

**APPROVED**

MINUTES OF JULY 17, 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:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
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: Michael LaPorte, Ben Miller

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of June 19, 2018 Finance Committee of the Whole meeting, June 19, 2018 Regular Board meeting, Cooperative Planning, Use, and Maintenance of Facilities and Parks Policy, Quality and Professionally Trained Staff Policy, Volunteer Policy, and Approval of the Bills. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Matters from the Public: Michael LaPorte of the Village Nominating Committee reviewed the committee purpose and powers. VNC is currently soliciting applications with an extended deadline of September 17, 2018 at midnight. Ben Miller introduced himself as a VNC committee member.

Financial Report: Executive Director Sheppard stated we are four months into the fiscal year. Financials are in line with previous years, although the beach is a little lower due to weather or closures from unsafe surf including rip tides and currents and water/high bacteria days. It was noted that busy days are almost making up for the closures. Tracking shows eight closures so far this year, zero closures at this time last year with a total last year of six closures.

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

Executive Director Sheppard gave the business department report. Registration begins August 1 for residents with nonresidents beginning on August 6. Staff, managers, and department heads come in for registration on August 1 prior to the 7:00am online registration. Ongoing projects include the Three Year Capital Projects Plan to be

presented at a committee meeting, Distinguished Accreditation, and PDRMA Loss Control Review. We are working with the same consultant, Hay Group to do a salary review. The review will include job descriptions that have changed since the last review and a salary study.

Director Collins noted the Loss Control Review Recreation Audit occurred last week and went very well with no major concerns from PDRMA. The score is not released yet. The beach PDRMA audit went well with a 9.5 score which will go up once they include the independent audit that had not happened as of the PDRMA audit. Camp is going well and staff are already planning for next year, receiving feedback, and making changes to better the program experience. The team is also gearing up for fall programs. The Men's Journal rated Glencoe Beach the third best urban beach in the United States based on cleanliness, rentals, and beauty. Amanda and Karen were welcomed as new ELC staff members as well as new ELC front desk members Sylwia and Ann. ELC job responsibilities were reviewed.

Director Leiner shared that the parks team is out in full force weeding, mowing, and watering. The team is also planning and prepping for the shutdown in August along with Takiff parking phase 2. The facility is being painted. Little rain in the last two weeks has helped the department catch up. The teams are hitting each park as a large group to make an immediate impact. The backboard at Shelton Park is being manufactured and will be installed early August after the resurfacing, both per community feedback request. Playground equipment was installed at both Old Elm and Vernon. Vernon is a little delayed due to rain, sidewalks should be done this week, drainage finished next week, then moving onto site restorations at the end of the week.

Superintendent Maassen described the Fourth of July custom snap chat filter downtown to the lakefront and Hazel to Park Avenue from morning through evening. 127 people used it, which got us 4600 views that also saw our logo. We are also using Instagram Stories and Facebook Live to engage the younger crowd.

The Safety and Wellness Committee is working on the loss control review. Staff and customer appreciation day is scheduled on Thursday including a light breakfast.

Executive Director Report: Executive Director Sheppard shared that even though the state has not made an announcement, IAPD communicated that OSLAD grants will be due August 1 – October 1. We researched and have secured a grant writer and the Green Bay linear park and trail system will be appealing to OSLAD. It has trail connectivity serving more than just Glencoe, environmental, plantings, possible fitness, sports, playground, gathering, and more. Possibly Lakefront Park although they prefer to do something new. We will be working with Altamanu on this project. It is a matching grant.

Fourth of July staff worked hard all day from 6:00am-11:00pm setting up, running each program, and cleanup. The only snafu was the food trucks. Food trucks are becoming so popular they now want guarantees of \$300 up front and another \$1200 in guaranteed sales. This is too big of an investment for us to commit too. We will change the

language going forward. It has never been a problem until this year. We did have two vendors back out a couple weeks prior the event because of an all-day event with more attendance elsewhere. A majority of our participants come just prior the fireworks. The few food vendors we had ran out of food early and the ice cream truck did very well.

The construction barge and golf course history was reviewed in regards to fireworks. If the Board wants to entertain changes, they would need to happen very soon. We send beachgoers to nearby Winnetka beaches. Turnbull Woods as the old fireworks location was discussed. No Commissioners vocalized a need to change the event. The Village wishes to expand the show for the 150<sup>th</sup> Anniversary at the Village's expense.

Takiff Parking phase 1 bioswales are almost finished; grass is filling in although we are not thrilled with the quality. Takiff Parking phase 2 is scheduled for this summer.

The parks team finished emergency sewer repairs at the beach.

Takiff will be closed August 20-25 except the Glencoe Fitness, which will be open the 22-25 for annual maintenance.

Staff is working heavily on Distinguished Accreditation for the final review in October.

A Lakefront Advisory Group meeting is on August 24 at 7:00p.

Sheppard is on vacation starting tomorrow to return on Tuesday for the Board meeting, connectivity will be limited. Lisa Brooks noted she will be off the grid as well.

The Sesquicentennial event was reviewed.

#### Action Items:

Approval of Commissioner Service Resolution No. 885 – Steven H. Gaines: A motion was made by Commissioner Lutton to approve Commissioner Service Resolution No. 885 - Steven H. Gaines as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of Resolution No. 886: A Resolution for the Commitment of \$300,000 of the Corporate Fund Balance and \$700,000 of the Recreation Fund Balance for Future Capital Projects of the Glencoe Park District: A motion was made by Commissioner Boron to approve Resolution No. 886: A Resolution for the Commitment of \$300,000 of the Corporate Fund Balance and \$700,000 of the Recreation Fund Balance for Future Capital Projects of the Glencoe Park District as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Lutton, Onderdonk

NAYS: None  
ABSENT: None  
The motion passed.

Approval of the Annual Treasurer's Report: A motion was made by Commissioner Onderdonk to approve the Annual Treasurer's Report as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval to Cancel the August Regular Board Meeting: A motion was made by Commissioner Boron to approve cancellation of the August Regular Board Meeting as presented. Commissioner Lutton seconded the motion, which passed by unanimous voice vote. A tour of parks will happen at a committee meeting in October or September.

The motion passed.

Approval of Energy Contract: A motion was made by Commissioner Lutton to approve and authorize the executive director to sign an agreement for a 36-month contract with IGS Inc. at a fixed rate of .599 cents per kilowatt hour as presented. Commissioner Boron seconded the motion. Per Executive Director Sheppard, the District will save money if we use the same amount of energy as in the past. Roll call vote taken:

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

Approval of Updated Safety Manual: A motion was made by Commissioner Lutton to approve the updated Safety Manual as presented. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote. No further discussion ensued.

The motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 7:45pm, Commissioner Boron moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (a)(3) Commissioner Lutton seconded the motion, which passed by unanimous voice vote. Those present in closed session include commissioners and the executive director.

Return to Open Session: Commissioner Boron moved to return to open session at 8:01pm, Commissioner Onderdonk seconded the motion. Roll call vote taken:

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

Action Item:

Approval of Appointment to fill Glencoe Park District Board Commissioner Vacancy: A motion was made by Commissioner Boron to appoint Bob Kimble to fill the Glencoe Park District Board Commissioner Vacancy. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Lutton, Onderdonk

NAYS: None

ABSENT: None

The motion passed.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:02pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary