

MINUTES OF NOVEMBER 21, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Josh Lutton, Treasurer  
Stefanie Boron, Commissioner  
Steve Gaines, 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 Maassen, Manager of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Cameron Avery, Lynn Donaldson, Dan Dorfman, Diane Greening, Betsy Leibson, Todd Marver

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of The October 17, 2017 Regular Board Meeting, November 7, 2017 Committee of the Whole Meeting, Surplus Property Ordinance No. 875, and Approval of the Bills. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2017: President Onderdonk opened the hearing. Director Mensinger stated the Ordinance allows us to collect taxes and must be filed with the County Clerk's office by the end of December. We will not know the final extension until July when we will find out what the tax increase will be. The Budget and Appropriations Ordinance in March is the next step allowing us to spend the money. No members of the public asked questions or offered comments. President Onderdonk closed the hearing.

Approval of Ordinance No. 876: Levying the Taxes for the 2017 Tax Year: A motion was made by Commissioner Gaines to approve Ordinance No. 876 – Levying the Taxes for the 2017 Tax Year as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Financial Report: Director Mensinger stated we are eight months into the fiscal year. No surprises, we are consistent with the last few fiscal years. Recreation department and daycare revenues are up, too early to tell with Watts, and the Beach did not generate as much revenue as last year, although last year had amazing weather.

Partnership with Friends of the Green Bay Trail, Village, and Park District on Green Bay Trail Landscape Restoration: Betsy Leibson, Cameron Avery, and Diane Greening of Friends of the Green Bay Trail reviewed the restoration project that they will be working on with the Park District and Village. The restoration project is the area from the tennis courts at the north end of the Community Garden to South Avenue. They reviewed handouts provided in the packet, which included the history of the project, land ownership, stipulations for project success, project detail, cost, and stewardship.

The Park District will work with FOGBT, Village, and a contractor in evasive removal, replanting, and ongoing stewardship. The Park District and Village agreed to each pay for half of the stewardship for five years, not to exceed \$10,000 a year. The current estimate is less than \$5,000 per entity per year.

Executive Director Sheppard stated this would be included in the Park District budget this year. We will have a community meeting on December 13 to share the presentation with the neighbors.

Discussion on the Breakwater Sculpture: Executive Director Sheppard informed the Board that a news article on the sculpture put us in touch with the original donor. Following discussion with the donor, Sheppard and President Onderdonk acquired an approximate restoration cost from Barry (Barry Tinsley, "Breakwater" artist) for which the donor offered to pay up to \$5,000 for a restoration effort.

Director Leiner reported that Barry recommended welding all joints that are currently bolted, resetting the south end of the structure on the existing footings, and welding rusted out weep holes.

Sheppard stated she spoke to PDRMA about the restoration. As long as the piece is restored back to its original integrity when it was donated, the restoration would meet their requirements. The artist's estimates the fixes will last another 40 years. The sculpture is currently 35 years old. There are no engineering costs in addition to the price quoted. The refurbishment timeframe estimate is a week, but there may be additional work needed if they discover further decay during restoration. The artist will waive his fee if the work takes longer than a week. His price has been negotiated down from the first proposal and we believe it is a reasonable rate. Discussion ensued.

The Board reached consensus for the Executive Director to spend up to \$4,000 on "Breakwater" sculpture repairs.

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

Director Mensinger shared the busy time of year with budget and capital projects in progress. TimeClock Pro is a process to setup, but we have achieved hurdles.

Director Collins informed the Board that Adam Wohl will start next week as our Takiff/Watts Facility Manager. He will concentrate on getting fitness, personal training, etc. ready for Glencoe Fitness to open. Adam stood out in the pool of candidates with a vast facility and recreation background. Watts is ready to open on Friday. The Parks Team did a phenomenal job to make sure the facility was ready for a week of training for new Zamboni drivers. There have been no mechanical issues so far. We are hoping for cold, cloudy weather at about 30-35 degrees. Adam's background does not include ice rink management, but he did run two outdoor pools.

Director Leiner said it is a fun time of year getting the ice rink open for the season and wrapping up at the beach, athletic fields, and parks. The fitness area was carpeted this week, equipment delivery is scheduled for early December, bathrooms are coming together, and the feeling is completely different from a performing arts space. Parking lot projects are preparing to have asphalt installed on the east parking lot next week adding 35 parking spots once complete.

While working on the back lot last week, we discovered an underground storage tank that was previously used to hold either heating oil or gasoline. There are mandatory state reporting expectations to execute prior to removing the tanks and we are working with PDRMA to accomplish this. There is no delay at this point other than weather. Based on discussion with former staff it has been out of service since before 1974. Run of the mill change orders like electric lines relocated, thickened concrete, and tree stumps under the skate park asphalt have been executed.

The Village is wrapping up the beach project in regards to moving the pipe. There will be refurbishing of lockers due to the construction.

Manager Maassen reported that the winter brochure went out today. The Merry and Bright special event is tomorrow from 4:00-6:00pm with live music, pony rides, face painting, hay mazes, etc. New wayfinding signs are displayed both inside and out with more to come.

The Safety and Wellness Committee reported that the committee keeps meeting and holding safety training with staff throughout the course of the year. A name change to Safety and Wellness Committee including wellness for both staff and the community mirrors what the committee already executes. All staff are trained on AED and first aid.

Executive Director Report: Executive Director Sheppard shared that Bobby and Chris's teams are doing a lot of work to get Watts Ice Center up and running despite staffing issues. Late falling leaves followed by rain is proving a challenge in making good ice this year. This Friday is our Black Ice Friday special event at Watts.

Glencoe Fitness will be Adam's biggest focus. Equipment will be delivered December 14, staff will be trained on the equipment on December 15 and preview dates will be on

December 16 from 11:00am-2:00pm, December 18 from 9:00am-7:00pm, and December 27 from 9:00am-7:00pm. Group tours on other dates can be scheduled. The opening celebration is on Saturday, December 30. The first 100 who sign up will get a free T-shirt. Tuesday, January 2 will be open in full operation open Monday-Friday 5:30a-9:00p and Saturday-Sunday 7:00a-5:00p with childcare Monday-Friday from 9:00a-noon. Reserve childcare timeslots online from 9-10:30a and 10:30a-12:00p for \$9 per 1.5 hours or a 10 punch pass for \$60. Parents must remain in the building. Members get a discount on group exercise classes. All age groups have been joining 14 and up. Members will get a free month in January 2018 if they join during December.

Our Staff appreciation party is on December 15 at Deerfield Golf Club.

Conference is January 18-20; the early bird registration deadline is December 4. The expo hall is open Thursday and Friday.

Director Collins reviewed Watts concession operations and found it hard to succeed financially at the location. It is more cost effective to offer a Keurig Machine and sell coffee and hot chocolate pods and have a vending machine for chips and candy.

#### Action Items:

Approval of the Wellness Policy: A motion was made by Commissioner Gaines to approve the Wellness Policy as presented. Commissioner Brooks seconded the motion, which passed by unanimous voice vote. No discussion ensued.

Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan: Executive Director Sheppard stated that in the September 19 Board meeting we approved the Master Plan capital projects including Phase D, discussion ensued at the June 6, July 10, and September 5 meetings, and finally, the parking master plan was presented May 16. Sheppard reviewed the purpose for Phase D parking improvements including site walk-ability, bike parking, and ADA improvements as required in the ADA Transition Plan, drop off flow and congestion relief with a dedicated drop off/pickup lane, and improved wayfinding. A site analysis and existing conditions were reviewed. A milling and overlay of asphalt for the lot will be included in Phase D. Discussion ensued.

Sheppard has also had preliminary discussions with the Village to add a traffic light to help participants safely cross the road to our center. The Village will be reviewing this option for the future. More bike racks will be added up front.

The District is ready to move into the next phase which is to have them develop our design and construction document.

Director Leiner reviewed the timeline. Designs would go to the Board for approval before going out to bid. At that point, there would be concrete cost estimates versus the conceptual estimates.

Bollard options were discussed and Altamanu will bring a couple options. The current bollards can be knocked over easily.

Three to four parking spots will be lost for bike parking and a cue line. There was a study done on bike racks that we will refer to and add a couple spaces for buggies.

Ongoing maintenance sealcoating was discussed.

This project would start the day after 2018 camp ends giving the project the whole month of August with a total of six-nine weeks of work. Contractors are good at working in open lots. Wayfinding signs will help get patrons to the back lots during construction.

A motion was made by Commissioner Gaines to approve the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan for a total of \$48,520 as presented. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

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

Director Leiner entertained the option for solar lights in the back lot along the walkway. The Board stated that it was needed for safety. Solar lights are more economical than electric lights and are more sustainable.

Approval of the Breakwater Sculpture Action Plan: Not needed due to dollar amount.

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

Other Business: A letter was sent to the residents requesting a tennis backboard at the October Board meeting.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:32 p.m. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary