, 354 Woodlawn; Kelly Glauberman, 1029 Fairfield; Peggy Wagner Kimble, 241 Wentworth, Janet, Michelle, and Andre Lerman, 244 Hazel Avenue; and Sheila Weinberg, 111 Ravine Glade.

Also in attendance was attorney Charlene Holtz, Tressler LLP.

Consent Agenda Items Commissioner Kimble moved to approve the consent agenda items as presented. Commissioner Lee seconded the motion. The result of the roll call vote follows:

AYES: Weinberg, Retsky, Kimble, Lee, Brohman
NAYES: None
ABSENT: None

Financial Report Director of Finance/Human Resources Mensinger indicated the District is a few months in its current fiscal year and is making great strides. To a question from Commissioner Retsky, Director of Finance/Human Resources Mensinger explained that there are two different revenue funds, the recreation fund and the corporate fund. A health insurance premium is due next month and these monies are paid for from both funds.

Beach token sales are down this year compared to last year; beach token sales generally increase with the arrival of warmer weather; last year was very warm earlier.

This concluded the discussion of the Financial Report.

Report on Glencoe Junior Kindergarten and Nursery School Independent Contractor Agreement President Brohman indicated discussions with representatives of the District and Glencoe Junior Kindergarten and Nursery School (GJK) have progressed
well. President Brohman continued by explaining for those present GJK’s current agreement expires on May 31, 2012 and under the terms of the current contract, either party has to give the other party one year notice of termination. Discussions between District staff and GJK representatives began last fall. President Brohman wanted to extend his appreciation for the thoughtful and cordial manner the negotiations have proceeded. President Brohman continued that for the benefit of the new Board members, there are no substantial changes in the proposed new agreement in his opinion. GJK representatives want a longer term agreement and they would like the same block of rooms in the Takiff Center. The revenue sharing percentage in the proposed agreement is 80% to GJK to 20% to the District. He continued by stating that he felt it was important that both parties offer different and non-competing programs.

Executive Director/Secretary Van Arsdale stated the length of the contract being discussed later in the meeting is for a five year initial term and both parties have a one year not to renew notice as part of the agreement. He felt both parties have acted in good faith and this agreement is a benefit to the residents.

Comments from Retiring Commissioners: Michael B. Brohman and Jack A. Weinberg
President Brohman recognized Commissioner Weinberg. Commissioner Weinberg began his remarks by stating he was completing the seventh year of a six year term on the Park Board. He then recognized audience member Deb Cogan, a former Commissioner. Commissioner Weinberg continued by highlighting the accomplishments which occurred in the last decade, including the land swap with the Park District and School District #35, which was accomplished with Mrs. Cogan and previous and current Board members, rebuilding Watts and the Community Center (now named Takiff Center) so the District has modern facilities. He then presented a list of thoughts about being a Commissioner and serving the community concluding with this is a temporary job and leave it better.

President Brohman then thanked Commissioner Weinberg for returning to the Board; he appreciated Commissioner Weinberg’s guidance and help and his service is always welcome.

President Brohman indicated he has been involved with the District since his now 23 year old daughter was enrolled in the Children’s Circle Day Care program and that his commitment evolved into sports programs including Glencoe Baseball Association (GBA) and American Youth Soccer Organization (AYSO). He said this is a very talented and dedicated community and at times tough decisions have to be made, some of which are not popular.

He thanked the many staff members who are currently with the District and former employees who were always very professional. He then recognized members in attendance including Executive Director/Secretary Van Arsdale, Director of Finance/Human Resources Mensinger, Director of Recreation DeClerck, Director of Parks Bold, Ms. Symonds and Attorney Holtz.
Recognition of Retiring Commissioners  President Brohman then asked if there were current Commissioners who wished to make comments. Commissioner Kimble was the first to respond. He started his remarks by stating he had done some research on Glencoe and learned in the mid-1800s there was one volunteer mayor and full employee and after serving left the community never to be heard from again. Commissioner Kimble did not want the same departure fate for President Brohman and Commissioner Weinberg. He stated he has known President Brohman for many years as his son was growing up and realized how passionate President Brohman is regarding sports and the various sports affiliated boards he has been on, even serving as a coach for a team which would not have been able to play if he had not stepped in to coach.

