

MINUTES OF JANUARY 16, 2018 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01pm and roll was called.

Commissioners present:

Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Josh Lutton, Treasurer  
Stefanie Boron, 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

Commissioner absent:

Steve Gaines, Commissioner

Members of the public in attendance who signed in or spoke: There was no one in attendance from the public.

Consent Agenda: A motion was made by Commissioner Brooks to approve the consent agenda items as presented including Regular Board and Committee Meeting Schedule for FY2018/19, Minutes of December 5, 2017 Special Projects and Facilities Committee Meeting, Minutes of December 12, 2017 Regular Board Meeting, Minutes of January 9, 2018 Special Projects and Facilities Committee Meeting, and Approval of the Bills.

Commissioner Lutton seconded the motion. Roll call vote taken:

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

Matters from the Public: There was no one from the public in attendance.

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. Financials are holding true to month-to-month. Daycare looks wonderful and Recreation looks great; nothing out of the ordinary.

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

Director Mensinger shared that staff are working on W-2 and 1099's; there are more employees and fewer independent contractors this year. Staff is getting ready to get the budget in the Board's hands. The Finance Committee of the Whole meeting was set for February 6, 2018 at 7:00pm to be followed by a Personnel and Policy Committee meeting.

Director Collins announced that the fitness center is open with 108 members. Staff is currently dealing with small issues, a proposal for other equipment, water heater repairs, and feedback from members. The internet issues have been resolved. Many members are new or returning for the first time to the Takiff Center because of the

fitness area. There have been no member comments on the locker rooms other than the hot water heater. Fitness area use times are different than expected; evenings are slower than expected and weekends are busy. We have been open for 2 weeks and as membership grows, we can target the high traffic times better.

Director Collins and Program Manager Liz Visteen have been doing a wonderful job expanding our adult art programming. New artists with a following are teaching programs resulting in programs that used to be cancelled to now have six to seven attendees with 45 participants total. In addition, new fitness members are enrolling for programs including art and ceramics. Watts Below Zero yesterday benefitted from perfect weather and the Recreation Team pulled off the event successfully.

Director Leiner shared that the Parks Team is removing lots of snow, working in the community center including changing out lights to LED, and painting. All snow removal is done by District staff.

Manager Maassen did not have anything to add to her report. Sheppard commended Erin on the marketing and directional rugs, signage, and door wraps added to the ELC wing, lobby doors, and throughout Takiff making it easier to find to rooms.

Director Mensinger updated the Board on the Safety and Wellness Committee. The District is gearing up for a PDRMA loss control review following a four-year extension due to scoring so high on the last audit. Open claims were reviewed.

Executive Director Report: Executive Director Sheppard shared that we were awarded the Exceptional Workplace Award, which will be given at the 5:00pm IPRA business meeting on Friday.

Committee meeting dates are the first Tuesday of the month; Outlook requests were sent out to commissioners and staff.

The Village newsletter "Inside Glencoe" was distributed. Topics can be shared with Erin. There is a new release schedule, Inside Glencoe will be released in January, April, and August.

The next Active Transport Committee is coming up.

The Tudor Court Committee is giving the Village Board an update this Thursday at Village Hall. They recommend eliminating a road on the backside of Writers Theatre. They will return the property easement back to the Park District, which will enlarge the park where the committee would prefer a passive park. They will eventually make a presentation to the Park District.

Staff has completed 2.5 of the 5 categories for Distinguished Agency. There was a delay due to staff changeover, but we are now back to working on the goal.

Monthly report recommendations for the following year are in the Board packet. Commissioners may add/change reports as needed. Next month's meeting will include an ADA transition plan presentation with John McGovern.

The Legislative Breakfast is coming up and Commissioner Onderdonk indicated he will attend.

Action Items:

Approval of the Old Elm Park Playground Conceptual Designs: Executive Director Sheppard reviewed the updated designs. In the last committee meeting, some neighbors gave direction that they prefer more open space, not to develop the woodland area, and to save large trees especially. Staff recommends the updated designs that were presented, taking into account the neighbor's feedback. The Board agreed with the neighbors. Director Leiner reviewed the design in detail. The park should come in a little under budget. A motion was made by Commissioner Boron to approve the Old Elm Park Playground conceptual design plan as amended. No further discussion ensued. Commissioner Brooks seconded the motion. Roll call vote taken:

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

Approval of the Vernon-Jefferson Park Playground Conceptual Designs: Based on community feedback, staff is recommending minimal changes that may impact the budget slightly. First, adding a rotating disk to the main piece that kids can spin around on and will not add a huge cost to the structure. Second, the toddler area is underwhelming, however we put more money into the main area. This project is at budget. We can ask Altamanu to put in another toddler piece, without changing the footprint, as an alternate to be added if we either come in under budget or pull extra funds from the Old Elm project. Concept of adding new equipment versus adding features to equipment already there and impact of parks on design options, for example, park drainage were reviewed. A motion was made by Commissioner Brooks to approve the Vernon and Jefferson Park Playground conceptual designs with the alternate for the 2-5 play area. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of the Woodlawn Park Playground Conceptual Designs: This concept was value-engineered into our budget of \$500,000. The neighbors who attended the last committee meeting are happy with design. The concept includes the idea of movement, exploration of heights, big/long zip lines, inclusive of all ages to transition as they age. Director Leiner reviewed the design in detail. Sheppard continued with feedback from one of the commissioners that she believes the teeter-totter is noisy. Staff believes it is an installation issue and has not heard that being an issue by the manufacturer. This piece is designed for 2-5 year olds. Feedback on the witch's hat is slow speed. Codes

require brakes to slow down all rotating equipment and no equipment is available that will be like the speed of equipment similar to when we were young. The architect is currently looking for other options at the same cost. These pieces could be transitioned out later. A more exciting tri-runner could replace those two pieces of equipment that would take the project over budget by about \$5-7,000.

The budget includes some of the grass, indicated in the first scope as the District feels it can be installed by staff. There will not be the acre and a half originally estimated, but there will be grasses in the design.

The parks current use versus the updated park as a destination playground was discussed. Lower cost was reviewed, however the District would need to pay the architects for a new concept if the Board now decided to have a lower budgeted park.

Director Sheppard reviewed the alternates, which could include the witch's hat and seesaw switched out for the tri-runner. Another option is to switch out swings for tire swings, which would also go over budget. Staff and Altamanu recommend leaving belt swings with a possible on-demand switch out to bucket swings; an in-stock item. In the original design, the netting piece for \$50,000 was value-engineered out to meet budget and will be added to another pocket park in future. Staff is asking the Board tonight if they would like the witch's hat and seesaw left in the design or switched out for the tri-runner. The first two would appeal to 2-4 year olds, whereas the tri-runner would appeal to 5-8 year olds.

Other pieces of equipment not included in the concept, cost of equipment, and budget were discussed, as well as, switching out equipment with a larger fall surface versus switching out a panel or adding a feature in the main equipment.

Playground equipment is ordered by the contractor, protecting the District from having to pay for damaged equipment. The contractor, for example, Elanar construction who ordered and installed 15 playgrounds last summer, does not receive bulk order discounts.

Old-fashioned seesaws are no longer available in the US. All code requirements are typically due to a major injury or a death. New seesaws are on springs and not as exciting as their predecessors.

Play panel development within the main structure is not done. In response to a commissioner question, changing main pieces at this point will cost the District \$10-15,000 for Altamanu to redesign the playground. Main structure, elements, and play panels were reviewed. We can ask Altamanu to make the panels more interesting without affecting the budget. A commissioner commented that we are missing an opportunity to make the playground more interesting.

President Onderdonk received agreement from commissioners that the Board do not want to go over the \$500,000 budget.

If it fits in the budget, keep both the seesaw and the tri-spinner. Staff recommends to leave in the sidewalk for access along the Green Bay corridor.

Cost of materials for native grasses was included in the budget to be executed by staff in the amount of \$10,000. The design is not to scale of actual conditions.

A motion was made by Commissioner Lutton to approve Woodlawn Concept C Plan with the potential replacement of the witches hat for the tri-spinner and including \$10,000 for grass material for the area next to Green Bay Road and with the intention of the Park District to expand that over the entire oak savannah area to Green Bay Road over three years. Commissioner Brooks seconded the motion. Grasses will come under review once established for three years. Roll call vote taken:

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

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

Other Business: There was no other business.

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

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

Respectfully submitted,

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Lisa M. Sheppard  
Secretary