

**APPROVED**

MINUTES OF APRIL 19, 2016 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:

Seth Palatnik, President  
Dudley Onderdonk, Vice President  
Lisa Brooks, Treasurer  
Steve Gaines, Commissioner  
Andre Lerman, 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: Eleanor Black, Stephani Briskman, Bobby Collins, Dan Dorfman, Dave Mau

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the March 8, 2016 Public Meeting on Shelton Park, Minutes of the March 11, 2016 Special Projects and Facilities Committee Meeting, Minutes of the March 15, 2016 Regular Board Meeting, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

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

Village of Glencoe Request to Grant, Convey, and Dedicate a Portion of and Grant a Utility Easement on Parcel 26s: Executive Director Sheppard introduced Dave Mau from the Village of Glencoe who reviewed the status of the curbs on Washington Avenue, which have been in disrepair since 1995. The Village is in agreement to take over the curbs and road. There are five neighbors involved. The Village needs the Park District to grant dedicate two slivers of land totaling half of a tenth of an acre. Utilities will need to be moved out from the existing pavement consisting of a gas line part of the District's parcel. The property owners have signed that they are all on board. The contract has been awarded and delayed until spring. The new road will be the same width, but slightly straightening the road.

The Board gave unanimous voice vote to move action item A up in the agenda while Dave Mau was in attendance.

Action Item:

Approval of Village of Glencoe Request to Grant, Convey, and Dedicate a Portion of and Grant a Utility Easement on Parcel 26s: A motion was made by Commissioner Gaines to approve the Village of Glencoe Request to Grant, Convey, and Dedicate a Portion of and Grant a Utility Easement on Parcel 26s as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik

NAYS: None

ABSENT: None

Public Hearing on 2016/2017 Budget and Appropriation Ordinance No. 847: The Budget and Appropriation Ordinance (BAO) No. 847 was reviewed by legal counsel and was on display for the required 30-day period. President Palatnik then declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Mensinger stated that the Board passed the budget last month, the BAO is the legal document filed with the county, which allows us to spend that money. The BAO includes a total Park District budget of \$11,359,340 of which operating totals about \$7.5 million, debt service totals \$1.2 million, and capital budget \$2.6 million. We are within the guidelines to file the BAO and staff asked the Board to approve it. President Palatnik invited the public to make comments or ask questions. There was no participation from the audience. President Palatnik then declared the public hearing closed.

Action Item:

Approval of Ordinance No. 847: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2016: A motion was made by Commissioner Gaines to approve Ordinance No. 847: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2016 as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik

NAYS: None

ABSENT: None

Director Lushniak introduced Bobby Collins, our new Beach and Ice Facility Manager and Stephani Briskman, our new Program Manager: Arts, Enrichment, Youth, and Camps.

Financial Report: Director of Finance/Human Resources Mensinger stated we are one month into the fiscal year and it is too early to see trends at this point. Recreation revenues are showing an increase in revenue. We have started selling Beach tokens and should have a comparison to last year in mid-May. Warmer weather, like this past weekend, will spike sales. Manager Maassen stated that the Day Care Comcast ad has definitely improved revenue proven by statistical analysis. Per Director Lushniak, a

camp analysis run last week did show an increase in registration and revenue compared to last year.

Presentation of the Watts Ice Center 2015-2016 Season Annual Report: Director Lushniak presented the Watts season report. The Board shared their input and requested to hear feedback from the Watts Advisory Group once presented.

Staff Reports: Staff shared additional information not included in their Board Reports. Director Leiner stated that this unique spring has been a mix of warm and snow affecting preparation of organized sports fields, Beach, and parks. Beach replacement of equipment, repairs to stairs, building repairs, new railings are all providing the best environment for our Beach users. Water fountains will be turned on, weather dependent, in the next week or so within the parks. A Writers Theatre meeting has been scheduled to identify areas that meet the agreement for landscaping. Director Lushniak shared that Bobby Collins and Stephani Briskman are working on the Beach and Camp in preparation for summer. Special events included a very popular Mother/Son Dance with a Star Wars theme. Adult programs are struggling, however we are working with Women's Library Club and other community groups to cross promote. Director Mensinger stated that the annual audit begins next week. Jane Sublett, our part-time accounting clerk after 14 years is retiring to be replaced by Liz Stowick on June 1, our front office supervisor. Lauren Kinsey will be replacing Liz's role at the front desk. Manager Maassen shared that we are partnering with the Park District of Highland Park to offer resident rates on tennis camps.

Executive Director Report: Executive Director Sheppard stated that our new staff has hit the ground running in preparation for summer programming. With the help of previous staff members, we are hoping the transition will be seamless to the community. All Staff Training for part-time staff will be on Wednesday, June 1 from 6:30-8:30 p.m. The Berlin Park Groundbreaking Ceremony is scheduled for Monday, June 6 at 6:45 p.m. and will include a shovel groundbreaking. The next committee meeting is scheduled for Thursday, May 12 at 7:00 p.m. to discuss the roof. The Tuesday, May 17 Regular Board Meeting is rescheduled to 7:30 p.m.

Action Items:

Approval of Summer Camp Bus Transportation Bid: A motion was made by Commissioner Gaines to approve the lowest responsible 2016 summer camp bus transportation bidder, First Student, at an hourly rate of \$39.50 for year one, \$40.50 for year two, and \$41.50 for year three as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Shelton Park Bid: A motion was made by Commissioner Lerman to approve the lowest responsible Shelton Park bidder, Elanar Construction including alternates 1 and 3 (if Hitchcock determines this is needed), for a total construction

budget of \$287,544.50 as presented. Commissioner Gaines seconded the motion. We currently have a time frame, however no start date due to equipment on hand date so we are not closed for the whole season. No further discussion ensued. Roll call vote taken:

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

Approval of Kalk Park Bid: A motion was made by Commissioner Lerman to approve the lowest responsible Kalk Park bidder, Elanar Construction including alternates 1 and 2 for a total construction budget of \$294,155 as presented. Commissioner Gaines seconded the motion. Kalk Park does have a timeline and start date. No further discussion ensued. Roll call vote taken:

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

Approval of Ordinance No. 848: An Ordinance Authorizing the Park District's Executive Director to Approve Certain Change Orders to Public Works Project Contracts: A motion was made by Commissioner Palatnik to approve Ordinance No. 848: An Ordinance Authorizing the Park District's Executive Director to Approve Certain Change Orders to Public Works Project Contracts as presented. Commissioner Lerman seconded the motion. Executive Director Sheppard clarified that the Board will give approval for changes under \$20,000 and in addition not to go over the budget. This would be valid for this project as well as future projects. The state may make a change to \$25,000, which if approved this would go back to the Board to approve the new amount. No further discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik  
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: There was no reason to go into Executive Session

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:54 p.m. Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary