

MINUTES OF JANUARY 17, 2023 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm 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  
Erin Classen, Supt. of Marketing & Communications  
Jenny Runkel, Administrative Assistant

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

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of December 20, 2022 Regular Board Meeting 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 ten months into the fiscal year. Director Cutrera gave a synopsis of the report. The Recreation Dept. increase in revenue is due to winter registration; \$1 million of which was driven mostly by camps, ceramics, and Broadway Bound. In the Children's Circle Dept., \$86,000 of the revenue decrease is attributed to a one-time grant revenue received in the prior year. The remainder of the decrease is mostly due to a third payroll in December. Fitness looks good with a little over \$5,000 in revenue over expenditures. Watts Center revenue is leveling off post-COVID, but is still stronger than previous fiscal years. The Beach/Boating Dept. expenditures are trickling in. G&A continues to trend lower this year due to allocation of health insurance. The Parks Dept. expenditures are lower due to retirement and unfilled positions. The Rec/Admin/Takiff Dept. includes a \$400,000 fund transfer into Fund 69 for capital projects, increase in utilities, and salary for the new custodial position. Ninety percent of the budget for property tax revenue have come in with the remainder in by fiscal year end. The Corporate Fund is waiting on the remainder of property taxes as well as well over \$1 million of funds transferred for future capital projects that was not done in the prior fiscal year.

Discussion ensued on Watts being affected by extreme high and low temperatures this year, our intergovernmental agreement with District 35 for school and district facility

use, and removing court nets over the winter to extend the life of the nets and the increased pickleball noise over the winter without leaves on the trees to buffer sound.

Executive Director Report: Executive Director Sheppard gave a synopsis of her report.

Watts Below Zero was rescheduled to February 20 due to unseasonably warm and rainy weather on the original date.

Watts Center renovation groundbreaking is tentatively scheduled for April 8. Commissioner Covey indicated that the date is the day before Easter, during Passover, and the weekend of the 8<sup>th</sup> Grade trip. Executive Director Sheppard indicated that our Legislators are on break and we would like them to have the opportunity to attend to thank them for their support. Sheppard will verify when our Legislators are on break and adjust the date, if possible.

RFP submissions for our Comprehensive Master Plan are due Friday. Two of the eight firms that sent RFP's contacted us with inquiries. Commissioners Schneider and Brooks volunteered to be part of the interview team. There will be other opportunities for all the commissioners to be part of the process.

The budget review will happen at the committee meeting on February 7. The budgets will be distributed around January 25 and if Commissioners have any questions they should feel free to ask prior the meeting.

The Takiff sprinkler leak on Christmas Day was not as bad as it could have been due to the system working properly. Glencoe Public Safety notified staff and Director Kuhs and Facilities Maintenance Manager Matt Walker arrived to complete repairs. There was minimal damage. The GYS building sustained damage including a broken pipe, three inches of water, and required carpet replacement. Staff is looking to see if the pipes need replacement.

Inside Glencoe new edition is out; a joint publication with other Glencoe governmental units. Commissioners should tell staff about new topics for future publications.

Our registration numbers continue to rebound post-COVID. The Recreation and Facilities Team are currently working on camps and the beach. With Watts under renovations, staff are looking for alternate locations for Action Quest and Game On! Camps, hopefully held at Central School. Job postings are out and our new onboarding software is up and running; the software has a feature to record ongoing staff training.

Discussion ensued on the large amount of money required to register multiple children for programs and camp. Staff will look into alternate deposit and payment plans. Also discussed was the lack of basketball open gym listed with only pickleball shown on the website. Staff indicated they will look into adding and advertising additional open gym times. Finally, our Web site registration was down for almost three days. Vermont Systems and Excal Tech were working on it the entire time and fixed the firewall issue.

Action Items:

Approval of Contract for Replacing (1) 50 Ton Air-Cooled Condenser for Takiff Center: A motion was made by Commissioner Boron to approve to award the contract for replacing (1) 50-ton air-cooled condenser for \$219,050 to Midwest Mechanical of Lombard, Illinois as presented. 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 Resolution No. 948 and Authorize the Executive Director to Sign the Taste for Kids, Inc. Contract Renewal for Food Services for Children's Circle: A motion was made by Commissioner Boron to approve Resolution No. 948 and authorize the Executive Director to sign the contract to renew the contract for food services with Taste For Kids, Inc. not to exceed \$100,000 as presented. Commissioner Schneider seconded the motion. Discussion ensued on Taste for Kids having done a good job last year, the other businesses using them gave positive reviews, not one mistake despite the high number of children with food allergies, our attorney advised that EC foodservice program is not adapted to being awarded by competitive bidding as it requires an entity with a high degree of professional skill and the ability of the entity to offer particularized services. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval to Authorize the Executive Director to sign the 2023 Pool/Beachfront Exchange Agreement between Northbrook and the Glencoe Park Districts: A motion was made by Commissioner Boron to approve to authorize the Executive Director to sign the 2023 Pool/Beachfront Exchange Agreement between Northbrook and Glencoe Park Districts as presented. Commissioner Schneider seconded the motion. The date in the Dog Park portion of the agreement was changed to May 1 to align with the dog tag year. There will be a marketing campaign to communicate both the aquatic and dog park benefits. Northbrook residents gets Park District resident rates for adult and kid classes, but not camp. Glencoe residents would not be able to buy Northbrook Dog Park passes without this agreement; there is not a nonresident pass available. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Schneider, Spain, Brooks

NAYS: None

ABSENT: None

The motion passed.

Other Business: Next week, all the department heads and managers will be attending conference. If there is an emergency, staff will return. Executive Director Sheppard will be sworn in as IPRA Chairperson of the Board on Friday night.

Commissioner Schneider is leading the Executive Director review process.

We do not have quorum on the original March Committee meeting date, so was rescheduled to March 14.

There was no reason to enter into closed session.

Adjourn: Commissioner Spain moved to adjourn the meeting at 7:49pm. 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