

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

The meeting was called to order at 7:08pm and roll was called. Commissioners indicated their permission to record.

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, Facility Manager: Beach and Watts
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Stephani Briskman, Ann Scheuer, Shannon Stevens, Liz Visteen, Matt Walker

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

Commissioner Covey arrived and gave permission to record at 7:19pm.

Preliminary Discussion on FY2021/22 Budget: Staff reviewed policies and budget presumptions to determine if staff and the Board are on the same page regarding the FY2021/22 Budget. COVID-19 policy changes were reviewed. The Board completed a yearly review of the Fees and Charges Policy and Categories of Service. Several topics within the policy were discussed and staff answered commissioner's questions. Discussion ensued. No changes were made to the benefit to provide an individual season pass for Glencoe Beach to Glencoe governmental agencies unless COVID-19 continues into the 2021 season and passes are limited. A permanent change in the non-resident beach pass price was made for 100% more than the resident pass rate. Categories of Service to cover direct and non-direct expenses will remain the same.

Director Leiner gave an overview of historical levels of service compared to COVID-19 budget cut levels of service. The community provided feedback in certain areas requesting a higher level of service on athletic fields and conservation. The Green Bay Trail and Duke Park projects will require even more maintenance. Athletic fields affect 10% of resident's households. Discussion ensued and staff answered commissioner questions. The committee gave direction to staff that they would like to see field maintenance level raised a little, but agreed that these are recreational athletic fields and do not have to be provided at an A level. If an organization wants them maintained above that level, they will need to pay for the service. The Commissioners agreed that they like the current conservation areas and that they will be maintained, but no new areas should be added.

Staff discussed the IT Master Plan that was budgeted and then put on hold due to COVID-19. Superintendent Classen indicated that that the community does not know the difference between online registration and our website. Our current registration system will only be maintained through the end of 2021 making the upgrade of our registration system and website a high priority. Option 1 at \$50,000 includes a comprehensive strategic plan all District IT needs, not just registration and the website. Option 2's \$7,000 proposal includes registration and website software only; from the company that did the analysis of our website and is more familiar with Chicago area parks and recreation along with registration systems. Software cost comparisons and local park district's current systems were reviewed. Staff recommend option 2 for Phase 1. Phase 2 would be a more comprehensive study to review all other technology. We just purchased new servers last year, so the cloud would not be needed until our current servers fail. Discussion ensued and staff answered commissioner's questions. The committee directed staff to go with Option 2, to really look in detail to determine if the cloud can be included now, and include focus groups with internal and external user groups.

Staff reviewed proposed Fund 65 projects for consideration. Director Mensinger indicated that delaying a majority of this year's projects and close to 99% collection of taxes created a \$370,000 carryover into the new year plus the \$500,000 transfer from the Corporate Fund, which will allow for \$870,000 in funds to pay for Fund 65 projects. Staff reviewed the presentation attached to these minutes. Discussion ensued and staff answered commissioner's questions. The committee directed staff to move forward with the purchase/project of items presented which includes sailing boats, ELC condenser/air handler rebuild, early childhood parking lot overlay (with sustainable product options included in the bid), shingle roof boat house (include a bid for a metal roof), fleet truck, skid steer replacement, equipment-material trailer replacement, baseball infield/outfield maintenance, Watts basement HVAC unit (included in the PARC grant, if received it would be paid for via the grant), Watts fire alarm/suppression professional services (included in the PARC grant, if received it would be paid for via the grant), tuckpoint and gutter the beach house, GYS/Holmes Warming Shelter roof and chimney, and the IT plan agreed upon earlier in the meeting. Staff also requested that we advance the tot gym floor and equipment replacement that was tabled in March to be done this fiscal year. The Board agreed.

The Board discussed whether the GYS stipend should be reduced to help with the cost of the roof. The Board would like to think about this and asked staff to bring it back for further discussion. Commissioners also mentioned that they have seen kids climb on the roof of the GYS building. Staff informed them that is unfortunately a normal occurrence and Public Safety is aware of the issue and acts when they see it. Staff will get back to the Board with preventative options to stop kids from playing on the roof.

Discussion on Watts Season Passes: Director Collins reviewed the presentation attached to these minutes including pass sales update/timeline and state COVID-19 guidelines. Discussion ensued and staff answered commissioner questions. At this time, we have sold over 1,000 passes and will be directing most of our ice time to

accommodate the season pass holders. In normal years, we sell 300 passes. We are currently taking a waitlist and staff will reassess selling more passes after opening weekend. The committee directed staff to amend any rental contracts to include that the renters must follow current DCEO regulations, which includes no games or scrimmages. It will be the responsibility of the renter to enforce that, not Park District staff. We are also going to require a face mask or bubble masks to be worn when skating or playing hockey.

Other Business: The memo about the Hoover Estate development and developer donation specifications was included in the packet.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 9:36pm. Commissioner Boron seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary



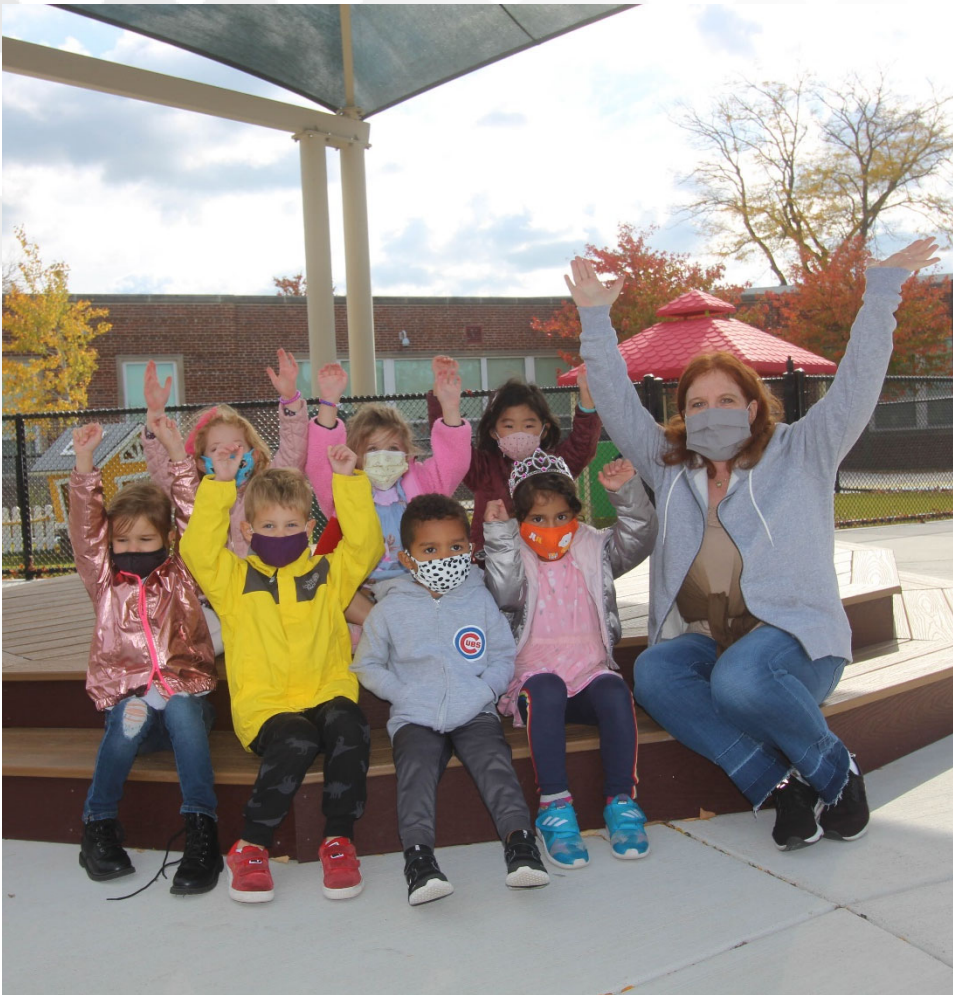
Glencoe Park District FY21/22 PROPOSED CAPITAL FUND 65 ITEMS FOR CONSIDERATION

11/4/2020 Committee of the Whole Meeting



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Recreation Department

10 Sailing Prams
rolled over from the
FY20/21 Budget
\$26,850

ELC Condenser/ Air Handler Rebuild



- Installed in 2008 facility renovation
- Provides heating/cooling/air filtration for Children's Circle/GJK class rooms
- Projected 15-year service life, will be 13.5 years old when replaced/rebuilt (1 of 3 units)
- Conservatively recommending a phased replacement cycle of three units over three years. By phasing the units we avoid having \$400,000 worth of HVAC units at the projected end of life simultaneously.
- This project includes rebuilding the interior facility components and replacing the outside condenser, the existing system is R-22.
- This is a long lead time item, the unit is the least reliable of the three. We had two major breakdowns last FY. One was during the polar vortex. A significant failure would cause a long-term program cancellation.

\$130,000



Early Childhood Parking Lot

- Installed as part of 2008 facility renovation
- East end of lot in visibly poor condition with significant cracking and drainage issues
- Recommending mill and overlay for 35,000 square feet at \$2.85 per square foot
- It will become potentially hazardous if we do not make repairs.

\$110,000



Current condition



Area not draining



Surface Failure



Example of parking lot failure

Shingle Roof Boat House

Roof is actively leaking; the shingles and some decking require replacement.

\$35,000



Fleet Truck

Recommending the replacement of 1 fleet vehicle. This is rolled over from the FY 20/21 Budget.

The truck is 21 years old.

Included in the cost is a lift-gate and plow.

\$47,000



Skid Steer Replacement

Recommending the replacement of the District skid steer.

The unit is 17 years old. In the last 3 fiscal years, we spent \$15,785 in rentals on a tracked unit due to the lack of function on our current unit, and it cannot be used on the beach or in parks.

\$65,000



Equipment-Material Trailer Replacement



Recommending the replacement of the equipment-material trailer. The unit is 22 years old. The trailer is not rated for the weight of current District equipment.

Loading ramps are cumbersome and not ideal.

\$15,500





Baseball Infield/Outfield Maintenance

Fields require regular capital/operational maintenance to continue to meet District recreational standards.

Last done in FY19/20.

\$50,000



Watts Basement HVAC Unit

The unit was installed
in 2002 making it
19 years old.

Included in PARC Grant.

\$12,500

Watts Fire Alarm/ Suppression Professional Services



- No current fire suppression
- System/fire alarm is a mix of components from the late 1980's and 2002.
- Professional services to design new systems. System would be designed in FY21/22 and built in FY22/23.

Included in PARC Grant.

\$25,000

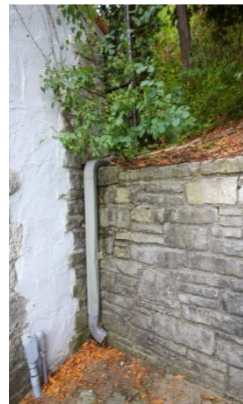
Tuckpoint & Gutter Beach House



Originally included in the 2019 Halfway House restoration project as an alternate, but not selected as part of Phase I due to costs.

Last done in the 1990's.

\$115,000



GYS/ Holmes Warming Shelter

- Shingle Roof
- Chimney Tuckpoint

The roof is actively leaking.
The chimney is leaking.
Cost is higher to remove
chimney than perform basic
tuckpointing.

\$22,000



Technology

(See separate report)

Please select your search criteria and click the search button to continue. Note: Click Cart icon to proceed with purchase.

Activity Number Search: Keyword Search: Keyword Search Options:

Age: Location: Category:

Type:

Show Search Criteria

Search Reset

Activity Search Results

Showing: 1 up to 50 Total Results: 240

201510 - Volleyball with Volleykidz

Volleykidz is an introductory class for children ages 7-9. The lesson plan introduces the pass, set, and spike using a light volleyball. This class will improve each child's hand eye coordination and left-right coordination through the use of fun drills and games. If COVID restrictions change: class canceled and refund issued.

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Activity	Description	Date	Days	Times	Location	Fee	Ages
Waitlist	201510-01 Kids Volleyball with Volleykidz	09/12/20-10/24/20	Sa	9:00A-10:00A	Glencoe Beach	\$1495164	7 years up to 9 years
Unavailable	201510-02 Youth Volleyball with Volleykidz	09/12/20-10/24/20	Sa	10:00A-11:30A	Glencoe Beach	\$1795197	10 years up to 12 years
Canceled	201510-03 Teen Volleyball with Volleykidz	09/12/20-10/24/20	Sa	11:30A-1:00P	Glencoe Beach	\$1795197	13 years up to 16 years
Waitlist	201510-04 Kids Volleyball with Volleykidz	11/07/20-12/19/20	Sa	8:00A-9:30A	Takiff Center	\$1305143	7 years up to 9 years
Waitlist	201510-05 Youth Volleyball with Volleykidz	11/07/20-12/19/20	Sa	9:30A-11:00A	Takiff Center	\$1305143	10 years up to 14 years

Registration software (public portal)

GLENCOE PARK DISTRICT

Face Masks Required for Age 2 and Up

REGISTRATION

NOVEMBER/DECEMBER GUIDE NOW ONLINE

Our November/December Digital Program Guide is now available. Resident registration starts at 10 AM on Friday, October 16. Non-resident registration begins at 9 AM at Monday, October 19.

View Guide

WATTS SEASON PASSES

We're pleased to open the Watts ice rinks on Friday, November 27. Due to COVID-19 capacity restrictions, a season pass will be required for entry. Season passes go on sale October 13.

more

PUMPKIN CARVING COMPETITION

Show off your creative side by carving a pumpkin to display at our Halloween Eve event. Best in Show, Most Creative, and Scariest pumpkins will win a prize! FREE!

Register

MASKS POLICY FAQs

Answers to questions about mask use for program participants.

KIDS CLUB/KIDS ENRICHMENT CAMP INFO

Click here for information about our new enrichment camp in conjunction with District 75 Hybrid Program.

PROGRAM SAFETY FAQs

Read our response to frequently asked safety questions regarding classes and programs for adults, youth, and preschoolers.

Website

- Remove barriers for customers of the Park District and visitors to the website
- It is important that the website serve as the first line of information and a path to getting questions answered and purchases made.
- In order for the organization to meet many of the overalls goals that it set for the website, it is apparent that including upgrades to the registration software attached to the website, as well as internal processes and expectations for what is and is allowed must also be revisited.
- The version of RecTrac that Glencoe Park District utilizes is lacking some design and functionality features that would improve the customer purchasing experience. (The current version will no longer be supported by VSI after Dec 31, 2021)
- Many key purchasing processes from the customer perspective are interrupted by the current set-up.
 - Sometimes instead of being able to complete a transaction, customers are directed to fill out a form to wait for more information that can start a back-and-forth email conversation.
 - Sometimes the website requires customers to leave the website and contact a staff member by email or phone; print off a PDF file, fill it out by hand, and physically bring it a facility; or come into a facility for more information

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glencoeParkdistrict.com



2020-21 WATTS OPERATIONS UPDATE

November 4, 2020

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How we decided the number of passes sold

Pass Sales Timeline

- **Friday, October 23** – Passes on sale to residents at 9 AM
 - 9:45 AM, 600 passes **SOLD OUT**
 - 9:45 AM, Waitlist live. 200 waitlist passes sold.
- **Tuesday, October 27**, 200 passes off waitlist.
- **Thursday, October 29** – New waitlist opened to residents only at 7 PM
 - October 30 – Non-residents waitlist opened at 9 AM
- **Monday, November 2**, additional 174 passes off waitlist
- **Wednesday, November 4**, additional 98 passes off waitlist

Pass Sales Update

<u>Pass</u>	<u># Passes</u>	<u>Net Revenue</u>	<u>Residents</u>	<u>Non-Residents</u>
Skating	1,072	\$53,625	1,072	0
Hockey	157	\$25,725	128	29
Guest	86	\$4,350	84	2
Senior	11	\$0	11	0

STATE GUIDELINES

- Outdoor recreation facilities should limit group sizes to ~~50~~ **25** **patrons**.
 - If we move to Tier 2, groups limited to 10 or fewer people
- **Multiple groups of ~~50~~ **25**** 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
- DCEO Sports Guidelines for mask wearing
 - Masks are required for all patrons in the facility.
 - When exercising outdoors, participants should wear face coverings over their nose and mouth whenever not actively exercising or participating in practices or competition.

STATE GUIDELINES

- Hockey is classified as a High Risk Sport (Levels 1 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

Hockey Private Rental Groups

- PDRMA & Local Health Department
- Staff is recommending masks for hockey
- Practices allowed under guidelines
- 5 v 5 flow drill
- What the public will see & think
- Approximately \$61,000 in Permanent Renters.
 - \$20,000 for Winnetka Hockey
 - \$41,000 for permanent renters
 - Another approximately \$8,000 in miscellaneous hockey rentals.

Is the Board ok with Hockey rentals
that may look like a scrimmage?

5 v 5 flow drill



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