

MINUTES OF JANUARY 18, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear. The meeting was called to order at 7:00pm and roll was called. All commissioners gave permission to be recorded.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
John Cutrera, Director of Finance/HR
Erin Classen, Supt. of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Barney Gallagher, Nancy Miller, Shelley Pantelic, Michelle Rosenthal, Jill Siragusa, Matt Walker, Adam Weinberg

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of November 16, 2021 Regular Board Meeting, Minutes of December 7, 2021 Committee of the Whole Meeting, Approval of the FY2022/23 Regular Meeting Schedule, and Approval of the Bills. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

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

Approval of the Tom McDonald Commemorative Resolution No. 935: Tom McDonald could not be at the meeting tonight. A motion was made by Commissioner Spain to approve Retirement Commemoration Resolution No. 935 for Tom McDonald as presented. Staff noted Tom's unbelievable impact on the park district during his time here including plant sales from the greenhouse, his conservation efforts in the community, managing trees, Dutch Elm and Emerald Ash Borer issues, and loss of inventory due to climate change, making our Glencoe tree canopy above standard compared to other communities. He also assisted the Friends of Green Bay Trail and homeowners. Tom was the horticultural Google, before Google existed. His presence here will be noticed for many years to come. We wish him a happy retirement. Commissioner Schneider shared his high regard for Tom and his skill-set.

Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Presentation on Glencoe Jr High Project (GJHP) Stipend Request: President Brooks indicated that tonight would be a presentation only, followed by Q &A, with discussion held on a later date. Brooks introduced Shelley Pantelic, GJHP Board President; and Michelle Rosenthal, GJHP Senior Program Director who gave a presentation to the Board. Shelley Pantelic described the GJHP mission, programs (performing arts and musical, community activities including park district events, civil engagement opportunities), members, restructuring due to COVID, and new program staff member Michelle Rosenthal. In addition, they hired more seasoned staff which is why they are asking for \$15,000 instead of the usual \$10,000. Michelle Rosenthal reviewed some of the new programming and partnering with other groups. The Board did not have further questions.

President Brooks thanked them for their presentation. The Board will take the GJHP application and presentation into consideration when directing staff to include a stipend amount into the FY2022/23 Budget. Executive Director Sheppard will notify GJHP of that amount once the Budget is approved.

Discussion Regarding Selling Park District Property; 310 South Ave PIN #05-07-402-018-0000: Sheppard indicated this is the second time this was presented to the Board and is looking for consensus to add this as an action item at the February Board meeting. Emails were sent out, signage is posted at the site, information is on our website, and neighbors have been notified.

Director Leiner recapped being approached two years ago about a small abandoned alley of about 1650 square feet along the park at South and Green Bay. This property serves as a tax-exempt backyard. Staff have not been approached by a realtor, nor are staff aware of any interest from realtors. Access to the parcel is restricted by a significant Park District-owned landscape berm and residential fencing. It is not presently accessible for public use, and access is only available via the adjacent private residences (309, 315, 319), all of which are now owned by the same owner.

Commissioners indicated that the previous consensus to move this forward to the February Board Meeting for approval still holds.

President Brooks asked if members of the public had comments. There was no one wishing to comment.

Financial Report: The District is ten months into the fiscal year. There are two months of activity in the report – November and December, but will only focus on December tonight. These are cash basis numbers, not including deferred revenue completed at fiscal year-end. Current revenue is comparative to pre-pandemic levels, all departments look good, all day care grant revenue was collected, the slight deficit in day care was due to three pay periods in the month opposed to the usual two pay periods. Beach and

Boating revenue is looking better than budgeted. Watts is showing a profit which will even out as the season continues; the budgeted deficit is \$55,000. There are two months of insurance payments showing in G&A. We did not make the Fund 69 transfer yet compared to \$850,000 transferred in the prior year. Staff answered questions and discussion ensued as follows. The daycare costs are not going up as expected. There was an accounting change two years ago, employee discounts are under one line-item instead of by department. We are also short-staffed, staffing with subs is a large portion of the profit. We are also saving on insurance because of that. It looks like there is a profit, but that is not necessarily the case due to indirect expenses. Some indirect expenses are allocated, but capped at a certain amount. Medicare and social security come out of a separate fund. The new Takiff playground was self-funded, so extra funds were saved for that project, as well as other projects that directly affected the early childhood wing programs including the playground, trail, roof, HVAC system. The early childhood wing does not create enough revenue for those items, so tax payers are still covering costs.

Executive Director Report: Executive Director Sheppard thanked Bobby, Lauren, front desk team, and recreation team for making the RecTrac 3.1 migration a reality followed by the Web migration. Supt. Classen indicated that we are close to having a test site to give feedback. While registration is down, we will continue to thank people for their patience. The registration web site should be up for the March registration.

Beach pass pricing is the same as last year, no increase following a large increase last year. We are slowly raising the boating beach passes every year per Board direction. Non-residents will be able to buy a pass as usual, however; we will issue passes to residents first. The District will watch COVID data to determine if changes are needed closer to the beach opening. Even with large number of pass sales, we have not seen overcrowding. Passholders only visit for a couple hours versus daily passes use which is usually most of the day. The differences between COVID summer 2020 and 2021 were discussed.

We are seeing a shortage of early childhood staff. Staff have a backup plan and are being creative in hiring. Watts Below Zero was successful with more activities and long lines. Staff will review possibilities to make it less frustrating for attendees. This is one of the few avenues for outdoor entertainment this time of year. We do require non-residents be allowed to attend due to the grant funds coming in for the Watts renovation project. Staff will look at charging or making a sign-up list for the activities. If we extend the event, it gets costly.

The Green Team has been working hard to find ways to be green and get the community involved including bees, electric charging stations, lighting, and more.

2021 park district accomplishments were extensive during the pandemic. The community has re-discovered our parks during the pandemic. There is a large need for day care. Staff will continue to advocate with our legislators about what is happening at the District and find available grants. We continue to be more efficient and productive for the community.

Action Items:

Approval of Construction Management Firm for Watts Recreation Center Project: A motion was made by Commissioner Boron to approve the WB OLSON as the construction manager for 3.25% of the total construction costs with .85% for project liability insurance as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Pier Contract Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder, Martam Construction of Elgin, Illinois, for base bid (contract items 1-8 and 10-12) not to include railing replacement (contract item 9) for a total award of \$352,240 as presented. Commissioner Spain seconded the motion. Sheppard indicated that the railing came in way too high, the railings are sound and will be repainted, and will be reviewed in the future for replacement with steel costs come down. Insurance costs collected will cover one quarter of the cost. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Approval of Northbrook Aquatic Reciprocal Agreement: A motion was made by Commissioner Boron to approve the 2022 Aquatic Services Reciprocal Agreement between Northbrook and Glencoe Park Districts as presented. Commissioner Spain seconded the motion. Commissioner Boron missed the last meeting, but wanted to say that she supports it in that our residents benefit and last year the beach was not overcrowded. Spain received feedback from neighbors who said having access to Northbrook pools was a contributing factor to buying in Glencoe. Brooks indicated that surveys show that residents prefer a resident presence at the beach. Brooks noted that Northbrook has not published their pool rates yet. Covey stated that it would be hard to make this agreement equitable considering Glencoe's small size versus Northbrook's large size. Covey agrees there was not overcrowding, it is outside, and would like to have access to a pool. Schneider understands but is not comfortable giving access at current COVID levels. Spain noted that we should try it out and re-evaluate at the end of the season. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spain, Brooks
NAYS: Schneider
ABSENT: None

The motion passed.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:09 pm, Commissioner Boron moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Spain seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Return to Open Session: Commissioner Boron moved to return to open session at 8:43pm, Commissioner Schneider seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Other Business: Staff recommended a 5% merit increase for full-time staff to help employees defray the 7% cost of living increase that is at a 39-year high. This will be a performance base increase. The salary survey was reviewed, staff that were at the minimum with over five years were adjusted this year. Those included daycare, parks, and program supervisors and coordinators. There is a huge labor shortage. Staff making lower wages combined with a 7% cost of living increase is impactful to daily living. The 5% is included in the budget first draft. Discussion ensued. Also included in the budget first draft, the District would pay 10.44% in IMRF employer contributions in the 2022 calendar year for all IMRF-eligible employees working over 1000 hours per year. Discussion ensued. Due to inflation and following private sector, 5% seems reasonable. Other organizations are giving drastic benefits for retention especially in light of the 7% cost of living increase. Staffing shortage versus shortage due to sickness was discussed. The Board does not want to lose our high quality staff.

President Brooks, following discussion, directed staff to include a 5% merit-based increase in the budget going before the Board for approval at the February Board meeting.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 9:13pm. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks
NAYS: None
ABSENT: None

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary