

MINUTES OF FEBRUARY 21, 2023 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  
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

Commissioner absent:

Michael Covey, Treasurer

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

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of January 17, 2023 Regular Board Meeting, Minutes of February 7, 2023 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Schneider seconded the motion. No further discussion ensued.

Roll call vote taken:

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

The motion passed.

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

Financial Report: The District is eleven months into the fiscal year. The Recreation Department's \$245,000 revenue was driven primarily by Kids Club, Game On! Sports, and Aquatics Camp. Children's Circle's \$86,000 of the \$115,000 decrease was due to a one-time grant received in 2022, as well as capital expenditures. The Fitness Dept. is about \$5,000 revenue over expenditures. Watts shows the expected level off amid the COVID bounce. Watts might be a little short of budget, but is comparable to Watts per-COVID numbers as of January 31, 2020. Expenditures are slightly higher due to the purchase of a water tank and general maintenance costs. The General Admin Dept. is lower in expenditures as it has been all year due to the direct allocation of health insurance. The Parks Dept. is also lower in expenditures due to reduced salary costs and health insurance. The Rec/Admin Dept. had an increase of \$257,000 due to property tax revenue, which is almost fully collected at this point. Corp/Admin funds of \$428,000 came in mainly driven by property taxes.

Staff answered Board questions as follows. Potential child care funding that was mentioned in the Governor's State of the Union was discussed. At this point, no details were released, but staff will watch for details and update the Board as needed.

Executive Director Report: Executive Director Sheppard shared that Watts is closing for the season on Sunday, February 26 at the end of day as scheduled. The season will not be extended based on the weather forecast and construction timeline.

Lisa, John, Becky, and Jenny are updating the Personnel Policy Manual line-by-line. Executive Director Sheppard anticipates this process to take one year and will bring it before the Board once complete. Sheppard is also doing a comprehensive policy review of the Conduct Ordinance No. 700 this year as well.

Executive Director Sheppard announced that the staff survey will be completed in late March and will be done by a third-party source.

The FY2023-24 Budget - First Draft was discussed in committee. Staff are making minor changes and will present the Budget Approval Draft to the Board as an action item at the March 21 meeting.

Executive Director Sheppard discussed the recommended Comprehensive Plan. She indicated that every 10 years, it is best practice to update our Comprehensive plan. The Comprehensive Plan is a living document that guides us to ensure we provide the best parks, facilities, and services for our residents. Data and information from a Comprehensive Plan will help guide future Board decisions, direct budget allocations, and understand the community's wants/needs. It is an essential tool for accreditation, grant applications, and referendums. Data gathered in our 2015 Master Plan was used to develop 24+ major projects in the District. It also helped us secure \$5+ million in grants and private donations to fund these projects.

This plan will combine the District's Master Plan and Strategic Plan, offering a comprehensive view of facilities, parks, services, technology, strategy, safety and financial sustainability. It will complement existing District plans and expand to include recreation/program analysis and a focus on future projects. The Comprehensive Plan will make future recommendations for the District based on extensive data collected from key stakeholders, staff, Board, Park District users, and non-users.

Two firms were selected to present to the interview team which included President Brooks, Commissioner Schneider, Executive Director Sheppard and department heads. Executive Director Sheppard and President Brooks had detailed discussions on the company's proposals and an interview with each commissioner.

After reviewing proposals and presentations, the group preferred the firm 110% Inc. In particular, the group preferred several unique elements of the proposal. This included their approach to community input which included collecting essential qualitative and quantitative data involving a mix of in-person events and technology outlets to increase community input and gather as much data as possible. They also offered unique way to gather information called LEGO SERIOUS PLAY, a planning approach exercise designed to stimulate ideas, drive conversation, and bring teams to effective solutions. The interview team also liked their analytic approach which included a traditional SWOT

analysis and a PEST analysis (political, environmental, societal, and technological climate) analysis.

The interview team was very comfortable with who BerryDunn presented as the project manager and facilitator, who we have worked with before, but they felt the approach presented by the landscape architect in the 110% firm's presentation would provide a fresh perspective and bring new ideas and strategies to fruition. In addition, the BerryDunn team did not include a representative from the survey company to discuss their approach, in contrast, the 110% firm's team provided representatives from two companies and the group enjoyed a dynamic conversation on their approach to gathering qualitative/quantitative information. Executive Director Sheppard is familiar with 110% firm's project manager and facilitator as well and comes highly recommended. The interview team was very impressed with the 110% firm's energy and approach to our project.

There was a cost difference between the firms. BerryDunn offered 581 hours of work, totaling \$168,158 with an average hourly rate \$289. The firm 110% plan included 975 hours of work, totaling \$196,875 with average hourly rate \$202. The firm 110% provides 67% more community engagement, a recreation programming analysis and implementation plan. The last master/strategic plan 10 years ago cost \$150,000; over ten years, that equals approximately \$15,000 per year.

Executive Director Sheppard did recommend one change from the proposal after talking to the commissioners. She recommended taking out the Watts and Takiff facilities review, because we have so much data and plans on the Takiff facility. In addition, Watts is currently being renovated. This would be replaced with a lake/beach plan with Baird and a safety analysis of Takiff.

Commissioner Spain, the District's representative in the Village's Plan Commission, indicated that the firm 110%'s plan is setting the bar really high for outreach and is more similar to the Village's Comprehensive Plan firm. The interview team noted some of the highlights from the interviews. This process will take approximately one year. There will be shared information between the Park District and the Village, who is also working on an updated comprehensive plan. Following discussion, the Board, including past and today's discussions, felt confident in the interview team's recommendation and fee for the plan and indicated they were ready to vote on the item tonight.

Executive Director Sheppard then discussed the District's construction projects that will begin soon. The Lakefront Park project bids have been released, the results of which will be discussed at the March Committee meeting. We are planning a Watts groundbreaking ceremony in which we will invite our legislators. The Lakefront Park project communication plan to the neighbors and community will include letters to neighbors and signs at the park to explain the impact of the projects as well as other forms of communication. The beach will never be closed, but access will be different due to the construction project. Communication will also go out for Watts construction projects. Staff hope to have the Lakefront Park project completed by July 3 and the crib wall by July 15 tentatively. Construction ends at approximately 3-3:30pm following the

Village's noise ordinance. Commissioners asked about how pickleball hours at Watts will work and staff indicated they are still working on usage hours and that they will be presented to the Board. If DekHockey is scheduled for lighted hours, pickleball will also be available for play. Due to construction, staff are planning a soft launch for the new Watts pickleball courts with reduced marketing. While we know it is not ideal to open while the building is under construction, the only other alternative is to wait until next year to make the pickleball courts available. IAPD indicated that the OSLAD award announcements should come in late February or early March in regards to our application for the West Park project. Another OSLAD grant cycle for \$56 million is proposed in the next state budget. The Village was awarded the DCEO grant and the Park District was awarded an IDNR grant for the crib wall project.

Our Spring/Summer Guide is out for delivery this week and is already available on the District's Web site.

The Sweetheart Dance was held at the new NSSRA building to create familiarity with both the new building and the program.

Watts Below Zero was much more pleasant this year due to crowd control measures put in place which included bumper car timeslots.

Action Items:

Approval of Resolution No. 949 for the Commitment of \$850,000 of the Corporate Fund Balance and \$550,000 of the Recreation Fund Balance for Future Capital Projects: A motion was made by Commissioner Boron to approve Resolution No. 949 for the Commitment of \$850,000 of the Corporate Fund Balance and \$550,000 of the Recreation Fund Balance for Future Capital Projects as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approve and authorize the Executive Director to sign a contract not to exceed 12 months in duration through NIMEC for electricity services: A motion was made by Commissioner Boron to approve and authorize the Executive Director to sign a 12-month contract through NIMEC for electricity services as presented. Commissioner Schneider seconded the motion. Staff do not have the information yet on the green program, this is separate. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval for the purchase of six modular pickleball courts from Sportcourt through Sourcewell contract: A motion was made by Commissioner Boron to approve the purchase of six modular pickleball courts from Sportcourt through the Sourcewell contract in the amount of \$79,971 as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the purchase of the playground surfacing for Lakefront Park Playground: A motion was made by Commissioner Schneider to approve the purchase of the playground surfacing from ForeverLawn in the amount of \$133,139.30 through the Sourcewell cooperative purchasing agreement as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the Comprehensive Plan Proposal: A motion was made by Commissioner Schneider to approve a contract with the firm 110% Inc. for a Comprehensive Plan not to exceed \$198,000 as presented. Commissioner Boron seconded the motion and asked that the words “the firm” be added to 110% for clarity going forward. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to Change the March Regular Committee Meeting to March 14, 2023: A motion was made by Commissioner Boron to approve to change the March Regular Committee Meeting to March 14, 2023 as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: The May Regular Committee of the Whole meeting needs to be moved from May 2 to May 9 due to the legislative conference in Springfield.

The Board and staff surprised Lisa Sheppard with a celebration of her 10-year anniversary with the Park District. Resolution No. 950 was read, a video played, and speeches given. The Board gave consensus to move the resolution forward for approval at the March 21 Regular Board meeting.

Adjourn: Commissioner Spain moved to adjourn the meeting at 8:07pm. Commissioner Boron seconded the motion which passed by voice vote. No further discussion ensued.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary