

APPROVED

MINUTES OF MAY 15, 2018 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01pm and roll was called.

Commissioners present:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Steve Gaines, Commissioner
Stefanie Boron, 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, Supt. of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman, Emma Palatnik, Bob Sideman

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the April 17, 2018 Regular Board Meeting, Minutes of the May 1, 2018 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Lutton seconded the motion. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None
The motion passed.

Matters from the Public: Bob Sideman of 156 Green Bay Rd shared that the entrance to Everly Wildflower Sanctuary at Jackson and Linden needs attention in the next budget year. Executive Director Sheppard stated that there is money budgeted in this fiscal year. The project will be phased in the next couple of years including a prescribed burn in that area. Staff have noted the condition of that area.

Action Items:

Approval of Commemorative Resolution No. 881 – Bill Eldridge 30 Years of Service: Bill could not attend due to his early morning work schedule. President Onderdonk read the resolution. A motion was made by Commissioner Brooks to approve Resolution No. 881 as presented. Commissioner Lutton seconded the motion which passed by voice vote. Executive Director Sheppard shared that Bill is a key staff member who knows the history of our buildings, is dedicated, and can often be seen working weekdays and weekends, and trains staff with high standards. The District has been blessed to have him the last 30 years. Director Leiner added that his team calls him Mr. Automatic. He is here with the sunrise and is a great asset for the District.

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

The motion passed.

Election of President and Vice-President: Executive Director Sheppard, as Board Secretary, opened nominations for President of the Board. President Onderdonk nominated Commissioner Brooks and Commissioner Boron seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

The motion passed.

Sheppard opened nominations for Vice-President of the Board. President Onderdonk nominated Commissioner Boron and Commissioner Lutton seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Appointment of Officers and Representatives: President Brooks made a motion to appoint Commissioner Onderdonk as Treasurer; Robert Bush of Ancel, Glink, Diamond, Bush, DiCianni, & Krafthefer as General Legal Counsel and Ethics Officer; Lisa M. Sheppard, Executive Director and Secretary to the Board; Commissioner Onderdonk as representative to the Glencoe Plan Commission; and Lisa M. Sheppard and Jennifer L.K. Runkel as Freedom of Information Act Officers. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Board Committee Appointments: President Brooks announced the appointments for Finance Committee of the Whole as Chair Onderdonk and Members Boron, Brooks, Gaines, and Lutton; for Special Projects and Facilities Committee as Chair Onderdonk and Members Boron, Brooks, Gaines, and Lutton; and for Personnel and Policy Committee as Chair Lutton and Members Brooks and Onderdonk.

Board Advisory and Liaison Appointments: President Brooks announced the advisory group appointments including Chair Lutton for Glencoe Beach and Lakefront Advisory Group, Chair Gaines for Watts Advisory Group, Liaison Boron for the Early Childhood Advisory Group, and Lisa Sheppard as the NSSRA Liaison.

Financial Report: Director of Finance/Human Resources Mensinger stated we are two months into the year and nothing is jumping out yet in the early stages. The net surplus of recreation programs is up over last year and the day care expenditure side is up over last year due to increase in insurance for increase in number of staff members.

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

Director Mensinger shared that the Aaa bond rating is the biggest news. We received this rating due to our great fiscal planning, the division between how much we take in for taxes and generating program revenue, our fund balances, oversight and planning, and projects. Executive Director Sheppard added that it was a team effort with Director Mensinger's leadership. Director Mensinger continued that the rating will be reviewed again every three years. This will not impact bonds already issued, but will financially benefit future bonds. Executive Director Sheppard stated that this is another example of financial stability as part of our mission.

Director Collins stated that the boathouse opened over the weekend. The Recreation Team is busy with camp and beach preparations. Camp training was held this afternoon. A busy weekend is coming up with the Train event, working with the school district and public safety on the bike rodeo, lifeguard training at Wilmette's pool, and opening the boathouse. Camp is doing well; seeing usual grade changes in size. Boating revenue is up due to boat and sailing camps and will level off since we are at capacity. We are confident that we will be able to accommodate everyone who has sand spots. We are currently about \$3,000-\$4,000 short of budgeted sand space, which is extremely good. Racks and paddleboards are also good. A big storm could change this as well as higher lake levels that crest in late June or early July. The lockers are about 75% complete; due to a storm relocating one of the footings. There is a wait list growing since June last year for sand spots with a priority to Glencoe residents. The beach camp program was expanded over the last year. There is a big trend for specialty camps.

Superintendent Maassen shared that we welcomed our first graphic designer two weeks ago. The Gold Medal video and script is being fine-tuned with filming this weekend and Monday.

Jumping back to Director Collins who responded to a commissioner question, the Earth Day program had 18 school day off program kids attend the Village Earth Day event. Glencoe Fitness Membership is currently at 180, so we are almost at our goal of 200. A promotion is going on now for seasonal memberships.

Director Leiner shared that the Parks Team has been challenged with the foul weather lately. An emphasis was on the beach opening Memorial Day and spring cleanup in the parks as well as boathouse, lockers, and athletic fields, a very busy time.

Executive Director Sheppard started that we have started the stewardship of Robert Everly Wildflower Sanctuary starting with removal of 30 dead trees and pruning 96 trees. Director Leiner shared that Pizzo is handling the permitting for the prescribed burn in hopes of burning during Thanksgiving break when school is out. Sheppard continued with the newest sustainability efforts, our beehives, with Director Leiner leading this effort that many park districts are taking for their many benefits. Friends of the Green Bay Trail and Glencoe Community Garden are very happy. A small amount of honey was harvested eliciting surprise from our Sweet Comb veteran beekeeper.

Recreation and Parks Teams have been working hard to get Glencoe Baseball Association games in when possible. The wet spring made it hard for the Parks Team to prep fields and for the Recreation Team to communicate with GBA. We were asked today to play even though three inches of rain fell in the last couple of hours. Three inches of rain usually means no play even if there is sun the remainder of the day. The test is if standing on the field causes sinking, then field prep equipment cannot go on the field. Our staff is doing everything possible to get kids out on the field and playing. The GBA board and coaches understand and the District is trying to educate the parents. District programs held outside begin April 15 and we recommend GBA starts then instead of April 1. Field condition discussion ensued.

The Safety Committee reported that continuing to pursue the loss control review.

Executive Director Report: Executive Director Sheppard shared that we are a finalist for the NRPA National Gold Medal award. The winner will be revealed in September at NRPA Conference in Indianapolis. The video will use about half of the footage from last year and then new footage will be added.

The All Staff Training on Thursday, May 31 for part-time and seasonal staff will have a speaker from IPRA Conference.

Put Some Play In Your Day is our summer theme.

Sheppard represented the Park District at the Village's 150th Anniversary Planning Committee. Ideas submitted are 150 ceramic bowls made by students and adults to be brought to Glencoe businesses to receive a discount and raffled, a beach party, work with the Village to enhance the Fourth of July celebration, Rocks of Kindness (painted rocks with our logo hidden in the parks), as a wellness initiative, walk and bike rides with someone from the Historical Society leading them, fitness monitor messages on Glencoe history.

NSSRA's capital facility acquisition plan history to find a permanent location was reviewed. The current facility is in an industrial park with semi-trucks, which is not safe for participants. They have been looking for a location for years. The Northbrook Park District project will include office space, gym, multipurpose room, and other fitness amenities breaking ground next year. They are rolling out their capital campaign and are looking to raise \$5 million through the foundation and the remainder will come from the Park District partners. The District has been donating \$6,000-7,000 per year since 2012-13 to this project, totaling about \$85,000. Discussion ensued. NSSRA will still need to use space at Takiff Center and other partnering districts.

Action Items:

Approval of Annual Post-Issuance Tax Compliance Report: Director Mensinger stated that each year we look at how we utilize space because of the tax advantage of a sold bond and make sure we are complying with IRS tax regulations. A motion was made by Commissioner Gaines to approve the Annual Post-Issuance Tax Compliance Report as

presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
The motion passed.

Approval of Resolution No. 882 Bank Depository Relationship – BMO Harris Bank: A motion was made by Commissioner Gaines to approve Resolution No. 882 as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
The motion passed.

Approval to Direct Staff to Apply for Subdivision with Village of Glencoe for Linden House: A motion was made by Commissioner Boron for staff to apply for subdivision with Village of Glencoe for the 11,700 square feet occupied by the residence at 233 Linden Ave from Park 22s as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
The motion passed.

Approval of Children’s Circle Expansion: A motion was made by Commissioner Lutton to approve the expansion of Children’s Circle beginning September 2018 including the addition of three Grade 1 Full Time Employees and to amend the budget accordingly, via the Supplemental Appropriation Ordinance as presented. Commissioner Gaines seconded the motion. The definition of Grade 1 is full-time. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
The motion passed.

Approval of Ordinance No. 883 Supplemental Appropriation for Fiscal Year March 1, 2018 – February 28, 2019: A motion was made by Commissioner Gaines to approve Ordinance No. 883 Supplemental Appropriation for Fiscal year March 1, 2018 – February 28, 2019 as presented. Commissioner Onderdonk seconded the motion. This amends the budget appropriation ordinance approved at the last meeting and just filed at the Cook County Clerk’s office. Our attorney recommended based on the changes to the budget are supported by revenues that are also going to be part of the expansion of the program. We are anticipating making over \$42,000, so we do not have to go through the official amendment process that is stated in Park District Code; we can do an amended version because the additional revenues will pay for additional expenses. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: None
The motion passed.

Other Business: There was no other business.

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

Respectfully submitted,

Lisa M. Sheppard
Secretary