

**APPROVED**

MINUTES OF DECEMBER 5, 2015 SPECIAL BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 8:59 p.m. and roll was called.

Commissioners present:

Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Steve Gaines, Commissioner  
Stefanie Boron, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Maassen, Manager of Marketing/Comm.

Commissioners absent:

Josh Lutton, Treasurer

Members of the public in attendance who signed in or spoke: Dan Dorfman

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

Action Items:

Approval of Change Order for Removal of Underground Storage Tanks at Takiff:

Executive Director Sheppard shared additional research received since the last meeting. There are two thousand gallon unregistered underground storage tanks that go past 1978 before former Director of Parks Rick Bold's time and not noted in the 1989 PDRMA survey. They need to be removed. Sheppard approved, within her purview, \$18,000 to remove the tanks, haul them away, permits, and finally, fill the area. The unknown is tank leakage, which will not be confirmed until excavation occurs.

Director Leiner stated that the state fire marshal evaluates the tanks during removal and then determines the course of action going forward including: area soil samples and return of test results. The marshal establishes who will supervise removal of the tanks, which will determine if we are good to go or need additional work down the road.

Sheppard put forth before the Board a contingency to get work done without stoppage. Remediation could happen immediately after tank removal with a contingency amount of \$45,000. Based on the soil density, one may speculate little migration of material. The marshal is looking to see if the bottom of the tank rotted out. Staff does not feel the full \$45,000 will be used; this amount is only to be used for remediation.

In response to a commissioner question, Leiner disclosed that the tanks are evaluated and registered with the State of Illinois, soil samples taken, and are waiting for approval to move forward with tank removal. The removal should happen in the next four to six weeks. The remediated area will be covered with stone and asphalt installed in spring.

A motion was made by Commissioner Gaines to approve a change order in the amount not to exceed \$45,000 for any required remediation after the removal of the underground storage tanks at Takiff as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Employee Program and Facility Discounts: Sheppard imparted that staff found a need to discuss part-time and commissioner discounts for our fitness center after she received many requests from part-time staff. Staff recommend a 50% discount keeping in mind that this is a policy. Procedurally, we will not allow staff to impact community use of the fitness area. Membership at our fitness center increases staff wellness and will attract quality applicants, as well as wellness for our commissioners.

Commissioner comments included benefit of wellness to staff, priority of members over staff for peak time usage, revisit commissioner discount in a year, commissioner membership is justified now as the center is new and commissioner experience and feedback is important. This discount would not apply to past commissioners.

All staff would receive 50% off; full-time staff would receive their fees back if they use the fitness center on an average of three times per week throughout the year as a wellness award. The refunded fees would be paid back from our PDRMA savings.

Commissioners confirmed to leave in the commissioner discount and revisit once review of the success of the fitness center is complete.

A motion was made by Commissioner Brooks to approve the updated Employee Program and Facility Discounts Policy as presented. Commissioner Gaines seconded the motion. No 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.

Other Business: There is a Regular Board Meeting next week, which will include strategic planning. The Board meeting will be short with only written reports. The only action item is a state mandated update to our sexual harassment policy and ordinance, which needs to be passed before January 15, 2018.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:13 p.m. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary