

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

The meeting was called to order at 7:02pm 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: Joseph Mada, Ann Reilly

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of June 21, 2022 Regular Board Meeting, Minutes of July 13, 2022 Committee of the Whole Meeting, Easement Agreement for property in front of 538 Green Bay Road, policy change to Board Policy Manual 3.2.1 Nepotism, Financial Policies and Procedures Manual Purchasing Policy, Financial Policies and Procedures Manual Fixed Asset Policy, Financial Policies and Procedures Manual Refund and Prorating Procedures, 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 four months into the fiscal year. Recreation Dept. programming continues to be strong. The fitness center is doing well with \$7,000 in revenue over expenditures. All types of beach passes are lagging by \$74,000 compared to last year's data due to the fact that pass sales were extremely strong during COVID when people had limited opportunities to participate in other activities. That being said, revenue is still strong for beach and boating compared to data prior to 2020. G&A revenue is less than budgeted because insurance is now directly allocated to their respective departments. Rec/Admin/Takiff Dept. numbers are pre-fund transfer. The transfer is up for approval tonight. There were no questions from the Board.

Executive Director Report: Executive Director Sheppard indicated that staff have undergone active threat training over the last couple months including Glencoe Public Safety Active Threat Training on July 12 with District 35 and other Glencoe organizations, PDRMA Active Threat Training in June, and shared training videos highlighting run/hide/fight. In addition, active threat training is scheduled for an all staff

training in August. We are really emphasizing “see something/say something”, a vital action to help prevent these events from happening. Public safety patrols have been increased and we have regular safety audits of facilities.

We wanted to show our support of the Park District of Highland Park, and did so by sending over T-shirts with *We are Parks & Recreation* on the front and *Highland Park Strong* logo on the sleeve. During the July 4 Family Games event at Kalk Park, over 200 people were evacuated in 10 minutes and recreation and beach staff and patrons went under lockdown at Takiff and the beach house for a couple hours. It was evident that training kicked in immediately and staff acted phenomenally.

The annual Takiff maintenance shutdown is from August 22-26; the entire building is closed due to the odor for the gym floor resurfacing.

Late on July 3 we received a vandalism call from Public Safety for a fire at Watts Park which burnt the tennis shed, wind screen, and dog waste depot. A PDRMA claim was filed and repairs are underway. The shed needed to be replaced.

The Lakefront Advisory Group last Tuesday shared very positive feedback. The Group likes the look of pier; however, there is a problem with bird feces.

Season beach holder events are very popular. Getting food trucks for events is difficult. Aquatics and Sailing Camps are having a great time. There is a long waitlist for paddleboards. Marty, our new beach manager, is doing a phenomenal job. The Overnight Beach Campout has 266 people registered and is closed for new registrants.

We have an ice cream truck coming on Thursday as a treat for staff. Camp is going wonderfully, especially as they are back to taking field trips.

Staff answered questions and Board discussion ensued as follows. Boat storage revenue is down. A half dozen boat owners backed out. Staff just finished the confirmation phase with them and the spots will open to new boat owners.

Executive Director Sheppard indicated while we do have a lot of action items tonight, most of the items were discussed in length at prior Committee and Board meetings.

#### Action Items:

Approval of Annual Treasurer’s Report: A motion was made by Commissioner Boron to approve the Annual Treasurer’s Report 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 Designs for Lakefront Courts and Playground: A motion was made by Commissioner Schneider to approve the design concept for Lakefront Park to include the “mound playground” design (option 2) and 2 single tennis courts and 1 doubles

tennis courts (option 3) as presented and authorize staff to work with Hitchcock Design Group to develop construction, permitting, and bid documents for the project with a desired completion date of July 2, 2023. Staff left a buffer, but the project is weather-dependent. 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 to Cancel the August 2 Committee Meeting and August 16 Board Meeting: A motion was made by Commissioner Spain to approve to cancel the August 2 Committee Meeting and the August 16 Board Meeting 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 the Real Estate Sales Contract of PIN# 05-07-402-018-000, 310 South Avenue, Glencoe, IL: A motion was made by Commissioner Schneider to approve the real estate sales contract of PIN# 05-07-402-018-000 for 310 South Avenue, Glencoe, IL 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 Bid for the Community Hall Audio/Visual Project: A motion was made by Commissioner Boron to approve and accept the Applied Communications Group bid package in the amount of \$94,805.56 for the Community Hall Audio/Visual Project as presented. Commissioner Schneider seconded the motion. Staff explained the high bidder was likely just throwing a number out, whereas we received two bids from reputable local companies that had comparable bids. Staff trust the numbers that came back from the lowest bidder and the company has been vetted. Sometimes companies offer a high number as they have enough business in the hopes it is accepted anyway. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Bid for the Glencoe Beach House Window Replacement and Masonry Repairs: A motion was made by Commissioner Schneider to approve and accept the Red Feather Group's bid package in the amount of \$128,000 for the Glencoe Beach House Window Replacement and Masonry Repairs Project 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 Authorization of the Executive Director to sign contracts through NIMEC for Electricity (10-month term) and Natural Gas (12-month term): A motion was made by Commissioner Boron to approve and authorize the Executive Director to sign contracts through NIMEC for electricity (10-month term) and natural gas (12-month term) as presented. Commissioner Schneider seconded the motion. Our previous contract with IDS expired in August 2021, so staff requested quotes from three providers. NIMEC is the right provider based on reputation (used by 170 other municipalities) and pricing. In ten months, we will hop on a group bid with other park districts to capture the best pricing. Electricity and gas are sensitive to market conditions. 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. 941 for Fund Balance Transfer from Corporate and Recreation Funds to the Capital Projects Fund: A motion was made by Commissioner Boron to approve Resolution No. 941 for the commitment of \$1,050,000 of the Corporate Fund balance and \$400,000 of the Recreation Fund balance for future capital projects of the Glencoe Park 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.

Other Business: Staff will send out alternate dates for the Committee meeting scheduled during Yom Kippur on October 4, per Board request. A reminder that the September Board meeting is on the 13<sup>th</sup> due to NRPA on the normal meeting date.

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

Adjourn: Commissioner Spain moved to adjourn the meeting at 7:34pm. Commissioner Boron seconded the motion which passed by voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary