

APPROVED

MINUTES OF DECEMBER 15, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM AND 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear.

The meeting was called to order at 7:01pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Bobby Collins, Director of Recreation/Facilities
Erin Classen, Supt. of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Commissioners absent:

Stefanie Boron, Vice President

Members of the public in attendance who signed in or spoke: Stephani Briskman, Brandon Hinkle, Bart Schneider, Shannon Stevens, Adam Wohl

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of November 17 Regular Board Meeting, Minutes of December 1, 2020 Committee of the Whole Meeting, Approval of the Bills, and the FY2021/22 Regular Meeting Schedule. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are nine months into the fiscal year. The District is doing well amidst a pandemic. With all the resident and nonresident passes sold, Watts looks like it is almost breaking even at this point compared to deficits of \$80,000 to \$100,000 the last two years. As the season's operational expenses progress, Watts will change to a deficit. Recreational programs are down compared to previous years due to pushing back winter registration; about a \$400,000 to 500,000 difference. Including grant funds, day care is doing well. Please note on the financial report, the footnotes at the bottom are reversed. Projections show the District finishing the year above the 50% fund balance levels. The District's overall position is optimistic, despite the last nine months of pandemic. In response to a question from Commissioner Onderdonk, Mensinger explained that the Recreation/ Administration numbers have grown since 2018, because there were transfers to Master Plan Fund 69. This year, there was a transfer of \$850,000 of recreation excess.

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

Business Report: Staff are working on budget and end of calendar year tasks, the levy ordinance was filed, and the budget process is on track despite COVID-19. Regarding bonds, we spent \$12,398 so far on the Kalk project with more information coming in the budget presentation in early February.

Recreation and Facilities Report: Watts has been extremely popular, especially on nice days, winter break classes have very strong enrollment, and a family holiday skate with the Grinch is scheduled for this Friday with more themed family skates coming up the next couple months. Space is limited and reservations are required. Santa made visits over the weekend and the Grinch visited homes around town today. Gingerbread houses are being delivered to 50 families this week. The holiday lights tour map is available on our website including the eleven homes taking part. Winter break is down time for recreation staff. Our youth winter care program was canceled due to low enrollment. Preschool care camp is running with 14 children. Essential day care workers will get a break, as well as Children's Circle is closed the last week of December. Preschool is remote and will hopefully be back in person the same time as District 35.

Parks and Maintenance Report: Executive Director Sheppard gave the report. Duke Park playground just needs to be inspected. The train and tracks will be delivered after the first of the year. We look forward to the fountain and tunnel running when the weather is warm. A ribbon cutting will be held for the donor this year with a more substantial event in spring. Once the inspection is complete and the train installed, the fence will come down. The Veteran's wall may be a rebuild due to more extreme damage hidden by plants. The parks team is working on winter tasks and keeping Watts running. The high use of the new trail, lots of feedback on the trail's kindness to runner's knees, and the unique pieces at Duke Park playground were discussed. The contractor completed the project within the timeframe. Staff will check on the install date of social spaces. The \$21,000 in donations were for benches and established trees.

Marketing and Communications Report: Web traffic is down, but there is not much going on with most programs canceled. We are seeing traction from a few at-home special events. That, along with the winter guide posted yesterday, reflected an increase in traffic. Mensinger responded to a question that Excalibur oversees security of our website and we have experienced no security issues to date.

Safety and Wellness Committee Report: Director Mensinger stated that the committee meets monthly. PDRMA is rolling out a whole new evaluation process in the weeks to come. We will be working with a new PATH vendor, as the previous vendor went out of business during the COVID-19 closure.

Executive Director Report: Executive Director Sheppard noted the Year in Review document included in the packet listing all District accomplishments in 2020, many of which are impressive in a pandemic. These are great talking points for public questions.

Our staff Zoom holiday party was fun and successful including a state of the District speech, anniversary recognition, and a fun game using childhood pictures taken during the holidays. The holiday letter mailed to staff was also included in the packet.

The linear trail path material is a decomposed granite pathway with a stabilization mixture that is new and high tech. The stabilization mixture binds and locks it together, so it won't wash away. It is easier on knees, allows water to filter through, and requires less maintenance. It is not for vehicle use and will not be plowed. One area of the trail is softer than others; the manufacturer will be out to check it.

We are still in Tier 3 Mitigation, so programs are still outside and staff are working hard to keep classes running. Kudos to Shannon Stevens for realizing rain was coming and moved classes a day early to allow children one more day of participation; she is also creating pop up classes. We are offering winter break one household family gym rentals. Staff is doing an amazing job at Watts keeping people where they need to be and wearing masks. Stephani Briskman is doing an amazing job with the eLearning program.

President Brooks gave a speech at the Caucus annual meeting about the District, the Caucus' involvement in the democratic process, global warming's impact on the District, the importance of keeping the Park District separate, and awards received this year.

Action Items:

Approval of Altamanu, Inc. Contract Design Services for Boating Beach Staircase and Retaining Wall: A motion was made by Commissioner Onderdonk to approve the Altamanu Inc. contract for design services for the Boating Beach staircase and retaining wall FY2021-22 Capital Project in the amount of \$56,463 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Altamanu, Inc. Contract Design Services for South Overlook: A motion was made by Commissioner Lutton to approve Altamanu Inc. contract for design services for the South Overlook FY2021-22 Capital Project in the amount of \$37,553 as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Kalk Park Phase II Renovation Concept: Staff reviewed two options with the Board before the correct motion could be made. In the last meeting, the Board asked staff to check with the Village to see if the project will affect the Village's future

trail plans. The Village indicated they want to widen the pathway to be more user-friendly and they would work with the architect on this project. The estimate is \$88,447 including a contingency fund for the entrance plaza paid for by the Park District. This would be over-budget and would take away from another project down the road. Discussion ensued. Comments included surprise over the cost of the project, fix the irrigation while the area around it is being fixed, the Veterans Park side will be fresh and new making the Kalk Park side look bad, leery to agree without knowing how it will affect the budget and other upcoming projects scheduled, and difficulty spending \$90,000 for aesthetics especially during a pandemic.

John MacManus indicated the cost includes a concrete slab under the stone, so it doesn't shift and can be driven on. The cost doesn't include the design, but the contingency should cover it.

A poll was taken on the preferred option and discussion ensued.

Cost for the design would be 10% or \$9,000 provided there are no major drainage issues requiring an engineer. The District could also spend \$9,000 on the design and then not move forward with the project.

Discussion comments included discomfort doing this project when there is a long list of other projects, approval to complete a design for a better cost estimate in order to decide, and will not agree without reviewing what will happen to the capital projects list.

Commissioners indicated they wanted to split the motion as follows.

A motion was made by Commissioner Lutton to approve Solution 1 Altamanu, Inc. Kalk Park Phase II Design Plans as presented. Commissioner Onderdonk seconded the motion. Commissioner Onderdonk thanked staff and Altamanu for the level of analysis provided. We learned a lot and it is a credit to the organization how carefully we examined and learned more about drainage than we ever wanted. No further discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

A motion was made by Commissioner Lutton to approve design fees by Altamanu, Inc. for the design for the Kalk Park Plaza as an alternate bid as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Lutton, Onderdonk, Brooks

NAYS: Covey

ABSENT: Boron

The motion passed.

Approval of Financial Policies and Procedures Manual: A motion was made by Commissioner Lutton to approve updated Financial Policies and Procedures Manual as

presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 7:59pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1)

Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Return to Open Session: Commissioner Lutton moved to return to open session at 8:17pm, Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

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

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 8:18pm.

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

AYES: Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary