

MINUTES OF OCTOBER 6, 2020 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Committee Members 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/Communications  
Adam Wohl, FM: Takiff and Watts Shannon  
Stevens, PS: Athletics/Teen Camp  
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Stephani Briskman, Brandon Hinkle, Ann Scheuer, Bart Schneider, Liz Visteen

Matters from the Public: There were no comments emailed prior the meeting. Bart Schneider lives near the linear trail project and vocalized interest in the project.

Discussion on 2021/2022 Levy Amount: Mensinger explained that the levy is the ability to tax and receive revenue from the community. The budget is the ability to expend those revenues. Typically, fifty percent of our revenues come from taxes and the other fifty percent come from program fees and user charges. Due to the pandemic, that will not be the case this year, taxes will make up a large portion of revenue. Staff is asking the Board to determine the amount to levy for tax year 2020 for amounts to be received in fiscal year 2021/22. Mensinger recommended building in potential new growth for the Hoover Estate even though we might not see it this fiscal year and for a 4.4% operating levy increase, which allows for the 2.3% CPI, and potential to capture of up to 2.1% potential new growth.

The next step is to approve the Truth in Taxation Resolution and then the Levy Hearing is conducted on November 17. The hearing is not required, but the Park District traditionally allows the public to comment on the levy for the sake of transparency.

In answer to questions, Mensinger explained that we are right near the maximum rate for special recreation. It has been increased the last several years, because we provided ADA-related expenditures within our Master Plan projects. Since we have built up the Special Recreation Fund and NSSRA did not bill us for second half of companion fees, staff felt those funds should go to the Recreation Fund due to the pandemic.

Discussion on Recommendation for Health Insurance Renewal: Mensinger explained we've been with PDRMA Health since 2006, and in July, we renewed our commitment

for another three years. We have 34 employees and 65 lives covered within a pool of 2,200 employees and almost 4,000 lives allowing us to get better rates and coverage options. PDRMA approved the 2.1% increase for the PPO plan and a 3% increase for the HMO plan. We provide options to employees based on their medical care along with options to go out-of-network. As provided in the meeting packet, staff is asking for the Board to approve the 2021 renewal to provide three PDRMA plan options: the \$500 deductible PPO plan, the \$1,250 deductible/\$1,000 HRA option and the HMO Plan. Further, staff also recommends that there be an increase in employee contribution levels as shown above, and that \$2,000 of the Medical Reserve be utilized. These changes will result in an estimated increase to the District of approximately 1.48%, with a potential for further savings if employees sign up for the \$1,250 deductible/HRA or HMO options.

In addition, PDRMA approved the return of \$1 million of net position to be returned to member agencies in March 2021. The exact amount to be returned to our District is not yet known, but our plan is to put this money into the Medical Reserve for future use.

Mensingher answered commissioner questions and discussion ensued. The rate of increase is lower than in previous years. The 'employee only' contribution rate will not increase this year. Dependents contribution rates are typically 10% of premium cost, and as such will increase for 2021. The chart included in the packet shows what employees pay.

Discussion on Watts Ice Rink Operations amidst COVID-19: Watts Facility Manager Adam Wohl gave the presentation attached to these minutes.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Covey questioned lowering rental fees during non-peak hours. Staff do not recommend, but can entertain, lowering rental fees for last minute rentals only, not for all rentals. There only a few open timeslots remaining and we anticipate renting all time slots. Watts usually operates at a loss. With Watts capital improvements forthcoming and in anticipation of receiving less admission, in part due to capacity limits, led staff to increase rental rates.

Staff asked the Board to give direction on two options for the Watts season. The majority of commissioners did not recommend Option 2, because hundreds of people could show up, limiting access for pass holders. Staff noted that traditional daily passes could be around 500 people. Option 1 is similar to the Glencoe Beach procedure used this past summer season. Timeslot reservations are not perfect, as seen at our fitness center, and will be monitored daily to allow for waitlists. Rental skates will be available. Director Leiner reviewed the COVID plan for Watts entry. A concrete slab will be installed between the entrance and studio rink with a window cutout into the Watts cashier room. Heaters, participant benches, and asking participants to arrive dressed was reviewed. Staff will look into alternate locations for dressing. Most indoor ice facilities in the area are closed to parents, but at Watts, parents will have the opportunity to watch their kids from the school side of the main rink. Watts improvements are coming out of Fund 65 or the Operational Watts Fund and completed by contractors we

are currently working with or by staff for approximately \$7,500. The heated bathrooms with outdoor access near the entrance will be available for patron use. The inside of Watts will be closed to all patrons due to COVID-19 protocol and the child care program held in the building. Letting one person in the building leads to COVID-19 full cleaning protocol on a Sunday night, requiring more staff costs for cleaning and opening up children to more exposure. Discussion ensued on Options 1 and 2. Sheppard indicated the need to capture the value of the pass when only 50 are permitted at one time. Beach season passes sold more than ever before and staff are expecting that at Watts. In addition, area rinks cancelled all open skate for the season, which will increase participation at Watts. This season, we are shifting renters to allow for three, one and a half hour open skates on weekend days. The communication plan was reviewed. Discussion is ongoing on limiting pass sales. Sheppard stated the District has never charged a non-resident rate, but due to demand, we are charging non-resident rates since residents support the building through taxes. Masks were discussed and Commissioners Lutton and Onderdonk would feel more comfortable requiring masks during play. The season is still seven weeks out and staff are expecting more guidance from the state on best practices.

Commissioner Covey requested staff to find a way to allow daily admission for Option 2. All other commissioners preferred Option 1. The majority consensus from commissioners was to proceed with Option 1.

Discussion on Youth Basketball Operations amidst COVID-19: Shannon Stevens and Adam Wohl reviewed the presentation attached.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Covey asked staff to find a way to stream games for parents to watch. Executive Director Sheppard indicated a need for two cameras for both courts and staff or volunteers to run the equipment. Staff will investigate if it is not too costly.

Commissioners vocalized that staff made the right decision for the basketball program.

Discussion on Kalk Park Project Phase 2: Director Leiner indicated this project's four main goals: improve usability of the park, safe access, efficient operations, and maximize program space in front of Liza's Gazebo and the basketball court. Current park flooding and the changing climate, negative feedback from lack of lighting, planting bed irrigation to reduce staff cost, wall and drinking fountain repairs, park planting and landscaping, and a basketball fence to stop balls going into the parking lot were reviewed. Costs included in the packet are estimates, some based on other projects.

Staff answered commissioner questions and discussion ensued as follows. Commissioner Onderdonk commented on sustainability. The proposal included an architect without sustainable history and a bigger firm is needed to look at drainage/stormwater runoff, plantings, and electric lighting. As a solution, Altamanu brought in Christopher Burke as a subconsultant at the same price as the previous firm. They worked on the trail at Botanic Gardens and we are lucky to have them.

Sheppard asked the committee for consent to move the Altamanu contract forward for approval at the Regular Board meeting. Discussion ensued. Chair Brooks, based on committee discussion, directed park district staff to move the Altamanu contract forward for approval at the Regular Board meeting.

Other Business:

Current Projects: Director Leiner acknowledges that the trail project is intimidating with stakes, orange tree protection fencing, and black erosion fencing. Small adjustments were made to the trail, mostly for trees. Burke is guiding us through the project. Work at Veteran's Park began. Staff are expecting to see excavations in the next two weeks. The contractor has 48 days to finish. If they do not meet the deadline, IDOT will charge them approximately \$1,800 per day in fines. Duke Park playground is up and foundations in for the runnel and splash pad. In the next few weeks it will look like a lot of concrete before the play surface is installed. Overall, staff are pleased with the contractor, despite them working outside of legal hours, on two occasions. Schuman Overlook support pillars are in for the wall as well as the concrete footings for the retaining wall in front of the halfway house. The problem with the bottom 18 feet of foundation was discovered to be that there is no foundation. Village and water plant staff have been very helpful during this project. If weather permits, the project should be done early fall. Donations were reviewed.

Park 7n: The house was moved on its permanent location. There hasn't been much progress since then due to contractor scheduling.

President Brooks shifted back to the overlook plantings. Leiner indicated that any plant with a deep enough root growth to help with erosion is a matter of maintenance trimming to maximize overlook views.

Special Events: Director Collins highlighted special events including Movie at the Beach this Thursday, Spooky Skate and All Hallows Eve are both sold out with a wait list, fitness events include the Turkey Gobbler and classes outside, Shannon and Liz are planning a basketball tournament that is almost full, and Doggie Dips. There is a need for special events in the community. Staff are adding any little event that will return our investment while still being safe for participants.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:55pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

# 2020-21 WATTS OPERATIONS

October 6, 2020



# STATE GUIDELINES

- Outdoor recreation facilities should limit group sizes to **50 patrons**.
- **Multiple groups of 50** permitted at once as long as:
  - Facilities allow for social distancing of customers and employees
  - 30 feet of distancing is maintained between groups
  - Areas for each group are clearly marked to discourage interaction between groups
- Masks are required for all patrons in the facility except for:
  - For non school-based or non school-sponsored activities: When exercising outdoors, participants should wear face coverings over their nose and mouth whenever not actively exercising or participating in practices or competition.



# WATTS SEASON INFORMATION

- Normal Season
  - Day after Thanksgiving through the end of February
  - 2020-21 season dates November 27-February 28
- Usage Groups
  - Public Skate
  - Open Hockey
  - Permanent Renters
  - Skating Classes
  - Party/Hockey Rentals



# PASS & SEASON INFORMATION

## Season Information

- 94 days
- 14 weekends
- 2019-20 Average Skate Visits
  - Saturday
    - 1:30-4:30 PM - 92
  - Sundays
    - 1:30-5:45 PM - 146

2019-2020 Pass Overview	
Passes Sold	303
Pass Visits	1,269
Average Visits Per Pass	4.2 Visits

Pass Breakeven Point	R/NR
2020-21 Pass Fee	\$50/75
Daily Fee Rate	\$10/15
2020-21 # Visits for Breakeven	5 Visits





