

**APPROVED**

MINUTES OF OCTOBER 18, 2022 REGULAR BOARD 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. All commissioners gave permission to be recorded.

Commissioners present:  
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  
Adam Wohl, Asst. Director of Recreation & Facilities  
Erika Doroghazi, Youth Program Manager  
Shannon Stevens, Athletics/Teen Camp Manager  
Savannah Martin, Early Childhood Supervisor  
Jessica Stockl, Early Childhood Manager

Attend Via Zoom Conference:  
Lisa Brooks, President

Commissioners Absent:  
Stefanie Boron, Vice President

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

Approval for President Brooks to attend via Zoom Conference: A motion was made by Commissioner Schneider to permit President Brooks to attend the October 18, 2022 Regular Board meeting via Zoom conference. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of September 13, 2022 Regular Board Meeting, Surplus Property Ordinance No. 943, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

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

Summer Camp Report Presentation: Director Stockl and Managers Stevens and Doroghazi gave a presentation and answered Board questions on the 2022 Summer Camp Report included in the packet and available on the website. They highlighted points in the report including staff training; staff breakdown of roles; staff survey results; and an overview of each camp's details, enrollment, and financials. Total enrollment continues to trend upwards. Survey results were reviewed for both participants and staff, both with very positive results overall. Future considerations for the summer of 2023 include streamlining the registration process and onboarding of staff, switching to better apps that offer more for both staff and parents, and balancing staff wages and inflation with camp fees.

Staff and Commissioners lauded staff for a wonderful, safe, and fun camp season.

Staff answered Commissioner's questions. Offering new camps accomplishes both increased participation and offers a variety so campers can switch between different types of camps. The 10% not satisfied in the staff survey could find improvement in feedback from directors for buy-in to filter down to counselors.

Camp registration begins December 1. The registration cost is low to lock in a spot.

Financial Report: The District is seven months into the fiscal year. Director Cutrera highlighted points in the Financial Report as follows. The Recreation Dept. is strong. The \$86,000 decrease in the Children's Circle Dept. is due to the one-time Child Care Restoration Grant received last year, although we just received another \$66,000 in grant funds that will close the gap substantially in the October report. Glencoe Fitness is in the black. Beach and Boating is starting to wind down; primarily just salaries and benefits through the end of the year. Watts is comparable to last year. G&A is trending below prior years due to the change of direct allocation of health insurance to individual departments. Parks expenditures are lower than last year due to reduced salary expenses following retirement. Last year at this time, the District received around \$300,000 in property taxes allocated to the Takiff Dept.; however, this year we have yet to receive the second installment of tax revenue, which has resulted in a loss of interest. Taxes are due by December 31 with a 2-4 week turn-around time for the District to receive the funds.

Fiscal year six-month projections included in the Board packet were reviewed. The projected ending fund balance for major operating funds is 64%. Capital projects remaining fund balance is around \$2 million. At this time, it looks like we will do significantly better than budgeted. Including assumptions of being fully staffed and capital projects are not deferred, the expense side shows a savings of \$300,000 in Children's Circle and \$150,000 in parks due to budgeted positions going unfilled. The ending fund balance for our Capital Projects Fund is \$6.7 million. A scenario where the Watts and the crib wall projects were completed this year, would have ended with \$1 million in the Capital Projects Fund that could go towards the Lakefront Park project. Discussion ensued and staff answered Commissioner questions.

Commissioners mentioned using additional funds to increase the holiday party budget, one-time bonuses, or vacation to help with the staffing shortage and retention. Discussion ensued.

Executive Director Report: Executive Director Sheppard reminded Commissioners that they can attend the IPRA/IAPD Conference in January. The Saturday schedule is targeted to Commissioners. Commissioner Schneider noted interest in attending. Executive Director Sheppard will be taking on the IPRA Board Chair role this year with an extended stay at conference from Wednesday through Sunday for chair duties.

Lisa along with Kyle, John, and Bobby will be attending the Legal Symposium on November 3.

On October 6, Executive Director Sheppard met with our area's representatives to review issues and concerns including early childhood costs and staffing, park districts not being able to enter into a contract for solar panels for longer than three years, which is not cost effective, and concern for the OSLAD and PARC grants extended repayment timeframe without interest. We applied for the West Park OSLAD Grant and a tree maintenance and inventory grant.

Director Cutrera explained that the county has not finalized the 2021 levy, so the 2022 levy is estimated anticipating two years of new growth. The District will hold a Truth in Taxation Hearing on November 15 followed by filing with the county by the last week in December.

Director Cutrera indicated that the District has one year left on the PDRMA Health agreement for staff health insurance coverage. Staff recommend the same three options offered last year. If approved by the Board tonight, the selections will be communicated to PDRMA by the end of the week with open enrollment beginning November 14.

Staff is working on the budget and capital projects will be brought to the Board for review. Our major capital project funds are spoken for.

Our Watts 50<sup>th</sup> season is being promoted by Supt. Classen.

The Lakefront Park design and construction agreement is up for approval tonight. Hopefully, construction will begin in spring with project completion before the Fourth of July.

Director Kuhs stated that the Community Hall AV project has long lead times. The mixer has a lead time of third quarter in 2023. Switching manufacturers will move us to the end of another long line; it's best to remain with the current plan. Front end work is being done, but cannot be completed until the components arrive.

Safran House window and tuckpointing and Takiff bleacher projects look good.

Watts dasher boards arrived and installation will begin soon for completion prior the ice rink season.

The crib wall project will have a formal agreement with the Village to split costs 50/50 with the Park District after the \$700,000 grant funds are subtracted. The crib wall is located on a shared road to the beach and water plant.

Watts vending was discussed.

Director Kuhs has been working with a local landscaper for fall perennial beds to soften the concrete in two areas of Shelton Park.

Glencoe Beach closed for the season with a full report coming next month.

Manager Van Allen is doing a wonderful job with community outreach including a PTO movie in the park, GYS teen battle of the bands, and helping community organizations. The Mud Run was phenomenal with over 425 participants. Mud Run photos are available from a link on our website that is searchable by runner number or the QR code located on their number.

Early childhood wing has been busy with activities and hearing and vision screenings. Basketball Travel League and in-house program started. The Basketball Parent Advisory Group met prior the season and will again at the end of the season for parents to voice their opinion on the program and also learn why we do things.

Day Off School programming has returned to pre-pandemic levels. Programming is up due to increased population of programming age and parents wanting kids in programs to make up for the pandemic. Discussion ensued.

Action Items:

Approval of Ordinance No. 944 Amending the Appropriation Ordinance for the Fiscal Year Beginning March 1, 2022 and Ending on February 28, 2023: A motion was made by Commissioner Schneider to approve Ordinance No. 944 amending the appropriation ordinance for fiscal year 2022-2023 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Resolution No. 945: Truth in Taxation: Director Cutrera indicated that 2021 final extended rates have been delayed due to compatibility issues with the Cook County Assessor's Office. The determination whether Truth in Taxation was required was based off of 2021 estimates. Any increase of 5% or more on our operating levy would require a Truth in Taxation hearing; however, the District has historically held one even if not needed. The tax cap that took effect in 1994 limits our increase in our

operating levy from either 5% or CPI. This is the first year we are not using CPI, we will be using 5%, as CPI well exceeded the 5% maximum. It shakes out to 8.94% in our operating levy this year to capture new growth to cover increases in staffing costs, utilities, and operation expenses. When factoring in the debt service increase it comes to about 5.9%, because our debt service is relatively flat of a debt service repayment once the bonds are issued. History of CPI was reviewed. Everyone is dealing with inflation and rising costs of living. We will be able to utilize reserves and the debt service fund to offset the debt service levy which gets us to a bottom line increase of 2.04% compared to the prior year of 2.16%. Staff answered Commissioner questions. If there is more new growth than anticipated and a decrease is required prior to year-end, Truth in Taxation Open Meetings Act requirements would need to be run by legal counsel to make an amendment to capture additional funds and still meet the December deadline. There is a new law that tells the Cook County Clerk to use either prior year final extension or an average of the previous three years to capture new growth not captured in the first year. There is still potential for permanent loss of new growth in the current year. 8.94% is a cushion to capture new growth as opposed the historic 5% amount established residents are familiar with.

A motion was made by Commissioner Schneider to approve Resolution No. 945 Truth in Taxation as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Recommendation of Health Insurance for Employees: Director Cutrera stated there is an overall 4% increase in premiums. There are no significant changes to plan offerings. The three plan options were reviewed; the same offered last year. We incentivized staff to go with the HDHS plan as a less expensive option for the District. Employee contributions decrease for the HMO plan utilized by 10% of staff. The HMO plan is cost friendly. Commissioner Covey recommended a Q&A with PDRMA to explain how the HMO works better for staff. There are five employees receiving the buy-out and staff propose to continue with the same buy-out rate.

A motion was made by Commissioner Schneider to approve the 2023 PDRMA employee health insurance renewal as presented. Commissioner Covey seconded the motion. Commissioner Covey requested that we have a training on the HMO to promote the benefits. Roll call vote taken:

AYES: Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: Boron

The motion passed.

Approval of Deputy Local Election Official: A motion was made by Commissioner Schneider to approve Jenny Runkel to serve as the District's deputy local election

official as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Gas Kiln Purchase for Ceramics Room: Director Kuhs explained that there is a long lead time for the kiln pushing the install back to August 2023 during the closure, but staff must order equipment now. The Bailey can fit in current hallways and doorways, other kilns require widening doorways and removing railings. This is a sole source item. We also found some original ductwork that may create additional savings. Brooks noted the original request came before the Board around four years ago. Ceramics is full and will be used.

A motion was made by Commissioner Schneider to approve the sole source purchase of the Bailey M-404-208 Gas Kiln in the amount not to exceed \$40,000 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Pizzo & Associates Rain Gardens Proposals and Stewardship Agreement: Director Kuhs stated that the first portion is the approval of a third year to the contract with an increase in stewardship to maintain the two new locations at Shelton Park and Park 10s. Executive Director Sheppard added that Shelton will use plugs and Park 10s will use seeds. If successful as seeds, it would be a more cost-effective method and then we could afford to add more in future projects. Director Kuhs stated that grasses will be a low-lying species, so they don't block park corners sight lines. Executive Director Sheppard stated the grasses should stop water from running over sidewalks and may help with flooding. President Brooks added an opportunity to educate the community on why it looks that way, what it accomplishes, and the cost.

A motion was made by Commissioner Schneider to approve the Pizzo and Associate's proposals for new rain gardens at Shelton Park and Park 10s and the updated stewardship contract in the amount of \$19,900 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Final Design, permitting, and Construction Management Services for Lakefront Park Tennis Courts and Playground Renovations: A motion was made by Commissioner Schneider to approve Hitchcock Design Group's proposal for final

design, permitting, bidding and construction services for the Lakefront Park tennis courts and playground renovations in the amount of \$62,730 as presented. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: A request was made to change our December Committee meeting to Monday, December 5, so that anyone wanting to attend a Townhall meeting held by the Glencoe Caucus may be able to do so on December 6. We are still planning on having December 20 Board meeting. We recommend moving the January 3 committee meeting to January 10; to avoid winter break travel.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 8:33pm. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary