

**APPROVED**

MINUTES OF OCTOBER 21, 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 Hilary Lee, Vice President Seth Palatnik, 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 and Maintenance Rick Bold, Director of Recreation and Facilities Dave Figgins, Manager of Marketing and Communications Erin Maassen, Watts and Beach Facility Manager David Johnson, and Administrative Assistant Jenny Runkel

Members of the public in attendance included Steven Lawson.

Consent Agenda: A motion was made by President Lee to approve the consent agenda items as presented including Minutes of the September 16, 2014 Regular Board Meeting, Minutes of the September 16, 2014 Finance Committee of the Whole Meeting, Minutes of the October 7, 2014 Finance Committee of the Whole Meeting and Approval of the Bills. Commissioner Palatnik seconded the motion. Roll call vote taken:

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

Matters from the Public: Steven Lawson introduced himself as a representative of the Glencoe Caucus.

Commissioner Gaines entered the meeting.

Glencoe Park District Lakefront Report and Presentation: Watts and Beach Facility Manager David Johnson presented an overview of the Lakefront Report 2014 included in the October Board Packet.

Commissioner Palatnik asked why rental income was down slightly in 2014 versus 2013 to, which, Manager Johnson explained that a few boat renters did not return for the 2014 season. Additionally, winter storage applications are still coming in which should generate another \$10,000 in expected revenue.

Executive Sheppard interjected that we were lucky that Memorial Day weekend experienced hot weather spurning pass sales to our advantage.

In response to a question from Commissioner Gaines regarding delinquent boat space rentals once it is determined that the payment is not collectible, Manager Johnson

stated that a letter of delinquency is sent requiring payment within 90 days at which point the boat becomes our property. This is stated on their boat rental space contract. Commissioner Lerman commented that boating staff has done a great job in moving delinquent boats. Manager Johnson continued that delinquency is an ongoing process throughout the season with the current number at 6-8 boats.

Executive Director Sheppard clarified our delinquent boats procedure. Following the 90 days we make a reasonable effort to find someone, at that point we can take it off-site, sell it, throw it out, or use it for parts. It depends on the quality of the boat and most delinquent boats are old. We do have to pay someone to remove boats from our beach.

In response to a comment about high resident rates, Executive Director Sheppard stated that our rates are very low in comparison to other beaches in the area to which Commissioner Lerman agreed. Sheppard added that our fees include services that other beach memberships do not offer. Fees are reviewed annually.

Commissioner Lerman commended District and Beach staff. Customer service is through the roof shown through respect of patrons, awareness, and follow-through. Morale seems good, better than years ago, shown in our staff return rate. He also thanked the District and staff for opening the beach house before and after the season for patrons to utilize facilities taking advantage of early and extended summer weather.

Financial Report: Director of Finance/Human Resources Mensinger stated we are seven months into the fiscal year. Overall, there are very positive results in the Recreation Department the last two years, day care is up \$50,000 over last year, and beach and boating are caught up to last year at this time. Watts registration begins November 12.

#### Staff Reports:

Director Mensinger explained that this time of year is normally busy; however, additional tasks include training with the new financial software system, creating the new chart of accounts, and inputting all payable vendors. This process is going well, but takes many hours to complete. Jane Sublett, Business Department Assistant, has been helpful.

Director Figgins stated that his team is working on winter brochure programming and summer camp programs. Watts is opening the day after Thanksgiving on the November 28. David and Rick's crews are working hard getting ready for the opening.

Director Bold said the 292 Green Bay Road house demolition is complete and holiday lights are going up. Our crew began hanging holiday lights as part of our Shared Services Agreement with the Village.

Manager Maassen showcased the new website reskin including mobile capability, Google Maps capability to find our parks, and a better system for emergency communications on the home page. She also highlighted the microsite for Early Childhood, which will allow for better response in search engines. The reskin included a

facelift and background changes to the content manager. The new website will be entered in a competition at IAPD/IPRA Conference.

Executive Director Report: Every commissioner received our new winter shirt, which also doubled has a costume for Boo Bash. This shirt was designed in a hockey jersey style, which will also be worn as the Watts staff uniform. The shirt included our new values acronym "SPIRIT", created during the Master Plan process.

Harvest Fest was an immense success with over 2000 attendees during Glencoe Park District's portion of the event lasting two hours in the afternoon. Beckie took the lead on this event with Dave's and the Parks team help. Although the evening portion was run by Glencoe Youth Services and Glencoe Jr High Project, we assisted them plan for necessary logistics required for a beer garden and food booths. There was a real community feeling during the event. All parties involved will be meeting this Tuesday, October 28 at 2:00 p.m. at Village Hall to review the event this year and to plan for next year.

The next event is our Halloween event, Boo Bash, on Thursday, October 30 from 5:30 p.m. - 7:00 p.m.

Commissioner Lerman thought that a year-one event with this much success was organized and creative. This outcome is not normal going above and beyond expectations. President Lee added that it has become normal with Lisa and Beckie's leadership and has set a new, higher standard to a community starved for events.

Commissioner Palatnik received feedback from the community continuously that they are looking for special events to bring families and neighbors together. Executive Director Sheppard replied that special events are important and you will see more money allocated to special events as they grow.

We applied for the IPRA Outstanding Facility and Park Award this year for Friends Park. Manager Maassen completed the application process. We will find out the results in January at the IAPD/IPRA Conference.

Executive Director Sheppard mentioned that a year ago, the Board met for a park tour to begin planning for the Master Plan process and on November 10, we will be meeting to get an update on the process.

Executive Director Sheppard, Director Mensinger, and President Lee attended NRPA Congress last week, including great sessions and an excellent expo. Many great ideas were found both there and in local parks.

In January, IPRA Conference will be held and is a great opportunity for commissioners to learn more about park districts and their duties from speakers and other commissioners during sessions. Let Jenny know if you would like to attend and she will make the necessary arrangements. She also indicated that we would need and a

delegate to attend the IAPD annual meeting. Commissioner Gaines volunteered to attend both Saturday sessions and as a delegate.

Action Items:

Approval of Park District Underwriter Firm for refunding of the District's 2006 Bonds:

In response to a question from Commissioner Gaines, Director Mensinger responded that the reference checks were very favorable. In addition, the response from Arlington Heights Park District was very positive regarding the Capital tool Eric mentioned in his presentation. A motion was made by President Lee to approve BMO Capital as the Park District Underwriter Firm for refunding of the District's 2006 Bonds not to exceed the cost of \$4.80 / \$1000 par value as presented. Commissioner Palatnik seconded the motion. Roll call vote taken:

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

Approval of Recommendation on Employee Health Insurance:

Director Mensinger reviewed the timeline, renewal rates, and coverages including prescription maximum co-insurance. Single coverage is high compared to industry and family/spouse/children coverage is low, so they are looking to smooth out rates. This is why there is a jump in rates for family coverage. Staff recommendation is to maintain the \$500 deductible coverage and increase employee contribution rates based on a typical 10% of premium costs.

Commissioner Gaines asked staff attending the meeting if they were happy with the coverage; the staff responded that they are overall pleased with the current coverage.

Director Mensinger added that she is not convinced that adding an HMO is the best for our staff, although increasing costs may open the door to bringing this option up for review. Commissioner Gaines added that, in his experience, families who do not deal in insurance professionally, struggle with managing HMO benefits and coverage. Unless it is a substantial savings, he does not feel it would benefit those core staff who are so important to the Park District.

A motion was made by President Lee to approve the Recommendation of Employee Health Insurance as presented. Commissioner Gaines seconded the motion. Roll call vote taken:

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

Approval of the Truth in Taxation Resolution Number 821:

Director Mensinger explained that this is the first step related to next year's tax revenue for the FY2015/2016 Budget. By law, we have to pass a levy ordinance based on the percentage increase of 3.35% as discussed at the Finance Committee of the Whole meeting.

A motion was made by President Lee to approve Resolution 821 - Truth in Taxation Resolution as presented. Commissioner Kimble seconded the motion. Roll call vote taken:

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

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

Other Business: There was no other business.

Adjourn to Closed Session: President Lee moved to adjourn to closed session at 8:04 p.m. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Return to Open Session: President Lee moved to return to open session at 8:34 p.m. Commissioner Kimble seconded the motion, which passed by unanimous voice vote.

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

Respectfully submitted,

Lisa M. Sheppard  
Secretary