

MINUTES OF OCTOBER 17, 2023 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01pm and roll was called.

Commissioners present:

Carol Spain, President
Stefanie Boron, Vice President
- *Boron arrived at 7:07pm*
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.
Adam Wohl, Asst. Director of Recreation and Facilities
Jessica Stockl, Early Childhood Director
Erika Doroghazi, Arts and Youth Program Manager
Shannon Stevens, Athletics/Teen Camp Program Mgr
Savannah Martin, Early Childhood Supervisor
Jenny Runkel, Administrative Assistant

Commissioners absent:

Bart Schneider, Commissioner

Members of the public in attendance who signed in or spoke: There were no members of the public in attendance.

Consent Agenda: A motion was made by Commissioner Spector to approve the consent agenda items as presented including Minutes of September 20, 2023 Regular Board Meeting, Minutes of October 3, 2023 Committee of the Whole Meeting, Surplus Property Disposal Ordinance No. 957, and Approval of the Bills. Commissioner Covey seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Covey, Spector, Spain

NAYS: None

ABSENT: Boron, Schneider

The motion passed.

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

Financial Report: The District is seven months into the fiscal year. Director Cutrera gave the presentation attached to these minutes on second quarter projections of where the District stands financially as of August 31, 2023 within the District's FY2023-24.

Commissioner Boron arrived at 7:07pm.

Staff answered Commissioner questions and discussion ensued as follows. Regarding wage and inflation factoring into the cost of benefits, IMRF is the main variable. The District being competitive in the marketplace by attracting and retaining employees is the main goal. Actuaries are keeping Social Security and Medicare steady at 6.2% and 1.45% respectively, but IMRF could increase by 5-7%. There is nothing concrete as of yet to justify making an adjustment out of operating funds; however, staff are watching.

In regards to the figures being 10-15% lower than budgeted, attrition rates related to salary is something we can consider; however, there is a process of approval for adjustments to the budget. Staff tries to be careful with budgeting, including adding a cushion to the appropriation, but the process is why we have historically budgeted as if all positions will be filled. The quarterly projections are strictly for internal use in order to make decisive decisions.

Summer Camp Report Presentation: Managers Doroghazi, Stevens, and Martin presented the 2023 Summer Camp Report attached to these minutes.

Staff answered Board questions and discussion ensued as follows. Staff noted survey results regarding camp hours were affected by a couple youth camp families who want only AM or PM care, not both as offered. In addition, one request to extend Teddies Camp by one hour has already been adjusted for 2024 camp. With the age/grade adjustment to match local schools, a Commissioner noted discomfort of her 5th grader going on field trips with 8th/9th graders. A Commissioner noted that we should offer more for 9th graders; however, staff indicated many 9th graders look to overnight camps, high school sports camps, or CIT programs leaving a very limited number of that age group in camp programming. Comprehensive Plan results are showing that the older age groups want less structured programming versus their parents who want more for them. Camp numbers are rising over 2019 pre-COVID numbers and drawing from other local areas due to the District's lower cost, quality of programming, hours, location, and word of mouth that our camps are better. Residents comprise 85% of camp participants and receive priority registration. Job opportunities for younger staff was discussed. The Board and Executive Director Sheppard complimented staff on a great camp season.

Executive Director Report: Executive Director Sheppard shared that Supt. Classen returned from leave and Manager Stevens has been promoted to facility manager with responsibility for the beach and the ice rink.

IAPD/IPRA Conference is coming up in Chicago at the end of January with excellent sessions on Friday and Saturday for Commissioners. The IAPD Business Meeting is on Saturday. The District's delegate will be an action item at the November meeting and can be either a Commissioner or Executive Director Sheppard. Executive Sheppard encouraged Board members to attend and, if they are interested in doing so, to contact Jenny who will complete their registration.

Director Kuhs reported that staff will install the new Woodlawn Park spinner when weather allows and that they planted grasses, Swamp Oak, and pollinator-friendly plantings as a joint planting effort along the Green Bay Trail. The bluff stabilization project is still on track for completion at the end of November. When the project gets to road replacement and ramp closure, a communication will go out to the public. The Watts project next tasks were reviewed and is still on time to open as planned at the end of November.

Director Collins shared that we hosted over 500 participants in the Mud Run which included a new, well-received family heat. In October, Boo Bash is going to have record

turnout on the 27th and the Preschool Spooktacular is scheduled for the 31st in the morning. November includes and the Art Show, If Kids Ran Thanksgiving, and the ice rink opening the day after Thanksgiving.

Action Items:

Approval of Resolution No. 956: Truth in Taxation: A motion was made by Commissioner Boron to approve Resolution No. 956 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 Donation Agreement for Watts Renaming: A motion was made by Commissioner Boron to approve the Donation Agreement for Watts Recreational Center Renaming 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 Watts Recreational Center Security Enhancements: A motion was made by Commissioner Boron to approve a change order on the Watts renovation project in the amount not to exceed \$75,000 for work related to the installation of swipe card-controlled security access for Kids Club, window security film, and other items as presented. Commissioner Spector seconded the motion. These features were recommended to be added after the original plan approval. The key swipe and anything to secure a building with children is vital. 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 8:06pm. Commissioner Spector seconded the motion. The motion passed via voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



GLENCOE PARK DISTRICT Q2 PROJECTIONS



Budget Timeline



FY 2023/24 Q2 Projections

	FY 24 BUDGETED EXCESS REV OVER EXPENDITURES	FY 24 PROJECTED EXCESS REV OVER EXPENDITURES	Variance
<u>CORPORATE FUND</u>			
Administration	\$ 2,670,000	\$ 2,921,300	\$ 251,300
General and Administration	-	-	-
Parks Department	(1,737,205)	(1,602,019)	135,186
Watts Ice Center	(166,296)	(157,646)	8,650
Beach	22,925	(10,552)	(33,477)
Boathouse	<u>(90,333)</u>	<u>(87,821)</u>	<u>2,512</u>
CORPORATE - TOTAL	699,091	1,063,262	364,171
<u>RECREATION FUND</u>			
Administration/Takiff	(1,431,881)	(1,192,076)	239,805
Recreation Programs	1,586,203	1,689,105	102,902
Children's Circle	6,135	175,832	169,697
Fitness	<u>1,571</u>	<u>3,574</u>	<u>2,003</u>
RECREATION - TOTAL	162,028	676,435	514,407
MAJOR OPERATING - TOTAL	<u>\$ 861,119</u>	<u>\$ 1,739,697</u>	<u>\$ 878,578</u>
<u>OTHER OPERATING FUNDS</u>			
SPECIAL RECREATION FUND	\$ (302,900)	\$ (294,900)	\$ 8,000
PENSION/RETIREMENT FUND	(40,000)	(31,600)	8,400
SOCIAL SECURITY/MEDICARE FUND	(17,275)	(11,000)	6,275
BOND & INTEREST FUND	(194,491)	(176,991)	17,500
LIABILITY INSURANCE FUND	(33,300)	(58,000)	(24,700)
WORKERS' COMPENSATION FUND	(12,500)	(11,500)	1,000
AUDIT FUND	367	1,500	1,133
<u>CAPITAL FUNDS:</u>			
CAPITAL PROJECTS FUND	\$ (727,473)	\$ (664,706)	\$ 62,767
2020 BOND PROCEEDS	(2,161,501)	(2,112,189)	49,312
MASTER PLAN CAPITAL FUND	<u>(4,596,631)</u>	<u>(4,223,173)</u>	<u>373,458</u>
SUBTOTAL - CAPITAL FUNDS	(7,485,605)	(7,000,068)	485,537
ALL FUNDS - TOTAL	<u>\$ (7,224,585)</u>	<u>\$ (5,842,862)</u>	<u>\$ 1,381,723</u>



FY 2023/24 Q2 Projection Highlights

- Rec Programming remains strong - Projecting \$233k additional revenue
 - Biggest contributors to increase:
 - Kinder Corner Camp
 - Sun Fun
 - Aquatics Camp
- Significant bump in revenue due to Interest Income
 - Projecting \$755k 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

- Final rates released early October
- Final extension is \$215k (3.5%) over original budget
- Factoring in collectability, final extension is \$90k (1.5%) over original budget
- Recapture of \$70,060



Fund	2023-2024 Total Budget	2022 Levy Extension
Corporate	\$ 2,527,000	\$ 2,659,180
Recreation	1,145,000	1,196,375
Special Recreation	390,000	356,252
Retirement	288,000	301,610
Social Security	328,000	342,830
Debt Service	1,109,159	1,130,764
Liability Insurance	230,000	241,290
Workers' Comp	32,500	35,193
Audit	16,367	17,539
	\$ 6,066,026	\$ 6,281,033

THANK YOU



glencoe parkdistrict.com

The background image shows two young girls in the foreground, smiling and wearing red t-shirts that say "Camp Adventure". They are in an indoor pool facility with a blue wall and a wooden structure in the background. Other children are visible in the pool area.

Glencoe Park District 2023 Summer Camp Report

Erika Doroghazi, Program Manager – Youth Camps
Savannah Martin, Program Manager – Preschool Camps
Shannon Stevens, Program Manager – Teen Camps

Agenda

- 2023 Summer Staff
- Camp Offering Overview
- Survey Results
- Future Considerations



2023 Summer Seasonal Staff

- Utilized Talent LMS to complete mandatory training
- Summer Staff Referral Incentive
 - Hired 14 staff
- Job Fairs
 - Loyola Academy
 - New Trier
 - Takiff Center



Preschool Camps

- Baby Bears
 - Under 24 Months with guardian
 - Thursdays 10-11 AM
- Teddy Bears
 - 2 years old
 - Tuesday/Thursday 9:15-11:15 AM
- Panda Bears
 - 3 years old
 - Monday, Wednesday, Friday or Monday-Friday 9-11:30 AM
- Koala Bears
 - 4 years old
 - Monday-Friday 9 AM-1 PM or 9 AM-3 PM
- Kinder Korner
 - 5 years old
 - Monday-Friday 8:45 AM-1 PM or 8:45-3 PM or 7 AM-6 PM

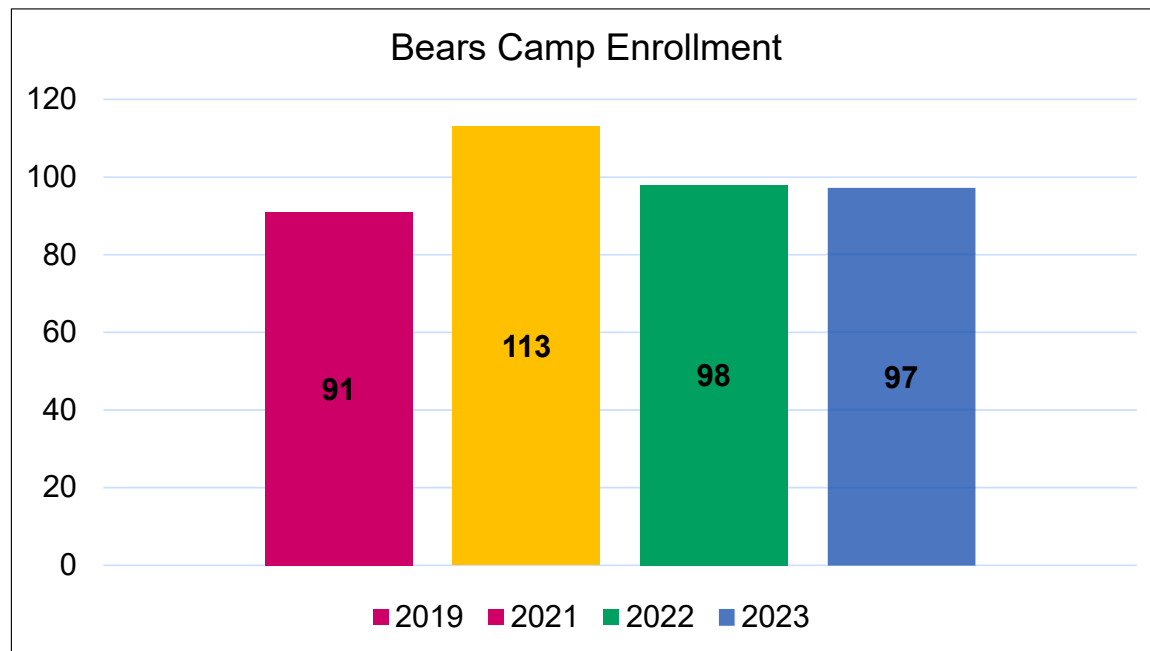


Preschool Camps

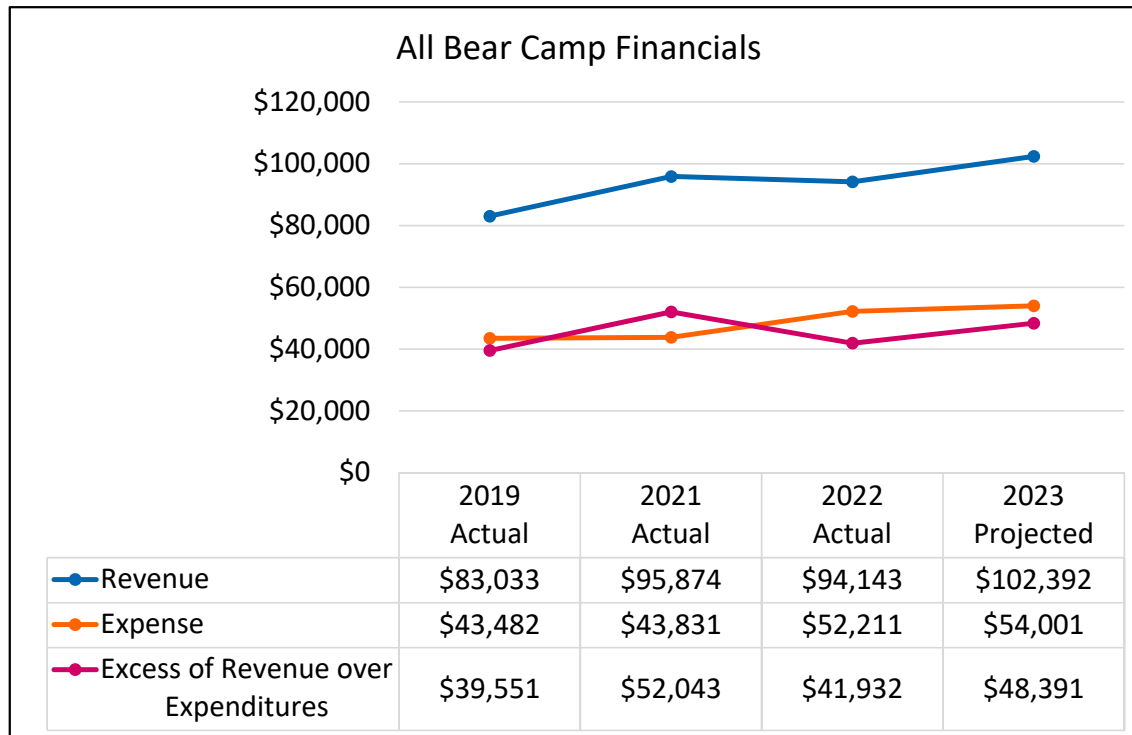
- Brought in New Performers
 - Andy Head Wacky Juggler
 - TwistiCity Giant Bubble Shows
 - StarLab from Discovery Center Museum in Rockford
 - DJ Dance Party
 - Bach to Rock
- Performer Survey was sent to Camp Directors at the end of summer



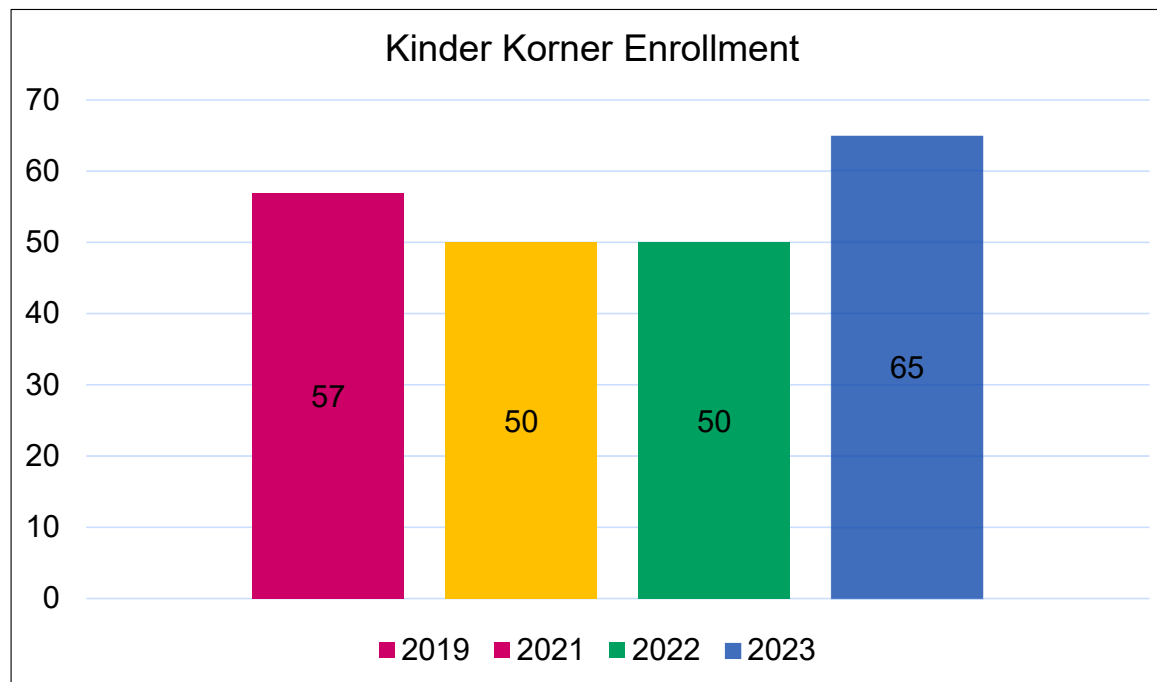
Bears Camp



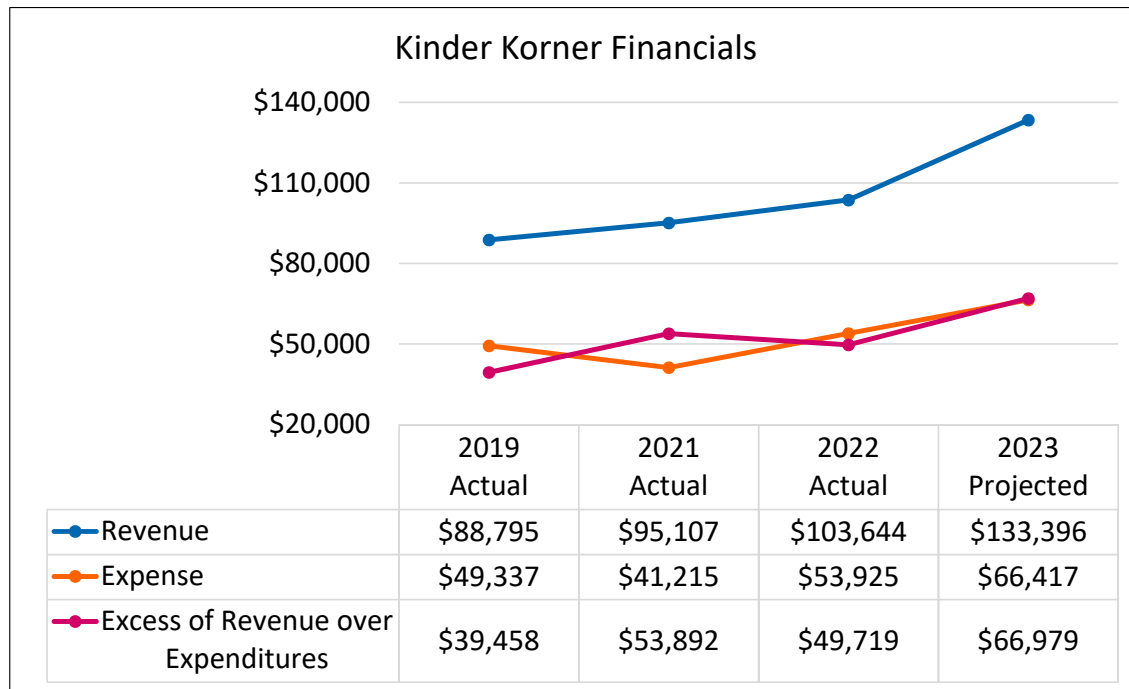
Bears Camps



Kinder Korner



Kinder Korner

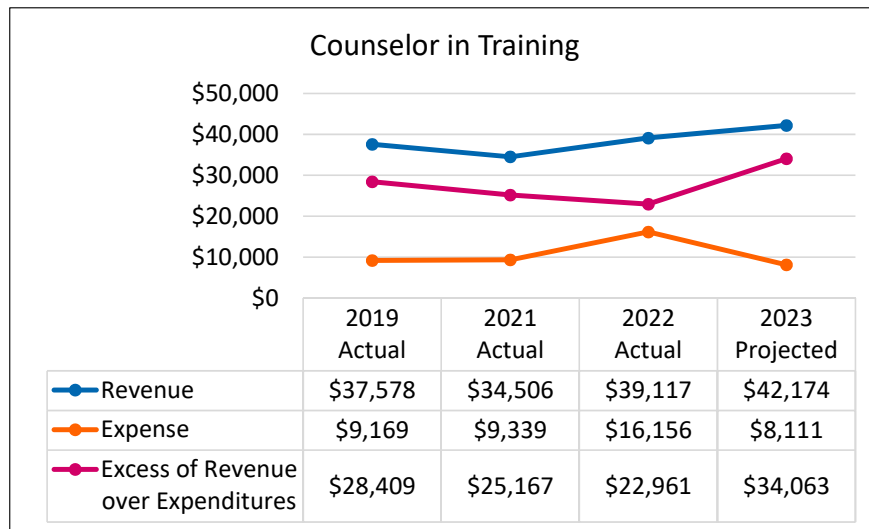
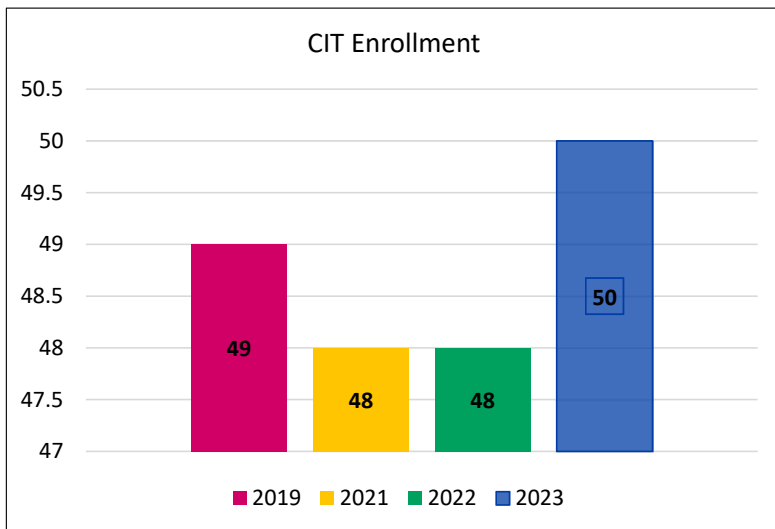


Counselor in Training

- Entering 7th – 10th grade
 - Half-day Preschool CITs
 - Monday-Friday 8:30 AM-1 PM
 - Full-day Youth CITs
 - Monday-Friday 8:30 AM- 3 PM
- Training
 - Receive orientation before camp begins
 - Brought in Heller Nature Center from Park District of Highland Park to run Cooperative Team Games
- Support camp day-to-day by working in camp groups



Counselor in Training

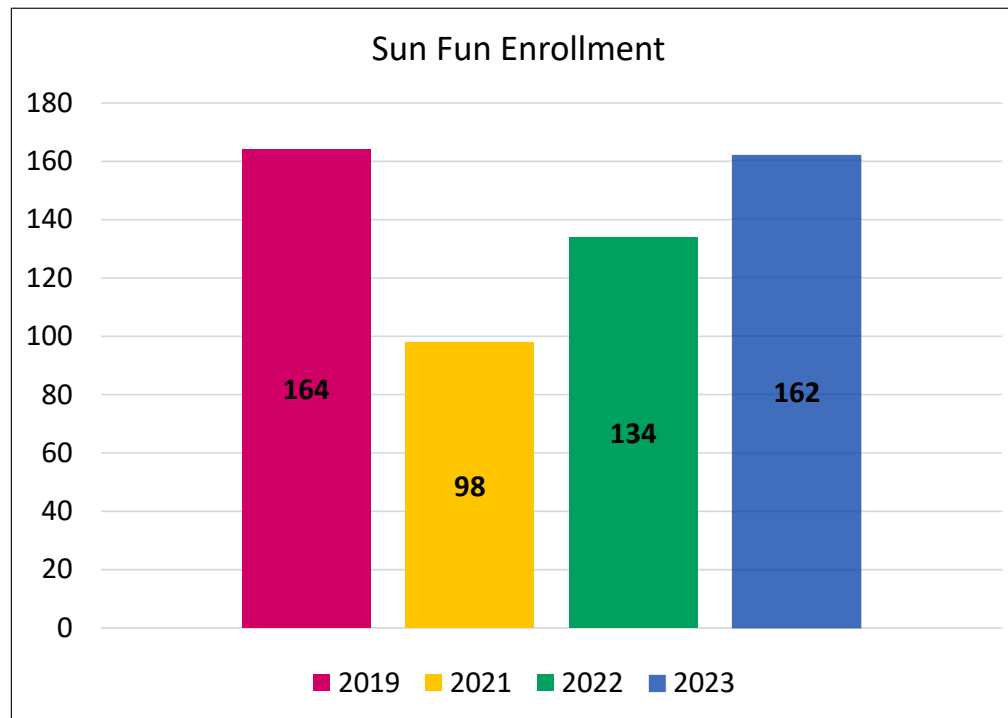


Sun Fun

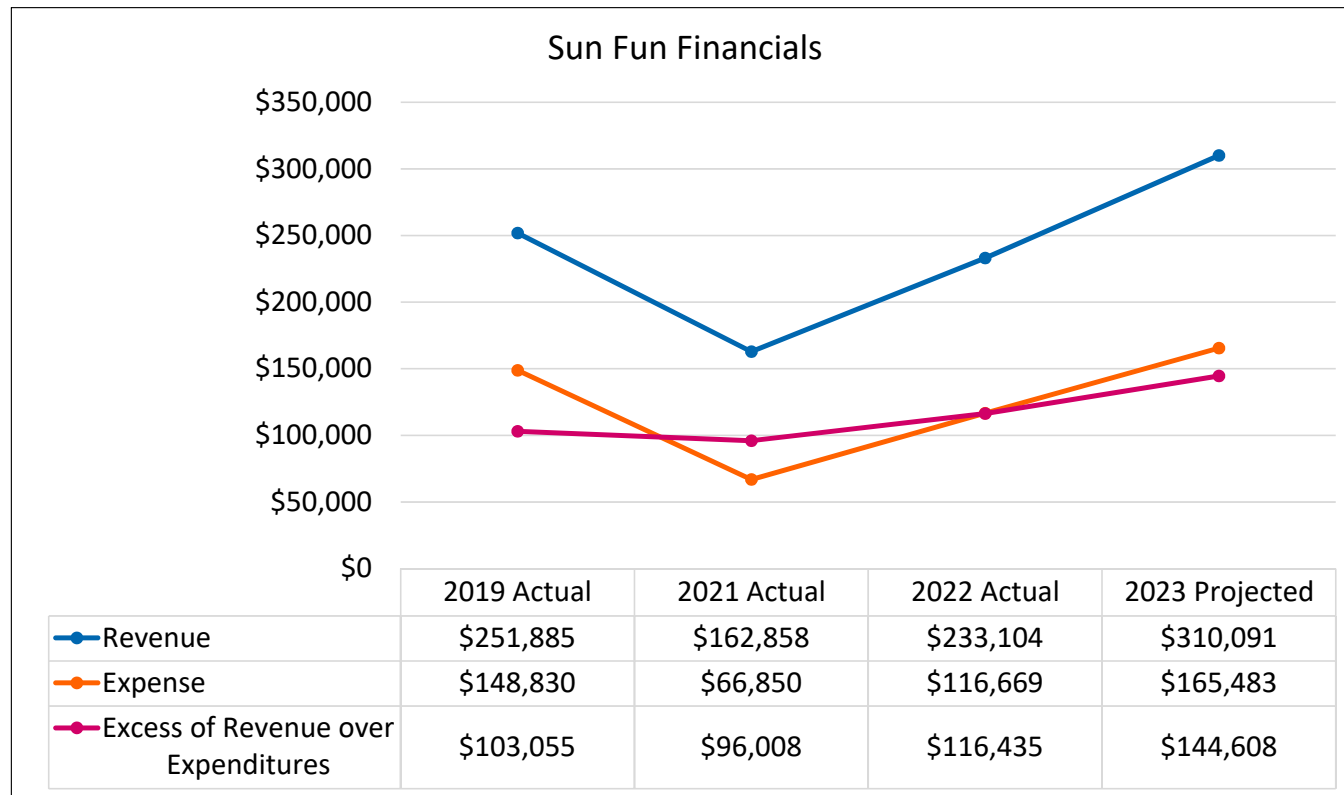
- Entering 1st – 3rd grade
- Highlights
 - Chicago Dogs Game
 - Santa's Village Amusement Park
 - Lincoln Park Zoo
 - Water Parks
 - Undernighters
 - Theme Days



Sun Fun



Sun Fun

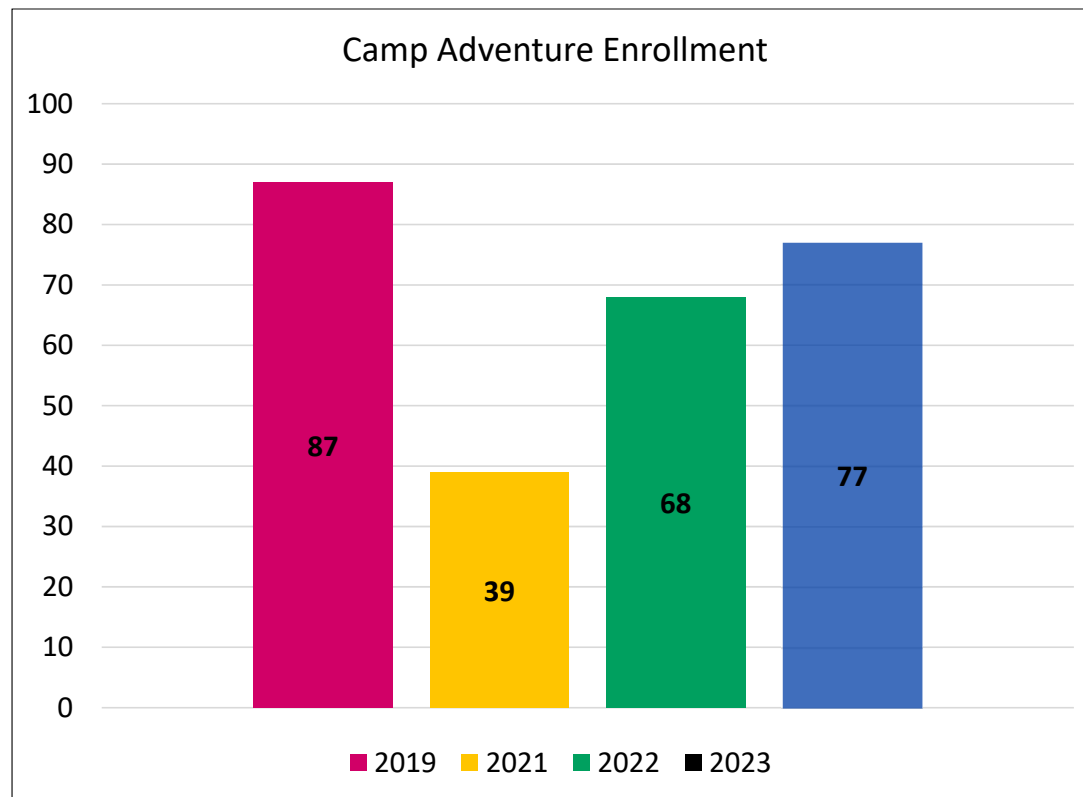


Camp Adventure

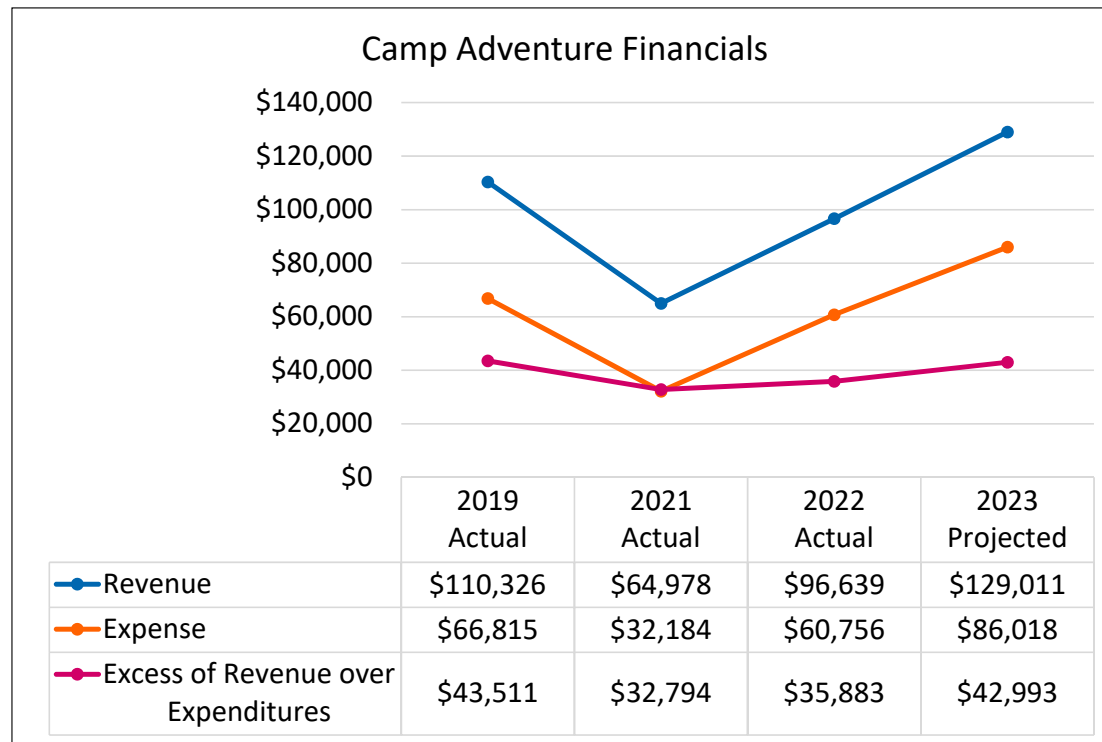
- Entering 4th – 5th grade
- Highlights
 - Canoeing in Skokie Lagoons
 - Mobile Escape Room
 - Raging Waves extended trip
 - Overnighters
 - Water parks
 - Theme days



Camp Adventure



Camp Adventure

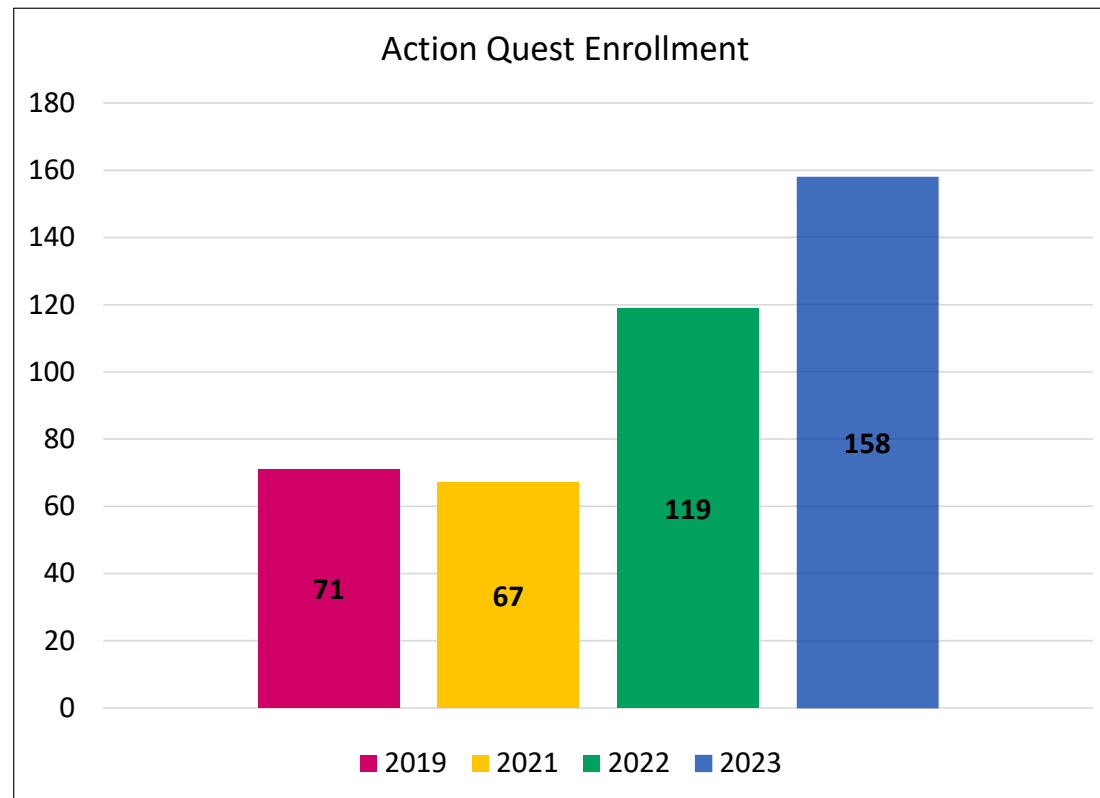


Action Quest

- Entering 6th-9th grade
- Location
 - Glencoe Youth Services
- Highlights
 - Bear Paw Beach
 - Canoeing in the Skokie Lagoons
 - Six Flags

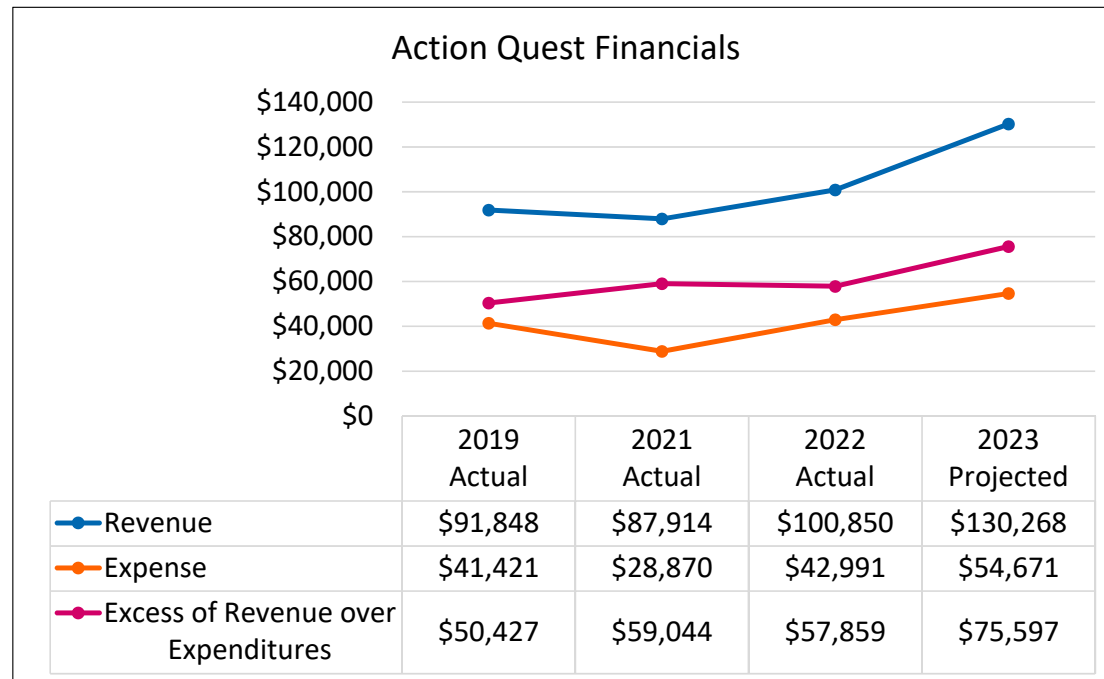


Action Quest



*one-week options continue to see increased enrollment

Action Quest

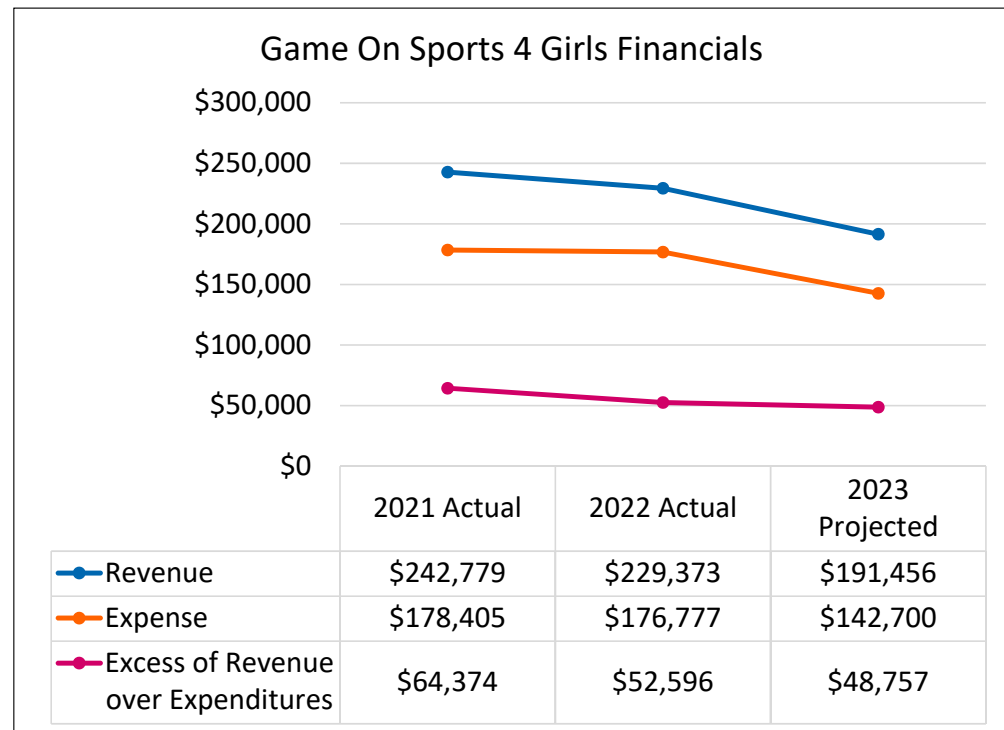
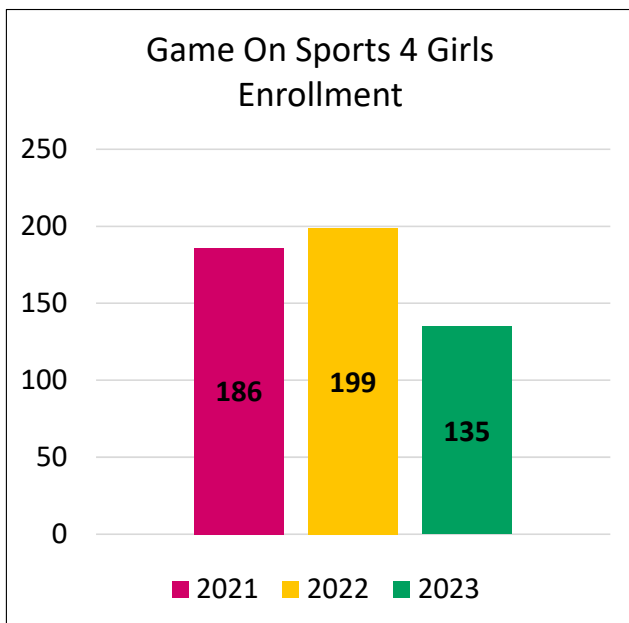


Game On! Camps

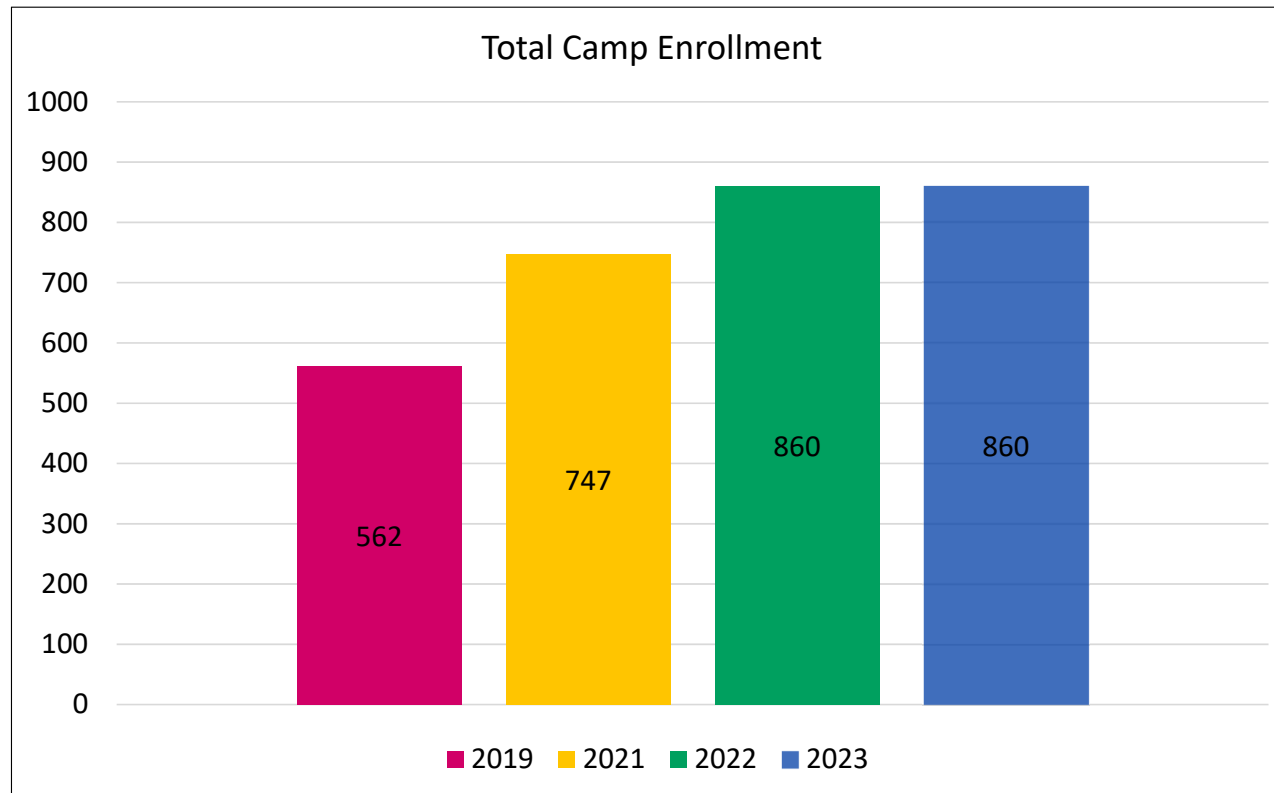


- Sports Specialty Camp
- Game On! Sports Camp 4 Girls
 - Grades K-2 (half-day option available)
- Game On! Sports Leadership Camp 4 Girls
 - Grades 5-8
- Location
 - South and West School

