



## GLENVIEW PARK DISTRICT SPECIAL PARK BOARD MEETING

Regular Meeting Minutes  
April 13, 2020

Virtual Meeting Through Zoom Video Conferencing

Call-In Number: +1 312 626 6799

Meeting ID: 316314506

### 1. Roll Call

President Jennifer G. Roberts called the meeting to order at 11:00 a.m. and the roll was called.

All Commissioners attended remotely: William M. Casey, David M. Dillon, Angie G. Katsamakidis, Daniel B. Peterson, Joseph A. Sullivan, David S. Tosh, Jennifer G. Roberts (*Note: Commissioner William Casey joined the meeting after Agenda Item 2. was approved.*)

Commissioners absent: None

Official Staff who attended remotely: Executive Director/Secretary Michael D. McCarty, Superintendent of Park & Facility Services James Warnstedt, Superintendent of Special Facilities Lori Lovell, Deputy Executive Director Katie Skibbe, Superintendent of Leisure Services Todd Price, Director of Human Resources Sarah Bagley, Director of Brand Strategies Jena Johnson, IT Director Sean King and Executive Assistant and Recording Secretary Joanne Capaccio.

Official Staff Absent: Treasurer William D. Moore

- Commissioner Katsamakidis moved seconded by Commissioner Peterson to allow Commissioners William Casey, Dave Dillon, Angie Katsamakidis, Daniel Peterson, Joe Sullivan, Dave Tosh and Jen Roberts to participate in the April 13, 2020 Special Park Board Meeting by electronic means. Roll Call Vote: Ayes: Dillon, Katsamakidis, Peterson, Sullivan, Tosh, Roberts. Nays: None. Motion Carried.**

*(Note: Commissioner Casey joined the meeting.)*

- A Moment of Silence was held**

### 4. Matters from the Public

The Public had the opportunity to address the Board at the meeting by way of a call-in number or submit a Public Comment prior to the meeting by emailing: [boardcomments@glenviewparks.org](mailto:boardcomments@glenviewparks.org); No oral or written comments were received and no members of the public asked to address the Board remotely during the meeting.

## 5. Discussion of Pandemic Response Plan

Executive Director Mike McCarty wanted to update the Board on how the District is being affected by COVID-19. He reported that the Park District will be paying the full-time staff through May 1, 2020 with 13 additional COVID days. Many staff are continuing to work from home and other essential staff have been coming into work to take care of maintaining the parks and perform other maintenance responsibilities.

McCarty noted that with the uncertainty of the length or extent of the pandemic crisis and its subsequent economic impact, the District had to make certain assumptions that will serve as a framework for planning and decision-making as the District works through the financial, operational and personnel issues. All of these assumptions are subject to change as more information is received from the State or Federal government; which has been changing quickly and sometimes daily. As assumptions are changed, staffing plans and budgetary plans may change as well.

McCarty explained that this pandemic will have long term impacts on our ability to provide programming in groups or community settings as well as the ability to provide facility space for rentals. And, the stay at home/shelter in place order has a high likelihood to be extended past April 30 and restrict the District's operations, even if other non-essential businesses are allowed to resume work. We anticipate that participation levels will return slowly even following the end of the stay at home order and that individuals will have less disposable income for recreation as a result of the economic impact from the pandemic. As a result, many programs and services may not return and some positions will no longer be needed due to lack of work, market availability, and/or resources. Re-opening of Park District offerings is anticipated to be a staggered opening. He noted that given our district is funded by approximately 50% non-tax revenue, which is made up primarily from user fees, memberships, and program registrations and due to the anticipated reduction in participant levels, we are targeting to reduce the full-time work force by 50%. The decision was not easy to make. Individual positions will be based on several factors including business needs, specialized skills and seniority rather than a 50% reduction in each facility across the board.

McCarty noted the following actions will be taken to address these overall assumptions:

- Explore feasibility and potential candidates for an Early Retirement Incentive
- Identify positions for layoff and furlough
- Flatten the organizational structure where feasible; but remain flexible to respond as restrictions are released
- Identify opportunities to consolidate positions and make recommendations for employee reductions using a strong business case
- The 2020 annual merit increases will be deferred for all part-time and full-time employees until further notice along with the Executive Director taking a 10% pay reduction during this crisis
- Operational expenses will be limited to emergency items only
- No training will be authorized unless related to managing the COVID crisis or mandated by local, state or federal requirements. This includes the IPRA/IAPD Annual Conference and out of state travel
- No funding will be authorized for award ceremonies or Commissioner IAPD activities unless required by a State or Federal requirement

- Tuition reimbursement is temporarily suspended and the Recreation Internship program is suspended for 2020

McCarty remarked that the following actions are based on our mission to provide safe recreational opportunities for each individual in our community. Since the health of the community is in jeopardy through the many services and facilities we offer, our focus will be on providing individualized recreational opportunities that people can enjoy with physical distancing. We want to bring patrons back to our parks and facilities.

- Programming for leagues (including ice programs once the Ice Center opens), dance classes, group exercise, group lessons, art classes, senior activities, etc. should not be planned until Fall
- Core mission driven programs like day camps and full day preschool (only) should be planned to be offered starting June 15 provided we can safely offer them. Waiting for further guidance on this
- The District will not be accepting rentals at this time and we are tentatively planning to resume rentals after Labor Day. No birthday parties will be scheduled for any facility until further notice. As of today, staff have only cancelled rentals for April and May
- Special events for the summer and the fall should be cancelled until we have further guidance; this will include the Firecracker Classic, the 3v3 and Grove Plant Sale. Except for the 4th of July, which will be evaluated at a reduced level depending on information we receive by mid-May
- Tennis Club will remain closed for the duration of this season and plan for normal hours of operation in the fall. We may be able to offer camps and one on one instruction if the guidelines allow
- Senior Center will remain closed until a target re-opening on September 1.
- Visitation at The Grove and Wagner Farm only until the guidelines allow more; however, animal care will continue at The Grove and Wagner Farm.
- Crops and eggs will be cultivated and harvested to maintain the land and the District will utilize the crops and eggs for food bank donations for the needy. Will also continue to look at further guidance as to whether we can offer the Farmer's Market

Director McCarty explained that where the District has multiple similarly focused recreational facilities, only one or a limited number will open. With anticipated limited crowds and participation, the following action will be taken:

- We will only open one pool, Flick, this summer
  - . The pool opening will be delayed until at least June 13 and have reduced hours. However, we will be able to accommodate if attendance increases due to Flick's size and its parking lot can accommodate proper social distancing
  - . Splash Landings will not open until after Labor Day; with all August shut down maintenance having been completed. Discussions will take place with NorthShore regarding the warm water therapy pool
- We will open only 1 golf course this summer: Glenview Park Golf Club, which would produce the best revenue stream and is able to get up and running quickly

Fields and open spaces should be maintained at a minimal safe level.

- Will look at our maintenance agreements at both Prairie Club Golf Course and the schools to reduced maintenance and fees. If camp is held in the schools that hold camps, we will increase the level of care

## DRAFT

- The Tyner Center building to remain closed to the public and programs until further notice
- Schram Memorial Chapel will still be available for rentals provided the rentals are able to comply with CDC and State guidelines, in order to provide an alternative for memorial services

Capital Development and Capital Replacement funding may need to be re-allocated to cover fixed operational expenses. Strategic Initiatives outlined in the Strategic Plan as well as Master Plan Initiatives will be placed on hold. The following action will be taken:

- Financial planning will proceed with the assumption that there will be no non-tax revenue generated for May and June
- Funding will first be used to meet existing commitments such as bond payments and existing construction contracts for projects already started
- All new construction projects will be placed on hold. Staff will continue to work to complete the Ice Center project for the fall
- There will be no temporary summer season at the Ice Center mostly due to supply chain interruptions due to the COVID situation
- All scheduled capital replacements are to be deferred until next year, except for essential replacements due to imminent breakdown

Park District Administration will be maintained at a level to provide only the most essential services and provide overall direction to the District.

- Sponsorship program to be put on hold
- We will continue with implementation of the financial software as it will provide many operational efficiencies
- Brochures will be digital until further notice to provide maximum flexibility and cost savings
- The website project has been put on hold but will be resumed when staff are able with updated timelines and can conduct appropriate beta testing

Director McCarty explained the District's Staffing Plan as follows:

- All current full-time employees will be provided with 13 additional COVID days through May 1
  - . These additional COVID days will not be bankable. If they are not used, they will be lost
  - . Employees who are laid off or furloughed due to lack of work will be let go on May 2 allowing the District to pay all health insurance costs for May through IPBC Blue Cross Blue Shield
  - . Additionally, these employees will be able to use two weeks of paid time off (including emergency leave) to extend their layoff date to May 15th and we will be paying their COBRA in June if they were already on the District's health insurance
  - . Looking at an Employee Early Retirement Incentive
  - . To have some employees reduce hours from full-time to part-time

Deputy Executive Director Katie Skibbe presented the financial impact of the District's proposed Pandemic Response Plan. She noted with 50% of Park District funding coming from fees and services and with all facilities closed and programming canceled, there has been a drastic decrease in revenue. This is illustrated by comparing last year's revenues to current revenue. Last year's monthly revenue (May-August) was about \$1.2 m with \$1.7m in deferred revenue recognized in May. If the District remained closed through September, it would lose \$7.7m. However, if we apply some of the assumptions that were just presented; only one pool

opening, less campers and a scaled back golf season, the loss revenue through September would be cut to \$5.7m. Deputy Skibbe noted that this number however does not account for savings from reduced expenses due to the scaling back of those services. She noted some of the expenses being considered that would reduce costs are: delaying the merit increase for FT staff; a 10% pay reduction for the Executive Director; reducing contractor usage in parks, accounting, administration, and marketing; deferring capital replacement spending; elimination of all training not mandated by the Federal or State government and a reduction in utilities while the buildings are closed. These reductions in expenses are estimated to save \$1.78m.

Katie also addressed the news that the County Assessor is looking at reassessing all property in 2020 due to this crisis. She is not too concerned with that affecting the Park District since our tax dollars are spread over our total EAV and if the total EAV changes, not everyone's tax bill would decrease. However, there is some risks in the amount of Appeals that are being submitted and if property owners are not able to pay their taxes due to loss of income.

Executive Director McCarty noted some other regional directors he has spoken with are looking at doing similar plans to what we are, each are a little different depending on their District's makeup. He noted there are a lot of moving parts to this plan and in order to make decisions, assumptions had to be made. However, we are working up from here versus making additional reductions. Hopefully, if we have more guidance after April 30, we would be able to bring staff back to ready Flick Pool, the golf course and possibly camps.

Commissioner Dave Dillon feels that with Sportsman being shutdown, we may see an uptick in golfers, since many are anxious to get out on the course. He asked if staff was considering having a kiosk or mobile App for payments. He feels with people traveling less, the Park District is a more affordable option and we would most likely see usage increase.

Director McCarty agrees that there is a lot of pent up frustration but State restrictions will determine how we accommodate patrons. Also, we need to consider if the cost would be worth it with less golfers and no rental of carts. He is also concerned about having staff working and staying healthy. If the schools don't go back, staff will have to take care of their own kids, so there may be staffing issues. We would start with Glenview Park Golf Club, see what the demand is and increase if we can handle the demand and can cover its costs. Same for Prairie Club. Would need to determine what staff could really pull off especially with everything being done remotely.

Superintendent Lori Lovell noted staff has been researching from the start of this situation on how we could operate golf and minimize exposure for both golfers and staff. Staff talked about tee times at 15 minutes apart instead of 10 minutes; to keep social distancing. They are considering a call-in tee time and payment by credit card, or having a patron pay at starter shack without staff intervention. Another option might be the ability to book tee times and submit payment online. For safety, staff was considering physical barriers at the front desk to protect staff. All this would be based on the State restrictions and if we could provide a safe golf experience for our golfers.

Director McCarty also responded to the notion that if more people are staying local and not traveling for vacations, they will look to more Park District activities as an affordable option. He felt for some sports, we may see an increase; however, what we can provide still depends on the restrictions and there may be a fear factor when it comes to camps and pools. He

explained that at this time, we don't really know the impact, so we had to determine what we could do based on the assumptions we made.

Commissioner Joe Sullivan also felt there is a huge opportunity for the Park District to capture additional revenue if we could supply services sooner. We may be able to acquire participants from other communities or those who are looking to the Park District as a more affordable option than their current venue. He acknowledged that staff has done a great job to determine what needs to be cut at this time but still needs to be ready to go back to normal in the fall. He proposed not cutting as much so the District could bounce back sooner. He wondered, if we are the most affordable option and the demand is there, should we get Prairie Club ready to open? Maybe have two pools open with less chairs so more people can use the pools? Commissioner Sullivan would like to see some of these concepts reflected in the proposed plan.

Director McCarty pointed out that the proposed plan does address some of these concepts but feels it might not be prudent to focus on so many pieces too quickly but rather be ready to have them operational in the fall. He noted that we still need to abide by the State guidelines as well as meet our mission and be financially responsible when deciding on what staff is capable of managing. He agreed this is more of a defensive plan because we don't know what the competition is doing at this time, but assured the Board that there is the ability to put some offense into the plan.

Commissioner Dan Peterson was concerned with the Prairie Club not being considered for opening at this time along with Glenview Park Golf Club and Flick Pool. He doesn't think those who patronize the Glenview Park Golf Club are the same that play at The Prairie Club. He thinks it may be a missed opportunity not to open Prairie Club for the increased revenue. Of, course he realizes nothing will open unless current conditions change. He also noted that with the Prairie Club continuing to be maintained by staff, it should be able to be opened in a reasonably short period of time. And, we won't know if there is a demand for its services unless we open it.

Director McCarty noted that staff is looking at every opportunity and as more information becomes available staff will focus on those areas that can be considered. He also thinks Prairie Club should be looked at closer and other areas, such as summer events, if there is a demand.

Commissioner Bill Casey was concerned with carts not being available for golf and if we would be neglecting ADA laws by not providing a cart for those with special needs. Director McCarty explained that the concern with allowing carts is that staff would have to wipe down each cart and the costs involved; however, handicap flags are still available that would allow those who need a cart to be accommodated. Commissioner Casey also asked if we could consider allowing only one person per cart, since by not using carts we are missing an opportunity for additional revenue. Superintendent of Special Facilities Lori Lovell noted that one person per cart could be considered, but there would still be costs related to sanitizing them after every use. She also remarked that the State guidelines will ultimately tell us if we can or cannot use carts and staff continues to monitor those guidelines.

Commissioner Casey feels the District will ultimately have to sanitize everything going forward, so that associated cost is the new normal. Director McCarty feels the question we

need to be asking is; is the use of carts essential at this time when we are trying to get sanitizing equipment for our staff? He acknowledged that if we can do things safely for our patrons and staff, and deliver with the workforce we have, then we will.

Commissioner Peterson remarked that we need to continue to look for revenue generating opportunities. Staff will need to consider if what we offer is covering its costs. Since we own the carts, they would be covering their costs to operate and would generate additional revenue for the District. Director McCarty assured the Board that staff will absolutely continue to look at revenue opportunities and covering costs for operations.

President Jen Roberts doesn't feel covering costs for an offering is the only thing we should consider. She asked if there were any State/County guidance on offering Farmer's Markets? She noted the amount of people in need due to unemployment and how it is an inexpensive local food option. Also, how it helps our farmers are all important considerations for opening the Farmers Market. Superintendent of Leisure Services Todd Price explained that there has not been much guidance or even local discussion on this topic. He will have Wagner Farm Director Jon Kuester follow-up on this with other local market managers to see what they are doing. He also noted the Village will need to give us authorization to open when we get closer to that happening.

Commissioner Angie Katsamakakis wondered if PDRMA (Park District Risk Management Agency) has offered any guidance on providing food services at the pools; changing areas at both the Fitness Club and outdoor pools, and if patrons would need their temperature taken before entering our facilities or attending camps. Director McCarty noted PDRMA has not given much guidance except on legal or personnel issues. Staff continues to look at the IDPH (Illinois Department of Public Health) guidelines.

Commissioner Peterson asked if Schram rentals would be available since it was noted that no rentals would be taken until Labor Day. McCarty noted Schram would allow rentals only for memorial services if there is a need. Commissioner Peterson also asked about furloughed and staff using two weeks of their paid time off along with emergency time to extend their employment till May 15. He wanted to know why staff could only use two weeks of their paid time and not more if they have more? He noted, if they could use more, they could extend their employment into June and would lessen their time on COBRA. McCarty explained that only two weeks can be used and Deputy Executive Director Katie Skibbe clarified any remaining paid time off would go into the employee's bank to be used when then returned to work.

Commissioner Peterson also asked why The Firecracker Classis and 3V3 Soccerfest are not being continued since they are revenue generating events as well as fundraisers. Director McCarty noted that with the amount of staff coordinating and working these events, the costs are high for the District and they do not generate revenue.

Commissioner Peterson also asked about the District's College Internship program. He noted it has been shown that companies that continue these types of programs even during financially difficult times really benefit in the long run with a strong presence in the colleges. Superintendent Todd Price explained that first interviews were completed but due to the current situation, everything was put on hold and no offer was made. Director McCarty noted the amount of time staff would need to put into this program to make it beneficial was not

warranted so it was not considered a priority with everything else the District needs to focus on.

Commissioner Casey did not feel that Director McCarty's offering to take a pay cut is warranted; however, if he wanted to take that amount and donate it that would be up to him. He feels Director McCarty and his staff are doing a great job. Commissioner Sullivan feels the same on the pay cut offer and expressed what a wonderful gesture it was and really shows what a leader Director McCarty is. He wants Director McCarty to stay focused on his team and the Park District and doesn't feel a pay cut is beneficial to either. Commissioner Peterson is in agreement and doesn't feel a pay-cut should fall on just one person if it is ever warranted. Director McCarty thanked the Commissioners for their comments and noted the goal is to get our staff back working and again, doing great things for our community.

President Roberts thanked the Leadership team for all their hard work during these difficult times. She is comforted knowing this staff is making the hard decisions on how we will move forward. She especially commended Superintendent Lori Lovell for all her work on the Ice Center project and keeping things moving forward. She noted how much she appreciates everyone for working so hard.

**6. Adjourned**

Commissioner Peterson moved seconded by Commissioner Casey to adjourn the Open Session at 12:10 p.m. On Voice Vote, all Commissioners virtually present voted Aye. Motion Carried.

ATTEST:

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Jennifer G. Roberts, President

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Michael D. McCarty, Secretary

Approved this 28th day of May, 2020

*Note: Click here for a link to the audio of the April 13, 2020 Virtual Special Board meeting:*  
<https://www.glenviewparks.org/tmp/April132020SpecialBoardMeeting.m4a>