

APPROVED

MINUTES OF FEBRUARY 5, 2019 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:

Lisa Brooks, Chair/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

Members of the public in attendance: Jennifer Adler, Michael Covey, Melissa Di Giacomo, Grace Haggerty, Gloria Kowan, Jennifer Metelmann, Margaret Ann Paauw

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

GYS and SNAP Stipend Requests: Glencoe Youth Services Executive Director Margaret Ann Paauw gave a presentation regarding their annual stipend request. Margaret answered questions from the Board and Executive Director Sheppard complimented the improvement in the GYS facility and organization over the past year under Margaret's leadership. SNAP information was provided in the committee packet but overview was not given in regards to this program. Discussion ensued.

The committee advanced for approval an \$11,000 stipend for GYS and \$1,000 for SNAP.

GJHP Stipend Request: GJHP Program Director Grace Haggerty, Senior Program Director Melissa Di Giacomo and President Jennifer Metelmann gave a presentation regarding their annual stipend request. Representatives answered questions from the Board.

The committee advanced for approval a \$10,000 stipend for GJHP.

Budget Review: Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2019/2020 document in detail. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 28, 2019, the projected fund balance in the Corporate Fund of \$2,359,863 will meet the reserve guideline of 50% of operating expenditures and the Recreation Fund of \$3,831,992 will meet the reserve guideline of 50% of operating expenditures, as do all minor funds. Fund balance transfers included in this budget draft were approved by the Board in June 2018. 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 2019.

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.

Staff gave a brief overview and benefit of the Proposed Special Events and Proposed Conference/Training FY 2019/20.

Discussion of Proposed Annual Salary Merit Pool FY2018/2019: The discussion on the 2019 salary merit pool included a brief discussion of the 2018 Hay Group salary study and based on comparable park district increases for competitive hiring, staff recommended a 3% merit increase based on individual annual evaluation.

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

Discussion of Employee and Commissioner Fitness Area Benefit:

Executive Director Sheppard requested a change in the fitness area employee benefit. She discussed all the wellness benefits derived by encouraging staff to utilize the fitness center and that based on current usage the center could accommodate staff participation in this facility.

Board discussion ensued and following Committee discussion, Chair Brooks directed staff to advance for approval the change in the benefit policy to include all staff complimentary use of the Fitness Center.

Discussion of Beach Fees:

Director Collins gave a presentation regarding options for 2019 Beach fees. The Committee and staff discussed different options and provided staff with input to move forward with the following flat fees: Resident Adult/Youth \$7 (2018 - \$7/\$5), Nonresident Adult/Youth \$14 (2018 - \$14/\$10), and Senior Resident \$5/ Nonresident \$10.

After a final review of the budget, Chair Brooks 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.

Discussion on Old Green Bay Trail Project:

Executive Director Sheppard asked the Committee to reach a consensus on aspects of the Old Green Bay Trail that they would like included in the project. Staff wants to develop a contract with Altamanu and start the process of applying project grants. Sheppard indicated that we need to pass a resolution at the February Board meeting regarding which aspects of the project to move forward with. Sheppard also told the Board to make sure they are comfortable delegating design funds on elements that we may not be able to afford immediately or are looking for private donors. Staff indicated that in order to apply for trail grants, the trail must be a minimum of 8 feet wide and well drained.

Committee discussion ensued on all aspects of the Altamunu design that have been presented in prior committee meetings.

The Committee consensus was to include the following aspects into design development:

- Entire length of the trail; trail will be a minimum of 8 feet wide running from Maple Hill to Park Avenue
- Playground at Lincoln & Crescent
- Small interactive fountain with water pump river at Lincoln & Crescent
- Hand-cranked miniature train at Lincoln & Crescent
- Scaled down version of Veterans Memorial that maintains ADA Accessibility
- Trailhead plantings at Maple Hill and Park Avenue
- Pod location for future exercise equipment (but no equipment picked out)
- Other native plantings example that was mentioned is shown on page 140 of committee packet

The committee also requested that the velodrome location be kept in mind during design of the trail so that may be added at a future date.

The committee did not advance the labyrinth, sculptures, and formal garden by Veterans memorial.

The committee also discussed which project components will be funded for construction during the first phase including the trail, playground, water features, Veterans Memorial, and trailhead plantings.

The Committee also directed staff to work with Village and Active Transport Alliance on the intersections involved in this project.

Other: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 9:31pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary