

MINUTES OF MARCH 20, 2018 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Attended Via Phone Conference:

Stefanie Boron, Commissioner

Members of the public in attendance who signed in or spoke: Elizabeth Towle

Approval for Commissioner Boron to attend via Phone Conference: A motion was made by Commissioner Gaines to permit Commissioner Boron to attend the March Regular Board meeting via phone conference. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of February 20, 2018 Regular Board Meeting, Minutes of March 13, 2018 Special Projects and Facilities Committee Meeting, Surplus Property Ordinance No. 878, 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: Director of Finance/Human Resources Mensinger stated we are in the first month of the fiscal year. Included in the Board packet are preliminary fiscal year end financials minus accrued payables to be paid out in the next few weeks. There are no surprises, very consistent throughout the year. Daycare is over and above what was expected in the budget prior final accruals. Recreation was down a little bit due to deferred revenue for programs running January to May that will be added in later. We are still seeing the true impact of the loss of Kindergarten revenue made up for in other areas. Auditors completed preliminary work this month and will be out again later this month. The financials are consistent timing wise from prior years.

In response to a commissioner question regarding the 10% increase in Recreation Department wages in the recreation department versus a 3% increase in program revenue. Staff answered that revenue was up therefore wages went up to cover increased participation, could also be an increase in independent contractors, and some PPT year-round staff hourly rates were increased due minimum wage increases to stay competitive. Staff will look into a detailed analysis.

Discussion on Strategic Plan: Barbara Heller, of Heller and Heller, reviewed the draft of the Strategic Plan attached to these minutes in detail. Commissioners adjusted the draft as follows:

Values were changed to Safety first, Passionate, Integrity focused, Responsive, Innovative, and Team-oriented (SPIRIT).

Under Reduce Barriers, update bullet two to “Create greater community awareness and understanding of the Park District’s value and our role in the community.”

Under Analyze and Adapt to Community Needs, add “Develop external communication guidelines”.

Under Reinvest in the Infrastructure, update bullet one to include “for Board and staff review”.

Under Strengthen Revenue Sustainability, add formalizing Commissioner marketing of donation options (to be word-smithed later).

Under Develop Overall Financial Stability, add data visualization (to be word-smithed later).

Under Team Development, update first header to “Strengthen Learning and Growth Opportunities of Board and Staff”.

Barbara Heller will work on changes this week creating a draft to be reviewed by the Board.

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

Director Mensinger had nothing to add to her Board report.

Director Collins introduced Matt Walker, our new Beach Manager. This past month, 52 attendees enjoyed the Leprechaun Hunt, 160 attendees at the Daddy Daughter Dance, and 350 at Family Fun Fest. Watts Recreation Center closed at the end of February. Current Recreation team activity includes camp preparation and hiring, analysis of programs, trends of fitness center, and getting fired up for summer.

In response to a commissioner question, Collins shared that current participants of ELC have the opportunity to register first, then residents followed by nonresident registration.

Children's Circle current participants receive priority for the next year, then waitlisted participants. Staff are currently investigating how to get the most out of each room to try and accommodate the waitlist. We will not kick out a currently participating non-resident to make room for a resident on the waitlist. A recommendation will come to the Board, hopefully in April. People are looking for full-day daycare. Beach camp enrollment has doubled compared to last year.

Director Leiner shared that the Parks team is working on parks and fields. David Marron, a new full-time parks laborer started this month. Work starts tomorrow on the project with the Friends of the Green Bay Trail and Village.

Manager Maassen informed the Board that we are getting ready for spring and summer marketing, the brochure went out, and many special events scheduled. The spring/summer brochure release date was later this year to increase the sense of urgency to sign up, however our participants prefer the old timeline and next spring will be bumped up to what it was last year. Some programs in the spring summer brochure will be moved to the winter brochure, for example, the spring break camp.

The Safety & Wellness Committee are evaluating lock down procedures with the Village, District 35 and a private company to create a training program.

Executive Director Report: Executive Director Sheppard shared that the NSSRA banquet at the Hilton Chicago-Northbrook is a great way to learn about their services and the impact on families' lives. We are once again partnering with Northbrook Park District for a Northbrook Pool and Glencoe Beach exchange, also an accreditation requirement to provide services the District cannot provide through shared services. We are continuing to work on Master Plan projects and bids are being prepared for Old Elm, Woodlawn, and Jefferson and Vernon Parks, as well as the next phase of Takiff parking. The spring/summer brochure is out. Watts Recreation Center officially closed with a report presented at the April meeting. The Village-wide 150th anniversary committee is asking for ideas to celebrate. For Distinguished Agency, four out six criteria are done with the review coming in October. Executive Director Sheppard's vacation is from March 22-30 and she will be attending the Spring Egg Hunt event on the March 30. The next committee meeting on April 3 at 7:00pm is to brainstorm ideas for the Green Bay Trail.

In response to a commissioner question, Director Collins guessed about 15-20% of Beach passes were Northbrook residents. Collins will get a more accurate number for the Board.

