

MINUTES OF JANUARY 20, 2026 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and roll was called.

Commissioners present:

Michael Covey, President  
Nicole Reifman, Vice President  
Jackie Guzman, Treasurer  
Gary Hazan, Commissioner  
Meg Cummins, 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  
Erin Classen, Superintendent of Marketing and Comm.

Members of the public in attendance who signed in or spoke: None

Board Approves Commissioner Covey and Commissioner Reifman to attend via phone.

Consent Agenda: A motion was made by Commissioner Hazan to approve the consent agenda items as presented, including the Minutes of the December 16, 2025 Regular Board Meeting, the January 6, 2026, Committee of the Whole Meeting, and Approval of the Bills. Commissioner Cummins seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Reifman, Guzman, Hazan, Cummins,  
NAYS: None  
ABSENT: None

The motion passed.

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

Financial Report: The District is ten months into the fiscal year. Director Cutrera presented an overview of the monthly financial report, which is included in the board packet. The Recreation Department reported a 16% increase in revenue compared to the prior year, driven by strong performance in programs and camps such as Kids Club, Game On, and Action Quest, with the revenue-to-expenditure ratio remaining consistent at 51%. Children's Circle revenues are essentially flat year over year, while the Fitness Department continues to perform well, generating approximately \$16,000 in excess revenue over expenditures. Beach and Boating operations are also in line with prior-year results. At Weinberg, earlier concerns related to timing differences in revenue and expenditures have begun to level out, with revenues up approximately 2% and expenses up about 6% compared to last year, The weather continues to play a significant role in ice operation revenues and is closely monitored by staff. The G&A Department remains relatively flat year over year. Parks Department expenditures are higher by approximately \$100,000 due to the Shelton Path repaving project. Second-installment property tax revenues, which have begun to arrive and are expected to largely catch up by next month.

Children's Circle Presentation: Molly Tigera, Early Childhood Director, and Bobby Collins, Deputy Director of Recreation and Facilities, gave a presentation on Children's Circle Operations (provided in supplements). The presentation reviewed Early Childhood leadership staff, the classroom structure and schedule, the goals and learning styles in the program, and financials. Staff and board discussed the growth of the program and the impact that it has on the District.

Executive Director's Report: Executive Director Sheppard shared a summary of her report included in the Board packet. Administrative staff has been busy preparing the upcoming budget.

### **Budget**

Executive Director Sheppard noted that the budget development process begins early each year, typically in June and July, and is well underway. A preliminary draft of the 2026 budget is scheduled to be presented at the February committee meeting.

### **Gold Medal Application**

Staff is currently preparing the 2026 National Gold Medal Award application, which is due March 13. The application process is being used as a tool for self-assessment and continuous improvement, allowing the District to evaluate national trends and identify opportunities to strengthen operations and services.

### **Capital Projects – Greenhouse and Maintenance Center**

Director Kuhs provided an update on capital projects, noting significant progress since the last report. At the greenhouse site, structural foundations and stone veneer have been completed, and the greenhouse framework is approximately 40% complete, making the project's final form increasingly visible. At the maintenance center, structural steel installation is underway and expected to take approximately six weeks, weather permitting. Following completion of the steel work, underground electrical and plumbing will begin, with a target of reopening the adjacent ballfield by May 1. Overall, both projects are progressing well.

### **Weinberg Ice Rink Operations**

Staff reported that January is typically a slower period at the ice rink due to extreme cold temperatures, with attendance expected to decrease during cold snaps and rebound in February as the season nears its end. Rentals have been rescheduled when forecasted wind chills reach unsafe levels, consistent with District policy, while staff continue to work with user groups when conditions allow. Winter break activity was strong, and staff continue to monitor weather impacts closely.

### **Winter Weather Operations and Emergency Preparedness**

Staff reviewed cold-weather operational protocols, emphasizing the District's goal of maintaining programs whenever safely possible. Childcare programs such as Children's Circle and Kids Club remain open during school cancellations when feasible to support working families, while enrichment programs held at schools are typically canceled. Staff monitors weather and safety conditions throughout the day, maintains weekend coverage

for facilities, and coordinates with the Village as needed. Emergency procedures and contingencies are outlined in the District's emergency operations plan.

**Programs and Facilities**

Youth basketball recently began and is off to a strong start. Staff highlighted continued growth and high usage of the fitness center by residents of all ages, including participation from the transition program several times per week. The fitness center was noted as an increasingly valuable and well-used community amenity.

**Communications and Marketing**

The joint "Inside Glencoe" publication with the Library, School District, Park District, and Village was recently mailed, with planning already underway for the next edition. Staff reported significant growth in social media engagement, especially on Instagram, where engagement has approximately doubled compared to last year. The Board acknowledged the marketing efforts for creativity, responsiveness to trends, and growing community reach.

**IPRA Conference**

Many staff will be attending IPRA/IAPD Conference in Chicago at the end of next week. President Covey and Commissioner Guzman will join for the awards luncheon on Friday.

Action Items:

Approval of the 2025 General Obligation Bond Ordinance: A motion was made by Commissioner Hazan to approve Ordinance 983, acknowledging Commissioner Guzman as Treasurer and Commissioner Covey as President as authorized officers for BMO accounts. Commissioner Cummins seconded the motion.

No further discussion ensued.

Roll call vote taken:

AYES: Covey, Reifman, Guzman, Hazan, Cummins

NAYS: None

ABSENT: None

The motion passed.

Approval of Policy Ensuring Access for All: A motion was made by Commissioner Hazan to approve the Policy Ensuring Access for All, Ensuring all Individuals Can Participate in Glencoe Park District Programs/Facilities/Parks without discrimination as presented.

Commissioner Cummins seconded the motion.

No further discussion ensued.

Roll call vote taken:

AYES: Covey, Reifman, Guzman, Hazan, Cummins

NAYS: None

ABSENT: None

The motion passed.

Other Business: None

Adjourn: Commissioner Cummins moved to adjourn the meeting at 7:57pm. Commissioner Hazan seconded the motion. The motion passes via voice vote.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa M. Sheppard", written in a cursive style. The signature is positioned above a horizontal line.

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Lisa M. Sheppard  
Secretary