

MINUTES OF JUNE 20, 2023 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:

Carol Spain, President
Stefanie Boron, Vice President
Michael Covey, Treasurer
Jordan Spector, Commissioner

Staff present:

Lisa Sheppard, Executive Director and Secretary
Bobby Collins, Director of Recreation and Facilities
John Cutrera, Director of Finance and HR
Kyle Kuhs, Director of Parks and Planning
Brian Jacobs, Accounting Manager
Jenny Runkel, Administrative Assistant

Commissioner absent:

Bart Schneider, Commissioner

Members of the public in attendance who signed in or spoke: Jamie Wilkey from Lauterbach and Amen

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented including Minutes of May 16, 2023 Board Workshop, Minutes of May 16, 2023 Regular Board Meeting, Minutes of June 6, 2023 Special Board Meeting, and Approval of the Bills. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

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

Audit Report: Director Cutrera introduced Jamie Wilkey of Lauterbach and Amen, the District's audit firm. Glencoe Park District's audit is clean and unmodified; the highest level a park district can receive. In addition, there is not a management letter including required material changes. Ms. Wilkey presented the FY2022/23 Annual Comprehensive Financial Report, SAS 114, and Management Letter. This year's report is an Annual Comprehensive Financial Report in compliance with GFOA best practices to be dated tomorrow per standards.

For the first time in its history, the District participated in and was awarded GFOA's Certificate of Achievement in Excellence in Finance Reporting, the highest level of financial reporting that a local government can take, thanks to the efforts of Director of Finance/HR Cutrera and Accounting Manager Jacobs.

Commissioner questions were answered as follows. There is an industry shortage of auditors; four firms are no longer performing government audits. Audit testing takes about 10 days. There is not a single area of improvement that made it on the District's

management letter; however, Ms. Wilkey and Director Cutrera discuss areas for improvement and actions are taken throughout the year. The District's financial statements are materially correct. Many park districts receive a clean audit; however, Glencoe Park District is special because the District does not have an adjusting journal entry.

Financial Report: The District is three months into the fiscal year. Director Cutrera gave a synopsis of the report. Staff are working on quarterly projections for Board review at the July 18 meeting.

The Recreation Department has recorded an 11% revenue increase compared to last year. The Children's Circle Fund's 17% excess revenue over expenditures is due to open part-time positions and the increase in revenue is due to spring break closure refunds which occurred last year. Staff are monitoring beach pass sales. Sales are unlikely to hit the budgeted target; an accurate projection will be developed after the Fourth of July. Staff are optimistic that daily fee sales are likely to pick up. Boating revenue is up due to a collection rate that is higher than last year and staff diligence in removing those not paying. The G&A Department includes \$45,000 in expenditures for the Comprehensive Plan. The Parks Department expenditures are up due to site development and increased salaries. Rec/Admin/Takiff Departments show a planned increase in revenue due to a shift in the levy allocation back to the Corporate Fund, shifting back from the Recreation Fund during COVID-19. We are also seeing very high returns in investments than we have seen in the past.

In response to a commissioner question on optimizing revenue opportunities, staff do not recommend a mid-season change to allow daily pass sales on weekends. This option is worth evaluating at the end of the season for next year. Financially the beach is doing better than pre-COVID and adding weekend pass sales would create an underlying mistrust based on District marketing to buy a pass as the only way to gain entry on weekends, which could hurt us in the long run. Discussion ensued.

Executive Director Report: Executive Director Sheppard expounded upon items in her report.

Comprehensive Plan tasks are in progress including finalizing the safety audit to be presented to the Board and a parks audit by our landscape architect and Director Kuhs.

The District's Independence Day Party in the Park event on Sunday, July 3 starts at 5:00pm including food trucks, beer and wine, activities, band, and fireworks. The beach is closed on Sunday, July 3 to setup for fireworks and will re-open on Monday, July 4 from 10:00am-9:00pm with a deejay during the day. Staff met with the Village to coordinate logistics and safety measures for the event. The Governor just signed the drone bill for public safety, so Glencoe Public Safety will have a drone scanning during the event. Barricades, stage, and lighting will be positioned strategically to provide protection and remove barriers. Staff are tied up with July 3rd and 4th events, so the District is not participating in the parade on the 4th at 1:00pm. The Party in the Park event was marketed to residents only.

Kudos to the Recreation and Business Teams for a successful seasonal staff training.

Day Camp is up and running. Enrollment is strong and staff are looking to open up more spots, so hiring is in the works to make this happen. The GYS building is housing Action Quest this year due to the Watts renovation project and Game On! is being held at South School then West School. Camp activities are abundant at Takiff. Staff are looking to supplement programming by utilizing independent contractors for the one week between camp and school in support of working parents.

The Marketing Team has been busy updating signage for camps, beach, and in our parks. Superintendent Classen welcomed her daughter, Pearl, six weeks early. Luckily, she met with our marketing contractor that day who will be supporting the District's marketing and communication needs for 15 weeks.

In capital projects, the crib wall of the bluff stabilization project phase 1 is complete and site access is restored to full accessibility. Phase 2 begins after Labor Day. Lakefront Park's playground renovation will be completed by the end of the week. The drop test and audit are next week. The tennis court's final preparations are tomorrow with remaining asphalt work on Thursday. Next week, staff will get the site back to normal and the construction fence down to prepare the park for the Fourth of July festivities. Swing bench installations, perennials, color-coating of tennis courts, and a few benches that are on backorder will be completed after the Fourth of July event or in the fall. A formal ribbon cutting for Lakefront Park will be on July 3rd right before the events at 5:00pm. Tennis courts color coating has to wait for the 3- to 4-week cure time after the asphalt goes down this week. Despite delays, the Watts Center renovation is on time and will be done before season; a punch list of work was reviewed.

Staff are starting budget projections for next year. Director Cutrera is working on our cyber-security instant response plan. The Early Childhood Team did a phenomenal job on promotion ceremonies.

Pickleball feedback is extremely positive. Comments received include wanting more permanent long-term rental times and most wanting side netting removed with others wanting them taller.

Action Items:

Acceptance of the 2023 Audit Report: A motion was made by Commissioner Boron to accept the FY 2022-23 Audit Report as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

Approval of Radio Amplifier Purchase: A motion was made by Commissioner Boron to approve \$44,304.25 and a contingency of \$4,430 for Motorola/Chicago Communications

LLC to purchase and install the Radio Amplifier System as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

Approval of Participant and Parent/Guardian Code of Conduct Policy: A motion was made by Commissioner Boron to approve the Participant and Parent/Guardian Code of Conduct as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

Approval of Vaccination Policy: A motion was made by Commissioner Boron to approve the updated Vaccination Policy for Employees/Independent Contractors as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

Approval of NRPA Conference Delegates and Expenses: A motion was made by Commissioner Boron to approve six Glencoe Park District team members and/or commissioners to attend NRPA Annual Congress in October 2023 with expenses not to exceed a total of \$15,000 as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Covey, Spector, Spain

NAYS: None

ABSENT: Schneider

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:58pm. Commissioner Spector seconded the motion. The motion passed via voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary