

MINUTES OF FEBRUARY 4, 2020 FINANCE COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Michael Covey, Chair/Treasurer  
Lisa Brooks, President  
Josh Lutton, 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

Commissioners absent:

Stefanie Boron, Vice President  
Dudley Onderdonk, Commissioner

Members of the public in attendance: There were no members of the public in attendance.

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

GYS and SNAP Stipend Requests: Executive Director Sheppard explained that Glencoe Youth Services (GYS) has a new Executive Director who is revamping the whole program and leading the program in a great direction. Despite GYS's increased request, staff advises not to increase their stipend, because the District does an incredible amount of in-kind services including providing a building, \$2,000 annual maintenance fund, and snow removal. They discussed the eventual roof replacement.

GJHP Stipend Request: Glencoe Jr. High Project (GJHP) continues to be a great organization housed out of Central Middle School holding many programs for middle school teens. GJHP asked for the same amount last year. In response to questions from Commissioner Brooks, District 35 donates the building and theatre similar to the District's in-kind donations. Director Mensinger referred to their audit, listing the school in-kind donation of \$41,800 for the Oasis room and \$31,900 for use of the theatre.

The committee advanced for approval at the February Regular Board meeting an \$10,000 stipend for GYS and \$1,000 for SNAP.

The committee advanced for approval at the February Regular Board meeting a \$10,000 stipend for GJHP. Commissioner Covey abstained from any thoughts on the GJHP topic because of his spouse's involvement with the group. Commissioner Brooks agreed with reservations that they should be fundraising.

FY 2020/21 Budget – First Draft Review: Executive Director Sheppard and Director Mensinger met with Treasurer Covey before the meeting. Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2020/21 document. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 29, 2020, 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 of approximately \$3.8 million will also meet the reserve guideline of 50% of operating expenditures. Given the combined total transfer of \$1.5 million from Corporate and Recreation Funds to Master Plan Fund 69, we can still meet the 50% reserve guidelines in Corporate and Recreation Funds. After the FY2019/20 audit, we will look to transfer an additional \$800,000 to \$1 million into Fund 69 for future projects. The grand total we have been able to transfer from Corporate and Recreation over the past seven years is \$7.3 million. This means we have not needed to issue new debt. In FY2020/21, we will look to issue Bonds for bigger Master Plan projects, primarily the Watts and Maintenance projects. Fund balance transfers included in this budget draft were approved by the Board in June 2019. The transfer of monies to fund Master Plan projects will be re-evaluated after the current year annual audit is completed and is presented to the Board in June 2020.

Proposed Capital Projects: Capital projects were reviewed as well as Fund 65, Fund 69, and Fund 70 along with the Three-Year Capital Plan and facility projects. Mensinger noted the Bond issuance costs are to be paid from the Debt Service Fund, but proceeds will be recorded in the Capital Projects Fund. Discussion ensued and staff answered committee questions.

Discussion of Proposed Annual Salary Merit Pool: Staff recommended a 3% merit pool increase for all full-time staff based on individual annual evaluation. Discussion ensued on the staff increase including CPI lower than the increase, market-based revenue covering increase, competitive salaries, tax increase to the community, spending less equaling fewer services and maintenance.

Discussion of Proposed Conference/Training: There were no questions on the proposed training.

Discussion of Proposed Program and Facility Fees: The committee recently reviewed beach pricing. Fees fluctuate based on market and instructors. Director Collins explained changes due to minimum wage increase and contractual setting prices also affected by minimum wage. The fees are going in the brochure. Discussion also ensued about minor changes to hours of operation at the beach and boathouse.

Discussion of the Proposed GPD HVAC Maintenance Program: Director Leiner explained that Takiff's HVAC units are in the last 25% of their useful life. The District has been historically spending around \$31,000 per year for maintenance, up to \$70-72,000 this year. The contract includes the GYS building, Takiff, and Watts for \$82,000. No matter what happens, the contractor has to pay for repairs. Discussion ensued and staff answered committee questions. There will be decreases elsewhere in the budget, not needing to buy parts.

The committee agreed the HVAC contract should be included in the budget.

Discussion of the Proposed Landscaping Program: Director Leiner explained the rationale for bringing this item for discussion. We cannot keep saying this is the wettest year on

record and need to plan for the new normal. We are spending about \$2,000 per park acre for maintenance including trees, mowing, landscaping, conservation, etc. The District has invested \$6.5-7 million into the park system. This brought our parks up to a new level, but are having a difficult time with the current plan maintaining them without additional labor hours. Our current model works for mowing minus the flooding, but we are struggling with horticultural maintenance. Staff recommend adding an additional \$50,000 bringing the total to \$75,000 for horticulture, taking the \$2,000 per acre up to \$2,500 per acre. This will enable additional horticulture and surge maintenance. 20% of the costs will be passed on to our affiliates. Discussion ensued and staff answered committee questions.

The committee agreed the budget should include the proposed landscaping program.

Other: Executive Director Sheppard shared that we received FLW Cottage correspondence from the neighbors and asked to have a neighbor meeting with GHS to assuage fears. Not a Board or committee meeting, just a casual meeting of GHS answering questions. The meeting is to be announced. In response to a question from Commissioner Covey, Sheppard shared that we are developing FAQ's to be added to our website.

After a final review of the budget, the committee directed staff to bring the Approval Draft FY2019/20 Budget for approval at the March Regular Board meeting. Changes will be made as needed in the Budget Approval Draft for approval at the March 19, 2019 Regular Board Meeting.

All staff were dismissed.

Adjourn to Closed Session: At 9:03pm, Commissioner Lutton moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Books seconded the motion, which passed unanimously by roll call vote.

There was no action taken during or after closed session.

Adjourn: Commissioner Covey moved to adjourn the meeting at 10:04pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary