

MINUTES OF APRIL 18, 2023 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:04pm 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  
Kyle Kuhs, Director of Parks & Planning  
Erin Classen, Supt. of Marketing & Communications  
Adam Wohl, Asst. Director of Recreation & Facilities  
Jenny Runkel, Administrative Assistant

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

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of March 21, 2023 Regular Board Meeting, Minutes of April 4, 2023 Committee of the Whole Meeting, Post-Issuance Tax Compliance Report, and Approval of the Bills. 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.

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

Public Hearing: 2023/2024 Budget and Appropriation Ordinance No. 951: The Budget and Appropriation Ordinance (BAO) No. 951 was put on display at the District's Administrative Office for the required 30-day period. President Brooks declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Cutrera stated that the BAO is based on the working budget approved by the Board at last month's Board meeting; the BAO is the legal document filed with the county. This document legally allows us to expend these funds for the upcoming fiscal year. President Brooks asked Executive Director Sheppard to read any public comment received in advance. There were no comments. There was no one in attendance who wished to comment. President Brooks then declared the public hearing closed.

Action Item:

Approval of Ordinance No. 951: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2023: A motion was made by Commissioner Boron to approve Ordinance No.

951: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2023 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.

Financial Report: The District is one month into the fiscal year. Director Cutrera gave a synopsis of the report. The District is mid-audit and we do not have an apples-to-apples comparison for March at this time; therefore, will just point out a few items of note. In recreation programming staff did enter accruals and were able to get a March apples-to-apples comparison which is comparable to last year. The Children's Circle staffing remains a challenge for part-time positions, although we have been able to fill all but one full-time position. As a result, salary expenses did increase along with insurance for the full-time positions creating higher expenses for the month of March. The Beach and Boating Dept. showed \$124,000 in revenue last year versus this year at \$64,000. We are about 25% of the way to budgeted pass sales, which historically will jump once it gets warm. Staff assured the Board that expenses will catch up over the summer. In response to Commissioners questions, Cutrera confirmed that the differential in revenue is primarily due to camp and will catch up once the summer is underway and expenses start coming in. Spring programming is paid out at the end of May. The gap between resident and non-resident beach passes is due to the lack of a rush for residents to purchase a beach pass and will catch up. There is no reason to change the pass sales schedule.

Presentation of Watts Center Report: Assistant Director Wohl gave the presentation attached to these minutes. Seasonal information, staffing and training, season passes, pass visits and demographics, daily admission visits and revenue, daily attendance, average visits by day, ice programming, facility rentals, special events, non-ice programming, rink operation financial comparison and skate programming financial comparison, participation feedback, and future considerations were reviewed.

Director Collins and Assistant Director Wohl answered Commissioner questions as follows. In response to a question about increased programming revenue, specifically the Days Off School program, the numbers increased likely due to the re-introduction of field trips after COVID, as well as, the increased need for child care with parents no longer able to work remotely. The Kids Club PM \$100,000 increase is from parents needing 5-day care, rather than the fewer day options. Discussion ensued in detail regarding all facility funds, program funds, and general government accounting. Our independent contracted dance & theatre programming attracted loyal clientele over COVID, thereby building the program. In addition, fees were raised last fall proportional to staffing costs. The decrease in revenue at Watts Ice Center can be paralleled to the state of the Blackhawks season record, if the Olympics are in session, and the weather. None of the above helped increase participation this year. Survey results were reviewed. A "Very Good" option was added. Feedback shows that we are doing better

this year compared to the last two years in all areas. Discussion ensued. Expense of install, removal, and storage are amortized over the life of the pickleball courts. It was noted to find out if putting too many folks on the rink or too varied of age groups is why some feedback was negative. Weather did not help our Watts Ice Rinks this year; however, the unique experience at our refrigerated outdoor ice rink continues to drive the need for the facility.

Governance Efficiency Committee: Executive Director Sheppard indicated that this is a new committee, required by law, to review opportunities in shared services between government and other local government entities. The first meeting must be held no later than June 10, 2023 followed by two more meetings and a report filed this year. Going forward, a report must be filed once every 10 years. The committee in charge of the report shall be comprised of the Executive Director, a commissioner, and two community members. Sheppard recommended Lisa Brooks and Bob Kimble who have park district experience and knowledge. It was also noted that we could utilize this committee to introduce new community members in the hope of recruitment of a future commissioner.

Executive Director Sheppard indicated that shared service agreements with the Village and School District are already in place, but it is good to explore other opportunities. Executive Director asked the Board to recommend community members to consider for the committee within the next week.

Executive Director Report: Executive Director Sheppard shared that Director Kuhs and the Parks Team have been busy with capital projects. Kuhs stated that the old crib wall was removed in the last two weeks. Drilling and setting pilings will start this week during construction hours. The timeline is still set for before Memorial Day. Indoor Watts demolition has started and the Kids Club room looks like an atrium. A time lapse is available on our Web site. The contractor and landscape architect were at Lakefront Park for a pre-site meeting for the courts and playground project. The timeline is still before Fourth of July festivities.

Last week, park usage was up and we are working with public safety on after hours use of the beaches and parks. The Duke Park trains go out on Memorial Day along with the spray ground. The porta-potties are already installed, unfortunately children are not using it and we have had complaints of children using the bushes on property lines, despite signs asking them not to do this being in place. Increased use of our parks and courts for unleashed dogs is also happening. We have dog park pass postcards that are being passed out by Officer Sweeney and our staff.

The Comprehensive Plan kicked off last week with a great three days of meetings with staff and Jamie Sabbach from the firm 110%. There will be back-to-back meetings on May 16 starting with a Comprehensive Plan meeting followed by the regular Board meeting.

Girls' softball is played on the Takiff ball field 2-3 nights a week despite the Village survey comments saying there isn't a place for girls' softball.

Hiring and training summer staff is the big push for Recreation and HR Teams. Recreation staff is also lining up busing and trips for summer camps. Hiring of teachers is also being pushed.

Action Items:

Approval of 2023/24 Glencoe Park District Apparel Bid: A motion was made by Commissioner Boron to approve the to award the one-year Apparel Bid for 2023 to American Outfitters at the per item cost as presented. Commissioner Schneider 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 Conduct Ordinance No. 700 Section 4.01: A motion was made by Commissioner Boron to approve the changes to Conduct Ordinance No. 700 Section 4.01 as presented. Commissioner Spain seconded the motion. Discussion ensued. Commissioner Schneider voiced concern over the noise level during a time when homeowners want to spend time outdoors, for example, dinner. This is different than ice hockey during winter months. The hours used to be listed as dusk to dawn, now it lists the specific hours for all courts in our parks system. The direct Watts neighbors have not voiced an opinion to date. There are five to six homes that directly abut Watts. The general consensus from the Board is to review it in future if it becomes a problem. The ordinance gives Public Safety the authority to enforce the rules if someone complains. The tennis backboard noise complaints and solution were reviewed. The backboard wall will be moved to the side wall of the court and the pickleball nets at Watts are being removed. Complaints come in for West Park as well. Roll call vote taken:

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

The motion passed.

Approval of Cancel the May 9 Committee Meeting: A motion was made by Commissioner Boron to approve to cancel the May 9 Committee meeting 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 a Board Workshop on Tuesday, May 16 at 4:00pm: A motion was made by Commissioner Boron to approve a Board Workshop on Tuesday, May 16 at 4:00pm immediately before the May 16 Board meeting as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

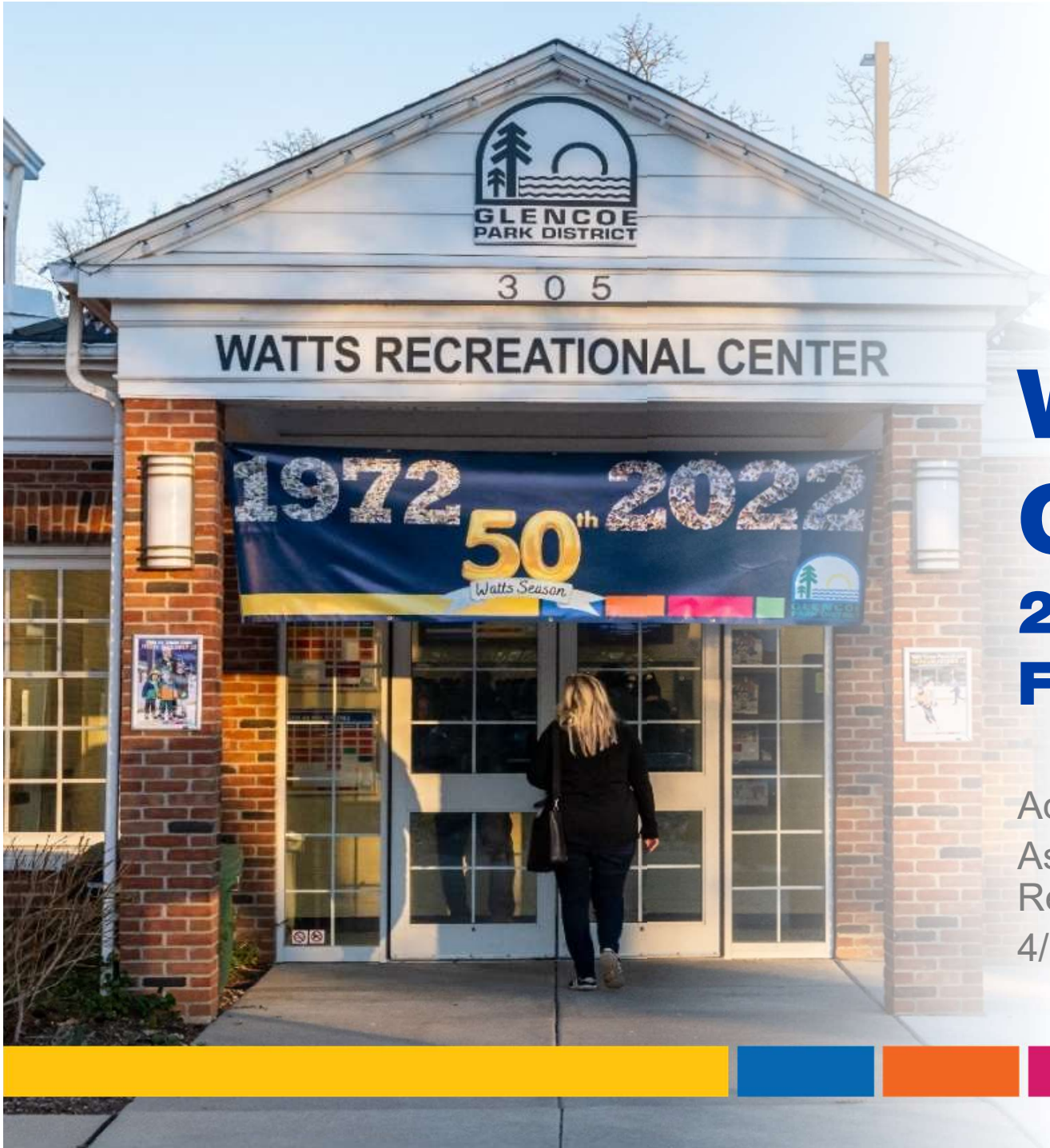
Other Business: There was no other business. President Brooks commented that the Watts Groundbreaking was well done by staff and was very nice to have three of our legislators in attendance; a first for the Park District.

Adjourn: Commissioner Spain moved to adjourn the meeting at 8:32pm. Commissioner Schneider seconded the motion which passed by voice vote. No further discussion ensued. The motion passed.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# **WATTS CENTER 2022-23 FISCAL YEAR**

Adam Wohl  
Assistant Director of  
Recreation & Facilities  
4/18/2023





# OVERVIEW

- Season Information
- Staffing & Training
- Season Data
- Non-Ice Programming & Special Events
- Financial Comparison
- Participant Feedback
- Future Considerations

# SEASON INFORMATION



- November 25-February 26
- Season Pass

	R/NR
All-Access Pass	\$60/120
Guest Pass (5 visits)	\$50/75

- Daily Admission

	2019-20	2021-22	2022-23
Resident	\$8	\$12	\$12
Non-Resident	\$8	\$17	\$17
Skate Rentals	\$4	\$5	\$5

*In 2020-21 Skate Rentals were \$6/pair*





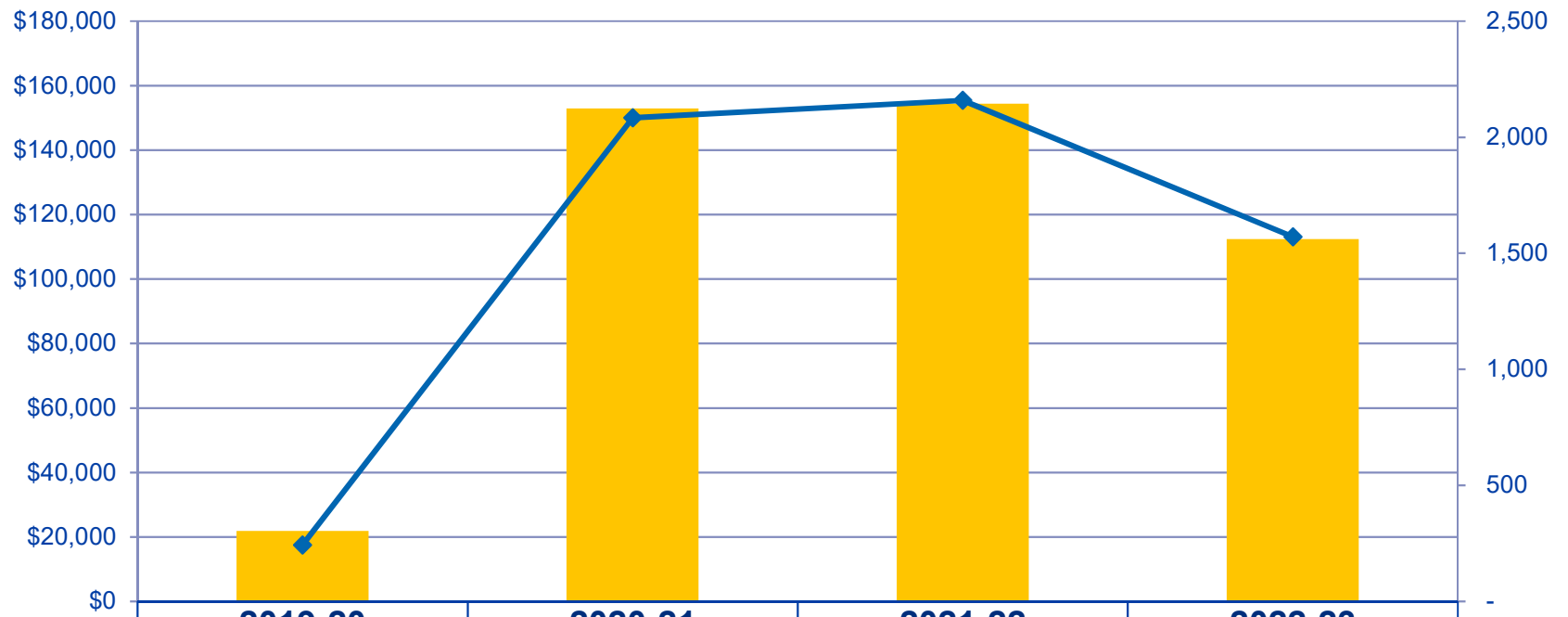


## STAFFING & TRAINING

- Pre-Season Training
- Staff Positions & Levels
- Collaboration with Parks & Maintenance Staff
- In-Season Training



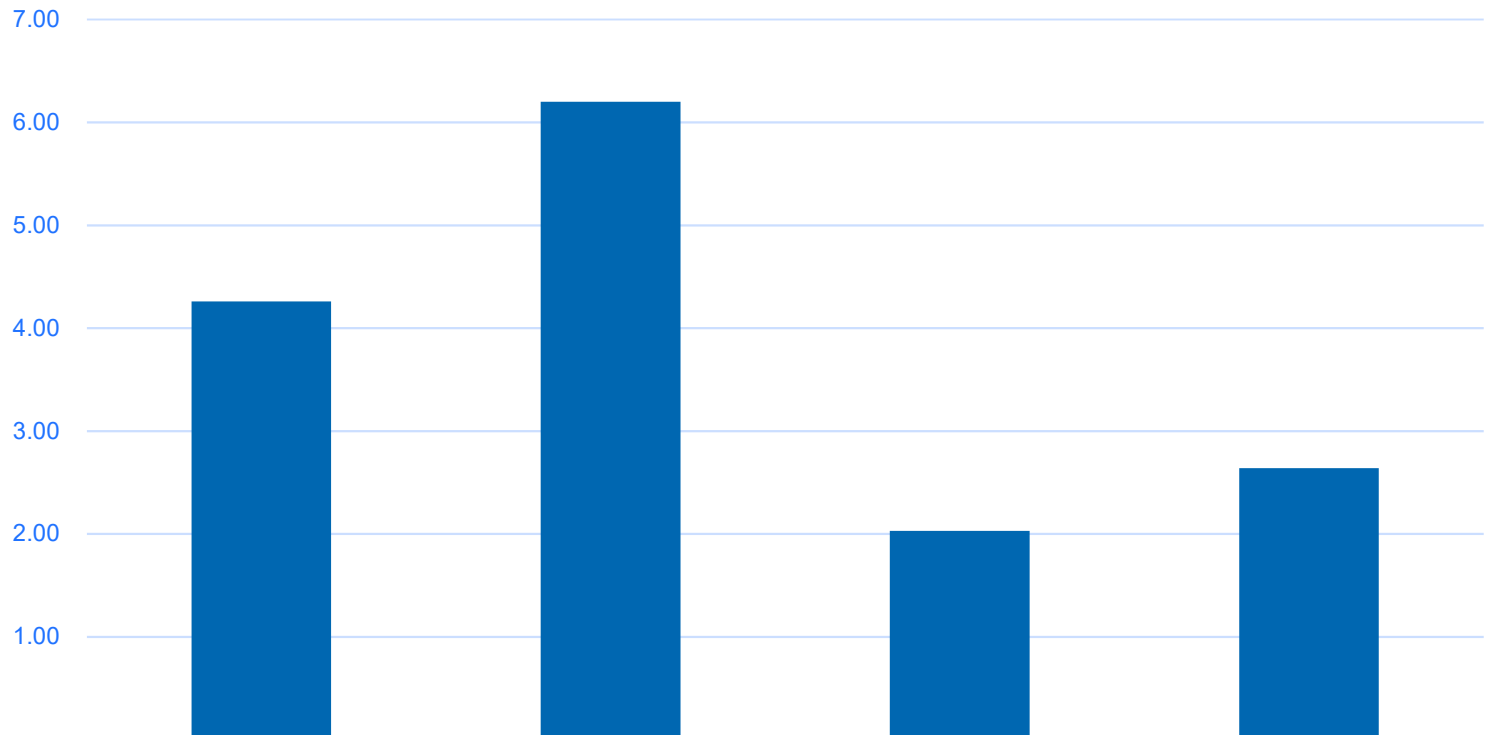
# SEASON PASSES



	2019-20	2020-21	2021-22	2022-23
<b># Sold</b>	<b>303</b>	<b>2,123</b>	<b>2,144</b>	<b>1,561</b>
<b>Revenue</b>	<b>\$17,542</b>	<b>\$150,010</b>	<b>\$155,430</b>	<b>\$113,125</b>



# AVERAGE PASS VISITS

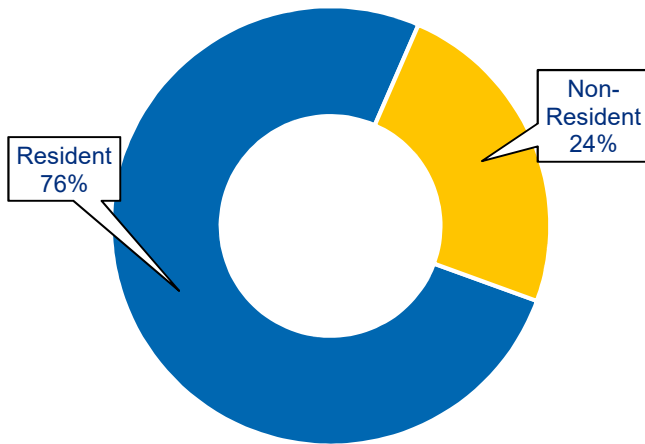


	2019-20	2020-21	2021-22	2022-23
■ Average Visits	4.26	6.20	2.03	2.64

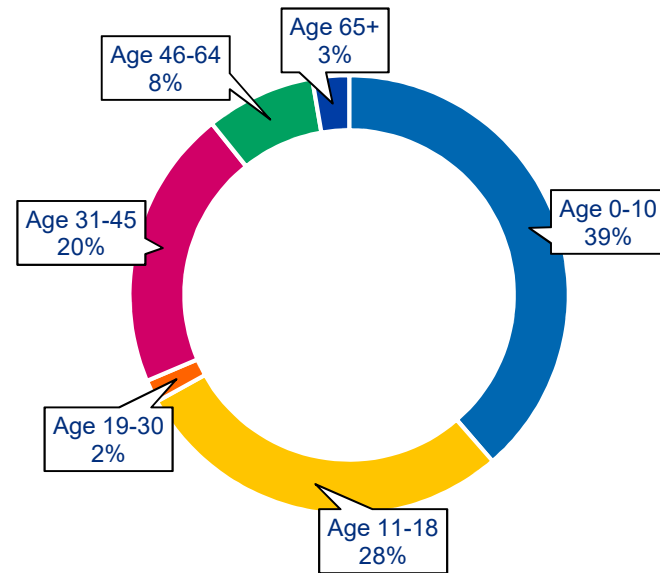


# PASS DEMOGRAPHICS

## PASS MEMBER LOCATION



## PASS AGE BREAKDOWN



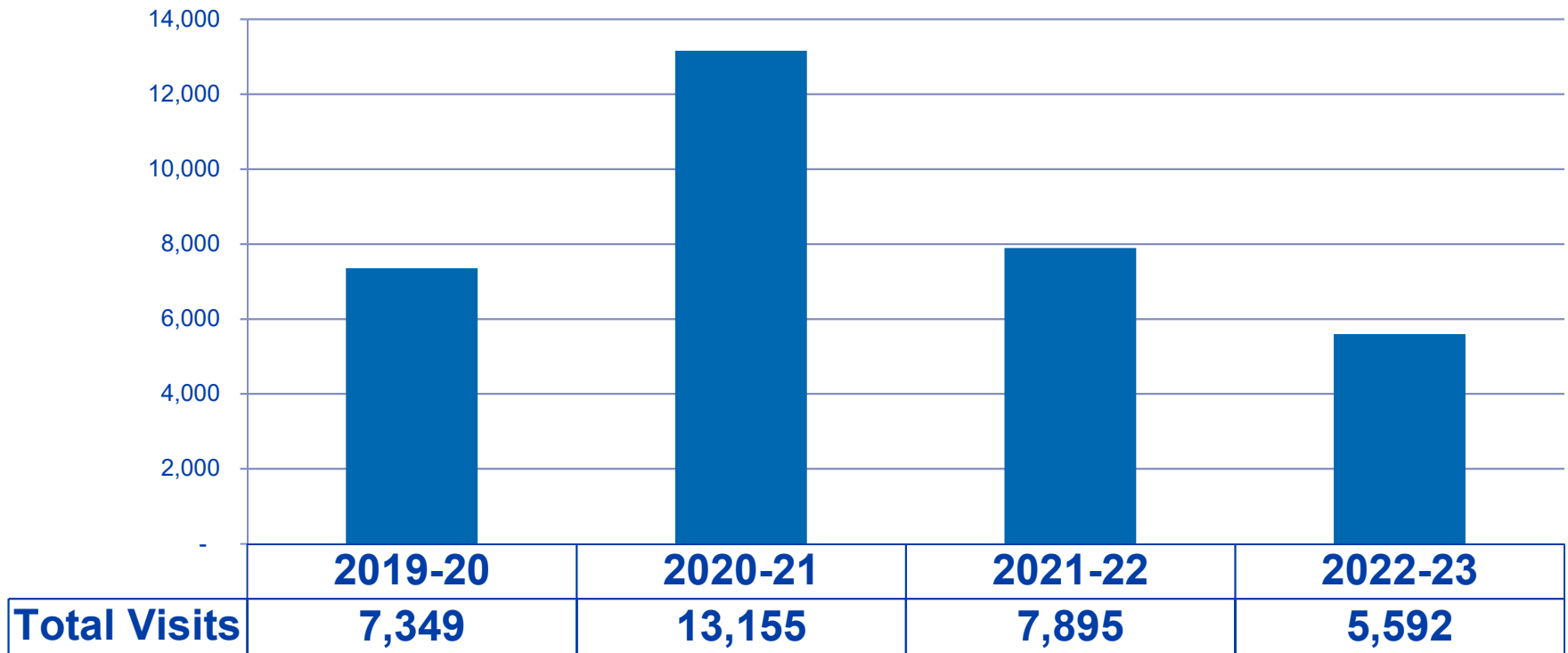
# DAILY ADMISSION



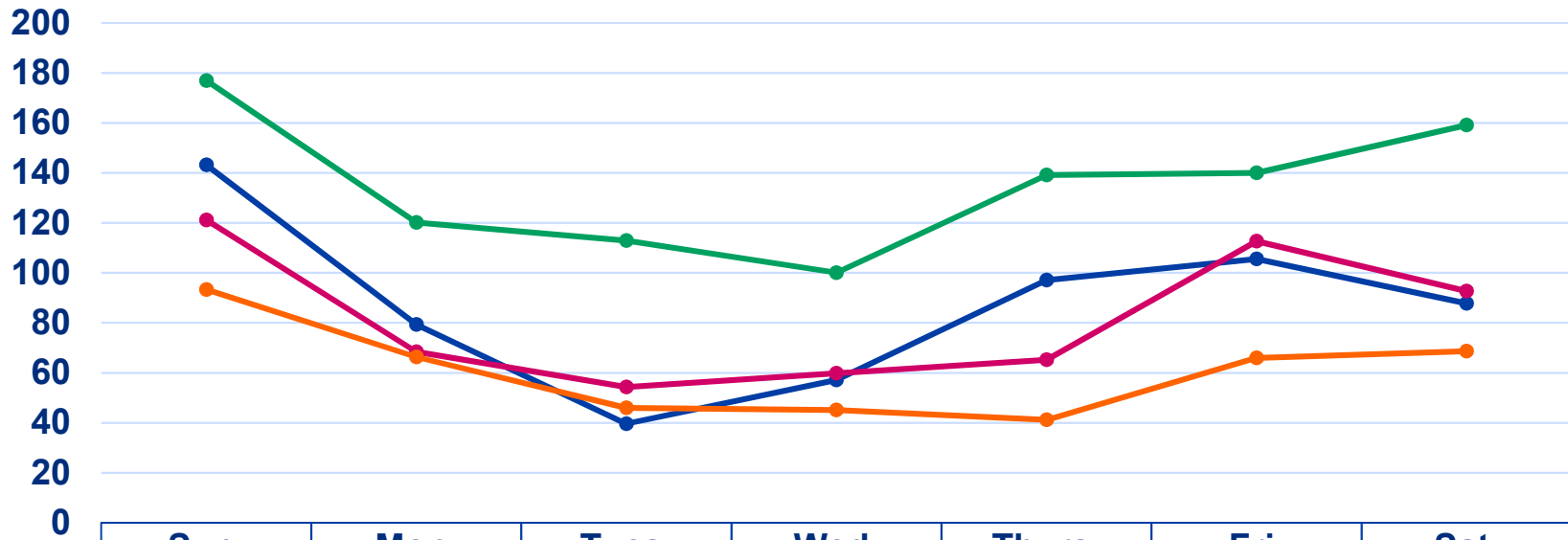
	Visits		Revenue	
	2021-22	2022-23	2021-22	2022-23
Resident	301	486	\$3,612	\$5,832
Non-Resident	813	760	\$13,821	\$12,920
Total	1,114	1,250	\$17,433	\$18,852



# DAILY ATTENDANCE



# AVERAGE VISITS BY DAY

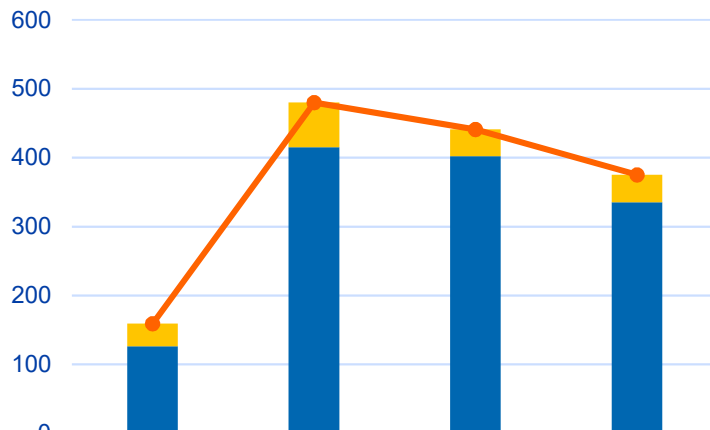


	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
● 2019-20	143	79	40	57	97	106	88
● 2020-21	177	120	113	100	139	140	159
● 2021-22	121	68	54	60	65	113	93
● 2022-23	93	66	46	45	41	66	69



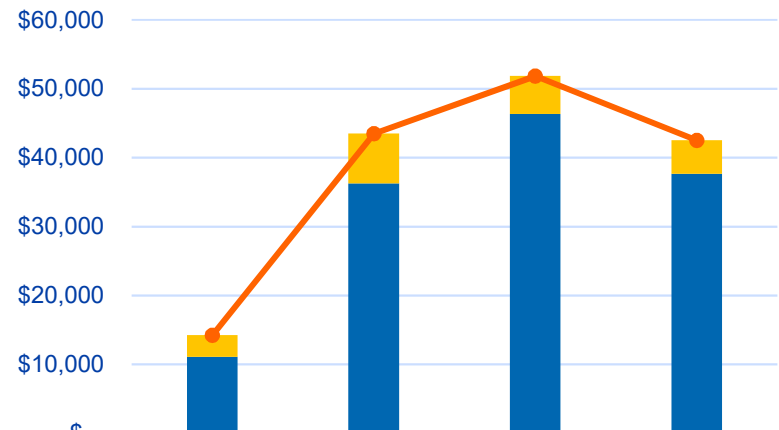
# ICE PROGRAMMING

## ENROLLMENT



	2019-20	2020-21	2021-22	2022-23
<span style="color: yellow;">■</span> Hockey	33	65	39	40
<span style="color: blue;">■</span> Skating	126	415	402	335
<span style="color: orange;">—●—</span> Total	159	480	441	375

## REVENUE

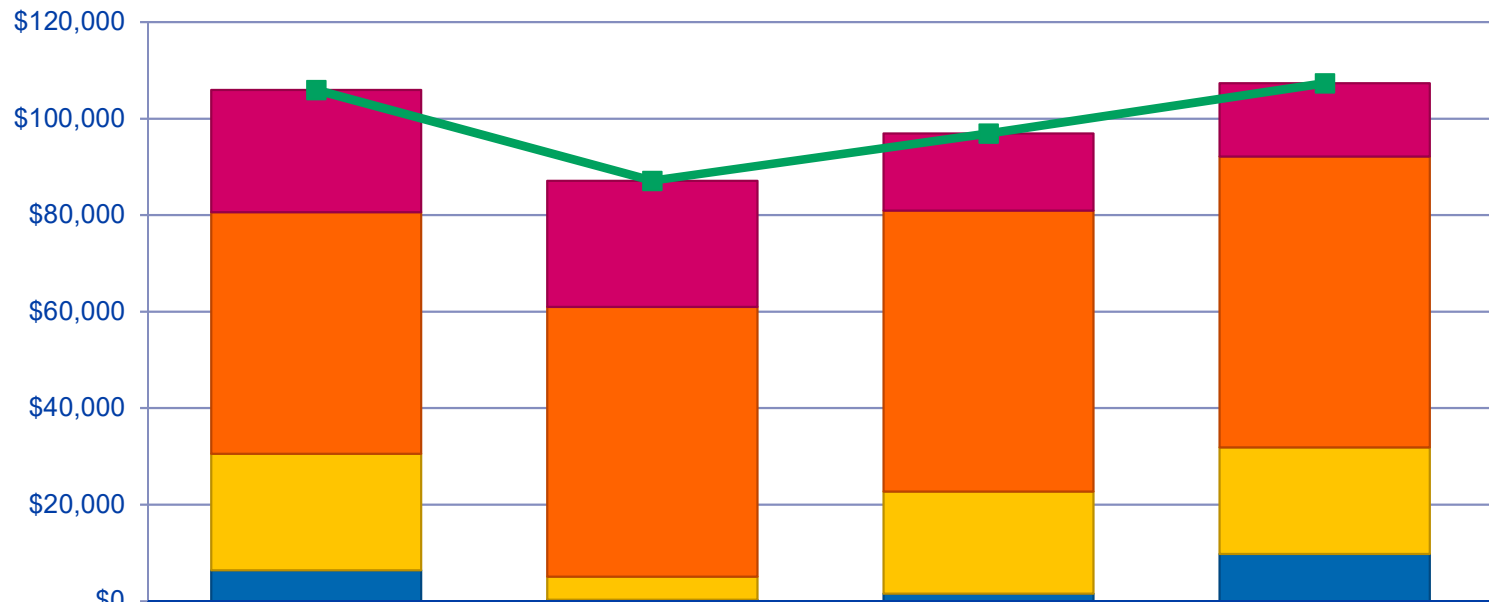


	2019-20	2020-21	2021-22	2022-23
<span style="color: yellow;">■</span> Hockey	\$3,140	\$7,259	\$5,525	\$4,887
<span style="color: blue;">■</span> Skating	\$11,096	\$36,231	\$46,314	\$37,626
<span style="color: orange;">—●—</span> Total	\$14,236	\$43,490	\$51,839	\$42,513





# FACILITY RENTALS



	2019-20	2020-21	2021-22	2022-23
Winnetka Hockey	\$25,344	\$26,195	\$15,995	\$15,216
Misc. Hockey Rentals	\$50,073	\$55,852	\$58,232	\$60,272
Party Ice Rentals	\$24,155	\$4,832	\$21,106	\$22,078
Room Rentals	\$6,378	\$259	\$1,570	\$9,767
<b>Total</b>	<b>\$105,950</b>	<b>\$87,138</b>	<b>\$96,903</b>	<b>\$107,332</b>



# SPECIAL EVENTS

- Opening Day
- Family Nights
- Watts Below Zero



Date	Theme	Skaters
November 25	Opening Day	275
December 2	Glow Night	115
December 23	Holiday Skate	Weather Cancelation
February 20	Watts Below Zero	Rescheduled 350
February 24	Disney Skate	75
	<b>Total</b>	<b>815</b>

# NON-ICE PROGRAMMING

Program Name	Enrollment		Revenue		Excess Revenue Over Expenditures	
	<u>2021-22</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2021-22</u>	<u>2022-23</u>
<b>Kids Club AM Care</b>	17	17	\$29,196	\$45,220	\$9,776	\$27,189
<b>Kids Club PM Care</b>	47	53	\$165,177	\$266,297	\$99,472	\$188,231
<b>Days Off Program</b>	272	604	\$35,610	\$56,117	\$17,479	\$26,452
<b>Action Quest</b>	67	119	\$87,092	\$101,240	\$58,467	\$58,250
<b>Dance &amp; Theatre</b>	127	171	\$52,413	\$90,824	\$13,103	\$68,118
<b>Youth Sports</b>	80	81	\$20,420	\$18,152	\$5,840	\$12,456
<b>Totals</b>	<b>610</b>	<b>1,045</b>	<b>\$389,908</b>	<b>\$577,850</b>	<b>\$204,137</b>	<b>\$380,696</b>



# RINK OPERATION FINANCIAL COMPARISON

	2019-20	2020-21	2021-22	2022-23 Projected	2022-23 Budgeted
<b>Total Revenue</b>	\$181,388	\$261,706	\$295,943	\$256,711	\$246,167
<b>Total Expenditures</b>	\$287,262	\$291,985	\$305,254	\$330,975	\$338,082
<b>Excess of Deficiencies Over Expenditures</b>	\$105,874	\$30,279	\$9,311	\$74,264	\$91,915



# RINK OPERATION WITH SKATE PROGRAMMING FINANCIAL COMPARISON

	2019-20	2020-21	2021-22	2022-23 Projected	2022-23 Budgeted
<b>Total Revenue</b>	\$181,388	\$261,706	\$295,943	\$256,711	\$246,167
<b>Total Expenditures</b>	\$287,262	\$291,985	\$305,254	\$330,975	\$338,082
<b>Skating Class Excess of Revenue Over Expenditures</b>	\$10,252	\$36,448	\$40,539	\$32,658	\$26,166
<b>Excess of Revenue/ Deficiencies Over Expenditures</b>	\$95,622	\$6,169	\$31,228	\$41,606	\$65,749



# PARTICIPANT FEEDBACK

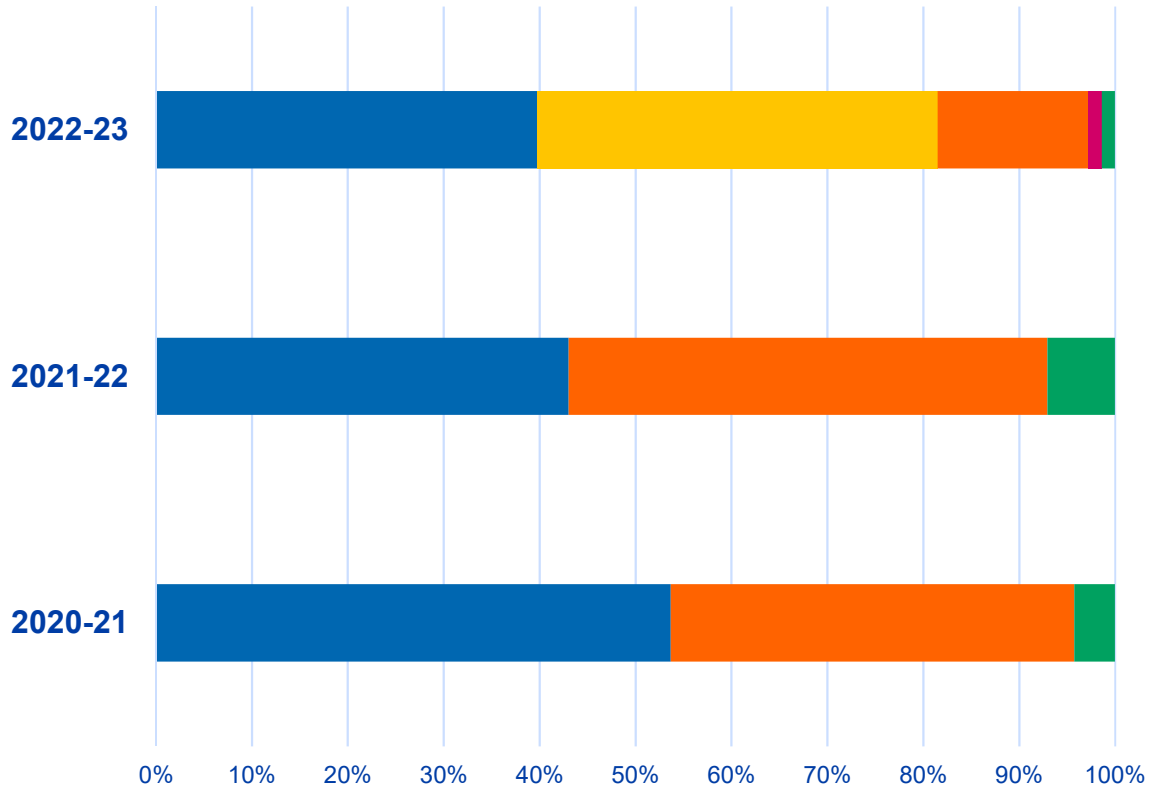
## Responses

2022-23 – 152

2021-22 – 120

2020-21 – 167

## OVERALL EXPERIENCE



	2020-21	2021-22	2022-23
■ Excellent	54%	43%	40%
■ Very Good	0%	0%	42%
■ Good	42%	50%	16%
■ Fair	0%	0%	1%
■ Poor	4%	7%	1%



# PARTICIPANT FEEDBACK

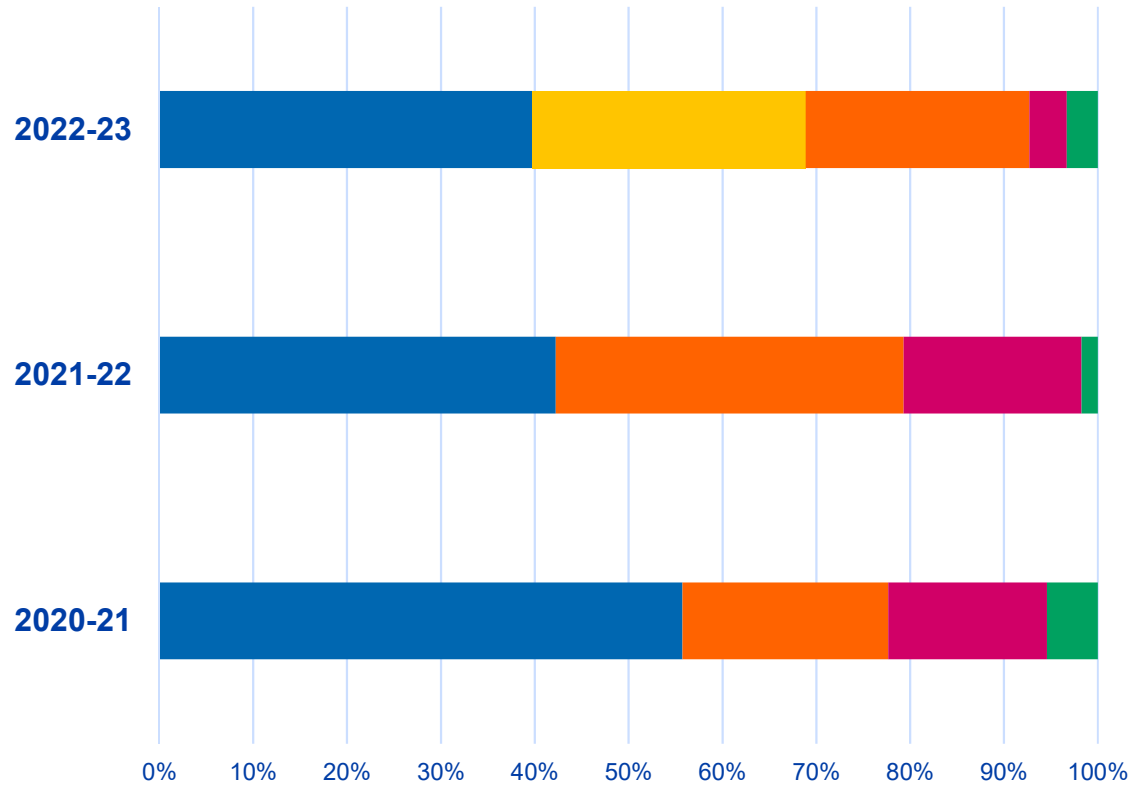
## Responses

2022-23 – 152

2021-22 – 120

2020-21 – 167

## VALUE OF SEASON PASS



	2020-21	2021-22	2022-23
■ Excellent	56%	42%	40%
■ Very Good	0%	0%	29%
■ Good	22%	37%	24%
■ Fair	17%	19%	4%
■ Poor	5%	2%	3%



# PARTICIPANT FEEDBACK

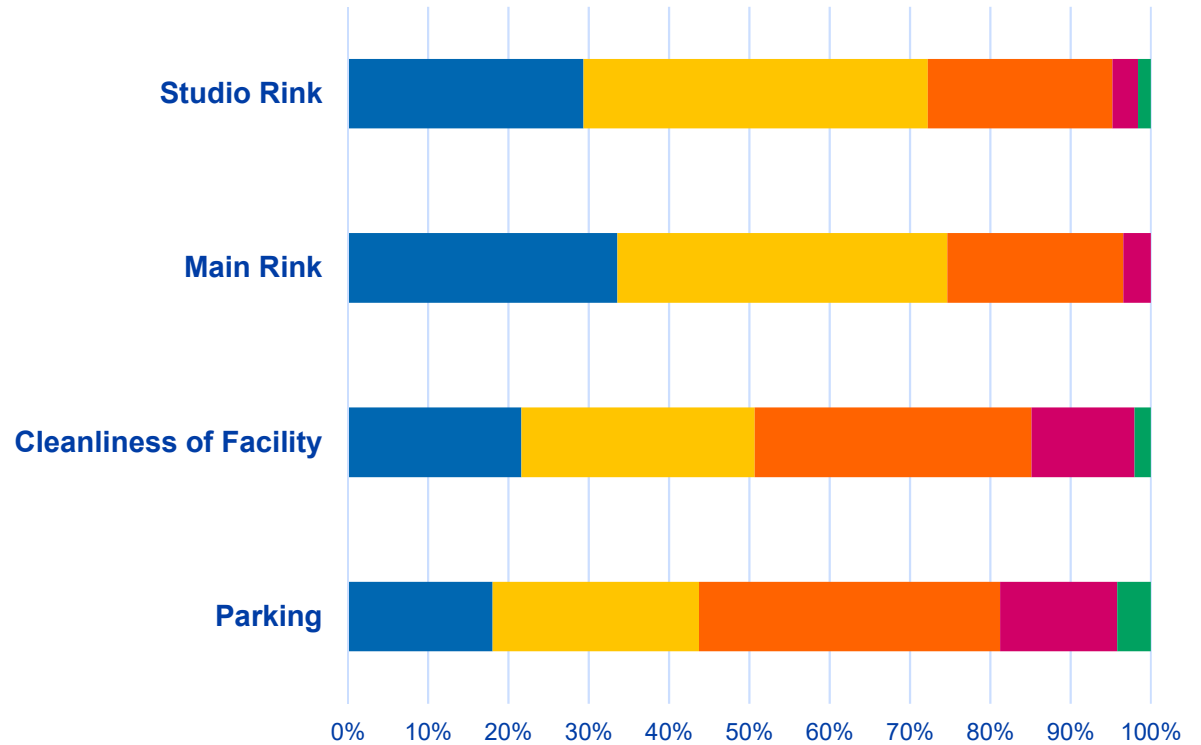
## Responses

2022-23 – 152

2021-22 – 120

2020-21 – 167

## 2022-23 - RATE AMENITIES:

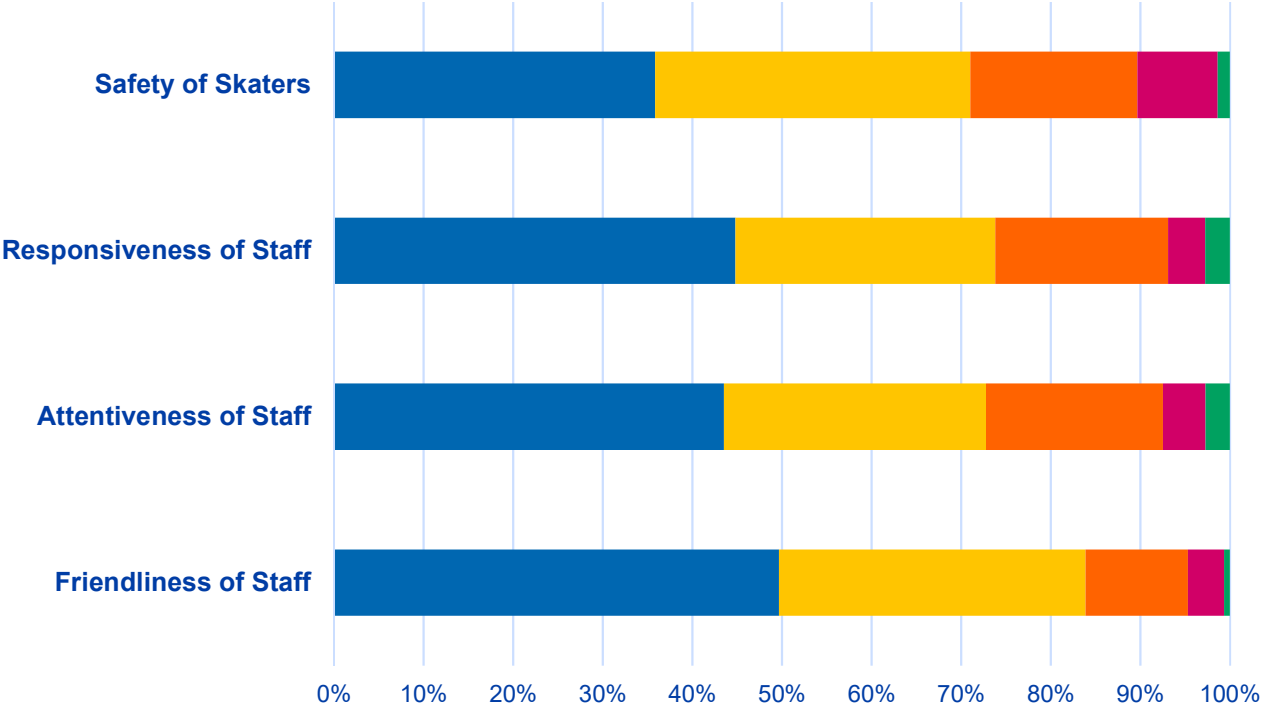


	Parking	Cleanliness of Facility	Main Rink	Studio Rink
■ Excellent	18%	22%	34%	29%
■ Very Good	26%	29%	41%	43%
■ Good	38%	34%	22%	23%
■ Fair	15%	13%	3%	3%
■ Poor	4%	2%	0%	2%





# 2022-23 - RATE WATTS CENTER STAFF:



# PARTICIPANT FEEDBACK

## Responses

- 2022-23 – 152
- 2021-22 – 120
- 2020-21 – 167

	Friendliness of Staff	Attentiveness of Staff	Responsiveness of Staff	Safety of Skaters
■ Excellent	50%	44%	45%	36%
■ Very Good	34%	29%	29%	35%
■ Good	11%	20%	19%	19%
■ Fair	4%	5%	4%	9%
■ Poor	1%	3%	3%	1%





## FUTURE CONSIDERATIONS

- Impacts of Watts Renovation
- Watts Advisory Group Feedback
- Daily Schedule Adjustments
- Pass/Daily Admission Pricing



**QUESTIONS?**



# PARTICIPANT FEEDBACK

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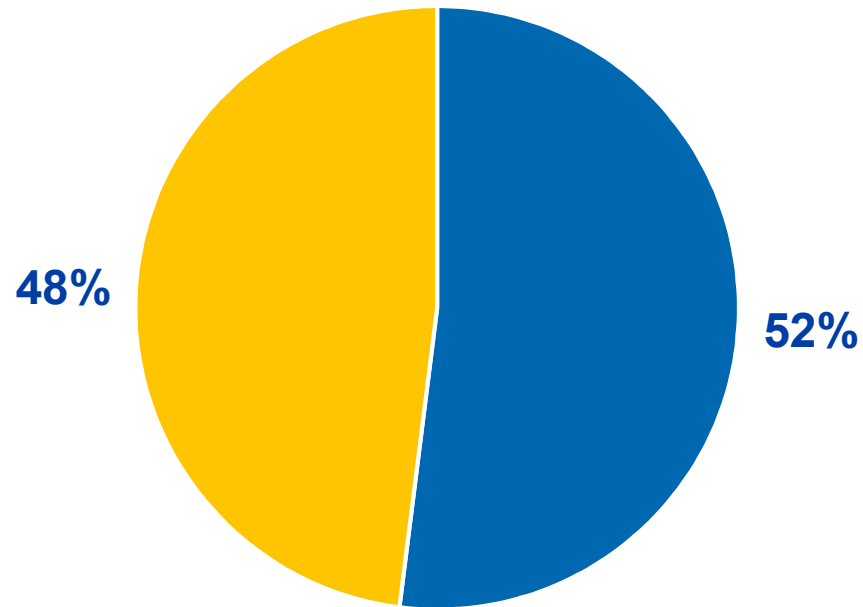
## Responses

2022-23 – 152

2021-22 – 120

2020-21 – 167

## Admission Model



- Weekend Pass Holder's Only
- Daily Admission 7-days/week

