

**APPROVED**

MINUTES OF FEBRUARY 19, 2019 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:17pm and roll was called.

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Josh Lutton, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Erin Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Commissioners absent:

Dudley Onderdonk, Treasurer  
Bob Kimble, Commissioner

Staff absent:

Carol Mensinger, Director of Finance/HR

Members of the public in attendance who signed in or spoke: Bill Holzman, Jossy Nebenzahl, Ken Nebenzahl, Barbara Sideman, Nicole Zreczny

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of December 18, 2019 Regular Board Meeting, Minutes of February 5, 2019 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

Matters from the Public: Barbara Sideman spoke on the Old Green Bay Park Linear Trail project. She indicated that she wanted preservation of green space, do not to touch the grass, and keep the green in the Green Bay Trail.

Bill Holzman spoke on the Old Green Bay Park Linear Trail project. He stated that if it's not broken, don't fix it. The proposed plans are beyond comprehension, to muck it up would be a disservice to the town and those who envisioned it and a waste of resources. He would agree, if we have the money, to construct a bike lane on inner Green Bay or eliminate the sidewalk from Maple Hill to Park Ave. and create a wider space divided for bike/pedestrian lanes. The current plan is not necessary.

Ken Nebenzahl spoke on the Old Green Bay Park Linear Trail project and asked to protect the space for the good of the community. A bike trail in the park space will ruin it as it is too narrow and will affect homeowners. The flourishing trees would need to be removed for the trail. He urged the Board to keep the unique space and open parks. He also commented that Maple Hill is a tough intersection.

Nicole Zreczny stated parks should be peaceful and quiet.

Financial Report: Executive Director Sheppard gave the Finance/Human Resources report stating we are eleven months into the fiscal year. Financials look right on track. There were no questions from the Board.

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

Executive Director Sheppard gave the Business report. Director Mensinger's team is making last minute changes to the budget, working on end of year payroll processing, and childcare tax letters.

Director Collins stated that staff is watching the weather for Watts and is hoping it will be open through March 3. There is a lot of buzz about the Takiff playground renovations.

Director Leiner announced the District received a \$1000 grant from ComEd for LED lights in the gym as well as season appropriate snow removal this February with many early mornings and late nights for the Parks team.

Executive Director Sheppard thanked the Parks team for their assistance during the polar vortex and keeping the necessary supplies on hand to immediately fix the broken heater in ELC wing. The Recreation team and Erin have also been successful creating pop up programs and marketing them.

Superintendent Classen shared that the spring brochure will be out next week.

Executive Director Sheppard gave the Safety & Wellness Committee report. Staff are very proud of their outstanding Loss Control Review high score.

Executive Director Report: Executive Director Sheppard shared that the Distinguished Accreditation process is on-going even though we are accredited. We will need to compile information yearly to prepare for the next review in six years. Sheppard recognized Directors Collins and Leiner for achieving CPRP status. Program Manager Visteen was recognized at the IPRA Recreation Section meeting as a distinguished member of the section. Our spring intern Shannon has been very helpful in a number of areas. Focus groups are scheduled for February 21 and 28 for youth and preschool programming. Elsa who assisted with the dog park meeting, will be facilitating the focus groups. If attendance is low, we will try again in the spring or fall. Conference reports are available in the Board packet. We started the Takiff play space process by meeting with ELC, Children's Circle, and GJK teachers about the renovations and will be meeting with the architects tomorrow.

Minimum wage legislation was signed by the governor today and will slowly be implemented into our program budgets. The Board will notice a little less going into fund balances. Executive Director Sheppard and Commissioners Boron and Onderdonk are attending the Legislative Breakfast on March 1. Registration is still open for other Commissioners to attend. On March 5 at the Special Projects and Facilities Committee

meeting, staff will debrief the Committee on the dog park meeting and any other projects needing discussion. On March 18, Writers Theatre is putting on a musical for Glencoe's 150<sup>th</sup> anniversary. There are only 12 tickets left, although WT might add another night. The District received a nice letter from Brad Schneider congratulating us on being awarded the U.S. Army Corps of Engineers pilot program grant pursuant to Section 122 of the Water Resources Development Act of 2016.

Action Items:

Approval for Commissioner Kimble to attend via Phone Conference: A motion was made by Commissioner Boron to permit Commissioner Kimble to attend the February Regular Board meeting via phone conference. Commissioner Lutton seconded the motion. Commissioner Kimble will be attending closed session only. Roll call vote taken:

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

Approval of Glencoe Youth Services and SNAP Stipend Request: A motion was made by Commissioner Boron to approve the Glencoe Youth Services stipend of \$11,000 and the SNAP stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of Glencoe Jr. High Project Stipend Request: A motion was made by Commissioner Boron to approve the Glencoe Jr. High Project stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of the Change of Staff and Commissioner Benefit for Fitness Area: A motion was made by Commissioner Lutton to approve complimentary Glencoe Park District Fitness Area memberships for staff and commissioners with the discretion of the Executive Director to limit usage by employees, if the benefit impinges on the public membership ability to use the area comfortably as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

Motion passed.

Approval of Altamanu Agreement for Takiff Play Area: A motion was made by Commissioner Lutton to approve the Altamanu, Inc. agreement for the design services for Takiff outdoor program play space and infrastructure for a total of \$65,000 as presented. Commissioner Boron seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Approval of Old Green Bay Road Linear Park Master Plan: A motion was made by Commissioner Boron to approve the acceptance of the Old Green Bay Road Linear Park Master Plan and request Executive Director Sheppard move forward in bringing an agreement for design services for a phase one project to the Board for consideration. Commissioner Lutton seconded the motion.

In response to a commissioner question, Executive Director Sheppard stated that the Board is approving an agreement. Acceptance of the master plan does not necessitate the future construction of all project components as presented in the plan. We are going to do the plan of everything approved which includes phase 1 - .5 miles of multi-use trail connecting into the 8.4 miles of the existing Green Bay Trail System, playground replacement, interactive fountain install, hand-cranked play train, native plantings, trail adjacent fitness stations, and upgrades to Veterans Park. That does not mean we are doing all those, we are just designing all those. In the design construction documents, we will include the trail, playground and interactive fountain. Director Leiner added that everything on this list will be designed, bid for, and based on bid results the Board will decide what aspects to move forward on. This is everything that the Board came to a consensus on at the last committee meeting directing Sheppard to negotiate the contract to design with these items. The three items funded in the Fund 69 plan that the Board has reviewed would include fees for construction management on those items as well. Executive Director Sheppard clarified we are doing the design and bid for everything, but funding for construction the playground, trail, and interactive fountain.

In response to a commissioner comment about the Maple Hill intersection, Sheppard stated that we have a meeting setup with the Village to discuss the intersection, and preliminary talks were very positive. The Linear Park Master Plan dead-ends before the intersection because the Park District does not have the authority to improve the intersection. Altamanu has ideas to share with the Village, although it is up to the Village on how to move forward.

A Commissioner Lutton expressed concern over separate parallel paths along Linear Parks along with sympathy for the community concern expressed at the meeting and suggested a single path; partial sidewalk and partial crushed gravel similar to other areas of the Green Bay Trail. Sheppard stated that if the Board feels strongly about changing the path design, it can be discussed at the next committee meeting before the

design is done, but that a change may affect the grants that we are applying for.

Discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Approval of Resolution of Authorization No. 892 for Old Green Bay Road Trail/Linear Park Renovation for Illinois Department of Natural Resources Illinois Bicycle Path Grant Program:

A motion was made by Commissioner Lutton to approve Resolution of Authorization No. 892 for the State of Illinois Department of Natural Resources Bicycle Path Grant Application for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented.

Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Approval of Resolution of Authorization No. 893 for the Old Green Bay Road Trail/Linear Park Renovation for Cook County Department of Transportation and Highways, Invest in Cook Grant Program:

A motion was made by Commissioner Boron to approve the Resolution of Authorization No. 893 for the Cook County Department of Transportation and Highways, Invest in Cook Grant Program for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Lutton seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Approval of Resolution of Authorization No. 894 for the Old Green Bay Road Trial/Linear Park Renovation for Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program:

A motion was made by Commissioner Boron to approve the Resolution of Authorization No. 894 for the Chicago Metropolitan Agency for Planning, Transportation Alternatives (TAP-L) Grant Program for the Old Green Bay Trail Linear Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Brooks

NAYS: None

ABSENT: Kimble, Onderdonk

Motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:07pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 9:14pm, Commissioner Lutton seconded the motion, which passed by unanimous voice vote. Motion passed.

Action taken, if any, from Closed Session: There was no action taken during or after closed session.

Adjourn: Commissioner Boron moved to adjourn the meeting at 9:15pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary