

**APPROVED**

MINUTES OF DECEMBER 20, 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  
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

Attend Via Phone Conference:

Stefanie Boron, Vice President

Members of the public in attendance who signed in or spoke: Jordan Spector

Approval for Commissioner Boron to attend via Phone Conference: A motion was made by Commissioner Schneider to permit Commissioner Boron to attend the December 20, 2022 Regular Board meeting via phone conference. Commissioner Spain seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed at 7:03pm.

Commissioner Boron officially entered the meeting at 7:03pm.

Consent Agenda: A motion was made by Commissioner Spain to approve the consent agenda items as presented including Minutes of November 15, 2022 Regular Board Meeting, Minutes of December 5, 2022 Committee of the Whole Meeting, Approval of the FY2023/24 Regular Meeting Schedule, 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.

Financial Report: The District is nine months into the fiscal year. Director Cutrera gave a synopsis of the report. In the Recreation Dept., the \$100,000 variance in revenue is from Kids Club and ELC. Children's Circle continues to look good including \$86,000 from a one-time grant received. Fitness has a small amount of excess revenue. Watts is starting to crank up as we see pass sales continue. Staff answered a commissioner

question on the reduction in deficits over the last few years compared to previous years. The current scenario is a dip similar to what we saw in beach revenue. Once we moved to the current model it has increased revenue, in addition to higher pass sales and lower maintenance cost. The previous Watts deficit used to be \$100,000-\$150,000 per year. Staff have not determined a pickleball model for Watts yet, but there is potential for increased revenue from use and rentals. In addition, the renovation's fire pit and social areas may create new rental revenue. This year we did not complete general maintenance like painting due to the renovation coming up, which also captured a savings. Director Cutrera continued with his report. The Parks Dept. continues to see a decrease in expenses due to a decrease in salaries attributable to position openings. The District did not receive property taxes in November; however, in December, we received \$850,000, and staff hope to see the tax payments catch up in the next month and a half.

Executive Director Report: Executive Director Sheppard gave a synopsis of her report. Our 2022 accomplishments included in the Board packet shows staff focused on efficiencies and streamlined processes. The District had a great year, despite the pandemic.

Watts Ice Center started its season on November 25. The new boards are up around the rink. Staff are trained and special events have added to the start of the season.

The winter program and camp registration started this month. The new Web site's activity number entry to register was extremely fast. Our School Days Off program is going strong. Staff are hiring more instructors to offer additional programming for our more popular programs.

The District was able to update to LED lighting outside Takiff due to a grant through ComEd. The District paid for the \$2,500 lift rental, but the remainder was covered by the ComEd rebate of \$66,528. The new lighting adjusts to 25%, 50%, 75%, at this time, staff believes the 25% setting seems to be the closest to the old fixtures.

The Community Hall A/V project has made significant progress. The remainder of the project is on hold until the long lead time items arrive.

Staff are working hard on the FY2023-24 Budget. In January, we will bring community group's requests for stipends before the Board for discussion. The budget goes before the Board in February.

Watts skating programs and rentals are picking up post-COVID. We are hoping the renovation will highlight the facility.

The TikTok ad to recruit early childhood staff was successful. We also have ads throughout town. Staff is doing everything they can to recruit staff.

Staff answered a commissioner question on the extremely high registration for Sun Fun and Camp Adventure. The camp strategy is working. The camp refund policy was

changed in the hopes of eliminating double-registering for multiple camps for the same child and then canceling later. Because of this, staff do not expect to see a lot of refunds. At this time, staff do not have a good indication if families are signing up only for Sun Fun and Camp Adventure for the whole summer or mixing and matching camps.

We've enjoyed many special events this year.

Action Items:

Approval of Watts Recreational Center: A motion was made by Commissioner Schneider to approve to authorize the Executive Director to sign a Guaranteed Maximum Price contract with WB Olson in the amount of \$6,140,427 accepting the bid packages for the Watts renovation project as presented and rejecting the players boxes and smaller elevator. 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 of Updated Bereavement Policy: A motion was made by Commissioner Spain to approve the updated Bereavement Policy as presented. Commissioner Schneider seconded the motion. These changes were required by law to be approved prior to January 1, 2023. Commissioner Covey requested these policy changes be discussed in committee prior to approval at a board meeting. Per staff, the District did not have time to discuss at a committee meeting in this case due to the legal deadline to approve the policy. The policy changes were reviewed including required bereavement time off, increased durations dependent upon travel distance, and additional reasons to allow for time off. Roll call vote taken:

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

The motion passed.

Approval to Cancel the January 10, 2023 Committee of the Whole Meeting: A motion was made by Commissioner Boron to approve to cancel the January 10, 2023 Committee of the Whole meeting as presented. Commissioner Schneider seconded the motion. Everything is approved for Watts and there is no urgent business needing a meeting. 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 7:39pm, Commissioner Schneider moved to adjourn into closed session to discuss personnel – discipline as mandated by Section 2.06. 5 ILCS 120/2 (c)(1). Commissioner Spain seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Schneider moved to return to open session at 7:53pm, Commissioner Boron 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 Schneider moved to adjourn the meeting at 7:54pm. Commissioner Spain seconded the motion, which passed by voice vote. No further discussion ensued.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary