

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

Carol Mensinger, Director of Finance/HR, is filling in as the in-person representative due to the inability of Executive Director to attend in person due to a HIPAA medical issue and the President out of town for work.

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

All Commissioners could see and hear and all members of the public could see and hear.

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: Eric Anderson, Brian Brandt, Stephani Briskman, Ed Goodale, Ann Scheuer, Bart Schneider, Adam Wohl

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of August 4, 2020 Regular Board Meeting, September 1, 2020 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: We did not receive any emails requesting to be read into the minutes. There was no one wishing to address the Board.

Financial Report: Director Mensinger stated we are six months into the fiscal year. Included in the packet is a three-year comparison for both July 31 and August 31, since we did not have a Board meeting in August. Recreation program surplus increased by almost \$90,000. Day care had a \$100,000 deficit in July which turned for the better in August to a \$55,000 surplus due in part to the day care grant received. By the end of August, the beach had a surplus of about \$85,000. Overall, it looks like our deficit will be lower than expected at about \$100,000. Fund balances were reviewed and look good at this time. Of the expected 80% of tax installments used in projections, we instead received 85% and now project to receive 90%. Included in the projections are day care

grant money, the \$69,000 for PDRMA pier reimbursement, and the favorable results of the bond issuance.

Staff previously projected the District to have \$6.518 million at the end of the fiscal year on February 28, 2021. Based on current projections, we are expecting to be at \$6.67 million. Despite the pandemic, we have lost revenues, but also did not expend monies on programs and tightened operations.

In response to Commissioner Boron's question regarding our pier damage claim, Director Leiner explained that PDRMA gave us 50% of their perceived value. They paid us \$69,000 up front with another approximately \$55-60,000 coming after the project is completed. The project consultant has been hired who will develop a plan for the pier, not using decking, but something longer-lasting. The project will start at the end of May dependent upon water levels.

The grant results have been pushed out to November or December.

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

Business Report: Mensinger reported that last month was the bond sale and issuance and changes will be communicated to the Board as available. The levy and budget discussion will be on the October 6 meeting agenda. Our presentation to Moody's used for the bond rating is included in the packet.

Recreation and Facilities Report: Collins shared that fall programming is in full swing. Outdoor programming is more popular than indoor, although we are expecting a shift to indoor in fall. Last week, the beach had a slow week for the first time all summer. The beach closes for the season on September 27 followed by the boathouse on October 11. Staff are working on basketball planning within the current environment. Staff are finalizing the Watts plan to present to the Board on October 6. Day care staff are exploring options to expand the program. Children taking our e-Learning program are to the point where they can self-direct. Captain Marvel will be shown at Movie in the Park at Berlin Park on September 25 at 8:00pm. Staff are working on the Halloween event and communication to the community will be out in the next couple days.

Commissioner Boron asked staff to create a socially distant outdoor competition in place of the Mud Run and Commissioner Covey requested to hold more Doggie Dips.

Parks and Maintenance Report: Leiner reported the District experiencing a drought from the end of July to early August. We have lost many trees; the next two in Lakefront and Kalk Parks. The team will complete a targeted fertilizing of the Oak Tree population. Baseball and soccer fields are busy throughout the District. In the next month, mum fall plantings are scheduled at high profile sights. Park projects are kicking off, ribbons on the Connect Glencoe trees mean they are getting a protection fence. Central School construction is not getting in the way of park use.

Benches and trees donated before 2013 are in perpetuity or legacy donors. Donations in 2013 or later are 10 years or life of the bench and 5 years or life of the tree.

Marketing and Communications Report: Classen stated the District is focusing on website, email, and social media, not paper media. Typically, August would be a slow month, but was busy. In response to a commissioner question, Director Mensinger shared that funds for the new website are included in Fund 65, but the project put on hold until the COVID-19 impact was realized. It will be reviewed again during budget discussions. Commissioners Covey and Boron would like the RecTrac calendar to work. There is \$50,000 for an IT consultant to configure a plan, which would be included with the website discussion. RecTrac and website software changes at the same time would be more cohesive for the public.

Executive Director Report: Executive Director Sheppard discussed Connect Glencoe sponsorship and donations with interest from the community coming in. We are including information with Inside Glencoe as a paper update to the community.

At Park 7n, the cottage is to be moved onto its permanent foundation and they will be working on the outside to make the deadline of one year. Glencoe Historical Society is responsible for total restoration of the park site. Someone donated two trees to block the neighbors. They must also restore the site back to its original condition, plant grass, and install the sidewalk.

September 24 will be our one-year NRPA Gold Medal anniversary. We had lots of plans to celebrate including a street fest and more, but the pandemic changed those plans. There is no doubt we are gold medal agency; our staff lived up to it through the pandemic. Classen is working with Leiner to install gold medal signs on all park signs.

Commissioner Covey wants to recognize staff who pulled it together at the beach, camp, eLearning, and day care through the pandemic and would like the Board involved. Instead of items, he would like to see something including face-to-face recognition, for example, a food truck at the beach. Staff have been coming up with ideas, since the holiday party is cancelled. Sheppard really appreciates commissioners wanting to thank staff.

Action Items:

Approval of Policies and Procedures for Preparing and Updating Disclosures:

Mensinger indicated this step was recommended during the bond issuance process by Chapman and Cutler, our legal bond counsel. It includes designating a disclosure officer, reviewing and preparing the bond sale preliminary and final official statements, and ongoing disclosure to the Electronic Municipal Market Access (EMMA) site. It will be added to our Financial Policy and Procedures Manual. A motion was made by Commissioner Boron to approve the Policies and Procedures for Preparing and Updating Disclosures 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.

Approval of Ordinance No. 916 providing for the issue of \$4,355,000 General Obligation Limited Tax Park Bonds, Series 2020, for park improvements and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Piper Sandler & Co. in connection with the sale of said bonds:

Mensingher indicated that the packet information was prior to the actual marketing/sale of bonds on September 15, and as such was estimated. The bonds were sold today, and a new version of the Bond Ordinance No. 916 including the actual amount, maturities, and percentages was emailed to the Board just prior to the meeting. Bond discussions began in 2018 and throughout 2019, the BINA Hearing was held in February 2020, and then the pandemic hit, delaying the process. The original Watts debt matures in December 2020. Moody's affirmed our Aaa rating, showing we are managing through the pandemic and operating with strong reserves through the last few years.

A motion was made by Commissioner Onderdonk to approve Ordinance No. 916 providing for the issue of \$4,355,000 General Obligation Limited Tax Park Bonds, Series 2020, for park improvements and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Piper Sandler & Co. in connection with the sale of said bonds as presented. Commissioner Boron seconded the motion.

Eric Anderson of Piper Sandler & Co. pointed out that the Aaa bond rating underscores the District's management both pre and post-pandemic. As far as Moody sees, the District will retain the Aaa rating going forward. The amount of the offering was \$4,355,000. We received offers from 11 different investors. Looking at summary statistics, average yield including all cost of issuance is 1.7% for an average life of almost 11 years. As shown in the Bond Analysis, \$2.52 million will be callable at a rate of 2%. Of this transaction, 58% is callable. If the District has a need for future funding, this allows refunding/restructuring of 2020 debt to be potentially rolled into new debt. With respect to the debt service extension base, the goal was to make it flat, with no expectation of CPI growth new debt. The Fed is meeting on the monetary policy tomorrow, so we were unsure coming in the market the day before. Mr. Anderson and staff answered Board questions and discussion ensued as follows. When the bond issue officially closes on October 7, 2020, the District will receive funds in the amount of \$4,502,601 and the District has 3 years to spend 85% of the proceeds.

No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Renaming Park 7n to Ravine Bluffs Park: A motion was made by Commissioner Onderdonk to approve renaming Park 7n to Ravine Bluffs Park as presented. Commissioner Boron seconded the motion. Sheppard noted that staff sent out communication to interested parties and we received one response in favor and one not in favor. The person not in favor believes the subdivision starts after the park. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of FY2021/22 Capital Projects List: A motion was made by Commissioner Boron to approve the FY2021/22 Capital Projects List as presented. Commissioner Lutton seconded the motion. Sheppard confirmed this is the same list discussed at the last meeting. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Contract Design Services for Kalk Park Phase II: A motion was made by Commissioner Lutton to approve of the Altamanu, Inc. design services contract for services related to Kalk Park Phase II Redevelopment in the amount of \$36,455 as presented. Commissioner Boron seconded the motion.

Director Leiner clarified for the Board that this approval is for contract design services to create a plan. We earmarked \$300,000 for the plan including a landscape architect, civil engineer, electrical engineer, and likely someone to assist with the water. A lot of civil engineering drove up the price. 12.1% is a solid estimate based on the designs we do. Leiner reviewed Phase I, making it a centerpiece park, and now we need to go back and finish the project. Drainage, lighting, and basketballs going into the parking lot were discussed. We need a consultant who can work at the level to meet expectations of the community. Via bid process, Altamanu was chosen by our Board to be the District's firm. Commissioner Onderdonk requested nonstructural approaches for water remediation and green options for lighting. Sheppard reminded the Board that this park is a programming park and needs available space in the gazebo area, so wetlands will not be appropriate at this site, but maybe at Shelton. We must also keep maintenance costs in mind. Roll call vote was called, but Commissioner Lutton vocalized no and indicated that this is the first time he has heard about the entrance, basketball, and lighting. Boron concurred and discussion continued. Sheppard indicated that the project binder included lighting and water retention information, basketball is just a small line of bushes, and the entrance is just tuckpointing and native plantings. Leiner added the lighting is one or two poles of ambient lighting at \$6500 per pole. The park had two poles in the park originally, but a staff member was electrocuted when doing safety checks and the poles had to be removed. Sheppard reminded the Board that when the bid comes in they can decline options. Irrigation is normal for signature parks, putting in irrigation now will save money to cover the cost of staff time to fill, transport, and hand

water the park. Covey vocalized experiencing extensive discussion and feels comfortable voting yes. No further discussion ensued. Roll call vote taken:

AYES: Covey, Brooks

NAYS: Boron, Onderdonk, Lutton

ABSENT: None

The motion failed. This will be added to the next committee meeting agenda for further discussion.

Other Business: There was no other business.

Adjourn: President Brooks moved to adjourn the meeting at 8:31pm. Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary