

APPROVED

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

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

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Dudley Onderdonk, Treasurer
Josh Lutton, Commissioner
Bob Kimble, 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:

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of March 10, 2020 Committee of the Whole Meeting, Minutes of March 17, 2020 Regular Board Meeting, Minutes of April 2, 2020 Special Board Meeting, Surplus Property Disposal Ordinance No. 909, Annual Post-Issuance Tax Compliance Report, and Approval of the Bills. 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 a Resolution Adopting Temporary Rules for Public Comment During the Governor's Declaration of Emergency – Resolution No. 911: A motion was made by Commissioner Onderdonk to approve Resolution No. 911 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: There were no matters from the public received.

Public Hearing: 2020/2021 Budget and Appropriation Ordinance No. 908: The Budget and Appropriation Ordinance (BAO) No. 908 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. If changes are needed based on COVID-19, the

BAO can be amended four ways legally. President Brooks asked Executive Director Sheppard to read any public comment received in advance as posted. There were no comments. President Brooks then declared the public hearing closed.

Approval of Ordinance No. 908: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning

March 1, 2020: A motion was made by Commissioner Boron to approve Ordinance No. 908: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2020 as presented. Commissioner Onderdonk seconded the motion. The District will likely be taking a hard look at the budget once the crisis is over and to legally amend the BAO as needed. 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 the District is one month into the fiscal year. We are also one month into the COVID-19 crisis and the District's finances look good at this point. Fitness was making headway with monthly memberships starting to show, recreation programs look healthy over the last year, and day care doubled in net surplus over the last fiscal year. The audit is virtual this year with documents uploaded to a portal. The last accrued payables coming through and projected numbers as of February 29, 2020 look better than what we had anticipated. Mensinger is looking positively at the end of the fiscal year going into March; it doesn't look as bad as it could. April will be a turnaround with no revenue coming in except from our virtual programs. We did get a tax receipt for April. In response to Commissioner Covey's question, Mensinger indicated staff will have a financial forecast at the May Committee meeting. Three households requested camp refunds because they were moving or for a similar reason. Payroll ended up being less than the projected scenario presented at the April 7 meeting. Once we know if the beach and camp are running, staff will present a forecast.

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

Business Department:

Director Mensinger touched base with Eric Anderson, there is no need to move forward with bonds at this time, but the market is starting to improve.

Recreation and Facilities Department:

The 2020 Watts Report was included in the packet, there were no questions from the Board. In the last two weeks, Lenny Hoffman and our staff have been working on the beach and it looks awesome. The District collected 50% of the fees on the boat side and extended the deadline to the end of the month. Without those funds, the level of service will decrease. Beach Manager Matt Walker and Director Collins have been in contact with other districts to brainstorm scenarios. It will not be a standard beach season.

All but two spring early childhood enrichments are running virtually, as well as virtual preschool, special events, dance parties, and more. The Minecraft program was a success and staff are planning a north shore Minecraft challenge.

Staff are working on a variety of camp plans and procedures and completed a parent survey today regarding options and thoughts on safety. Focus groups will also be held to hear parent's thoughts. Other camps canceling for this summer was discussed. District 35 will open school facilities for Park District camp.

Our dance and theater program has 266 participants, Model Magic and Adult Ceramics programs have over 40 participants some with waitlists, karate is running, and Game On has 26 enrolled. We are holding a tutorial with Highland Park to train them on how to run virtual programs. We are helping area park districts offer virtual programs and also partnering with them to offer programs we can't virtually to keep our costs down. We want to bring in revenue, but also be here for the community.

Executive Director Sheppard lauded staff for thinking outside of the box, making the virtual programming happen, and are ahead of other districts by weeks, maybe months. It shows that we are a Gold Medal District.

In response to commissioner questions, Executive Director Sheppard indicated we are working with PDRMA on COVID-19 liability in summer programs. We will discuss summer programming with the Board in May. We will be holding focus groups to receive parents thoughts; any feedback would be appreciated in advance. The camp start date will depend on the Governor's Stay in Place Order. The District is not a member of the American Camping Association, but staff do take their webinars. Staff will follow the CDC camp regulations when they become available. Discussion ensued on the community rediscovering our parks, the blood drive on the 29th and fundraising opportunities, compliments on virtual programming and marketing, and washing station rentals.

Parks and Facilities Maintenance Department:

Everyone in Glencoe is visiting our parks, usage is higher than Memorial Day and Fourth of July. As a result, we are going through a month's worth of dog bags in a week. With a lack of spring athletics, we transitioned staff labor hours and were able to suspend our mowing and horticulture contract. Athletic fields are being maintained, but not prepped for games. Staff is busy prepping for Linden House going on the market including cleaning, minor repairs per the realtor's direction, and landscaping. The lake deposited sand further up on the beach this year. Following grading, the beach looks better than it did in February and March. Staff have shut down facility lights, fridges, and HVAC not being used to save money. Work on the Halfway House is ongoing and looks so much better than before. The delivery company broke 30% of the tiles, which won't be charged to the Park District or contractor. The Ohio supplier is currently shut down, so we might miss the late May deadline. Staff are currently able to keep up, but once athletic fields and the beach opens, changes will need to happen quickly. At this time, courts, playgrounds, and athletic fields are closed.

Marketing and Communications Department:

Superintendent Classen is finishing up the fall brochure, closure signs, Web site updates, additional communications, a task list for her temporary replacement, and social media posts before leaving on maternity leave.

Safety and Wellness Committee: Co-Chair Mensinger indicated the committee had to cancel the March meeting and are handling the pandemic.

Executive Director Report: Executive Director Sheppard reviewed the District's activity regarding COVID-19 including working closely with the Village, School District, and Library. The park ambassador program is proving effective to safely make sure everyone is social distancing while enjoying the parks. Staff are investigating ways to open the tennis courts.

In response to Commissioner Covey's concern of the safety of our staff in the park ambassador role, Sheppard indicated that staff are just saying no groups allowed and are trained to call Public Safety. If it becomes a problem, Sheppard will not hesitate to close the beach. The Village has asked us to close the beach if we do not have park ambassadors for the good of the general public's safety. If necessary, staff is ready to close the beach within an hour. Discussion ensued and the District will continue with park ambassadors.

Action Item: (Discussion of Essential Fund 65 Capital Projects was skipped – see below)

Approval of a Resolution Adopting Temporary Rules for Ordinance 700 Regulating the Use of the Parks and Property Owned or Controlled by the Glencoe Park District –

Resolution No. 910: A motion was made by Commissioner Boron to approve Resolution No. 910 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

The motion passed.

Discussion of Essential Fund 65 Capital Projects: Director Leiner indicated staff reviewed essential and nonessential projects. We originally had \$700,000 budgeted in Fund 65. Staff targeted \$480,000 in non-essential projects and are recommending completing \$215,000 projects. If completed now, we can capture savings due to low pandemic prices and allow it to be completed during the pandemic closure. Some items recommended are required for basic services like hot water, heat, air conditioning; and other items are coming in 10-50% under budget. The maintenance fire alarms are a safety issue. Taking advantage of the closure, doing these projects now will allow us to remain open in August during the normal maintenance shutdown. Discussion ensued.

Action was not required, the Board gave a consensus to move forward with the \$215,000 in projects. The RTU unit was already approved as an action item at a previous meeting.

Action Item:

Approval of Biannual Review of Executive Session Minutes 5ILCS120/2(c)(21): A motion was made by Commissioner Lutton to approve and keep confidential executive session minutes including October 15, November 19, December 3, 2019 and January 7, February 4 and February 18, 2020 as mandated by 5ILCS120/2 (c)(21). 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.

Other Business: There was no other business.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:15pm. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary