

APPROVED

MINUTES OF JULY 21, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022
-VIA ZOOM AUDIO/VIDEO CONFERENCE-

All commissioners verified they could see and hear. All members of the public verified they could see and hear, except Eric Anderson, Sam Thelen, and an unidentified participant who did not respond verbally or via chat.

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

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Josh Lutton, Commissioner
Dudley Onderdonk, Commissioner
*Gave permission to record

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
Stephani Briskman, PM: Arts/Enrich/Yth/Camps
Adam Wohl, FM: Takiff and Watts
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Eric Anderson, Clement Erbman, Brandon Hinkle, Debbie Ruderman, Sam Thelen, and an unidentified participant

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the June 16, 2020 Regular Board Meeting, July 7, 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 comment received at lsheppard@glencoeParkDistrict.com prior to the meeting.

From Steve Varick, Co-chair, Glencoe Caucus Village Nominating Committee:

The Glencoe Caucus is now accepting applications for consideration in the nominating process for positions on the Glencoe Village Board, Glencoe Park District Board, Glencoe Library Board and School District 35 Board with terms starting in 2021. Application forms are available on the Glencoe Caucus website at glencoeCaucus.org. The deadline for submitting application forms is September 15, 2020. For more information please see the Glencoe Caucus website."

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

There was no one wishing to comment in-person or from a Zoom attendee.

Financial Report: Director of Finance/Human Resources Mensinger stated we are four months into the year, which are the first four months of the COVID-19 pandemic. We are still not looking too great in recreation and day care programs. June began the increase in revenue. Since July 1, we brought in \$125,000 in day care revenue and are hoping to see progress in whittling down some of the deficit. The beach and boathouse are looking good due to the increase in beach passes sold. Adding lifeguards and three payrolls in the month of July will have a slowing affect. We are monitoring financials weekly and looking at fall revenue regarding possible programming. Unless we have to close down, we will continue on the current fiscal track.

Staff answered commissioner questions as follows. Day care participation is up by two students, but there is a deficit from being closed by the governor's order. Labor costs have gone up to meet DCFS guidelines. There is a labor shortage as well. We were significantly affected by COVID and have not made back all the lost revenue yet, but going forward, we hope to break even in schools and camps. Costs for PPE and cleaning supplies have also cut into revenue.

We received \$390,000 net proceeds from the sale of Linden House.

Approval of Resolution No. 915: Carol Mensinger 20 Years of Service: President Brooks read the resolution. Commissioners, Executive Director Sheppard and staff lauded Director Mensinger for her skill and loyalty to the District and community.

A motion was made by Commissioner Boron to Resolution No. 915 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

Motion passed.

Discussion of 3-Year Fund 69 Capital Projects Plan: Executive Director Sheppard indicated the capital projects portion of the packet includes site assessments, more detail, and pictures than shared at the meeting on July 7. Tonight's goal isn't to determine project order, but to determine what bond amount the Board is comfortable with and have their questions answered on projects and bonding. Eric Anderson, of Piper Sandler, was in attendance to answer questions from the Board. At the August 4 meeting, the Board will discuss priority order of projects.

Discussion ensued including which level of bonding to consider, that the pandemic has gone longer than imagined, the highest amount so we do not have to not ask for more money later and have extra funds, the Village and District 35 are going for bonding but

won't raise taxes, and raising capital is the right thing to do while spending it wisely and investing in the standards that our constituents demand without going overboard.

Director Mensinger reviewed bonding details. The max issuance is \$4.3 million from discussion at the June meeting, for which, there would be a \$36 annual tax increase on an \$800,000 home. This is possible because the Watts 20-year issue is falling off this tax year. Our typical transfers from Corporate and Recreation Funds won't happen this year, possibly not next year too. Reducing the amount through less retirement in the early years is possible, however; it does take away about \$350,000 from the maximum amount of the bond issue of \$3.9 million, although the impact to taxpayer is minimized. Erin Anderson indicated a possible change to stimulus refunding rules. At this point, we do not have a report to share with the Board that would be favorable in that regard. There is a benefit of \$350,000 more in projects, rolling in the tax at once and having those funds to deploy, and bringing projects/services to the district.

Discussion continued including taxes might go up about \$40 per year, but Takiff debt of about \$250 is dropping off in five years. Other comments included hating to raise taxes a large amount, on the other hand there is a large list of capital items needed to keep the services at the same level, the tax increase is an insignificant difference, but it is significant to give up funds at historically low interest rates, we are responsible for the residents because we don't want to be dismissive of financial concerns, but there is a long laundry list of things to get done to keep services and amenities at the level expected, and it makes sense to take money now and use it wisely, we have never been wasteful, agonize over every project, and argue over it. The school district has already received federal funds and is getting more, the park district won't be getting federal funds, yet still need to provide and fill holes/gaps that are going to come up, this list is maintenance, not a wish list. Parks and courts usage is up and residents are demanding these services. When the District refunded in 2015 for the last 10 years of Takiff Center debt, the District saved over \$750,000. People are appreciating our parks more due to the virus, and is an important service to provide and expand for residents who want to live in a quality community with a high level of service. The schools are receiving federal funding, but the park district still has to provide PPE and services just as the school does without funding.

The bond rating is good for three months. Once complete, we are ready to go. Erin Anderson has not seen a decline in other park district bond ratings recently. The District has done a great job and he expects us to retain the Aaa rating.

Following discussion, President Brooks indicated Board consensus to go with a \$4.3 million debt issuance and move forward with the bond rating process.

Staff Reports:

Business Department

Staff time is shifting to the Moody's presentation and finalizing the bond issue.

Recreation and Facilities Department

The beach has lifeguards and boat guards on duty, some closures occurred due to high bacteria, and the beach is a less hostile environment giving staff a nice break. Summer care is going well. August registration is expected to be lower than July due to participant vacations. We are not sending out a fall physical brochure. Staff are letting the community know tomorrow that we are continuing the digital brochure, so we can adapt with school district plans. Our first in-person special event is this weekend; 50 are coming to the Beach Campout. The next in-person events are the Summer Egg Hunt and a Beach Campfire Night. The fitness center is open with 70 members and about 20 visits per day, more participants will be allowed in September. Staff are filling in when they can and waiting to see what happens in August.

Included in the communication going out to will be the requirement of youth and adults to wear masks. Best practices (not core guidelines) do not require preschoolers to wear a mask nor are fitness members required as they workout. Medical exemptions are also available per regulations.

We are working with District 35 to provide all sorts of options based on what they do. We will offer Kids Club, but the program will be dependent on what District 35 does and how much space we have. We plan on getting our September programming out right after the school district makes their announcement. We cannot use school space in the fall, so our normal programming needs to shift to Takiff and Watts, plus program participants need to be spaced out. Our priority is child care and we will still try to provide enrichments, however if we move back to Phase 3, we will have to cut back on enrichments to provide more rooms to spread out children more in day care. Staffing is also an issue. We can't plan more than one month out, due to the possibility of moving back to Phase 3 or moving ahead to Phase 5. The District feels for the parents, we want to be a puzzle piece working around school plan, and hope to offer child care for District 35 teachers and our park district teachers as a break-even service.

Our digital brochure will be noted in the combo brochure with the village, school, library, and park district. Staff will redouble efforts in communication in this changing situation.

Glencoe Junior Kindergarten have met their contract commitment. They do have plans to start in the fall, however if they do not run, we will use their rooms for emergency child care. GJK needs to follow the same DCFS guidelines that the park district follows. Their parent-taught classes are currently not permitted by DCFS.

Parks and Facilities Maintenance Department

Staff worked on playability improvements at West Field due to increased use by many area residents not doing travel baseball this summer. When parks were closed, staff made the repairs to the Friends Park poured in place and monument. There will not be sanitary stations at parks, visitors should bring their own wipes and sanitizers.

Safety and Wellness Committee

During a long meeting via zoom, they discussed how to open Takiff Center including plastic enclosures/layouts, removal of non-essential furniture, and make it the best environment as we could for patrons and staff, inside and out.

Executive Director's Report: Takiff maintenance is scheduled August 17-21 during which time the Early Childhood wing will be closed. The rest of building will be open. July 4 was different this year, but everyone had a great time. Linden house sold and the District is officially out of housing. The \$390,000 was transferred into Fund 69. The Frank Lloyd Wright cottage was moved to the site in front of its final location. Glencoe Historical Society is communicating with the neighbors and community. The August Board meeting will have a light agenda, the only staff report will be Recreation, otherwise the focus will be on capital projects and order. It will be an in-person meeting per Board consensus, although as long as we have quorum in person, two commissioners can still call in. Lisa is on vacation July 23-27. We are working with the Village, IPRA, and Rotary on diversity and issues highlighted in our country and figuring out how we can be better.

Action Items:

Approval of the Annual Treasurer's Report: A motion was made by Commissioner Onderdonk to approve the Annual Treasurer's Report as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of the 3-Year PDRMA Health Insurance Commitment: A motion was made by Commissioner Boron to approve that no notification be given to PDRMA Health Program regarding termination and in doing so, that the District remain with PDRMA Health Program for another three-year period as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

Motion passed.

Approval of the Schuman Overlook Repair Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder for the Schuman Overlook Repair Bid, Martam Construction of Elgin, Illinois for a total of \$202,026 as presented. Commissioner Lutton seconded the motion. Director Leiner indicated the bid was less than expected. Martam typically does roadway and bridgework. The IDOT work on the trail has companies bidding that you normally see for roadwork, but this project fits that skillset. Staff talked through each objective Martam, they are used to working with slopes, similar to what their company normally does. It is late in season, roadway work

was completed early because of COVID, so companies are looking for small projects like ours and are able to bid low. Roll call vote taken:

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

Approval of the Duke Park Renovation Bid: Executive Director Sheppard indicated we received one really good base bid from Hacienda, as well as, an extremely good bid for the ADA plaza sidewalk. Staff recommends completing the ADA sidewalk as a project that needs to be completed anyway while taking advantage of economy of scale. We do not have donors for the social spaces, the Board discussed which social spaces, if any, should move forward. Comments included that #1 is too expensive, others are good for active families and would be used, chill seating would satisfy a different demographic, #2/3/4 are the easiest to install arriving as already poured concrete.

Executive Director Sheppard indicated that #1 would be too expensive and of the remainder, she would recommended picking 2 or 3 to stay within the budget.

Following discussion, President Brooks indicated Board consensus to go with #2, 3, 4, and chill seating social spaces.

A motion was made by Commissioner Boron to approve the lowest responsible bidder for the Duke Park Renovation Bid, Hacienda Landscaping of Minooka, Illinois, including base bid and Alternate 2, and Alternate 1 which will include Social Space options #2, #3, #4, and Chill Seating for \$32,000 and a total project cost of \$870,647 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
Motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:48pm. 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