



GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, July 6, 2021 | 7:00pm
Takiff Center

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 Kalk Park Gazebo and Pathway Lighting Hours of Operation (pgs. 2-4)
- V. Discussion on Potential OSLAD Grant Submission for West Park (pgs. 5-21)
- VI. Discussion on Healing Hearts Sculpture (pgs. 22-26)
- VII. Other Business
- VIII. Executive Session
 - A. Discussion Regarding Sale of Property 5ILCS 120/2 (c)(6)
- 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 email: lsheppard@glencoeParkdistrict.com

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

Option 1: In person at Takiff Center

Option 2: Email comments to be read aloud at the meeting to lsheppard@glencoeParkdistrict.com, comments must be received by 6:00pm.

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 Kalk Park Gazebo and Pathway Lighting Hours of Operation

Glencoe Park District
July 6, 2021 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Kalk Park Lighting Hours
DATE: June 24, 2021

During the development process of the Kalk Park Phase II project, the Board concluded that pathway lighting would be included in the scope of the design. The addition of lights to Phase II was due to resident requests, usage of the park site, and a lengthy dialogue.

Before the 2016 renovation, Kalk Park had two "street light" style lights midway through the park adjacent to the pathway used as a thoroughfare by commuters. These lights were removed during the 2016 renovation due to being in a hazardous condition. Upon completing the Phase II project, the park will be lighted with the Gazebo light and five dark sky-compliant light poles located along the south end of the park pathway behind the Gazebo.

The goal of installing the lights was to provide a lighted space for commuters/residents to transit while passing through the park at night. Unless permitted, Glencoe Park District parks are closed at sunset. It is important to note, there is a sidewalk adjacent to the parking lot that is partially lit by the parking lot lights. The park pathway is not the only connection between Park and Hazel Avenues.

In choosing the light fixtures, the consultants were directed to select fixtures that would be unobtrusive to the neighborhood and environment. The chosen fixtures are Dark Sky Compliant. Dark Sky Compliance is a designation given to outdoor lighting fixtures, meeting specific requirements to minimize light pollution, light trespass, glare, and offensive light sources.

Opinions vary as to whether lighting provides a deterrent to crime or attracts individuals to the park after dark. The Park District experiences vandalism at park sites that are lit and areas that have no security lighting. For example, the dugouts at the baseball fields are not lit, and the District routinely finds evidence of youth gathering at these locations after dark. Or, on the reverse, Glencoe Beach is lighted and is frequented after hours by many people.

Ultimately in many cases, it is an anecdotal opinion as to whether an individual feels safe walking through a park that has lights at night.

Additionally, some neighbors have raised concerns that the lighting will bring additional youth to the park after dark and negatively impact their adjacent homes.

Will turning off the lights in the park early result in individuals not using the pathway or Gazebo after park hours? Maybe, but by having modest lights on it may create a safer space and assist Public Safety in observing the youth.

Staff is seeking Board direction on the timing of the lights. The lighting procedure varies from park to park depending on the activities that occur at the site or facility.

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Considering what has been already stated, there is no right or wrong answer to the timing for lights. The answer is what fits best for the Glencoe community.

Here are some facts for you to consider:

- Kalk Park is nestled in a neighborhood.
- Curfew for Glencoe youth is 11:00pm-6:00 am Sunday-Thursday and 12:01am-6:00am Friday-Saturday.
- The last Metra train arrives in Glencoe at 11:16pm (train before that is 10:16pm).
- Ravinia, Writers Theatre, and restaurants in Glencoe are open late.

Based on the facts above, staff recommends considering activating the lights at Kalk on the Gazebo and pathway from 6:00am-10:00 pm or 11:00pm.

V. Discussion on Potential OSLAD Grant Submission for West Park

Glencoe Park District
July 6, 2021 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Chris Leiner, Director of Parks and Facilities
SUBJECT: Discussion on Potential OSLAD Grant Submission for West Park
DATE: June 28, 2021

GRANT OPPORTUNITY:

On June 24, 2021 the Illinois Department of Natural Resources (IDNR) began formally indicating that based upon significant public and political support, the State of Illinois will be running the IDNR Open Space Land Acquisition and Development Grant (OSLAD) program. The budget appropriation of \$28 million supporting the grant program was signed into law on June 17, 2021.

The grant cycle will run from July 15, 2021, through September 1, 2021. There is enough funding for 85 projects; this cycle is in addition to a Land and Water Conservation Grant Program (LCWF). When the LWCF program has historically been run concurrently to OSLAD, most land acquisition OSLAD submissions have been funded from this program. Effectively, this means there will likely be 85 development projects awarded the \$400,000 via OSLAD.

Staff believes this OSLAD cycle will be unique, as many of the agencies that would potentially submit a grant may not be in the financial position to do so at this time. Furthermore, the accelerated timeline requires quick action that some districts are unable execute.

PROJECT SITE:

Based on our existing infrastructure needs and what can be considered "competitive" for grant submittal, staff is proposing developing a master plan for the West Park/School site. The Park District has identified in our three-year capital project plans, infrastructure and ADA improvements that are needed, but we do not have a site master plan ready for submission for the OSLAD program.

We propose working in collaboration with District 35 on this project. The master plan/grant development process would be jointly funded by the Glencoe Park District and District 35; however, we would need to be the agency submitting for the OSLAD grant.

If the grant was awarded, the shared amenities would be jointly funded by both Districts. District 35 would also use the opportunity to leverage the construction process to update several outdoor spaces that would be funded only by District 35 on school property.

PROFESSIONAL SUPPORT:

Based on the grant award cycle timeline, this project will likely be completed starting in spring 2023. We are recommending a change in landscape architecture firms for this project. Our current landscape design firm's staffing is in flux. The two principals of the firm are semi-retired. Staff believes it would be prudent not to develop a long-term plan with a firm whose expertise and staffing levels are in transition.

As this grant cycle is accelerated, staff recommends using Hitchcock Design Group for this site master plan process. Hitchcock is well established landscape architecture firm with a proven track record of

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developing winning OSLAD grant projects. In the last two OSLAD grant cycles, Hitchcock's clients were awarded 39 grants out of a total of 40 submissions.

The District previously used this firm for our comprehensive master plan, Berlin Field, Phil Thomas Playground, and Kalk Park Phase I. Hitchcock effectively developed the framework from which the District's capital projects were drawn in the last five years.

Hitchcock knows Glencoe infrastructure and has proven to be successful in Glencoe; therefore, staff is recommending retaining this firm if we wish to proceed with this grant submission.

TIMING:

The grant application is due September 1, 2021. Before the grant can be submitted, the Park District must hold a public comment meeting to review the concept, and the Board of Park Commissioners must vote on a resolution to direct Lisa Sheppard to submit the grant.

Grants are typically awarded in January; project construction would begin in late spring of 2023.

Based on staff's contacts with the IDNR, we have been planning for this potential grant opportunity. Staff met with the leadership team of District 35, and they are onboard with pursuing the grant opportunity. If we so choose, Hitchcock is ready to begin this process immediately.

FUNDING:

The Park District would need to commit \$400,000, at a minimum, to match the grant amount of \$400,000. Staff believes to develop a competitive project; the project scope would have to increase. Therefore, we asked District 35 to partner with us on this project because of the joint use of this property. With matching funds from District 35 at a minimum of \$400,000, if awarded, the grant project will have a total construction budget between \$1-1.5 million. This was similar to the cost of Duke Park and the Trail project.

The construction phase of the project would be scheduled to begin in late spring of 2023. In the park District's 3 Year Capital Plan in 2023, there is a projected surplus of \$2,616,000 upon the competition of Watts. This funding amount is based on a conservative estimate, including no additional future fund transfers.

Effectively, the Park District would receive the benefit of a \$1-1.5 million-dollar project for an investment of \$400,000 to \$500,000.

By submitting an OSLAD application, the District will be headed down the road of completing the project, but will not be past the point of no return on costs or timeline.

West Park was not currently slated for renovations in 2023. By leveraging District 35 and OSLAD grant dollars, the project could be advanced.

MEMORANDUM

CONCEPT ELEMENTS:

The types of elements proposed that may make this a competitive OSLAD project include:

- Walking loop/ADA park access
- Replacement of the existing tennis courts and possible redesign of one court to two dedicated pickleball courts
- Replacement of the existing Pony baseball field/backstop to include a synthetic turf infield
- Updates to the K-Field backstop
- Update of drinking fountain
- Improved park/field drainage

The goal of tonight's discussion is not to design the project. Staff needs consensus to apply for the OSLAD grant for this project and move forward in developing an agreement with Hitchcock to begin the process.

HITCHCOCK'S AGREEMENT:

Included in this packet is an agreement with Hitchcock Design. The amount of the agreement is within the purchasing authority of the Executive Director, so no formal vote is needed. However, staff is seeking consensus on applying for the OSLAD grant prior to moving forward.



0.01 mile

1 inch equals 63 feet

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K-Ball Field at West Park



Pony Field at West Park



Tennis Court at West Park



MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: West K-Ball Baseball Field Site Evaluation
DATE: June 24, 2021

WEST PONY FIELD QUICKFACTS:

- Baseball field was installed in 1990. (Field is 30 years old)
- Backstop/dugouts were installed in 1995. (25 years old)
- IDNR sets the useful life for baseball fields at 8-10 years.

SITE FACTS:

- Baseball field has no drainage.
- Baseball field has no irrigation.
- No ADA accessible route of access to field
- Backstop is generally in poor condition.

NOTES:

- Safety related repairs were made to the backstop and dugouts in 2016.
- Dugout/backstop was painted in 2016.
- Field upgrades were made in 2020 to enhance playability.
- Not currently recommending for replacement based on available funds over the 3-year term of this planning cycle.
- This field is used more than the pony field.

MEMORANDUM

TO: Board of Park Commissioners
FROM: Chris Leiner, Director of Parks & Maintenance
SUBJECT: West Pony Baseball Field Site Evaluation
DATE: June 24, 2021

WEST PONY FIELD QUICKFACTS:

- Baseball field was installed in 1990. (Field is 30 years old.)
- Backstop/dugouts were installed in 1995. (25 years old)
- IDNR sets the useful life for baseball fields at 8-10 years.

SITE FACTS:

- Baseball field has no drainage.
- Baseball field has no irrigation.
- No ADA accessible route of access to field
- Area behind dugouts holds water, typically not accessible in the spring.
- Backstop is in generally poor condition.
- This is the least used athletic field in our District's inventory.

NOTES:

- Dugout shade structures were removed in 2016 due to condition.
- Safety related repairs were made to the backstop and dugouts in 2016 and 2020.
- Field upgrades were made in 2020 to enhance playability.
- May be worth considering whether replacement of this field with a pony sized field is warranted.
- Not currently recommending for replacement based on available funds over the 3-year term of this planning cycle.



June 28, 2021

Chris Leiner
Director of Parks & Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

RE: West Park Master Plan and OSLAD Grant Application

Dear Chris,

Thank you for the opportunity to provide you with a proposal for your West Park Master Plan Project. We are ready to assist you with this important planning initiative and help you prepare and submit an IDNR OSLAD grant application.

PROJECT UNDERSTANDING

Based on our discussions, we understand this is a priority initiative and the timing is right to proceed with planning now that the next cycle of OSLAD funding has become available. West Park has several facilities that are in need of updating including courts, fields, and access drives. There are also opportunities to add a walking path and explore other potential new amenities. In accordance with OSLAD grant application criteria, community meetings will be included during the planning process. The planning will also be done in coordination with the School District.

SCOPE OF SERVICES

We will begin the Master Plan Phase with a kick-off meeting and site visit with you, followed by an initial public input meeting. A written summary of prioritized comments received will be prepared and used as the foundation for design. Other key planning documents will be reviewed and summarized to identify key design program criteria.

We will then begin work on the Concept Plan, working with you to develop preliminary design options and eventually one preferred approach. We will also gather further community input at a second public meeting. Once a preferred design approach is determined and community input is completed, we will finalize the plan, cost-estimate, and other deliverables into a Master Plan document.

Concurrent with the design process, we will assist you with the Grant Application Phase services by preparing the necessary exhibits, forms, costs, and narratives. The Park District will provide the necessary GATA form information, original signatures on applicable forms, park property title and plat of survey, a Park Board resolution, and confirm your GATA registration is current.

Please see the Scope of Services for our step-by-step approach.



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Glencoe Park District – West Park Master Plan and OSLAD Application
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PROFESSIONAL FEES

Based on the Scope of Services, the fees to complete the work as outlined are as follows:

| | |
|--|----------------|
| Preliminary Design Services: | |
| Program and Analysis Phase: | \$3,800 |
| Schematic Design Phase: | \$11,200 |
| Master Plan and Grant Application Phase: | <u>\$4,800</u> |
| Total: | \$19,800 |

| | |
|-----------------------|------------------------------|
| Other Services: | |
| Post Submittal Phase: | Hourly Not to Exceed \$1,000 |

Reimbursable expenses (printing, mileage, and courier) will be invoiced in addition to the professional service fees. We recommend setting aside \$500 for these expenses.

PROJECT TEAM

I will be the Principal in Charge and Project Manager with Lacey Lawrence, a 15-year Senior Associate with HDG, as our Project Designer. Other members of our Recreation Studio will assist as needed to advance the work according to schedule. If you find this proposal acceptable, we will forward our standard contract for your review and signature.

Thank you for the opportunity to work with you and the Glencoe Park District. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Stee Konters
Senior Principal



Scope of Services

West Park Master Plan and Grant Application

PRELIMINARY DESIGN SERVICES

The goal for this part of the agreement is to finalize the program and reach consensus on a preliminary design approach for the proposed park improvements.

A. Program and Analysis Phase

Objective: The objective is to evaluate the characteristics and conditions of the project site, identify probable permit requirements, assemble site data, produce base maps and define the project program that will be the basis for design.

Process: Specifically, the Hitchcock Design Group team will:

1. **[Staff Meeting #1]** Conduct a **Kick-off and Programming Discussion** with Park District and School District representatives confirming:
 - a. Project area, goals and objectives
 - b. Comprehensive Master Plan objectives
 - c. OSLAD grant criteria
 - d. Possible jurisdictional agency interests
 - e. Available site data and data gathering needs
 - f. Target budget
 - g. Community input protocol
 - h. Schedule
2. Immediately following the Kick-off Meeting, walk the project site with staff and **Photograph the Project Area** and immediate surroundings to identify and discuss current physical conditions, adjacencies, patterns of use, site concerns and issues.
3. **Identify Potential Jurisdictional Interests** by discussing the project with representatives of Village Planning and/or Engineering departments.
4. **Collect Existing Available Data** for the project area including:
 - a. Local ordinances
 - b. Previous site surveys, engineering plans, and plats of survey
 - c. Aerial photography
 - d. Comprehensive Master Plan (have copy on file)
 - e. Community survey or needs assessment results
5. Prepare **Base Maps** at Appropriate scales using the available collected site data.
6. **[Community Engagement Event #1]** Prepare for and **Conduct the First of Two Community Input Meetings** in a facility designated by you, to gather input from attendees regarding the preferences, concerns, and ideas that the community or stakeholders would like to have considered for the project and record input. The Park District will advertise the Community Meetings in the local paper and retain a Certificate of Publication for grant application submittal.
7. Prepare a written **Project Program** that includes:
 - a. Project design program
 - b. Community input
 - c. Jurisdictional factors



- d. Budget information
 - e. Project Schedule
8. **Review the Program and Analysis** documents by forwarding the written Project Program and discussing by phone with Park District representatives for comment and approval.

B. Schematic Design Phase

Objective: The objective is to reach consensus on the type, location, organization, scale, character and potential cost of specific capital improvements.

Process: Following your approval of the Program and Analysis Phase, the Hitchcock Design Group team will:

1. Prepare preliminary **Schematic Design** illustrating site geometry and the scale, type and organization of the project improvements potentially including:
 - a. Pedestrian ADA access and walking loop
 - b. Renovation of access drives
 - c. Renovation of tennis courts
 - d. Renovation of baseball fields with option for synthetic turf infield
 - e. Gathering area / outdoor classroom
 - f. Drainage improvements
 - g. Site furnishings and replacement of drinking fountain
 - h. Landscaping and restoration
 - i. Other potential improvements defined in the Program Phase
2. Prepare the **Schematic Design Documents** including:
 - a. Black and white plan view drawings at an appropriate scale
 - b. Representative photographs from other projects
3. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format.
4. **[Staff Meeting #2 and #3] Review the Schematic Design Documents** with you at 50% (preliminary) and 100% (final) Completion Milestones to discuss preferences, priorities, and confirm a final direction. Prepare written summary of the discussions, advance the preferred approach for Park Board and Community input.
5. Following staff approval of the preferred approach, prepare an **Illustrative Color Plan and Image Board of the Preferred Approach** for presentation to the Park Board and Community.
6. **[Park Board Meeting #1]** Present the Schematic Design documents to the Board for input prior to presentation to the Public.
7. **[Community Engagement Event #2]** In a facility designated by you, prepare for, and conduct the 2nd Community Input Meeting to gather input from attendees that are invited by you. The purpose of this meeting will be to solicit thoughts, ideas and concerns about the design from the attendees and to record public input. The Park District will advertise the Community Meeting in the local paper and retain a copy of the Certificate of Publication for grant application submittal.



C. Master Plan and Grant Application Phase

Objective: Finalize the Schematic Design and package the master plan for approval and grant application submittal. Meet the requirements of the IDNR OSLAD grant submittal and support a review of the document by the grant administrator.

Process: Following your approval of the Schematic Design Phase, and your direction from the Community and Committee Input received, the Hitchcock Design Group team will:

1. Prepare **Draft Master Plan** by incorporating all comments received and your final direction on preferences, illustrating site geometry and the scale, type and organization of the project elements.
2. Prepare the final **Master Plan Documents** including:
 - a. Color rendered drawing
 - b. Character images and product cut sheets (if applicable)
 - c. Cost opinion and potential phasing strategy (if applicable)
 - d. Community input summaries
3. **[Staff Meeting #4: Phone]** Conduct a phone conference with you to make preliminary design and phasing decisions based on the approved Master Plan and as required by the grant process including: equipment selection and grant project improvements that will be included in the grant application. We will also review the application requirements and confirm the tasks required to be done by the Park District.
4. **Obtain and Prepare the Required Documents** for an IDNR OSLAD grant submittal package including application forms, plan graphics, cost opinions.
5. **Conduct a Phone Conference** with your IDNR Grant Administrator to review the project.
6. **[Staff Meeting #5: Online]** Conduct an online meeting with you to review the draft application and send you original application forms that require Park District signatures and Park Board resolution.
7. **Submit the OSLAD Grant Application** by the required submittal deadline.

D. Post Grant Submittal Phase (Hourly Upon Request):

Objective: Support a review of the document by the grant administrator and IDNR.

Process: Following grant submittal and upon your request, the Hitchcock Design Group team will:

1. **Answer Incidental Questions** posed by the IDNR Grant Administrator. Respond to deficiency review letter if needed.
2. **[IDNR Meeting #1: on site]** Meet with you and IDNR on site to review and discuss the project.
3. **Prepare Two (2)-Sided Presentation Board** for your use in Springfield IDNR presentation including:
 - a. Plan view rendering of the Master Plan
 - b. Context map showing the projects location within your boundary
 - c. Speaking points



ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services rendered after the time limitations set forth in this contract
7. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
8. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services

VI. Discussion on Healing Hearts Sculpture

Glencoe Park District
July 6, 2021 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Sculptures in the Park
DATE: June 25, 2021

The Glencoe Park District has been asked to partner with the Children Advocacy Center (CAC) Healing Hearts Campaign. The Children Advocacy Center (CAC) has asked us to be a part of their Healing Hearts Movement by displaying a heart sculpture in our park or outside our facility, which is being sponsored by a donor and comes at no cost to the Park District.

The Healing Hearts Campaign is a community movement that aims to spread awareness about CAC's services in the 38 communities they serve, and raise money for life changing services for children and families who have suffered abuse. Many children suffer in silence after abuse. The sculpture's purpose is to color our communities with hope and shed light on the issue of child abuse. Healing hearts will show them that they are seen, heard, and their stories matter. They have the power to paint their own future! For more information on the organization, refer to their webpage at <https://www.cachelps.org>.

The heart sculpture is approximately 60" H x 48" W x 30" D and will be painted by a professional artist in a fun, whimsical way (with concept designs presented prior to painting). The donor's name will not be on the sculpture, but on a plaque near the heart. Our goal is to raise awareness of Child Abuse and the services provided not only in Glencoe, but all over the county.

I have been in contact with Family Service of Glencoe who are familiar with this organization and said they have/would use them as a resource given their specialization with children who have been abused. They have no reservations in the Park District displaying the Heart Sculpture and endorse this community awareness campaign against child abuse and awareness of available services. They stated this is a benefit for not only Glencoe residents, but also those outside of Glencoe who we do not serve. Bill Hansen, FSG Director and I discussed that the park district is a good site for this display due to the large amount of families that partake in our facilities on a daily basis.

I have also researched the organization and it has been active for over 30 years, have chapters throughout the country, and receive funding through DCFS, United Way, and other corporations and foundations.

To answer the question if we allow fundraising opportunities on our property? We have in the past allowed fundraising on our property. While that is not the main intention of the Heart, there is a funding appeal to it. We have been associated with fundraising in the past, as long as it does not require Park District funds and minimum staff hours. At our facilities, we have hosted car washes, bake sales, dog rescue events, a sculpture display similar to this for the Historical Society, Friends of the Green Bay Trail, Rotary, FSG, etc. We "normally" allow fundraising opportunities around the areas of children, pets, environment, and Glencoe community organizations

The sculpture's location has not been determined, but we have narrowed down the choices to the Takiff Center (near the Early Learning Center entrance) or along Connect Glencoe near Duke Park. The

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installed sculpture will be bolted to a concrete pad. There is a heart at the Northbrook Police Department but we will be the only location this year in the North Shore. Admirers of the Heart and the cause can make individual donations to CAC if they feel the desire to do so, but we have not been asked to, nor will we be marketing their fundraising appeal through our media sites. They raised money for this cause by securing a donation for this heart from a private donor. To learn more about this initiative follow this link: <https://www.cachelps.org/healing-hearts>.

The sculpture would be displayed for 4-6 months and then removed. This comes at no cost to the park district. Below is the design planned for our site. Please note, this is a color pencil rendering and the artist is skilled at painting, so the art will be more vibrant.



In the Future:

With the addition of this request, I believe it is best practice to form a Sculpture Advisory Group to review pieces that may want to be displayed in our District going forward. I recommend the Sculpture Advisory Group be made up of a Board Member, Executive Director, Special Events/Community Relations Manager, Park District Art and Ceramics Instructors, and two to three other individuals appointed to the advisory group by the Board of Park Commissioners.

In addition, I would like to **explore and bring back to the Board at a much later date** an event with our new Special Event/Community Relations team member that I have seen at the St. Charles Park District. They invite artists to display sculptures in their park from May - August. This event's purpose is to raise awareness of the sculptural arts and the beautiful parks. The event strives to provide striking sculptural works with substantial breadth and depth in both subject matter and media for audiences to discuss, think about, and enjoy.

I was envisioning that the new Connect Glencoe meandering trail would be an interesting park to hold this event.

Please visit <https://www.stcsculpture.org/> for more information on their event, which has been in existence since 2006. They have a link that shows all sculptures throughout the years.

MEMORANDUM

Guidelines for sculpture pieces in our parks:

Sculptures will be allowed in the parks adjacent to Old Green Bay Road and Connect Glencoe pathway. Substantial size sculptures are preferred due to the size of the park.

The following guidelines will be followed:

- Sculptures should be durable and suitable for outdoor placement in a public park.
- All pieces will be mounted to a concrete slab. It is requested that sculptors provide a minimum mounting system of no less than 3/8" bolts and no greater than 3/4" bolts. A minimum 3-point bolting system is required.
- If the sculptor requires heavy equipment to install the sculpture piece, the Park District must be notified prior to installation day. Any questions related to the mounting system or installation should be directed to Director of Parks and Maintenance. If accepted, weight of piece must be the same as shown on the application and a design footprint must be submitted upon request to the Director of Parks. During installation, the Director of Parks reserves the right to not accept a sculpture due to safety, durability, or construction issues.
- Acceptable media include metal, stone, or any other durable material that can withstand the elements and abuse of an outdoor display.
- Sculptures are accessible to the public; they are displayed along a walking path. Pieces should not have sharp edges, be loose or be able to be dismantled in any way or be an endangerment to the public. The Sculpture Advisory Group reserves the right to inspect all pieces and order the removal of a sculpture if the Advisory Group feels it presents a danger; the Advisory Group's decision is final.
- All entries must be completed prior to submission of exhibit. All pieces must be available for sale. The sculptor's name, location, and website (if supplied); sculpture name and material; and sale price will appear on a recognition plaque mounted on the concrete base. The Park District, with approval of the Board, may elect to accept a donation or buy a sculpture and therefore become a permanent piece.
- Sculptures will be installed by Park District staff. Sculptures must be shipped at the owner's expense. For return shipping, the sculptors must make their own arrangements for pick up and/or shipping.
- The Park District will collect a 30% commission on sculptures sold or commissioned during the period of the exhibit.
- Insurance: The Glencoe Park District will provide insurance during the period of the exhibit for any damages incurred up to a maximum of \$10,000 as determined by the insurer. The District is responsible for insuring the piece while they are in possession of the sculpture. Insurance coverage before delivery and immediately after removal of the sculpture is the responsibility of the sculptor or owner. If any damage is done to a piece, the amount covered is the cost of repairing the sculpture or, in the event the piece is not repairable, the cost of replication of the piece by the sculptor, up to \$10,000 maximum, as opposed to the retail value of the piece. In the interest of public safety, the Park District retains the right to remove damaged or dangerous pieces in the absence of prompt and

MEMORANDUM

satisfactory repair. For insurance purposes, sculptors will certify to the Glencoe Park District that they have created and possess unencumbered title to the sculpture(s) being submitted to the Sculpture in the Park Exhibit. The Sculpture in the Park Committee, and the Glencoe Park District will not be liable for degradation caused by weather and/or normal wear and tear.

- Sculptures will remain in the Park, from May – August.
- The Sculpture Advisory Group will have final say if a sculpture is appropriate for a public setting.