Action Items:

Approval of Fiscal Year 2018/19 Budget – Approval Draft: A motion was made by Commissioner Lutton to approve the Fiscal Year 2018/19 Budget – Approval Draft as presented. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None
ABSENT: None

Approval of the Mowing Bid: A motion was made by Commissioner Gaines to approve a one-year mowing service contract with Milieu Landscaping totaling \$56,507 with the option for a second year based on performance as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Purchase 2018 Kubota M Series Utility Cab Tractor: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Kubota M Series Utility Cab Tractor with the trade-in of the 2004 New Holland Tractor for \$35,320.92 from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Purchase 2018 Kubota V Series UTV: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Kubota V Series UTV for \$25,084.51 from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Brooks seconded the motion. This vehicle clears sidewalk snow and is also used at the beach during the Fourth of July. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Purchase 2018 Toro Dingo and Attachments: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Toro Dingo and attachments from Martin Implement Sales Inc. of Orland Park, Illinois for \$30,812 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval to Change the Name of Park 13s to Vernon Playground: A motion was made by Commissioner Brooks to approve changing the designation of Park 13s to the name Vernon Playground as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Takiff Parking Phase D Design Concepts: A motion was made by Commissioner Brooks to approve Takiff Parking Improvement: Phase D to include bike racks in three locations (walking trail adjacent, entrance adjacent, parking adjacent) and incorporating pavers into the front entrance plaza design as presented. Commissioner Lutton seconded the motion. ADA issues will be corrected in this project. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Bi-Annual Review of Executive Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Gaines to approve and keep confidential executive session minutes including February 20, 2018, and to Release from Confidentiality minutes to include February 16, 2016, October 18, 2016, November 15, 2016, January 17, 2017, February 28, 2017, May 16, 2017 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 February 16, 2016 as mandated by 5ILCS120/2 (c)(21). 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.

Other Business: There was no other business.

Adjourn: Commissioner moved to adjourn the meeting at 8:33pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

Glencoe Park District

Strategic Themes, Objectives and Initiatives

Mission: To enrich lives, build community, and create memorable experiences through exceptional parks, programs, and facilities

Vision: We aspire to be the most innovative, customer-driven, and financially and environmentally sustainable park district for current and future generations

Values (SPIRIT)

- Safety focused
- Passionate
- Integrity
- Responsive
- Innovative
- Team-oriented

The following are the themes, objectives, and initiatives for the next five years, beginning in March 2018 and ending February 2023. Initiatives are aligned with the strategic themes and objectives and provide greater specificity of how they will be implemented.

Before each fiscal year begins, the initiatives for the year will be reviewed and tactics supporting the initiative will be detailed by the staff involved in completing the initiative. The timeframe for completion of the initiatives are categorized according to four categories as follows:

- **Short-Term Initiatives:** Initiated and completed within March 2018- February 2020
- **Mid-Term Initiatives:** Initiated and completed within March 2020- February 2022
- **Long-Term Initiatives:** Initiated and completed within March 2022- February 2023
- **Ongoing Initiatives:** Repeated continuously during the next five years

Customer Connection

- **Reduce Barriers**
 - Evaluate a more efficient and responsive registration process (*short-term*)
 - Create greater community awareness and understanding of the District's organizational mission, structure, and form of governance (*short-term*)
- **Develop Customer Feedback Systems**
 - Research and implement a resident feedback system for parks/maintenance issues (*short-term*)
 - Research the use of a parks report card system (*short-term*)
 - Develop and implement a District-wide customer satisfaction measurement system for programs and services (*mid-term*)
- **Analyze and Adapt to Community Needs**

- Develop a stronger presence in the fitness/wellness/health program and services market (*short-term*)
- Complete a community-wide needs assessment in 2020 (*mid-term*)
- Develop a process to perform a similar provider analysis for key programs and facility operations (*mid and long-term*) (*completed twice*)
- Create customer on-demand programming as it relates to changing needs (*Ongoing*)

Financial Stewardship

- **Reinvest in the Infrastructure**
 - Identify and prioritize new capital projects as a result of availability of new/non-referendum bonding authority (*mid-term*)
- **Strengthen Revenue Sustainability**
 - Analyze deficit operations in special facility operations and develop recommendations for improvement (*mid-term*)
 - Grow alternative revenues (donors, grants, sponsorship, optimized pricing) (*ongoing*)
- **Develop Overall Financial Stability**
 - Create core service priorities in the event of diminishing tax resources (*mid-term*)
 - Develop cost-benefit analysis of time and resources reporting for key program/services, to determine true costs of service, including indirect costs (*mid-term*)
 - Identify ongoing operations and maintenance costs for any new capital project/service/program (*ongoing*)

Operational Effectiveness and Efficiency

- **Leverage Technology to Operate More Effectively**
 - Re-evaluate the strategic IT plan (*mid-term*)
- **Embed Innovation**
 - Complete an assessment of organizational innovation and develop recommendations for improvement (*mid-term*)
- **Develop A Strategic Approach to Environmental Sustainable Practices**
 - Develop and fund an environmental sustainability plan (*short-term*)
 - Develop an education component of sustainable practices to foster interest among community residents (*mid-term*)
 - Work with the Village in expanding connectivity throughout Glencoe and promote biking and walking to facilities and parks (*ongoing*)
- **Evaluate Systems**
 - Develop a strategic approach to marketing (*mid-term*)
 - Evaluate, promote, and strengthen internal processes (*begin mid-term and continue long-term*)

- Manage a comprehensive human resources review including staffing level analysis, office space evaluation, compensation review and analyzing part-time versus full-time positions (*begin mid-term and continue long-term*)
- Create an internal customer service satisfaction measurement system (*long-term*)

Team Development

- **Strengthen Agency Learning and Growth Opportunities**
 - Evaluate and identify methods to strengthen part-time staff recruitment, hiring, and development (*short-term*)
 - Identify organizational/individual skill set gaps and provide training and development opportunities to reduce gaps in needed competencies (*long-term*)
 - Develop succession planning for key leadership positions (*long-term*)
- **Define Agency Culture**
 - Improve the onboarding process for full-time and part-time staff (*mid-term*)
- **Foster an Accountable Work Environment**
 - Strengthen the use of data in measuring organizational performance (*mid-term*)
 - Develop accountability for cost center budget projections and management of budgets (*mid-term*)