Commissioner Kimble praised President Brohman for his service on the Park Board knowing the District’s revenues are good, and programs are doing well. When former Executive Director Rod Aiken announced his retirement, President Brohman was actively involved in the hiring of Executive Director/Secretary Van Arsdale as the next Executive Director for the District.

Commissioner Kimble then recognized Commissioner Weinberg. He welcomed Commissioner Weinberg’s contributions and his service to the community. He was always available when needed and he sees the bigger picture for the community.

Next to speak was Commissioner Lee. She started by stating she will miss President Brohman; he has a big heart and respects all he has done.

With regard to Commissioner Weinberg, she continued by referencing his earlier remark by completing the seventh year of a six year term. Commissioner Lee indicated Commissioner Weinberg took seriously all aspects of his service as a commissioner, including asking non-Park District professionals to stop using Park District tennis courts as their own private teaching courts.

Commissioner Retsky indicated it was fun to have Commissioner Weinberg on the Board and appreciated is continued interest in the parks. She thanked Commissioner Weinberg and President Brohman for their dedication.

The first staff member to speak was Director of Finance/Human Resource Mensinger. She stated it was wonderful to work with both Commissioner Weinberg and President Brohman. She appreciated their support and respect and they were able to challenge staff to do the best for the community.

Next to speak was Director of Recreation DeClerck. She stated she has grown up in the Park District and has learned much from both of them; their insight knowledge of the community; always showed their professional expertise and challenged staff.

Executive Director/Secretary Van Arsdale was honored to have worked with them; he felt comfortable picking their brains. He recalled when he met Commissioner Weinberg at the reception for retiring Executive Director Aiken a couple of years ago, Mr. Aiken told him that there were two people he needed to meet when he starts at the District;
they were former Commissioners Peter Holstein and Jack Weinberg. He continued by stating it has been a pleasure to work with President Brohman as well.

In continuing the recognition of retiring Commissioners, each was presented with parting gifts which included trees to be planted and benches to be placed in their honor at Watts Ice Center for Commissioner Weinberg and President Brohman will select where he would like them located; they also received gift certificates and calligraphed plaques recognizing their service to the District.

As the retiring Commissioners were opening their gifts, Ms. Weinberg relayed a story which showed Commissioner Weinberg’s love of ice hockey. He was coaching a team in another suburb and several people were asking him questions about the facility, to which a youngster replied, “He owns the rink.”

**Recess** President Brohman then declared a recess so Commissioners could enjoy refreshments and meet the audience members.

The meeting reconvened in regular session at 8:15 p.m.

**Oath of Office** Executive Director/Secretary Van Arsdale stated it was his pleasure to read the Oath of Office for newly-elected Commissioners Andre Lerman and Trent Cornell.

After taking the oath, Commissioners Lerman and Cornell joined the other Board members at the Board table.

**Election of Board President and Vice President** Executive Director/Secretary Van Arsdale then asked for nominations for Board President. Commissioner Kimble nominated Commissioner Retsky; Commissioner Lee seconded the motion. Commissioner Retsky indicated she would like to have her name withdrawn from nomination. As requested, her name was withdrawn.

Commissioner Retsky then nominated Commissioner Cornell to be President. Commissioner Lerman seconded the motion.

Executive Director/Secretary Van Arsdale asked if there were further nominations for President. Hearing none, he asked for a motion to close the nominations. Commissioner Retsky then moved to close the nominations for President. Commissioner Kimble then seconded the motion. The result of a roll call vote follows:

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

Motion carried.

Executive Director/Secretary Van Arsdale then asked for a roll call vote for the election of President. Commissioner Retsky moved to elect Commissioner Cornell the Board
President. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Motion carried.

Executive Director/Secretary Van Arsdale then asked for nominations for Vice President of the Board. Commissioner Lerman nominated Commissioner Retsky. Commissioner Cornell seconded the motion. Hearing no further nominations for Vice President, Executive Director/Secretary Van Arsdale asked for a motion to close the nominations. Commissioner Lerman moved to close the nominations for Vice President. Commissioner Cornell seconded the motion. The result of a roll call vote follows:

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

Executive Director/Secretary Van Arsdale then asked for a vote on the election of the Vice President. The results of a roll call vote follows:

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

Appointment of Officers and Representatives/Acuternates. President Cornell then moved to elect the following officers and appoint the following representatives and alternates: Bob Kimble, Treasurer, Bob Kimble, 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), Cheryl DeClerck and Emily Vanderkamp, alternative 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 Meetings Act designee and Nancy Symonds as alternate. Commissioner Kimble seconded the motion. The result of a roll call vote follows:
AYES: Lee, Lerman, Kimble, Retsky, Cornell
NAYS: None
ABSENT: None

Board Committee Appointments President Cornell indicated he would like to talk with each Commissioner to see on which Committee(s) they would like to serve. Initially, he would like to make the following Committee assignments: Special Projects and Facilities – Andre Lerman, Chair, and Max Retsky; Personnel – Max Retsky, chair, and Hilary Lee; Recreation – Max Retsky, chair, and Trent Cornell; Communications – Andre Lerman, chair, and Bob Kimble; Finance Committee of the Whole – Bob Kimble, chair, and all Commissioners.

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

Service Recognition: Resolutions Numbers 747 and 748 President Cornell indicated the two resolutions are in honor of Messrs. Brohman and Weinberg for their service as Commissioners. Vice President Retsky asked that the resolutions be amended to include their dates of service. After discussion, Commissioner Kimble moved to approve Resolutions Numbers 747 and 748 as amended. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Proposed Glencoe Junior Kindergarten and Nursery School Independent Contractor Agreement President Cornell asked for comments on this agreement. Vice President Retsky indicated she would like to see the various editions of this draft agreement as it has been changed to the current version for review. Commissioner Lerman indicated as a new Commissioner he would like to have a better understanding of the document.

GJK representative Kelly Glauberman indicated its board would be meeting later in May to review the proposed agreement.

Commissioner Cornell then asked Vice President Retsky, as chair of the Recreation Committee, to be the liaison for the Board for the license agreement renewal and report back prior to the next meeting. Commissioner Cornell then asked Vice President Retsky to coordinate this with Executive Director/Secretary Van Arsdale.

Special Projects and Facilities Committee Report and Selection of Roof Consultant Commissioner Kimble, as former Chair of the Special Projects and Facilities Committee, reviewed for the Board the discussion during the meeting held immediately before this meeting. He indicated there was considerable discussion with the neighbors in attendance about 3N Park, located at Old Green Bay Road and Dennis Lane. The neighbors were concerned about the use of the park and understand it previously had been used for baseball.
Executive Director/Secretary Van Arsdale indicated use of all parks is governed by Ordinance Number 700 which describes which parks are available for organized sports. The neighbors of the park were okay with the park being used for “non structured” activities but not with any organized or structured activities.

President Cornell asked Director of Operations Nagle to review the roof bid consultant being considered. Director of Operations Nagle indicated the current roof at the Takiff Center needs to be replaced and it is an unusual situation. The roof was installed years ago in sections. The staff previously reviewed the roof system and it was determined then that a consultant be hired. Bids for the consulting services were opened on April 1, 2011 and the bidding companies have all been reviewed. After review, Director of Operations Nagle indicated staff recommends STR Building Resources LLC for the consulting services. He stated there is money ($20,000) in the current budget for consulting services for this project. It is anticipated that the roof would be repaired in August as the timing will be the least disruptive for the daily operations of the Center. After discussion, Commissioner Kimble moved to approve of the Takiff Center Roof Consultant Services bid submitted by STR Building Resources LLC of Arlington Heights, Illinois for a lump sum of $7,500. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

Replacement of 1999 Chevrolet Pick Up Truck  President Cornell asked Director of Parks Bold to lead the discussion on this item. Director of Parks Bold indicated this bid is for the replacement of a 1999 Chevrolet truck with a 2011 Ford F-150. The price quoted is from the State of Illinois Joint Purchase Program. Commissioner Retsky asked a question about the cooperative program and learned this is a state program available for municipalities. After discussion, Commissioner Lerman moved to approve the replacement of the 1999 Chevrolet Pick-Up Truck with a 2011 Ford F-150 4 x 4 for $22,059 to be purchased from Morrow Brothers Ford, Greenfield, Illinois through the State of Illinois Joint Purchase Program. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

Resolution Number 749: Bank Depository Relationship – Harris Bank  President Cornell asked Director of Finance/Human Resources Mensinger for assistance with this agenda item as to why Harris Bank was selected as opposed to a local bank. Director of Finance/Human Resources Mensinger indicated the District has a long-standing, positive working relationship with Harris Bank. The resolution being presented is to update the authorized signers for the District’s accounts at Harris. President Cornell then asked if it was necessary to have all the Commissioners and senior staff members as authorized signers. Commissioner Lerman indicated in this era if it is unusual to have so many authorized signers. Attorney Holtz was asked was asked if in her
experience with other park districts she represents if it was unusual to have all Park Commissioners be designated as signatories on bank accounts. Attorney Holtz stated that she did not recall any district that had designated all Commissioners as signatories.

After discussion, Commissioner Cornell moved to approve Resolution Number 749 as amended to have the authorized check signers only Robert W. Kimble, Treasurer, Hilary Lee, Commissioner, Donald P. Van Arsdale, Executive Director/Secretary, and Carol Mensinger, Director of Finance/Human Resources. Commissioner Lerman seconded the motion. The result of a roll call vote follows:

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

Ordinance Number 750 Approving an Identity Protection Policy Executive Director/Secretary Van Arsdale stated that because of a mandatory Identity Protection Act which requires each local, and State government agency to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of Social Security numbers the District collects, maintains, and uses. The policy has an effective date of June 1, 2011 and park districts need to have a policy.

After discussion, Commissioner Lee moved to approve Ordinance Number 750 approving an Identity Protection Policy as presented. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Participation at National Park and Recreation Association Congress, October 30 – November 4, 2011 in Atlanta, Georgia Executive Director/Secretary Van Arsdale stated the Congress is a good opportunity for the Board and staff to attend because of all the training and educational sessions which are available. He continued by saying last year's Congress was held in Minneapolis. There are many vendors at the exhibit hall which is a great opportunity to see new products available. He indicated the fiscal year 2011/2012 budget includes two Commissioners and four senior staff members to attend this Congress.

Commissioner Lee indicated she has attended this Congress for several years and School District #35 likes to have her attend. She continued by stating the benefits for both the Park District and the School District are immeasurable.

President Cornell expressed concern about justifying sending five or six people to a national congress.
Commissioner Lee indicated that this a very professional Congress with top notch speakers, with excellent vendors with items related to schools and park districts and she considered this a high caliber conference.

Commissioner Kimble indicated this is a good opportunity to see lots of vendors, each person attending would see different areas of the convention and listen to different speakers, and it was an obligation to meet other professionals and elected officials. Commissioner Kimble continued by stating that those who attend should prepare reports of what was learned.

Commissioner Retsky inquired about other conferences which the Board and staff might attend. Executive Director/Secretary Van Arsdale indicated the Illinois Association of Park Districts/Illinois Association of Park District annual conference is held in January. This conference is an opportunity for park and leisure professionals to earn Continuing Education Units (CEUs).

Commissioner Lerman asked about airfare and other expenses. Executive Director/Secretary Van Arsdale indicated staff has made has already booked their airfare; the total non refundable round trip air fares to Atlanta are approximately $800. Staff booked non refundable airfare due to the substantial difference between refundable and non refundable rates. Hotel deposits have also been made.

Commissioner Lee stated it is very beneficial to attend.

After discussion, Commissioner Kimble moved to authorize up to two Commissioners and four executive staff members to attend the National Recreation and Park Association Congress, October 30 – November 4, 2011 in Atlanta, Georgia. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

Motion failed.

President Cornell stated he would like this issue discussed again. Vice President Retsky indicated she would like to learn more about the Congress and have it discussed next month.

President Cornell stated there might be other purposes in the future in line with items on the Strategic Plan.

Director of Parks Bold indicated he attends other seminars.

Commissioner Lee indicated this is a special Congress and beneficial.

Board Self Evaluation Session Executive Director/Secretary Van Arsdale indicated this item is discussed in the Board Policy Manual. He continued by stating a Board retreat
and goal setting session self-evaluation is to occur every two years. This session would be held in closed session because the Open Meetings Act allows for an exception for the Board to meet in closed session for "self evaluation practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member." The District is a member of the Illinois Association of Park District, which is a statewide association. Mr. Peter Murphy, CEO of the Illinois Association of Park Districts, is presenting board self-evaluation sessions to two neighboring park district in June and the District would be able to share the costs by holding the session on the same day, different times and locations, with two other districts. The shared cost would be approximately $500 - $600.

Executive Director/Secretary Van Arsdale continued by stating if the Board is interested in conducting a self evaluation with another facilitator, this can be arranged as well. If the Board desires to conduct this session in closed session, the District would need to receive written permission from IAPD, in effect agreeing the other consultant is acting as the "representative of the statewide association."

Another option would be to conduct a self evaluation session in open session; in this scenario, there would be no requirement to have involvement from the state association and the Board could chose any facilitator it desires or none at all.

Attorney Holtz stated these sessions are important to have the Board act as a group. She continued by stating before the session a questionnaire is sent to each Board member.

President Cornell stated a good working relationship is important and maybe next year for the retreat would be better because of Strategic Plans issues and goals.

Commissioner Kimble indicated the retreat could be held in several months.

Executive Director/Secretary Van Arsdale indicated the District is in the first year of the Strategic Plan action plan.

Commissioner Lerman stated items might change from the old Board to the new Board.

Commissioner Kimble said the evaluation is very important; it meets the concerns of all the Commissioners, it helps to develop a working relationship. He stated that there are no staff members at the session. The session will help Commissioners understand the role that the Board is suppose to play at the Park District.

Commissioner Lerman stated it is important to understand the issues.

Commissioner Lee stated Mr. Murphy knows the District and continued by stating the Strategic Plan is another issue.

Commissioner Kimble stated the Board needs to work together to help the Board.

Vice President Retsky indicated if the date is June 22, she cannot attend.
President Cornell requested that this item be researched and report next month.

2011 Summer Camps  Director of Recreation DeClerck began her report by sharing information on camp registrations. She indicated there is low enrollment in the parent/tot class and a decision has to be made if the class would run or not.

President Cornell inquired about class cancellations and talking with the parents.

Director of Recreation DeClerck indicated the new camp for 7th and 8th grade children had sufficient number of enrollees to have the program run for the summer. She stated the girls lacrosse camp is a cooperative program with other districts.

June 6 is the last day of school.

Commissioner Lerman stated there could be a hardship on families if the District makes alternate starting dates. He inquired if a make up day or some other program could be provided.

Director of Recreation DeClerck indicated camp staff members have already signed contracts which have them starting on June 6. If there is no camp in session, this day could be used for additional camp training.

Another option would have some camps starting on Monday, June 6 and others starting on Tuesday, June 7.

Commissioner Retsky stated there are lots of activities on the last day of school, besides school parties.

Commissioner Kimble inquired about the worst case scenarios and to consider all the factors. He asked about the timing of an announcement regarding the change of starting dates and alternate fees for the revised programs.

Director of Recreation DeClerck continued by saying a special day could be held on Monday, June 6 for children with special entertainment.

Vice President Retsky stated the last day of school is only for one hour and she expressed her preference for starting programs on Tuesday, the 7th.

Commissioner Lee stated this is an unusual situation.

President Cornell stated some children really need camps.

After discussion, staff was directed to revise the start days for camps for 1st to 8th grade participants. Commissioner Lerman would draft the letter to be sent to the parents of campers.

The District will have a special day on Monday, June 6, for participants who would like to attend.
Staff Reports  Director of Operations Nagle stated he learned from the producers of the movie “Contagion” that they would like to use Watts and Watts Park on June 3. Commissioner Lee stated that Watts Park is used for school field day on that date. Director of Operations Nagle stated he will let the producers of the movie know about the date conflict.

Executive Director/Secretary Van Arsdale stated the District was recently honored by the Northern Suburban Special Recreation Association (NSSRA) as the “Partner of the Year" for its continued support of NSSRA programs. President Cornell indicated he heard much praise for the District.

Other  There was no other business for this meeting.

Adjourn  With no further business, the meeting adjourned at 11:25 p.m. on a motion from Commissioner Kimble and a second from President Cornell.

Respectfully submitted,

[Signature]

Donald P. Van Arsdale
Secretary