MINUTES OF A REGULAR MEETING OF
THE COMMISSIONERS AND OFFICERS OF
THE GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
HELD TUESDAY, JUNE 21, 2011

The meeting was called to order at 7:40 p.m. and the roll was called. Present were Commissioners Trent Cornell (President), Max Retsky (Vice President), Bob Kimble (Treasurer), Hilary Lee and Andre Lerman. 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, and Executive Assistant Nancy Symonds.

In attendance were Glencoe residents: Carolyn Birkenstein, 892 Thornapple Lane and Kelly Glauberman, both representing Glencoe Junior Kindergarten and Nursery School.

Also in attendance was Alfredo Rodriguez, Jr., from the auditing firm of Knutte & Associates.

Consent Agenda At this time, President Cornell asked if there were any comments or questions regarding the items on the agenda before the consent agenda items were approved.

Executive Director/Secretary Van Arsdale stated he learned about one suggestion with regard to a comment made during last month’s meeting from Attorney Holtz regarding her response to a question concerning the number of signatories on bank accounts. Mr. Van Arsdale read the suggested change.

President Cornell moved to approve the minutes from the May 17, 2011 regular Board meeting as amended. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Executive Director mentioned that late in the afternoon today he also learned from the District’s attorney about two changes to two Ordinances which are being presented for Board approval. The first ordinance gave further detail regarding the disposal of surplus personal property of the District to indicate that some of the items will be traded in as part of the purchase of a replacement tractor and a couple of the items will be discarded. The other Ordinance, the Prevailing Wage Ordinance, included new prevailing wage information for this year.
President Cornell moved to approve Ordinance No. 751: An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance of Surplus Personal Property of the Glencoe Park District, Cook County, Illinois as amended and Ordinance No. 752: An Ordinance Adopting Prevailing Wage Rates to be paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Glencoe Park District as amended. Commissioner Kimble seconded the motion.

AYE: Lee, Lerman, Kimble, Retsky, Cornell
NAY: None
ABSENT: None

President Cornell then moved to approve the monthly bills for payment and the Annual Treasurer’s Report as presented. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

AYE: Lee, Lerman, Kimble, Retsky, Cornell
NAY: None
ABSENT: None

Financial Report  Director of Finance/Human Resources Mensinger reported the District is three months into the current fiscal year and the finances are in line with the previous year, with the exception of the Beach Department.

Commissioner Lerman inquired about beach tokens. Ms. Mensinger replied that beach token revenues and daily fee revenues are down from previous years primarily due to the chilly weather.

This concluded the discussion of the Financial Report.

Fiscal Year 2010/2011 Annual Audit  Director of Finance/Human Resources Mensinger introduced Mr. Alfredo Rodriguez from the auditing firm of Knutte & Associates. Mr. Rodriguez began his presentation by stating Cate Multon, a senior accountant from Knutte, was unable to attend the meeting this evening and he was pleased to be here in her place. He stated he was one of three auditors on site this year. He the continued by stating the on site auditors are rotated each year because that way there are different sets of eyes reviewing the financial information. He explained that while on site the auditors reviewed all major systems including cash receipts, payroll and payables to make sure each item had proper documentation. He next reviewed the Management Letter which is for the Board’s information.

Mr. Rodriguez continued his report by stating the financial statements fairly present the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of February 28, 2011, and the respective changes in the financial position thereof for the year ended in conformity with accounting principles generally accepted in the United States of America.

He continued by stating the District’s financial status continues to be strong, recreation revenues have increased from the last year and expenses are about the same. The
District is in compliance with Governmental Accounting Standards Board (GASB) requirements.

This concluded the initial discussion of the audit.

Commissioner Lerman thanked Mr. Rodriguez for the excellent presentation. One of the items on the checklist for review was an independent review by a licensed certified public accountant. Mr. Rodriguez indicated most small park districts do not have a certified accountant on staff.

President Cornell indicated not having a CPA review information is not a material weakness. Commissioner Lerman inquired if most park districts do have a material weakness.

Vice President Retsky asked if Knutte & Associates has other park districts as clients. Mr. Rodriguez stated the firm does audits for other park districts, school, libraries and not for profit organizations.

Director of Finance/Human Resources Mensinger indicated a Request for Proposal (RFP) for Auditing Services will be issued this year and one item to include in the RFP is to include additional services for the independent review of the District’s financial records. This would, in effect, allow the removal of this management letter item.

President Cornell thanked Mr. Rodriguez for his report and indicated the audit was being accepted by the Board for informational purposes only.

This ended the discussion of the audit.

Matters from the Public. At this time President Cornell recognized Kelly Glauberman. Ms. Glauberman indicated she is currently the representative to the Board from Glencoe Junior Kindergarten and Nursery School (GJK); she indicated she would be relinquishing this position and Carolyn Birkenstein will be the new representative from GJK.

President Cornell thanked Ms. Glauberman and welcomed Ms. Birkenstein.

Board Committee Appointments Including Formation of Customer Service Committee
President Cornell announced with pleasure the following Committee appointments: Legislative – Hilary Lee, Chair, and Trent Cornell; Policy – Max Retsky, Chair, and Andre Lerman; and Real Estate – Andre Lerman, Chair, and Trent Cornell.

He also announced the formation of a Customer Service Committee with Hilary Lee, Chair, himself, and Executive Director Van Arsdale and indicated this Committee would work with all the other Board Committees. President Cornell then stated Commissioner Lee, Executive Director/Secretary Van Arsdale and he would be members of a staff-led Centennial Committee to recognize the District’s centennial in 2012.
Replacement of 1988 Ford 5610 4 x 4 Tractor  President Cornell asked Director of Parks Bold to provide information on this agenda item. Director of Parks Bold began his comments by stating the bids for this replacement vehicle were opened on June 10, 2011. A couple of the bids which were received were eliminated because the bids did not meet the specifications. Items which were declared surplus earlier at this meeting will be used as part of the trade in for the new vehicle. Mr. Bold stated the 1988 Ford to be replaced has very few miles on it.

Commissioner Lee moved to recommend the bid submitted by Russo Equipment of Schiller Park, Illinois for the purchase of the base bid of a 2011 Kubota L5240 HSTC-3 tractor, Option A Model LA854 front end loader and Options B, C, and D trade-ins for the total price of $25,861.17 delivered. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

Recreation Committee Report: Discussion and Approval of New 2011 Fall Programs  Director of Recreation DeClerck began her report by stating the Recreation Committee met on June 7 and there were two agenda items which were tabled. These items were appointment of basketball steering committee members and discussion of the Helen’s Ultimate Fitness license agreement. She indicated these items will be discussed at a Committee meeting in July. She continued by stating the Committee reviewed the organization and responsibilities of the Recreation Department staff. She continued by stating class cancellation protocol was discussed. She stated that some classes which were offered last fall and were canceled due to low enrollment will not be offered this year.

She continued by stating that Recreation Department staff members have been calling parents of children already enrolled in a class to encourage their friends’ children to also enroll in a class to try to prevent cancellation of a class due to low enrollment. However, it was important to have classes run even if the enrollment is below the minimum number of enrollees. Director of Recreation DeClerck stated she approves when classes are canceled.

President Cornell thanked Ms. DeClerck and her staff to make sure every effort is being made for programs to run.

Commissioner Lerman stated the Communications Committee is ready to help with the brochure.

Vice President Retsky inquired about the distribution of the printed brochure. Ms. DeClerck stated the brochure is mailed to residents in Glencoe and parts of Winnetka which are included in the District’s boundaries.

New 2011 Programs  The discussion of the Recreation Committee continued with Ms. DeClerck stating Oasis, a group which provides programs to residents 50 years and
older through the North Shore Senior Center, will be offering classes this fall at the Takiff Center. The classes will be offered when the Takiff Center is under utilized. Commissioner Lerman stated this is an excellent opportunity. Oasis will provide its own registration and the District still has to work with Oasis to finalize all the registration details.

President Cornell stated this is a good opportunity for feedback from the community and it is important to run classes anyway even if they might be under enrolled.

Commissioner Lerman stated it is the perception is the District cancels classes.

Commissioner Kimble stated the District is a public agency and it is important to run classes and services even if there might be a loss of revenue.

Commissioner Lee stated Day Care is going well and the Watts and Beach programs are subsidized by the District. She continued by stating some karate classes are cancelled due to the lack of flexibility in scheduling; however new Hip Hop Classes are being added.

Commissioner Lerman stated the number of class cancellations went down compared to other years.

President Cornell stated programs are a large part of customer service.

Vice President Retsky inquired about the lottery program for some classes. Director of Finance/Human Resources Mensinger indicated there about a dozen classes which have a lottery enrollment. With the lottery system, if a registrant is lottered out of his first choice, the registrant will then get his second choice. Director of Recreation DeClerck stated there were no waiting lists for summer camps.

Executive Director/Secretary Van Arsdale stated the District may want to establish a pricing model and policy. President Cornell stated this should be at a staff level and bring any further discussion to the Recreation Committee and then to the Board.

Commissioner Kimble stated the residents enjoy and expect special events to continue.

Ms. DeClerck continued by stating a new winter tennis program for children with child-size equipment is planned for this fall.

President Cornell then moved to approve the new 2011 fall programs 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
Vice President Retsky then mentioned items she was concerned about. The first item was the parking lot at camp dismissal time. She stated she saw parents and children walking in the parking lot.

Commissioner Lerman inquired about a security monitor.

Director of Recreation DeClerck stated that program managers do assist at dismissal and it can be challenging since there are parts of the parking lot without sidewalks.

Commissioner Kimble stated it would be important to remind parents not to use their cell phones while waiting because using a cell phone can be very distracting while driving or waiting in a car.

Commissioner Lee stated parents quite often ignore instructions.

Vice President Retsky continued by stating she sees children leaving camps before the camp is officially dismissed.

Commissioner Lerman and President Cornell indicated this is a safety issue.

Vice President Retsky stated there should be a meeting to decide what is going on.

Director of Recreation DeClerck stated campers are not to come out of the building before camps are dismissed at 3 p.m.

President Cornell stated he would like to have an update for the Board on what corrective action the staff has taken regarding dismissals and parking lot issues.

Vice President Retsky indicated the other item she wanted to address was the boys overnight at the Glencoe Beach. She was concerned about information she received which had typographical errors and wrong date information. She indicated there was a safety concern for the children being on the beach and the event was only six days from now. She stated she wanted to review information on this event.

This concluded the Recreation Committee report.

Discussion and Approval of License Agreement for Use of Batting Cage and Gymnasium at the Takiff Center Between the Glencoe Park District and the Glencoe Baseball Association

President Cornell asked Director of Operations Nagle to provide information regarding this item. Mr. Nagle stated this item was discussed at a Special Projects and Facilities Committee meeting on May 17, 2011. The Glencoe Baseball Association (GBA) approached the District regarding the possibility of installing a batting cage at the gymnasium at the Takiff Center. GBA would reimburse the District for the cost of the batting cage. The batting cage would be also available for District programs and private rentals.

President Cornell then moved to approve the License Agreement for Use of Batting Cage and Gymnasium at the Takiff Center Between the Glencoe Park District and the
Glencoe Baseball Association as presented. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

**Glencoe Beach Sprayground Update** President Cornell then asked Director of Operations Nagle to provide information on this agenda item. Mr. Nagle reminded the Board that the District has applied for a PARC grant through the Illinois Department of Natural Resources for partial funding for this project. As of this date, the funding has not been allocated by the state. Thompson Dyke & Associates (TDA) has done preliminary plans for this project.

President Cornell then inquired if this project is on hold indefinitely or can the District walk away from the grant.

Commissioner Lerman asked if the state monies do not occur, can the project be held over the fall and winter and done in the spring. Executive Director Van Arsdale indicated if this project is started before PARC grants are awarded or not, the District would lose its eligibility for this grant. He stated, however, there are monies in the Safran Donation account for the renovation of the play equipment at the Glencoe Beach and that staff’s recommendation is to proceed with this project in the fall of 2011.

Mr. Nagle indicated the District is proceeding with TDA for the creation of the bid documents, review of cost estimates and construction documents. This information will be brought to a meeting of the Special Projects and Facilities Committee for review and then to the Board.

Due to the tornado siren in Glencoe being sounded at 8:35 p.m., the meeting was relocated to another section of the Takiff Center. After everyone was safely relocated, the meeting continued.

**Health Insurance Renewal** President Cornell asked Director of Finance/Human Resources Mensinger to provide information regarding this agenda item. Ms. Mensinger indicated the District currently has health insurance for eligible employees through the PDRMA health insurance program and is reaching the 3-year renewal period. She continued by stating if the District wishes to continue with PDRMA’s health insurance as of January 1, 2012, the District has to notify PDRMA of the desire to continue with the health insurance by July 1, 2011. She stated she reviewed other health insurance options through the District’s health insurance broker. Although there may be a potential for premium savings, actual rates would not be known until full underwriting process and health assessment of the group is known.

President Cornell stated the information shared with the Board regarding health insurance options was spot on and recommended the District stay with PDRMA.
Commissioner Kimble stated he agreed with the recommendation and the review presented this evening.

It was the consensus of the Board to remain with the current health insurance carrier. Ms. Mensinger indicated that exact premium rates for 201w with PDRMA Health, probably in October.

**Parks Tour – Special Meeting** Executive Director/Secretary Van Arsdale indicated as described in the Board Policy Manual, a parks tour is one of the obligations of the Board to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour would be conducted by the Executive Director and appropriate department heads. He continued by stating Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

Vice President Retsky questioned the need for this tour and which parks would be seen.

A final decision on this item was tabled. Mr. Van Arsdale stated this would be a Special Meeting of the Board and the public would be invited.

**Web Cast Board of Park Commissioners Meetings** Executive Director/Secretary Van Arsdale indicated the Village of Glencoe has contracted with a firm that broadcasts its council meetings live on its web page. The meeting is also archived on the Village's web site so residents may watch the meeting at their leisure.

Mr. Van Arsdale continued by stating the Park Board may want to consider web casting the monthly Board meetings. The cost for the videographer to attend Park Board meetings is $235 per meeting for taping and live broadcast.

After discussion, it was the consensus of the Board to begin broadcasting the regular Board of Park Commissioners meetings beginning with the July Regular Board meeting. Executive Director/Secretary Van Arsdale was asked to coordinate this item.

**Staff Reports** Director of Recreation DeClerck stated that Early Learning Center teacher Elizabeth Stein retired from the District. Ms. Stein wanted to keep her retirement quiet so there was no special recognition for her. Commissioner Kimble expressed his appreciation for Ms. Stein as she was one of his son's teachers.

Director of Operations Nagle indicated the Takiff Center roof project will need to move forward. The roofing consultant provided a proposed budget and due to the costs, the project might need to be done in two phases. Mr. Nagle continued by stating the bid packets for this project will be available in the next two weeks.

Mr. Nagle continued by stating the splash ground project should go forward with design approval and bid award in August.
Vice President Retsky stated her preference to put this on the July agenda and have the project done in the fall.

**Closed Session to Consider Employment, Discipline, Performance or Dismissal of Specific Employees or Legal Counsel Under Section 2(c)1 of the Open Meetings Act and Discussion of Minutes Lawfully Closed Under this Action for Purpose of Approval Under Section 2(c) 21 of the Open Meetings Act** At 9:10 p.m. President Cornell moved to adjourn into closed session to consider employment, discipline, performance or dismissal of specific employees or legal counsel under Section 2(c)1 of the Open Meetings Act and discussion of minutes lawfully closed under this action for purpose of approval under Section 2(c) 21 of the Open Meetings Act. Commissioner Kimble seconded the motion. The result of a roll call vote follows:

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

The meeting reconvened in regular session at 9:55 p.m.

**Action, if Any, to be Taken on Matters Discussed in Closed Session.** Commissioner Kimble moved to approve for release from confidentiality closed session minutes. President Cornell seconded the motion. The result of a roll call vote follows:

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

Vice President Retsky then moved to appoint Robert K. Bush of the firm of Ancel Glink Diamond Bush DiCianni & Krafftthefer as the District’s legal counsel. Commissioner Lee seconded the motion. The result of a roll call vote follows:

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

**Other** There was no further business brought before the Board.

**Adjourn** With no further business, the meeting adjourned at 10:10 p.m. on a motion from Commissioner Lee and a second by Commissioner Kimble.

Respectfully submitted,

Donald P. Van Arsdale
Secretary