



**GLENCOE PARK DISTRICT**  
**Committee of the Whole Meeting**  
**Tuesday, March 14, 2023 | 7:00pm**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted. Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Landscape Maintenance Labor Services Bid
- V. Discussion on Lakefront Park Tennis Court and Playground Bids
- VI. Discussion on the Lakefront Bluff Stabilization and Access Road Improvements Project
- VII. Recreation and Facility Safety and Operational Updates
- VIII. Update on FY 2023-24 Budget Changes from First Draft to Approval Draft
- IX. Other Business
- X. Executive Session
  - A. Personnel 5ILCS 120/2c (1)
- XI. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: [lsheppard@glencoe parkdistrict.com](mailto:lsheppard@glencoe parkdistrict.com)

**Key rules governing participation**

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



# **IV. Discussion on Landscape Maintenance Labor Services Bid**

Glencoe Park District  
March 2023 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning  
**SUBJECT:** Landscape Maintenance Labor Bid Results Discussion  
**DATE:** 3/7/2023

---

The Landscape Maintenance Labor Bid opening is taking place on Monday, March 13. We will not have bid results compiled and reviewed in time to include in the committee packet; however, we will have that information on hand for discussion at the Committee meeting.

For the previous five years, staff has held both a mowing contract and a landscape maintenance labor contract with Milieu landscaping. Five years is the limit for contract renewals; therefore, we must publicly bid those services again.

As you may recall from our previous discussions, staff chose to resume all mowing duties with in-house staff and bid out the landscape maintenance labor portion. After analyzing data, we feel mowing in-house will give us more control on quality and be more cost effective.

The maintenance labor bids will be received as an hourly labor rate from which we will select the lowest responsible bidder.

We will be asking the Board for action on this item at the March 21 regular Board meeting.

# **V. Discussion on Lakefront Park Tennis Court and Playground Bids**

Glencoe Park District  
March 2023 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning  
**SUBJECT:** Lakefront Park Tennis Court and Playground Bids  
**DATE:** 3/7/2023

---

The Lakefront Park Tennis Court and Playground Project's bid opening is taking place on Thursday, March 9. The results will not be compiled and reviewed in time to be sent along with the Committee packet. The bid results will be presented for Committee discussion at the March 14 meeting.

Based on Committee discussion it will advance to the Board for approval at the March 21 regular Board meeting.

We budgeted \$905,000 for construction costs on this project. Based on approval at the last Board meeting, staff purchased long lead time items in the amount of \$154,878.30. These items include the long lead time play equipment, artificial turf/mounds materials, and the Euroflex balls. Our targeted bid results from contractors will be \$750,121.70.

# **VI. Discussion on the Lakefront Bluff Stabilization and Access Road Improvements Project**

Glencoe Park District  
March 2023 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning  
**SUBJECT:** Lakefront Bluff Stabilization and Access Road Improvements Project (Formerly the Crib Wall Project) Discussion  
**DATE:** March 7, 2023

On Thursday, March 2, bid packages were received for the Village/Park District joint Glencoe Beach crib wall, drainage, and ramp improvement project. There were two bids submitted for the project. Below is the bid breakdown:

Contractor	Total Project Bid
Martam Construction	\$1,747,505.00
Alliance Construction	\$2,262,087.20

In addition to the construction costs, Village and Park District staff received a proposal from CBEL for construction management/oversight which includes preconstruction services, construction observation/documentation, and grant reporting services. This proposal is in the amount of **\$106,565** and is being recommended for acceptance given the sensitive nature of the project and the challenges associated with the timeline and location. This brings the total construction costs to **\$1,854,070**.

The Park District worked with Martam Construction on the pier project and were very pleased with their work and attention to deadlines.

Proposed funding for these project costs are below. The Village has a practice of including a 3% contingency on projects of this nature. That contingency has a value of \$52,425 on this project. The Village agreed to cover the contingency exceeding the Park District's budgeted amount of \$552,000.

DCEO Grant	\$700,000
BAAD Grant	\$80,000
Village of Glencoe cost share	\$574,565 (50% + \$37,530 Contingency)
<b>Glencoe Park District cost share</b>	<b>\$552,000 (50%+ \$14,965 Contingency)</b>
<b>Total Cost</b>	<b>\$1,906,565 (\$1,854,070 + \$52,495 Contingency)</b>

The total approved budget for this project was **\$552,000**.

A phased in approach was developed for this project to minimize the impact to beach access during the beach season. The contractor will substantially complete the crib wall replacement portion of the project prior to Memorial Day so that ramp access for beach goers can be available at all times during the beach season. After the beach closes (Labor Day), the contractor will resume the project with a final completion in late fall/early winter. Please note, that prior to Memorial Day and after Labor Day, there will periodic closures of the ramp during construction hours.

# MEMORANDUM

In order to ensure the crib wall can be completed prior to Memorial Day weekend, it is important that the contractor be able to order long lead time materials, such as structural steel piles, as soon as possible. I consulted with President Brooks and a letter of intent to award will be issued to the contractor (the Village will do the same), so that they may order necessary materials prior to the formal approval vote by the Board on March 21. This is based on the fact that the project was discussed by the Board, approved, budgeted, and the bids were below the budgeted amount.

The anticipated timeline for the project is listed below:

- March 10: Letter of intent to award released to Martam to begin the process of ordering long lead time items.
- March 14: GPD Committee of the Whole meeting to discuss bid results and project timeline.
- March 16: VOG regular Board meeting to consider award of contracts to Martam and CBBEL for construction/construction management.
- March 21: GPD regular Board meeting recommendation approval of the Martam Bid and CBBEL construction management/oversight proposal.
- March 22: Notice to Proceed released after both Boards' formal approval
- Mid-April Phase 1 construction begins on west retaining wall (crib wall replacement)
- May 26: Substantial completion of west retaining wall; ramp is fully open for beach access.
- June 30: Final completion of all work on west retaining wall
- September 5: Remainder of project (Phase 2) begins
- November 22: Final completion of project



# **VII. Recreation and Facility Safety and Operational Updates**

Glencoe Park District  
March 2023 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Lisa Sheppard, Executive Director  
**FROM:** Bobby Collins, Director of Recreation & Facilities  
**SUBJECT:** Early Childhood Wing Safety Initiatives  
**DATE:** March 7, 2023

---

Our staff reviewed safety protocols in the Early Childhood Wing and are recommending policy changes to enhance security in that wing.

As a reminder, the Glencoe Park District follows all DCFS rules in our Early Childhood Wing and works with the Park District Risk Management Association (PDRMA) to address safety issues. District staff completed numerous trainings related to building safety and continues to discuss the topic at length at the District's safety committee and at senior leadership team meetings.

The Glencoe Park District works closely with both District 35 and the Village of Glencoe on threat assessments. This includes "see something, say something," hardening of facilities, and emergency response protocols. Most of this is conducted quietly, behind the scenes. We continually perform active threat drills and evaluate measures to protect our participants, programs, and facilities. All classrooms within the early childhood wing are secured with locked doors. This is in addition to a required key fob for entry into all doors in that wing.

Public building security is complex and constantly evolving. The associated costs are challenging, but the District will continue to make upgrades. We are working with our local and state legislators to highlight these challenges, as park districts do not have access to state and federal security funding like school districts. This year, we added door sensor alarms, an internal staff alert system, camera upgrades, and amended Emergency Action Procedures. In addition, we are working with Public Safety to add a radio antenna to Takiff Center to improve the Public Safety's radio range. The District is also exploring a security assessment to review Takiff Center, including the early childhood wing.

## Challenges

In our Early Childhood Wing, participants range from six weeks through five-years-old and their parents, guardians, and caregivers are required to drop many of them off inside the building. This significantly increases the number of authorized visitors who need access to the wing to bring in their children, unlike most elementary and secondary schools where students enter the school together. Our biggest threat is from those family members or caregivers who share their key fob or hold doors open for individuals they may not know.

## Solutions

Staff is recommending the following initiatives to improve safety and reduce unauthorized access to the Early Childhood Wing:

1. We have noticed an increase in individuals holding doors or sharing swipe cards. To address this issue, we are requesting the Board approve a **'Swipe Card Policy'** for the Early Childhood Wing, which is included in the Committee packet. The policy includes consequences for those who do not follow it.

# MEMORANDUM

2. Staff developed a **'Visitor Reduction Plan'** including an implementation timeline, facility plan, and communication plan for users, staff, and contractors. This would focus on:
  - a. Reduce the number of non-participants, parents, guardians, caregivers, and other users with entry access to the wing. This would include adding car lines for GJK 3's and 4's. Staff initially discussed this with GJK's Board President and Executive Director. Staff will update the Board on these initial discussions at the committee meeting. ELC currently has car lines for 3's and 4's. Car lines are unrealistic for our Children's Circle program due to not having standard drop-off or pick-up times. We would also develop a drop-off plan for enrichments.
  - b. Reduce the number of entry points the parents, caregivers, or guardians can gain access to the EC Wing. All visitors would be required to enter through the front entrance to the Early Childhood Wing.

Staff is seeking Board consensus to move the 'Swipe Card Policy' forward for approval. We also seek feedback on developing a 'Visitor Reduction Plan" for the EC Wing. Staff believes that these improvements to safety are essential, and the potential benefit far outweighs the inconvenience and negative feedback caused by the changes.

**Glencoe Park District  
Early Childhood Wing Swipe Card Policy**

The Glencoe Park District is committed to providing a safe and secure environment for all of our visitors. To ensure our participant's and visitors' safety and to comply with DCFS rules, all staff, volunteers, and visitors are required to follow the Swipe Card Policy for entry into the Glencoe Park District's Early Childhood Wing.

1. Only those authorized will be granted access to the Early Childhood Wing and its facilities.
2. All staff, volunteers, and visitors entering the Early Childhood Wing must use the designated swipe card entry system.
3. Each family enrolled in Early Childhood programming will be issued two family swipe cards and lanyards upon registration. When a child's registration has ended with the Early Childhood Department, the family swipe cards should be returned to the front desk.
4. Families must scan their swipe card for entrance into the wing. If a family enters the wing behind another, they must have a swipe card. The first family is required to ask the trailing family to produce a swipe card to enter the wing. No badge surfing allowed (following a visitor who has already swiped their card)
5. If a card does not work, the cardholder must go to the front desk to sign in and obtain a visitor badge. If no one is at the front desk, the visitor must wait.
6. Lost or stolen swipe cards must be reported immediately to the Early Childhood Department.
7. Swipe cards cannot be transferred to another person.
8. Swipe cards are the property of the Glencoe Park District and must not be copied, shared, or used for any other purpose than authorized access to the Early Childhood Wing.
9. The Glencoe Park District reserves the right to revoke a swipe card and deny access to the building for any reason.
10. Failure to comply with the Swipe Card Policy may result in disciplinary action including suspension of access to the Early Childhood Wing.

Approved by the Board of Park Commissioners: **Draft for Board Review**

Previous Versions Approved: n/a

Executive Director's Signature: \_\_\_\_\_ Board President's Signature: \_\_\_\_\_

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Bobby Collins, Director of Recreation & Facilities  
**SUBJECT:** Program Deposit and Multiple Payment Options Update  
**DATE:** March 1, 2023

At the January 2023 Board meeting, several commissioners raised concerns about the impact of inflation on families in the community and the timing of the District's winter and camp registration, which takes place at the start of December. Staff is aware of the financial strain this may cause, particularly for families with multiple children who are also dealing with holiday expenses. As a result, we wanted to update the Board on our efforts to explore alternative deposit and payment plans.

Staff investigated ways to expand the deposit and payment options available to the community. Currently the District offers a \$200 non-refundable deposit for most 8- and 4-week camp options, with the remaining balance equally billed in April and May. However, if registration occurs after April 1, 2023, the full balance must be paid at time of registration. For the 2024 camp season, the District will expand the camps eligible to any camp program costing more than \$300. This will give families an extra four months to manage their cash flow with minimal upfront expenses. The chart below shows the camps currently offering the deposit option (identified by \*) and the expanded list for 2024 (identified by \*\*).

Camp	8-Week	4-Week	2-Week	1-Week
Bears Camps	**	**		
Kinder Korner	*	*		
Preschool Summer Beg/End				**
Sun Fun	*	*	**	
Camp Adventure	*	*	**	
Summer Beg/End				**
Action Quest	*	*		**
Aquatics & Sailing			**	**
C.I.T.	*	*		
Game On! Girls & Boys	*	*	**	
Extra Innings				
Art Camp				**
Jewelry Design				**
Sewing & Fashion				**
Beach Volleyball				**

\*Camps currently offering \$200 deposit options

\*\*Adding deposit options in 2024

As the Board knows, we are currently undertaking a project to change credit card processors, and we anticipate making significant headway by the fall of 2023. We are also actively researching feasible payment alternatives for programs with extended durations or high costs, such as dance

# MEMORANDUM

and theatre. With the added features and ACH/e-check options, we will assess potential avenues to alleviate the financial strain without incurring additional expenses or administrative obligations for the District.

Additionally, the District continues to provide financial assistance/scholarships (C.A.R.E Scholarship) to Glencoe residents who qualify based on specific eligibility requirements and are interested in enrolling in a program, but cannot due to financial hardship. Contractual programs, Children's Circle, and 1-day trips are not eligible to qualify for C.A.R.E Scholarships. New Trier Township offers financial assistance for before/after school programs and camps. Applicants must reside in New Trier Township to be eligible. The Counseling Center of the North Shore works with New Trier to offer financial assistance for daycare participants.

# **VIII. Update on FY 2023-24 Budget Changes from First Draft to Approval Draft**

Glencoe Park District  
March 2023 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and John Cutrera, Director of Finance/HR  
**SUBJECT:** Approval Draft Budget Adjustments  
**DATE:** March 7 2023

---

At the February 7, 2023 Committee meeting, we presented the FY 2023/24 budget. Subsequent to that meeting, changes have been made to the Budget's Approval Draft based on additional information available regarding certain expenses and program enrollment. A summary of the changes from the First Draft to the Approval Draft is attached. The most significant change relates to increased G&A expenditures for the cost of the Comprehensive Plan. The First Draft budgeted the cost of the Comprehensive Plan at \$140,000. The Approval Draft budgets following the approved contract with the firm 110% for \$198,000. Offsetting that increase in expenditures were increases in budgeted revenues for various camps, specifically Sun Fun and Aquatics Camps. New programming related to pickleball and youth art was also added to the Approval Draft.

The net change across all funds is a decrease of \$19,616 in the deficiency of revenue over expenditures for FY 2023/24 from \$(7,204,969) in the First Draft to \$(7,224,585) in the Approval Draft.

Commissioners are asked to bring any paper copies of the First Draft to the Committee meeting on March 14 at which point those copies will be appropriately disposed of and Approval Draft copies will be provided. The Approval Draft is set to then be approved by the Board at the regular Board meeting on March 21.



**Glencoe Park District**  
**Summary of Proposed FY2023/24 Budget Approval Draft Changes**  
**February 28, 2023**

Account Number	Account Name	2023-2024 First Draft	2023-2024 Approval Draft	Variance	Explanation
10-12-000-5890	G&A DEPT. TRANSFER	404,774	421,573	16,799	Increase in G&A for Comprehensive Plan
10-13-000-5890	G&A DEPT. TRANSFER	57,825	60,225	2,400	Increase in G&A for Comprehensive Plan
10-14-000-5600	HEALTH INSURANCE PREMIUMS	31,747	20,636	(11,111)	Allocate health insurance to Beach and Boating
10-14-000-5601	EMPLOYEE INSURANCE CONTRIBUTION	(3,000)	(1,950)	1,050	Allocate health insurance to Beach and Boating
10-14-000-5890	G&A DEPT. TRANSFER	65,776	68,506	2,730	Increase in G&A for Comprehensive Plan
10-15-000-5600	HEALTH INSURANCE PREMIUMS	-	11,111	11,111	Allocate health insurance to Beach and Boating
10-15-000-5601	EMPLOYEE INSURANCE CONTRIBUTION	-	(1,050)	(1,050)	Allocate health insurance to Beach and Boating
10-15-000-5890	G&A DEPT. TRANSFER	35,418	36,888	1,470	Increase in G&A for Comprehensive Plan
	<b>TOTAL CORPORATE FUND</b>			<b>23,399</b>	
25-00-000-5486	SUPPLIES-PLUMBING	4,450	3,000	(1,450)	Reduction in anticipated spending
25-00-000-5740	COMMUNITY GRP CONTRIBUTIONS	20,000	10,000	(10,000)	Reduction in anticipated spending
25-00-000-5890	G&A DEPT. TRANSFER	824,005	858,205	34,200	Increase in G&A for Comprehensive Plan
25-25-601-4200	REV-KIDS CLUB PM	300,161	321,485	(21,324)	Increased due to additional enrollments
25-25-601-5300	CONTRACTL-KIDS CLUB PM	12,985	13,055	70	Increased due to additional enrollments
25-25-601-5400	SUPPLIES-KIDS CLUB PM	19,000	20,000	1,000	Increased due to additional enrollments
25-25-658-4200	REV-YOUTH ART	-	18,144	(18,144)	New program
25-25-658-5100	WAGES-YOUTH ART	-	8,680	8,680	New program
25-25-658-5400	SUPPLIES-YOUTH ART	-	2,000	2,000	New program
25-25-794-4200	REV-YOUTH PICKLEBALL	-	2,700	(2,700)	New program
25-25-794-5300	CONTRACTL-YOUTH PICKLEBALL	-	1,890	1,890	New program
25-25-794-5400	SUPPLIES-YOUTH PICKLEBALL	-	100	100	New program
25-25-801-4200	REV-SUN FUN CAMP	240,920	283,871	(42,951)	Increased due to additional enrollments
25-25-801-5300	CONTRACTL-SUN FUN CAMP	26,530	39,525	12,995	Increased due to additional enrollments
25-25-801-5400	SUPPLIES-SUN FUN CAMP	11,060	12,920	1,860	Increased due to additional enrollments
25-25-835-4200	REV-AQUATIC CAMP	115,360	142,240	(26,880)	Increased due to additional enrollments
25-25-835-5100	WAGES-AQUATIC CAMP	48,924	50,220	1,296	Increased due to additional enrollments
25-25-835-5400	SUPPLIES-AQUATIC CAMP	8,840	13,840	5,000	Increased due to additional enrollments
25-25-850-4200	REV-ART CAMP	-	15,300	(15,300)	New program
25-25-850-5100	WAGES-ART CAMP	-	6,840	6,840	New program
25-25-850-5300	CONTRACTL-ART CAMP	-	1,685	1,685	New program
25-25-850-5400	SUPPLIES-ART CAMP	-	1,750	1,750	New program
25-26-000-5890	G&A DEPT. TRANSFER	57,825	60,225	2,400	Increase in G&A for Comprehensive Plan
	<b>TOTAL RECREATION FUND</b>			<b>(56,983)</b>	
30-00-000-5589	ADA RELATED FUND 69 CAPITAL	500,000	453,200	(46,800)	Adjust for actual incurred prior to 2/28/23
65-00-022-5509	SAFRAN HOUSE WINDOWS/WALL TUCKPOINTING	-	100,000	100,000	Carryover based on actual spent (no increase in project cost)
	<b>TOTAL</b>			<b>19,616</b>	