APPROVED

MINUTES OF March 18, 2025 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:
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
Erin Classen, Superintendent of Marketing and Comm.

Commissioners absent:
Bart Schneider, Commissioner

Members of the public in attendance who signed in or spoke: Lori Crosson

Consent Agenda: A motion was made by Commissioner Boron to approve the consent agenda items as presented, including Minutes of February 18, 2025, Regular Board Meeting, Minutes of March 4, 2025, Regular Committee Meeting, and Approval of the Bills. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Matters from the Public: Lori Crosson, a 9-year Winnetka/Glencoe resident at 196 Scott Ave., addressed the board on an issue that recently arose, identifying her as a nonresident of the park district. She had previously received resident rates due to a mistake and has enjoyed the services of the Glencoe Park District. She would like to keep her status as a resident. She has been in contact with Village President Howard as well. She believes there are shared services between the village and the park district, and since she pays taxes to the Village, this should help. She thinks this is a unique situation, and she feels she is a community member in Glencoe.

Discussion on Exemption for Non-Resident Fee Policy for Village of Glencoe Homeowners: The Board discussed the discrepancy in residency classification affecting certain households in the Village of Glencoe, where some residents were previously receiving Glencoe Park District resident rates by mistake. This issue was identified during an address verification process required for local elections. The affected community members were notified and given a chance to verify their park district residency by providing their tax bill. In total, about 12 regular users of services were identified under the incorrect classification.

Board discussion ensued on whether to grant exceptions for affected individuals, particularly for camp and childcare programs, or to enforce our fee policy. The main concern was fairness to taxpayers who fund the park district through property taxes. Fees for certain amenities, like beaches, do not fully cover operational costs, making taxpayer support crucial. The Board came to a consensus to discontinue the incorrect resident classifications but allow a grace period until August 1, 2025 to accommodate upcoming registrations and provide transition time for those affected by the change.

Financial Report: Director Cutrera gave a synopsis of the report and an overview of the past budget year. Figures are not final and do not yet reflect accrual adjustments for deferred revenue, including property tax revenue received before February 28 that will be allocated to the next levy year. While these numbers are not final, projections are closely aligned with expectations, and no major variations are anticipated.

The Weinberg season concluded with a revenue deficit of approximately $120,000 over expenditures, compared to a $91,000 deficit in the prior year. The primary drivers of this increase were additional maintenance costs and purchases for the facility's mechanical systems, discussed in previous meetings.

The finance team is currently in the process of closing the books for the fiscal year, with a quick turnaround required for the upcoming audit. Fieldwork is scheduled for mid-April, providing a short window between fiscal year-end and the audit process. Once accrual adjustments are recorded, a clearer financial picture will be available, aligning the final report with Generally Accepted Accounting Principles (GAAP).

Beach operations performed well financially, with revenue increasing from $350,000 in the prior year to $390,000 this year, reflecting a 10–15% year-over-year increase. Expenses did not rise as significantly, resulting in a strong financial position for this area. The board discussed the impact of the revised beach access policy, which expanded availability of daily passes Monday through Friday. Survey feedback on the changes was largely positive, and financial trends suggest the policy was both fiscally responsible and beneficial for community access.

Executive Director Report: Executive Director Sheppard provides an overview of the report provided in the packet. The spring/summer program registration had glitches in registration, and although the system never crashed, there were noticeable slowdowns, mostly between 7:05 and 7:15 AM. Staff and L6, were on-site monitoring the situation and ruled out internal server issues, leading to the conclusion that the slowdowns were related to the VSI software. While most participants were able to register for their programs, the temporary slowdown did create frustration. To address these ongoing registration challenges, the district has been in discussions with L6 and VSI, as well as other park districts that use the same software. Many districts have reported similar issues, confirming that the problem is with the software itself and not our internal infrastructure. Staff are exploring long-term solutions, including the possibility of switching to VSI's cloud-based hosting service, which has shown better performance and stability in other districts. Lisa emphasized that ensuring a fair registration process remains a priority.

The recent lockdown drill at the Takiff Center focused on testing overhead and phone announcements, as well as door hardware, and was conducted with the support of Glencoe Public Safety. Staff responded calmly and effectively. Public Safety was impressed with the proactive measures, such as the installation of Bolo sticks in every room. Moving forward, the district plans to conduct these drills every six months and will expand to include active shooter response exercises and tabletop planning sessions in coordination with the Village.

The Weinberg rink season has concluded, and staff will present a full detailed report at the April board meeting. Staff did an excellent job with the rink this year. We have strong usage of the fitness center, particularly during late afternoon and weekend hours, and the team will monitor trends to determine any necessary operational adjustments. The District's annual goals are now included in the annual budget book for ongoing reference.

Action Items:

Approval of Fiscal Year 2025/26 Budget: A motion was made by Commissioner Boron to approve the Fiscal Year 2025/26 Budget Approval Draft as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of Construction Management Firm for Maintenance Center/Ballfield: A motion was made by Commissioner Boron to approve the agreement with Wight and Co. for construction management services, including a fixed fee of $25,000 for preconstruction and bidding services, a construction management Fee of 2.9% of construction costs to be fixed with the GMP, and an insurance fee of 1.0% as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the Racket Court Configuration at Shelton Park: A motion was made by Commissioner Boron to approve Option A, 1 tennis and 2 pickleball courts, for the final design configuration at the Shelton Park Racquet Courts. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Apparel Bid: A motion was made by Commissioner Spector to approve Empire Printing apparel bid for 2025 at the per cost per item as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Spector, Spain, Boron

NAYS: None
ABSENT: Schneider

The motion passed.

Approval of Bi-Annual Review of Executive Session Minutes 5ILCS 120/2c(21): A motion was made by Commissioner Spector to approve the approval and release of the executive session minutes from January 21st, 2025, February 4th, 2025 and February 18th, 2025 under the Open Meetings Act as mandated by 5ILCS120/2 (c)(21) as presented. Commissioner Spector seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: Executive Director Sheppard gave an update on the beach HB that was proposed by Representative Katz Maul.

Executive Session: There was no reason to enter into closed session.

Adjourn: Commissioner Boron moved to adjourn the meeting at 7:57pm. Commissioner Covey seconded the motion. The motion passed via voice vote.

No further discussion ensued. Roll call vote taken:

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

The motion passed.

Respectfully submitted,

Lisa M. Sheppard
Secretary