

MINUTES OF FEBRUARY 11, 2014 FINANCE COMMITTEE OF THE WHOLE
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:30 p.m. and the roll was called. Commissioners present included Seth Palatnik, Chair; Bob Kimble, President; Hilary Lee, Vice President; Steve Gaines; and Andre Lerman. Staff present included Lisa Sheppard, Executive Director/Secretary; Carol Mensinger, Director of Finance/Human Resource; Dave Figgins Director of Recreation & Facilities; Rick Bold, Director of Parks; and Jenny Runkel, Administrative Assistant.

Members of the public included: No members of the public were present.

Overview: Overall, Mensinger is pleased with our fiscal outlook. Additionally, she is excited about options for the Master Plan and what the District will be able to accomplish given the financial condition of the District.

Commissioner Palatnik asked if there is something outside of special projects of what we plan on doing. Mensinger explained that we are carrying over about \$250,000 from current fiscal year, including \$500,000 annual for new projects. Mensinger confirmed Commissioner Lerman's comment that we have never been in such a good fiscal position. She added a memory from when Takiff Center was being renovated that once complete, we would be in a really good position and assumptions have held true.

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

Operational Budget Review: This is the first year where tax appeals and objections are affecting the budget in that real estate taxes received were lower than budgeted.

Mensinger clarified a question of the Committee regarding the \$200,000 abated in the Bond and Interest Fund last year. This year's tax levy, as such, will be increased at a higher %, based on that abatement last year.

Mensinger explained we are looking at creating a new Master Plan Capital Fund 69. The \$400,000 from the Corporate Fund and \$400,000 from the Recreation Fund that were "committed" by the Board will be transferred to this new fund.

Recreation revenue is up \$300,000. Capital in Fund 65 of \$748,000 is for carryover, new projects, and a cushion for potential new Master Plan projects. Lastly, there is an outstanding landscaping contract that is still unsettled and shows as a liability in Fund 67.

Mensinger then clarified questions from the committee as to where money came/went in specific departments including \$30,000 in rental revenue from the Linden property, Parks Department doesn't have revenue due to ongoing maintenance costs, and the Beach broke even this past year due to fantastic weather which normally loses money.

Mensinger then went through highlights of the schedule for a breakdown of Recreation

Programs including that more money is budgeted for special events, but the response of the community is worth it. Additionally, events are good marketing opportunities. Scholarship amounts listed are for helping participants who meet scholarship criteria. Over the last five years, requests have been consistent and we process scholarships through Glencoe Youth Services. Certain category types subsidize other programs, for example, camps. Takiff Center runs at a deficit which is subsidized by Recreation Department revenue. Day Care used to run at a deficit, but now subsidizes other programs and Takiff Center.

Mensinger shared other details of the budget including that the Greenhouse is now budgeted within the Parks Department budget itself. Again, the Master Plan Capital Fund is a new addition. There is an Impact Fund for new Village developers that have to pay money to the Park District. We have money left in the Trust Fund from the Safran Donation. In addition to the original donation, they paid us \$250,000 which went to maintenance of the beach. Of this, we still have \$110,000 as a resource for potential funds for improvement at the beach based on the Master Plan.

Proposed Capital Projects:

The Special Rec. Fund includes ADA Audit Corrections that John McGovern started.

The Halfway House structural review is to be completed this year due to the collapse of the staircase two years ago. The Village inspects the adjacent wall and road which they maintain. Subject to Board approval, \$20,000 has been budgeted for repairs.

A consulting salary survey has been budgeted for \$20,000 as the last survey was completed in approximately 2001. We currently do not have a starting/mid/cap range set. We give raises annually, however we should be paying appropriately for all positions based on experience and we need to stay competitive in order to attract the best staff members.

Bold vocalized items that are included in the budget. A budget of \$7500 for Watts Tennis Court to be color coated. West Tennis Court needs a color coat and raised. Gazebo will be stained, but will eventually need full renovation and will be looked at during the Master Plan process. West playground has been there since 1991 and has outdated equipment. If we don't replace it, it will need to be moved based on guidelines. A vehicle will be purchased. A park shade structure will be purchased.

Discussion of Proposed Conference/Training FY 2014/2015:

A benefit to both staff and the community that should continue as proposed.

Discussion of Proposed Annual Salary Merit Pool 2014/2015: Based on a survey of area Park Districts, the committee agreed to a 3% solid merit increase with the same percentage for both full-time and part-time staff.

Proposal for Auditing Services: Our full Audit occurred three years ago. Mensinger and Sheppard will be attending one full day of training with Lauterbach and Amen next week.

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

Other: There was no further business to discuss by the Committee.

Adjourn: Kimble moved to adjourn the meeting at 8:30 p.m. Lee seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary