

MINUTES OF JANUARY 19, 2021 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 7:03pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

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

Members of the public in attendance who signed in or spoke: Stephani Briskman,
Brandon Hinkle, John MacManus, Bart Schneider

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of December 15, 2020 Regular Board Meeting, Minutes of January 5, 2021 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, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: Bart Schneider commented that an outdoor elevator might be a better and more affordable option than the ramp in Plan A for the boating beach staircase (residential cost \$20,000).

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. The 3-year analysis is included in the packet and there is nothing new since the last discussion. Day care is looking wonderful with the \$178,000 grant monies received with another possible \$15,000 to come. The Recreation Department is deceptive being down in revenues, however is also significantly down in expenditures. Watts looks great, Mensinger has never seen a surplus this time of year. Right now, the Park District is holding its own. Staff is finalizing the first draft of the budget for delivery to Commissioners by the end of this week.

Staff then answered Commissioner questions. Drastically reduced staff time due to staff restructuring, accounts for most of the 40% decrease in fitness expenses. Fitness was

also restructured from annual to monthly dues. Due to the pandemic, marketing was kept at a minimum, hours were restricted, and the fitness center was closed for periods of time. Members appreciate the fitness center for their sanity and ability to get out of the house.

Regarding grants, IDOT pays the contractors directly for the \$667,000 grant. It could be added to the books, however IDOT is not in a hurry to communicate the amounts spent on a small grant. Once we receive the IDOT invoice for our portion of the grant, we will submit that to OSLAD for up to a 50% reimbursement up to \$200,000 through our trail grant. IDNR is only working two to three days per week right now, so everything is delayed. It is not an issue of getting the grant funds, but when we will get them. This has been taken into account in our budget.

Discussion on Concept Plans for the Perlman Boating Beach Stairs: Executive Director Sheppard consulted with our legal counsel and ADA consultant, both agreed we are not legally obligated to install the switch-back ramp because we have similar services on both sides of the beach. In addition, as our boating beach shrinks, more is being moved to the swimming beach. We do not have a path to the water's edge and our sand wheelchair is not ideal. We will be adding an ADA appropriate path, through the sand to the water's edge, to the ADA improvement list. If a camper or boat club event attendee needs ADA accessibility, the camp or event would be moved to the swimming beach side, which is ADA accessible.

John MacManus of Altamanu gave the presentation attached to these minutes. Comments included the staircase end coming out further south, not under the tree. Other options reviewed were not ADA accessible or would interfere with programming or facility usage.

MacManus stated the cost of the ramp is \$589,000 and the staircase is \$238,000. The ramp requires a series of pilings, increasing the cost. Removing the overlook and seating might take off an estimated \$38,000 (not official). MacManus estimated the lifespan could be a 25-30 years, if properly maintained.

Further discussion comments included location close to existing location, a utilitarian staircase without overlooks or patios, robust and durable, easy to maintain, overlook not necessary with looming concrete wall as part of the view, a place to transition from sand to put on shoes, and the landing and bench moved to the bottom of the stairs.

If we added an elevator, it would need to be attended, one to two-person elevators cost approximately \$200-\$400,000, night time enclosures are not preferred by users, open conveyances are not used in public settings, and the elevator would need to be self-operated. This project is outside the scope of the project and would be difficult to install by spring. A comment was made that an elevator should be installed on the swimming beach side before the boating side.

Director Leiner indicated a 25-50 lifespan if properly maintained due to its location and water runoff, ice damming, and storm damage.

President Brooks, following discussion with the committee, gave consensus on staff direction to proceed with design changes for plan B, simple approach, without the overlook/bench, keep the bench at the overlook location, a larger landing at the bottom with a bench, the bottom not landing on the existing deck, and John MacManus will look at the distance from the tree moving the stairs south.

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

Business Report: Staff are winding down on the first draft of budget for delivery by the end of the week to Commissioner homes for discussion at the Finance Committee of the Whole meeting on February 2. Year-end processing of W-2's is down 25% due to the COVID-19 impact and summer hiring. Staff is also prepping for the FY2020/21 audit.

Recreation and Facilities Report: The Governor moved us to Tier 2, from Tier 3, Phase 4 Mitigations and can start indoor programming in groups up to 10. In 30 minutes of the order, staff communicated to participants that programs are in-person. ELC and Children's Circle both opened in-person today. We automatically qualified for an additional almost \$16,000 in DCOE grant funds to be used for COVID-19 expenses, in our case, PPE, cleaning, and opening additional classrooms. We were told we should be receiving the grant funds in the next six weeks. Watts nonresident passes are estimated at less than 10%. We have not stopped non-residents from buying passes. We are still selling passes daily, although most are residents. Our open slots have not been full, so have continued to take additional pass sales. A Commissioner requested to expand the Friday night events at Watts. Watts is classified as high-risk, with only non-contact allowed in groups of 10 max.

Parks and Maintenance Report: We are working on a combined asphalt bid with the school district to get a better price. The bid specifies a non-cold tar substitute which is better for the environment. A bid and school district agreement will go before the Board for approval in January or February. Oaks are suffering from root rot due to standing water. Maintenance on the Takiff field lights while the ground is frozen and clock tower molding repairs with the same piece of equipment are underway. Part-time facilities staff, Alena Barysik, accepted the full-time position to replace Rogelio Alvarez. The open Parks Department position is slated to be filled next fiscal year. Director Leiner answered Commissioner questions. Oaks are not replaced with the same species of Oak. Swamp White Oaks do not do well and are replaced with a hardier Oak. Best practice is not to have any more than 10% of any one species.

Marketing and Communications Report: The Recreation and Marketing Teams pivoted yesterday, sent out 8,000 emails with a 40% open rate which drove traffic to sign up for programs. Watts was in the national spotlight on the Today Show about inclusivity. Our website had phenomenal traffic in December.

Safety and Wellness Committee Report: We are familiarizing our staff with the new wellness system.

Executive Director Report: Executive Director Sheppard thanked staff for meeting on Saturday to determine what would happen with new mitigations. Staff were prepared to pivot on Monday and offer programs in-person the next day. Our staff in Children's Circle, ELC, Kids Club, and instructors will be in vaccine phase 1b. Glencoe Fitness is busy even with the mask mandate and five-member maximum at one time. Watts is having a successful season and staff are doing an excellent job managing participants. Children's Circle had it's first facility closure since May; procedures are working to keep us safe. We are close to holding a dedication for the Duke Park donor family. Our Director of Finance/HR Carol Mensinger's retirement date is June 30. We are taking a team approach to finding a replacement, advertising in March, interviewing in April, and hiring in May. The virtual IPRA conference begins the end of next week with recorded sessions available up to 30 days after.

Action Items:

Approval of Glencoe Jr. Kindergarten Agreement: A motion was made by Commissioner Boron to approve the Glencoe Jr. Kindergarten Agreement as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Altamanu, Inc. Contract Design Services for Crib Wall and Center Bluff: A motion was made by Commissioner Boron to approve the Altamanu, Inc. contract for the amount of \$64,689 for design services on the Crib Wall/Center Bluff Project as presented. Commissioner Lutton seconded the motion. The crib wall is the area north of the Halfway House, the center bluff is directly across from the Halfway House. Work may intercept water from the park. The project includes everything east of the pathway from the top of the bluff. The pathway is not part of this project. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Purchase of a F-250 Pickup Truck: A motion was made by Commissioner Boron to approve the purchase of a 2021 Ford F-250 for \$45,148 from Currie Motors of Frankfort, Illinois as presented. Commissioner Lutton seconded the motion. The truck will match our other trucks. This is the truck purchase that was halted earlier this year. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Purchase of a T-76 Bobcat Track Loader: A motion was made by Commissioner Lutton to approve the purchase of one T-76 Bobcat Track Loader for \$70,355 from Atlas Bobcat of Wauconda, Illinois as presented. Commissioner Boron seconded the motion. Commissioner Onderdonk commented on the versatile vehicle that will get a lot of use. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval to Hold Special Board meetings on March 2, 2021 and April 6, 2021: A motion was made by Commissioner Onderdonk to approve holding special Board meetings on March 2, 2021 and April 6, 2021 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Other Business: President Brooks was chair at the recent Watts Advisory Group Meeting. It was a very collaborative, productive meeting where everyone learned a lot about the operations of the rink. There were sacrifices this year, such as the red line and reservations. Some issues can and have or will be addressed. Director Collins added recent changes including skate guards now have whistles to help remind skaters to mind the rules, signage was added to explain skates being sprayed with an electrostatic cleaner, reminders to cancel reservations as soon as possible and reserve at the last minute if openings are available, and a driver's license is required for skate aids. Many good takeaways from the meeting may be added to operations going forward.

Commissioner Lutton was chair at the Lakefront Advisory Group Meeting. The group had really excellent feedback about the quality of the season and staff to make the summer successful. Strong feedback from the group to keep the 2020 season pass model going forward, because residents are using the beach more and taking advantage of living in Glencoe. They also enjoy the polyglot nature of the beach. Regarding capital improvements, feedback was very supportive that the Park District is investing in the beach. The group would like to make sure boaters will have access to the beach with a vehicle to pick up boats or equipment during the crib wall project. One group member mentioned the lack of vegetation on the north overlook, to which Director Leiner responded that it has not grown in yet. The group showed mild concern over the look of the pier's concrete cap. Staff may want to reach out to the advisory group to look at samples when available. Director Collins added that the group realized the complexity of problems, especially with COVID-19, compared to previous years operations.

Executive Director Sheppard indicated that staff will bring pier designs to the Board for review at the February Committee meeting.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:27pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

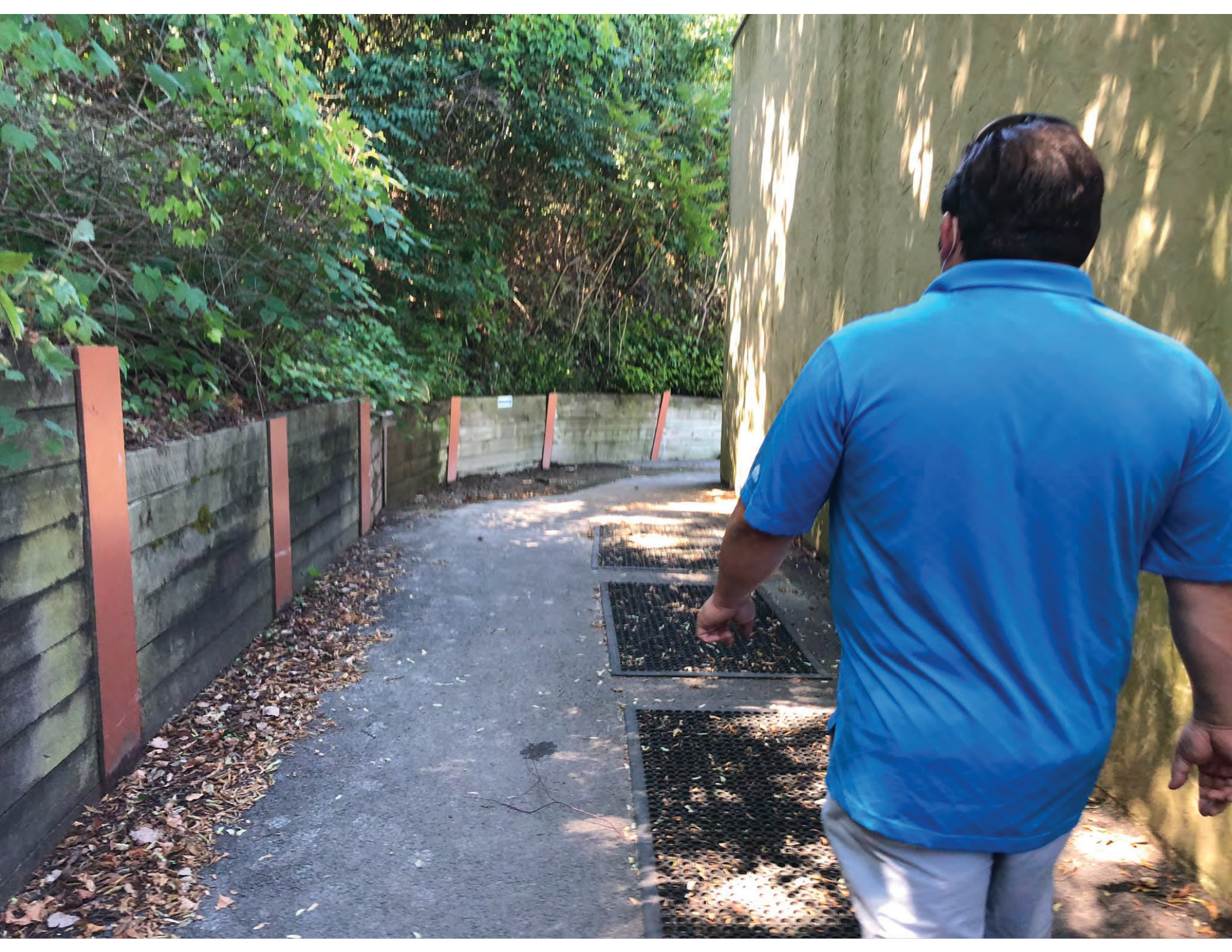
ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary

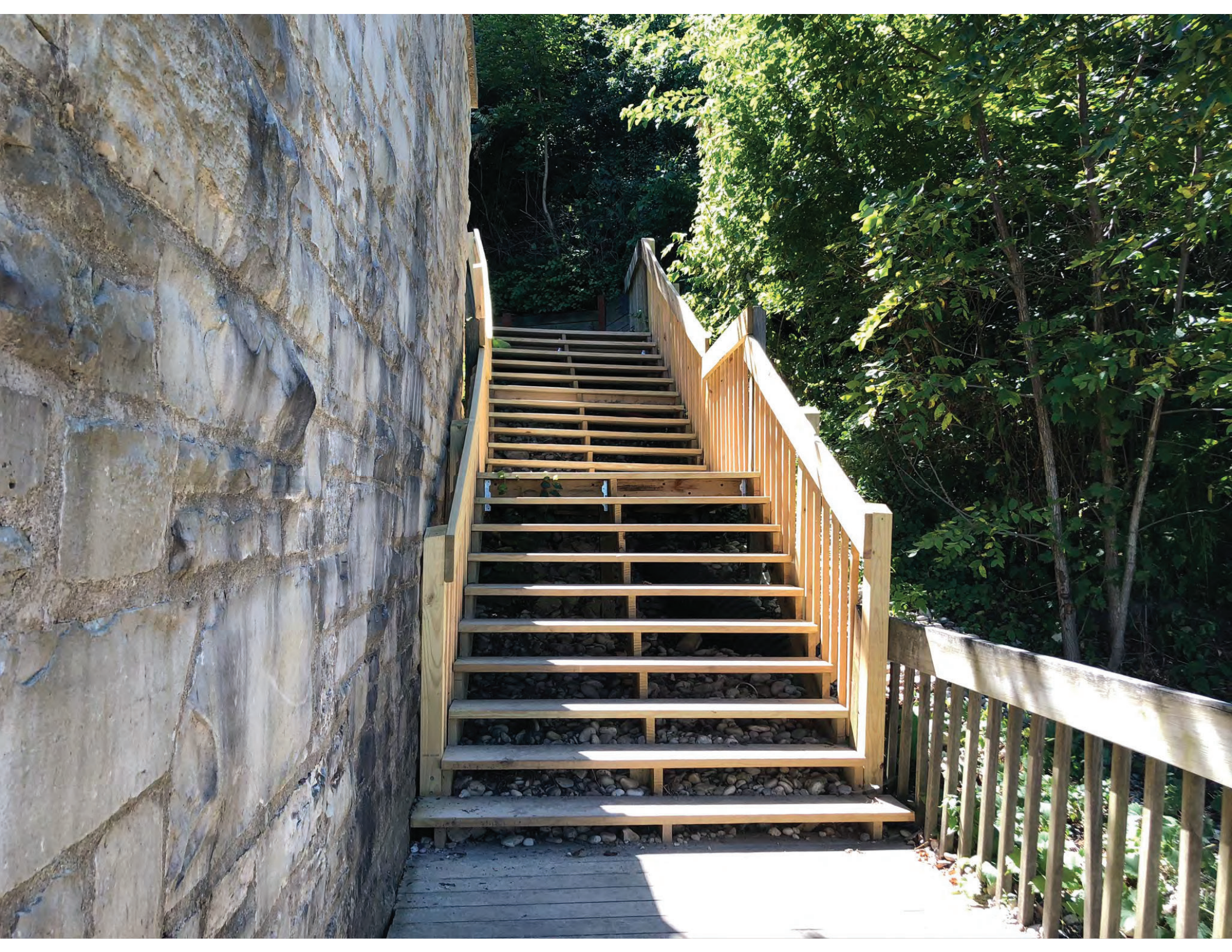
Access to North Beach and Drainage Improvements Presentation to the Board 01.15.2021







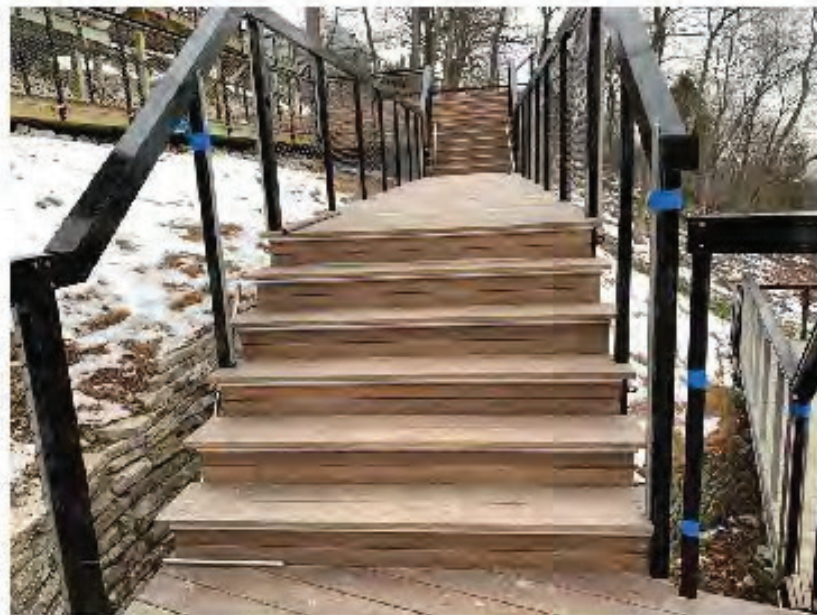




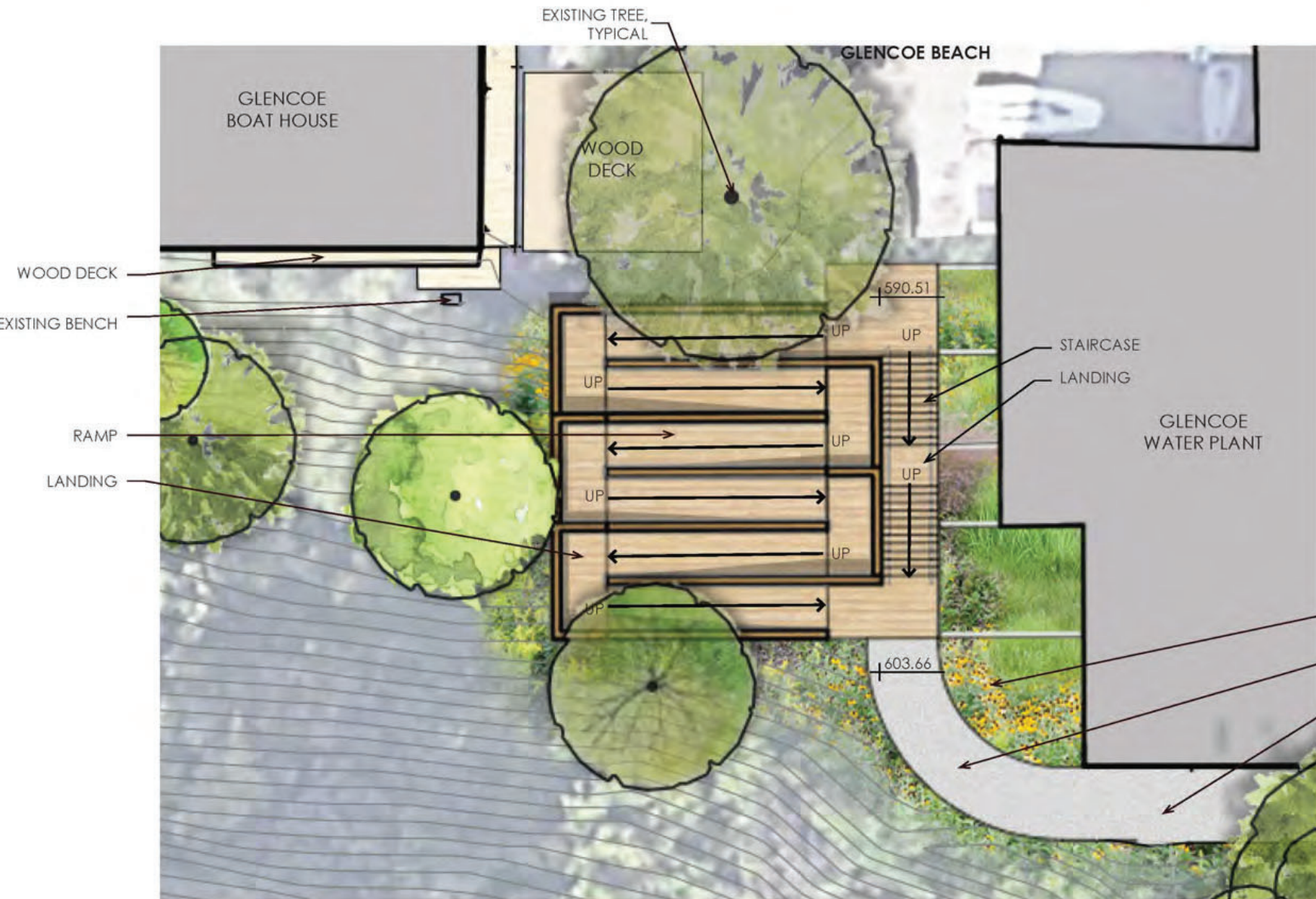
EXISTING STAIRCASE



REFERENCE FOR PROPOSED STAIRCASE / RAMP







**CONCEPT A
Ramp & Staircase Access
Scheme**

Change in grade: 13.15 FT
 Ramp Slope: 8.33%
 Total length of Ramp: 223'-8"
 Total length of Stairs: 27'
 Materials:
 -Steel Structure
 -Wood/Composite Decking
 -Steel cable rail system
 Preliminary opinion of
 probable cost: \$ 589,488.00

STAIRCASE & RAMP - CONCEPT PLAN "A" - ENLARGEMENT
 Glencoe, Illinois

CB CHRISTOPHER B. BURKE ENGINEERING LTD.
 9575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (847) 823-0500



Altamanu Inc.
 landscape architecture + urban design + planning

January 13, 2021





CONCEPT "B"
Stair Access Scheme

Change in grade: 13.15 FT

Total length of Stairs: 30'

- Materials:
- Steel Structure
 - Wood/Composite Decking
 - Steps and Raisers
 - Steel cable rail system

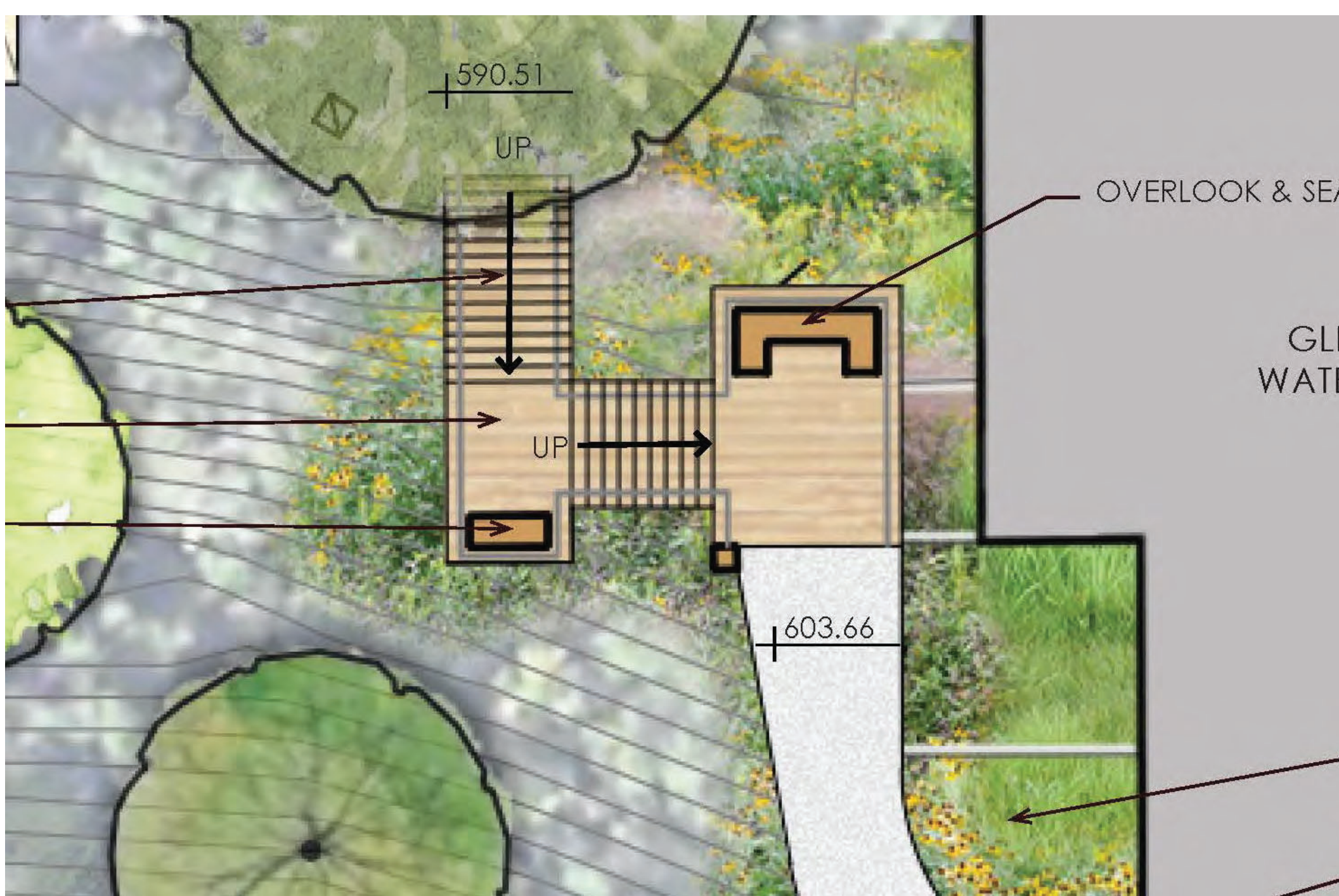
Preliminary opinion of probable cost: \$ 238,410.00

- WOOD DECK
- EXISTING BENCH
- STAIRS
- LANDING
- SEATING

- OVERLOOK & SEATING
- GLENCOE WATER PLANT

- PLANTING AREA
- PROPOSED PATH
- EXISTING PATH

STAIRCASE - CONCEPT PLAN "B" - ENLARGEMENT
Glencoe, Illinois



Previously bluff was planted with grasses, prairie flowers, shrubs and trees, most were swallowed by invasives as well as native trees. We should take the level of maintenance into account. Therefore, sturdy Native Woody Shrubs and Trees:

- *Red Root (Ceanothus americanus)* up to 4ft high, thick root system that reach deep into the earth, white flowers dry fruit
- Red twig dogwood (*Cornus sericea*) 6to 8ft high, sun and part shade, used to be planted on highway slopes
- Diervilla, or bush honeysuckle and Snowberry up to 8ft high, develops into colonies by means of spreading underground rhizomes. Very vigorous.
- **Sumac, multiple including Grolow, Fragrant Sumac (*Rhus aromatica*) 6 ft high to Prairie Sumac (*Rhus lanceolata*) and Staghorn Sumac (*Rhus typhina*) 20 ft**
- **And Oaks (slow growing)**