

APPROVED

MINUTES OF SEPTEMBER 13, 2022 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01pm and roll was called.

Commissioners present:

Lisa Brooks, President
Stefanie Boron, Vice President
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

Attend Via Zoom:

Michael Covey, Commissioner

Commissioner absent:

Bart Schneider

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

Approval for Commissioner Michael Covey to attend via Zoom: A motion was made by Commissioner Spain to permit Commissioner Covey to attend the September 13, 2022 Regular Board meeting via Zoom. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Spain, Brooks

NAYS: None

ABSTAIN: Covey

ABSENT: Schneider

The motion passed.

Consent Agenda: A motion was made by Commissioner Spain to approve the consent agenda items as presented including Minutes of July 19, 2022 Regular Board Meeting, Minutes of September 6, 2022 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Boron 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.

Action Items:

Approval of Resolution No. 942: Bill Eldridge Retirement Recognition: A motion was made by Commissioner Boron to approve Resolution No. 942 as presented. Staff

commented on Bill's knowledge, hard work, smiling face, and outstanding years of achievement. Bill was a great person to work with, the first person here, the first one called, and always willing to help even in rolls not pertaining to his position. We wish him the best in his retirement. 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 Resolution of Authorization for the State of Illinois Department of National Resources (IDNR) Open Space Land and Development (OSLAD) Grant application for West Park: Staff reviewed comments from the September 12, 2022 Community Meeting at West Park with 11 adults and three children in attendance. Feedback on the updated plan was positive, items of moderate concern were pickleball noise and lights. Staff were able to confirm for them that field lights were not part of the scope. The high attendance leads staff to believe that on-site community meetings are the best option going forward. Comments pertaining to stop signs, etc. will be forwarded to the Village. In response to commissioner comments, staff believe the reduction in the number of pickleball courts would result in less noise and landscaping can be utilized to buffer noise. A motion was made by Commissioner Boron to adopt the Resolution of Authorization for the State of Illinois Department of Natural Resources (IDNR) Open Space Land and Development (OSLAD) Grant Application for West Park renovation project and authorize Executive Director Sheppard to sign the agreement as presented. 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.

Approval of Amendment to Conduct Ordinance No. 700 Section 2.06 (g): A motion was made by Commissioner Spain to approve Conduct Ordinance No. 700 Section 2.06(g) as presented. Commissioner Boron seconded the motion. This is the first reported instance where boaters have anchored or beached along our shoreline. There is nothing in the current ordinance to stop boaters from doing this and the addition will allow us to prevent anchoring within 300 feet of our shoreline for the safety of swimmers, paddleboaters, etc. The addition has been reviewed by our attorney. Staff and Public Safety, if needed, would enforce the ordinance; the Coast Guard will only enforce federal law. All exceptions in an emergency will be handled with best discretion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the 3-Year Tree Maintenance Bid: A motion was made by Commissioner Spain to approve the three-year pricing provided by Nels Johnson/SavATree based on the following hourly labor rates: 2022 at \$85.00 per hour, 2023 at \$85.00 per hour, 2024 at \$90.00 per hour, and emergency at \$98.50 per hour as presented. This is a normal increase, a provider we have had for a long time, and the same rate other districts are paying. The third-year rate increase also occurred in 2017. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to add Nine Full-time Grade 7 Assistant Teachers to the Children’s Circle Program: A motion was made by Commissioner Boron to approve adding nine full-time Grade 7 assistant teachers to the Children’s Circle program, which include health care benefits as presented. Commissioner Spain seconded the motion. Spain commented that a parent loved the District’s transparency of the change. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Policy Update for Children’s Circle that Sets the Amount of Direct and Indirect expenses That Must Be Recovered by the Program: A motion was made by Commissioner Boron to approve updates to the Children’s Circle policy so that the program is expected to meet all direct expenses and a portion of the indirect expenses in the operation of the program as presented. Commissioner Spain seconded the motion. Commissioner Covey requested staff to keep an eye on longevity data. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to Cancel the October 4 Regular Committee Meeting: A motion was made by Commissioner Spain to approve cancelation of the October 4 regular Board meeting as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Review and Approval of Closed Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Boron to approve and release from confidentiality executive session minutes including April 19, 2022 and approve and keep confidential executive

session minutes including April 5, 2022 and June 21, 2022 as mandated by 5ILCS120/2 (c)(21) as presented. Commissioner Spain seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Spain, Brooks
NAYS: None
ABSTAIN: Covey (No copies to review)
ABSENT: Schneider

The motion passed.

Financial Report: The District is six months into the fiscal year. Although July was included in the Board Report, Director Cutrera focused on August in his verbal report. The Recreation Dept. ended strong. Revenue went up significantly due to fall registration, although expenses will catch up as the sessions progress. In the Children's Circle Dept., revenue minus grant funds are matching up to the last fiscal year. The Fitness Dept. was strong. Beach and Boating revenue budgets were aggressive based off of last year's COVID numbers, but were still close to 2019 pre-COVID numbers. The G&A Dept. continues to be lower than prior years due to health insurance. The Parks Dept. increased due to staff retirement and transitioning positions within the department. The Rec/Admin/Takiff Dept. shows a big fluctuation due to a \$400,000 transfer made in July from the Recreation Fund into Fund 69 for capital projects. There is an uptick in expenses of about \$145,000 offset by \$25,000 in interest income and a \$30,000 increase in PPRT. Newly added to the report, the Corporate Dept. is primarily property tax funds with additional revenue from fund transfers. The department was added to the report so commissioners could see the progress of delayed property tax payments. There was a \$1,050,000 transfer out of the Corporate Fund into Fund 69.

Executive Director Report: Executive Director Sheppard shared that staff is starting the budget process that will include an in-depth levy discussion at the October Board meeting. Glencoe Beach is closed and the Boating Beach ends the second week in October with a full report at the November meeting. Camp wrapped up. Campers and staff were excited to have field trips back. Camp survey results and a camp report is scheduled for the October meeting. Fitness has 25 new members from the New Trier transition program who are coming 3-4 days a week between 9-11am. Nate did a phenomenal job with events this summer and for Beer on the Beach this past Saturday night for adults. The Mud Run is Saturday, October 1; we are looking for volunteers. There is a Doggie Dip this weekend at Glencoe Beach. Dogs do not need to be leashed during the event, but need to be leashed at all other times at our parks. Public safety is going to start ticketing for dogs not on leashes. If asked, staff recommend Highland Park and Lake County who have many dog parks available. We are applying for an IDNR Urban and Community Forestry Grant for a tree inventory and management plan in line with our sustainability efforts. We are seeing aging, disease, and stressed trees in our infrastructure, some due to fluctuations in the weather, and we are losing them. This helps the District plan for the future. The District plans to try and save some trees, for example, Oak wilt can be held off with a preventative shot. Sustainability LED upgrades are underway on Takiff parking lots and sports fields paid for by a ComEd Grant. The District's portion of \$2,500 is a huge savings from the \$15,000 budgeted. The gym floor refinishing looks phenomenal and all the rooms were painted along with a

deep cleaning during the facility maintenance closure. Public Safety is facilitating active shooter training in our early childhood wing over the weekend when the early childhood wing is closed. Public Safety upgraded their radios and there are dead spots in our buildings, which will result in needed upgrades in the facility to ensure proper communication in an event of an incident. A new \$3,000 per year notification system is being added to inform staff via cell phone if there is an emergency. A Request For Proposal is being developed to retain an outside evaluator who specializes in facility safety. This will be a budgeted item for next year. Director Collins and Executive Director Sheppard will be at NRPA in Phoenix from Monday-Friday and will bring back new ideas for the District.

Discussion ensued on special events.

Michael Covey exited the meeting at 7:48pm.

Other Business: There was no other business.

Adjourn: Commissioner Spain moved to adjourn the meeting at 7:50pm. Commissioner Boron seconded the motion which passed by voice vote. No further discussion ensued.

Respectfully submitted,

Lisa M. Sheppard
Secretary