

APPROVED

MINUTES OF FEBRUARY 28, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01 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: Nicole Batson, Eleanor Black, Dan Dorfman, Alexandra Greenwald, Josh Lutton, Laurie Morse

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the December 6, 2016 Special Projects and Facilities Committee Meeting, January 17, 2017 Personnel and Policy Committee Meeting, January 17, 2017 Regular Board Meeting, January 31, 2017 Finance Committee of the Whole Meeting, February 13, 2017 Special Projects and Facilities Committee Meeting, February 21, 2017 Special Projects and Facilities Committee Meeting, Surplus Disposal Ordinance No. 857, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None

ABSENT: None

Matters from the Public: Laurie Morse shared positive opinions on brochure and beach.

Financial Report: Director of Finance/Human Resources Mensinger gave an update to the financial projections as of the fiscal year ended February 28, 2017. Watts did close early due to weather, which resulted in lost revenue due to refunds on classes and rink rentals. For the first time, the District will project a positive surplus at the Beach and Boathouse. The District also made up some of the anticipated "lost" Kindergarten revenues in other expanded programming areas. Overall, FY 2016/17 looks good financially; our auditors will be in for fieldwork in March and April.

Commissioner Palatnik arrived at 7:04 p.m.

Follow Up to the Finance Committee of the Whole Meeting: Director Mensinger gave an update on items added since the First Draft of the Proposed FY2017/18 Budget. She further indicated a recommendation to commit additional funds from Corporate and Recreation Funds to Master Plan projects, and noted that the District will still meet fund balance reserve guidelines. Director Mensinger requested approval of a revision to the

Fund Balance Policy which was last updated in 2012. These reserve guidelines allows for a conservative approach, which is important due to the potential property tax freeze and ongoing Kindergarten impact.

Executive Director Sheppard indicated that \$40,000 of the remaining Berlin Park donation would be allocated to purchase equipment to maintain Berlin Field along with other athletic fields. The donor also agreed to the use of funds in this manner along with allowing us to secure donations for equipment, by accepting donations for dedicated stadium seats at the park.

Director Mensinger continued with technological projects including upgrading our Excalibur contract to Platinum level service, our IT service provider since 2012, as the last of four phases of our IT Strategic Plan consulted by Gary Viccaro. Other projects include Halfway House point of sale and networking to use credit cards and RecTrac passes, technology in the Fitness Area, and reconfiguration of our front desk. Excalibur will provide more enhanced service, consulting, labor, and phone support. It will maintain and keep us going in the right direction along with disaster recovery, replication servers, and confidence that we are covered if something should happen. Several workstations will be replaced this year. Training with new software and new staff is scheduled with RecTrac. It is possible to go backward in our plan if warranted. Discussion ensued.

Director Leiner stated that the budget was increased for landscaping service after completing an RFP and competitive bid process. This is due to increase in the bid, not an increase in the amount service they will provide.

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

Director Lushniak shared upcoming events including the Daddy Daughter Dance, Teddy Bear Tea, Watts Program participants that participated in the Blackhawks game half-time program. Lushniak also reported on the early closure of Watts due to unseasonable warm weather.

Director Mensinger had nothing to add to her previous reports.

Director Leiner reported that unseasonable warm weather has increased park use and has also allowed staff to complete invasive plant removal on the Bluff, landscaping, Boathouse preparations, Beach cleanup, and playground inspections.

President Gaines requested that in the future staff identify solutions to the Beach stair conditions and modifications for the ice rinks to extend use during warmer days.

Takiff parking congestion solutions were reviewed including moving a number of staff to the Parks Department area, asking other staff to park in the lot behind the gym and increasing awareness of the Takiff Recreation entrance close to front entrance off of Green Bay Road.

The leak this evening in the Community Hall wing during the storm was not the roof, but a drain plugged on our HVAC system. The clock certification process will take place this

week, which includes setting the correct time and verifying proper installation. We are expecting to make the final payment for the roof next week.

Manager Maassen shared that the spring/summer brochure and Glencoe Quarterly are out.

The Safety Committee reported we now have AED/First Aid training in house with Mike, Liz, and Paul trained to teach and upcoming trainings scheduled.

Executive Director Report: Executive Director Sheppard stated that the playground at Vernon and Jefferson is a wooden play structure that had significant rot in the decks over the winter. Staff have closed the playground. PDRMA inspected it and recommended the playground be removed immediately. The swing sets are fine and will remain. While we noted to the Board that all of our wooden playgrounds are at risk of failing in the next 3- 5 years this was unexpected and not budgeted for replacement this year. Staff recommends removing the playground and then installing a sign indicating the other 3-4 playgrounds within a half mile. In June, when we talk about next year's capital projects, we can discuss a new playground for 2018 projects. It is a high usage park with calls coming in about the closing.

The Village Sustainability Committee asked if we would like to take part in a transportation study with the Village and School District to look into safe routes to schools and parks. Sheppard added \$5,000 for this study for the community initiatives budget. The total project cost estimated at \$40,000 with remaining funds coming from the Village, School District, and grants.

Watts Ice Center closed a week early due to warm weather, but the Beach was getting a lot of use during that time. Executive Director Sheppard provided an update on completed FY2016/2017 Goals and indicated that staff did a fantastic job in parks, programs, marketing, and finances. Session notes from the IPRA/IAPD Conference were included in the Board packet.

Directors Leiner, Mensinger, and Lushniak, Manager Maassen and the Board congratulated Sheppard for winning the IPRA Professional of the Year from a statewide pool of professionals.

Action Items:

Approval of Glencoe Youth Services Stipend Request: A motion was made by Commissioner Palatnik to approve the Glencoe Youth Services Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Onderdonk seconded the motion. Executive Director Sheppard brought the Board up to date on the condition of the GYS building. A facility assessment showed a number of factors that will need improvement in the near future. The District is currently doing cosmetic work to the building. The District threshold is up to \$2,000, at which point GYS would be responsible to pay for repairs. If a catastrophic failure occurred, the District would communicate with GYS regarding the

cost of the repair for them to remain in the building. The Board would also be made aware. If not, we have an agreement that they would move to Takiff Center. A request was made to remove pages of attendance with children's names from the packet on the website. Any third party rental use would need approval from the Park District. Health Department guidelines need to be followed for food service including homemade food, however they can order pizza, Chinese, etc. Roll call vote taken:

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

Approval of SNAP Stipend Request: A motion was made by Commissioner Lerman to approve the SNAP Stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Glencoe Jr High Project Stipend Request: Two years ago, the request increased in regards to Misner Theater being closed and a possible loss of ticket revenue. Misner is still being used for performances, so this concern no longer exists. Commissioners discussed going back to the original \$10,000 donation as opposed to the \$12,000 given in the last two years. Discussion ensued. A motion was made by Commissioner Lerman to approve the Glencoe Jr High Project Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Brooks seconded the motion. Roll call vote taken:

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

Approval of West Park Design Concepts: A video was presented of West School children's positive reaction to the designs. Approval today would be for designs and for staff to move forward with the bidding process. Once the bids are secured, they will be brought to the Board for approval. The project will also include an asphalt area but is not part of the shared playground cost and will be paid solely by the school district. A motion was made by Commissioner Lerman to approve the Design Concepts for West Park as presented. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Approval of Astor Place Park Design Concepts: Executive Director Sheppard stated that at the Special Projects and Facilities Committee meeting, the Board preferred Option 2 with the wishbone sandbox and the playground and swing set flipped. The updated drawings showing the flipped orientation and new ADA accessible sidewalk were reviewed. The sandbox arches were eliminated due to space constraints. Approval today is for designs and for staff to move forward with the bidding process. Once bids are secured, they will be brought to the Board for approval. A motion was made by Commissioner Lerman to approve the Design Concepts to include option 2 with the

“wishbone” sandbox concept for Astor Place Park as presented. No further discussion ensued. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Approval of Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity: The law has changed and the proposed changes brings the District up to date with the current law. A motion was made by Commissioner Palatnik to approve Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity 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 the Policy on Third Party Construction on Park District Property: Executive Director Sheppard read the memo included in the packet. A motion was made by Commissioner Onderdonk to approve the Policy on Third Party Construction on Park District Property as presented. Commissioner Palatnik seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Upgrade IT TSS Plan: A motion was made by Commissioner Palatnik to approve the Upgrade IT TSS Plan 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 Revised Fund Balance Policy: A motion was made by Commissioner Brooks to approve the Revised Fund Balance Policy as presented. No discussion ensued. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Approval of Resolution No. 859 to Commit Additional Funds to the Master Plan Capital Project Fund (69): A motion was made by Commissioner Brooks to approve Resolution No. 859 to Commit Additional Funds to the Master Plan Capital Project Fund (69) as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Architectural Services of Wight and Company: A motion was made by Commissioner Lerman to approve staff entering into a contract with Wight and Company for Architectural Services for Takiff Fitness Area and Front Desk reconfiguration contract not to exceed \$30,000 as presented. Commissioner Palatnik seconded the motion. This would include the conceptual drawings with two showers, front desk reconfiguration, and architectural engineering requirements and designs for the fitness area. This approval includes \$22,500 for the construction drawings, design for the fitness area, and reconfiguration of one shower room. The feasibility of the second shower would cost \$3,500 and \$2,500 for configuration of the front desk. No further discussion ensued. Roll call vote taken:

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

Other Business: Meeting packets are available on our website and Glencoe ranked high on availability of information and transparency. A timeline was created for all our projects and project tasks and is available on the website as well.

The Board is not required to attend the upcoming Public Meeting on Lakefront Park on March 2 as meeting minutes and audio will be available. The meeting will be run by Altamanu to gather ideas for Lakefront Park.

Altamanu will also be at the next Special Projects and Facilities Committee meeting on March 7 to discuss Lakefront Park and Takiff's parking lot.

Adjourn to Closed Session: At 8:19 p.m., Commissioner Palatnik moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Onderdonk moved to return to open session at 8:46 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 or after closed session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:47 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary