I. Call to Order
President Kinzler called the meeting to order at 7:02 p.m.

II. Roll Call of Commissioners
Upon roll call, those answering present were Commissioners Creech, Mayo, Pierce, Dunn, and President Kinzler. Commissioner Nephew arrived at 7:04 p.m. Commissioner Cornell was absent.

Staff members present were Executive Director Harris, Superintendent of Parks Hopkins, and Superintendent of Finance & Personnel Cinquegrani, Superintendent of Recreation Esposito, Marketing & Communications Supervisor O’Kray, and Recreation Supervisor Babicz. Attorney Price arrived at 7:30 p.m.

III. Pledge of Allegiance
President Kinzler led the Pledge of Allegiance.

IV. Changes to the Agenda
None.

V. Public Participation
None.

VI. Voucher List of Bills Totaling $185,229.07
Commissioner Dunn moved, seconded by Commissioner Creech to approve the voucher list of bills totaling $109,889.00.

Roll Call: Aye: Commissioners Dunn, Creech, Nephew, Mayo, Pierce, and President Kinzler.

Nay: None.

Motion Carried.

VII. Ackerman “Free” Week Update
Superintendent Esposito provided a brief presentation reviewing the “free week” at Ackerman Sports and Fitness Center. Esposito presented the three primary goals that were established for the event which included: building awareness of the facility and its programs, increase revenue through membership sales, and generate interest and participation in the group exercise classes. She further explained how the “free week” was marketed along with the total number
of membership sales generated due to this promotion and the total participation for the entire event.

Superintendent Esposito concluded the presentation providing a summary of the 2014 marketing plan for Ackerman Sports and Fitness Center; some of the plan included an updated website, welcome packets for the facility, cross promotion within the Park District, targeted and direct marketing, establishing business partnerships, membership retention, and highlighting / promoting personal training.

The Board thanked staff for the presentation.

**VIII. Lake Ellyn Park Improvements – Phase II**

Director Harris explained how the Lake Ellyn Park master plan came to fruition. He reviewed what has been completed thus far for phase one of the master plan and what has been budgeted for 2014 in relation to the Lake Ellyn Park master plan. The capital projects fund included an allocation of $370,000 for Lake Ellyn Park improvements. These improvements, while not detailed at this point, would include improvements to the central corridor including landscape, paths, lighting, and benches. These items would be in addition to the proposed sidewalk along Lenox Road. The sidewalk will be included with the Village reconstruction of Lennox Road. The Park District has agreed to pay the difference between a traditional sidewalk and a permeable paved sidewalk if the Park District so chooses. In anticipation, the Park District has allocated $50,000 for a permeable paved sidewalk in the 2014 budget. The Village will bid the project in spring 2014 and the Park District can then decide whether to upgrade the sidewalk based on the bid results.

Director Harris presented the Conservation Design Forum’s (CDF) proposal to plan and manage phase two which includes design, development of construction documents, overseeing the bid process, and managing the construction while also compiling an O.S.L.A.D. grant application which should be submitted by July 2014. The OSLAD grant would include additional items approved previously in the Lake Ellyn Park master plan. Those items, including the playground, would be coordinated with the 2014 improvements.

The Board discussed how much was budgeted for the completion of the sidewalk along Lenox Road, along with the cost of hiring Conservation Design Forum to help with the completion of phase two of the project and how the O.S.L.A.D. grant could be spent. Concerns and questions were raised regarding the need to conduct a few of CDF’s recommendations including schematic design. CDF responded that the master plan was a conceptual plan and that to move towards implementation these steps are required to construct the improvements.

A question was raised as to why this was not being bid out. Harris stated the Park District certainly can but the Park District is not required to do so for this particular service. The District had previously established a professional relationship with CDF for related services through a competitive request for qualifications (RFQ) and after an extensive and thorough selection process, chose CDF.
Mr. David Yocca, of Conservation Design Forum explained to the Board how the O.S.L.A.D. grant could be spent and how it will be integrated into the Lake Ellyn master plan.

The Board went on to discuss whether or not the boathouse could be included in the O.S.L.A.D. grant and what will be completed in phases two and three of the master plan. The boathouse was not included in the next phase(s) as it does not fall under the OSLAD desired elements. Additionally, the cost would exceed any financial resources currently available. However, if there are elements related to the boathouse that could be improved now and coordinated with future boathouse improvements, those would be researched.

Director Harris explained to the Board that staff has had to be creative in ways to find funding to begin to implement some of the Lake Ellyn master plan recommendations, and staff believed engaging Conservation Design Forum, will help the Park District maximize its limited funding resources, provide a coordinated and well planned effort implementing the improvements through affordable phasing while increasing the Park District's chances of receiving an O.S.L.A.D. grant.

