

MINUTES OF JUNE 16, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM AUDIO/VIDEO CONFERENCE-

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

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
Liz Visteen, PM: Active Adults/Special Events
Adam Wohl, FM: Takiff and Watts
Ann Scheuer, Recreation Admin. Assist.
Jenny Runkel, Administrative Assistant

- This meeting occurred during Phase 3; however, the order was signed in just days prior the meeting. The meeting was held as communicated to the public, with new requirements fulfilled as staff were able to comply with in the short time given.
- All commissioners verified they could see and hear.
- All members of the public verified they could see and hear, except Charles Sweat who did not respond verbally or via chat.

Members of the public in attendance who signed in or spoke: Monika Adamski, Charles Sweat

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the May 19, 2020 Regular Board Meeting, June 2, 2020 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Matters from the Public: There was one matters from the public received at lsheppard@glencoeParkDistrict.com prior to the meeting per Park District policy as communicated to the public following OMA guidelines.

From Charles Sweat:

The Board Packet for tonight's meeting includes an update on the FLW Cottage move to Park 7n. In regards to the flooding issue highlighted in January by residents, it only says that soil testing continues. However, in the most recent Village meeting, Scott Javore said "We did not anticipate the site being as wet as it is." and Ed Goodale said that

alleviating the drainage issue comes with a “significant” cost as the scope of the project has grown. GHS then asked the Village to contribute \$50,000 to this project which was originally pitched as being no cost to taxpayers. By asking for a handout at a time the Village and Park District are cutting budgets, GHS is displaying an incredible amount of tone deafness.

The Park District is now in a position where the drainage issue is uncertain, but they are almost ready to move the house. It appears that you are simply taking GHS at its word that the flooding issue can be addressed, but according to my FOIA request, there was no prior study of the flooding issue or preliminary plans made to address the problem. The Park District needs to examine its termination rights under the lease agreement as GHS has not addressed the flooding issue as agreed to in the lease. The Board members should have alarm bells going off in their heads right now that this under researched, poorly planned projected has gone off the rails.

No other comments were received at lsheppard@glencoeParkDistrict.com prior to the meeting.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months into the year. The full impact of the COVID-19 pandemic has been realized and felt. Recreation shows a significant decrease in the net surplus for refunding approximately \$750,000 for the 2020 summer camp season. The net budgeted for camp was \$365,000. The \$750,000 was returned, the full impact will not be seen until the end of the summer. Moving into Phase 4, the District should move in the direction of positive surplus. After two months with no revenue, as of May 31, day care shows a deficit of \$120,000 in comparison to \$82,000 last year, resulting in a \$200,000 turn around. Day care opened on June 1 resulting in about \$90,000 in revenue so far with additional payments coming in. Beach revenues are split, half for the boat department and the other half for season pass sales. The beach is doing quite well and there is the possibility of more revenue in waitlisted pass sales to be discussed later in the meeting. Overall, the beach is holding its own. Staff answered commissioner questions and discussion ensued including collection of 5,000 season passes this year versus the normal 1500 passes sold; \$230,000 in daily fees and rentals not realized this summer; the deficit was budgeted at \$100,000 and might hit that this year; the Parks Department looks better than expected from not spending some of the capital items, loss of two staff members, and not bringing in contractual mowers until late May; and lastly, it is too early to tell if the reduction of spending equals reduction of revenue. The 12-month projection to be reviewed later in division reports will give highlights.

Discussion of FY2019/20 Annual Audit Report, Management Letter, Other: Director Mensinger introduced Monika Adamski from Lauterbach and Amen, the District’s audit firm. Ms. Adamski presented the FY2019/20 Annual Audit Report and Management Letter attached. There was not a management letter last year, so there is nothing needing improvement and there is nothing new this year. Internal controls were reviewed before audit fieldwork, and again there was nothing to be noted. Board discussion with Ms. Adamski, the Board, and Director Mensinger ensued. The audit is pertinent to bond issues.

Discussion to Preliminary 2019 Final Tax Extension: Director Mensinger said we received the preliminary report from the county. Our Equalized Assessed Valuation (EAV) went up about \$41 million. Because the EAV went up, it is positive for our debt margin. Our tax rate went down due to inverse relationship with EAV; the total EAV increased 4.6%. No related information on how tax receipts will come in on the second installment, deadline extended without penalty to October 1 (normal August 1). Traditionally, the park district receives around 7% of the taxes. We are liquid and staggered certain investments to mature in October, the District shouldn't feel the impact and the bond payment should be ok as well. Staff budgeted receipt of 80% for the second installment, but that is a low estimate, during recession we received 90%. We have enough in reserves. Excess reserves are transferred to Fund 69 at the beginning of the fiscal year, but we haven't done that yet until we know the result of COVID-19.

Discussion of Resolution Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time: We furloughed 10-11 staff who received documentation and know they can claim unemployment. A handful of those staff participate in IMRF and when they do not receive wages, they also do not get service credit. Those staff can pay for the service credit that would go towards their future pension. One employee communicated they may do that. Employees can pay up to 12 months of service credit, and hopefully that employee will be back at work in the fall. In response to commissioner questions, FFCRA is an act for those who are actively working. The District has a defined benefit plan, our contribution rate of 12.27% of all IMRF wages is based on a 5-year smoothing schedule. The impact will not be significant.

Staff Reports:

Business Department

Director Mensinger highlighted the 12-month projection included in her department report. Camp refunds came out in May for over \$700,000, the first day of fall registration normally brings in \$450,000 to \$500,000, but only budgeted \$200,000 right now. Fund balance reserves are over 55% considering the 80% collection rate of the second installment of taxes; a very positive opening into phase 4 and 5. Projected versus budgeted amounts, revenue versus expenses, and Glencoe Junior Kindergarten's contract versus the amount paid were reviewed. The three-year master plan discussion will be on the next committee meeting agenda.

Recreation and Facilities Department

We are holding sailing and aquatic camps sessions 4-9 and are looking to extend the season further; all based on staffing. Staff added 20 additional paddleboard spots this week. There is a waitlist on lockers. Staff are freshening up 18 old lockers behind the boathouse to help lower the waitlist and about a \$5,000 increase in revenue. Summer Care has 16 enrolled in the preschool full-day option and 35 enrolled in the youth option; no waitlist on either program. Twelve dropped from the Children's Circle program, but all those spots were filled from the waitlist. There are five paying 50% to return after the summer. There are nine new students on the waitlist starting July 1. A significant amount of outdoor programming was rolled out over the last few weeks with

over 400 participating and over \$60,000 in revenue. The Recreation Team is working on contingency plans depending on if school runs in fall. It is difficult to expand the Children's Circle program due to DCFS regulations. Other options are ELC and extracurriculars. We will use every square foot we are allowed to use. Older children may have a chance, but the earliest we can take anyone new on the waitlist for the infant room is July 2021. We were able to secure a temporary license for a second infant room open for a couple weeks or a month. All tennis court nets will be up this week. Affiliate start dates were reviewed.

Staff are looking to do more FAQ's for other summer programs. It is very helpful for commissioners to keep a consistent message to the community.

Commissioner Onderdonk complimented the District by protecting the community while allowing as much as possible within the envelope of the state commission.

Parks and Facilities Maintenance Department

Staff are getting things ready for GBA and AYSO. Mowing and horticulture contractors are back mowing the entire system weekly. Director Leiner is working on closing out Halfway House and Takiff playground projects. The trail bid was originally estimated at \$1.2 million, revised to \$900,000 after the designs came in, and came in significantly lower at \$775,000. It is a tight bid and we will see changes along the way. We are looking to start construction around Labor Day. The state doesn't disclose the other bids. Staff are prepping playgrounds in case the governor lifts the playground restriction. There are no expenses on the Tudor Court Village project for the District, although we do mow it once complete.

Executive Director's Report: We will not be printing a brochure this fall. Due to the everchanging status of COVID-19, printing a brochure is not fiscally responsible. The fall brochure will be online, possibly updated monthly as changes arise.

Beach

We sold 5,000 beach passes and currently have just under 350 on waitlist, which equates to about \$20,000 in revenue. Currently, the beach is manageable with the caveat that school just let out and the hot days have just begun. Staff recommends raising the beach pass sales limit to 6,000. If we reach 80% capacity at the beach, we will notify patrons on our website and rainout line. Season pass holders come for 90 minutes whereas day pass holders come for the whole day. The average use is approximately 500 per day and the top day was 655 visitors throughout the day. Eighty to one hundred visitors per hour will most likely be the limit staff can handle. July 4 is potentially a crazy day, as well as late July into August. We are cautiously optimistic that we will be able to handle it. Phase 4 will allow for more attendance with people closer together. Discussion ensued about no data on a busy/hot day while school is out, denying beach use from those on the waitlist for all summer over a possible five days of waiting in line, email season pass holders to be prepared for a possible wait, concern over staff burnout, how to maintain social distancing (staff does their best), and room for Public Safety. Commissioner Boron suggested allowing the 350 off the waitlist and then re-evaluate after July 4. Commissioners liked Boron's idea.

People mistreating our teenage staff was discussed and solutions and training reviewed.

Fitness

Fitness member survey results were reviewed. Phase 3 allowed personal training which didn't receive a positive reaction, so staff are preparing for a Phase 4 opening. Survey results showed 50% very or extremely comfortable coming back in Phase 4. Also reviewed were cleaning and safety, reservation system, time blocks, time block gaps for cleaning, most important item to return safely, and additional comments. In order to run and break even, we need 60% of our members to return. Equipment dividers would be costly, although staff is looking for quotes. All fitness center attendance drops off in the summer, unless the temperature spikes. When open, we would need to subsidize \$2,500 for the extra cleaning involved. Discussion ensued. Commissioners indicated agreement to subsidize the extra \$2,500 for cleaning. Staff would need two weeks to prep before opening following the date the state allows it to open.

Park 7n

After the packet went out, the Village communicated they are moving forward with dealing with water in the park. The plan will be available for review once approved. The structure won't be moved until the plan is approved. Glencoe Historical Society (GHS) has the necessary funds. The Village declined GHS's request for additional funds to pay for a basement. From day one, the Park District indicated they would not give funds for this project. The Village offered to connect utilities to the street. GHS is working with an engineer to address the water issue. The pooling water in park 7n will be addressed during this project, whereas it may not have been in the near future by the Park District. GHS has raised funds per the agreement for sitework and outside restoration, are doing additional soil borings, and will stake out the site location once the plan is approved. They have met with their end of the agreement to date. GHS is still fundraising for the basement.

Hoover Estate

This project is going to the planning commission; Commissioner Onderdonk is our commission representative. There is an agreement for new property assessments made for a future park improvement for that neighborhood or an adjoining nearby neighborhood. Construction is expected for 2021 and monies come in as homes are built. Per the Impact Fee Agreement, we get \$8,000 per lot from a total of 29 lots.

Phase 4

Staff recommend in person meetings in the gym spread out for social distancing, although commissioners can Zoom if preferred.

Fourth of July

A press release went out that the event won't be the same as in the past. We felt we had to do something to continue the tradition. Staff have planned a virtual fun run, virtual talent show, a non-traditional parade travelling around town, the beach will be open, and house decorating with a walking tour (no prizes).

Action Items:

Acceptance of Fiscal Year 2019/20 Annual Audit: A motion was made by Commissioner Lutton to approve Fiscal Year 2019/20 Annual Audit as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of Resolution No. 914 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time: A motion was made by Commissioner Lutton to approve Resolution No. 914 Authorizing Benefit Protection Leave Service for COVID-19 Related Furlough Time as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 9:07pm. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary