

APPROVED

MINUTES OF DECEMBER 17, 2019 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
Josh Lutton, Commissioner
Dudley Onderdonk, 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

Commissioners absent:

Michael Covey, Treasurer

Members of the public in attendance who signed in or spoke: Sam Rakestraw

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of November 19, 2019 Regular Board meeting, Minutes of December 3, 2019 Committee of the Whole meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are nine months into the fiscal year. The Pooled Cash Report reflects a significant decrease for November due to bond and interest payments made late November. Overall, we will see if daycare recouped at the end of year, fitness is maintaining, and recreation programs look ok. Winter registration was strong, so staff is hopeful for all departments.

Commissioner Lutton arrived at 7:03pm.

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

Business Report: The IT expansion project finished this weekend, upgraded phone system installed, laptops and workstations replaced with Windows 7 (actually Windows 10), and staff is working on end of year tasks including 1099's, W2's, the next draft of the budget, and insurance open enrollment. In response to a commissioner question, staff confirmed that Excalibur constantly reviews our system security.

Recreation and Facilities Report: Executive Director Sheppard highlighted the adult improv show, art show, new professional pictures of Glencoe in the hallway, Watts Teen Night with GJHP, and Winter Express. Registration and waitlists were reviewed; increasing participation while being nimble is vital without ruining quality.

Parks and Maintenance Report: Staff have been installing safety mulch, new kiosks, the Takiff play space is complete, the ice rinks are up and running, and staff is developing a plan for damaged pier decking at Glencoe Beach. The railing was not removed due to early winter and high-water levels. Staff are watching lake levels closely and may take proactive measures if we can. The halfway house's roof replacement will be done before the beach opens.

Marketing and Communications Report: Staff are getting ready for year-end and Inside Glencoe is coming out at the end of the year. In response to Commissioner Boron's question, Supt. Classen confirmed that marketing is targeted by age.

Executive Director Report: Executive Director Sheppard highlighted the year in review; coming soon in our social media platforms. Takiff play space is phenomenal; kids loved the mounds and many other play experiences. The fence around it was rejected, but will remain in place until the new fence arrives. Playground hours were reviewed. Sheppard also shared that real-time registration did well, staff are in the middle of the budget process, Watts is going well with good weather during opening weekend, and she will be out of the office from this Friday thru December 30.

Staff and commissioners then reviewed bond option time tables a & b included in the packet. Director Mensinger recommended February to prepare in time to communicate it properly to the community. Commissioners agreed to wait until February. In response to a question from Commissioner Lutton, Mensinger explained we want it to impact 2020, not 2019. Watts and Takiff debts were clarified.

Going back to the Takiff fence, a portion of the new fence was damaged and we will need to wait two to three months for the manufacturer. The play space will have to be shut down during replacement. A keypad on the Takiff play space fence was reviewed.

Action Items:

Approval of No Smoking/Vaping Policy: A motion was made by Commissioner Boron to approve the no smoking/vaping policy as presented. Commissioner Lutton seconded the motion. The ordinance states that smoking is not allowed in buildings, playgrounds, beach, or as noted for a special event at a park also including e-cigarettes, marijuana, and vaping. Patrons may have it on them, but not use it. The law states that marijuana cannot be used in parks per state law. Discussion ensued on specific locations.

Sheppard will look into enforcement of the overlook. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Approval of the PARC Grant Resolution of Authorization: A motion was made by Commissioner Boron to adopt the Resolution of Authorization for the State of Illinois Department of Natural Resources Park and Recreational Facility Construction (PARC) Grant Application for the Watts Recreational Center renovation project with the scope as presented in the December 3, 2019 Committee of the Whole meeting, and authorize Executive Director Sheppard to sign the grant application as presented. Commissioner Lutton seconded the motion. Wight and Company and staff write the grant. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

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

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 7:46pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary