

APPROVED

**GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022**

**SPECIAL PROJECTS AND FACILITIES COMMITTEE
8:30 p.m.
Monday, October 17, 2011**

Roll Call. The meeting was called to order at 8:30 p. m. Present were Committee members Andre Lerman (Chair) and Max Retsky. Staff present included Executive Director/ Secretary Don Van Arsdale, Director of Parks Rick Bold, Director of Operations Steve Nagle, and Executive Assistant Nancy Symonds.

Members of the public in attendance included. Kara Boyd, Studio Gang, 1212 North Ashland Avenue, Chicago; Jon Faris, General Manager, Writers' Theatre, 376 Park Avenue, Glencoe; Louis Goldman, 465 Grove, Glencoe; Ed Goodale, 736 Greenwood, Glencoe; Larry Levin, Village Trustee, 803 Sheridan, Glencoe; Roberta Olshansky, president, Woman's Library Club, 111 Lakeside Drive, Glencoe; Elaine Tinberg, president, Writers' Theatre, 159 Sheridan Road, Winnetka; and Caren Thomas, Village of Glencoe Plan Commission, 423 Northwood, Glencoe;

Approval of Meeting Minutes Commissioner Retsky moved to approve the minutes of Committee meetings held on September 19, 2011 and October 4, 2011 as amended. Committee Chair Lerman seconded the motion which passed by unanimous voice vote.

At this time, Committee Chair Lerman asked that the agenda order be revised to have discussion concerning Writers' Theatre as the next item.

Writers' Theatre Discussion Committee Chair welcomed those in the audience representing Writers' Theatre, the Village of Glencoe, and the Woman's Library Club. Mr. Lerman continued by stating this meeting is for informational purposes only to bring the Committee up-to-date on activities which have transpired with regard to the Woman's Library Club property. Mr. Lerman then recognized Mr. Faris.

Mr. Faris began his presentation by stating representatives from the Writers' Theatre and the Woman's Library Club have been in discussion concerning the redevelopment of the Woman's Library Club site for a long-term lease of the property to Writers' Theatre. He continued by stating the process is moving forward with Writers' Theatre hiring the architectural firm, Studio Gang. Representatives of Studio Gang have taken a look at the site.

Ms. Boyd from Studio Gang shared with the Committee a proposed exchange of land from the Woman's Library Club site to increase the current size of Friends Park. Ms. Boyd stated it was important to keep the healthy, mature trees on the property and take advantage of those trees. She stated it was also important to keep all vegetation. A

landscape architect was hired by Studio Gang to review the area and he stated some of the trees on the property were dead or dying and should be removed.

Committee Chair Lerman stated before this transaction could take place it was important to have the Woman's Library Club contact the District at the request of Writers' Theatre.

Mr. Faris continued by stating the design of the proposed new building on the site has not been finalized. It could be envisioned as a one story building using the current building footprint. He stated it was important to have a buffer between Friends Park and the new building and would try to have a balance. He said Writers' Theatre is open to options.

Commissioner Retsky inquired about covenants on the land and she thought this process might be on-going. Ms. Thomas stated the Village staff could be used to help speed the process along. Ms. Thomas continued by stating this is an important project for the Village and could make for a larger park and have a real estate improvement placed on the site next to the Friends Park.

Discussion ensued. Ms. Thomas said to look at the entire scenario where Friends Park gets a larger buffer area. Committee Chair Lerman stated he was supportive of the potential swap, but it was important to address any road blocks. It was stated that before anything can occur, the members of the Woman's Library Club must meet and the Club's next meeting is scheduled for the 26th.

Village Trustee Levin inquired how best to help the District and he said the Village is willing to work to move the project forward.

Committee Chair Lerman stated this proposal is being discussed at this meeting to get ideas and learn more about the potential land swap. He explained there would be many steps required, included public hearings, before this land swap could be completed.

Discussion continued. Commissioner Retsky stated there are legal requirements which must be addressed before any formal action can be recommended by the Committee for Board action. Along with the District's action, any proposed new building on the site would require action from at least the Village's Zoning and Plan Commissions regarding any building setbacks and parking.

Commissioner Retsky inquired if the building would be demolished, were there any land issues. She then requested the District's legal counsel be contacted with regard to the steps that need to be taken for a transaction such as the one proposed and how long the entire process might take.

Discussion continued centered on the Writers' Theatre proposed plans, the costs involved, any fundraising that is currently underway or lead donations which have been pledged or donated, the projected timeline, and all the options that are being considered.

Committee Chair Lerman stated Village officials would like to see the Writers' Theatre proposal go forward and how can the District facilitate this? He stated he would like to have the District's attorney give an outline for the process. He continued by stating the District will be sending a proposal for a Master Plan for all the parks and facilities in the District for the next 10 – 15 years. He would like a master plan for the entire village including the school, library, Village and the Park District. He stated the District does not act separately from other governmental entities and issues could overlap.

Ms. Tinberg mentioned Jeanne Gang, one of the architects from Studio Gang developing this project, was just awarded a MacArthur Fellow. She stated Ms. Gang would be involved in this project.

Ms. Thomas stated she is impressed with Studio Gang architects and feels the firm would create a building that would work in downtown and she stated the Village and District are stewards of public land. She stated this project would be beneficial to Writers' Theatre and the project would enhance downtown Glencoe and its future. Ms. Thomas said this process could be a collaborative one with the Village; public meetings for both governmental units will have to be scheduled.

Discussion continued. Commissioner Retsky inquired how much bigger the building will be. It was explained that the conceptual design now calls for a single story building. Mrs. Olshansky stated she had not seen the plans yet. Committee Chair Lerman asked about the plans for the area around the Woman's Library Club property. Ms. Thomas stated Writers' Theatre desires a long-term lease of the property, not a change of ownership; Woman's Library Club has a long history in Glencoe. She stated a capital campaign will be needed for the Writers' Theatre project to go forward.

Committee Chair Lerman thanked those in attendance as the discussion of Writers' Theatre concluded.

Update on Progress Request for Proposal for Master Facilities Plan Committee Chair Lerman asked Executive Director Van Arsdale to share information on this agenda item. Mr. Van Arsdale stated a Comprehensive Master Plan is designed to encompass all aspects of the District including community needs, finance, personnel, parks, land acquisition and development, facilities and programs. The plan would provide a long-range course of action to meet the community's expectations for park and recreation services. He continued by stating the District just completed a Strategic Plan and approved an Action Plan. The Strategic Plan included a significant effort to reach out to the District's constituency and stakeholders.

Mr. Van Arsdale said he has received a list of firms which he felt would be qualified to perform the Master Plan. However, the first step is to develop a Request for Proposal and then submit it to professional firms. This Request for Proposal will be sent in early November will responses due before Thanksgiving.

Committee Chair Lerman indicated he had a discussion with former Board of Park Commissioner and resident Peter Dyke of Thompson Dyke & Associates (TDA). TDA has previously done business with the District including currently serving as the

consultant for the Glencoe Beach sprayground project. Mr. Dyke informed Mr. Lerman he would like to be a resident only and TDA would not submit a response to the Request for Proposal.

Mr. Van Arsdale stated the selection process for the firm to provide the Master Plan services will take several months of interviews and reference verification. He continued by stating that an undertaking such as the Master Plan, which will include short, medium, and long-range goals of the District, will require support from residents as well as governmental entities to provide input in the process.

Discussion ensued. After discussion, it was the consensus of the Committee to have Mr. Van Arsdale send the Request for Proposal for Master Plan Services to appropriate professional firms.

Update on Progress – Intergovernmental Agreements Executive Director Van Arsdale stated he has been in contact with the Directors of the Deerfield Park District and the Northbrook Park District regarding intergovernmental agreements for use of their facilities by Glencoe District residents. Discussion continued. He stated that there are 13 Glencoe residents who use the Sachs Recreation Center, which is part of the Deerfield Park District. The Sachs Center has an indoor pool which might be of interest to more District residents. Northbrook has outdoor pools which could be considered for next summer.

Discussion continued with regard to the services which the District could offer to Deerfield and Northbrook residents; i.e., there is no fee differential for Watts skating tokens for residents and non-residents. Executive Director Van Arsdale will continue his discussions with Northbrook and Deerfield representatives to see if reciprocity or intergovernmental agreements could be arranged for services for District residents to use other districts' facilities. He continued by stating if a reciprocal agreement could be arranged with another park district, information would be included in future District brochures and send as e-mail blasts to those on the District's email list.

Takiff Center Roof Structural Repair Project Director of Operations Nagle reviewed with the Committee information on the roof project. He reminded the Committee that during the Takiff Center roof replacement project, a section of wall was exposed near the Multi-Purpose rooms and found to be structurally unsound. A structural engineer was brought in to examine the structure, recommend a solution, and provide architectural/engineering plans to correct the problem. After consulting with the District's attorney, it was recommended that the District complete this work as a change order to the original roof repair project.

Mr. Nagle reviewed the costs for the entire project and stated the change order in the amount of \$20,000 will have the total cost of the project the same as the original bid price as the District received \$20,000 in original bid deductions. Discussion continued.

After discussion, the Committee recommended this change order be brought forward for Board approval.

Operations Review Parks Department

Director of Parks Bold reviewed for the Committee a list of all the projects the Parks Department staff performs throughout the year. Along with the daily projects, there are seasonal responsibilities which include but are not limited to getting Glencoe Beach and Watts Ice Center opened and closed for the season, maintaining the parks, snow removal from pavements and sidewalks. Discussion continued. Mr. Bold stated the District offers staff assistance to other governmental entities in Glencoe, the Glencoe Historical Society, Glencoe Youth Services, and the Glencoe Junior High Project and other Glencoe-based organizations.

A. *Fiscal Year Budget Recommendations* The Committee then reviewed the proposed capital list for the next fiscal year. Mr. Bold stated several items were carried over from previous years and many of the items are included on the District's Capital Asset Replacement Plan (CARP).

Committee Chair Lerman stated he felt it was important to get initial input as the budget discussion process goes forward.

B. *Tree Donations* Executive Director Van Arsdale reviewed with the Committee the policy on tree donations as outlined in the District's Policy on Gifts and Donations. Discussion ensued. It was mentioned that tree donations and replacement of trees on park property is important for the District and not just the residents living near a park. Tree replacement should be considered on a case-by-case basis; trees add value to a park.

Strategic Plan Road Map Milestones Committee Chair Lerman reviewed the status of milestones which are being worked on as described in the Strategic Plan Road Map.

Matters from the Public There was no one present wishing to address the Committee.

Other There was no further business brought before the Committee.

Adjourn With no further business, the meeting adjourned at 10:05 p.m. on a motion from Commissioner Retsky and a second from Committee Chair Lerman.

Respectfully submitted,

Donald P. Van Arsdale
Secretary