

APPROVED

MINUTES OF JUNE 21, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm 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
Erin Classen, Supt. of Marketing & Communications
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Sapna Mukherjee, Jamie Wilkey

Consent Agenda: A motion was made by Commissioner Spain to approve the consent agenda items as presented including Minutes of May 3, 2022 Regular Board Meeting and Approval of the Bills. 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.

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

Presentation of the FY2021/22 Audit: Director Cutrera introduced Jamie Wilkey of Lauterbach and Amen, the District's audit firm. Glencoe Park District's audit is clean and unmodified; the highest level a park district can receive. In addition, there is not a management letter including required changes. District staff did a phenomenal job. Ms. Wilkey presented the FY2021/22 Annual Comprehensive Financial Report, SAS 114, and Management Letter. This year's report is an Annual Comprehensive Financial Report in compliance with GFOA best practices to be dated tomorrow per standards.

Commissioner questions were answered as follows. IMRF takes into account rates adjusted by the current job market. Many park districts receive a clean audit, however; Glencoe Park District is special because we do not have an adjusting journal entry.

Financial Report: The District is three months into the fiscal year. Director Cutrera reviewed highlights of the report as follows. The Recreation Dept. ended with an increase in revenue and expenditures due to increased program volume. Children's Circle revenue compared to last year is lower as last year included the Child Care Restoration Grant. The Fitness Dept. is in excess revenue of \$5,000. The Beach Dept. dropped off compared to last year as expected due to the COVID surge last year.

Weekend weather hasn't done us any favors. G&A will show a decreased amount every month due to allocation of health insurance from departments. Rec/Admin/Takiff revenue is outpacing last year due to delay of property tax payments. The second installment will arrive around the end of December. Staff answered commissioner questions as follows. The fund balance will cover any expected delays in property tax payments. We have sold 1,100 beach passes this year. The beach has been manageable this year so far.

Executive Director Report: Executive Director Sheppard shared that the pier looks amazing with great feedback. The Fourth of July celebration is on July 3 starting at 5:00pm including fireworks and party in the park. Then at 8:00am on July 4 is a fun run, parade, games, and beach party.

The Community Hall A/V capital project scope was escalated to add more tech to the room. The project was budgeted at \$75,000 and came in at \$98,000. The project scope was reviewed. Staff are looking for feedback from the Board on how to move forward. Discussion ensued. It is a \$25,000 amenity for the community, whether a playground, pier, or audio equipment. This would benefit special events, rentals, programs like dance and theatre, staff trainings, and transparency during board and committee meetings. The district can take the additional \$25,000 from fund balances. We should modernize if we have the funds. This will be a solution to COVID/flu/sickness and commissioners calling in due to work travel responsibilities. We have already been through the legal bid process, but can still remove items. If the Board wants to move forward, this item would go for approval at the July Board meeting. This will open up programming opportunities. If we move forward, it should be used often. The Board directed staff to move forward with this item.

The Watts bid came in high. We can go back out to bid in October. We did receive favorable bids for dasher boards to be discussed in action items.

We heard from the community that they want four to six pickleball courts together. Tennis is also extremely popular. We are getting complaints that the combo courts are always being used for pickleball. The Watts ice rinks sit empty for most of the year, however it cannot be painted. There is a new pickleball court material, pickleball grip. Our pickleball instructor and players will come to try out the one sample court installed for two weeks to try out. Pros and cons were reviewed. The estimate is \$90,000 plus \$4,000 to take them out and the cost to rent or purchase storage. In the next two weeks, please schedule time with staff to play and give feedback on the experience. A survey to those who tried it out will be available. A couple windows can be removed for air flow. If this works, it will solve a lot of problems and allow for six courts together. There would still be two dedicated courts at West Park.

The new COVID protocols were reviewed. We received no feedback from parents regarding the changes.

Staff are doing a phenomenal job despite extreme weather.

Action Items:

Approval of Ordinance No. 940: FY2021/22 Budget and Appropriation Ordinance (BAO):

A motion was made by Commissioner Boron to approve Ordinance No. 940: FY2021/22 Budget and Appropriation Ordinance 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.

Acceptance of FY2021/22 Audit: A motion was made by Commissioner Boron to accept the FY2021/22 Audit 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 for Staff to Attend National Recreation and Park Association Conference: A motion was made by Commissioner Boron to approve Glencoe Park District staff to attend NRPA Annual Conference with expenses not to exceed \$4,650 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 Ice Rink Dasher Board Bid: A motion was made by Commissioner Boron to approve the Rink Systems bid proposal for the dasher board portion of the Watts renovation project not to exceed \$335,000 and \$110,908 for management/supervision fees, contingencies, insurance, and general conditions 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: There was no other business.

Adjourn to Closed Session: At 8:20pm, Commissioner Spain moved to adjourn into closed session to discuss personnel-legal as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 8:36pm, Commissioner Covey 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 8:36pm. 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,

Lisa M. Sheppard
Secretary