

APPROVED

MINUTES OF NOVEMBER 15, 2016 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:47 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman, Fouad Egbaria

Consent Agenda: A request was made by Commissioners Onderdonk and Brooks to pull Agenda Item J – Board Use of Electronic Devices Policy for future discussion and consideration. A motion was made by Commissioner Onderdonk to approve the consent agenda items A-I and K as presented including Minutes of the October 18, 2016 Regular Board Meeting, Approval of the Bills, Conduct Ordinance No. 700 Section 2.01 Aircraft/Model/Aircraft/Drone, Bereavement Leave Policy, Closed (Executive) Session Minutes Policy, Naming/Renaming Parks and Facilities Ordinance and Policy, Photo and Video Policy, Purchasing Policy, Ordinance No. 856 Travel Reimbursement, and Use of Parks by Groups, Organizations, Commercial Purposes Policy. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Matters from the Public: There were no matters from the public.

Truth in Taxation Hearing – An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2016: President Gaines opened the hearing. No members of the public asked questions or offered comments. President Gaines closed the meeting.

Financial Report: Director of Finance/Human Resources Mensinger stated we are eight months into the fiscal year. Nothing has changed in reporting compared to previous months. Winter registration begins on November 30.

Staff Reports: Staff shared additional information not included in their Board Reports. Director Mensinger stated that the Business Department is in a busy phase enrolling staff in health insurance and filling out W-2's and 1099's. The first draft of the budget is almost finalized; at which point it will be shared as the second draft.

Director Lushniak is excited to open Watts Ice Center the day after Thanksgiving, kicking it off with Black Ice Friday event. The Recreation and Facilities Team are

working on budgets, winter programming, changing the ice-skating program curriculum, and the Kalk Park Grand Opening event. We have had success with a few adult programs including ballroom dance, knitting, and succulent plantings. We attribute this success due to a one-day special marketing promotion discount with a one-day extension, in addition, promoted ads on Facebook, Meetup, and Nextdoor. In response to a comment made during a Watts Advisory Group meeting that our vending was outdated, an industrial Keurig machine with a K-cup vending machine or bring a K-cup from home along with new vending has been installed. The new vending machines take ApplePay and credit cards. The Beach concessions contract with Little Red Hen ended on Labor Day this year. We are bidding out Beach concessions with Watts as an optional addition. Interest has been shown and a tour is scheduled on the 20th with bids due on the 30th. The Glencoe Beach and Lakefront Advisory Group commented that Beach concessions need improvement.

Director Leiner updated the Board on Master Plan projects. Berlin Park and Kalk Park punch lists are almost complete and getting ready for final acceptance. Takiff Center roof work is progressing steadily; custom copper gutters are complete on the main building and are 75% complete on the Early Childhood building. The clock, LED's, and timing system are installed. The project is projected to be completed this month.

Manager Maassen shared that the winter brochure will be in community mailboxes tomorrow. Liza's family friends touched base to vocalize their pleasure of the YouTube video on Liza and the Gazebo.

Director Mensinger reviewed FLSA standards, changes to position's exempt/hourly status, and pay changes.

Executive Director Report: Executive Director Sheppard reviewed status of the FY2016/17 goals. GJK Presidents have been notified per our lease agreement that we wish to update the terms following the expiration of the current agreement.

Commissioner Gaines and Executive Director Sheppard have asked Commissioner Palatnik and Brooks to work with staff on the updated agreement. The Kalk Park Grand Opening is on November 25. RFP's have been sent out for the renovation of Lakefront Park, playground at West Park, and Takiff Center Park and improvements. Executive Director Sheppard and Director Leiner will interview and forward two architects to the Board for the final decision. A separate RFP went out for Astor Park based on the scope and type of firm wanted to recruit for the project. Our Staff Appreciation Party is on Thursday, December 8 at 6:00pm at Deerfield Golf Club. Dudley Onderdonk vocalized interest in attending Friday and Saturday of IAPD/IPRA Conference. Executive Director Sheppard and Director Leiner were selected as our IAPD Annual Meeting Delegates held at the Conference. The Biannual Glencoe Town Hall Meeting is on Tuesday, December 6.

Action Items:

Approval of Ordinance No. 854: Levying the Taxes for the 2016 Tax Year: A motion was made by Commissioner Palatnik to approve the Ordinance No. 854 – Levying the Taxes for the 2016 Tax Year as presented. Commissioner Onderdonk seconded the motion.

No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None
ABSENT: None

Approval of IAPD/IPRA Annual Meeting – Appoint Delegates: As discussed at last month's meeting, the Board will need to appoint delegates to the IAPD Annual Meeting to be held on Saturday, January 21, 2017. A motion was made by Commissioner Lerman to approve IAPD/IPRA Annual Meeting Delegates Lisa Sheppard, Executive Director/Secretary and Chris Leiner, Director of Parks and Maintenance. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Approval of West Playground Intergovernmental Agreement with School District 35: A motion was made by Commissioner Lerman to approve West Playground Intergovernmental Agreement with School District 35 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Other Business: There was no other business.

Adjourn to Closed Session: At 8:48 p.m., Commissioner Lerman moved to adjourn into closed session to discuss property as mandated by Section 2.06. 5 ILCS 120/2 (c)(5) Commissioner Brooks seconded the motion. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Return to Open Session: Commissioner Palatnik moved to return to open session at 8:47 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during Executive Session or in Open Session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:48 p.m. Commissioner Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary