

MINUTES OF DECEMBER 13, 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:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, 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: Dan Dorfman, Alexandra Greenwald, Josh Lutton

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the November 15, 2016 Regular Board Meeting and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are 75% through our fiscal year, finalizing budget projections, and the first draft of next year's fiscal budget is looking good. On track overall, although it is too early on Watts numbers are higher going into the season. Bonds payments were made at the end of November; notice a slight decrease in our overall cash position due to the principle due on December 1.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger stated that she is starting to look at next year's budget. Last year's District 35 Full-time Kindergarten impact was lower than expected at approximately \$75,000 due to making up the loss in other Recreation areas. The Budget will be shared with the Board mid to late January with a Finance Committee of the Whole the first week of February. Fund 69 and OSLAD grants were reviewed.

Director Lushniak shared that Watts is doing well. Although it has been touch and go with weather, with support from Parks Team, all rentals and open skates have been offered. Winter registration numbers look good and staff is increasing our program

portfolio. Camp beat numbers from last year and we are hoping that numbers will continue to go up with a camp reunion over winter break. New concessionaires for both Watts and Beach are up for approval in Action Items tonight.

Commissioners have heard positive Watts feedback.

Director Leiner stated that issues with equipment were overcome with a proper staff plan, the Parks team had the opportunity to train on equipment and be more efficient, and the punch list on the Takiff roof should be finished in the coming weeks.

A question of who owns the property at the Glencoe Community Garden location was discussed. Executive Director Sheppard and Director Leiner indicated that the Village of Glencoe owns the property and we provide water and other support.

Manager Maassen worked on upgrading all Watts signage to digital, the Kalk Park Grand Opening had good turnout with publicity at the school district, banks, coffee shops, Chamber, and kiosks. The Ceramics Fair raised \$1,500 for the CARE program with generous donations in addition to the purchase of ceramics.

Executive Director Report: Executive Director Sheppard stated we had an incredibly successful year as shown in the Year in Review document and thanked everyone for ambitious agendas. Registration went off without a hitch thanks to Director Mensinger improving infrastructure. She welcomed our new commissioner candidates. FY2017/18 Goals were reviewed and are an Action Item for approval. Sustainability goals were reviewed. Once the new Board is active, a Strategic Plan has been budgeted to be completed. A hybrid product that replaces Round Up and other options can be researched and discussed in future.

Action Items:

Approval of FY 2017/18 Goals: A motion was made by Commissioner Onderdonk to approve the Glencoe Park District FY2017/18 Goals as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Concession License for Glencoe Beach: A motion was made by Commissioner Lerman to award the 3-year Concession License for Glencoe Beach to North Shore Catering for \$5,001 with the Executive Director to develop the terms of the agreement. Commissioner Onderdonk seconded the motion. No discussion ensued.

Roll call vote taken:

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

Approval of Concession License for Watts Ice Center: A motion was made by Commissioner Palatnik to award the 1-year Concession License with the option of a one-year extension for Watts Ice Center to Curb Your Crapes for \$500 with the Executive Director to develop the terms of the agreement. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of the Proposal from Altamanu, Inc. for Professional Design Services for West Park, Lakefront Park, Takiff Center Parking, and Astor Park: A motion was made by Commissioner Lerman to approve the Proposal with Altamanu, Inc. for architectural design services for West Park, Lakefront Park, Takiff Center Parking, and Astor Park and not to exceed amount for core design services of \$135,000 which excludes additional specified professional services, administrative incidentals, and meetings as outlined in their proposal. The Board further directs and authorizes the Executive Director to fully develop and execute the terms of the proposal. Commissioner Brooks seconded the motion. The scope of services was reviewed in terms of meetings included or at an additional cost under Menu of Services. The Board can have as many meetings as needed. Roll call vote taken:

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

Other Business: Changing the number of commissioners from five to seven was discussed. A January 3, 2017 Policy and Procedure Committee meeting and December 14, 2016 Lakefront Advisory Group meeting are scheduled.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 7:44 p.m. Commissioner Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary