

**APPROVED**

MINUTES OF MAY 19, 2020 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
-VIA ZOOM AUDIO/VIDEO CONFERENCE-

The meeting was called to order at 7:00pm and roll was called.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
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  
Adam Wohl, FM: Takiff and Watts  
Liz Visteen, PM: Active Adults/Special Events  
Stephani Briskman, PM: Arts/Enrich/Yth/Camps  
Liz Stowick, Accounting/HR Manager  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: There was one unidentified member of the public in attendance.

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the April 21, 2020 Regular Board Meeting, May 1, 2020 Special Board Meeting, May 5, 2020 Committee of the Whole Meeting, May 12, 2020 Special Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Matters from the Public: Jeffrey Heftman emailed his comments prior to the meeting. He asked the Board what steps the District had taken to reduce expenses or increase revenue. Executive Director Sheppard responded via email that commissioners traditionally do not answer questions during the meeting, however the information sought is included in meeting packets and minutes on our website and to listen in on tonight's meeting. The Board agreed that was sufficient.

No other comments were received at [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com) prior to the meeting.

Election of President and Vice-President: Executive Director Sheppard, as Board Secretary, opened nominations for President of the Board. Commissioner Onderdonk nominated Lisa Brooks and Commissioner Boron seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Sheppard opened nominations for Vice-President of the Board. President Brooks nominated Stefanie Boron and Commissioner Onderdonk seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Appointment of Officers and Representatives: President Brooks made a motion to appoint Michael Covey as Treasurer; Robert Bush of Ancel Glink, as General Legal Counsel and Ethics Officer; Lisa M. Sheppard, Executive Director as Secretary to the Board; Dudley Onderdonk as representative to the Glencoe Plan Commission; Lisa M. Sheppard and Jennifer L. Runkel as Freedom of Information Act Officers; and Dudley Onderdonk as representative to the Glencoe Sustainability Committee. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Board Committee Appointments: President Brooks announced the appointments including Chair Covey and all commissioners as members of the Finance Committee of the Whole, Chair Brooks and all commissioners as members for the Committee of the Whole. For personnel and policy agenda items during Committee of the Whole meetings, Josh Lutton will chair.

Board Advisory Group Chair Appointments: President Brooks announced the advisory group appointments including Chair Lutton for Glencoe Beach and Lakefront Advisory Group, Chair Boron for the Early Childhood Advisory Group, Chair Brooks for Watts Advisory Group, and Lisa Sheppard as the NSSRA Liaison.

Financial Report: Director of Finance/Human Resources Mensinger stated we are two months into the year. A comparison to prior years is difficult at this time due to COVID-19 and to expect the next update at the committee meeting. Included in the report is our total cash position as of April 30 at approximately \$12.9 million, in comparison, we were at \$12.5 million at the end of April 2019. Our cash position reduced by about \$376,000.

In response to a question from Commissioner Boron, the negative \$13,000 in the report is a 10% refund check from PDRMA for our member contributions for 2020. In late March, PDRMA decided to lower the cost of our general liability property insurance, due to reduced use and participation.

## Staff Reports:

### COVID-19 Update:

Executive Director Sheppard and department heads gave the presentation attached to these minutes on the COVID-19 timeline including federal, state, and local laws and guidelines, and the impact to, as well as action taken by the Park District.

It is important to note that if anyone knowingly violates any item specifically called out in the governor's order, insurance companies will void that entities liability insurance. For example, if we were to open playgrounds against the governor's order, our insurance coverage on that playground is now invalid.

### Beach Season Passes:

As of about an hour ago, we sold 1985 passes, 76% of which are residents (last year 71%). Last year, the total pass sales were 1531 including both residents and nonresidents. Staff expect a surge by opening day. Discussion ensued.

Sheppard asked the Board if they are ok with limiting the number of pass sales or if they are ok with industry standard lines on busy days? Discussion ensued on possible total number of pass sales, usable space fluctuating based on types of groups and social distancing space around each group, typical resident and nonresident use, emergency vehicle parking space, last year's 600-800 daily attendance, and weekends and holidays are busier. June 1 is the early bird deadline.

Sheppard read a letter to be emailed to residents with the goal to communicate to residents that season passes are limited. Following discussion, the letter's first paragraph will be removed, add no swimming until the order eases off, and be very clear on the limited number of passes. Discussion ensued on entry lines, number of passes to sell, requirement of the OSLAD grant requiring resident and non-resident equality (not including pass rate of R \$112, NR \$124, max of double the rate for NR), and passes sold online 24 hours in advance only. Beach neighbors are asking to open the parking lots to stop beach-goers from parking in front of their homes.

President Brooks, following Board discussion, directed staff to limit passes to 3,000 and all our messaging needs to include limited pass sales. Sheppard indicated that the message will go out tomorrow and should include buy beach passes now, limited sales, no swimming or splashpad until the order changes, no lifeguards, no refund for beach passes unless the governor closes the facility (although would be prorated for a forced closure). Messaging will be sent to Glencoe data based only, not larger social media platforms. Staff will monitor pass sales and, when action is required, staff will contact the Board.

Sheppard thanked staff and the Board for working so hard, being nimble, and showed appreciation for everyone's patience.

Executive Director Report: Director Leiner reviewed updates on the Connect Glencoe trail project. The trail project bids will be opened on July 12, 2020. We just received the

agreement the Board approved for Executive Director Sheppard to sign confirming the District is responsible for our portion of the cost. Christopher B. Burke Engineering (CBELL) indicated to staff that the trail will come in lower than originally budgeted, estimated between \$900,000 to a little over \$1 million with a 15% contingency, which is lower than the original estimate of \$1.2 million. This is due to a unique bidding climate; we have seen projects are coming back at bottom dollar prices from construction companies looking to keep staff off unemployment. There is no indication of suspension of the grant programs. The total cost to the Park District is \$330,000 after grants are received. The project will not begin until funds are transferred into Fund 69 in July following our annual audit. CBELL has estimated the project at 50 working days. The state shutdowns might experience supply shortages, although the project is still set to begin in fall. Once we have the Local Public Agency (LPA) Agreement signed, it is then considered a legal contract. The last time the state suspended grants the LPA Agreements were not signed.

Director Mensinger confirmed that even if the shutdown continues and we pay staff through September 1, the District would remain over 50% fund balances in our operating funds. The \$1.5 million transfer would still happen. We won't regret spending the extra \$300,000 at the end of the year.

Director Leiner reviewed updates on the Duke Park project. The Duke Park bid was prepared to go out before the Stay in Place Order, but was delayed. The LPA Agreement for the OSLAD grant has now been received. Actual funds expensed to date is \$88,500. The Park District will have to wait until the completion of the project to get the reimbursement from the IDNR on a portion of the \$400,000 OSLAD grant. Upon execution of the LPA grant agreement, the Park District will request \$200,000 up front from IDNR per the agreement. The District received the first installment of the private donation for \$100,000. The estimated total cost to complete the Duke Park project after reimbursements is \$281,700. A pro/con list was reviewed. The Duke Park project would not start until after the July fund balance transfer.

There were no questions or concerns, the grants and donations fund a majority of the projects along with low construction prices. Staff will gather a brief list of talking points for the Board when differing opinions are vocalized. No further discussion ensued.

#### Action Items:

Executive Director Sheppard shared the opportunity to receive project funds from Illinois Fast Track Grants included for approval in action items. These grants are atypical. Staff are looking for authorization to go for these grants if they are a good fit for the District.

Director Leiner explained that Illinois is freeing up \$25 million dollars first-come, first-serve with a \$500,000 grant minimum and no required agency fund match. We have to break ground in 90 days. The goal of the fast track grants is to keep people working and spending, and to assist municipalities who took a hit on the COVID closure. The District's 90-day shovel ready project possibilities were reviewed. It is possible to get a \$750,000 grant for Duke Park. It would preclude the OSLAD grant, but would net the

District \$350,000 more in grant funds. There is no risk to pursue the grant, although staff will investigate the pay program further. The other project is the multiphase HVAC system at Takiff Center. The rooftop equipment over the gym is scheduled to be replaced this year for \$120,000 with an additional \$400-700,000 of HVAC equipment to be replaced in the next three years. The equipment is off-the-shelf, so we put in a request for \$550,000 with the caveat that the supplier can install in the next 90 days of the grant award. Staff is looking for approval from the Board to move forward.

A topic for a future meeting, Sheppard will ask if the Board is willing to move forward on the Watts or maintenance projects to get them shovel ready and go for grants. These would not be ready by the Fast Track Grant deadline of May 31, although the State might come up with new grant packages. These two projects would require bond issues. It takes one year to get a project to shovel-ready for designs, community meetings, authorizations, budgeting, etc.

All commissioners agreed to move forward on the Fast Track Grants for Duke Park and HVAC projects.

Approval of Resolution No. 912 DCEO Fast Tract Grant Resolution of Authorization for Duke Park: A motion was made by Commissioner Onderdonk to approve Resolution No. 912 DCEO Fast Track Grant Resolution of Authorization for Duke Park as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Approval of Resolution No. 913 DCEO Fast Tract Grant Resolution of Authorization for Takiff Mechanicals: A motion was made by Commissioner Lutton to approve Resolution No. 913 DCEO Fast Track Grant Resolution of Authorization for Takiff Mechanicals as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:40pm, Commissioner Onderdonk moved to adjourn into closed session to discuss personnel and real estate as mandated by Section 2.06 5ILCS 120/2(c)(1 & 6). Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Lutton moved to return to open session at 9:21pm, Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Action Items Following Executive Session:

Approval of Staffing Plan starting June 1: A motion was made by Commissioner Lutton to approve the staffing plan starting June 1 as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Approval of Authority for the Executive Director to Sign the Real Estate Transaction Documents for Linden House: A motion was made by Commissioner Boron to approve authority for the Executive Director to sign the real estate transaction documents for Linden House as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
Motion passed.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:00pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary