

MINUTES OF MARCH 10, 2020 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm 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

Members of the Public in attendance who signed in or spoke: John Mac Manus,
Josephine Bellalta

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

Social Spaces for Connect Glencoe: John and Josephine of Altamanu presented the social space designs for the Connect Glencoe project included in the packet. This process is to determine the cost of social spaces as donation elements and are not included in the project budget. Discussion ensued on purpose, locations, use, and price. Commissioners agreed to put all items out to bid.

Glencoe Beach Water Levels, Storm Damage, and Pier discussion: Lake levels are the highest in recorded history and the District is dealing with its effects. Following review, discussion ensued on condition changes since the January, projected water levels for the summer season, major erosion, pier damage, previous and current PDRMA pier claims, proposed pier repairs, the District's FEMA claim, micro restoration grant, and damage to District land and bluff on the south side of the pier. Executive Director Sheppard does not recommend barging in sand that will disappear during the next storm. Staff will determine the total number of participants that can fit within the beach space available, as well as the number of spots saved for pass holders.

Coronavirus and Park District Protocol Discussion: Executive Director Sheppard shared Coronavirus facts from a meeting with the Village of Glencoe, District 35, Library, Family Services, Public Safety, and City of Chicago's staff and Mayor. Also reviewed was the Village staff member under self-quarantine due to exposure and that New Trier School Districts will have a united front if school closures are decided upon. The District's pandemic procedures include level one: more cleaning, washing hands, and communication with the public on prevention; level two: program cancelations and staff working from home; level three: temporary closure of our facilities. Executive Director Sheppard asked the Board if staff should be paid during the closure, if needed. Ramifications include staff not feeling valued, staff retain jobs elsewhere affecting our services and ability to provide programs, \$40-41,000 in payroll for all full and part-time

staff per week, loss of program revenue, and fitness memberships on hold. If IDPH closes us down and/or one person has COVID-19, the District would be paid for lost revenue through a PDRMA claim. Whether or not to pay staff and the timeframe was discussed. The budget was reviewed. Discussion ensued. The Committee directed the Executive Director, if the District is required to close, to pay all staff for up to four weeks, after which point Commissioners and staff may reassess. Commissioners also commented that a communication to staff for the first two weeks of pay is sufficient at first. Sheppard will text Commissioners if and when the facility is required to close.

Linden House Update: Sheppard reviewed the RFP process to select a realtor to sell Linden House. She indicated that Jenny Runkel called each realty to receive contact information. This resulted in receiving the two proposals. Sheppard, Matt Walker, Liz Stowick, and Jenny Runkel were on the committee, however only Matt and Jenny conducted RFP evaluation meetings as they had little to no history with both brokers. Manager Walker highlighted the strong RFP's from Jennings on the Park and Compass Realty, but the decision came down to commission. The Linden House Committee recommended Jessica Rosien of Compass Realty at a \$425,000 starting asking price with a 3.5% commission. The committee directed Executive Director Sheppard to lead negotiations of the sale of Linden House with Manager Walker's assistance.

List of Committee Meeting Topics for the Next Six Months: Executive Director presented a list of committee topics for the next six months. The Strategic Plan was the only item on the list pushed back. No further discussion ensued.

Strategic Plan and KPI's Discussion: This agenda item was tabled.

Other Business: Regarding Glencoe Historical Society's (GHS) funds for the Booth Cottage project, Sheppard recommended, at minimum, they pass an ordinance on the escrow funds, the amount be placed in an official escrow, show proof monthly of how the money was used, and have two signers on the account. Discussion ensued. Previous discussions indicated they were required to have the money in escrow or a surety bond. The committee agreed with Sheppard's recommendation. Until GHS's website is up and running, our website includes project information and FAQ's.

Bonds is on the agenda at next week's meeting. Eric Anderson will be there to answer questions. No action is required next week by the Board.

Adjourn: Commissioner Covey moved to adjourn the meeting at 9:00pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary