

MINUTES OF MAY 31, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

All commissioners gave permission to record and all parties confirmed they could see and hear. This meeting was held via Zoom.

The meeting was called to order at 7:01pm 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
Bobby Collins, Director of Recreation & Facilities
John Cutrera, Director of Finance & HR
Kyle Kuhs, Director of Parks & Planning
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Adam Wohl

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of the April 19, 2022 Regular Board Meeting, Minutes of the May 3, 2022 Committee of the Whole Meeting and Approval of the Bills. Commissioner Schneider seconded the motion. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

Motion passed.

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

Election of President and Vice-President: Executive Director Sheppard, as Board Secretary, opened nominations for President of the Board. Commissioner Schneider nominated Lisa Brooks and Commissioner Boron seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

Motion passed.

Sheppard opened nominations for Vice-President of the Board. President Brooks nominated Stefanie Boron and Commissioner Schneider seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

Motion passed.

Appointment of Officers and Representatives: President Brooks made a motion to appoint Michael Covey as Treasurer; Robert Bush of Ancel Glink, as Attorney and Ethics Officer; Lisa M. Sheppard, Executive Director as Secretary to the Board; Carol Spain as representative to the Glencoe Plan Commission; Lisa M. Sheppard and Jennifer L. Runkel as Freedom of Information Act Officers; and Lisa Brooks as representative to the Glencoe Sustainability Committee. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

Motion passed.

Board Committee Appointments: President Brooks announced the appointments including Chair Michael Covey plus all commissioners as members of the Finance Committee of the Whole, Chair Lisa Brooks plus all commissioners as members of the Special Projects and Facilities Committee, Chair Bart Schneider and all commissioners as members of the Personnel and Policy Committee.

Board Advisory Group Chair Appointments: President Brooks announced the advisory group appointments including Chair Bart Schneider for Glencoe Beach and Lakefront Advisory Group, Chair Michael Covey for Watts Advisory Group, Chair Stefanie Boron for the Early Childhood Advisory Group, and Lisa Sheppard as the NSSRA Liaison.

Financial Report: The District is two months into the year. Through April 30, there is a substantial revenue increase in the Recreation Dept. at \$1.9 million compared to \$1.5 million due to increased programming activity. Recreation Dept. contractual expenses are \$200,000 less due to timing of GJK contractual payments. Children's Circle is lower in revenue due to health insurance timing, otherwise comparable. The Fitness Dept. is turning a profit. Beach pass sales are lower than past years, but are off to a strong start. Boating revenue is lower than prior due to outstanding accounts receivable monies to still be collected. In the G&A Dept., health insurance is being directly allocated, so will lag behind. The Parks Dept. is slightly below the prior year. The Rec/Admin/Takiff Fund is up \$145,000 in revenue mostly due to \$135,000 in property taxes outpacing last year, but mostly a timing issue. Fitness Center expenses include a portion of Adam Wohl's salary and fitness attendants' rate, plus \$450 annual Peloton bike subscriptions and preventative maintenance.

Executive Report: Executive Director Sheppard shared that COVID is alive in the early childhood wing. The District follows CDC guidelines resulting in three closed classes, although there were some exclusions in Belugas due to some of the older children being vaccinated. We will continue to follow CDC guidelines unless the Board would like to bring that up for discussion. The CDC is the medical expert, not our staff. Some families want to bring masks back to the early childhood wing with an equal number not wanting masks. Other districts are also following CDC guidelines. Changes will come with children vaccinations becoming available possibly in June or July.

Director Cutrera shared that all staff now have individual computer logins and, all but one or two, have taken the Cybersecurity Training. At the PDRMA Risk Management Review Kickoff Meeting, our risk management representative commented that we are far along with our cybersecurity requirements compared to peer districts. Excal Tech did send a phishing campaign email to test staff where we identified training opportunities.

Superintendent Classen worked on Inside Glencoe and a new Park District Community Impact Report including information from our strategic/master plan, budget, and becoming a commissioner documents amongst other data.

Summer Staff Training was held last Thursday in person. Training was reviewed for lifeguards, beach operations staff, boat guards, and camp staff.

Director Kuhs updated the Board on current projects. The pier is in the final stages. Antiquing needs minor imperfections corrected, followed by sealing of the stamped concrete this week, then installing benches and picnic tables, and finally, painting the railings. Staff and contractors are fighting the seagulls, so visitors may see deterrents like owls on the pier. We are working with Sentinel on the Community Hall AV project. There is a scheduled pre-walk thru on June 8 and bid opening on June 13. The Memorial Day event went great including a beautiful park, event, and a speech from Commissioner Brooks. Staff supplemented contractual mowing in the month of May due to field and turf establishment growth which will slow down come June. The graffiti was successfully removed from the pier. CertaPro is painting the pier railings in place.

The committee meeting date and time changed to June 14 at 6:30p. It will start at Takiff, then on the park bus with masks for a park tour. Public members may attend on the bus or in personal vehicles.

Watts donations are from private donors. A couple Watts group members took the lead and called for donations. No one gave a big enough donation for naming rights yet, but there will be a plaque with donor's names on it.

Action Items:

Approval of Glencoe Beach and Lakefront Advisory Group Members: A motion was made by Commissioner Boron to approve all thirteen Glencoe Beach and Lakefront Advisory Group applicants 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 the Watts Recreational Center Renovation Bids: Tabled. Pricing has escalated with other factors that may or may not have contributed to the higher bids including project schedule conflicts with school districts during the summer, gas costs, material/supply increased costs. We will not receive any Cook County tax installments

until January which will be problematic for our cash flow. This was budgeted prior the pandemic knowing there would be some escalation. We budgeted \$4,450,000. The cost estimate was around \$4,849,000 and came in at \$6.1 mil. We sent a letter to IDNR asking for an extension for completion in November 2024 and are expecting it to be approved. The plan is to go out to bid in December or January to get it in early and start construction in March 2024. There may be minimal additional architectural or management fees. The project included the boards and rink mechanicals, which staff recommend moving forward on before the rink season. The interior and player boxes would happen after going out for a second bid.

Approval of the Glencoe Jr. Kindergarten Agreement: A motion was made by Commissioner Boron to approve the GJK agreement as presented. Commissioner Spain seconded the motion. Director Collins reviewed the agreement including no change to the revenue split, change from 2 offices to 1 office, and switching a program room from a DCFS approved room to a non-DCFS approved room. This will allow for space for inclusion support and a teacher's communal area. It is a great move for us and GJK is on board. Executive Director Sheppard indicated that the changes were more important to the District than a rate increase. There will be a rate increase in the next agreement. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Other Business: Director Collins responded to Commissioner Boron having received three communications that the beach smells. There is a suspected red tide near the south side of the pier. The District does not have control over it and it should wash away.

Executive Director Sheppard reviewed where the port-a-potty is currently located at Lakefront Park tucked into tree lined bushes near the tennis courts. Sheppard asked the Board to take a look and give feedback on the location. It is not ADA accessible, however; there are ADA accessible restrooms at the beach. There were not port-a-potties in Lakefront Park prior the pandemic, but now seems to be a necessity. We can put up a screen if needed once the location is approved.

The District continues to train staff on violence policies and procedures and see something/say something. Public Safety will be joining us this year for training and staff can look into private security firms as well.

Executive Session: There was no reason to go into closed session.

Adjourn: Commissioner Spain moved to adjourn the meeting at 7:58pm. Commissioner Covey seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa M. Sheppard", written over a horizontal line.

Lisa M. Sheppard
Secretary