

**APPROVED**

MINUTES OF MARCH 17, 2020 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

Lisa Brooks, President  
Michael Covey, Treasurer  
Josh Lutton, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary

Attended Via Phone Conference

Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Classen, Supt. of Marketing/Comm.

Attended Via Phone Conference

Stefanie Boron, Vice President  
Dudley Onderdonk, Commissioner

Members of the public in attendance who signed in or spoke: Neil Milbert

Approval to Attend Via Phone Conference: Commissioner Lutton made a motion to approve Commissioner Onderdonk and Stefanie Boron to attend the meeting via phone conference. Commissioner Covey seconded the motion. There was no further discussion. Roll call vote taken:

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

The motion passed.

Consent Agenda: Commissioner Lutton made a motion to approve the consent agenda items as presented including Minutes of February 19, 2020 Regular Board Meeting, Surplus Property Ordinance No.907, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

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

Financial Report: Staff and the Board discussed the Financial Report as presented. Commissioner Lutton asked about the financial implications to our closing. Director Mensinger indicated that we are only three days into the closure, but we are preparing information for the Board should the closure be extended. Executive Director Sheppard indicated that we will need to hold a Special Board meeting to discuss this in more detail to review different scenarios.

Staff Reports: Staff did not make verbal reports and were prepared to answer any questions on their written report. No questions were asked.

Executive Director's Report: Executive Director Sheppard reported that District 35 closed schools and the Park District closed facilities on Friday, March 13 due to COVID-19 in abundance of caution. The Board was notified of this closure via email. The facilities will be closed until March 30, but very likely will be extended. Executive Director Sheppard indicated that we have Parks Team members cleaning facilities and emptying garbage in the parks. Recreation Team members are working from home on their tasks. Children's Circle and ELC teachers are doing the same and are developing curriculum for home learning to keep some structure in their days. In addition, recreation managers are working with Erin to put activities on our website and exploring virtual programming. Executive Director Sheppard is working closely with Village officials and other area park district directors. Discussion on COVID-19 continued.

Executive Director Sheppard reviewed the status of several topics. The NSSRA Shining Stars Award and Recognition Banquet has been cancelled due to COVID-19. We are putting Bond discussion on hold until after this crisis passes. Our first day of registration numbers for camp were above last year. The spring brochure went out to residents. Watts Ice Rinks closed on March 7, one week later than scheduled.

Executive Director also reviewed the District's Pandemic Response Procedures. Discussion ensued.

Action Items:

Approval of the FY2020/21 Budget - Approval Draft: Commissioner Onderdonk made a motion to approve the FY2020/21 Approval Budget as presented. Commissioner Lutton seconded the motion. The Board discussed the current COVID-19 environment. There may be a need to discuss amending the budget. Executive Director Sheppard indicated that we are putting a hold of any non-essential purchases. The Board agreed to pass the Budget with the caveat to discuss the financial implications of COVID-19 within 45 days and complete a budget amendment if warranted. Roll call vote taken:

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

The motion passed.

Approval of IDOT Agreement: Commissioner Lutton made a motion to approve Resolution No. 908 – A resolution to approve a local public agency agreement for federal participation with Illinois Department of Transportation for proposed Old Green Bay Trail as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the RTU Bid: Commissioner Boron made a motion to approve the base bid of the lowest responsible bidder, MG Mechanical Contracting of Woodstock, Illinois, for

a total of \$139,400 as presented. Commissioner Lutton seconded the motion. The Board would like to wait for 45 days to see the effect on COVID-19 on our budget. The Board agreed to approve bid and give the Executive Director the ability to execute the contract after discussion with Board members. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of the Tot Gym Floor Bid: Commissioner Boron made a motion to approve the base bid of the lowest responsible bidder, Safelandings Worldwide of an Antonio, Texas, for a total of \$34,395 to replace the tot gym floor as presented. Commissioner Covey seconded the motion. The Board asked if the floor can wait another year. Staff said yes, if a carpet was put down at the entrance area. Some commissioners felt, based on the current economic situation, that we should wait a year. Roll call vote taken:

AYES: Boron,

NAYS: Covey, Lutton, Onderdonk, Brooks

ABSENT: None

The motion failed.

Approval of the 2020-2021 Apparel Bid: Commissioner Boron made a motion to award the two-year apparel bid for 2020-2021 to American Outfitters for the unit costs listed below, based on their lowest qualified bid, outstanding references, and past work completed for the District as presented. Commissioner Covey seconded the motion. Commissioner Covey asked if we are committed to buy camp shirts. Executive Director Sheppard said no, we can alter the number of shirts we order or order none at all. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval to Purchase 2020 Ford F-250: Executive Director Sheppard tabled the motion to approve the purchase of a 2020 Ford F-250 for \$38,847 from Currie Motors of Frankfort, Illinois as presented.

Approval cancel the August Regular Committee Meeting and change the August Regular Board Meeting to August 4, 2020: Commissioner Covey made a motion to approve cancellation of the August regular Committee meeting and change the date of the August regular Board meeting to August 4, 2020 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of a Special Board Meeting on April 7, 2020: Commissioner Covey made a motion to approve a Special Board meeting on April 7, 2020 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21): Executive Director Sheppard tabled the motion for approval of the bi-annual review of executive session meeting minutes due to the fact that two commissioners were attending via of conference call and would be unable to review the minutes prior to voting.

Other Business: Executive Director Sheppard presented the Board with the escrow that the Glencoe Historical Society will be using to satisfy the requirement in the lease agreement. Discussion ensued about language in the escrow. The commissioners came to a consensus to send it to our attorney and, if he agrees to the language in the escrow, that it will satisfy the lease agreement.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:05pm. Commissioner Covey seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary