

MINUTES OF FEBRUARY 15, 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 6:59pm 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: Jill Siragusa, Matt Walker, Adam Wohl

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of January 4, 2022 Committee of the Whole Meeting, Minutes of January 18, 2022 Regular Board Meeting, Minutes of February 1, 2022 Committee of the Whole Meeting, 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.

Financial Report: The District is eleven months into the fiscal year. A good portion of the Recreation Department revenue was from camp registrations that will be deferred when closing out the fiscal year. Children's Circle revenue is strong. Fitness is showing a profit around breakeven. Watts is showing excess, however; it remains to be seen how it shakes out in the month of February based on weather. G&A did not include a health insurance payment this month based on timing, but will catch up. Admin/Takiff was hit with credit card processing fees for registration. Staff are researching ACH to see if we can benefit on cost savings.

Executive Director's Report: Despite School District 35 being included in a lawsuit resulting in a restraining order rescinding the mask order, the park district is not included. DCFS is still mandating masks for licensed facilities meaning our early childhood wing programming. Masks do not need to be worn outside. If the Governor rescinds his order on February 28, we will follow the order and IDPH guidelines. Day

care is not included in the rescinded order. Staff reopened the Watts building which had been closed because staff had a hard time getting participants to follow the mask mandate around the holidays.

There is a possibility the vaccine mandate requirement for guests will be lifted at the same time as the mask mandate, nothing is firm at this point. It would affect adult classes, group fitness, fitness center, and programs like that. We follow state and Cook County mandates who make mandate change announcements at 5pm on Fridays, effective on the following Monday.

Staff worked extremely hard on the RecTrac migration for the last year and we love it. Director Collins stated that staff are still working out the kinks on modules and, in 2022, looking to make operational improvements and add-ons to the software including signed contracts, text messages, how we sell daily passes for special events. Staff have already seen huge improvements in the new RecTrac.

Supt. Classen indicated that the WebTrac redesign just completed a soft launch. There were a few kinks and the site was down for a few days last week. Once our new brochure comes out in a couple of weeks, the site will be pushed. Executive Director Sheppard and Director Cutrera thanked Lauren, Jill, and Amy for their hard work getting RecTrac up and running.

Staff are working on evaluations and goals for the year. Efficiencies are the focus of this year's goals aligning to the strategic plan. COVID stopped our momentum in our strategic plan and that will gear back up. A staff survey is going out this month; staff will report back to the Board in May. The part-time survey is scheduled for summer.

Director Leiner offered good news on the Watts ice rinks cooling floor. Preceding with repairs prior the season, the Board authorized Lisa Sheppard to make the repairs not to exceed \$65,000. The repairs were made and as of February 15, the repairs are still good. We were able to source a specialized stop leak product in the existing system is working and did not need excavation. There have been no issues. The infrastructure should be here for decades without needing a million dollar replacement and only \$35,000 of the \$65,000 was spent.

Our Watts renovation is progressing nicely. Staff are meeting with Wight's and Olsen's staff weekly to review the project.

Director of Parks and Planning Chris Leiner resigned his position for the same role at Northbrook Park District, a larger district with room to grow. He exceeded all our expectations. Staff and commissioners showered him with compliments and wished him luck. Chris Leiner shared his experiences at the District and thanked staff and the Board for standing behind staff decisions and putting their trust in staff. \$17 million in capital projects completed within seven years is unbelievable at any park district.

Executive Director Sheppard was sworn in as the IPRA Board Chair-Elect at conference. This role also requires her to serve as the Finance Committee Chair and

the Foundation Liaison. At the same time it was her turn to be the NSSRA Board President which is a two-year position. These are a couple of professional things Sheppard is doing to represent Glencoe Park District.

Action Items:

Approval of Ordinance No. 936 to Sell Park District Property; 310 South Avenue PIN #05-07-402-018-0000: A motion was made by Commissioner Schneider to approve Ordinance No. 936: An Ordinance making certain findings of fact and authorizing the sale of certain property commonly known as 310 South Avenue PIN #05-07-402-018-0000 Glencoe, Illinois under the Park Commissioners Land Sale Act 70 ILCS 1235/1 as presented. 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.

Approval of Air Conditioner Bid: A motion was made by Commissioner Boron to approve to award the contract for replacing (1) 50-ton air-cooled condenser for \$201,461 to Midwest Mechanical of Lombard, Illinois as presented. 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.

Other Business: The daddy/daughter dance was moved to outdoors at the beach in August due to COVID restrictions.

Adjourn to Closed Session: The closed session topic was tabled in order to post the meeting packet for six days per regulations.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:39pm. 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.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary