

APPROVED

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

The meeting was called to order at 7:02pm and roll was called.

Commissioners present:

Lisa Brooks, President
Dudley Onderdonk, Treasurer
Bob Kimble, Commissioner

Commissioner absent:

Stephanie Boron, Vice President

Commissioner via phone:

Josh Lutton, 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 Classen, Supt. of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Adam Wohl, Takiff/Watts Facility Manager
Jess Stockl, Early Childhood Manager
Amanda Giacomino, Early Childhood Supervsr.
Jackie Kozelka, Early Childhood
Shannon Stevens, Recreation Intern

Members of the public in attendance who signed in or spoke: Michael Covey, Dan Dorfman, Josephine Bellalta, John Mac Manus

Approval for Commissioner Lutton to attend via Phone Conference: A motion was made by Commissioner Onderdonk to permit Commissioner Lutton to attend the March Regular Board meeting via phone conference. Commissioner Kimble seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

Motion passed.

Consent Agenda: A motion was made by Commissioner Kimble to approve the consent agenda items as presented including Minutes of the February 12, 2019 Community Meeting on a Dog Park, Minutes of February 19, 2019 Regular Board Meeting, Minutes of March 5, 2019 Special Projects and Facilities Committee Meeting, Surplus Property Ordinance No. 895, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

Motion passed.

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

Financial Report: Director of Finance/Human Resources Mensinger stated fiscal year 2018/19 is complete. Accruals are not reflected in the Board packet version as of

February 28. Tax receipts coming in for the 2018 tax year are deferred so those are not reflected, but will see an increase in the cash balances.

Presentation of the Takiff Play Space Designs: Executive Director Sheppard, Director Leiner, and EC Manager Stockl reviewed a presentation on the Early Childhood program, existing design and issues, DCFS requirements, design requirements, and municipal playground facts attached to these minutes followed by Altamanu who gave a presentation on the designs attached to these minutes. Suppliers selling materials created in the US at the increased tariff rate was discussed. Altamanu answered Board questions including that the design is based on current program's maximum number of children. In the future if further expansion is needed, the design could be added to in the open space across the sidewalk, but the new renovation would remain the same. The back sidewalk will remain with improvements to mediate flooding across the sidewalk. The retaining wall is in good shape with just the tail at the north end needing adjustment. The early design input process with teachers was reviewed along with design comments from EC Supervisor Giacomino and Preschool Teacher Kozelka. Project costs and the effect of DCFS requirements were discussed. The design and contingency is \$350,000 over the original estimated budget (\$525,000 to \$875,000) due to strict DCFS requirements and material price increases. Staff proposed using money from the corporate and recreation fund balances that are currently over the policy requirement for the fund. Following the audit, staff is going to recommend a \$1 million fund transfer amount for Board approval at the June Board meeting, but now most likely \$1.5 million due to a better than project year. Additionally, some of the ADA items could be covered using ADA funds.

Lincoln and Crescent playground will be included in the Old Green Bay Trail project in 2020.

Director Collins reviewed the DCFS licensing review, which occurred for six hours yesterday with intense requirements. They were happy to hear we were reviewing the play space.

Timeline included changes to design, amending the budget to include the increased funds, advancing the design to committee for further discussion, and at the April Board meeting approve the Takiff design so we can start final design development construction and go out to bid.

ELC staff and Altamanu exited the meeting.

Presentation of the Glencoe Fitness Center Report: Director Collins and Takiff/Watts Facility Manager Adam Wohl gave a presentation on the report attached to these minutes.

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

Director Mensinger shared that the business department is busy with end of fiscal year tasks and budget. Preliminary audit work happened last week and everything went well.

Director Collins thanked EC Manager Stockl and the ELC team on DCFS re-licensing.

Director Leiner's team is working on seasonal preparations at the beach along with repairs to significant seasonal pier and stair damage.

Superintendent Classen shared that the spring brochure is out and we are barreling into summer.

Safety and Wellness Committee Co-Chairs Mensinger and Leiner shared that the committee is in between meetings; the next one scheduled this week Friday. Our PATH health risk assessment for full-time staff and family members on our insurance plan had the best turnout in the last 10 years. Mensinger thanked Liz Stowick for working on departments who did not have as much participation with a lot of effort to entice those to participate.

Executive Director Report: Executive Director Sheppard thanked Director Leiner and Superintendent Classen for their hard work on the three grants for the Old Green Bay Linear Trail project and Bobby and the ELC team for DCFS recertification. The NSSRA Shining Stars banquet is on May 10. Commissioners may wish to attend to see firsthand the positive the impact this organization has in our community. I will be approving the Northbrook shared services agreement for pool and beach use, which benefits both communities. The Sand Management Group met today regarding the pilot grant program. More educational material will be coming out regarding the process. The project is expected to begin in 2021. The information we receive will be posted on our website. Watts Ice Center remained open one week later than normal for the first time. The Village-wide committee will be talking about Tudor Court at a Village Board meeting on Thursday.

Action Items:

Approval of Fiscal Year 2019/20 – Approval Draft: A motion was made by Commissioner Lutton to approve the Fiscal Year 2019/20 Approval Budget as presented, including a \$350,000 additional increase in the budget for Fund 69 Master Plan Fund for the specific purposes of the Takiff Early Childhood play area. Commissioner Onderdonk seconded the motion. Commissioner Kimble commented on his disappointment regarding cost, but over 15-20 years amortizes itself out and positively affects a major revenue stream; overall a very good idea. President Brooks noted the social responsibility of childcare, an essential element to our program, and the children who are using it all day in and out. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Resolution No. 896 – Acquisition of Property with NSSRA: A motion was made by Commissioner Kimble to approve Resolution No. 896 for the Northern

Suburban Special Recreation Association property acquisition located at 1221 Lake Cook Road, Highland Park, Illinois as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Altamanu Contract for Old Green Bay Trail Linear Park Master Plan Design: President Brooks tabled this action item until all Board members are in attendance at the April regular Board meeting.

Approval of Purchase a 2019 Kubota V Series UTV: A motion was made by Commissioner Lutton to approve the purchase of a 2019 Kubota V Series UTV for \$28,084.21 (amended) from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Kimble seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21): A motion was made by Commissioner Onderdonk to approve and release from confidentiality closed session minutes from November 13, 2018, February 19, 2019 and March 5, 2019 and not release any other minutes that were approved and confidential and to authorize the destruction of audio recordings of closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the open meetings act is pending including May 16, 2017, February 20, 2018 and July 17, 2018 as mandated by 5ILCS120/2 (c)(21) as presented. Commissioner Kimble seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

ABSTENTION: Lutton

The motion passed.

Approval of the Executive Director's Employment Agreement: A motion was made by Commissioner Kimble to approve the executive director's employment agreement as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Kimble, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Kimble moved to adjourn the meeting at 8:37pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary