

APPROVED

MINUTES OF MAY 20, 2014 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: President Bob Kimble, Vice President Hilary Lee, Treasurer Seth Palatnik, Commissioner Steve Gaines; Staff present: Executive Director/Board Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Parks and Maintenance Rick Bold, Director of Recreation and Facilities Dave Figgins, Manager of Marketing and Communications Erin Maassen, 2014 Summer Intern Logan Johnson, and Administrative Assistant Jenny Runkel

Members of the public in attendance included Glencoe resident, Peggy Kimble.

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are two months into the fiscal year. Beach sales have picked up and recreation has recouped from last month due to GJK payments.

Consent Agenda: A motion was made by President Kimble to approve the consent agenda items as presented including Minutes of the April 22, 2014 Regular Board Meeting and Approval of the Bills. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

Election of the President: Kimble took a moment to thank everyone for a great year. His goal at the beginning of the year was to return the Board to its proper role of being a policy making Board and putting focus on the public's agenda rather than the individual's agenda of the Board. Kimble continued that he was very lucky to serve with this Board, because we have had a fantastic year in being able to come to consensus on so many issues and staff made it so much easier. Kimble added that it was his favorite year on the Board, not because he was President, but because of circumstances.

Commissioner Lee praised President Kimble in doing a wonderful job. Lee continued that she has been on the Board for years and does not remember a lot of them, but thinks this is her favorite year too. The Board is back to what should be and Lee focused credit on President Kimble as it was not easy to transition.

Director Sheppard added that President Kimble has been a great listener, mentor and President. Sheppard thanked President Kimble very much for all he has done for the Park District.

Lisa Sheppard opened nominations at which point President Kimble nominated Commissioner Lee for President of the Board. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

Election of the Vice President: Newly appointed President Lee moved to appoint Commissioner Seth Palatnik as Vice President of the Board. Commissioner Kimble seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

Appointment of Officers and Representatives: President Lee moved to appoint Commissioner Steve Gaines as Treasurer; Robert Bush, Ancel, Glink, Diamond, Bush, DiCianni & Krafthefer as General Legal Counsel and Ethics Officer; and Lisa M. Sheppard as Secretary to the Board / Executive Director. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

Discussion ensued regarding our representative for the Glencoe Plan Commission to which two Commissioners showed interest. President Lee added that they have been very happy with Commissioner Lerman's service as the representative of the Glencoe Plan Commission, but it is nice to get a fresh voice on something that relates to the Village.

Appointment of Glencoe Plan Commission Representative: President Lee moved to appoint Commissioner Seth Palatnik as representative to the Glencoe Plan Commission. Commissioner Kimble seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

Board Committee Appointments: President Lee announced the Board Committee Appointments for Finance Committee of the Whole including Commissioner Gaines as Chair and Commissioners Kimble, Lee, Lerman, and Palatnik as members. The Personnel and Policy Committee includes Commissioner Kimble as Chair and

Commissioners Gaines and Lee as members. Lastly, the Special Projects and Facilities Committee to include Commissioner Lerman as Chair and Commissioners Gaines, Lee, & Palatnik as members; Beach and Lakefront Advisory Group including Commissioners Lerman & Palatnik; and Watts Advisory Group including Commissioners Gaines, Lee, & Palatnik.

Staff Reports:

Director Mensinger would like to schedule a Finance Committee of the Whole meeting prior to the June Board Meeting at 6:15p, including a member from Lauterbach and Amen, to review the Audit, completed a month early. We also have received information from our representative Todd Borzynski of Mesirow Financial (our former representative Pete Koukas has retired) that we would like to discuss. Knowing we will have some potential projects with the Master Plan, Mensinger thinks it will be good to start getting the Board's philosophy on issuing of any debt or preferences on how to proceed once we do receive numbers coming back from the Master Plan process. Additional topic for review should include how soon projects should proceed and what that would mean regarding possible refunding of our 2006 Bonds.

Manager of Communications/Marketing Maassen thanked the Board and staff for taking their picture today. We are currently working on a micro-site for Children's Circle, which led to the need for matching pictures. Pictures will be on display in the brochure and the Board and Department Heads will be posted in the lobby.

Commissioner Gaines asked about feedback regarding technology improvements. Executive Director Sheppard responded that being able to see and respond to email on staff iPhones has been well received. Sheppard noted it is not the expectation for staff to respond to emails during the weekend, however will be vital for communication during emergencies. Sheppard continued that the best feature is the Exchange Server connecting individual's desktop Outlook calendar and contacts to their phones. Commissioner Gaines was thrilled with Sheppard's response that this upgrade is enhancing our ability to offer better service and support to our community. Gaines continued with another question about the technology improvement process regarding our server upgrades not only to modernize the system to serve better, but also to safeguard the system. Going to a Cloud or remote server should be priced out to close the project and protect everything we have built. Mensinger responded that the backup server being moved off-site will be the next step along with other upgrades.

Director Bold shared that there was washout damage from the storm last week including the stairs and landing. In response to questions from Commissioner Gaines, Bold responded that there was no damage to the foundations. There was, however, more significant damage to the boating beach. Sheppard added that the cost is under \$20,000.00, so we won't need to go to bid. We received two responsible bids and might receive a third, however this constitutes an emergency and hopes to start work Thursday or Friday, as the beach will be open. We are hopeful that the stair repairs will be covered by insurance; however, the sand loss, will not be covered. With the beach opening repairs need to be completed immediately.

Commissioner Kimble added a comment from Commissioner Lerman that he has received much praise regarding the condition of the boating beach.

Director Figgins described our Meet the Fleet (Touch-a-Truck) including many vehicles and outstanding participation of 300-400 participants. We also held an organization open house inside Takiff.

Director Figgins then introduced our summer intern, Logan Johnson, from Eastern University and Wilmette. She is joining us for a well-rounded experience for the next 12 weeks.

Executive Director Report: Please review my report enclosed in the Board Packet.

Sheppard asked if there were any changes needed on the Survey emailed for review.

Sheppard is working with a realtor to acquire a Linden House renter. All word of mouth leads have dried up. Rental fee has increased to cover realtor cost.

A Fourth of July Event Community Meeting was held, which included participation from three out of the 30 groups invited to brainstorm. President Lee mentioned the lack of participation could be a sign that there is little concern over the fireworks change. Sheppard continued that the logistics regarding the location of the stage is still on the task list and a report will be presented at the June Board Meeting. In response to a comment from Commissioner Gaines, Sheppard agreed to contact public safety regarding people gaining access to the closed swimming beach. Sheppard added that the Winnetka Board Meeting will include review of our beach users having access to their beach on July 4.

Northbrook Park District is entertaining the idea of purchasing the Five Seasons Family Sports Club. It may affect us in that NSSRA is looking to collaborate with them in using the facility. Commissioner Gaines clarified that Five Seasons is looking to get out of the building and Northbrook is interested. Additionally, NSSRA would benefit from reduced overhead from their systems. He then expressed concern over our increased cost if they move to more glorious headquarters than their current location. Sheppard responded that details need to be worked out including money from the sale of their current location and working with the Foundation for additional funds. This plan is in the exploratory stage as Northbrook would need to go to referendum and Sheppard will share information as it becomes available.

Hilary will be representing us at the Memorial Day event, but the Board is all welcome to attend. The event starts at 10:30a with a new Meet and Greet portion.

The Board is welcome to the daytime or evening session of the All Staff Training on May 29.

Sheppard gave an update on the Master Plan, which is currently in the survey phase. The survey be sent back to the survey company tomorrow, if there are no changes.

Commissioner Gaines commented that he has not seen much on the Master Plan in the Glencoe News. Sheppard confirmed that the current phase is occurring in the background in preparation of sending out the survey. There will not be much promotion for the survey. The survey will be sent out randomly to houses in Glencoe. Additionally, there will be a mechanism available for those who want to fill out a survey, but did not receive it at their home.

In response to Commissioner Palatnik's question about camp, Director Figgins explained that although numbers are a little lower in comparison to last year, registration is still coming in and actually one camp's numbers had to be increased. President Lee added that there is a huge reduction in school numbers of about 100 children, which may affect camp numbers. Figgins continued that he is hearing of a trend that parents are keeping children home instead of sending them to overnight camp. Manager Maassen added that this is the first year we are offering 2 week day camps to accommodate participant schedules, thus we hope increase attendance.

Figgins responded a question from Commissioner Palatnik, that beach rentals begin this weekend and we have purchased more equipment including kayaks and paddleboards. Executive Director Sheppard added that unseasonably low water temperatures will be a topic of discussion tomorrow including feedback from other park districts directors in the area. Figgins commented that certain rentals may not be permitted without a wet suit, also part of the discussion tomorrow.

Action Items:

Approve Ordinance 817: Director Mensinger stated that asset review and disposal are completed annually. Old assets for disposal this year include equipment from our old computer system that we have no use. By law, we need to dispose of them in an official resolution.

A motion was made by President Lee to approve Ordinance No. 817 An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance or Disposal of Surplus Personal Property of the Glencoe Park District as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

2014 – 15 Passenger Bus Bid: Dave Figgins discussed the need for a 15 passenger bus, that does not require a CDL license, with a wheel chair lift and other considerations offered by NSSRA. Of the two bids returned, only one met our bid specifications. Figgins recommends we accept the bid of \$52,628.00 from Best Bus Sales. The alternate bid provided by Best Bus Sales includes additional options that were not requested. Dave would not recommend awarding Central States Bus Sales as it was for a different model bus than was specified in the bid document. The model of bus specified is the result of research for the bus that will most adequately meet our needs.

The budget for purchasing a bus in the current fiscal year is \$65,000.00. A portion of the excess funds will be used for graphics and marketing opportunities on the bus exterior.

In response to Commissioner Gaines questions, Figgins explained that when the bus arrives, staff will train on the vehicle and follow all PDRMA requirements. There is a maintenance schedule that would be followed prior every trip and a deeper, more comprehensive schedule. The vehicle will be used daily during camp and approximately 10-15 days per month during the school year.

A motion was made by President Lee to approve the bid from Best Bus Sales for \$52,628.00 as presented. Commissioner Gaines seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

2014 Summer Transportation Bid: Dave Figgins explained that from the 3 bids received, he recommends we award 2014 Summer Bus Transportation to the lowest bid from Lakeside Transportation based on the bid price of \$25,128.00. References and supplementary documentation have been reviewed. Figgins verified that the buses have seatbelts.

A motion was made by President Lee to approve the bid from Lakeside Transportation for \$25,128.00 as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

2014 Tennis and Basketball Court Bid: Director Bold explained that we are only bidding on crack-filling and color coat at this time, not for asphalt which would address standing water on the courts.

Of the four bids received, Director Bold recommends we award the 2014 Tennis and Basketball Court Bid to Tennis Courts Unlimited for crack filling, color coating and lining of the West and Watts Tennis Courts for the bid amount of \$22,500.00 and to reject the bid for Watts Basketball Courts at this time. The rejection of the basketball courts bid is due to the fact that it is over the budgeted amount and that we may want to address more extensive repairs/improvements needed in the future. We would recommend doing the entire project at one time.

A motion was made by President Lee to approve the bid from Tennis Courts Unlimited for \$22,500.00 as presented. Commissioner Palatnik seconded the motion. Roll call vote taken:

AYES: Gaines, Palatnik, Lee, Kimble
NAYS: None
ABSENT: Lerman

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

President Lee asked if anyone would like to attend NRPA from October 13-17. We do have one opening and she recommends it as a valuable learning experience.

President Lee also would like to invite Pete Koukas to golf at Glencoe Golf Club as a thank you for his years of service. Anyone who is interested is invited to join.

Adjourn to Closed Session: Sheppard stated that there was no reason to go into Executive Session.

Adjourn: President Lee moved to adjourn the meeting at 7:52 p.m. Commissioner Kimble seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary