

**APPROVED**

MINUTES OF NOVEMBER 13, 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  
Bob Kimble, 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 Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Michael Covey

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of October 16, 2018 Regular Board Meeting and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2018: President Brooks opened the hearing. Director Mensinger stated the Ordinance allows us to collect taxes and must be filed with the County Clerk's office by the end of December. We will not know the final extension until July when we will find out what the tax increase will be. The Budget and Appropriations Ordinance in March is the next step allowing us to spend the money. No members of the public asked questions or offered comments. President Brooks closed the hearing.

Approval of Ordinance No. 889: Levying the Taxes for the 2018 Tax Year: A motion was made by Commissioner Lutton to approve Ordinance No. 889 – Levying the Taxes for the 2018 Tax Year as presented. Commissioner Kimble seconded the motion. No discussion ensued. Roll call vote taken:

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

Financial Report: Director Mensinger stated we are eight months into the fiscal year. Consistent with previous fiscal years, recreation programs are holding and winter registration is November 28 with some revenues deferred to the next fiscal year. Watts Ice passes for sale, outlook dependent upon weather.

Commissioner Boron arrived at 7:03pm.

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

Director Mensinger communicated that the first budget draft is being finalized and looks positive. End of year tasks including filing the tax levy and preparing for evaluations are following the legal calendar.

Director Collins shared that a new camp information night will be held on November 19 to educate residents on offerings. The winter brochure went out today. Watts is scheduled to open the day after Thanksgiving, weather dependent. Staff recruited 30 people at the New Trier job fair to apply for jobs this summer. The fitness center survey is out with 24 responses received so far. Watts will be free all day on Friday with a mix of skating, hockey, and broomball.

Superintendent Classen revealed that the winter brochure went to the post office today. A Watts mailer went out a couple weeks ago and numbers are looking good compared to last year. The art opening was fabulous. Marketing for the event included a postcard, flyers and a direct mail piece to drive interest provided positive results. The next art show will be in January. The art on display will be changed out four times per year.

Director Leiner's team is working on getting the rink open. Weather dependent, the ice will be painted tomorrow as well as training on Zamboni. Also weather dependent, a controlled burn is scheduled at Everly Wildflower Sanctuary on a weekend or during Thanksgiving break when schools are closed. Tasks are wrapping up at Woodlawn including chips, safety surface, and deck. Everly neighbors have been notified and signage will be posted. Pizzo, who has a long-term relationship with the District, is the contractor for the burn. The burn process and what to expect was reviewed.

We will replace to slides at Milton Park at a cost of \$7,000. They are being shipped from China and it will take about 30 days to receive. The slide surface, not the structure, was rotting.

Safety & Wellness Committee is finalizing the loss control review with a final score coming next week.

Executive Director Report: Executive Director Sheppard shared that Adam and Erin are working on fitness promotions for the new year. The staff holiday party is on December 7 at Pinstripes invite via evite. Commissioners are invited to attend Conference, please communicate preferred attendance dates. We should receive the Distinguished Accreditation plaque at the luncheon on Thursday. Based on last month's meeting, Erin put links on our website for transportation, walking, and biking in Glencoe, Cook County Forest Preserve, and Chicago. The Village's 150<sup>th</sup> celebration kicks off next Friday with several events including all day free at Watts, Erin is working to cross promote. The District is helping by making ceramic bowls including a restaurant certificate; proceeds

will be donated to the food pantry. A bigger and better Fourth of July event was reviewed. A community calendar will be created for all events throughout the year.

South Bend Cubs staff worked with the Parks Team to prep a field for winter sharing trade secrets.

Sheppard participated in Readers are Leaders at South School.

Action Items:

Acceptance of the Glencoe Active Transportation Plan: A motion was made by Commissioner Kimble to accept the Glencoe Active Transportation Plan as presented. Commissioner Onderdonk seconded the motion. Commissioner Onderdonk commented on the cooperative plan with the Village, implementation challenge, Maple Hill intersection and cycling on Dundee from Botanic Garden is daunting and need another look, and overall impressed. Commissioner Lutton commented on the opportunity to improve the east side of Takiff for child drop off and transition to cross Green Bay Rd. The bioswales at Takiff was reviewed. Roll call vote taken:

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

Approval of the Land Acquisition Policy: A motion was made by Commissioner Lutton to approve the Land Acquisition Policy as presented. Commissioner Boron seconded the motion. Commissioner Onderdonk commented that it reduces our liability and supports our District. Sheppard added that PDRMA highly recommends the policy. Roll call vote taken:

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

Other Business: There was no other business.

Adjourn to Closed Session: At 8:35pm, Commissioner Onderdonk moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Lutton moved to return to open session at 8:36pm, Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:37pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary