

**GLENCOE PARK DISTRICT**  
**Committee of the Whole Meeting**  
**Tuesday, September 1, 2020 - 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: Zoom -or- Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022**

The Board has determined it is impractical and unsafe to hold this meeting in-person during the Governor's Disaster Declaration due to the high transmission of COVID-19 and for the safety of the public, commissioners, staff, and participants utilizing the entire building. If you prefer to attend in-person, please enter Takiff Center at the main entrance. Commissioners will be attending via Zoom and Executive Director Lisa Sheppard will be attending in-person.

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Year 2 and 3 Future Capital Projects (pgs. 2-7)
- V. Verbal Update on Programs and Facilities Operations (pg. 8)
- VI. Discussion Regarding Renaming Park 7n (pgs. 9-13)
- VII. Discussion Regarding Park 11s (pgs. 14-21)
- VIII. Other Business
- IX. 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 E-mail address: [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)

**The Board of Park Commissioners welcomes public comments during all meetings.**

**Option 1: Via Zoom Video**

Attend the Zoom meeting via video and utilize the "raise hand" feature to indicate a desire to speak during Matters from the Public. Please Mute when not speaking

**Option 2: Via Zoom Dial In**

Attend the Zoom meeting via Dial In (audio only) and vocalize your desire to speak during Matters from the Public.

**Option 3: Via Email in Advance of the Meeting**

Submit a public comment via email to [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com) up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address optional). Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.

**Key rules governing participation:**

1. Each person is limited to one (1) email submission for public comment not exceeding 250 words.
2. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
3. All comments must be civil in nature. Comments will be rejected if the content is slanderous or threatening.

**Three Ways to Join this Meeting on Zoom:**

**Meeting ID: 846 0230 6261 | Password: 999**

**Via Computer**

Go to [Zoom.us](https://Zoom.us), Click "Join a Meeting", Enter the Meeting ID and Password above

**Via SmartPhone**

If you don't already have the app, go to your smartphone's app store and load "Zoom Cloud Meeting" (free)

**Via Phone Dial In**

312-626-6799

## **IV. Discussion on Year 2 and 3 Future Capital Projects**

Glencoe Park District  
September 1, 2020 Committee of the Whole Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance  
SUBJECT: Proposed Three-Year Capital Plan  
DATE: August 24, 2020

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At the August Board meeting, the Board gave consensus to the listed projects for year one. The specific details of each project will be discussed with the Board.

Year two and three projects still need to be discussed, but staff would like to note that grant results may alter the year two and three timeline.

As a reminder, we have laid out two different scenarios:

- The first plan is developed in the event the Park District does not receive the PARC Grant for the Watts Recreational Center renovation.
- The second plan assumes that the Park District does receive the grant.

The goal of this planning exercise is to provide the Board with as much information as possible to aid in the prioritization of available funds.

Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

Please refer to your Capital Projects binder for more specifics.

Staff will be prepared to answer questions from the Board as to why these projects are being recommended in the next three years.

### 3 Year Proposed Project List - Approx. \$6,060,000 Available Funding

PROJECTED FUND 69 BALANCE, 2/28/21 *	\$1,760,000
MAXIMUM BOND ISSUANCE	<u>\$4,300,000</u>
TOTAL FUNDS AVAILABLE	\$6,060,000

\*AVAILABLE FUNDS WILL BE IMPACTED BY THE POSITIVE BID RESULTS OF FY 2020-2021 PROJECTS, PROJECTION WILL NEED ADJUSTMENTS WHEN ACTUALS ARE AVAILABLE

PROJECT ORDER HAS BEEN PROPOSED BASED ON ENGINEERING ASSESSMENTS, CONDITION, STAFF INSPECTION, AND USE.

**THIS VERSION ASSUMES THE PARK DISTRICT DOES NOT RECEIVE THE PARC GRANT.**

#### YEAR 1 PROJECTS FY2021-2022

Amenity	Install Date	Estimated Capital Expense
Boat House Access/Stair/Retaining Wall	1960	\$300,000
Beach Access Crib Wall	1960	\$385,000
Center Bluff & South Overlook	1980	\$302,000
Kalk Park Drainage/Phase II*	New	\$300,000
Watts Dasher Boards	2000	\$400,000
Pier Decking/Walkway	1996	\$400,000
Takiff Roof Sinking Fund YEAR 1	2008	\$50,000
		<b>\$2,137,000</b>

#### YEAR 2 PROJECTS FY2022-2023

Amenity	Install Date	Estimated Capital Expense
Evap. Cond./Controls/Safety (Watts Mechanicals)	2000	\$200,000
Friends (Poured in Place/Stone)	2013	\$325,000
Lakefront Playground	2001	\$225,000
Lakefront Tennis	2001	\$175,000
Surface Water Management Lakefront	2002	\$265,000
Shelton Pathway/Drainage*	2005	\$300,000
Takiff Roof Sinking Fund YEAR 2	2008	\$50,000
		<b>\$1,540,000</b>

#### YEAR 3 PROJECTS FY2023-2024

Amenity	Install Date	Estimated Capital Expense
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
Maintenance Center	1930-1985	\$1,200,000
Safran Beach House Remodel	1996	\$250,000
Various Park Surface Water	New	\$300,000
Takiff Roof Sinking Fund YEAR 3	2008	\$50,000
		<b>\$2,650,000</b>

<b>TOTAL</b>	<b>\$6,327,000</b>
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#### NOT SCHEDULED WITHIN 3 YRS

Amenity	Install Date	Estimated Capital Expense
Milton Playground	2008	\$225,000
West Pony Baseball	1995	\$475,000
West K-Ball	1995	\$125,000

### 3 Year Proposed Project List - Approx. \$8,560,000 Available Funding

PROJECTED FUND 69 BALANCE, 2/28/21 *	\$1,760,000
MAXIMUM BOND ISSUANCE	\$4,300,000
PARC GRANT	<u>\$2,500,000</u>
TOTAL FUNDS AVAILABLE	\$8,560,000

\*AVAILABLE FUNDS WILL BE IMPACTED BY THE POSITIVE BID RESULTS OF FY 2020-2021 PROJECTS, PROJECTION WILL NEED ADJUSTMENTS WHEN ACTUALS ARE AVAILABLE

PROJECT ORDER HAS BEEN PROPOSED BASED ON ENGINEERING ASSESSMENTS, CONDITION, STAFF INSPECTION, AND USE.

**THIS VERSION ASSUMES THE PARK DISTRICT DOES RECEIVE THE PARC GRANT.**

#### YEAR 1 PROJECTS FY2021-2022

Amenity	Install Date	Estimated Capital Expense
Boat House Access/Stair/Retaining Wall	1960	\$300,000
Beach Access Crib Wall	1960	\$385,000
Center Bluff & South Overlook	1980	\$302,000
Kalk Park Drainage/Phase II*	New	\$300,000
Pier Decking/Walkway	1996	\$400,000
Takiff Roof Sinking Fund YEAR 1	2008	\$50,000
		<b>\$1,737,000</b>

#### YEAR 2 PROJECTS FY2022-2023

Amenity	Install Date	Estimated Capital Expense
WATT RENOVATION PARC MATCH	2000	\$1,500,000
PARC GRANT REIMBURSES DISTRICT EXPENSES. DISTRICT MUST HAVE CASH TO PAY ALL EXPENSES UP FRONT.		\$2,500,000
Takiff Roof Sinking Fund YEAR 2	2008	\$50,000
		<b>\$4,050,000</b>

#### YEAR 3 PROJECTS FY2023-2024

Amenity	Install Date	Estimated Capital Expense
Friends (Poured in Place/Stone)	2013	\$325,000
Lakefront Playground	2001	\$225,000
Lakefront Tennis	2001	\$175,000
Shelton Pathway/Drainage	2005	\$300,000
Takiff Roof Sinking Fund YEAR 3	2008	\$50,000
		<b>\$1,075,000</b>

#### YEAR 4 PROJECTS FY2024-2025

Amenity	Install Date	Estimated Capital Expense
Maintenance Center	1930-1985	\$1,200,000
Takiff Field Lights	1980	\$400,000
		<b>\$1,600,000</b>

**TOTAL \$8,462,000**

#### NOT SCHEDULED WITHIN 3 YRS

Amenity	Install Date	Estimated Capital Expense
Milton Playground	2008	\$225,000
West Pony Baseball	1995	\$475,000
West K-Ball	1995	\$125,000
Surface Water Management Lakefront	2002	\$265,000
Various Park Surface Water	New	\$300,000
Safran Beach House Remodel	1996	\$250,000
Takiff Softball Field/Soccer	1980	\$450,000

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Chris Leiner Director of Parks & Maintenance  
SUBJECT: Friends Park Site Evaluation  
DATE: August 27, 2020

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## FRIENDS PARK QUICKFACTS:

- Installed in 2013 (currently 7 years old), projected to be replaced 2031
- Winner of the 2014 IPRA Outstanding Playground of the Year
- First playground to be renovated this replacement cycle. Site saw heavy use before other sites were renovated.
- Equipment is designed for ages 2-5 and 5-12.
- Site has universally accessible play equipment (Equipment can be accessed directly by wheelchair or mobility assistance device.)
- This is the District's only universally accessible playground for ages 2-5.
- Site has poured in place surfacing.
- Play equipment made primarily of steel (lifespan is typically 15-25 years)

## SITE FACTS:

- Poured in place is in poor condition.
- Playground has limited drainage in the chipped areas. Playground was designed entirely for poured in place, chipped areas were added due to cost overruns mid-project.
- Play area is located at the lowest elevation on the site. All landscape beds and grass areas drain into the play space and onto the poured in place. (not typical)
- Poured in place safety surface has degraded substantially in high traffic areas based on use and site conditions. The sand and woodchips in the play space have increased wear.
- Poured in place is not banded by concrete where safety surface types meet, which causes heavy wear.
- Existing park lighting system does not function.
- Decorative retaining walls are due for tuckpointing.

## CONCERN

- Staff is concerned that the District will experience a total failure of the poured in place between years 9-10 of the playground's lifespan. At that point, the entire surface will need replacement on a playground that is already 60% of the way through its lifespan. We would be installing new poured in place in a park that we would be demolishing in 8 years. The lifespan of new poured in place products are 15-20 years.
- A large scale failure of the poured in place would result in the closure of the playground.

## HOW DOES POURED IN PLACE FAIL

- The surface we have is suffering from delamination. The top layer, often referred to as the wear layer is coming off the underlayment.
- The wear layer was not thickened in high traffic areas like slide basis and swing bays.
- Sand from the site is literally "sanding" off the wear layer.

# MEMORANDUM

## NOTES:

- Staff has recommended exploring the replacement of the poured in place safety surface. This includes some refreshing of landscaping and maintenance to the lighting and retaining walls.
- Replacement poured in place is expected to last the remaining lifespan of the equipment.
- Repairs were made in 2020 to poured in place in high traffic areas.
- A place holder budget of \$325,000 is recommended at this time.

# **V. Verbal Update on Programs and Facilities Operations**

**No Documents**

Glencoe Park District  
September 1, 2020 Committee of the Whole Meeting



## **VI. Discussion Regarding Renaming Park 7n**

Glencoe Park District  
September 1, 2020 Committee of the Whole Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks & Maintenance  
SUBJECT: Renaming Park 7n  
DATE: August 24, 2020

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As you know, many of our parks have been identified by a number and letter. As we develop parcels, the Board has traditionally renamed them. Now that Park 7n has had the Frank Lloyd Wright Cottage located on it, we thought it would be a good time to officially rename the park. This will help the Park District and Glencoe Historical Society better identify it in brochures and marketing materials.

The staff recommendation is to rename Park 7n, Ravine Bluffs Park, after the surrounding neighborhood.

**GLENCOE PARK DISTRICT  
ORDINANCE No. 855**

**AN ORDINANCE AMENDING THE GLENCOE PARK DISTRICT  
NAMING (RENAMING) PARKS AND FACILITIES POLICY**

**WHEREAS**, the Glencoe Park District (“Park District”) is a park district organized under the Illinois Park District Code, 70 ILCS 1205-1 et seq.; and

**WHEREAS**, Section 8(b) of the Illinois Park District Code authorizes park district boards to pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district; and

**WHEREAS**, the Board has established a Naming (Renaming) Parks and Facilities Policy; and

**WHEREAS**, the Board, from time to time, finds it necessary to review and update or amend its policies; and

**WHEREAS**, the Board hereby finds and determines it to be in the best interest of the Park District and its residents to amend the Naming (Renaming) Parks and Facilities Policy;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioner of the Glencoe Park District, as follows:

**SECTION 1.** The recitals set forth above are incorporated into this Ordinance as the material findings of the Board of Park Commissioners.

**SECTION 2.** The Naming (Renaming) Parks and Facilities Policy is hereby amended as follows:

**Glencoe Park District  
Naming (Renaming) Parks and Facilities Policy**

*Approved by the Board of Park Commissioners: June 30, 2006, October 18, 2016*

**1.0** **Statement of Purpose.** The parks and facilities of the District are important parts of community life and the selection of names for these recreation areas, if any, is a matter of considerable public interest. The following guidelines have been established for procedures to be followed in the naming or renaming of parks and facilities when the board determines it appropriate that a specific park or facility be designated by a name.

**2.0** **Community and Neighborhood Parks as Defined in the Open Space Master Plan, June 1996.**

2.1 The following criteria in the order listed in sections 2.11 through 2.14 shall serve as guidelines in the naming and renaming of community and neighborhood parks:

2.11 Park features such as topography, natural assets, the purpose of the park or activities to be held in the park (i.e. Lakefront Park).

2.12 Names of areas, such as the neighborhood in which a park is located or after schools when park is adjacent.

- 2.13 Major street names surrounding the park site.
- 2.14 Former Presidents of the United States or significant historical events (i.e. Memorial Park).
- 2.2 The additional criteria set forth in 2.21 and 2.22 below may also be used in the naming or renaming of neighborhood parks only.
  - 2.21 Donations to the Park District wherein the donor's name or that of a third party is used.
  - 2.22 Names of former Park Commissioners, Village officials, or citizens who have contributed substantial services in the expansion and growth of the District or who were closely associated with a significant community event.

**3.0 Special Conditions.** The following special conditions will be considered in the naming or renaming of parks:

- 3.1 A written proposal to name or rename a park shall be presented to the Board. The request may be submitted by Park District staff, a member of the community, a potential donor, or a member of the Board. The request must specify the proposed name and rationale in support of the request.
- 3.2 A minimum of 30 days shall transpire from the Board's initial discussion of a request to name (or rename) until a formal vote may be taken.
- 3.3 A 4/5 affirmative vote of the Board is required to name or rename a park.
- 3.4 The Board will also consider whether:
  - 3.41 The donation is of land for the park site or cash, services, or personal property donated equals the market value of the park site for which the name is proposed.
  - 3.42 The proposed name to be used receives the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).
- 3.5 When a park is named (or renamed) by reason of a donation, the term (length) of the naming (or renaming) shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed.
- 3.6 A park may be named after a former Park Commissioner or Village official only after the individual has been retired from office for a minimum of ten (10) years. The waiting period may be waived if the individual is being honored posthumously.
- 3.7 The Board may conduct public contests for the naming of parks. Such contest shall be conducted in accordance with these policies.

3.8 Notwithstanding any other provisions, the Board of Park Commissioners, in its sole discretion, may, by an affirmative vote name (or rename) a facility or a portion thereof to recognize a donation deemed deserving, provided a minimum of 30-days have transpired from the Board's first discussion of the pending action.

**4.0 Facilities.** Facilities (or portions thereof) and/or amenities within parks may be named or renamed in accordance with the following provisions. The naming or renaming of facilities or amenities to recognize a donation shall also be subject to the District's Policy on Gifts and Donations.

4.1 A written proposal shall be presented to the Board. The request may be submitted by Park District staff, a member of the community, a potential donor, or a member of the Board. The request must specify the proposed name and rationale in support of the request.

4.2 A minimum of 30-days shall transpire from the Board's initial discussion of a request to name (or rename) a facility until a formal vote may be taken.

4.3 A 4/5 affirmative vote of the Board is required to name or rename a facility or portion thereof.

4.4 Notwithstanding any other provisions, the Board of Park Commissioners, in its sole discretion, may, by an 4/5 affirmative vote, name (or rename) a facility or a portion thereof to recognize a donation deemed deserving, provided a minimum of 30-days have transpired from the Board's first discussion of the pending action.

**SECTION 3.** To the extent that any other Glencoe Park District policy, resolution or ordinance conflicts with any provision of this Ordinance, the conflicting provisions in those policies and/or ordinances are hereby repealed.

**PRESENTED** to and **PASSED** by the Board of Park Commissioners of the Glencoe Park District this 15<sup>th</sup> day of November 2016.

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None

ABSTENTIONS: None

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Steve Gaines, President

ATTEST:

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Lisa Sheppard, Secretary

SEAL

## **VII. Discussion Regarding Park 11s**

### **Discussion Only**

Glencoe Park District  
September 1, 2020 Committee of the Whole Meeting