The majority of the Board supported retaining CDF to coordinate and manage the next phases of the Lake Ellyn improvement. Value was placed on the master plan process that involved the community, stakeholders, Board and staff input and the successful outcome of that and recognized the complexities of implementing these recommendations with limited funding resources. The Board came to a consensus to place retaining CDF for coordinating the Lake Ellyn Park improvements for phase two including compiling an OSLAD grant application on the February 18th regular meeting agenda.

**IX. Accounting Software Discussion**

Superintendent Cinquegrani explained that the Board had previously approved in July 2013 Tyler Technologies as the provider for accounting software for the District. Following Board approval, the Park District and legal counsel were unable to come to an agreement with Tyler on a contract. Tyler was notified that the Park District would negotiate with the next most qualified, responsible bidder Springbrook. After further discussion and negotiation, Springbrook submitted a revised proposal which reduced the long-term cost in comparison to the original Tyler Technology proposal.

The Board was supportive of the proposal. They did have a lengthy discussion regarding who owns the data since Springbrook is a hosted solution service. The Board also discussed how the Park District would get the data if the District would ever switch vendors since the contract does state that the District does own the data. Also, the Board and staff discussed if Springbrook would interact well with ActiveNet. The question of how to retain and interpret the data should the Park District and Springbrook will be researched and resolved before the next Board meeting. The agreement has been reviewed and approved by both Park District counsel and Springbrook.
The Board came to a consensus to place the accounting software approval on the February 18th regular meeting consent agenda.

X. District #87 Intergovernmental Agreement
The Board thanked staff for their efforts in negotiating the contract and making the agreement happen. The Board discussed inflation and the agreement being a ten-year payment plan. Board requested clarification on whether this agreement potentially goes on forever. Attorney Price stated that it did but prefaced that both parties would have to negotiate fees prior to the completion of the 20 years. Board consensus was to have the agreement be for two ten year consecutive terms with the both parties having the ability to opt-out prior to the second ten-year agreement. If neither party opts-out the agreement continues with the identified fees through 2034 at which time it concludes.

Commissioner Pierce moved, seconded by Commissioner Dunn, to approve the Intergovernmental Agreement between Glenbard High School District 87 and the Glen Ellyn Park District with an amendment to section 2B limiting the agreement to no more than two ten-year consecutive agreements and exhibit C which detailed the District 87 use of Lake Ellyn boathouse.

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

Motion Carried.

Attorney Price left at 9:00 p.m.

XI. Director’s Report
Director Harris stated what a great job the parks department and recreation staff have done with the ice skating this year, considering it has been a very challenging year with all of the snow. To date, there has been 15 days of skating at Lake Ellyn and 31 days at Newton Park.

Director Harris told the Board that a more detailed report for the cost of making ice and all of the snow removal will be presented at the conclusion of the winter season. In the meantime, staff has been trying to minimize overtime expenses, but it has been difficult with all of the snow and the weekend occurrences. He also informed the Board the Dual Facility Study will be presented at the February 18th regular meeting or the March 18th regular meeting, the final presentation of the Ackerman Park master plan will be presented at the February 18th meeting. At the March 4th workshop meeting the Board will be presented with the Aquatic Study for the first time, Director Harris also mentioned that there will be a public meeting for the pool on March 26th. Finally after all of the reports are presented, Harris recommended the Board have a strategic retreat to discuss these items in greater detail.

Superintendent Esposito announced that the Daddy Daughter Dance is this Friday with over 200 people already signed up.
XII. Commissioners Report
Commissioner Dunn thanked staff for all of their hard work, and coming in to work with all of the recent bad weather there has been, and said how great it was to know that the Park District offered three warming centers during the extreme weather conditions.

Commissioner Pierce thanked staff for putting in the coffee/smoothie station over at Ackerman Sports and Fitness Center, and thanked staff for clearing all of the snow at all of the facilities. She had also mentioned that she had heard from friends that the platform tennis membership at the Park District is high in comparison to Hinsdale, and that the daily fee for platform tennis is too low; she asked staff to review the price structure.

Commissioner Mayo inquired as to how many people have been skating at Lake Ellyn this season. Superintendent Esposito said she would provide those statistics in the Director’s Report on Friday.

Commissioner Creech said her family has been enjoying skating and sledding this winter, and she is really excited to see who Director Harris selects to fill the vacant Executive Assistant position.

Commissioner Nephew thanked the maintenance staff at Spring Avenue who assisted with her daughter’s birthday party.

President Kinzler thanked Executive Director Harris for all of his work with the District 87 agreement.

XIII. Adjourn
There being no further business, Commissioner Dunn moved, seconded by Commissioner Creech, to adjourn the Workshop Meeting at 9:40 p.m.

Motion Carried.

Respectfully submitted,

Dave Harris
Board Secretary