I. Call to Order
Vice President Mayo called the meeting to order at 7:00 p.m.

II. Roll Call of Commissioners
Upon roll, call those answering present were Commissioners Nephew, Creech, Mayo, and Dunn. Commissioner Cornell arrived 7:15 p.m. Commissioner Pierce arrived at 8:07 p.m. President Kinzler was absent.

Staff members present were Executive Director Harris, Superintendent of Parks Hopkins, and Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Executive Assistant Wendland, Recreation Supervisor Robinson, Assistant Superintendent of Recreation Defiglia, and Recreation Supervisor Babicz.

III. Pledge of Allegiance
Vice President Mayo led the Pledge of Allegiance.

IV. Changes to the Agenda
Vice President Mayo announced that item seven (7) RFP for Registration Software will be moved to after item nine (9) Playground Replacement Plan and the Board will not be convening into executive session tonight.

V. Public Participation
None.

VI. Voucher List of Bills Totaling $139,496.36
Commissioner Dunn moved, seconded by Commissioner Creech, to approve the voucher list of bills totaling $139,496.36.

Roll Call: Aye: Commissioners Dunn, Creech, Nephew, and Mayo.
Nay: None.

Motion Carried.

VII. Dual Facility Study Consultant Recommendation
Director Harris reviewed with the Board how the selection of PHN Architects/Heller and Heller Consultants came to fruition. Over the past few years the question of the possibility of closing either Main Street or Spring Avenue has been raised. This was due largely to concerns on cost to operate both facilities and the belief that the center(s) are underutilized. The question was
asked in the recent community attitude and interest survey and the response was fairly open to the possibility. As a result, the Park District decided to hire an consultant to provide an independent review and analysis, determining if one center could be closed and consolidated into the other. There were eight respondents to an RFP, five were interviewed by a selection team of one board member, one citizen finance member and one staff. The group unanimously chose the team of PHN and Heller and Heller.

The Board discussed how much the reimbursables would be for the consultants along with how much public input would be involved in the process. Director Harris responded that reimbursable would be minimal and anticipated to not exceed $1,000. This was confirmed by PHN as well. Public input is important however it will be determined if and when after some conclusions are developed regarding consolidation. If the recommendation is not for closing one center then there will not be a need for public participation.

The Board also discussed the possibility of the police department taking over the Spring Avenue Recreation Center as it was discussed in a recent news article.

Director Harris explained that the consultants will determine what is feasible to do with the facilities.

The Board expressed interest in seeing what the outcome of the study is.

Director Harris said staff is hoping to have the report to the Board in December.

Commissioner Creech moved, seconded by Commissioner Dunn, to approve the agreement with PHN Architects for the preparation of the “Dual Facility Study” for the Glen Ellyn Park District in the amount of $25,500 plus reimbursables subject to attorney review.

Roll Call: Aye: Commissioners Creech, Dunn, Nephew, Cornell, and Mayo.
Nay: None.

Motion Carried.

VIII. Playground Replacement Plan
Superintendent Hopkins presented the Board with a playground replacement plan for the Park District. Hopkins identified that there are 22 playgrounds total with 15 being neighborhood parks, and seven being community playgrounds. The order in which the playgrounds would be replaced would be determined by age, condition, safety. It is forecasted that a neighborhood playground would be replaced two years in a row followed by a community park. The average yearly expense would be $150,000

The Board was excited to see this plan, and also expressed the need to evaluate the need for each playground and look at the possibility of reallocating resources to underserved areas. The Board also discussed greener choices for playgrounds, non-traditional equipment and maximizing the safe life of the playground.
IX. RFP for Registration Software

Director Harris provided an introduction and overview of the registration software selection process. The registration and financial software was identified during the budgeting process for 2013 as a priority by the Board. The present system was antiquated and beyond its useful life. Director Harris noted $100,000 was allocated towards the purchase of software for both accounting and registration software. Approximately $35,000 was approved for the financial software leaving approximately $65,000 available for registration software. As part of the selection process, a team comprised of Park District employees was formed. The group reviewed applications and participated in several interviews as well as viewing demonstrations of the products. At the conclusion, staff chose a hosted solution from Active Network due to being web-based, ability to upgrade on a continuing basis and providing the best overall experience for the community. Superintendent Cinquegrani introduced Sara Wise from Active Network who provided the Board an overview of the proposed software.

Ms. Wise reviewed how Active Network works and what the software is capable of doing, including how you would be able to set up facility rentals, search for programs for online registration, how to register along with other features including how residency would be determined using GIS.

The Board had varying opinions on the process and the presentation. Commissioner Pierce expressed concern about the cost and questioned if it was worth the additional expense believing we did not need as significant of an upgrade as Active Network was offering. Other commissioners stated how important it was to address the registration system both internally and externally and that investing in a system for the future is important. They were impressed by the capabilities of Active Network and were confident in staff and the Citizens' Finance Committee's endorsement.

A lengthy discussion took place regarding if and how associated fees would be passed onto the consumer. Many ideas were discussed including passing on a flat fee of $3.00 per on-line transaction to on-line registrants, applying fees only to in-person registrations, or having no direct transaction fees for any transaction. While the consensus was that the Park District absorb all fees there was still apprehension by others regarding taking on additional financial obligation. It was agreed that this discussion would continue and did not need to be decided upon in order to approve the recommendation to enter into an agreement with Active Network.

Commissioner Creech moved, seconded by Commissioner Dunn, to approve the contract for web-hosted recreational registration software system from Active Network, including training and implementation assistance in an amount not to exceed $38,000 and to approve related hardware purchases for an amount not to exceed $15,000.

Roll Call: Aye: Commissioners Creech, Dunn, Nephew, Cornell, and Mayo. Nay: Commissioner Pierce. Motion Carried.
X. Director’s Report
Director Harris announced that the new Marketing Supervisor Courtney O’Kray will be starting next Tuesday.

Superintendent Esposito announced that Poochpalooza is this Saturday.

XI. Commissioner’s Report
Commissioner Nephew thanked staff for the wonderful summer programs, and stated that her daughters loved the swim lessons. She asked Assistant Superintendent Defiglia if the splash pad will remain open this week, Assistant Superintendent Defiglia replied that the splash will be closed for the season.

Commissioner Cornell attended the Arts Festival commenting that it was lovely event and thanked staff for providing an excellent venue for the Lion’s Club to host the art festival. She also attended a meeting at the Boathouse regarding the DuPage County Forest Preserve McKee House and the status of the building; while in attendance, Forest Preserve Commissioner Tim Whelan expressed his appreciation of the Park District making the Boathouse available for the meeting.

Commissioner Creech announced that her daughters are in the Adventure Time program and as a recently “back to work” parent was very appreciative of the service.

Commissioner Dunn thanked staff for everything they have done this summer, he said that he was at Holes and Knolls on Sunday playing golf with his wife and said they had a great time, he also said the Festival of the Arts was wonderful.

Commissioner Pierce complimented the new weather line for outdoor Park District activities, and recently attended “Jazz in the Park”, and also had a great time at Festival of the Arts.

Commissioner Mayo thanked President Kinzler for his military service as he serving two weeks at Fort Benning, Georgia.

XII. Adjourn
There being no further business, Commissioner Dunn moved, seconded by Commissioner Pierce, to adjourn the Workshop Meeting at 9:59 p.m.

Motion Carried.

Respectfully submitted,

Katherine Wendland
Board Secretary