

APPROVED

MINUTES OF MARCH 15, 2016 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03 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

Commissioner Gaines arrived at 7:08 p.m. and Commissioner Brooks arrived at 7:20 p.m.

Members of the public in attendance who signed in or spoke: Dan Dorfman, Fouad Egbaria, Tom Finke

Executive Director Sheppard introduced Mike Lushniak, our new Director of Recreation and Facilities.

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the February 16, 2016 Regular Board Meeting and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are twelve months into the fiscal year. During this week, final accrued entries into the system will finalize FY2015/16 in preparation for auditor's preliminary work this Friday with final fieldwork scheduled in April. Day Care did rebound gaining revenue in the last two months. Beach/Boating department is having a slow start. Watts held its own despite warm weather. Recreation programs are showing positive signs of revenue improvement.

Discussion on the Fiscal Year 2016/17 Budget - Approval Draft: Director Mensinger gave an overview. The budget was reviewed at the Finance Committee of the Whole meeting in early February. Based on the final budget, the District is looking at an operating budget of \$8.8 million, up 1.6% from last year. Capital funds in the amount of

\$2.5 million, the bulk of capital projects in Fund 69 are going toward Berlin/Central, Kalk, and Shelton Parks. The District also has about \$800,000 in Fund 65. The total budget is a little over \$11.3 million, in comparison to last year a little over \$11.2 million. The Budget and Appropriations Ordinance is on display for the public and will go before the Board for approval at the April Regular Board meeting.

Staff recommended that the Board approve the FY2016/17 Budget – Approval Draft.

Staff Reports: Staff shared additional information not included in their Board Reports. Director Leiner stated that there are seasonal projects in action including beach railings, guardroom construction, and parks throughout the District. Director Mensinger stated that usual end of fiscal year projects are in progress. Director Lushniak stated that we are close to an offer for the Youth Program Manager Position and interviews for the Beach/Watts Facility Manger began this week. Liz Visteen is hosting two events this weekend including the Spring Egg Hunt and the Hound Hunt. Manager Maassen shared two videos, the Comcast ad for our Early Childhood Program and a compilation of children’s reaction to the Shelton Park designs.

Executive Director Report: Executive Director Sheppard stated that staff 2016/17 goals and objectives were shared in the Board Packet and will be updated as the year passes. The Northbrook Park District Agreement was approved, a benefit to all. Manager Maassen and staff did a wonderful job on the spring brochure. Spring registration went well and with additional online improvements by Director Mensinger, we expect the next online registration to be seamless. Performance evaluations have been completed for all staff. Liz Visteen and Executive Director Sheppard attended a Family Services of Glencoe (FSG) meeting on seniors with a focus on fitness including walking clubs, centers, luncheons, and trips. We will continue the synergy with FSG including working on communication and a phone tree to let seniors know what is happening.

Action Items:

Approval of Glencoe Youth Services (GYS) Stipend Request: A motion was made by Commissioner Lerman to accept the GYS Stipend Request for \$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. Commissioner Gaines stated that he abstains from this vote due to his role with GYS. No discussion ensued. Roll call vote taken:

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

Approval of Glencoe Jr High Project (GJHP) Stipend Request: A motion was made by Commissioner Gaines to approve the GJHP Stipend of \$12,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by

PDRMA. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of SNAP Stipend Request: A motion was made by Commissioner Onderdonk 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. Commissioner Gaines abstained due to his role with GYS/SNAP. No discussion ensued. Roll call vote taken:

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

Approval of the Fiscal Year 2016/17 Budget – Approval Draft: A motion was made by Commissioner Gaines to approve the Fiscal Year 2016/17 Budget – Approval Draft as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of the Annual Post-Issuance Tax Compliance Report: A motion was made by Commissioner Onderdonk to approve the Annual Post-Issuance Tax Compliance Report as presented. Commissioner Lerman seconded the motion. Director Mensinger clarified we have to look at prevalent use within the community center each year. We issued 501(c)3 bonds in 2006 and are limited as far as private use. There has been no change since last year with Pride Dojo as the bulk of private use. Glencoe Jr. Kindergarten and Congregation Hakafa fall under 501(c)3 status. This is an annual report we are required to present to the Board. Roll call vote taken:

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

Approval of Bids for Melvin Berlin Park: A motion was made by Commissioner Gaines to approve the Melvin Berlin Park lowest responsible bidder, Clauss Brothers, to include the base bid of \$647,679.94 along with Alternate 1 for \$9,673.70, Alternate 2 for \$34,313.80, Alternate 3 for \$2,020.00, Alternate 4 for \$17,923.16, Alternate 5 for \$5,318.50, and giving the Executive Director the authority to approve Alternate 6 for \$11,097.21 as the project progresses based on MWRD permit comments. Commissioner Lerman seconded the motion. Executive Director Sheppard clarified that all items are within the constraint of the donation. Roll call vote taken:

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

Approval of Shelton Park Design for Bidding Purposes: A motion was made by Commissioner Gaines to approve the Shelton Park Design for Bidding Purposes 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 the Kalk Gazebo Design for Bidding Purposes: A motion was made by Commissioner Gaines to approve the Kalk Gazebo Design for Bidding Purposes as presented. Commissioner Lerman seconded the motion. Executive Director Sheppard clarified that the designs include the additional features on the gazebo. Roll call vote taken:

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

Approval of the Semi-Annual Review of Closed Session : A motion was made by Commissioner Lerman to approve and keep confidential the Closed Session Minutes of June 16, 2015, September 17, 2015, and February 16, 2016 as presented. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

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

Other Business: There was no other business.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:35 p.m. Commissioner Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary