

MINUTES OF FEBRUARY 6, 2018 FINANCE 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 the roll was called.

Commissioners present:

Josh Lutton, Chair/Treasurer  
Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Steve Gaines, Commissioner  
Stefanie Boron, 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 Maassen, Manager of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance: Deborah Barr, Alex Kaplan, Lexi Kaplan, Audra Donnelly, Dan Dorfman, Jennifer Metelmann, Jaimie Frazin, Margaret Ann Paauw, Liz Stowick

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

GYS and GJHP Stipend Requests: Glencoe Youth Services Executive Director Margaret Ann Paauw, SNAP Director Jaimie Frazin, and Board Member Alex Kaplan, followed by Glencoe Jr High Project represented by Executive Director Audra Donnelly and Co-Presidents Deborah Barr and Jennifer Metelmann gave presentations regarding their stipend requests. Each group answered questions from the Board. Discussion ensued.

The stipend requests will be presented to the Board for approval at the February Regular Board meeting.

Discussion of Parks Department Staffing Analysis: Executive Director Sheppard explained that it was discovered during the Master Plan process that there is a need for additional staffing in the Parks department. Director Leiner gave a description of the current situation of contractual landscaping and mowing, difference between past Manfredini and current Fleck's landscapers and legal low bid, and shared services agreement with the Village. Net additional increase in cost is \$32,000 (including benefits with the assumption of family insurance coverage) including reduction in cost of contractual horticultural services.

The new position is included in the Budget Draft FY2018/19, which will be presented to the Board for approval at the March Regular Board meeting.

Budget Review: Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2018/2019 document in detail. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 28, 2018, the projected fund balance in the Corporate Fund of \$2,354,300 will meet the reserve guideline of 50% of operating expenditures, projected 73%, and the Recreation Fund of \$3,467,723 will meet the reserve guideline of 50% of operating

expenditures, projected 75%, as do all minor funds. Fund balance transfers included in this budget draft were approved by the Board in June 2017. Given these fund balance levels, a transfer of funds to future Master Plan projects will be re-evaluated after the current year annual audit is completed and is presented to the Board in June 2018.

Proposed Capital Projects: The ten highest priced capital projects were reviewed as well as Fund 65, Fund 69, and Fund 70 along with the Three-Year Capital Plan and facility projects.

Discussion of Proposed Annual Salary Merit Pool FY2018/2019: The discussion on the 2018 salary merit pool included a brief reminder of the 2014 HayGroup salary study. Based on comparable park district increases for competitive hiring, staff recommended a 3% merit increase based on individual annual evaluation. Staff will have HayGroup back for a 3-year review.

Following Committee discussion, Chair Lutton directed staff to move forward with the 3% merit pool increase.

Discussion of Proposed Conference/Training FY2018/2019: Staff gave a very brief review of staff training and benefit to the District.

Discussion of Proposed Special Events FY2018/2019: Executive Director Sheppard explained the District's special events and their benefit to the Glencoe community and Park District. Director Collins reviewed special events budgets. Harvest Fest options were reviewed with the Committee. October 6 from 11:00am-2:00pm was selected and the Committee directed staff to eliminate the Merry and Bright event.

After a final review from the Committee, Chair Lutton directed staff to bring the Approval Draft FY2018/19 Budget for approval at the March Regular Board meeting. No action was taken, changes will be made as needed in the Budget Approval Draft on the agenda for approval at the March 20, 2018 Regular Board Meeting.

Other: There was no other business.

Adjourn: Chair Lutton moved to adjourn the meeting at 9:08pm. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary