APPROVED

MINUTES OF DECEMBER 16, 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:	Staff present:
Michael Covey, President	Lisa Sheppard, Executive Director and Secretary
Nicole Reifman, Vice President	Bobby Collins, Deputy Director/Director of Recreation and Facilities
Jackie Guzman, Treasurer	John Cutrera, Director of Finance and HR
Gary Hazan, Commissioner	Kyle Kuhs, Director of Parks and Planning
Meg Cummins, Commissioner	Erin Classen, Supt. of Marketing/Communication

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

Consent Agenda: A motion was made by Commissioner Reifman to approve the consent agenda items as presented, including the Minutes of November 18, 2025 Regular Board Meeting, December 2 Committee of the Whole Meeting, Approval of the Bills, Approval of Updated Cell Phone Policy, Approval of Updated Preschool Discipline Policy, Approval of Updated Purchasing Policy, Approval of Playground, Trellis, and Sun Shelter Design Concept, and Approval of 2026/2027 Board and Committee Meeting Calendar Dates. Commissioner Guzman 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: None

Financial Report: The District is nine months into the fiscal year. Director Cutrera gave a brief overview of the Financial Report available in the board packet. Our financial report shows strong recreation programming and revenue. Revenue is up approximately 18% year over year, with a net margin in the mid-40% range, consistent with the prior year. Children’s Circle revenue increased about 16%, with higher salaries and wages reflecting improved staffing levels and reduced turnover, particularly among full-time teachers. Fitness revenue continues to show an increase. Beach operations are still anticipated to finish near break-even.

Pass sales for Weinberg through November 30 are in line with the prior year, ice rental revenue is slightly higher, and utilities are slightly up due to the timing of rink operations. General and administrative expenses are flat, with increases offset by one-time compensation plan fees recognized last fiscal year. Parks Department expenses remain up due primarily to the Shelton Path repaving project. Year-over-year comparisons are expected to improve once the second installment of reimbursements is received. Property tax bills have been issued, and while no 2025 levy receipts have been received yet, significant distributions are anticipated within the next 30–45 days, with the majority expected by January. New residential construction in the Forest Edge neighborhood is not expected to impact the 2025 tax year, as homes are not yet occupied. The growth from this development is anticipated to be reflected in 2026.

Presentation and Discussion of Kids Club and Day Off School Programs: Program Manager Emily Holmberg and Assistant Director of Recreation and Facilities, Adam Wohl, gave a presentation (included in the supplements) on Kids Club programming and School Days Off programming to the Board. The presentation covered an overview of operations, enrollment, financials, logistics, and future opportunities for the programs. The Board noted the success and growth of the program and thanked Emily for her hard work.

Presentation of 2026 Capital Projects: Director Kuhs provided a presentation of the 2026 Capital Project Plan for Funds 65, 68 and 69. The presentation is available in the supplements.

Fund 65 – Operating Capital Fund:
Fund 65 supports routine capital needs and operational improvements, described as the “keeping the lights on” fund. In the current fiscal year, projects included multiple vehicle replacements, redevelopment of the Early Childhood outdoor space, renovations to Community Room #2, replacement of the beach cart, and refurbishment of the Shelton Park gazebo. For FY 2026–27, proposed projects will focus on replacing aging vehicles and equipment, modest facility and IT upgrades, recreation and program support improvements, and enhancements to user experience, such as refreshed community rooms and a new program van. The recommended funding level aligns closely with prior years.

Fund 68 – Referendum Capital Fund:
Fund 68 is dedicated exclusively to projects approved through the 2024 referendum. These projects have already been decided through the referendum process and we will continue following the referendum budget and timeline. In the current year, this fund supports major initiatives, including the Maintenance Center and Ballfield project, the Greenhouse, and design work for beach structures and playground improvements. In the upcoming fiscal year, Fund 68 will continue funding the completion of the Maintenance Center and Ballfield and advance the design and construction of beach structures, the beach playground, and spray feature following the beach season. Projects are budgeted with allocations for design, construction, and contingency.

Fund 69 – Master Plan Capital Fund:
Fund 69 funds capital projects identified through the District’s comprehensive master plan. This year, it supported the construction of the Milton Park Playground and Shelton Park Racquet Courts. For FY 2026–27, proposed projects include the construction of West Park and design work for Friends Park. The West Park project addresses aging athletic facilities, ADA accessibility, stormwater requirements, and enhanced amenities, supported

by the OSLAD grant, cost-sharing with D35, and ADA funds. Friends Park is proposed for design work, recognizing its heavy use, aging safety surfacing, and central location, while allowing time for community engagement before construction decisions are made.

Executive Director's Report- Year in Review:

The December Executive Director report is dedicated to acknowledging the many accomplishments the District has achieved this calendar year. The full year-end report is available in the board packet. Highlighted achievements include:

The District was recognized as a National Gold Medal Award finalist, placing it among the top 5% of park and recreation agencies nationwide, reflecting excellence across all areas of operations. Additionally, the District received IAPD/IPRA Distinguished Accreditation with an exceptional score. Building on this success, staff have begun the process toward CAPRA national accreditation, a rigorous, multi-year effort undertaken by fewer than 5% of agencies, further demonstrating the District's commitment to best practices and accountability.

Operational improvements included successful enhancements to the recreation registration process through the implementation of a virtual waiting room and staggered registration dates, significantly improving customer experience. The District maintained its DCFS-licensed Children's Circle daycare, with successful relicensing reflecting high standards of care and compliance. Staff also advanced goals related to financial transparency, sustainability, environmental stewardship, and communication, supported by strengthened marketing and social media outreach and improved internal efficiencies.

Programmatically, the District continued to deliver a wide range of high-quality recreation, childcare, and facility services, supported by strong safety records and growing community participation. Executive Director Sheppard recognized staff excellence across all departments, and the Board noted strong employee engagement and satisfaction, including survey results showing that 94% of employees would recommend the District as a place to work. Board members echoed appreciation for staff professionalism, responsiveness to community feedback, and the District's ability to offer diverse, high-quality programs with minimal complaints, reinforcing Glencoe Park District's reputation as a trusted and high-performing organization.

Discussion on Employee COLA and Merit Increase Percentage: Director Cutrera presented staff's COLA and merit pool increase recommendations for full-time employees based on their performance evaluations. Staff provided background information and neighboring district comparables in the board packet.

The proposed increases were a 2.9% cost-of-living adjustment (COLA), aligned with the PTEL cap and the 2.9% property tax levy increase and a 0.5% merit pool, consistent with the merit system recommended in the District's 2025 compensation plan. Administration explained that this structure is not a guaranteed across-the-board COLA, instead, it creates flexibility so managers can allocate increases based on annual performance reviews, ensuring employees who meet expectations receive the base adjustment, while high performers may receive more, and those below expectations may receive less. Board members discussed how the COLA terminology would be communicated and expressed concern about staying competitive with peer agencies, many of which are approving 4% increases, especially given recruitment, morale, and retention considerations in a public agency where compensation is visible. Turnover and vacancy concerns were also discussed, with staff noting that attrition has improved (approximately 20% this year versus 27% last year) and that prior adjustments have improved competitiveness, particularly in key areas such as Children’s Circle. After discussing market comparisons, optics, affordability within the fiscal 26/27 budget, and the symbolic importance of competitiveness, the Board discussed and ultimately reached consensus on a total 4% wage increase pool for full-time employees, with COLA at 2.9% and a 1.1% merit pool.

Other Business: None

Adjourn: Commissioner Reifman moved to adjourn the meeting at 8:34 PM. Commissioner Hazan seconded the motion. The motion passes via voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary