

APPROVED

MINUTES OF NOVEMBER 15, 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
Michael Covey, Treasurer
Bart Schneider, Commissioner
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Kyle Kuhs, Director of Parks and Planning
Bobby Collins, Director of Recreation and Facilities
John Cutrera, Director of Finance and HR
Erin Classen, Supt. of Marketing and Communications
Marty Kwiatkowski, Beach and Boathouse Facility Mgr.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dave Olson and Scott Larson

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of October 18, 2022 Regular Board Meeting; Minutes of November 1, 2022 Committee of the Whole Meeting to include two corrections: Kyle Kuhs, Director of Park/Planning and a hyphen changed to the word 'to,' which will then read as "a strategic plan every three **to** five years" located in the November 1, 2022 Committee of the Whole minutes under agenda item "Discussion of Upcoming Glencoe Park District Comprehensive Planning including Master and Strategic Plans;" Updated Ordinance No. 856: Reimbursement of Travel, Meal, and Lodging Expenses Policy; 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.

Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2022: This year, a hearing is required by statute due to the fact that the levy increase is more than 5%. Appropriate public notice has been served. President Brooks declared the public hearing "open" to hear questions and comments on the Levy Ordinance. No members of the public or commissioners asked questions or offered comments. President Brooks closed the hearing.

Approval of Ordinance No. 946: Levying the Taxes for the 2022 Tax Year: A motion was made by Commissioner Spain to approve Ordinance No. 946: Levying the Taxes for the 2022 Tax Year as presented. Commissioner Boron seconded the motion. We have not received notification about the second installment as yet. We are expecting to receive

funds in January. It turns out the levy increase is a little less than what was anticipated. It is based off of the 2021 EAV, which decreased. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Ordinance No. 947: Tax Abatement Levied for 2022 to Pay Debt Service on the General Obligation Park Refunding Bonds, Series 2015: A motion was made by Commissioner Spain to approve Ordinance No. 947: Tax Abatement Levied for 2022 to Pay Debt Service on the General Obligation Park Refunding Bonds, Series 2015 as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Financial Report: We are eight months into the fiscal year. Director Cutrera gave a summary of the report as follows. Recreation programs continue to look strong, driven mostly by basketball and Watts programming. The Children's Circle difference is mostly due to Childcare Restoration Grant funds. Fitness had a good month with a third of the revenue from punch cards. Beach/Boating is winding down. Watts pass sales and rental income are coming in. General/Admin is lower due to the direct allocation of health insurance. The Parks Dept is \$80,000 behind compared to last year, mostly due to retirements and staff transitions. Rec/Admin and Corporate/Admin both show the delay in the second tax installment.

Presentation of Annual Lakefront Report: Director Collins and Manager Kwiatkowski presented the 2022 Glencoe Lakefront Report including an operational review, attendance, busy hours and days, beach closures, pass sales, revenue, and demographics, resident versus non-resident visits, pass revenue trends, daily pass trends, 5-year trends, boathouse financial trends, overall financial performance, survey results, and improvements for 2023. This annual report is available on the District's Web site and will be presented to the Glencoe Beach and Lakefront Advisory Group.

Staff answered commissioner questions as follows. It takes just over three visits to break even on a pass versus a daily visit. In addition, weekends are only open to pass holders who enjoy extra benefits like bands and food trucks. Weather and entertainment competition affected revenue and visits. Survey results show that pass holders want food trucks; however, they are not buying. There was only one food truck that sold out, all other food trucks broke even. Offering simple prepackaged items like ice cream, popsicles, candy, chips, and water may be the only option.

The Northbrook Reciprocal Agreement allows for Glencoe residents to get resident rates at their pool and Northbrook residents get resident rates at our beach. Generated revenue, competition with other local beaches, and adding the Northbrook Dog Park as part of the 2023 agreement were discussed.

Discussion on Watts Bid Results: Executive Director Sheppard and Director Kuhs gave an overview of the results and answered questions as follows. Director Kuhs introduced Dave Olson and Scott Larson from WB Olson. Director Kuhs gave a historical overview and bid costs. May bids came in over projections and so, with the addition of the delay in the second tax installment payments, it was determined to put the project on hold and re-bid later. The October bid is similar to the May bid; therefore, WB Olson and staff recommend accepting the bids and moving the project forward as construction pricing is not expected to decrease. The October bids are included in the FY2022-23 Budget and staff feel comfortable moving forward, despite the \$1 million increase in expected costs, so as not to lose the \$2.5 million in grant funds on a project that needs to be completed to meet ADA standards. Discussion ensued on capital projects, funding sources, and capital projects that might need to be pushed back to cover the additional \$1 million. If we give back \$2.5 million in grant funds, we may never get the grant approved in future. In this inflationary environment, capital expenditures must be well thought out, but must continue responsibly. This is a project that the community wants and will improve before and after school care. Each item was reviewed as being necessary during the planning of the project. Construction costs are not likely to come down and Director Cutrera assured the Board that the funds are available in a review of current funds and transfers.

There are twenty total trade bid packages, but only four have long lead times that are up for Board approval tonight. Compared to the bid in May, there was more competition for the October bid. Capital projects currently include Watts, crib wall, Lakefront Park, and West Park in 2025 if we receive that grant.

Dave Olson and Dave Larsen of WB Olson completed bidding and will manage the project during construction. Their goal is to get the long lead items to come in in a timely manner to complete the project by the grant deadline in 2024. The bids include escalation for 2023 prevailing wage rates, which never go down. We did go through a process to economize and open competition for better pricing.

Executive Director Report: Executive Director Sheppard gave a summary of her report as follows. We were honored by the Frank Lloyd Wright Conservation Group along with the Village and Historical Society for the Cottage. There are no problems or complaints.

Our holiday party is on December 9 with a 1972 theme in honor of Watts Ice Rink's 50th Anniversary. It will be held at Takiff with 70's music and a bar. Food will be paid for using credit card points. The District does not pay for the bar.

Watts Ice Center is celebrating its 50th Anniversary. Ice is being laid and staff are getting the facility ready for opening day. Adam is in charge of Watts with assistance from Marty.

Lisa, Bobby, and John attended the IAPD Legal Symposium to learn new laws and legal changes.

Our independent contractors are starting to see labor shortages.

The Parks Team is busy working on LED lights in the Takiff parking lot and winterizing our parks and facilities.

Our special event, Boo Bash, was a huge success. Next up on the special event schedule is If Kids Ran Thanksgiving, opening day at Watts Ice Center, Hallmark Holiday, and Visits with Santa.

Wrapping back to the previous Watts discussion, Director Kuhs reviewed the alternates for the Watts project. Staff recommend using donations received to cover the cost of the fireplace and gathering space alternates. Player boxes would be a future upgrade as the cost is out of reach using current donations collected. Commissioners reached consensus to include the fireplace and gathering space using donation funds.

Action Items:

Approval of IAPD Annual Meeting Delegates: A motion was made by Commissioner Boron to approve Bart Schneider and alternate Lisa Sheppard as Glencoe Park District's delegates for the 2023 IAPD Annual Meeting as presented. Commissioner Spain seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to Change the Regular December and January Committee Meeting Dates to December 5, 2022 and January 10, 2023: A motion was made by Commissioner Boron to approve to change the regular December and January Committee meeting dates to December 5, 2022 and January 10, 2023 as presented. Commissioner Schneider seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval for Bart Schneider to Attend IAPD/IPRA Soaring to New Heights Conference on Saturday, January 28, 2023: A motion was made by Commissioner Boron to approve Bart Schneider to attend the IAPD/IPRA Soaring to New Heights Conference on Saturday, January 28, 2023 and cover the cost of the conference fee, travel, and meals not to exceed GSA limits as presented. Commissioner Spain seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of a Portion of the Bids for Watts Recreational Center: A motion was made by Commissioner Boron to approve the Hargrave Builders bid package for "General Trades" related to the Watts Renovation Project in the amount of \$567,450, the Johnson

Floor Company bid package for "Flooring" related to the Watts Renovation Project in the amount of \$214,849, the Lyons & Pinner Electric bid package for "Electrical" related to the Watts Renovation Project in the amount of \$479,479, and the Prime Architectural Metal and Glass bid package for "Aluminum, Glass and Glazing" related to the Watts Renovation Project in the amount of \$386,300 as presented. Commissioner Spain seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Crib Wall Proposal: A motion was made by Commissioner Boron to approve the Christopher B. Burke Engineering Ltd. (CBBEL) proposal for design services related to the drainage improvements in Lakefront Park, crib wall, retaining wall construction, and pavement reconstruction on the lower ramp to the Water Plant /Glencoe Beach in the amount of \$55,200, with 50% of costs to be reimbursed by the Village of Glencoe as presented. Commissioner Schneider seconded the motion. No discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: Congratulations to Commissioner's Covey and Spain who were slated by the Glencoe Caucus.

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

Adjourn: Commissioner Schneider moved to adjourn the meeting at 8:41pm. 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.

Respectfully submitted,

Lisa M. Sheppard
Secretary