

MINUTES OF MARCH 15, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:06pm and roll was called.

Commissioners present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary
Bobby Collins, Director of Recreation & Facilities
John Cutrera, Director of Finance & HR
Kyle Kuhs, Director of Parks & Planning
Erin Classen, Supt. of Marketing & Communications
Jenny Runkel, Administrative Assistant

Commissioners absent:

Bart Schneider, Commissioner

Members of the public in attendance who signed in or spoke: There was no one from the public in attendance.

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of February 15, 2022 Finance Committee of the Whole Meeting to include a change on page five under adjournment ayes from Lutton comma Onderdonk to Schneider comma Spain, Minutes of February 15, 2022 Regular Board Meeting, Minutes of March 1, 2022 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spain, Brooks

NAYS: None

ABSENT: Schneider

The motion passed.

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

Financial Report: The District's fiscal year ended as of February 28 last month. Director Cutrera stated the packet report shows the cash basis analysis, not year-end. The Recreation Dept. has \$160,000 in revenue of which is mostly camp revenue deferred into FY2022-23. Children's Circle had a \$227,000 increase in revenue from prior months including \$64,000 in child care workforce grant payments paid out to child care staff. The Fitness Dept. at fiscal year-end is showing a \$744 excess of expenditures subject to accruals. Beach/Boating excess revenue of \$180,000 (compared to a \$90,000 deficit in the last fiscal year) was a fiscally fantastic year at the beach. Watts is in excess of revenue of \$2,000 subject to accruals that will likely end in a deficit. A reminder that there was no Fund 69 transfer this year from Rec/Admin/Takiff into Fund 69.

Per a commissioner request, Director Cutrera will research why there shows a 40% increase in Parks Dept. expenses, although a portion of that is the Duke Park water expense of \$30,000-\$40,000.

Executive Director Report: Executive Director Sheppard introduced Kyle Kuhs, our new Director of Parks and Planning. Marty Kwiatkowski and Jose Ibarra also started at the Park District in the last month.

The District held the community meeting on Lakefront Park courts and playground, sent out separate surveys to individuals and local park districts. We have time to develop the plan for this park and will advertise all meetings coming in the future.

The budget is up for approval at tonight's meeting. Director Cutrera reviewed the adjustments made since the draft version.

Director Collins shared that Watts had a great season that was extended 6 days. Skating programs, hockey programs, and family skate events were very successful.

Children's Circle is experiencing teacher shortages. Despite the extensive advertising, no one is applying. Staff are doing their best to keep our doors open as much as possible. Director Collins indicated that we are seeing non-COVID illness in both staff and children, applicants are not showing up for interviews, the staff shortage is an industry-wide issue, and we have been lucky compared to other day cares. Room closures were reviewed. We received a couple communications from parents trying to figure out child care for the spring break closure. For COVID cases, children have to quarantine and wear masks as needed to return. We can't ignore COVID cases and must follow CDC guidelines. Executive Director Sheppard and Director Collins were discussing COVID and child care measures with legislators in Springfield. Commissioners and staff brainstormed the issue. Commissioner Covey suggested sharing a fact sheet with child care parents to show what we have done and how lucky Glencoe has been. Takiff weekend hours were discussed. Weekends in Takiff are short-staffed resulting in shortened weekend hours and staffing parties remains difficult. Staff are working hard to get fully staffed.

Action Items:

Approval of Fiscal Year 2022/23 Budget – Approval Draft: A motion was made by Commissioner Boron to approve the Fiscal Year 2022/23 Budget – Approval Draft as presented. Commissioner Spain seconded the motion. No further discussion ensued.

Roll call vote taken:

AYES: Boron, Covey, Spain, Brooks

NAYS: None

ABSENT: Schneider

The motion passed.

Approval of Gym Resurfacing Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder, Floors Incorporated of Woodstock, IL for a total

base bid of \$37,100 as presented. Commissioner Spain seconded the motion. Commissioner Covey asked if the work needed to be done this year. Staff commented yes, the resurfacing needed to be done and will include pickleball lines, which has been requested. The work is scheduled for August. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Executive Director Agreement: A motion was made by Commissioner Boron to approve the Executive Director Agreement for March 15, 2022 to March 14, 2025 as presented. Commissioner Spain seconded the motion. Discussion included President Brooks comments on how Commissioner Schneider was integral in this process and, although he is not here tonight, he signed off on the agreement. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Bi-annual Review of Executive Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Boron to approve and keep confidential executive session minutes from December 7, 2021, January 18, 2022, and February 1, 2022; and approve for destruction recordings from July 9, 2019, October 15, 2019, November 19, 2019, December 3, 2019, January 7, 2020, February 4, 2020, February 18, 2020, and May 19, 2020 as mandated by 5ILCS120/2 c21 as presented. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:42pm. Commissioner Spain seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary