

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

The meeting was called to order at 7:10pm and roll was called.

Commissioners present:

Stefanie Boron, Vice President
Bart Schneider, Commissioner
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
Jenny Runkel, Administrative Assistant

Commissioners absent:

Carol Spain, President
Michael Covey, Treasurer

Members of the public in attendance who signed in or spoke: Chris Baskin

Consent Agenda: A motion was made by Commissioner Schneider to approve the consent agenda items as presented including Minutes of the June 20, 2023 Regular Board Meeting and Approval of the Bills. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Schneider, Spector

NAYS: None

ABSENT: Covey, Spain

The motion passed.

Matters from the Public: Chris Baskin, Glencoe resident, indicated that West Park grass on the baseball field is borderline unsafe and asked the Board to consider installing turf. Mr. Baskin added that a turf field would be a benefit to the community and sports, is safe for both playgrounds and fields, would retain athletes beyond house league level who currently leave Glencoe to find better quality fields elsewhere, and with reduced maintenance it would pay for itself.

Vice President Boron encouraged Mr. Baskin to fill out the District's community survey; the results of which will be instrumental in helping the Board determine project priorities to be included in the Comprehensive Plan. The District's grant application for the West Park project was passed up twice and the Board determined that the Lakefront Park tennis courts took priority. The Board would happily accept donations for the project. Per Mr. Baskin's request, the Board will consider creating a Sports Advisory Group.

Financial Report: The District is four months into the fiscal year. Director Cutrera gave a synopsis of the first quarter budget overview attached to these minutes which included a review of the budget timeline, first quarter projections and highlights, Master Plan capital transfers into Corporate and Recreation Funds in June 2023, and the first installment of 2022 property taxes was collected with the second installment expected this fall. Executive Director Sheppard noted that the net surplus total of the Children's Circle Fund includes

other expenses like new employees' health insurance and funds for early childhood wing security enhancements for immediate action as the security audit recommendations become available. Current open positions and recently filled positions were also reviewed.

Director Cutrera, in response to a question, noted that fund transfers in fiscal year 2023 were a carryover from COVID, finally transferring funds held out of an abundance of caution during the pandemic that ended up not being necessary.

Capital project planning discussions will begin again in October.

Executive Director Report: Executive Director Sheppard indicated that due to a printer issue, the brochure is a little delayed and will be in mailboxes by Thursday. Registration communications went out multiple times today. Our software providers have resolved hiccups which occurred during the last registration.

The annual Takiff closure is scheduled for August 14-18. Staff will be checking phones and voicemails.

The Lakefront Park playground opening was on July 3. The tennis courts will be lined this week or early next week. The tennis court footings were poured and anchors set for the posts; expect the courts to be operational in one to two weeks.

The Independence Day Celebration was very well attended and successful due to the safety enhancements and general enjoyment of the park and event. Commissioner comments included that the park was packed with higher attendance than last year, more non-residents attended, and the amazing fireworks. Staff are working on booking the same fireworks provider for next year. Sheppard noted that food trucks now consider this a prime event and, due to long lines, a couple more trucks can be added. Security enhancements including moving the stage to the Park Avenue overlook received minimal complaints and resolved the issue of folks being pushed toward the overlook, people were spread throughout the park, and Public Safety assisted with safety and traffic control. Staff are working on minor changes such as a drop off zone. The race had a decline in participation; the event will be held next year to see if it bounces back, then reviewed. Parade participation will also be reviewed in future due to the expensive cost of paying staff holiday pay. The District did not participate in the parade this year. Director Collins stated that we had less inflatables and activities than last year to resolve the issue of aggressive play and other incidents last year; however, it seemed the aggressive play moved to the playground this year.

Camp is going very well this year. Our camp staff had amazing patience during the air quality issues and July rain. Due to high school and college back at school, we are having problems hiring for child care the week before school starts. We are providing Hot Shots Sports Camp from 9:00am-12:00pm.

The beach finally warmed up this month, although beach attendance this summer has been low. The beach will remain open until Labor Day after which staff will evaluate how long it will stay open.

Kids Club has ten children on the waitlist and staff continue to hire to try to accommodate them.

Director Kuhs indicated that crib wall staining will happen next week for two days with minimal disruption. The Watts renovation is moving along nicely with the roof, interior finishes, and steel beams now revealing the footprint of the new section. It will be open for the ice season with substantial completion as planned before Thanksgiving. Phase two of the crib wall project will start after Labor Day.

Three citizens will join the Board at the August 1 Local Efficiency Committee meeting starting at 7:00pm. The regular Committee meeting is set to follow to include input on what information the Board will need to make decisions on how the beach will be run next year.

Executive Director Sheppard reviewed an inquiry to accept the donation of two sculptures. The library passed on both. Staff recommends that the indoor sculpture is too delicate. The other sculpture might be too inappropriate, but would recommend Old Green Bay Trail near Veterans Park. The Board reached consensus to entertain accepting the indoor sculpture for possible position in the lobby alcove.

The August Board meeting is during our Takiff closure and we do not have an alternate indoor location, but it could be a park tour. Staff asked the Board to consider either cancelling the meeting or changing it to a park tour.

In response to a commissioner suggestion of independent contractors sending registration reminder emails to help parents remember to start the process, Director Collins stated that Broadway Bound is the only independent contractor that sends out their own emails. The District sent a reminder late last week and will ask to have another email reminder sent out.

Action Items:

Approval of the Annual Treasurer's Report: A motion was made by Commissioner Spector to approve the Annual Treasurer's Report for FY2022-23 as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Schneider, Spector

NAYS: None

ABSENT: Covey, Spain

The motion passed.

Approval of PDRMA Health Insurance Renewal: A motion was made by Commissioner Spector to approve that no notification be given to PDRMA Health Program regarding termination, and in doing so, that the District remain with PDRMA Health Program for another three-year period as presented. Commissioner Schneider seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Schneider, Spector

NAYS: None

ABSENT: Covey, Spain
The motion passed.

Approval of Kubota RTV Purchase: A motion was made by Commissioner Schneider to approve the purchase of one Kubota RTV from Burris Equipment under Sourcewell contract #122220-KBA in the amount of \$31,833.05 as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Schneider, Spector

NAYS: None

ABSENT: Covey, Spain

The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Spector moved to adjourn the meeting at 8:01pm. Commissioner Schneider seconded the motion. The motion passed via voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



GLENCOE PARK DISTRICT Q1 PROJECTIONS



Budget Timeline



FY 2023/24 Q1 Projections

	FY 24 BUDGETED EXCESS REV OVER EXPENDITURES	FY 24 PROJECTED EXCESS REV OVER EXPENDITURES	Variance
<u>CORPORATE FUND</u>			
Administration	\$ 2,670,000	\$ 2,743,000	\$ 73,000
General and Administration	-	-	-
Parks Department	(1,737,205)	(1,679,188)	58,017
Watts Ice Center	(166,296)	(163,727)	2,569
Beach	22,925	(16,159)	(39,084)
Boathouse	(90,333)	(90,776)	(443)
CORPORATE - TOTAL	699,091	793,150	94,059
<u>RECREATION FUND</u>			
Administration/Takiff	(1,431,881)	(1,290,675)	141,206
Recreation Programs	1,586,203	1,659,417	73,214
Children's Circle	6,135	112,989	106,854
Fitness	1,571	2,977	1,406
RECREATION - TOTAL	162,028	484,708	322,680
MAJOR OPERATING - TOTAL	\$ 861,119	\$ 1,277,858	\$ 416,739
<u>OTHER OPERATING FUNDS</u>			
SPECIAL RECREATION FUND	\$ (302,900)	\$ (302,900)	\$ -
PENSION/RETIREMENT FUND	(40,000)	(34,600)	5,400
SOCIAL SECURITY/MEDICARE FUND	(17,275)	(14,075)	3,200
BOND & INTEREST FUND	(194,491)	(184,491)	10,000
LIABILITY INSURANCE FUND	(33,300)	(30,700)	2,600
WORKERS' COMPENSATION FUND	(12,500)	(11,500)	1,000
AUDIT FUND	367	367	-
<u>CAPITAL FUNDS:</u>			
CAPITAL PROJECTS FUND	\$ (727,473)	\$ (724,706)	\$ 2,767
2020 BOND PROCEEDS	(2,161,501)	(2,112,189)	49,312
MASTER PLAN CAPITAL FUND	(4,596,631)	(4,268,173)	328,458
SUBTOTAL - CAPITAL FUNDS	(7,485,605)	(7,105,068)	380,537
ALL FUNDS - TOTAL	\$ (7,224,585)	\$ (6,405,109)	\$ 819,476



FY 2023/24 Q1 Projection Highlights

- Rec Programming remains strong - Projecting \$156k additional revenue
 - Biggest contributors to increase:
 - Kinder Corner Camp
 - Sun Fun
 - Aquatics Camp
 - Camp Adventure
- Significant bump in revenue due to Interest Income
 - Projecting \$655k for FY 23/24
- Labor Market
 - Some improvement noted in labor market, less positions unfilled
- Beach pass sales down, partially offset by reducing expenditures
- Lakefront Park Construction below budget



Master Plan Capital Transfer

- Master Plan Capital Transfers
 - Corporate Fund \$850,000
 - Recreation Fund \$550,000
- Transferred in June 2023



Master Plan Capital Transfer History			
Fiscal Year	Corporate	Recreation	Total
	Fund	Fund	
FY 2015	400,000	300,000	700,000
FY 2016	300,000	700,000	1,000,000
FY 2017	150,000	250,000	400,000
FY 2018	600,000	1,100,000	1,700,000
FY 2019	500,000	500,000	1,000,000
FY 2020	300,000	700,000	1,000,000
FY 2021	650,000	850,000	1,500,000
FY 2022	300,000	-	300,000
FY 2023	1,050,000	400,000	1,450,000
FY 2024	850,000	550,000	1,400,000

Property Taxes

- Levy Edit review complete, final rates still pending
- We have collected most of the 1st installment of the 2022 levy (slightly over 50% of our budgeted property tax revenue)



Fund	2023-2024 Total Budget	2023-2024 YTD Activity
Corporate	\$ 2,527,000	\$ 1,327,278
Recreation	1,145,000	595,975
Special Recreation	390,000	256,755
Retirement	288,000	149,690
Social Security	328,000	171,174
Debt Service	1,109,159	538,080
Liability Insurance	230,000	120,846
Workers' Comp	32,500	17,447
Audit	16,367	8,745
	\$ 6,066,026	\$ 3,185,989

THANK YOU



glencoe parkdistrict.com