

**APPROVED**

MINUTES OF AUGUST 17, 2017 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:

Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Josh Lutton, Treasurer  
Stefanie Boron, Commissioner  
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Erin Maassen, Manager of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the July 18, 2017 Regular Board Meeting, and Approval of the Bills. Commissioner Brooks seconded the motion. No further discussion ensued Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

Matters from the Public: There was no one wishing to address the Board.

Financial Report: Executive Director Sheppard stated we are doing really well. In response to a commissioner question regarding the repair cost for damage at the beach, Sheppard clarified that we will not see the full impact until all expenses are accounted for. We are spending more on the Boating Beach due to sand deterioration. The expense is for equipment to move current sand and cover the pipes and shoreline. In order to bring in new sand, we have to apply for a sand permit first. The permit may take over a year to get. We are also working with the Sand Management group to get sand barged down from Waukegan Harbor; this process may take two years. It will be less expensive than trucking in the sand. Beach attendance has been low during the week, but strong on weekends. Sheppard applauded the Parks Team for doing a great job repairing the beach after storms. The Lakefront Report will be shared in October.

The first day of registration revenue was up compared to last year, boding well for the new year.

Executive Director Report: Executive Director Sheppard shared that during real time registration on August 2, we collected \$250,000 compared to last year's \$205,000 within the first three hours of registration. We have invested more money in our registration system, finding that in Glencoe people are so excited in that first 15 minutes of registration that they are opening every device they have which is slowing our system. We are going to increase as much as we can, however we are going to get the word out

to only sign in under one device. Multiple devices on one household login slows down their registration. Recreation supervisors are onsite registration morning; moving around registrations and adding classes when possible.

Based upon a commissioner question, Director Mensinger will report next month the methods we use to store information.

Camp ended last week. Beach services and reduced hours this coming week was reviewed. Monday-Thursday we have no services, Friday, Saturday, Sunday will have boat guards and lifeguards on the swimming beach Saturday and Sunday. During that time we leave Safran house bathrooms open.

Environmental safety of the Village water plant pipe cleaning process was reviewed.

Takiff maintenance begins next week. The early childhood entrance will be open for registration, but because of the improvements we are doing to the building will be closed. Next week, we will be working on the registration counter, as well as beginning work in the fitness area. Annual building maintenance, deep cleaning and repairs will be done as well.

West Park construction is going well and will meet deadline to open on August 28, which is the first day of school. Sheppard thanked Director Leiner and Altamanu. The grand opening will be on September 5 at 6:00pm prior the Special Projects Committee meeting. Commissioner Brooks will be speaking as President Onderdonk is out of town.

Some of Astor Park's infrastructure is installed, however due to rain we have pulled off that site and put all the concentration of work at West. Once West is complete, the Astor Park project will resume.

We have power washed Lakefront, Shelton, and West Park tennis courts and a power washing rotation will now be completed annually.

Mike Lushniak's last day was August 11. We have had no shortage of qualified applicants with a final decision next week.

Upcoming events were reviewed. GJHP and GYS are not holding Harvest Fest, however they told us too late to take over the event.

The new extra-large marketing banner of our fall events was reviewed.

We are really proud of West Park. It is innovative, creative, and a fun park. It will be a destination playground and discovery area.

#### Action Items:

Approval of Takiff Center Improvement Project Bid: A motion was made by Commissioner Gaines to approve the lowest responsible bidder, Clauss Brothers Inc. of

Elgin, Illinois including Alternate #1 for a total of \$582,801.02 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:  
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk  
NAYS: None  
ABSENT: None

Approval of Watts Basketball Court Renovation Bid: A motion was made by Commissioner Gaines to approve the lowest responsible bidder, Chicagoland Paving Contractors of Lake Zurich, Illinois for a total of \$62,900 as presented. Commissioner Brooks seconded the motion. In response to a commissioner question, Executive Director Sheppard confirmed that this project was budgeted for in capital projects fund 69. Roll call vote taken:  
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk  
NAYS: None  
ABSENT: None

Approval of Bi-annual Review of Executive Session Minutes: A motion was made by Commissioner Gaines approve and keep confidential executive session minutes including May 16, 2017, and to release from confidentiality minutes to include September 20, 2011, March 20, 2012, March 18, 2014 and to authorize the destruction of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the open meetings act is pending including October 15, 2013; January 21, 2014; February 18, 2014 #1 and #2; March 18, 2014; April 22, 2014; October 21, 2014; November 18, 2014; February 17, 2015; March 17, 2015; June 16, 2015; and September 17, 2015 as mandated by 5ILCS120/2 (c)(21). Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:  
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk  
NAYS: None  
ABSENT: None

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 7:30 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary