

MINUTES OF FEBRUARY 16, 2016 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03 p.m. and roll was called.

Commissioners present:

Seth Palatnik, President  
Dudley Onderdonk, Vice President  
(Arrived at 7:09 p.m.)  
Lisa Brooks, Treasurer  
Steve Gaines, Commissioner  
Andre Lerman, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks & Maintenance  
Erin Maassen, Manager of Marketing & Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Grace Borgstrom, Audra Donnelly, Dan Dorfman, Danielle Gensburg, Eddie Simon

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the January 9, 2016 Regular Board Meeting, February 2, 2016 Special Projects and Facilities Committee Meeting, February 9, 2016 Finance Committee of the Whole Meeting, Approval of the Bills, and Ordinance 846 Surplus Property Disposal.

Commissioner Lerman made a motion to table the Minutes of the February 2, 2016 Special Projects and Facilities Committee Meeting in order to amend the minutes. Commissioner Brooks seconded the motion.

A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the January 9, 2016 Regular Board Meeting, February 9, 2016 Finance Committee of the Whole Meeting, Approval of the Bills, and Ordinance 846 Surplus Property Disposal. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Palatnik  
NAYS: None  
ABSENT: Onderdonk

Commissioner Onderdonk arrived at 7:09 p.m.

Discussion ensued to amend the Minutes of the February 2, 2016 Special Projects and Facilities Committee Meeting. A motion was made by Commissioner Lerman to amend the February 2, 2016 Special Projects and Facilities Committee Meeting to include:

*Takiff Roof, Fascia, Clock Tower: Director Leiner introduced Tom Zordan of ACG Architectural Consulting Group who led the presentation attached to the end of these minutes. A proposal will be presented at the February Board meeting.*

*Chairman Gaines asked staff to move forward with a proposal to include slate and Eco Slate.*

*Kalk Park: A proposed design for the Kalk Park Gazebo was viewed and discussed.*

*Shelton Park Playground: Two proposed designs for the playground were viewed and discussed. Staff will gather input from youth program participants, post designs on web and social media, and send letters inviting neighbors to a community input meeting at the next Special Projects and Facilities Committee meeting. Chairman Gaines asked staff to advance the treehouse playground design.*

Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik  
NAYS: None  
ABSENT: None

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

Glencoe Youth Services (GYS) Annual Report and Stipend Request: Eddie Simon, Executive Director, presented their annual report to the Board.

Glencoe Junior High Project (GJHP) Annual Report and Stipend Request: Grace Borgstrom, Executive Director, and Audra Donnelly, Program Director, presented their annual report to the Board.

Action will be taken on GYS and GJHP stipend requests at the March Regular Board meeting.

Financial Report: Director of Finance/Human Resources Mensinger stated we are eleven months into the fiscal year. Our fiscal outlook looks healthy, but we will get a better look once the audit is complete.

Staff Reports: Staff shared additional information not included in their Board Reports. Director Leiner stated that sand blasting of the beach railings is 30% complete. We are saving a significant amount of money and giving Parks staff a new task during the winter months. Director Leiner indicated that we expect the completed facility assessment should arrive in 3-4 weeks. Director Mensinger shared that end of fiscal year tasks are in progress. Manager Maassen described our early childhood program TV commercial broadcasted on channels that will target a specific audience. The commercial will pay for itself if one new child enrolls in Children's Circle. We own the commercial produced by Comcast, so it can be viewed on YouTube, internally on our TVs, etc. Executive Director Sheppard gave additional Recreation and Facilities Team detail which included that Watts Below Zero was successful and well-attended, Watts is in its final two weeks of the season and the Days Off School program continues to be successful.

Executive Director Report: Executive Director Sheppard stated that the next Special Projects and Facilities meeting was changed to Friday, March 11 at 3:00 p.m. The public input meeting on Shelton Park Playground will remain on Tuesday, March 8 at 7:00 p.m. Mike Lushniak, our new Director of Recreation and Facilities, starts on Friday, February 26. The IAPD Legislative Breakfast is coming up and staff is working on affiliate agreements.

Action Item:

Approval of ACG Proposal for Roof and Clock Tower Rehabilitation for a Total of \$30,850: Executive Director Sheppard reviewed the discussions to date that brought us to the action item on the ACG Proposal. The Special Projects and Facilities Committee has spoken about the roof on three occasions: August 4, January 5, and February 2. When Chris Leiner came on board, Executive Director Sheppard tasked him with performing a brief assessment of the District's facilities and parks to determine if there were any imminent needs. In this assessment and by meeting with his staff, he learned that there is leaking occurring on the roofs at Takiff Center. Director Leiner had NIR Roofing come out and look at the Takiff slate roofs. NIR was interested in developing a roofing maintenance contract with the District, so they performed the initial survey at no cost. Staff from NIR indicated that the slate roofs were beyond any meaningful patching or caulking and therefore they would be unable to furnish a quote for light repairs. Based upon their opinion and Director Leiner's own observations, he reached out to Tom Zordan with ACG in early July to get a roof assessment for the entire Takiff Center. We updated the Board in the August 4 meeting as to the fact that there was an issue with the slate roofs and had active leaking issues. At this time, we outlined our plan to contract Mr. Zordan to perform an assessment on the entire facility to determine the scope of the issue. Mr. Zordan's assessment fell in line with Director Leiner's own observations and the discussion he had with NIR roofing. ACG found that roof conditions were as such that any minor repairs would be ineffective. Mr. Zordan reported this at January 5 meeting. Staff presented slides on Mr. Zordan's recommendation, including photos, at that meeting (hand out slides). At the February 2 meeting, Mr. Zordan came out again and presented the alternative materials. After discussion and an examination of the materials, Chairman Gaines asked staff to move forward with a proposal to include slate and Eco Slate for the bid material options. Staff also informed the committee that we intended to bring a contract for bidding support and construction management from ACG for this project to the February Board meeting for Board approval.

Operationally, we would prefer to schedule this 8-12 week project during the period of time in which the Takiff Center is closed in August and before we add infant care in order to minimize disruption. If the proposal is approved today, they can begin developing bid documents and site surveys and keep us on schedule. Staff plan to have the bid discussion and material selection at the May 3 Special Projects and Facilities Committee meeting. At this time, the facility assessment should be complete, so it can assist the Board in making a decision on material selection. At the February 2, Special

Projects and Facilities Committee meeting, the committee came to agreement to bid out a Slate and Eco-Slate roof.

Executive Director Sheppard noted that staff found funding for this project in Fund 65, which is a yearly renewable fund and it does not impact the completion on Shelton, Kalk or Melvin Berlin Park.

Director Mensinger stated that \$500,000 is transferred annually from the Corporate Fund Levy. Additionally, Fund 69 totals \$2.1 million. After Kalk, Shelton, and Berlin Parks (with the \$1 million Berlin Park donation) projects are complete, there will be \$1.3 million to do other projects. At the Finance Committee of the Whole meeting on February 9, our healthy fund reserves were reviewed. After the annual audit is complete this month, the Board will have the opportunity to review committing more money to Fund 69 out of the Corporate and Recreation Fund balances, potentially up to \$1 million dollars within the constraints of the District's fund balance policy.

Director Leiner stated that we have an actively leaking roof. Water is dripping into classrooms, community hall, and hallway. If the roof repair is delayed, we will then possibly need to deal with mold in the building and water damage, which would not be covered by insurance. Waiting could put the Park District at risk for more dollars in the future.

Discussion ensued regarding fiscal responsibility, cost estimates, including two or three roof options in the bid, additional cost if a third option was added and a second bid was needed, replacing a slate roof once versus replacing an asphalt roof three times in the same timeframe, Takiff already has the additional slate roof support system, and the facility assessment coming up will help the Board balance long-term capital needs or infrastructure replacement versus Master Plan wants.

The slate roof under discussion lasted nine years past Takiff renovation, allowing other portions of the Takiff renovation project to be included. Roof replacement history included an asphalt roof replacement in 2011 with all other renovations occurring in the 1920's and 1950's.

Discussion continued including timeline and options to break up the project. Staging repairs on a structure is different than staging court repairs. If the bid was phased, the bid process would repeat in one year for additional costs and at a higher rate.

Based on Board discussion, the bid will include three roof options and the motion adjusted to include an additional \$2,000 for the asphalt roof option. Staff will continue with task one and two and the motion adjusted to make the contract cancellable at any time after this point. Next, the Board will receive the facility assessment, roofing bid, and staff recommendation prior to voting on the bid. On May 3, the bids will be reviewed at a Special Projects and Facilities Committee meeting, followed by the Action Item to approve the bid at the May 17 Regular Board meeting. At that point, staff may or may not continue with task three in the ACG proposal based on Board directives.

A motion was made by President Palatnik to approve the Executive Director to enter into the ACG Proposal for Roof and Clock Tower Rehabilitation for a total of \$30,850 plus \$2,000 for an asphalt option also including an option to make the contract cancellable at the option of the Park District as presented. Commissioner Gaines seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik  
NAYS: None  
ABSENT: None

Other Business: There was no other business.

Adjourn to Closed Session: At 8:36 p.m., Commissioner Onderdonk moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Lerman seconded the motion. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik  
NAYS: None  
ABSENT: None

Return to Open Session: President Palatnik moved to return to open session at 9:22 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 9:23 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary