

MINUTES OF JUNE 3, 2025 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee members present:

Carol Spain, President
Michael Covey, Vice President
Jackie Avitia-Guzman, Treasurer
Gary Hazan Commissioner
Nicole Reifman, Commissioner

Staff present:

Lisa Sheppard, Executive Director and Secretary
Bobby Collins, Director of Recreation and Facilities
Kyle Kuhs, Director of Parks and Planning
John Cutrera, Director of Finance/HR

Members of the Public in attendance who signed in or spoke: NA

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

Recognition of Resolution No. 977: Rose Pepe Retirement Resolution: President Spain reads Resolution No. 977, acknowledging the retirement and accomplishments of Rose Pepe during her 18 years as a Children's Circle teacher. Board and staff members thank Rose for her service and dedication to the District. She is recognized as a beloved teacher and coworker and will be remembered for her positive attitude, care for the students, and instilling curiosity and kindness in the classroom.

Presentation and Discussion of Full-Time Compensation Study: Rachel King, a Classification and Compensation Project Manager with MGT, joined the meeting virtually to provide an overview and key findings of the District's 2025 Compensation study.

MGT has experience working with similar agencies across Illinois, including nearby park districts and municipalities. The compensation study involved a detailed data gathering process, with two different surveys, one focused on parks and recreation district roles and another on municipal roles. Data was collected from 19 peer agencies, with high response rates and close collaboration with District staff to ensure data accuracy and relevance.

The market survey methodology involved defining job titles and position summaries, followed by validation of salary data. MGT used salary ranges, minimum, maximum, and average, for the market analysis. The proposed compensation plan is based on the 50th percentile of collected market data, a standard used by a majority of MGT's clients to balance competitiveness and fiscal responsibility. The plan consists of 11 pay grades (A-K), with broader range spreads for higher-level positions to allow for greater progression based on experience and expertise.

For implementation, MGT recommends adjusting salaries currently below the minimum to meet the new minimum of the range, maintaining current rates for those within range, and holding compensation steady for any (though none currently exist) above the maximum until the market shifts. Moving forward, they advise adopting annual cost-of-living

adjustments (COLAs), conducting regular market reviews using comparable agencies, and adjusting pay grades based on annual average increases from peers.

Board and staff discussion ensued about the results of the study. Director Cutrera explained that the recommended adjustments were budgeted for in anticipation of the study's results. Currently, five employees fall outside their minimum range, and staff recommend that their salaries be adjusted this fiscal year. Additionally, staff recommend adopting the proposed grades A-K and their associated ranges to remain competitive when recruiting new employees. There will be no immediate impact from adopting the new pay ranges, but administration will continue to evaluate for compression and make any required adjustments with the new ranges.

The board has a consensus to advance the updated salary ranges to the regular board meeting for approval as presented.

Review of Shelton Park Project Bid: Director Kuhs presented a summary of the project and bid results for the Shelton Park improvement project. We had a favorable bid turnout of 8 contractors for the project, many under the project budget. Staff reviewed bids and references and recommended accepting the lowest responsible bid, Chicago Paving at \$249,000.

A discussion ensued among the board and staff regarding the favorable bid environment. The project will include soundproof fencing panels; however, the budget for landscaping will be utilized if necessary to provide additional noise abatement.

The board comes to a consensus to advance for approval at the next regular board meeting.

Review of Milton Park Bid: Director Kuhs presented a summary of the project and bid results for the Milton Park playground project. We received three bids for the labor and installation of the playground project. The lowest responsible bidder was Hacienda Landscaping at \$127,848. In addition to the installation and labor for the project, staff is recommending that we purchase the playground equipment as a cost-saving and time-saving measure. Staff discussed with legal counsel, and they recommend that the board waive the competitive bidding process for this project to avoid contractor markup. Cre8Play is not part of a cooperative purchasing alliance and is the only provider of the selected design. The playground equipment total is \$80,860 plus \$30,000 for additional equipment such as swings, benches and spinner. This brings the project total to \$238,708.

The board discussed the possibility of additions given that we have come in under budget, but decided the cost savings should be used for a different capital project. The board is satisfied with the favorable bids for the project.

The board comes to a consensus to advance the bid and waive competitive bidding to the next regular board meeting for approval.

Other Business - E-scooters: Recent e-scooter legislation has introduced additional regulations for e-scooter users, including a ban on use by individuals under 18 years old and the requirement to operate e-scooters within municipalities and parks only if authorized to do so. Initial legislation language protecting local public entities from tort liability was removed from the final bill, making inaction a liability. IAPD, PDRMA, and corporate attorneys advise adding language to Conduct Ordinance 700, prohibiting e-scooters from Park District property.

There are challenges that would come with enforcement, like many of our ordinances. We will enforce similar to the Village Public Safety enforcement, including providing education to parents and information on the ordinance.

Commissioner and staff discussion ensued on the dangers associated with e-scooters versus other transportation methods allowed on our trails. The board does not want to introduce any risk into our park spaces and reduce liability to the District. Additional updates to the ordinance could be made if we see additional risk.

The board reached a consensus to move the e-scooter regulations as presented for approval at the next regular board meeting.

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

Adjourn: Commissioner Covey moved to adjourn the meeting at 8:08 pm. Commissioner Hazan seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,



Lisa M. Sheppard
Secretary