



MINUTES OF THE SPECIAL PUBLIC MEETING

A Special Public Meeting of the Elk Grove Park District, Cook County, State of Illinois was held on December 3, 2020 in the Garden Terrace at the Jack Claes Pavilion of the Elk Grove Park District. President O'Malley called the meeting to order at 5:10 p.m. and upon the roll being called, President O'Malley, being physically present at such time and place and the following Park Commissioners, also being physically or remotely present at said time and place, answered present:

William B. O'Malley, President, and Commissioner
Thomas E. Cooke, Vice President, and Commissioner
Robert R. Biedke, Secretary, and Commissioner
John R. Walz, Treasurer, and Commissioner
Ralph C. Souder, Commissioner (remotely)

Administrative Staff:

Ben Curcio, Executive Director
Brad Sholes, Director of Business Services
Tim White, Director of Parks and Planning
Tiffany Greene, Director of Leisure Services
Kelly Carbon, Director of Marketing and Communications
Tom Klaas, Fox Run Manager

BINA HEARING

President O'Malley stated, "As President of the board, I am calling for a BINA hearing under executive order to be held on January 14, 2021 for bonds in the amount not to exceed \$2,500,000. Hearing to be held in the Administration Building of the Elk Grove Park District".

DISCUSSION ON 2021 BUDGET

Executive Director Curcio started off by thanking staff for their hard work and collaboration during the budget process. He stated that he would like to abide by the three commissioner rule to change something in the budget book. Director Curcio stated the impact CoVid-19 would continue to have into the 1st quarter of 2021 and with the 2021 budget.

Director Sholes began the discussion with the 2021 budget summary. He further explained how staff approached the budget with the assumption that the district would be operating under CoVid-19 mitigations through the 1st quarter of 2021. He was confident in what staff has done and shown in 2020 with adapting spending to the district's needs and mitigation measures and that will carry over into 2021. The 2021 budget summary shows a significant loss due to the expenditures due to the golf course project.

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Commissioner Cooke asked the wording be changed regarding redirecting of savings realized from the CARES act toward the golf course clubhouse and maintenance facility so it doesn't lend itself to suggest that was a contributing factor in the decision making progress to move forward with the project.

Commissioner Cooke asked what the 2020 bond carryover was estimated at, as it looked higher than previous years. Director Sholes stated the bond carryover was projected at \$530,000 at the time of the budget with the pause of the 140 Lively roof replacement being the main cause. Director Sholes expects that number will actually be higher with other larger projects coming in under budget.

Goals - President O'Malley asked if staff had any thoughts on the start times of Athletic leagues. He has heard numerous comments at various times over the years that some start too early and used house baseball and softball as an example. They start when the weather is questionable and during the school year. Commissioner Walz stated concerns for the season running into families' vacation window later into the summer. Staff will survey participants and research alternatives in 2021.

President O'Malley asked what the timeframe was on creating a marketing plan for the Fitness Center in 2021. Director Carbon stated she would like it to be done sooner than later and with the new Fitness Center Manager starting her new role work can begin on the plan.

President O'Malley said he felt creating a safe environment for patrons is more of an expectation than a goal and complemented staff on their achievements during the pandemic.

Golf Fund - General Manager Tom Klaas gave an overview of 2020 and while CoVid-19 closed the course, after the course was able to resume operations the effects of CoVid-19 had a positive impact on play and demand throughout the different levels of mitigations. He explained that it was difficult to project 2021. The hope is the course can build on and retain the momentum of 2020, but budgeted cautiously using past history of 2017-2019.

President O'Malley asked about marketing and measuring its impact, referencing a billboard. Director Carbon said the billboard was used in 2019, but minimal marketing was used in 2020 and the course has almost exclusively used Golf Now and their tools in 2020. This is the plan to start 2021.

President O'Malley asked about video gaming and he has some concerns. General Manager Klaas stated our agreement is expiring soon and he recommends renewal. Director Sholes said staff will provide more information and will suggest it as a topic for the next COTW meeting.

President O'Malley asked if we have a tree replacement plan. General Manager Klaas said most of the trees being removed are dead or dying. He said there is a plan for replacement, but it is strategic and isn't a replace where removed plan.

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President O'Malley wanted to know the plan for the grill in 2021. General Manager Klaas thanked the commissioners for approving the temporary clubhouse facility. While use has been sporadic with CoVid-19 mitigations, customers have had very favorable comments and are looking forward to close to normal operations during the 2021 season. Janet Christie is currently working on a plan for what items will be served.

President O'Malley pointed out the increase in cleaning wages. Director Sholes explained the standards have been raised and the plan moving forward will utilize Mike Monell's staff to clean the clubhouse in 2021 similar to 2020. The increase also factors in the opening of the new clubhouse.

President O'Malley asked about investing more in the driving range facility. Executive Director Curcio stated he is working with MWRD to renew the lease, but they won't commit to a longer term than 10 years. He explained staff has discussed improvements, focusing on portable assets that could be utilized elsewhere in the district if the lease is not renewed in the future. Improvements are scheduled for the parking lot in 2021 along with other equipment.

Corporate Fund - Director Sholes gave a brief overview of the Corporate Fund summary.

Commissioner Cooke added while it is discussed in the summary, he would like a note added to footers on page 9 regarding the change in tax levy allocation.

Director White discussed the change in staffing with the removal of a full-time position. The restructure of part-time staff had minimal overall change in salaries and wages, but the restructure changes where those dollars were allocated.

Director Sholes stated the savings experienced in the Corporate Fund will allow us to transfer funds to the capital fund for the clubhouse and maintenance facility project in 2020, instead of 2021. Director Sholes explained the district is now ahead of schedule on our financing plan for larger capital items in our master plan. He wanted to know if the board wanted to move up the timeframe on any of the items. Commissioner Cooke said he would like to use the funds for the maintenance/athletics training facility idea if any progress or opportunities occur in 2021. Executive Director Curcio also said the plans for the Marshall Park/Chelmsford property could be moved up. Commissioner Walz stated to continue to use the money for our items on our capital project "big list."

President O'Malley asked about the increase in the Wellness team budget. Director Sholes explained the district is stopping their participation in their current wellness program and will be operating a wellness program in-house.

President O'Malley asked where the annual holiday party was budgeted. Director Sholes stated half of the GET team budget consisted of the annual holiday party with the remaining for the GET team's annual spring, summer and fall all staff events.

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Commissioner Souder asked about the training budgets and the increase in the budget versus actual expenses in previous years. Director Sholes explained this is normally the case; the district usually budgets for 3 commissioners to attend different conferences, but the actual expenses are lower. This is also true for staff realizing savings on budget versus actual expenses.

President O'Malley asked why the computer service agreements are increasing so much. Director Sholes stated we saw an increase in Google's user fee. Commissioner Souder pointed out we are also increasing the users by adding the athletic leagues on Google. Director Sholes said the IT department has worked hard to offset these increases by cost savings in other areas.

President O'Malley enquired about the large increase in HVAC service agreement. Director White explained that is the agreement to replace services due to elimination of the full-time position.

IMRF - Commissioner Walz asked what our rate was for 2021 and why we don't try to pay extra to lower the rate. Director Sholes explained the rate depends on a number of factors including investment returns, assumed rates of return and staff demographics. The district did schedule some larger extra payments in prior years causing a lowering of the rate, but poor market returns and IMRF changed the assumed rate of return increasing our rate. Director Sholes stated his philosophy on paying our full budgeted amount in IMRF each year and will be asking the board to approve an additional payment at the next board meeting.

Recreation Fund - Director Greene gave an overview of the Recreation Fund budget and explained how her staff adapted in 2020 and how she challenged them to create more and new programs in 2021. Obviously CoVid-19 mitigations are impacting operations, but expressed staff is maximizing offerings under the constantly changing environment. Director Greene also explained minimum wage increases are starting to affect different areas and that is reflected in the budget.

President O'Malley pointed out the fact that the Pavilion Aquatics Center's loss continues to grow over the years and challenges staff to stop the increases in the future.

Discussion occurred on the Fitness Center, its membership fee structure and the impact competitors have had and along with CoVid-19. Consensus was to continue discussions once the new Fitness Center Manager was able to evaluate the Fitness Center.

President O'Malley inquired about Senior/Adult trips and expanding offerings. Director Greene acknowledged conversations have already been conducted regarding this topic, however it is difficult to implement during CoVid-19 pandemic.

Capitals - President O'Malley asked staff about plans for the LED screen making sure there was enough use planned to justify the expense and inquired about a shared cost model with other agencies. Commissioner Souder and Walz were not in favor of a shared cost model, but not opposed to renting it out for use. Commissioner Cooke said he would like to see more movies in the park and lend it to the village for the concert series.

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Discussion about the football program’s submission of program supplies as a capital expense occurred. President O’Malley preferred the expense be borne by program participants. Director Sholes stated we have done this for other programs in the past, including aquatics in 2020 as a one time infusion. Commissioners consensus the expenses will be allowed, but in future program supplies should absorb within the programs budget and future inquiries would be handled on a case by case.

DISCUSSION ON 2021 SALARY RANGES

Executive Director Curcio presented his recommendation for the 2021 salary ranges. The consensus was to move forward with Executive Director Curcio’s recommendation and increase the bottom and top of the salary ranges 1.9%.

DISCUSSION ON 2021 MERIT POOL

Executive Director Curcio presented his recommendation for the 2021 merit pool. The consensus was to move forward with the recommendation of 2% increase with a 0.5% merit pool to be used at the Executive Director’s discretion.

NEW BUSINESS

Discussion occurred on the timing of the Executive Director performance review.

Discussion occurred on the future of Garden Terrace.

ADJOURNMENT

Commissioner Cooke moved to adjourn the Special Public Meeting of December 3, 2020. Commissioner Biedke seconded the motion.

<u>Roll Call Vote</u>	<u>Ayes</u>	<u>Nays</u>	<u>Abstain</u>
Commissioner Cooke	X		
Commissioner Walz	X		
Commissioner Biedke	X		
Commissioner Souder	X		
President O’Malley	X		

Motion carried.

The Regular Meeting of December 3, 2020 was adjourned at 9:01 p.m.

Respectfully submitted,

Robert Biedke, Secretary