

**APPROVED**

MINUTES OF DECEMBER 16, 2014 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:07 p.m. and roll was called. Commissioners present: President Hilary Lee, Vice President Seth Palatnik, Treasurer Steve Gaines, Commissioner Andre Lerman; Staff present: Executive Director/Board Secretary Lisa Sheppard, Director of Finance/Human Resources Carol Mensinger, Director of Parks and Maintenance Rick Bold, Director of Recreation and Facilities Dave Figgins, Manager of Marketing and Communications Erin Maassen, and Administrative Assistant Jenny Runkel; Absent: Commissioner Bob Kimble

Members of the public in attendance included Dudley Onderdonk, Lisa Brooks, Barb Heller of Heller and Heller, Tom LaLonde of Williams Architects, Hitchcock Design Group's Bill Inman, Bob Ijams, and Cassandra Rice, Glencoe News Reporter Dan Dorfman, and Glencoe Anchor Editor Fouad Egbaria.

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the November 18, 2014 Regular Board Meeting and Approval of the Bills. Commissioner Palatnik seconded the motion. Roll call vote taken:

AYES: Lerman, Palatnik, Lee  
NAYS: None  
ABSENT: Gaines, Kimble

Commissioner Gaines arrived to the meeting.

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

Master Plan Discussion: Executive Director Sheppard introduced our Master Plan Design Team including Barb Heller, Tom LaLonde, Bill Inman, Bob Ijams, and Cassandra Rice.

Bob Ijams gave an overview of the Master Plan timeline including completed steps of assess, connect, envision / alternative strategies, and prioritize. We are currently in the planning stage, which is nearing an end, to be followed by the final stage of implementation.

Mr. Ijams continued with a review of the first draft of the action plan from 2015-2024 attached to these minutes. The action plan outlines higher priority initiatives policy, planning projects, design, construction, funding/grant strategies, and acquisition. The action plan has been adjusted based on input from the community, Board, and staff.

Commissioner Lerman asked about sequencing on Kalk and Veterans Park being included in the 2015-2017 improvements, when the Takiff Center, fitness center, Takiff parking, dog park, and trails were prioritized higher. Executive Director Sheppard responded that every year a park or its amenities would be included for upgrades as discussed at the November Board Meeting. Commissioner Gaines added an example that the Kalk Park Liza's Gazebo and other amenities are in need of repair or replacement.

Commissioner Lerman clarified that the Kalk and Veterans Parks are both located along the Green Bay Trail which was rated as a high priority, but is placed as one of the last improvements. It would make sense to create a plan including those parks with trail improvements and move them up higher in priority. He continued that he would like to see a park vision and then implementation, not piecemeal, so the enhancement will not need to be worked around once the entire park is up for an upgrade.

Executive Director Sheppard agreed and added that Kalk Park's Gazebo and splash pad should be implemented at the same time. Additionally, the Historical Society is planning Frank Lloyd Wright improvements near Kalk Park which may move this project up in the timeline. There is also the possibility for improvements to move up in the timeline due to private donations.

Commissioner Gaines would like to see Watts upgrades move up by six months in order to meet the 2020 refrigerant upgrade deadline. Barb Heller clarified that there needs to be flexibility within the action plan to allow for changes for unforeseen forces.

Commissioner Lerman brought light to including the Village in planning for areas along the Green Bay Trail such as adding bike lanes and uses of parcels as a holistic integration of green space as part of the vision.

Barb Heller will contact Executive Director Sheppard regarding setting a meeting in early January before finalizing the action plan to meet with the community for feedback.

Financial Report: Director of Finance/Human Resources Mensinger stated we are nine months into the fiscal year. There are no changes from the report included in the Board Packet. Watts Ice Center revenue is dependent upon weather.

In response to a question from Treasurer Gaines, Director Mensinger explained that Resolution 825 is not a common resolution for the Park District. In the old financial software IMRF and Social Security were lumped together. In the new software, they are separate based on advice from our auditors, so that it would be easier to track. In looking at the reasoning behind breaking up the fund reserves, there was less of a reserve for IMRF, so one of the options is to make a transfer. This is a one-time transfer that will establish our baseline. Going forward, less has been levied for the Social Security Fund for next year. In future, it will be more efficient and streamlined.

Staff Reports: In addition to staff reports in the Board Packet, Director Figgins added that registration has been successful for our new winter break School Days Off programs and we have also added a winter break basketball clinic for school-age children. Manager Maassen shared that our winter brochure is in circulation.

Executive Director Report: Executive Director Sheppard shared excitement in being nominated for the IPRA Outstanding Facility and Park Award for Friends Park. Director Mensinger and her Finance Coordinator, Jane Sublett, have worked extremely hard on training and setup for the Incode financial software conversion going live on January 1, 2015. The second round of AEK to Incode parallel testing was successful. Director Mensinger added that for audit purposes all information will be duplicated on both the new and old systems thru the fiscal year of February 28, 2015. The goal is to be more efficient and have programming and supervisory staff have the ability to access financial information and budgets making it easier to be fiscally responsible in tracking accounts. We have been using AEK since 2001 and, ironically, we chose a good time to make the switch to Incode. Harris, who owns AEK, is phasing out the program and AEK clients are all switching to other programs.

Park District Risk Management Agency (PDRMA) Loss Control Review came back as 97.45%, an intensive safety review with all staff and on all procedures. Glencoe Park District was one of the original agencies to start PDRMA back in 1985. This is our the tenth consecutive time to receive the award.

Our new bus has arrived, for which, we are working on policy and procedures. The bus will be used for new active adult trips, after school programs, etc. The bus is wrapped with the Park District logo, designed by Manager Maassen. She and Director Figgins worked hard on obtaining and designing the bus. The bus does not require a CDL, so all full-time and certain part-time staff will be trained to drive the bus.

Our fourth real-time registration will occur tomorrow on Wednesday, December 17 at 7:00am. We had issues with our second registration, although our first and third were fine. Director Mensinger, Executive Director Sheppard, and staff worked diligently with RecTrac and Excalibur to make sure that we have a smooth registration. Staff will arrive at 6:30am to make sure our customers have the support they need at 7:00am. We also have a process in place to take care of issues as they arise.

We are watching closely the minimum wage increase proposed in Springfield. It would affect us greatly. That increase is not included in our budget at this time. We are, with the help of IAPD, lobbying in Springfield because the increase will affect our seasonal facilities and programs like the Beach and summer camp. We believe that the minimum wage is very important for someone supporting a family, but not for high school and college kids who are working in their first job. We are looking for relief for our programs for if the wage goes up, so will our program prices. Current, minimum wage is \$8.25/hour for those over 18 and they are proposing \$10/hour. We are, with IAPD's help, explaining to the legislators the impact this will have on park districts.

An item not included in the Executive Director Report is Resolution 826 which is in direct correlation to the County Line lawsuit. The matter has been resolved by filing a Fee Petition on behalf of the Park District, which was granted because County Line kept going back to court and we were incurring a lot of legal costs to deal with this matter. The final amount of the lawsuit was cut in half and we have paid that out in full. Resolution 826 is moving money set aside in a liability account to the Corporate Fund. We received the Resolution from legal counsel to be able to transfer that back to the Corporate Fund with the intent that all monies paid for legal fees to date came from the Corporate Fund and this will pay those monies back to that account.

An extensive list of 2014 accomplishments was included in the Board Packet. Commissioner Gaines praised staff for the amazing list of accomplishments within this year. Staff, along with their budgets, will be turning in goals and objectives to guide them in accomplishments the next year.

Action Items:

Approval of Resolution 825: A Resolution for the Transfer of \$40,000 from the Current Corporate Fund Balance to the Illinois Municipal Retirement Fund (IMRF) of the Glencoe Park District

No discussion ensued.

A motion was made by President Lee to approve Resolution 825: A Resolution for the Transfer of \$40,000 from the Current Corporate Fund Balance to the Illinois Municipal Retirement Fund (IMRF) of the Glencoe Park District as presented. Commissioner Lerman seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee  
NAYS: None  
ABSENT: Kimble

Approval of Resolution 826: A Resolution for the Transfer of \$28,026.75 from the Current Community Center Improvement Capital Fund to the General Corporate Fund of the Glencoe Park District

No discussion ensued.

A motion was made by President Lee to approve Resolution 826: A Resolution for the Transfer of \$28,026.75 from the Current Community Center Improvement Capital Fund to the General Corporate Fund of the Glencoe Park District as presented. Commissioner Lerman seconded the motion. Roll call vote taken:

AYES: Gaines, Lerman, Palatnik, Lee  
NAYS: None  
ABSENT: Kimble

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

Other Business: Executive Director Sheppard will be on vacation as of 12/18 at noon thru 12/23, working a half day the morning of 12/24, off -12/26, and then back to business as usual. She will be available via cell phone calls and texts, however she will not be checking emails.

Commissioner Gaines was going to be the representative at IPRA, however has a networking opportunity out of state. President Lee will check her schedule, if not, Executive Director Sheppard will represent us.

President Lee complimented staff on the amazing Holiday Party held at Takiff Center. She thanked the staff for putting together a wonderful party.

Adjourn: President Lee moved to adjourn the meeting at 7:54 p.m. Commissioner Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard  
Secretary