# Rate Comparisons

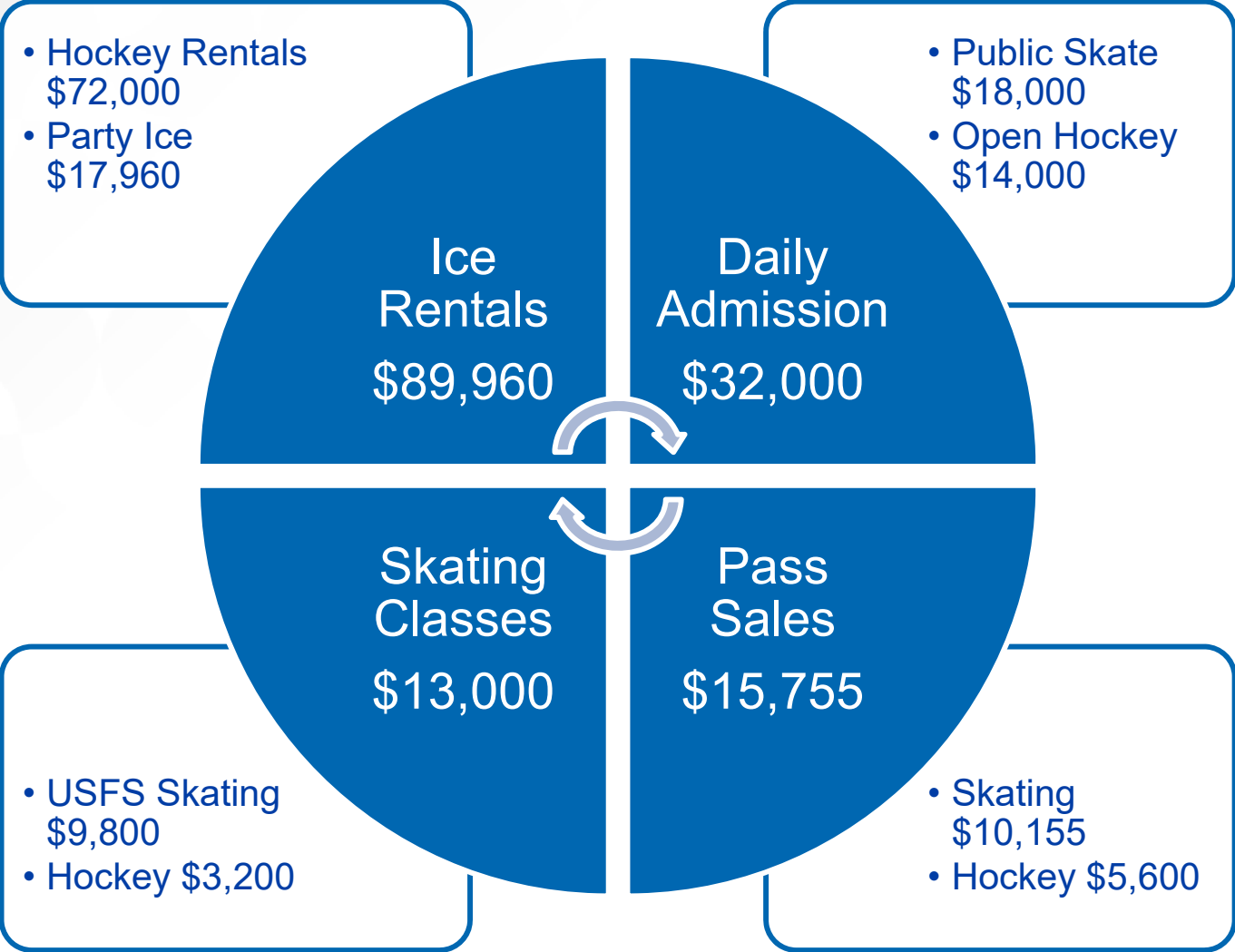
	2020-21	2019-20
Skating Pass	\$50/\$75*	\$68/\$68
Family of 4	\$200/300	\$191/191*
Guest Passes	5 visits for \$50/75	N/A
Hockey Pass	\$150/225	\$185/185
Main Ice	\$344/428**	\$284/312
Studio Ice	\$206/258**	\$170/187

\*New in 2020-21 non-resident rate at 50% markup over residents for passes.

\*\*Increased fees by 20% from 2019-20. Increased non-resident rental from 10% to 25% over resident rental rate.



# BUDGETED FINANCIALS



# OPERATION DIFFERENCES

## 2020-21

- Capacity Limits:
  - 50 on Main Rink
  - 25 on Studio Rink
- All guests must have pass to access facility due to capacity limits
- Dedicated time slots for Public Skate
- Add additional dedicated family skate on Friday nights with special theme nights

## 2019-20

- Capacity Limits:
  - 200 on Main Rink
  - 50 on Studio Rink
- Non-skaters not required to pay daily admission or be a pass holder
- No limited time slots
- Friday evenings for rentals/parties with a few special family nights



# STAFF RECOMMENDATION

## Limited Capacity

Main Rink - 50

Studio Rink - 25

**Option #1:  
Passes Only with Limited Guest Passes  
Staff Recommendation**

**Option #2:  
Passes and Daily Admission**

**Control who has priority for  
public skate or open hockey**

**Unable to control priority for  
public skate or open hockey**

**Reservations  
Recommended**

**Utilize Event Brite  
for Reservations**

**Reservations  
Recommended**

**Would need to  
purchase a new  
module to allow  
advanced purchasing**

# COMMUNICATION PLAN

- **Article in *Inside Glencoe*** mailed to all households in Glencoe (*late October*)
- **Oversize postcard to all households** with tracking QR code (*mid-November*)
- **Outdoor Banner** with season pass information on Watts and Takiff buildings (*November-February*)
- **Email blasts** to promote passes, classes, and special events (*mid-October-February*)
- **Social media posts** to promote passes, classes, special events, and “behind-the-scenes” details on NextDoor, Instagram, Twitter, Facebook (*mid-October-February*)
- **Promoted posts** on Facebook/Instagram/NextDoor to promote pass sales (*mid-October-December*)
- **Website updates including FAQ page** (*mid-October*)
- **Update hours/admission information** on Google Business/Yelp/other search engines
- **Press release** to local media on season pass changes (*mid-October*)
- **New directional/informational signage** at Watts (*October-November*)



# 2020-21 Basketball Season

October 6, 2020



# STATE GUIDELINES

- Indoor recreation facilities should limit group sizes to 50 patrons.
- Basketball is classified as a Medium Risk Sport (Levels 1 & 2 allowed):
  - Level 1 allows for no-contact practices, and trainings only
  - Level 2 allows for intra team scrimmages with parental consent
  - Level 3 Intra-conference or Intra-EMS-region or intra-league play/meets only; state or league championship game/meet allowed for low-risk sports only
  - Level 4 tournaments, out-of-conference/league play, out-of-state play allowed; championship games allowed
- Masks are required for all patrons in the facility except for:
  - When exercising indoors, face coverings should be worn at all times, **including while exercising or participating in practices or competition.**



# 2019-20 BASKETBALL SEASON

- Preseason Clinics
  - October-November
  - Ran by GPD Staff
- House League (Grades 1-6)
  - December-March
  - Includes Weekday Practices & Saturday Games
  - Ran by GPD Staff
- Travel Teams (Grades 4-6)
  - October-March
  - Includes Weekday Practices, League, & Tournaments
  - Ran by Hot Shots Sports





## Park District Comparison

	<b>Glencoe Park District Staff Recommendation</b>	<b>Winnetka Park District</b>	<b>Wilmette Park District</b>	<b>Park District of Highland Park</b>	<b>Deerfield Park District</b>	<b>Vernon Hills Park District</b>
<b>House League</b>	<b>Yes</b>	<b>TBD</b>	<b>TBD</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Travel Teams</b>	<b>No</b>	<b>TBD</b>	<b>TBD</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Volunteer Coaches</b>	<b>No</b>	<b>TBD</b>	<b>TBD</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>
<b>Referees</b>	<b>No</b>	<b>TBD</b>	<b>TBD</b>	<b>No</b>	<b>No</b>	<b>No</b>
<b>Clinics/ Practices</b>	<b>Yes</b>	<b>TBD</b>	<b>TBD</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Separate Registrations Clinics &amp; Game Day</b>	<b>Yes</b>	<b>TBD</b>	<b>TBD</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>



# SEASON COMPARISON

2020-21

- Hired coaches
- Weekday clinics
- Saturday scrimmages within pods
- No spectators
- No scores or records kept
- No skills evaluation to divide teams

2019-20

- Volunteer coaches
- Weekday clinics
- Saturday games in a league format
- Spectators
- Scores tracked each week for standings
- Skills evaluation to determine teams

# FINANCIALS

	2019-20 Actual Revenue	2020-21 Projected Revenue	2019-20 Actual Net	2020-21 Projected Net	2019-20 Actual Net %	2020-21 Projected Net %	2019-20 Actual Enrolled	2020-21 Projected Enrolled
House Basketball	\$77,791	\$40,540	\$52,570	\$24,480	67.5%	60.0%	217	116
Travel Basketball	\$34,810	\$0	\$4,596	\$0	13.0%	0%	50	0



# BASKETBALL SEASON RECOMMENDATION

- Based off the State Guidelines for Youth Basketball and our neighboring districts, we recommend only a house league-based program that focuses on skill development and scrimmages in pods.
  - House league for Grade 1-6 with ability to expand for Grades 7-8 if there is a demand.

