

MINUTES OF FEBRUARY 1, 2022 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
ZOOM AND 999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

Commissioners and members of the public confirmed they could see and hear. The meeting was called to order at 7:01pm and roll was called. All commissioners gave permission to be recorded.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Bart Schneider, Commissioner  
Carol Spain, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
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: There was no one in attendance.

Matters from the Public: There were no matters from the public.

Update on Fund Balance and Potential Transfer to Fund 69: Director Cutrera reviewed the projected fund balance, how it affects our ability to transfer funds to Fund 69 for Master Plan capital projects, the timeline for determining and transferring funds, and the FY2021-22 transfer. Staff recommended an adjustment to the timing to evaluate the transfers prior to the fiscal year end and then, if approved, those transfers can be made once the audited numbers are available and have the flexibility to reduce the transfer without having to wait one year. Staff are recommending transferring \$600,000 from the Corporate Fund leaving 67% fund balance and \$850,000 from the Recreation Fund leaving 61% fund balance, our third largest transfers in the last ten years. Staff answered commissioner questions. These funds are committed to capital projects. The timeline and the reasoning behind each task were reviewed. Commissioner Spain commented that doing the fund transfer in the current fiscal year is more transparent. Sheppard indicated that the District is proud to be able to transfer these funds to meet the goals set for capital projects.

Discussion on Fund 65, Fund 67, and Fund 69 Capital Projects:

*HVAC Filters:* At the December committee meeting, Board members asked for information on additional filtration. Director Leiner explained a possible MPBI system which was installed in our early childhood wing during the pandemic. This system is being installed in airports, schools, and hospitals, however; there is no third-party testing to indicate that this filtration system will work for COVID-19. It does eliminate mold, allergens, dust, and typical irritants as an additional layer to the traditional paper filter system currently in action. This system will cost approximately \$10,000. If the

Board would like to move forward, this could be paid for by reducing the R-22 refrigerant backup supply for Watts Ice Center. Staff answered commissioner questions and discussion ensued as follows. For our application this is the appropriate option, is proven, and does not see this system becoming obsolete. This system is the commercial version of the ionizers at South School and will only make the situation better. This is a 'no ozone' device. Sheppard reiterated that the system is not proven to work for COVID and we may spend \$10,000 to do nothing more than we have now. Early childhood wing families and ceramics participants have asked for better filtration, but no one has asked for programs in the rest of the building. We do not know if it would bring in more participants or not. Having better filtration and circulation is a lesson learned from COVID. If we can make families more at ease and feel safer, we should do it. If not COVID, it can help with mold and allergies.

Chair Brooks, based on committee discussion, asked staff to move forward with the filtration system using funds from reducing the Watts R-22 refrigerant.

*AV Conference System for Community Hall:* The Board asked for a more robust AV system for special events, rentals, and Board meetings. Director Collins indicated that the Apt quote included in the Board packet listed speakers, video conferencing, wireless projection, audio including wireless microphones and two-way mics, and a touch screen GUI system. We will have the ability to bring in attendees and speakers remotely and transmit to YouTube. The cost would be approximately \$60,000 including electrical upgrades. Staff answered commissioner questions and discussion ensued as follows. We will need to get a legal bid, although this helps us set the initial scope before the bid process begins. A moving camera is a helpful element in a board-style meeting. The extremely large screen would be mounted and retractable. The setup will be limited, if we want to be able to move the room around, we would need to increase the scope and add an additional projector and screen. The sound is not great in community hall currently, the new system will have a much higher quality sound. During the week, community hall is heavily programmed. Staff are concerned about damage to the equipment during other programming and will make it as safe as possible. Commissioners commented that modernization needs to happen as a cost of doing business since Zoom is not going away and our designers could present virtually, reducing costs. The District is not currently high-tech. This could also help with staff training. Collins indicated an additional option would be adding one portable microphone per commissioner with on/off capability to define where the audio is coming from and have control over what comments are heard adding \$3,000 to \$4,000 to the quote. Sheppard indicated that she heard a consensus requesting adding a camera that moves. This would bring the total up to approximately \$75,000. Maintenance lifespan, one-time costs, and damage/insurance claims were reviewed. Collins indicated that most renters are looking for a less expensive option, if they do have the need there is a damage deposit and an add-on fee. The camera is a pan, zoom, and tilt. This discussion tonight is to determine if a budget line item is added to the draft, not to follow through with the purchase.

Chair Brooks, based on committee discussion, directed staff to move forward with adding this line item and requesting bids.

*Fund 67 & 69:* Director Leiner reviewed the list of Fund 67 & 69 items. The gas kiln was approved and then tabled at the start of COVID. The beach crib wall retaining wall project from the halfway house to the water plant. After review of the project, the budget needs to be \$750,000-\$800,000 with possible additional funds from one of two grants and Village funds in addition to the \$400,000 the District has set aside. The pier project's remaining designer fees, the construction which is already Board-approved, and owner-items to be purchased while the project is constructed are included. The Watts project includes the Board-approved designer fees for Wight, the owner fees including WB Olsen and furniture, signage, and items needed inside prior to opening. We are working with WB Olsen and Wight to finalize designs for review with the Board the first week of March.

*Other:* Sheppard notified the Board that a community survey and an updated Master Plan are required to apply for grants. We are looking to work with the Village as a shared community effort. Leiner indicated that OSLAD grants are delayed; do not expect to hear about the West Park grant until late spring. The crib wall project is not a strong grant competitor, but is not ruled out yet. The West Park grant is a strong competitor. Commissioner Boron shared that the West School PTO is looking to possibly fund a bathroom for the park.

All items discussed above will be seen in the budget draft presented at the Finance Committee of the Whole meeting this month.

#### Other Business:

*Racquet Court Design Options:* Racquet courts design options A through D for Lakefront Park were reviewed to see if the Board wanted any of the options removed from consideration at the community meeting. Community feedback was reviewed. Comments included that the Board should consider eliminating Layout B as it eliminates all tennis courts, which the community indicated they still wanted. West Park will have pickleball only if we get the OSLAD grant and the grant is delayed. Feedback indicated the community wants pickleball, do not eliminate the pickleball only layout. Discussion ensued. Our goal is recreational, not tournament play. Noise screens are not installed in windy areas like Lakefront Park.

Chair Brooks, based on committee discussion, directed staff to offer potential layouts C & D for review at the community meeting.

GJHP Stipend Request Discussion: GJHP requested a \$15,000 stipend. Commissioner Boron recused herself as her daughter is on the GJHP Board and is very active. Commissioner Covey un-recused himself as his wife is no longer on the GJHP Board. Discussion ensued as follows. Board members indicated that GJHP has a large balance for that type of organization and we offer them use of facilities and doesn't see the need to do more. Other comments included not seeing the need to give them money, but is also a good entity and wants to be supportive, so would lean towards supporting GJHP. Really impressed that GJHP could build such a large fund balance that has not

decreased from \$300,000, especially during COVID. The park district partners with a lot of community organizations and donations in-kind are still a donation. We can share our assets/services/facilities along with the cost to maintain those. This should cement our partnership with them. A relatively small amount of money that could put other relationships at risk. Sheppard indicated we should not subsidize their theatre program which is in direct competition with our theater program that must cover its expenses. Their service projects are a worthy cause. Their healthy funds do not require such a large stipend. A \$5,000 stipend would soften the blow versus no stipend. Sheppard will explain to the GJHP board and directors. The Board directed Executive Director Sheppard to add \$5,000 for GJHP to the budget.

In response to a suggestion, Collins will look into the Court Reserve app in comparison to our newly installed RecTrac reservation system.

Adjourn to Closed Session: At 8:10pm, Commissioner Schneider moved to adjourn into closed session to discuss personnel – executive director evaluation as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Boron moved to return to open session at 9:18pm, Commissioner Schneider seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Adjourn: Commissioner Schneider moved to adjourn the meeting at 9:18pm. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary