

MINUTES OF APRIL 19, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
ZOOM and 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm and roll was called.

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
John Cutrera, Director of Finance and HR
Bobby Collins, Director of Recreation and Facilities
Erin Classen, Supt. of Marketing and Communications
Adam Wohl, Takiff/Watts Facility Manager

Members of the public in attendance who signed in or spoke: Meridith Clement, Peter Cummins, Barney Gallagher, Joseph Keefe, Nina Schroeder, Sharon Zuklie

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of March 15, 2022 Regular Board Meeting, Minutes of April 5, 2022 Committee of the Whole Meeting, Approval of Post-Issuance Tax Compliance Report, and Approval of the Bills. 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.

Matters from the Public: Joe Keefe asked the President to extend the speaking time to six minutes, which was denied. Mr. Keefe spoke on the District eliminating the horticulture department and greenhouse operations and the negative and destructive effect it will have on the parks and Village including increased carbon footprint, reduction in sustainability, contradiction to environmental best practices, and increased taxes. He cited examples of the horticultural department's efforts that positively nurtured Glencoe's parks over the last 20 years. The District moving to contracted horticultural eliminates existing cost savings, but also dramatically increases Glencoe's carbon footprint, increases the introduction of herbicides and pesticides into Glencoe parks, and actively diminishes former successful sustainable practices. His other points included the effects of chemicals used on plants, migration patterns, carbon increase, transportation fuel negating ecological benefits, elimination of greenhouse shared services, potential loss of fresh food delivered to food pantries, and expansion of the greenhouse to eliminate commercial purchases. He asked the Board to take immediate and decisive steps to mitigate the problems that are already occurring due to these actions in a four-step plan.

Barney Gallagher supported Joe Keefe and informed the Board of a petition to reverse the elimination of horticulture and greenhouse operations.

Approval of Resolution No. 937: Rose Pepe 15 Years of Service: President Brooks read Resolution No. 937. Commissioners and staff commended Rose on being a passionate, caring, dedicated, and professional teacher who has successfully prepared children to move on to kindergarten. The District and the children she has taught have been lucky to have her here these last 15 years. A motion was made by Commissioner Boron to approve Employee Service Resolution No. 937 for Rose Pepe 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.

Approval of Resolution No. 938: Lauren Kinsey 10 Years of Service: President Brooks read Resolution No. 924. Commissioners and staff commended Lauren on her ability to make every customer feel valued. How she has excelled and expanded her roles from part-time to manager and then to include IT. A motion was made by Commissioner Spain to approve Employee Service Resolution No. 938 for Lauren Kinsey 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.

Public Hearing: 2022/2021 Budget and Appropriation Ordinance No. 939: The Budget and Appropriation Ordinance (BAO) No. 939 was put on display at the District's Administrative Office for the required 30-day period. President Brooks declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Cutrera stated that the BAO is based on the working budget approved by the Board at last month's Board meeting; the BAO is the legal document filed with the county. This document legally allows us to expend these funds. President Brooks asked Executive Director Sheppard to read any public comment received in advance. There were no comments. There was no one in attendance who wished to comment. President Brooks then declared the public hearing closed.

Approval of Ordinance No. 939: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2022: A motion was made by Commissioner Boron to approve Ordinance No. 939: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2022 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.

Financial Report: The District is one month into the fiscal year. Director of Finance/HR Cutrera stated that the Recreation Dept. revenues are a little higher than 3/21/2020 (pre-COVID). Any revenue received after February 28 is deferred. Children's Circle revenue is close to \$100,000 over expenditures, not considering refunds, spring break refunds, and timing of insurance payments, all of which are not reflected yet. Fitness is looking good with increased usage. The Beach and Boating totals include pass sales. Watts has a little carryover from March. G & A Dept. health insurance expenditure is at \$30,000 compared to \$90,000 in prior years; same for Parks. Takiff revenue includes the first installment of property taxes showing higher revenue due to the tax relief by delayed payment given homeowners last year.

Presentation of the 2021/22 Watts Center Report: Director Collins and Watts Facility Manager Wohl gave a presentation on the annual Watts Center Report included in the Board packet and available on the District's website. Guest passes were reviewed. Senior passes are free; the District sold 21 this year.

Safran Beach House Window Renovation Project: Executive Director Sheppard indicated the District has funds for design and construction costs for replacement of the Safran Beach House windows. Bauer Latoza, a leader in restoration and preservation of historical sites, has prepared designs for the Board to review and give feedback before the project goes out to bid. Pictures were reviewed of the original building, current building with boarded up windows, and the proposed designs showing refurbished windows that can be opened for airflow and passthrough for serving food during special events. We are looking for a way to shade or glaze the area where the staff breakroom is located and to board the windows over the winter. Staff will let the Board know if the side windows are included in the project. The budget is \$125,000, staff are hopeful bids will come in within budget despite rising costs. Staff anticipate interior renovations within five years.

Executive Director Report: The Watts renovation is at the point of going out to bid, Village permits, and making design tweaks. The bid opening is scheduled for mid-May and bid approval at a May 24 Special Board meeting at 6:30am. Watts construction is set to start in June. There are not many items to cut if the project costs come in high with the exception of the players boxes, fireplace, and seating area. Staff approached the Watts Advisory Group for donations to be able to keep those items. The PARC Grant is funding this project with the requirement of a 2-year completion. If the project is held in the hopes of reduced costs, the cost could actually go higher. Staff would prefer to value-engineer elements out without hurting the project and look for additional funds. If we don't have commitment of fund by a May date, the add-on items will be cut.

Director Cutrera has been working hard with Excal Tech to resolve problems and eventually will RFP to find a new IT company that will resolve our issues in a timely manner.

The Parks Team is doing everything they can to get the baseball/soccer season going; however, they cannot get a field setup following snow or standing water.

Staff is recruiting at job fairs and putting out special ads to get fully staffed for the summer. There is a waitlist for preschool camp that cannot be extended due to room restrictions. Aquatics camp is also full. Historically, we have never had to cancel a camp due to a lack of staff, but have also never seen the labor shortages happening now.

Manager Wohl developed an online park permit application system that does not require staff time to process. A simple \$80 park permit can take four to five calls or emails to process; the need for that much communication is negated in the new online system.

Projects in our parks system include tennis courts windscreens, West court crack-fill and recoat, clean up, and turf restoration. The Earth Day event is this weekend.

Beach passes are lower compared to last year. Last year, there was a fear we would run out of passes and this year the weather has not been great. Staff budgeted a dip in pass sales post-COVID.

The pier renovation started. On Friday from 10-10:30am, we will have a mockup of a pier section's stamped concrete. If there are more than two commissioners at one time, just come look and do not say anything.

Supt. Classen took the lead on the Community Cares Grant with the Village. Between the information and pictures, we tell the story of why we have the need and would be a great choice for that grant, available on our website.

Beach events are for pass holders only. There are more events with food and live music.

Action Items:

Approval of 2022/23 Glencoe Park District Apparel Bid: A motion was made by Commissioner Boron to award the one-year Apparel Bid for April 2022-March 2023 to American Outfitters for the bid costs presented below for an estimate annual cost of \$21,504.38, based on their qualified bid, outstanding references, and past work for the District 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.

Approval of Full-Day and Half-Day Preschool Discipline Policy Change: A motion was made by Commissioner Boron to approve the changes to the current Children's Circle and ELC Discipline Policy as presented. Commissioner Spain seconded the motion. The reason for the changes were included in a memo in the packet. According to DCFS, time-outs are no longer good. Director Collins indicated that licensed-DCFS facilities require strict standards. During a licensing review, they requested the District update

the policy. Many of DCFS rules are because someone took the rules to the extreme - e.g. a one-hour time-out. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of 2022 Mowing/Landscape Laborer Contract Extension: A motion was made by Commissioner Boron to approve the Milieu Landscaping mowing contract be renewed for 2022 not to exceed a weekly amount of \$2,923, in addition, the \$45 per labor hour as needed and Milieu be given the Notice to Proceed with the contracted mowing work 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.

Approval of Change Orders on the Pier Project: A motion was made by Commissioner Schneider to approve the Pier Project Change Order to Martam Construction not to exceed \$20,000 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.

Other Business: There was no other business.

Adjourn to Closed Session: At 8:08pm, Commissioner Schneider moved to adjourn into closed session to discuss setting the price for sale or lease of property owned by a public body as mandated by Section 2.06. 5 ILCS 120/2 (c)(6). In attendance are all commissioners, Lisa Sheppard, and Peter Cummins. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 9:15pm, Commissioner Spain seconded the motion, which passed by unanimous voice vote.

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

Adjourn: Commissioner Boron moved to adjourn the meeting at 9:15pm. Commissioner Spain seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF MAY 3, 2022 COMMITTEE OF THE WHOLE 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.

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary
Bobby Collins, Director of Recreation and Facilities
John Cutrera, Director of Finance and HR
Kyle Kuhs, Director of Parks and Planning
Erin Classen, Supt. of Marketing and Communications
Becky Moore, HR Manager

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

Matters from the Public: There was no one from the public wishing to speak.

Presentation on the Employee Survey: Executive Director Sheppard indicated that the survey was given through Survey Monkey and a majority of the survey questions were the same as last year for benchmarking purposes.

Director Cutrera and Manager Moore gave a presentation on the results of the 2022 Employee Survey. Successful areas, areas with room for improvement, next steps, and areas of action were reviewed. Overall, the survey showed that Glencoe Park District is an excellent place to work. Areas for improvement included communication, hire qualified staff, invest in IT/software, and offer more training opportunities. These areas will be brainstormed by staff and leadership. The results will be disseminated to all staff including a manager's meeting on May 11, Friday Update, copies in staff breakrooms, and on our staff information system. Employee appreciation, merit increases, and training opportunity efforts were reviewed.

Discussion ensued and staff answered commissioner questions including 60% of ELC and Children's Circle staff filled out the survey versus 50% of administrative staff, positive survey results may be reflective of the questions wording, COVID stress and workload, and District and Glencoe Family Service mental health support opportunities.

Director Collins indicated staff are optimistic for seasonal staff hiring. Recruitment was reviewed. Early childhood large waitlists will remain until the staffing crisis is over. Children's Circle hours will likely be reduced to a 5:30pm pick up time. We are giving incentive swag to returning seasonal staff based on years worked, bonuses to work to the end of the season, and recruitment bonus. Wages and loss of staff to other opportunities or gas prices were reviewed.

Other Business: Director Kuhs gave project updates as follows. Annual beach and boathouse maintenance are ongoing. The beach house windows are set to go to bid in June with a fall project start date. The pier's reinforcement, concrete forms, and welding were completed yesterday. The concrete pour is scheduled for next week, weather dependent. Next steps will be concrete stamping, curing, tinting, and sealing. The railings will be painted and installed, followed by installation of the benches and lights. The project is scheduled to be done by Memorial Day.

The Watts renovation project reports were submitted to IDNR and the project plans submitted to the Village for permitting. The bid was posted with the opening scheduled for May 13. Kids Club will be held at a school during renovations, likely South School.

Wight and Company is working on a gas kiln and design for ceramics. The biggest challenge will be lead times for the kiln itself.

Executive Director Sheppard indicated that due to the bid project approval, the May 17 regular Board meeting will be rescheduled to May 24 via Zoom. The Committee of the Whole meeting will be moved to June 14 for the annual park tour. Both meetings will start at 6:30pm.

President Brooks, who is the Park District representative on the Village Plan Commission, indicated that Mr. Cummins sent an email reviewed during the Plan Commission meeting where Brooks had to vocalize that his email mischaracterized the position of the Park District and the events that led to our decision. A Plan Commission member was displeased with the District for not approving the easement which would have made their business much easier. She was able to clear up one point that the Park District, as the primary neighbor, was not included in easement discussions until two-thirds of the way through the planning. Brooks did vote to approve the variance based on its merits. Mr. Cummins is now addressing if the District will allow for an additional easement for utilities. The Board previously gave approval for the utilities easement in the current utilities placement. The District will inform Mr. Cummins that the District will approve the utilities easement. All expenses for this action will be paid for by the applicant including legal fees, engineering, and previous legal expenses regarding research for a previous easement, of which there was not one. Staff answered commissioner questions.

Adjourn: Commissioner Spain moved to adjourn the meeting at 8:11pm. Commissioner Schneider seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary