

MINUTES OF FEBRUARY 2, 2021 FINANCE COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
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 the roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Michael Covey, Chair/Treasurer  
Lisa Brooks, President  
Stefanie Boron, Vice President  
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/Communications  
Jenny Runkel, Administrative Assistant

Members of the public in attendance: Stephani Briskman, Brandon Hinkle, Bart Schneider, Shannon Stevens, Serena Tyler, Matt Walker, and one unidentified caller

Matters from the Public: There was no one wishing to address the Committee.

FY 2020/21 Budget – First Draft Review: Director Mensinger stated it was an extraordinary year with the pandemic. The Board will be reviewing the First Draft Proposed Budget for Fiscal Year 2021/22 document tonight, the Approval Draft Budget goes before the Board for approval at the March 16 Board meeting, and then the Budget and Appropriations Ordinance goes before the Board for approval at the April 20 Board meeting.

Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2021/22 document. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

Mensinger indicated that budget projections throughout the pandemic showed the District operating well compared to what was budgeted coming into the end of the fiscal year on February 28, 2021.

Based on advice from both our legal counsel and auditing firm, a new fund was created to specifically track expenditures related to the 2020 bond proceeds. Revenues generated from interest income for arbitrage purposes can be identified, and staff can more easily evaluate spend down requirements per our bond ordinance. Fund 67 is just for bond proceeds.

Mensinger discussed the reasons why we are fiscally doing well during the pandemic. Despite the pandemic, the District reduced expenses, especially with contractual services and utilities early on in March and April. The District increased revenue with season passes at the beach and Watts, and brought in more in certain areas than expected. The recreation

program area was hardest hit with a deduction of anticipated surplus of around \$500,000 to 600,000.

Additionally, many Fund 65 projects were put on hold by the Board during the pandemic.

As of February 28, 2021, the projected fund balance in the Corporate Fund of approximately \$2.6 million will meet the reserve guideline of 50% of operating expenditures and the Recreation Fund balance will also meet the reserve guideline of 50% of operating expenditures. In the midst of the pandemic in summer 2020, there was not a transfer of excess funds into Fund 69 this year. Following the audit, Mensinger likely feels comfortable with a \$300,000 to \$400,000 transfer from the Corporate Fund into Fund 69. At this time, Mensinger does not recommend a transfer from Recreation to Fund 69, but will re-evaluate when the audit is complete. The transfers from Corporate and Recreation Funds have saved tax payers over \$7.3 million dollars over the last eight years.

Proposed Capital Projects: Capital projects were reviewed from Fund 67 and Fund 65. Discussion ensued and staff answered committee questions on the fund transfer and bond tracking in the new Fund 67.

Staff has planned and budgeted for COVID to last until early to mid-fall.

Discussion of Proposed Annual Salary Merit Pool: Based on staff performance during the pandemic, staff recommended a 2.3% merit pool for salary increases. This is a merit pool, so those that have stellar evaluations may receive more than 2.3% and those with lower performance evaluations may receive less. Executive Director Sheppard and Finance Director Mensinger recommended this number based on the 2.3% CPI increase, positive budget scenario despite the pandemic, our staff working and providing programs and clean parks for our patrons during a pandemic. Sheppard and Mensinger responded to Commissioner Boron's question that included the Village's recommended increase not be awarded until June. Executive Director Sheppard indicated that the Village's Union staff did get raises based on their contracts, and that a comparison with other Park Districts may be more appropriate. You also have to compare how the other Park Districts fared during the pandemic. Commissioner Brooks also made the observation that comparing us to the School District would be more appropriate, and they are receiving 3% raises. Discussion ensued including a Commissioner Covey comment on whether 2.3% is enough when our staff's ingenuity is saving money and providing programs for the community during a pandemic, and Commissioner Lutton's comment on the components of merit/can we afford it/rate of pay relative to what it should be. The past salary survey was reviewed. Mensinger clarified that the projected fund balance for the Recreation Fund is down only \$114,000 as a whole, but the projected Corporate Fund looks to be up by approximately \$400,000. Discussion ensued.

President Brooks, based on Board discussion, indicated that the 2.3% merit increase seemed appropriate and the COVID-19 merit bonus is tabled for further discussion.

There were no further questions, but staff are available for questions at any time.

Other: There was no other business.

All staff and members of the public were dismissed.

Adjourn to Closed Session: At 8:17pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1).

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.

Return to Open Session: At 8:42pm, Commissioner Lutton moved to return to open session. 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.

Action Items Following Closed Session: There was no action taken during or after closed session.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 8:43pm.

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.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary