

MINUTES OF APRIL 20, 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 7:04pm 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.
Adam Wohl, Takiff/Watts Facility Manager
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Stephani Briskman, Bobbi Nance, Ann Scheuer, Bart Schneider, Jill Siragusa, Shannon Stevens, Matt Walker

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of March 16, 2021 Regular Board Meeting, Minutes of April 6, 2021 Special Board Meeting, Minutes of April 6, 2021 Committee of the Whole Meeting, Approval of Post-Issuance Tax Compliance Report, 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: There was no one wishing to address the Board.

Public Hearing: 2021/2022 Budget and Appropriation Ordinance No. 921: The Budget and Appropriation Ordinance (BAO) No. 921 was reviewed by legal counsel and was put on display at the District's Administrative Office for the required 30-day period. President Brooks declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Mensinger stated that the BAO is based on the working budget approved by the Board at last month's Board meeting; the BAO is the legal document filed with the county. President Brooks asked Executive Director Sheppard to read any public comment received in advance. There were no comments. There was no one in attendance who wished to comment. President Brooks then declared the public hearing closed.

Approval of Ordinance No. 921: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2021:

A motion was made by Commissioner Lutton to approve Ordinance No. 921: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2021 as presented. Commissioner Covey seconded the motion. In response to a question from Treasurer Covey, Mensinger stated the sources of revenue coming in and expenditures are for this year. The bonds were last year, listed as cash carry over. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated we are one month into the fiscal year. Day care is on target and beach/boating beach combined revenues is showing as a huge surplus of over \$300,000 from boat rental spaces and pass sales. We already surpassed total sales last season. An analysis for fiscal year 2021/22 taxes from the 2020 tax year, we are about \$400,000 off from what was collected last year at this time. The taxes are due by March 1; however, we assume some delay due to the COVID extension and people are paying later than last year. Staff will continue to monitor.

Registration Software Upgrade Update: Director Classen gave an overview of the reasons an upgrade was required. Bobbi Nance of Recreation Results LLC gave a brief presentation on the chosen RecTrac 3.1 software upgrade including the need, especially shown during the pandemic, project approach, project goals, process, recommendation, and implementation.

The one-time migration and training rate for updated and new software modules is \$10,900. Ongoing software expenses include \$6,977 annually for software maintenance for current modules and an additional \$3,960 annually for subscriptions for new modules.

Kick-off is scheduled for May 2021 and, following setup and training, would go live January 2022. The first real-time registration of the new software would occur in March, which is traditionally the District's smallest registration.

Staff and Ms. Nance answered Board questions as follows. The largest benefit will be the mobile-friendly platform without the use of an app. In addition, it will be cleaner with more customization. Calendar functionality and reminders were reviewed. Excalibur Technology oversees all of our technology and network. We just replaced our server 18 months ago, so it did not make sense in a cost analysis for RecTrac to host the software for the first three years. Excalibur is responsible for the security and working with VSI in the migration to RecTrac 3.1. We are changing credit card processors in the transition and will be fully PCI compliant. Our current program registration setup uses age versus grade. The updated software has additional rule settings that our current software does

not have. There will be beta testing with the Board, staff, and community. The overall cost will be about \$7,000 a year and add about \$3,900 annually for additional modules to be finalized. We chose the most cost-efficient software for our District.

Watts Ice Rink End of the Season Report: Director Collins and Facility Manager Wohl gave a presentation highlighting the report included in the packet. It was a difficult and rewarding season. Staff reviewed 2020-21 season staffing and training, marketing and promotions, facility improvements, season information, non-ice programming and special events, financial comparison, participant feedback, and future planning. Staff took extensive measures to run the facility safely during a pandemic and remain within the Governor's executive orders. The Board commented as follows. A sensation was created by the Friday special events and so many waiting online on Thursday nights to sign up. It was a great season, especially so, with increased use over previous years.

Executive Director Report: Executive Director Sheppard congratulated Bart Schneider, Brandon Hinkle, and Stephani Boron for being elected. Earth Day clean up is scheduled for this weekend. A salary review will be held with Corn-Ferry. The Veterans Park entrance and Kalk Park are being worked on now. Our beach sales are in line with the 6,000 sold last year and we hit our budgeted revenue without dailies. A few free senior pass sales also purchased passes for grandchildren and families. The ELC team continues to be creative with activities and special events.

Action Items:

Approval of Memorandum of Understanding District 35 and Glencoe Park District: A motion was made by Commissioner Onderdonk to approve the memorandum of understanding between Glencoe School District 35 and Glencoe Park District for the shared Asphalt-Pathway Resurface Project as presented. Commissioner Lutton seconded the motion. Commissioner Onderdonk commented that it is a great effort between units of government. Director Leiner clarified that this is for the front Takiff lot, not the back lot targeted for June or the first week in August when we are closed. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Bid for Asphalt-Pathway Resurfacing: A motion was made by Commissioner Lutton to approve the lowest responsible bidder for the Asphalt-Pathway Resurfacing Bid, Chicagoland Paving of Lake Zurich, Illinois, for base bids: A, B, C, D for a total award of \$125,000 as presented. Commissioner Boron seconded the motion. Commissioner Onderdonk thanked staff for not using the oil-based sealant from an environmental standard. Director Leiner explained that cold-tar sealant is not the superior project. It is better for the environment and does not have an additional cost. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Bid for Conservation-Landscape Maintenance: A motion was made by Commissioner Boron to approve the lowest responsible bidder for the Conservation-Landscape Maintenance Bid, Pizzo & Associates of Leland, Illinois, for Base A & B for an award of \$18,410 as presented. Commissioner Lutton seconded the motion. The Friends of the Green Bay Trail and our District have used Pizzo in the past. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Bid for Tennis Color Coating-Crack Fill: A motion was made by Commissioner Lutton to approve the lowest responsible bidder for the Tennis Color Coating-Crack Fill Bid, U.S. Tennis Court Construction of Lockport, Illinois, for sites 1-4 for an award of \$49,100 as presented. Commissioner Boron seconded the motion. Director Leiner explained that the bid includes delineation and lines at West Court, all other courts are crack fill only. New lines will include pickleball. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Contract Extension-Addendum Christopher B. Burke Engineering: A motion was made by Commissioner Boron to approve the Christopher B. Burke Engineering contract addendum, not to exceed \$45,144 for the construction management of the Connect Glencoe Trail Project as presented. Commissioner Onderdonk seconded the motion. The memo outlines that CBBEL made an estimate for what is required in the grant. Delays and overtime are charged back over the estimate. We will recover some costs in liquidated damages. We cannot finish the project without CBBEL. After May 1, they are charged liquidated damages at a cost of \$1,500 per day. Veterans Park will look great during Memorial Day weekend. The scope of the project did grow. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Other Business: Commissioner Boron asked for a brief summary of who gets storage on the beach and do residents get priority. Director Collins ran into a waitlist with resident priority when he left his manager role at the beach. At that time, it was about 50-50. There are significantly more residents now and will be hard for non-residents to get a spot. With the water expanding, storage will get smaller. Operationally, we cannot handle 100 paddleboards on the water at one time. Staff are looking at doing more of a

half day rental rather than a one-hour rental. It is hard to do it fairly and equitably. Residents have started sharing paddleboards.

Commissioner Covey thanked the staff for streamlining the meeting packet.

The May committee meeting will be held virtual. The May Board meeting will be in person with masks and social distancing. With tables six feet apart, participants can take off their mask once seated at their table. We are also looking for a way to stream our meetings without interaction.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:20pm. 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.

Respectfully submitted,

Lisa M. Sheppard
Secretary