

APPROVED

MINUTES OF MARCH 19, 2013 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:36 p.m. and the roll was called. Present: Commissioners Max Retsky (President), Trent Cornell (Vice President), Bob Kimble (Treasurer), Hilary Lee, and Andre Lerman. Staff present included Executive Director/Secretary Lisa Sheppard, Director of Operations Steve Nagle, Director of Parks Rick Bold, and Director of Recreation Cheryl DeClerck.

Members of the public in attendance included Glencoe residents Steve Gaines, 655 Greenwood; Seth Palatnik, 1191 Fairfield; and Nicole Wineman, 470 Greenwood. Also in attendance was Irv Leavitt, a reporter for the Pioneer Press.

President Retsky welcomed Ms. Sheppard to the District as its new Executive Director.

Consent Agenda Commissioner Cornell moved to approve the consent agenda items with amended meeting minutes. Commissioner Lerman seconded the motion. The result of a roll call vote as follows:

AYES: Lerman, Lee, Kimble, Cornell, Retsky
NAYS: None
ABSENT: None

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

Executive Director Report

A. *Friends Park* Executive Director/Secretary Sheppard stated staff met with representatives of RGC for the Friends Park Redevelopment Project. Director of Operations Nagle stated the bid packet for the project is ready with the bid opening at 2:00 p.m. on April 9, 2013 at the Takiff Center. He stated there would be a pre-bid meeting on April 2, 2013 at 2:00 p.m. at Friends Park. To a question from Vice President Cornell regarding the sewer/water line near the Writers' Theatre building, Ms. Sheppard stated the water/sewer line is deeper than originally thought and staff will be meeting with representatives from the Village of Glencoe and Writers' Theatre to discuss this issue.

In addition to the main playground pieces, Mr. Nagle stated an alternate accessible piece, called "Sway Fun," can be attached to the boat and sways back and forth. The Sway Fun is designed for a child to ride on the play piece in his/her wheelchair. Ms. Sheppard stated children using the Sway Fun would be able to interact/play with their friends on the piece. One price quotation for the Sway Fun was \$13,000, but the price could change during the bid process required for this project.

Discussion ensued. Ms. Sheppard stated, weather permitting, the Parks Department staff would be able to begin removing the remaining play equipment at Friends Park in April. To a question from Commissioner Lerman regarding the completion of the renovated park, staff indicated completion is scheduled for mid-July depending on weather, delivery of play equipment, and construction. Ms. Sheppard stated the District would continue to communicate the progress on the redevelopment of Friends Park to the community. Ms. Sheppard stated once the demolition of the park begins there will be fencing for safety and signage at the site to keep the residents informed of the construction progress.

Ms. Sheppard complimented staff on this project.

B. Shared Services Ms. Sheppard stated staff met with Village of Glencoe representatives regarding a review of the first-year of the Shared Services program. Mr. Bold stated the Village of Glencoe trucks and equipment were able to access frozen parkland to remove dead or diseased trees. Ms. Sheppard stated the District will still need to hire a tree-trimming service to complete trimming in areas the trucks cannot access. Ms. Sheppard stated there are funds in the District's budget for tree removal and trimming.

The *Glencoe Quarterly*, the collaboration of the combined newsletter with the Village, School District, and Park District was successful and a cost savings for the District.

Discussion continued. Mr. Nagle stated there are other areas to expand shared services including vendors for bulk purchase discounts, IT functions and services, and expanding the role of garbage collection by Village staff on District property. Currently, the shared services program is a one-year pilot project and renewal will be forthcoming.

Vice President Cornell commended Commissioner Lee and former Commissioner Brohman for their input when the shared services program was initially proposed and discussed.

Mr. Bold stated the greenhouse would be used for growing plants for the District and other organizations including the golf course, Village of Glencoe, and Glencoe Community Garden.

Ms. Sheppard stated she has had interviews with candidates for the Manager of Marketing and Communications position and hopes to have a candidate selected and in place by mid-April.

Financial Report Ms. Sheppard gave an overview of Park District finances and stated the Recreation Department's financial success has increased compared to this time last year. All financials for the District are aligned with expectations.

Overview of Americans with Disabilities Accessibility Plan: John McGovern Ms. Sheppard was pleased to introduce John McGovern from Recreation Accessibility Consultants, Inc. (RAC). Mr. McGovern stated his firm performed an accessibility audit

for the District in 2012. The Americans with Disabilities Act is a civil rights law and enforced by the Department of Justice and the Department of the Interior from an administrative perspective. The accessibility audit was conducted to evaluate all District sites and to prudently implement the mandated aspects of ADA. Mr. McGovern audited the District for the benefit of its residents and users. He stated the Department of Justice does not give black and white opinions on accessibility requirements. He stated the Illinois Accessibility Code has its own standards. Future modifications will have to include ADA requirements.

Mr. McGovern stated Director of Parks Bold participated in the accessibility review with RAC staff. Six primary sites were reviewed and it was important to address all sites and give recommendations. Some of the changes are subtle, such as the force needed to close a door with a door closure, while others are more obvious such as the slope of a ramp, or the different designations for three handicapped parking stalls at a site.

Mr. McGovern stated if there is a rectangular park used for different sports, such as baseball, soccer, or T-ball, it is important to have one accessible play area. Discussion ensued. Mr. McGovern stated there are items that the District can modify without too much expense and it was important to have a prioritized list of the changes that need to be accomplished and when the needed changes will be complete. Mr. McGovern explained that as the District's transition plan moves forward, it is important to include residents' feedback in the process.

Mr. McGovern stated with one beach, the District would have to make it accessible. Discussion ensued.

Ms. Sheppard stated the District would need to develop a transition plan and allocate resources accordingly. Mr. Nagle stated the District has requested that special recreation fund monies are allocated for ADA requirements. Mr. McGovern stated any renovation as of March 2012 is considered new construction and must be ADA compliant.

Mr. Bold stated one of the elements that needs to be addressed is accessible routes through parks, as well as the District's website that must also be ADA accessible. Ms. Sheppard indicated funding for ADA requirements would be part of operations, capital projects, and the ADA budget.

The Board thanked Mr. McGovern for attending the meeting and his insight into ADA requirements.

Discussion and Approval of Fiscal Year 2013/14 Budget – Approval Draft Ms. Sheppard began her comments by indicating changes from the previous draft include transferring \$200,000 from the Corporate Fund to the capital projects fund for the Friends Park renovation and slight changes in carry-over items. The operating budget is increased 3.9% from last year, and the capital projects budget is increased 37.4% due to Friends Park. The funds are within the Fund Balance Policy requirements. She continued by indicating the Budget and Appropriations Ordinance has been posted and will be

approved at the April 16, 2013 regular Board meeting. Commissioner Lerman then moved to approve the Fiscal Year 2013/2014 Budget as presented. Vice President Cornell seconded the motion. The result of the roll call vote as follows:

AYES: Lerman, Lee, Kimble, Cornell, Retsky
NAYS: None
ABSENT: None

Old Business There was no old business.

New Business

A. Discussion of Village of Glencoe Proposed Steep Slope Ordinance Commissioner Lerman stated he received an email from resident Laurie Morse regarding the Village of Glencoe's proposed ordinance. He felt the Board did not need to act on this proposal. He is going to attend the meeting as a private citizen and beach patron, and not a Park Board Commissioner when the Village Trustees discuss the proposed ordinance in April.

It was the consensus of the Board that no action be taken on the proposed Village ordinance.

Freedom of Information Act Request Report Ms. Sheppard indicated the District received one Freedom of Information Act request with the requestor desiring information about beach operations. She stated the District has followed through with the request.

Discussion ensued about developing a policy on the District's Freedom of Information Act request procedures.

Staff Reports Director of Recreation DeClerck stated she recently received notice of the resignation of Gail Schaffner, the District's before-school teacher. Gail is a long-serving employee and the staff wishes her well. Ms. DeClerck then indicated the District's annual Spring Egg Hunt starts promptly at 10:00 a.m. on Saturday, April 23 at Watts Park.

Director of Parks Bold indicated members of the Glencoe Community Garden have started planting their seedlings for the Glencoe Community Garden. Mr. Gaines indicated the members of the Glencoe Community Garden are very enthusiastic and would be energetic partners.

Director of Operations Nagle stated the ice season has ended and he thanked staff for their excellent work. The season got off to a slow start with warm weather. To a question from Commissioner Lerman regarding the Watts Advisory Group, Mr. Nagle indicated there would be a Watts Advisory Group meeting later in the spring after the Watts season evaluations are completed, at which point the information will be shared with the advisory group.

Matters from the Public Mr. Palatnik complimented the Board and staff on the Friends Park renovation project. He was hoping that the renovated park could be completed by July 4. Ms. Sheppard indicated the staff would do its best to try to meet that deadline.

Other There was no other business.

Closed Session President Retsky indicated the Board would adjourn into closed session. At 8:35 p.m., Vice President Cornell moved to adjourn into closed session for the purpose of discussing the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired in accordance with Section 5ILCSC 12/2(c)(5) of the Open Meetings Act. Commissioner Kimble seconded the motion. The result of the roll call vote as follows:

AYES: Lerman, Lee, Kimble, Cornell, Retsky
NAYS: None
ABSENT: None

Return to Open Session The meeting reconvened in regular session at 8:42 p.m.

Action, if Any, on Item(s) Discussed in Closed Session President Retsky moved to authorize the Executive Director to enter into negotiations and license agreement for the property at 233 Linden Avenue, Glencoe. Commissioner Lerman seconded the motion. The result of the roll call vote as follows:

AYES: Lerman, Lee, Kimble, Cornell, Retsky
NAYS: None
ABSENT: None

Adjourn With no further business at 8:45 p.m., the meeting adjourned on a motion from Vice President Cornell and a second from Commissioner Lerman.

Respectfully submitted,

Lisa M. Sheppard

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Secretary