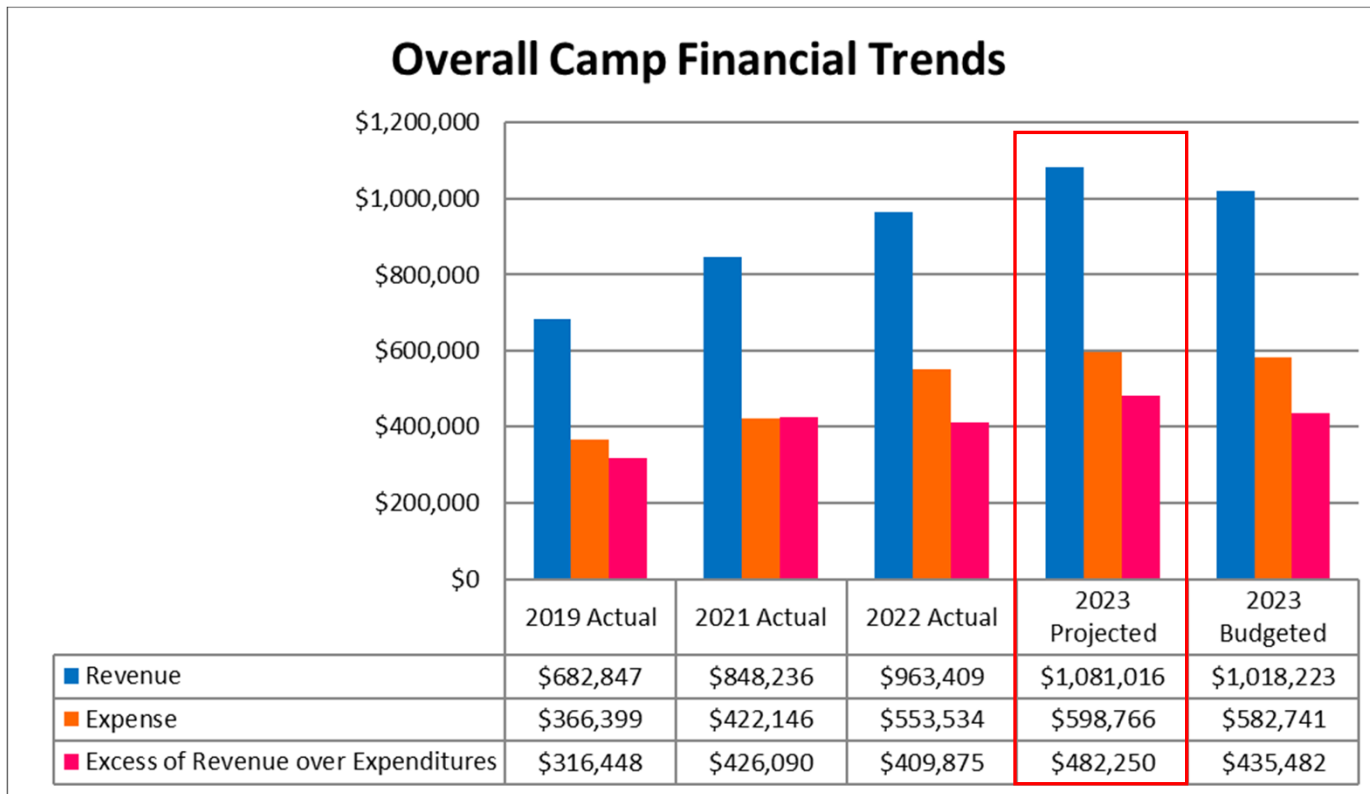
Game On! Camps



Overview of Camp Data



Overview of Camp Data

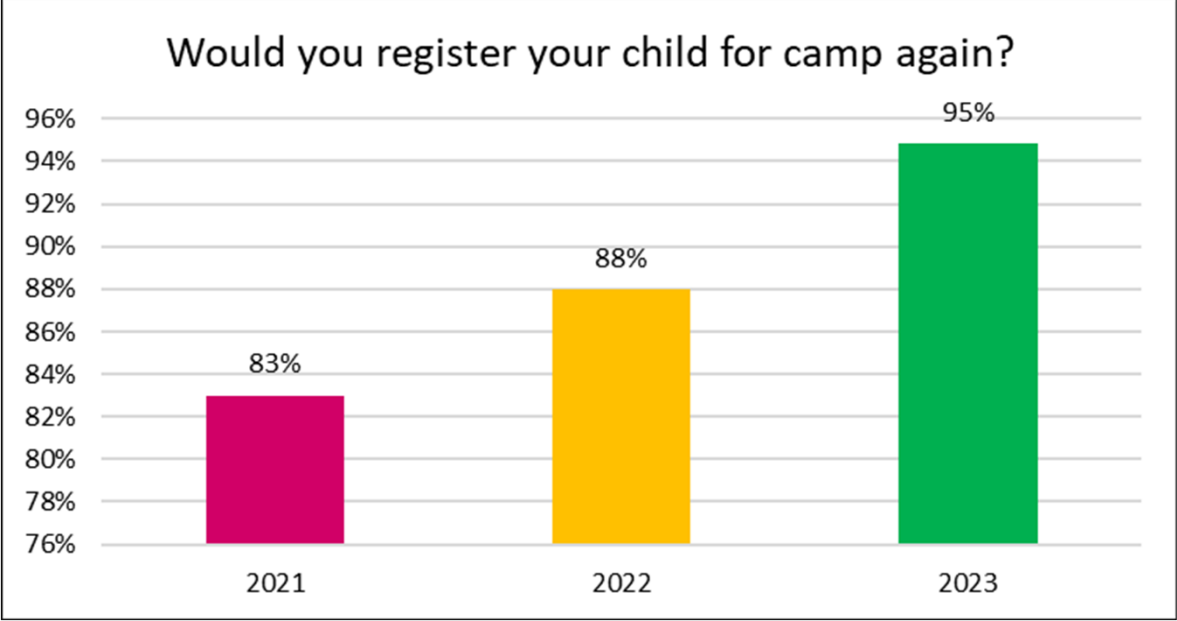


2023 Camp Participant Survey

- 126 camp families completed the survey (103 in 2022, 46 in 2021, and 113 in 2019).
- Use Survey Monkey to collect and analyze responses
- Responses were overwhelmingly positive with very few unsatisfactory
- Note a fifth option of “Very Good” was added this year to create a 5-point scale consistent with other annual surveys

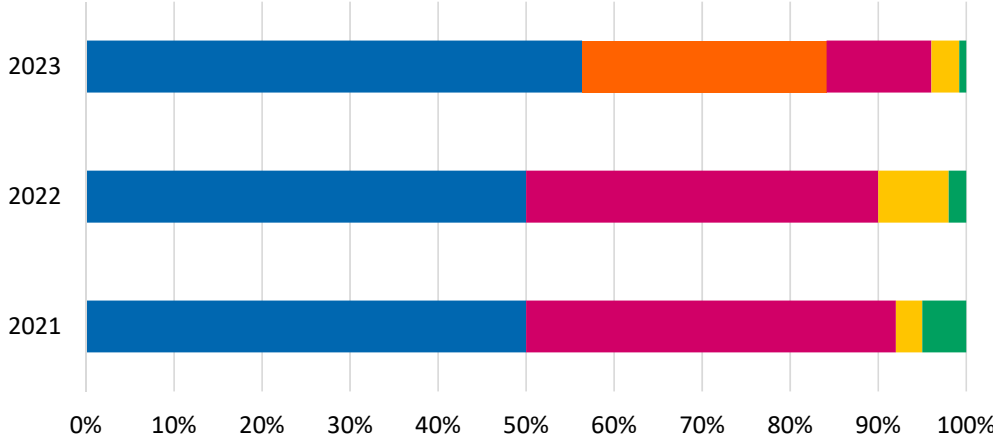


Survey Results



Survey Results

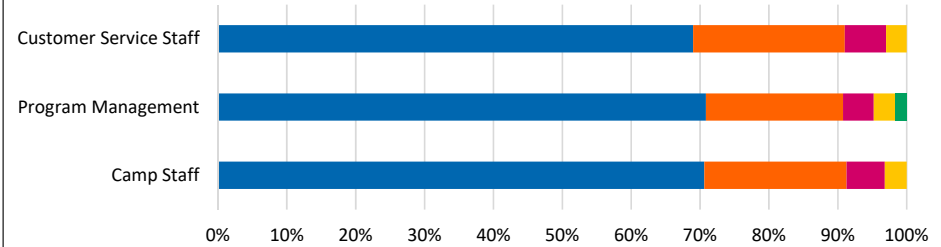
Value of Camp in Relation to Fees



	2021	2022	2023
■ Excellent	50%	50%	56%
■ Very Good	0%	0%	28%
■ Good	42%	40%	12%
■ Fair	3%	8%	3%
■ Poor	5%	2%	1%

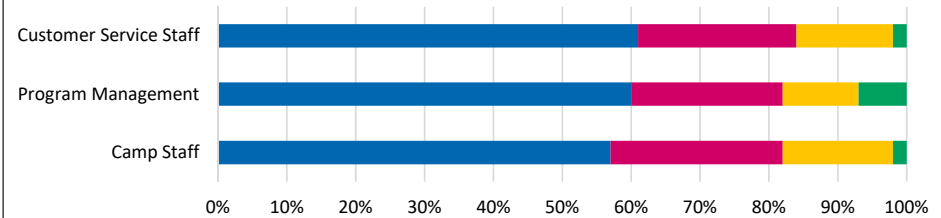
Survey Results

2023 - Please Rate the Glencoe Park District Staff



	Camp Staff	Program Management	Customer Service Staff
Excellent	71%	71%	69%
Very Good	21%	20%	22%
Good	6%	4%	6%
Fair	3%	3%	3%
Poor	0%	2%	0%

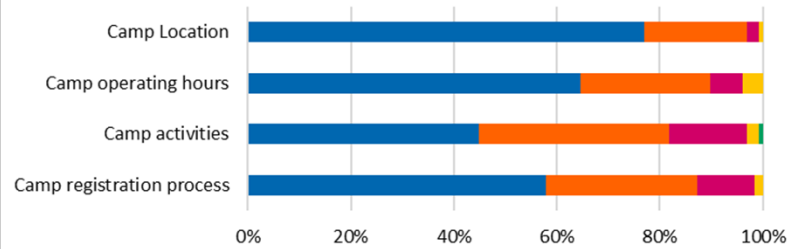
2022 - Please Rate the Glencoe Park District Staff



	Camp Staff	Program Management	Customer Service Staff
Excellent	57%	60%	61%
Very Good	0%	0%	0%
Good	25%	22%	23%
Fair	16%	11%	14%
Poor	2%	7%	2%

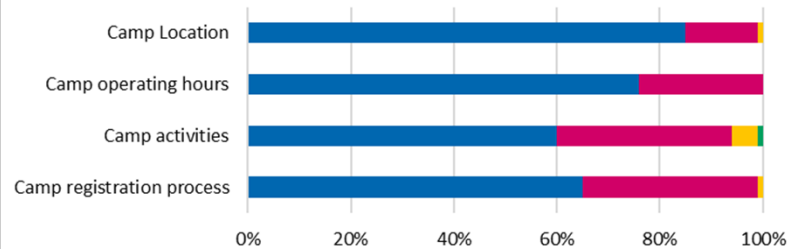
Survey Results

2023 - Camp Satisfaction



	Camp registration process	Camp activities	Camp operating hours	Camp Location
■ Excellent	58%	45%	65%	77%
■ Very Good	29%	37%	25%	20%
■ Good	11%	15%	6%	2%
■ Fair	2%	2%	4%	1%
■ Poor	0%	1%	0%	0%

2022 - Camp Satisfaction



	Camp registration process	Camp activities	Camp operating hours	Camp Location
■ Excellent	65%	60%	76%	85%
■ Very Good	0%	0%	0%	0%
■ Good	34%	34%	24%	14%
■ Fair	1%	5%	0%	1%
■ Poor	0%	1%	0%	0%

Future Considerations

Camp Report 2022

- Registration process
- CampDocs to ePACT
- BambooHR
 - Streamline Onboarding
- CampApp
- Staff Wages
- Inflation

Summer 2023

- SF and CA combined grade-level registration
- Implemented ePACT and created multiple dashboards
- Camp Branding Kit
- Created an internal CampApp user guide
 - Added look back at the week
 - Increased photos



Future Considerations

Summer 2024

- ePACT
 - Create a user guide
 - Update Dashboards to require documents
- Expand summer staff recruitment efforts
- Align camps with District 35 grade ranges for youth camps
 - Sun Fun: Grades 1-2
 - Camp Adventure: Grades 3-4
 - Action Quest: Grades 5-8



Camp Age Breakdown

2023 Enrollment Distribution			
	Grade	Enrollment	Totals
Kinder Korner	Kindergarten	65	65
Sun Fun	1st Grade	58	147
	2nd Grade	44	
	3rd Grade	45	
Camp Adventure	4th Grade	43	77
	5th Grade	34	
Action Quest	6th Grade	35	75
	7th Grade	21	
	8th Grade	18	
	9th Grade	1	

Estimated 2023 Distribution with Grade Change			
	Grade	Enrollment	Totals
Kinder Korner	Kindergarten	65	65
Sun Fun	1st Grade	58	102
	2nd Grade	44	
Camp Adventure	3rd Grade	45	88
	4th Grade	43	
Action Quest	5th Grade	34	108
	6th Grade	35	
	7th Grade	21	
	8th Grade	18	
	9th Grade	1	

Questions





glencoe parkdistrict.com



MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Weinberg Donation Agreement
DATE: October 17, 2023

I am proud to present to the Board the opportunity to rename Watts Recreational Center in honor of a long-term Glencoe Park District champion and generous supporter. For over 25 years, Jack Weinberg has offered an unwavering service to the Glencoe Park District community. For seven years, Jack was a dedicated member of our Board of Park Commissioners. He held multiple leadership roles on the Board, serving as Treasurer, Vice President, and President, as well as representative to the Glencoe Planning Commission and Little House of Glencoe. Jack's contributions actually extend far beyond the Board of Park Commissioners. After his tenure on the Board, Jack became an unrelenting advocate for our Park District, tirelessly championing various referendum campaigns and spearheading efforts to secure the resources needed to enhance the Takiff and Watts Centers. His dedication to these facilities has not only made them centers of community activity, but also symbols of our town's growth and progress.

The generous donation presented in the donor agreement and unwavering commitment to service by the Weinberg family have not only enhanced our community's amenities, but have also exemplified the power of philanthropy and civic responsibility. Their dedication to our Village, symbolized by the renaming of this facility in their honor, serves as an enduring reminder of their profound impact on our community and their passion for its well-being. We are grateful for their generosity, and the Weinberg family's legacy of service will continue to inspire us for generations to come.

Recommended Action: Approval of the Donation Agreement for Watts Recreational Center Renaming as presented.