

APPROVED

MINUTES OF JUNE 20, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02 p.m. and roll was called.

Commissioners present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Stefanie Boron, Commissioner
Steve Gaines, 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: Kevin Batson, Nicole Batson, Dan Dorfman, Alexandra Greenwald, Shayna Plankar

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the May 16, 2017 Special Projects and Facilities Committee Meeting, May 16, 2017 Regular Board Meeting, June 6, 2017 Committee of the Whole Meeting, Ordinance No. 871 Surplus Property Disposal, and Approval of the Bills. Commissioner Lutton seconded the motion. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Matters from the Public: Nicole Batson commented on the Astor Park Plan in regards to green space and bench locations.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months or 25% into the new fiscal year at which point it is too early to make good comparisons. Recreation surplus is even, although with lost Kindergarten revenues, we are probably above what we were last year. It is too early in the beach season to compare current beach revenue.

New integrated reporting capability and credit card option are helping tremendously at the beach. Nearly 60% of revenue the first weekend were from credit cards. There were a couple technical issues, but staff handled it well. Wi-Fi will not be added due to high expense and support of unplug & play.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger had nothing further to add to following her finance report above.

Director Lushniak shared results of the Children's Circle app test to communicate better with parents. The Bright Wheel app will be rolled out in time for fall preschool. The

teachers loved it and parents supported the teacher's choice. Camp started this week marking the end of almost 100 hours of recreation staff training. Aquatic campers and parents shared positive reviews of the new camp.

Executive Director Sheppard reviewed the ELC air conditioning issue. Window units were used to temporarily cool the rooms. A temporary fix to the HVAC system will get us through the summer with permanent repairs scheduled after the season is over.

Director Leiner highlighted that Dan Edwards is our new a full-time parks team member. Pier railing painting is complete. Drainage was not a component of Kalk's renovations and due to pooling over an area of sidewalk, the parks team installed a French drain system in-house with pumping only needed when there is extreme rainfall. Berlin Park showed major improvements in color and turf following a late season fertilizer application along with adjustments to the irrigation system. Wyman Green is part of shared services with the village, and is mowed by park district and maintained by staff to the standards of a high profile park.

Manager Maassen reminded that the Gold Medal video is posted on our website. Actors from our Broadway Bound program and another 100 children were in the video from Kid's Club, ELC, and various after school programs. The other finalists posted their videos on YouTube.

The Safety Committee did not have a report.

Executive Director Report: Executive Director Sheppard shared that our seasonal training, "The Pursuit of Park District Knowledge" included learning district policy and procedures through a game solving clues hidden around town.

Capital project updates included that West and Astor Park construction are underway, Takiff parking plan is on the agenda for approval tonight, Kalk Park repairs were already discussed, the fitness area is out to bid, and Takiff parking will go out to bid once the plan is approved. Berlin Park and Kalk Park's grass browning occurred and with adjustments is looking better.

Glencoe Beach and Lakefront Advisory Group application deadline extended to July 30. At this point, we have more apps than spots. The next meeting is Wednesday, July 19 at 6:30p.m.

The French Market is a cooperative effort between the park district, chamber, and village. It is now open on Saturdays from 8:00am-1:00pm.

The Fourth of July events are mostly run by the park district. The village organizes the parade and provides necessary support for road closures, traffic control, and safety inspections for the fireworks.

Commissioner Onderdonk did a phenomenal job representing the district at the Memorial Day event.

Revenue in Children’s Circle remains consistent to last year, however our expenses are a little higher. Identified areas of higher expenses included two salary adjustments based on recommendations from the salary survey and our infant care room was holding spaces without payment. Our policy now requires payment of 50% to hold a spot when there is an opening until the baby attends. All other spots are full in that program. In addition, the restructuring of rooms due to DCFS regulations took a couple enrollment spots away. Finally, the ratio is lower and staff in the infant room always has to maintain full coverage ratios, even when children are napping.

Our next committee meeting is Monday, July 10 (rescheduled from the 11th) at 6:30pm, the start of capital project planning for the next three years. Outlook meeting invites were sent.

Traditionally, without pressing matters, the August committee and regular meetings are cancelled. We recommend cancelling this year and it would need to be approved at the July regular board meeting.

Action Items:

Approval of Fiscal Year 2016/17 Annual Audit: A motion was made by Commissioner Lutton to approve the Fiscal Year 2016/17 Annual Audit as presented. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Ordinance No. 872: An Ordinance Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics, and Other Workers Performing Construction of Public Works in the Glencoe Park District, Cook County, Illinois: A motion was made by Commissioner Gaines to approve Ordinance No. 872 as presented. Commissioner Boron seconded the motion. Director Mensinger informed that this is a required annual approval and rates typically change. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Public Participation Guidelines during Board and Committee Meetings: A motion was made by Commissioner Lutton to approve public participation guidelines during board and committee meetings as presented. Commissioner Gaines seconded the motion, which passed by voice vote. No discussion ensued.

Approval of Plan for Takiff Center Parking Lot to include Concept Plan A, Phase A & B with Concept Plan B Sustainable Element Bioswale: A motion was made by Commissioner Gaines to approve Phase A and B and Concept Plan B bioswale (TYP) by Phase A. To also include designing the pathways in concrete with an alternative bid to include asphalt and designing the Concept Plan B bioswale by the staff parking area

as an alternative bid as presented. Commissioner Brooks seconded the motion. Executive Director Sheppard clarified that the committee recommended forwarding this agenda item for approval, a bigger optional bioswale is added in the back and will probably be over budget, and the front bioswale is part of the plan. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Contract with Altamanu for Takiff Center Parking Project: A motion was made by Commissioner Gaines to approve the contract with Altamanu Inc. for additional architectural design services for the Takiff Center parking/pathway project for the amount of \$41,392 which brings the total design fees for the project to \$72,000. Note this does not include additional specified professional services and meetings as outlined in their proposal. The board further directs and authorizes the executive director to fully develop and execute the terms of the contract. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of District Park Sign Design: Executive Director Sheppard explained that, as seen during the park tour, the largest sign was only used at major parks – Kalk and Berlin Parks. The two smaller signs will be used at all other parks. Posts were changed to a simple design per board request. A motion was made by Commissioner Gaines to approve the park ID sign guidelines as presented. Commissioner Boron seconded the motion. The sign policy requires board approval to use the largest sign in future. The board indicated their preference of a flush post not to extend over the top of the sign. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Other Business: Astor Park preliminary landscaping plans were reviewed. Plantings around the green space are narrow and the village restricts plant heights near roads. Nicole and Kevin Batson commented on green space, fencing, and bench locations.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:34 p.m. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary