

APPROVED

MINUTES OF JUNE 17, 2014 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:04 p.m. and roll was called. Commissioners present: President Hilary Lee, Treasurer Steve Gaines, Commissioner Bob Kimble, Commissioner Andre Lerman; Staff present: Executive Director/Board Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Parks Rick Bold, Director of Recreation and Facilities Dave Figgins, Manager of Marketing and Communications Erin Maassen, and Administrative Assistant Jenny Runkel.

There were no members of the public in attendance.

Consent Agenda: A motion was made by President Lee to approve the consent agenda items as presented including Minutes of the May 20, 2014 Regular Board Meeting, Approval of the Bills, and Ordinance No. 820: An Ordinance Declaring as Surplus and Authorizing the Sale or Other Conveyance or Disposal of Surplus Personal Property of the Glencoe Park District which included three boats abandoned at the Glencoe Boating Beach. Commissioner Gaines seconded the motion. Roll call vote taken:

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

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

Commissioner Gaines commented that he was approached at the Friends Park, Park-N-Play regarding a fence or gates to keep toddlers from getting out of the park as an added barrier. Executive Director Sheppard confirmed that we have been made aware of this issue through Re|creation and Master Plan Focus Groups.

Commissioner Lerman commented on the Beach Bash, that he was proud of the partnership between the Park District's facility and Glencoe Jr High Project's (GJHP) kids and ideas. In the past, the Park District has had difficulty reaching that age group and we did a great job with PR. In all, it is a recipe for a successful program. Director Figgins commended GJHP for a great job recruiting volunteers and getting kids to attend the event. Manager Maassen added that we are collaborating with GJHP for a Back to School Bash in the fall.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months into the fiscal year. Everything is trending up, another sign we are off to a good start. We had record numbers for the opening Memorial Day weekend at the Beach. In response to a question from Commissioner Gaines concerning Reconciling Items, Mensinger explained it shows a large check to GJK that is still outstanding.

Staff Reports:

Director Bold stated that the stairway to the beach is open and looks nice. The landings are brand new and look a lot different from before. Two landings were taken down to the base and all landings have new stone. You will notice a difference in the stairs, some are rough and some are polished. Down the road, if we do replace those stairs they would all look the same. Director Figgins said that repairs were submitted to insurance and Executive Director Sheppard added that we expect repairs to be covered.

Director Figgins added to his report that camp started last week and has been going smoothly. Kids are having a great time. Registration is still coming in and Sun Fun Camps grade 1-3 & 4-5 tend to have the greatest registration.

Manager Maassen passed out Pocket Pointers to the Board, which includes phone numbers and answers to basic questions, so staff can offer better customer service. The idea came about during a Customer Service team meeting when we discovered our Parks Department and other staff are asked certain questions while working in our various parks and programs around town.

Manager Maassen continued with email blasts that have been quite effective, for example, our Beach Campout went from 34 families last week to 54 families following the eBlast totaling 167 people registered. This total is higher than previous years when we offered two campout dates. Additionally, we saw an immediate increase in Beach Token purchases the day the eBlast was sent out. It has been a very effective means of reaching people at this time. With the Fourth of July eBlasts sent, Maassen commented that she is looking for that trend to continue.

Executive Director Sheppard unveiled the Remember 2 Play T-shirts given to our staff at the All Staff Training. All staff will wear them on Thursdays over the summer and at the Fourth of July event. This shirt may be worn all season as opposed to the Fourth of July T-shirts from previous years that could only be worn on one day.

Executive Director Report: Executive Director Sheppard asked the Board if they had any questions after reviewing the report, which is enclosed in the Board Packet.

Sheppard began by discussing the changes to the Fourth of July fireworks. Information provided included beach closure, street closures, location of food vendor and stage/band, staff schedules, and beach usage agreement with Winnetka Park District.

Sheppard reviewed completed and in progress marketing including Park District and Village websites, eBlasts, press releases, Facebook (we received feedback and questions), direct mailing to boating beach users, sign at the Halfway House, signs in the park, and handouts for the day of the event. The Village has also been communicating a unified message to any inquires they have received.

Sheppard has not received any calls or complaints regarding changes to the event and the Village received four or five calls.

President Lee commented that we have never closed the Beach before, however Fireworks were viewed from the bluff for years. Commissioner Gaines confirmed Lee's comment.

Sheppard continued with an update of the Master Plan. The survey will be going out this week. Barbara Heller is currently addressing our Mission, Vision and Value Statements. The Board is invited to the meeting on July 11 from 10:00 a.m.-12:30 p.m. at Takiff to help the staff develop an updated Mission, Vision and Values statement. Please let Sheppard know if you would like to attend. Barbara will also be looking at staffing standards and needs within the Parks department to determine if we have adequate staff to meet the needs of our citizens.

North Shore Cyclists, represented by Dudley Onderdonk, requested if we would consider sending a letter on the behalf of cyclists in regards to the road construction on Sheridan Road. We would have no fiscal responsibility in this request and it does fit within our Mission. Consensus from the Board is to send the letter.

Residents, Steve and Louise Clark, reached out to Executive Director Sheppard regarding a passive park we own named 22S. The road is owned by the homeowner and is in bad shape. The Clarks reached out to the Village first, who has no intention of taking over this road. The homeowners are asking the Park District to replace the curbs adjacent to the park. It is their belief that the deterioration of that curb is causing run-off onto their road. All other curbs adjacent to other homeowners along the road have been replaced. Director Bold added that this area has been under dispute since he started working here as to who owns what. Bold also stated that this is a passive park and that the neighbors have declined adding a playground to this parcel in the past.

Sheppard stated that it would be at least a \$10,000 repair and would need Board approval. Commissioner Gaines vocalized concern over the road in disrepair affecting new curbs. Gaines recommended that if the homeowners repave the road and agree to pay for half the curb, we could pay for half of the curb.

Commissioner Lerman commented that this is an odd shaped park with no sign. Sheppard clarified that the original owner owned all the land and when broken up into lots for several homes, the small sliver of land was donated to the Park District.

Sheppard recommended we pay for half of the curb, if the Village or homeowner repaves the street. The Board reached consensus and Sheppard will communicate this to the homeowners.

Sheppard concluded her report with a final reminder regarding the Glencoe Beach and Lakefront Advisory Group Meeting at the swimming beach on Tuesday, July 8 at 7:00 p.m.

Action Items:

Acceptance of Fiscal Year 2013/2014 Annual Audit: Commissioner Lerman thanked Director Mensinger for finding Lauterbach and Amen and completing the Audit.

A motion was made by President Lee to accept the Fiscal Year 2013/2014 Annual Audit as presented. Commissioner Lerman seconded the motion. Roll call vote taken:

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

Approval of Annual Treasurer's Report: A motion was made by President Lee to approve the Annual Treasurer's Report as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

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

Decision to Renew PDRMA Health Commitment: Director Mensinger explained that the PDRMA Health Plan is a three-year commitment that began in 2006. It is rare that someone would not renew in the PDRMA Health Plan. As a 29-person employee group, there are many advantages of being in this large pool of employees from a claims perspective, which is why we went with PDRMA Health in the first place. Mensinger's recommendation is to renew for another three years.

In response to Commissioner Gaines question to other staff's opinion of the PDRMA Health Plan, they responded positively about the program and a wish for it to continue.

A motion was made by President Lee to renew the PDRMA Health Commitment as presented. Commissioner Gaines seconded the motion. Roll call vote taken:

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

Ordinance No. 818: 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 President Lee to approve Ordinance No. 818 as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

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

Resolution No. 819: A Resolution for the Commitment of \$300,000 of the Corporate Fund Balance and \$700,000 of the Recreation Fund Balance for Future Capital Projects of the Glencoe Park District: A motion was made by President Lee to approve Resolution No. 819 as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

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

Approval of the 2014 Tuckpointing Bid: Director Bold stated that we received an unprecedented eight bids returned. The original winning bid of \$14,500 were dismissed because their bid amount did not include paying staff in accordance with the Prevailing Wage Act. The next bid was approved was for \$19,950 from Walter Grzebieniak Inc.

A motion was made by President Lee to approve the 2014 Tuckpointing Bid as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

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

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

Other Business: President Lee commented on a Boot Camp class at the Beach. It is a beautiful setting and we are lucky to have it. The way we manage, staff, and take care of it is outstanding. We are so fortunate to have such a beautiful beach.

Executive Session: The Board did not enter into Executive Session.

Adjourn: President Lee moved to adjourn the meeting at 8:43 p.m. Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary