

APPROVED

MINUTES OF FEBRUARY 18, 2020 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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
Erin Classen, Supt. of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Shannon Love

Consent Agenda: Commissioner Onderdonk made a motion to approve the consent agenda items as presented including Minutes of January 21, 2020 Regular Board Meeting, Minutes of February 4, 2020 Finance 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, Lutton, Onderdonk, Brooks
NAYS: None
ABSENT: Covey

The motion passed.

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

Public hearing concerning the intent of the Board of Park Commissioners to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto.:

President Brooks opened the hearing at 7:02pm to receive public comments on the proposal to sell not to exceed \$4,500,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Park Bonds*") and that all persons desiring to be heard have an opportunity to present written or oral testimony with respect to this proposal after we present the information in this BINA hearing.

President Brooks then read the following:

The Park Board has been discussing the potential issuance of these bonds since June 2019. For the following reasons, the Board and staff agree that this is the best time to issue bonds:

The District has identified over \$13 million in Master Plan project renovations and improvements within our District that will need to be addressed in the next five years: Watts Center Rink and Facility Improvements, Park Maintenance Facility Improvements, Milton Playground Replacement, Lakefront Playground Replacement, Friends Playground-Phase 2, Veterans Memorial Improvements, Bluff/Beach Surface Water Management, Glencoe Beach Pier Replacement/Improvements, West Baseball Field Improvements, Takiff Center Flat Roof Replacement, North Athletic Field Improvements

In 2020, the District has applied for a PARC grant for the Watts Center Renovation Project, which could potentially allow us to receive a \$2.5 million grant towards the project cost.

The District's 2010 Refunding Bonds (which were originally issued in 2001) will retire on December 1, 2020, and given the retirement structure for the proposed new bonds, it will not appear until **next year's** tax bill. Given that in 2010 will be fully retired – the increase will be approximately \$37 more to the average homeowner in Glencoe than this year. (This assumes an average home value of \$800,000).

Current interest rates are at all-time lows. Given today's rates, we are looking at rates nearly half of the rate of the bonds that were issued in 2001 (6%).

The District has been able to transfer \$7.3 million from fund balance reserves in the past seven years – which has resulted in **not** having to issue debt to fund our projects over the past five years. This has greatly reduced the impact on taxpayers of the District.

President Brooks then asked Park Commissioners if they had any comments.

Commissioner Onderdonk stated we have been studying this for some time and the impact on our homeowners will be relatively minor.

President Brooks indicated that interest rates are tantalizingly low.

There were no further comments from Park Commissioners.

President Brooks then asked if there was oral or written testimony or any public comments concerning the proposed issuance of the Park Bonds.

There was no one who wished to comment.

President Brooks then verified with Executive Director Sheppard if staff received any written testimony. Sheppard stated there was no written testimony received.

President Brooks announced that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Park Bonds and proceeded to close the hearing.

Commissioner Boron made a motion to finally adjourn the BINA hearing. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Financial Report: Director of Finance/Human Resources Mensinger stated we are in the last month of the fiscal year. We are winding down projections for the current year for the budget to be approved at next month's meeting. There are not many changes to what was discussed over the last eleven months. Daycare is holding its own and we are starting to see progress in fitness due to the January push for memberships. Staff then responded to commissioner questions. Mensinger explained that camp is deferred revenue for the next fiscal year and therefore not included in the current fiscal year's financial reports. Sheppard shared that severe lakeshore erosion and its financial implications are scheduled for discussion at the March 10 committee meeting.

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

Business Report: Staff are working on finalizing the end of the fiscal year including the budget approval draft. Looking at final projected numbers, nothing has changed since our budget discussion two weeks ago. Staff are looking forward to the audit and issuance of the bonds.

Recreation and Facilities Report: Jordan Food of Distinction out of Northbrook signed a two-year contract for beach concessions. Weather is looking good for Watts season to extend an additional two weeks. Fitness is around 200 members and almost everyone transferred over to the monthly membership. Once the 2 for \$2 deal falls off, we should see the financial impact of the new members. Early bird registration for camp ends at the end of the month. Camp, aquatics, sailing, and preschool camps are strong, but is hard to compare to last year until after the early bird deadline. In response to a commissioner question, Collins clarified that members are transitioning from yearly to monthly members, which is why the chart falls off a cliff and then evens out. This is an industry standard metric to make it easier to track going forward. Commissioner Lutton advised to note the actual math along with the statistic going forward.

Regarding daycare, customers are told an honest answer that there is a long waiting list. Customers must get on the waitlist as soon as they find out a baby is on the way for an approximate two-year wait; staff keep a detailed log. Because of DCFS regulations, we can't use any room, rooms need to be in a closed DCFS licensed wing. There are very strict rules. Discussion ensued on options, most of which do not meet DCFS regulations.

Parks and Maintenance Report: This month, staff worked on conservation management, rebuilt the beach house cabinets, and identified spring tasks. Leiner reviewed District tree maintenance and park water management via use of trees and a shift in thought on open space.

Director Collins answered a question on the tot gym. The flooring, wall fixtures, and equipment are being replaced and are waiting to choose the equipment. Director Leiner clarified that the unit being replaced is a heat/air/humidifier combo unit.

Marketing and Communications Report: Staff are working on spring tasks. Discussion ensued on click through rate success on renewals and current program deals.

Safety and Wellness Committee Report: The District received the PATH testing most improved agency award due to Liz Stowick's effort in signing up employees. The District received a check which will go to something safety related.

Executive Director Report: Executive Director Sheppard shared that Commissioners Boron and Onderdonk are the District's representatives at Coffee with the Board held at the Glencoe Library this Saturday.

Water levels are increasingly high and a big storm occurred on January 10-12. Lisa and Bobby are active on the Sand Management Work Group. PDRMA was out to look at pier damage. More discussion scheduled for the March committee meeting.

A Park 7n Frank Lloyd Wright Booth Cottage meeting with the neighbors went very well. There are neighbors both for and against. We will continue to have open dialogue with the neighbors.

Commissioners Brooks and Onderdonk and Executive Director Sheppard attended the Legislative Breakfast where they thanked our representatives for the grants we were awarded and reminded them about the PARC grant we are applying for.

The Board reviewed linear parks social space design options. These options are not funded, but will be donated or allocated by the Board as preferred. Social spaces are alternate items in the bid to find out cost. Discussion ensued on all the designs. The Board requested Altamanu show them in place, to scale and vision of how they tie together. They also asked for clarification on the two benches in #3.

Staff have been working for the last two months on mapping out the next two to three years in the Strategic Plan through the list of initiatives from community, Board, and staff input. Staff developed objectives and Key Performance Indicators (KPI) for all the strategic initiatives also based on community, Board, and staff input. Discussion with the Board will be scheduled at a committee meeting after they have time for review. Commissioner Onderdonk asked for the census results to be added under customer connections. Staff reviewed the Village survey, that a new park district survey is included in this fiscal year's budget to benchmark off our prior survey, and that other communities are benchmarked through IPRA and IAPD surveys. Onderdonk also

suggested adding sourcing of resources and materials and sustainable purchasing. Solar panels or buying from a solar farm was reviewed. Sheppard stated solar panels are not budgeted, but can be discussed. Leiner suggested including alternative energies under develop/fund environmental sustainability plan. Lutton suggested changing healthy trees to include native.

Action Items:

Approval of Glencoe Youth Services and SNAP Stipend Request: Commissioner Lutton made a motion to approve the Glencoe Youth Services stipend of \$10,000 and the SNAP stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Approval of Glencoe Jr. High Project Stipend Request: Commissioner Boron made a motion to approve Glencoe Jr. High Project stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA as presented. Commissioner Onderdonk seconded the motion. Brooks questioned the need with their healthy fund balance, but moved it forward anyway. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Approval of Contract with Christopher B. Burke Engineering: Commissioner Lutton made a motion to approve Christopher B. Burke Engineering contract for the amount of \$80,045 for the construction management of the Connect Glencoe Trail Project as presented. Commissioner Boron seconded the motion. The \$10,000 Altamanu fee for construction management and design support is now included into the Chris Burke agreement due to IDOT regulations that Burke is the primary contractor. We are not paying an additional amount. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Approval of Contract with Midwest Mechanical: Commissioner Lutton made a motion to approve Midwest Mechanical contract for the amount of \$82,814 for the mechanical maintenance repair services of the Takiff Center, Watts Recreational Center, and GYS building as presented. Commissioner Boron seconded the motion. Staff clarified why the GYS building is included in the contract. The contract is for one year and it can be removed at that point. As discussed in the February committee meeting, the contract is

a flat rate versus on demand and at the mercy of the contractor resulting in pay it or don't have a heater for daycare that day and cancel all DCFS programs. With this contract, whether a \$30,000 or \$3,000 repair, Midwest has to repair and pay for it. There is recourse if they fail on service. Midwest has a high reputation with park and school districts. Two HVAC units being replaced will drop off the contract when new and under warranty, saving the District 12%. No further discussion ensued. Roll call vote taken:

AYES: Boron, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: Covey

The motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:28pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Lutton moved to return to open session at 9:25pm, Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 9:27pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary