SPECIAL PROJECTS AND FACILITIES COMMITTEE
7:30 p.m.
Thursday, May 26, 2011

Roll Call. The meeting was called to order at 7:40 p.m. Present were Committee
members Andre Lerman (Chair) and Max Retsky. Also present were President Trent
Cornell and Commissioner Bob Kimble. Staff present included Executive Director/
Secretary Don Van Arsdale, Director of Operations Steve Nagle, Director of Parks Rick
Bold, Director of Recreation Cheryl DeClerck, Arts and Youth Program Manager Breanne
Schnoor, and Executive Assistant Nancy Symonds.

Members of the public in attendance included: John Fitzgerald, 1114 Franklin, Buffalo
Grove; Brian Homans, 271 Hawthorn, Glencoe; Jim Henderson, 1723 Northfield Square,
Northfield; and Janet and Michelle Lerman, 244 Hazel, Glencoe. Also in attendance were
new camp directors Lisa Lyons and Allison Mevis.

Approval of Meeting Minutes. Ms. Retsky moved to approve the minutes from the
May 17, 2011 meeting as presented. Commissioner Lerman seconded the motion which
passed by unanimous voice vote.

Matters from the Public Committee Chair Lerman welcomed those in attendance to the
meeting and asked if there was anyone present wishing to address the Committee on an
item not on the agenda. There was no one wishing to address the Committee at this time.
He also noted that members of the public may raise their hands to contribute to agenda
discussions and hope that their comments would keep the discussions moving forward.

2010 Beach/Boating Report and Sailing Program Mr. Lerman prefaced the discussion by
stating that since we have new board members, and since summer is just beginning – he
asked staff to do a review of both the 2010 Beach/Boating Report and also the 2011 Beach
and Boating recommendations, so that the new board members on the SP&F Committee
could ask questions, and share additional observations to staff regarding Beach and
Boating recommendations. Lerman also stated that he believes the Glencoe beach is the
most family friendly on the North Shore; it has an excellent staff and it is a phenomenal
facility and the purpose of the review is to help staff bring the level of quality operations and
service to the “next level”. Mr. Kimble noted the 2010 Beach and Boating Report was
previously reviewed by the Committee and was presented to the Board.

Mr. Nagle then began a review of the 2010 Beach and Boating Report and the 201 Beach
and Boating Recommendations. He said the report summarizes items from previous years
and the 2011 report has recommendations for the upcoming season (see enclosed
documents – 2010 Glencoe Bathing Beach and Boating Report; 2011 Beach and Boating
Recommendations).
He stated that extra effort has been given to crowd control and cash control. Last year only the Facilities Supervisor and Beach Coordinators cashed out at the end of each day. More attention was given to financial procedures. Mr. Nagle continued by saying the Halfway House is the main control area for checking patrons admission status; if they have purchased tokens, for example.

He continued by complimenting beach staff for their professional approach to both the boating and beaching beaches. Beach staff is Red Cross certified and are continually update on their training throughout the season.

One of the special options available to patrons is the courtesy cart which offers them the chance to ride down to the beach. There was sufficient staff to not have to have Life Guards also be courtesy cart drivers. The courtesy cart operation continues to get favorable responses from users. The beach was renovated 14 years ago through an Open Space Land Acquisition and Development Grant.

Safety is a prime concern of the District. Mr. Nagle noted that the beach was closed seven days last summer due to high E.coli bacteria. He also indicated the size of the swimming area is for a 30 seconds response time for any Life Guard sitting in the chair to reach the victim in the water.

He continued by stating kayaks cannot be rented for children’s parties during the day. There was a drop off in paddleboard rentals from the previous year.

Little Red Hen operated the concession stand last summer as part of its contract. Mr. Nagle responded we have a fixed revenue agreement with the vendor.

Mr. Nagle continued by stating the shallow water level of Lake Michigan has an impact on the operation of the boating beach; i.e., it is more difficult to launch boats. Buoys are in place to mark the shallow water and rocks in the water. The shallow water also makes it more difficult to launch rescue boats. The District has new equipment to help with rescues.

Mr. Nagle continued by stating boat storage is available to patrons. There have been non-payment issues of boat storage renters. He stated staff has been in contact with the Illinois Department of Natural Resources with regard to abandoned property and suggestions for the proper disposal of the abandoned property.

He continued by stating the sailing lesson program showed good growth last summer over the past several seasons. The program grew with camp children from other communities taking lessons. This year when patron purchase tokens they will be given a brochure highlighting the events at the beach.

At 8:25 p.m. Commissioner Retsky asked that the discussion halt to recognize new District employees.

Arts and Youth Program Manager Breanne Schnoor introduced Lisa Lyons and Allison Mevis, new Sun Fun camp director and assistant director. Ms. Lyons and Ms. Mevis then
gave an overview of their professional careers as elementary school teachers and each stated she has previous summer camp experience.

President Cornell and Commissioner thanked them for attending this meeting and welcome them to the staff.

Mr. Nagle concluded the review of the 2010 Beach and Boating Report by reviewing capital improvements.

The discussion of beach operations continued. Commissioner Lerman stated the 2011 Beach and Boating Recommendations were approved by the Board on February 16, 2011, but noted since Mr. Nagle was only a few weeks into his new job then, that he thought a discussion in June may be more meaningful. Mr. Lerman noted that any ideas mentioned at the meeting are only suggestions of ideas to look into (not directives) and then hopefully for staff to bring back a point of view to the committee.

Nagle reported that the beach will be the site for the 4th of July fireworks which are shot from a barge in Lake Michigan. The barge operator would be reminded not to park over the water intake valve in the lake. The courtesy cart is a great feature for beach patrons who cannot easily get up and down the bluff or for families who bring lots of items to the beach. Patrons are reminded that dogs are not allowed on the beach from Memorial Day through Labor Day.

Lerman asked about the operations manual for the bathing beach and boating beach, and asked when they were written and the last time these manuals were reviewed. Nagle told the committee that he will check into this question and report his findings back to the committee.

Executive Director/Secretary Van Arsdale stated the District is in the third year of a concession agreement with Little Red Hen. Commissioner Lerman stated that he observed many people who order food from other restaurants and have it delivered to them while at the beach on busy weekends during the past two years, and questioned the vendor fee that the District receives, believing it was too low. Van Arsdale noted that there will be an open process to select food vendor for next year.

Mr. Nagle stated the District is maintaining a database of renters of the trellis as a marketing tool to have them rent again this year. A high-end brochure is being developed to help market the beach. Trellis rentals are arranged through Facilities Supervisor Lamaster. Mr. Nagle continued by stating sun shelters can also be rented. This summer one of the sun shelters is being enlarged to have it accommodate more people. Lerman asked about the process that patrons go through to rent the trellis and sun shelters, and was told by Nagle that for the Trellis, patrons must call the Takiff Center, and for Sun Shelters, need to see the Facilities Coordinator on site. Lerman asked if it would be possible to put some sort of on line registration capability to make it easier to rent, and Mr. Nagle said he would like into this and report back the possibility to the committee.

Mr. Nagle indicated the location of the rental hut for boating equipment might be moved to make it easier for the patrons to find. He continued by stating some patrons might not be
aware the District rents kayaks, sailboats, hydrobikes, and a catamaran. Mr. Nagle indicated there will be no paddleboard vendor this season. Last year the District used an outside vendor. Mr. Lerman pointed out that he observed that it may be logistically inconvenient for patrons to rent sailboats from the rental hut, as patrons who inquire are sometimes told to go to the north boating beach to find a harbormaster to get a boat for them. He asked Mr. Nagle to suggest a way to streamline the process so that patrons would not need to go back and forth from the south to the north beach for sail rentals, and Mr. Nagle said he would evaluate the possibility and report back to the committee.

Mr. Lerman also inquired about exploring the possibility of fixing up Park District owned Hobie Waves and possibly purchasing or securing (or acquiring donated) two new or used Hobie Getaways for the sail rental program, similar to what other sailing programs offer. He thought that if they were positioned on the South beach, that there would be plenty of demand and could be a money maker for the Park District. He also thought that some patrons would pay just to have a boat ride, and John Fitzgerald raised his hand and said that many times patrons would wave lots of money in front of him to ask him to take them out on a ride, or to rent his Hobie catamaran. Fitzgerald also mentioned the possibility of boat donations to the Park District. Mr. Nagle said he would evaluate the possibility and report back to the committee.

Mr. Lerman asked a question about hours of operations on weekends, and there was a discussion of situations where a number of non-residents are able to enter the beach without paying, by showing up before the 10 am start time. Mr. Nagle said that staff is supposed to check all people on the beach at 10 am for tokens, or to seek payment, but Mr. Lerman mentioned that he observed that this practice was not followed regularly. Lerman asked Nagle to look at the costs involved with having the beach staffed one hour earlier, starting at 9 am, instead of 10 am, and Nagle said that he would report back to the committee his findings on options regarding this possibility.

Lerman also asked about the policy and practice regarding hiring lifeguards from our community. Mr. Nagle continued by stating staff for the beach comes the New Trier district and from neighboring communities. Many of the staff members are on swimming teams and this year there are several returning staff members. Lerman noted that on weekends there are many patrons where English is a second language, and asked Mr. Nagle to evaluate the possibility of hiring some bilingual guards for next season. Lerman noted he was supportive of the policy of hiring guards who are from Glencoe or New Trier, or close in communities surrounding our District.

Lerman inquired about extending the size of the swimming area especially on weekends observing that the swim area seemed small. Mr. Nagle indicated that would be difficult because the area is marked by buoys which are in the water and these are difficult to relocate. Mr. Lerman inquired as to whether buoys could be situated to create a dual swim area; a smaller one for weekdays and a larger one for weekends. Mr. Nagle said he would like into that possibility and report back to the committee.

Commissioner Retsky inquired about smoking at the beach and if the policy was enforced. Executive Director/Secretary Van Arsdale indicated that smoking or the use of alcohol is not permitted at District facilities. Mr. Nagle indicated that additional signage might be
necessary. Mr. Nagle further stated that manages enforce these policies and he District involves Public Safety on an as needed basis. Mr. Nagle said he would look into the possibility of additional signage and report back to the committee.

Mr. Lerman asked inquired about when and where E.coli testing is done and who performs these tests. Mr. Nagle stated these tests are taken by senior guards and supervisors. He said that the water was unsafe for swimming seven days last summer. When there is one inch or more or rain quite often the water is off limits. He stated there is a quicker water testing system that is available that costs upwards of $40,000. Staff is considering increasing the frequency of testing for in the morning, afternoon and weekends. Lerman asked for the possibility staff to track e-coli testing results on a regular basis and to report results to the committee, particularly if the beach is closed for swimming on weekends. Lerman also asked Nagle to report back on options to improve the efficiency of e-coli testing so that we can get results same day, or even in a few hours of testing, given the shortness of the summer season. Mr. Nagle said he would like into the possibility of this and report back his recommendations to the committee.

Discussion of the sailing program commenced. Mr. Henderson stated he is a long time sailor and most sailors start with a Sunfish and move up to a catamaran. He indicated another local beach is not friendly toward catamaran use. Kayak use is increasing and popular on calm water days.

Regarding the Boating Beach, Nagle noted that there are Harbormasters on duty during the day and will stay if boats are still on the water and if a boater has not checked in the boat house. Mr. Nagle indicated the rack and sand rental fees were increased $20 this year for both residents and non resident users.

Commissioner Lerman indicated it is important that assignment of locker spaces be tracked because some patrons or staff may not know the proper location and number for their rental space. He also inquired about the policy for boaters to rent multiple lockers and Nagle told him he would look into the possibility of this and report findings to the committee.

Messrs. Fitzgerald and Henderson inquired about ways to get other people interested in sailing. The members of the Glencoe Boat Club could possibly help with this. They also expressed interest in having additional sail boats, not just Sunfish and catamarans, available for rent to help expand the sailing experience for patrons. President Cornell and Mr. Henderson inquired about getting a junior fleet started within the District so they can learn about sailing and eventually be hired as Harbormasters.

Mr. Henderson mentioned boat house staff and management turn over. He has been sailing with the Glencoe Boat Club for many years and has been a high turnover of staff. He was concerned that there may be little staff available for the point in the season (late August) where some harbormasters leave Glencoe Beach to return to college.

President Cornell indicated a review of the season will take place at the end of the season.

Commissioner Lerman inquired if a customer survey has been done as part of a follow up for rentals, or for beach and boating token holders. Nagle said that there have been no
recent customer surveys for the beach that he knows of. Lerman asked Nagle to look into the possibility of a customer satisfaction survey instrument, and Nagle said he would report back to the committee with his recommendation on this.

Lerman also express interest in having an advisory group formed to keep up the interest in the beach for groups, and asked staff to keep an e-mail list of all people who are interested in beach related beach policy discussions, in order to alert them about upcoming discussions. Nancy Symonds said she would follow up on this request and report back to the committee chair with her recommendations.

Mr. Henderson indicated there should be a liaison between the Glencoe Boat Club and the District to keep each organization informed of what the other one is doing.

Mr. Fitzgerald gave his thanks to the staff for the discussion on sailing to continue and have more interaction.

**Strategic Plan Review** (“Road Map”) Commissioner Lerman deferred discussion until the next SP&F committee on a draft of “Strategic Road Map” for the Park District, which is a statement of initiatives and priorities related to the Strategic Plan accepted by the board in February. He indicated since this is a busy time for the staff, he would like to defer action on the Strategic Road Map to allow more time for staff to digest the draft without the distractions of organizing around the opening of summer camp and the beach.

President Cornell indicated this is a framework document and this is a process driven initiative. He thought this may be a road map for action.

**Master Plan – Initial Steps** Commissioner Lerman indicated the District’s current Open Space Master Plan was updated ten years ago. He reviewed a draft from Van Arsdale regarding the process that Master Plan development might follow. Director of Recreation DeClerck indicated the Strategic Plan and Master Plan could be part of a comprehensive master plan. President Cornell indicated this is a global outlook of all operations. Executive Director/Secretary Van Arsdale indicated many of the items are facility capital driven improvements. This information(attached memo) was helpful in setting expectations about the process that the Park District and Board undertake, perhaps beginning this Fall.

**Intergovernmental Agreement – Options** Executive Director/Secretary Van Arsdale indicated he was in contact with Directors of neighboring park districts about access to their swimming pools and fitness centers through an exchange of services with the District. He indicated there is a new director at the Deerfield Park District and the Director was going to include this request on an upcoming agenda for its Board to discuss. Lerman stated that Glencoe could possibly offer resident rates for beach tokens in exchange for resident rates to use Deerfield pools and the Deerfield Sachs Fitness Center with an indoor pool. He stated that the community survey showed a desire for a fitness center and a swimming pool, and an intergovernmental arrangement with Deerfield could serve both purposes. One issue that could be a concern is non-resident overflow parking in the neighborhood surrounding the Glencoe Beach, and Mr. Lerman asked Van Arsdale to also look into the costs surrounding a weekend trolley from downtown Glencoe or the Metra station as a
possible parking alternative for non residents, and to report back at the next committee meeting.

Cornell also suggested that perhaps Glencoe should look to Northbrook for an intergovernmental agreement option, with Meadowhill pool a convenient facility for Glencoe residents that want a summer aquatics option. Mr. Fitzgerald noted that Glencoe and Northbrook did have intergovernmental agreements in the 1970s but did not know when that arrangement stopped. Michelle Lerman commented that while she worked as a lifeguard, she heard comments from some Northbrook residents who still thought an intergovernmental agreement existed between Northbrook and Glencoe facilities.

Lerman asked Van Arsdale to report back to committee regarding the results of discussions with Deerfield and potentially Northbrook and others with feasible at the next committee meeting, and prepare some preliminary recommendations as to possible avenues for which the Park District can move forward on this topic to understand our options.

Other Commissioner Kimble shared with the Committee the discussion of 3N Park. He wanted to remind the Committee the park is used for practices and it is not use for programs associated with the Glencoe Baseball Association.

President Cornell inquired about changing Ordinance 700 regarding the use of parks. Commissioner Retsky suggested Mr. Van Arsdale keep a call log of inquiries about 3N Park when residents call and directed Van Arsdale to report back at the next committee meeting regarding inquiries and comments related to 3N, if any.

Commissioner Kimble indicated the backstop at 3N Park could be removed. President Cornell did not want the park to become a baseball participants versus residents issue.

Commissioner Lerman indicated that it might be appropriate to have an inventory of fields done to analysis the ones that could be over capacity and the ones which might have more use by coaches. He mentioned the possible use of a better scheduling system so that coaches can reserve fields for practice, and know which fields will be in use, and which are open and suggested that staff inquired with various associations as to the feasibility of utilizing a group calendar for such a purpose.

Commissioner Kimble indicated there are not enough fields for soccer. He thought it would be appropriate to include all fields and all the uses.

Adjourn With no further business for discussion, the meeting was adjourned at 10:10 p.m. on a motion from Commissioner Retsky and a second from President Cornell.

Respectfully submitted,

Donald P. Van Arsdale
Secretary

Enclosures
Glencoe Park District – Master Plan
Decision Steps and Timeline

A. Selection Process (approximately three months)

- Create Request for Proposals (RFP) document. Includes input from Board of Park Commissioners (4 weeks)
- Seek submissions to RFP from qualified firms (4 weeks)
- Interview, evaluate and recommend firm for selection. Includes input from Board of Park Commissioners (4 weeks)

B. Park & Recreation Master Plan Outline (approximately six months)

Step 1: Project Initiation (2 weeks)

- Identify project goals, expected outcomes and keys to success
- Review and outline items completed from 2001 Open Space Master Plan
- Review 2011 Strategic Plan to avoid duplication of work and create synergies between the documents
- Review and discuss project details including scope of work, schedule, cost and deliverables
- Develop a project timeline with milestones
- Set the foundation for the planning program

Step 2: Project Input (2 - 3 weeks)

- Building on the Strategic Plan this effort will seek to identify new issues concerns and opportunities for parks and recreation in the community
- Conduct workshop to gather input and comments about specific parks and facilities from the community at large
- Conduct workshop to gather input and comments about specific parks and facilities from the Board of Park Commissioners
- Conduct one-on-one staff interviews with the Executive Director and direct reports
- Provide an on-line questionnaire to gather on-going input from residents
- Establish a long-range vision for the master plan, along with goals and objectives necessary to achieve that vision

Step 3: Existing Conditions (8 weeks)

- Collect and review organizational data and other relevant documents and studies
- Inventory and assessment of existing conditions within the District’s park and recreation system
- Review strategic plan demographic analysis and update with 2010 census and future trends
- Inventory and evaluate existing parks and open space in the community
- Inventory and evaluate recreation facilities
- Inventory programs and services
• Define neighborhood service areas based on service areas and pedestrian barriers
• Present findings to staff for review, comment and revision
• Present findings to steering committee for review, comment and revision

**Step 4: Guidelines and Standards (8 weeks)**
• Develop guidelines and standards for components of the park and recreation system based upon findings in Steps 1, 2 and 3
• Present findings to staff for review, comment and revision
• Present findings to steering committee for review, comment and revision

**Step 5: Recommendations (4 weeks)**
• Prepare draft plan, including recommendations for future parks, open space and recreation programs
• Recommend specific actions to be pursued or undertaken to implement the Master Plan
• Present findings to staff for review, comment and revision
• Present findings to steering committee for review, comment and revision
• Conduct a community open house to allow citizens the opportunity to review and comment
• Present draft plan to the board for review and comment
• Prepare final plan for delivery to the District
2010
Glencoe Bathing Beach and Boating Report

INTRODUCTION

This annual report will review the operations of our lakefront facilities during the 2010 beach season. The evaluation will include Glencoe Bathing Beach and Perlman Park Boating Beach.

1. Bathing Beach
   a. Operations
      i. Dates of Operation

      The beach was open to the public from June 7th – August 25th, 2010 with pre-season operation dates of May 29th – 31st and June 5th - 6th. The post season weekend schedule consisted of August 28th-29th and September 4th – 6th. Visitations on Memorial Day weekend Saturday and Sunday were drastically higher than normal, despite being closed on Monday due to weather conditions. This season when New Trier or Central School was in session, the Safran Beach House was open for bathroom use only with no guard service available.

   ii. Hours of Operation

      The bathing beach was open from 10:00 a.m. to 8:00 p.m. daily. We began collecting daily fees at 10:00 a.m. and ending at 5:00 p.m. Monday through Friday and 10 a.m. to 8 p.m. Saturday and Sunday with a twilight admission after 5 p.m. During the peak season in June and July, these hours provide an excellent service to residents. In past years during the last few weeks of the season when the sun sets earlier, cooler temperatures and poor visibility contributed to the low evening attendance. This year proved to be an exception, residents and non residents alike took advantage of the facilities and enjoyable weather while picnicking into the evening to watch the sunset.

   iii. Cash Crowd/Control

      Over the past several years cash control has continued to improve. This past year attendant training took place in May over a four-day period; this in turn helped improve the gate attendant procedures. The Facilities Supervisor and Beach Coordinators cashed out all final daily receipts. Cash registers were used for all daily cash transactions. The beach is in its second year of accepting credit cards for season passes, trellis rentals, and new this year, large groups and sun shelter rentals. This has proven to be a useful commodity for patrons and has increased revenue. The attendant turnover rate drastically dropped from years past; as such, this has helped continue a good flow of the season from start to finish.

      Admission control was maintained by continuing to have two attendant stations at each end of the Halfway House. Two staff members were scheduled Monday through Sunday per shift. Shifts ran from 9:00 a.m. - 2:30 p.m. and 2:30 p.m. – 8:00 p.m. daily.
Attendants placed one table outside of the Halfway House on the Hazel Avenue side and another inside the Halfway House on the Park Avenue side. This made visibility more difficult for patrons coming inside the Park Avenue side, but aided in safety of vehicular traffic coming down the Hazel Avenue entrance.

Colored wristbands were used again this year. The Halfway House attendants placed the bands on the wrists of all daily fee guests. This was to ensure that guests would not leave the beach with wristbands and pass them on to friends who had not paid a daily admission fee. The numbered wristbands were tracked and matched up to the number of daily fee admissions for that day.

v. Management Team

The management team included the Facilities Supervisor and a full-time Beach Operations Supervisor. The boating beach was managed by two part time managers and an assistant manager. Team leaders were eliminated again this season, in both the Beach House and attendants. Either the Facilities Supervisor or Beach Operations Supervisor would assist and delegate necessary tasks.

vi. Bathing Beach Lifeguards

The Beach Office Manager and Beach Operations Supervisor were scheduled at all times between the hours of 9:00 a.m. and 8:00 p.m. during the week (till 10 p.m. on days trellis rentals were scheduled) and 9:00 a.m. – 5:00 p.m. on weekends. There were two evening shifts a week left to be covered by a Head Guard or a Boat House Manager.

Experienced, pre-trained lifeguards are difficult to recruit. The Glenco Park District continues to send an experienced lifeguard through the American Red Cross Lifeguard Instructor Program. Instructors maintain certifications to teach CPR, First Aid, AED, and Lifeguard Certification courses. This continues to make our recruiting and re-certification process for returning staff successful. All life guards and harbor guards were required to retake and pass the Life Guard Certification course this year despite the three year certification. This allowed a better assessment of each individual’s skills and required him/her to review his/her skills.

The District raised the expectations on the guards this year and increased training. Daily “mini” in-services were required for all guards as well as weekly full staff in-service. This continued to reinforce the pre-season training and certification process.

Since a large portion of the Glenco Park District including the beach must meet safety guidelines set by Park District Risk Management Agency (PDRMA), the district is required to certify as many staff members in First Aid, CPR and AED Essentials. This new training program was successful in certifying the entire part-time staff.

Upon PDRMA recommendations, the bathing beach life guards and boat staff were trained to utilize emergency oxygen techniques. In addition, staff followed through on purchasing GPS locators and other essential supplies.

vii. Service Team

Two gate attendants were scheduled daily. The attendant stations are located at both ends of the Halfway House. The two attendants arrive for work at 9:00 a.m. and went on duty at the Halfway House at 9:45 a.m. and spent the first 45 minutes of their shift on morning daily tasks. The second shift of two attendants would arrive for its shift at 2:30 p.m. and would depart around 8:00 p.m.

The courtesy cart was once again very successful. This year we were able to staff the courtesy cart consistently without utilization of the life guards. The courtesy cart was operated on a daily
basis from 10:00 a.m. - 5:00 p.m. Despite regular annual maintenance of breaks, tires, and tune-ups the cart has begun to show severe wear and tear. Staff has begun researching alternatives as the cart is more than likely is nearing the end of its useful life expectancy. Staff will continue to make repairs until such time funds are available for its replacement.

b. Physical Plant

i. Beach House and Grounds

The summer of 2010 was our 14th season since the renovation and the district has continued to receive positive comments on the improvements. The ventilation system in the bathrooms greatly reduces the amount of moisture and condensation on warm, humid days. In years past, poor air circulation in both bathrooms caused mold and mildew in certain areas. The problem was alleviated by the installation of a powerful exhaust fan during the summer of 2003 and new ceiling fans during the summer of 2004. There have been issues with water entering the facility from under the arched doors. As the water level continues to rise, we have experienced significant erosion and an increase of rocks. The cart barn and boardwalk had replacements of broken boards as well as a new structure for lifeguards to station for first aid and lost child.

The Facilities Maintenance Coordinator and a part-time assistant handled most of the custodial responsibilities. Their tasks involved facility repairs and improvements including the removal and replacement of the sailing lockers on the south beach, cart barn roof removal and replacement, drain maintenance, and the installation of plumbing for new water toys. The daily duties were: cleaning the Safran Beach House, washrooms and limestone patios. Throughout the day, the life guards' responsibilities included: removing garbage from the beach, keeping the bathrooms clean and stocked, sweeping off the boardwalks and watering all the planters. The attendants were responsible for cleaning the beach area, stairs, Halfway House, and ramps leading to the beach throughout the day.

ii. Water Quality

A high bacteria count is difficult to predict and unfortunately the test that is used for bacteria takes 24 hours to complete. The beach is closed following a heavy rain of 2" within 24 hours and/or when the storm gates in Wilmette are opened to allow storm water into Lake Michigan. Staff has continued to stay current with the Lake Michigan Federation, the Illinois Department of Public Health, the U.S. & Illinois Environmental Protection Agency, as well as the Metropolitan Water Reclamation District in order to share information on new methods for water testing and to prevent closings.

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iii. Swim Area

Four buoys set off the swim area which was roughly 45 yards wide and 75 yards in length. The north end of the swim area was marked by the center of the Halfway House and the south end
was about 15 yards north of the pier. This designated space has proven to be more than adequate in accommodating swimmers on even the busiest of days and still provides a reasonable response time to the farthest corner of the swim area by our life guards (from shore to buoy in less than 45 seconds).

c. Guest Services

i. The Courtesy Cart

The courtesy cart has transformed from a tool for helping people unable to negotiate the bluff to a service for all beach visitors. The cart drivers continually informed management of positive remarks they receive from guests. Many patrons think it is unique that we offer such a wonderful service. The high demand of cart usage has the District hiring again this year 3 – 4 designated cart drivers. This service is extremely useful for patrons, who can no longer negotiate the bluff, expectant mothers and parents with small children. The cart ran from 10:00 a.m. to 5:00 p.m. Monday through Sunday.

ii. Sun Shelter Reservations

New this year the District began accepting Sun Shelter reservations more than a week in advance. Residents and Non-Residents were able to reserve sun shelters and picnic spots in four time periods; 10:00 a.m.-1:00 p.m., 1:30-4:30 p.m., 5:00-8:00 p.m. The policy change from 2009 to allow for advanced reservations for residents with a $30.00 fee and for non-residents a $60.00 fee. This proved to be a successful change as the revenue increased $2,166.00 from fiscal year 2009.

iii. Trellis Rentals

The Trellis party revenue was very consistent from the 2008 and 2009 seasons, but has seen a huge increase for the 2010 season. One of the biggest complaints from the residents is that the rental is only available in the evening and they would prefer to rent during the day for kids parties.

The parties scheduled later than 8:00 p.m. were appointed 2 staff members. This was done to keep the bathrooms open, maintain the cleanliness of the grounds, and assist the renters with their facility needs.

The types of parties ranged from a variety of celebrations. Some were as simple as a pizza and birthday cake for a children’s birthday party; other parties included large company picnics with live entertainment and black-tie events featuring some very elegant catering.

Staff has created a list of renters from the 2006 - 2009 seasons in an attempt to build a mailing/contact list for the current season. A mailer will be sent just for Trellis rentals before the season begins in an attempt to increase Trellis rentals. This proved to staff an effective marketing tool as there was an increase in revenue from 2009 fiscal year of $3,351. A high end facility piece has been printed for the 2011 season.

iii. Rental Hut & Sailboat/Kayak Rental Program

Rental Hut was leased to Great Lakes Paddleboards and it rented Park District owned kayaks. It also rented chairs and paddle boards of their own. Staff continued to rent sailboats through the Boat House, though this proved to be difficult with the lease of the rental hut. The sailboat rental revenue was lower than last season due to Great Lakes renting out the rental hut as renters had to walk from the rental hut to the Safran Beach House to sign the waiver.

Rentals of our kayaks continue to be the most popular of all activities this summer. Our rental fleet includes 4 Barnett sailboats, 10 kayaks, 2 hydrobikes and 1 catamaran. In 2007 a Hobie Wave was donated along with a Hobie 16.
iv. Concession Stand

The Little Red Hen continued the operation of the beach concession stand this year. The Little Red Hen also continued the Fourth of July barbeque service and both Beach Campout dinners. They were better prepared by beach management for the large number of people they needed to serve. Staff will continue to make sure Little Red Hen is very well prepared next summer to offer meals once again at both events.

Jim Ryba, owner and operator of Little Red Hen, has signed a 3-year contract to operate the concession stand at the Glencoe Beach. Staff negotiated and presented the contract prior to the opening of the 2009 season which carries through the 2011 season. The agreement should continue to be a great working relationship between the Glencoe Park District and this very popular local restaurant. Staff is currently working with counsel and Mr. Ryba to establish a new contract and continue our good relationship.

d. Perlman Park Boating Beach

i. Dates of Operation

The boating beach operated on a slightly altered schedule this past season. The Boat House was open for pre-season activities on Saturdays and Sundays beginning May 8th. The Boat House was open full time beginning June 7th through August 20th. For post-season sailing, the Boat House was open on Saturdays and Sundays from August 21st through October 10th. These late months are usually slow, but are considered the best months of the sailing season by many boaters. The boathouse officially closed for the season on Sunday, October 10th, 2010.

ii. Hours of Operation

The boating beach hours of operation, also on a slightly different schedule, were as follows: Monday - Friday the boathouse was open from 11:00 a.m. - 7:00 p.m. and Saturday and Sunday from 10:00 a.m. - 8:00 p.m. Pre and post season hours remained the same as years past operating from 11:00 a.m. to 5:00 p.m. These hours seem to provide sailors with excellent service.

iii. Personnel

The boat house had two Public Safety Officers as part-time managers and an assistant manager. This was a key factor in being able to continue to reinforce safety and training. At least one of the managers was present during operating hours.

iv. Physical Plant

In the spring of 2009 the facility underwent some changes. The boat ramp for launching rescue boats was extended further, making launches easier and more efficient. However, there is still a 7-10 foot gap between the water and the ramp. This makes it extremely difficult to launch without a large amount of people.

v. Lake Level and Erosion

The water levels fluctuated this year causing problems for boat operators when embarking in the morning and storing in the evening. The water is extremely shallow and poses some threat of damage to the drive shaft and propeller blades of the boat engines when approaching the shoreline. This also poses the same problem with Jet Skis as they can potentially intake sediment in these shallow areas causing damage to the engine. Immediately north of the boating beach, low water levels expose large sections of rock. This still makes it very hard for boaters to launch during certain wind conditions. The area continues to be marked with buoys in order to alert all boaters of the rocks and shallow water conditions. The Glencoe Shoal is .5 miles north of
the sailing beach and extends approximately 300 feet into the lake. This is considered federal water and, as such, it is unmarked causing a potential safety risk for motor boats.

vi. Rescue Fleet

The Glencoe Park District currently maintains four rescue crafts, two of which provide a safe boating beach. In July, the District purchased a new Zumro Dive Rescue boat which has replaced Rescue One (the Boston Whaler). While the Zumro Dive Rescue boat is tough to launch, it has proven to be a great asset to our services. The Zumro has navigation lights which none of the other boats do. This allows us the capability to be out past sunset if necessary. The newest boat, Rescue Three, is our 12-foot long inflatable Zodiac with a new Honda 4-stroke engine. This operates well in high wave conditions. Rescue Three was essential to the rescue service when wave height made it hard to launch the Boston Whaler. The Boston Whaler still is being housed in the Boat House but plans to be put on the Board agenda to be declared a surplus item to be sold or donated. The fourth boat is a Kawasaki jet ski which was purchased in 2009 as well as a Lifesled. This holds the fastest response time to any situation on the water. The Lifesled is used to add additional passenger capabilities in a response to most situations.

vii. Boat Storage

Boat storage was again offered for Catamarans, Lasers, Sunfish, Windsurfers and Kayaks. Catamarans represent the largest user group but Kayaking is becoming more popular. Summer storage generated $56,470 which was up $4,963 from the 2009 season. Winter storage is projected at $13,000 and is currently at $11,130.00 with payments still being submitted. Staff has continued to struggle with the collection of storage payments for both winter and summer storage. We are working with counsel to create a better system, which allows for stiffer penalties and disposal of unpaid assets.

e. Recreation and Social Programs

i. Sailing Program

In 2009, the Youth Sailing was well above budget, experiencing close to a 300% growth the prior 2008 fiscal year. The 2010 Sailing Program continued to see growth above budget, profiting $20,535. The Sailing Program continues to grow with a 22 percent increase over the last fiscal year.

Staff continues to work with the Recreation Department to provide sailing lessons to Camp Adventure. This was a strategic move, not reflected in the numbers above, but made an impact to over 60 young campers in our camp program. This helps feed the Sailing Program and expose children to the sport giving each participant a positive sailing experience.

New this year, a similar program was begun with outside camps. Oasis Day Camp of Evanston was a trial run for outside camps. It has 20 campers who enjoyed a recreation ride on the sailboats.

Over the past two years staff has been working with a group of Northbrook residents in holding beginner and now this year intermediate sailing for them. Staff continues to focus time and attention to grow a program that in years past didn’t receive enough time and attention. The Park District added 3 new Barnetts to the sailing fleet with a total of 7 Barnetts for instruction purposes.

ii. Sail Fest

SAILFEST was a special event created in the 2006 season by staff in an attempt to increase awareness of activities the Boating Beach has to offer. It is presented as an open house and a boater appreciation day event. All activities are free after patrons pay a daily entrance fee.
These events include:
- Sailing Clinics
- Youth Regatta
- Adult Regattas
- BBQ Lunch prepared by staff
- Awards Ceremony
- Kayak Excursions

iii. Capital Improvements/Equipment

The following are capital improvements completed and equipment purchased for the 2009 season. Including, the Zumro Dive Rescue Boat, 3 Barnett Sailboats, Public Address System, Icom Base Station and 2-way radio replacement.

While the excavation company was onsite, they installed a grating system at surface level to attempt to create traction between the water and end of the boardwalk. The excavation company also brought over 20 truckloads of sand from Wilmette to continue to increase the sand, as each year a significant amount gets washed away.

The water control for the water play area was deferred due to the playground equipment replacement proposal for the 2011-2012 fiscal year.

iv. Conclusion

Many of the 2010 goals that were attained this past summer. The District, along with the Boat Club, started the ground work for a Girl Scout and Boy Scout Badge program. An attempt was made at promoting Kayak Excursions and Sailing Lessons.

Two new signs were created to promote rentals. These were stationed at both sides of the halfway house for people to see as they walked up to pay admission. The increase in attendance for Sailing Camp had the sailing team busy during the week. This hurt private sailing lessons which would normally take place on the weekends.

The District has expanded training and expectation levels of the lifeguards and harbormasters. The District has begun requiring all harbor Guards and Sailing Instructors to be Lifeguard Certified. Beach, Boat House, and Sailing Instructors are required to recertify their lifeguard certification each year despite the only 3 year requirement from Red Cross.

The District continues to research and develop the operations manual and training for the Harbor Guards. The Harbor Guards were trained by two former Boat House Managers who currently hold Dive Rescue Instructor Certifications through the Illinois State Fire Marshals. The Harbormasters went through a 5-day training course in addition to their lifeguard certification. Topics covered are Catamaran Sighting Operation, Multiple Boat Rescue, Dispatch, Surveillance, and Practical Scenarios. The Boat House had training sessions with Public Safety to work on response to situations and transfer of command. Beach Managers, Boat House Managers and Harbor Guards are also required to hold F.E.M.A. Incident Command 100 and 200 Level Certificates.

The Concerts in the Park were moved from Kalk Park to the Beach on Sunday evenings. Admission was not charged for residents and their guests with proof residency. Non residents were charged the twilight rate if they were not guests of residents. This helped increase the visibility of concerts in the park but because of these events being free admission it didn’t increase twilight revenue.

There has been a significant amount of management time dedicated to the sailing program as such we have continued to see growth of the sailing program. New Barnetts were purchased to continue to sustain the growth of the influx in students. Management will continue to work with
inside and outside camps, community members, Boy and Girl Scout programs, and Northbrook residents/camps to the continued expansion of the sailing program.

### Glencoe Bathing Beach Total Revenue Comparison

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Attendance</td>
<td>27,081</td>
<td>24,894</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$19,940</td>
<td>$15,796</td>
<td>$20,997</td>
<td>$28,033</td>
<td>$20,951</td>
<td>$23,279</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$53,359</td>
<td>$53,084</td>
<td>$62,343</td>
<td>$66,578</td>
<td>$70,829</td>
<td>$106,324</td>
</tr>
<tr>
<td>Total Daily Fees</td>
<td>$73,299</td>
<td>$68,880</td>
<td>$83,340</td>
<td>$94,611</td>
<td>$91,780</td>
<td>$129,603</td>
</tr>
<tr>
<td>Resident Season Pass - Family</td>
<td>$57,690</td>
<td>$59,074</td>
<td>$47,175</td>
<td>$44,672</td>
<td>$41,624</td>
<td>$43,439</td>
</tr>
<tr>
<td>Non-Resident Season Pass Family</td>
<td>$27,449</td>
<td>$18,830</td>
<td>$16,324</td>
<td>$16,594</td>
<td>$14,744</td>
<td>$15,558</td>
</tr>
<tr>
<td>Concession Revenue Net</td>
<td>$3,600</td>
<td>$3,900</td>
<td>$4,200</td>
<td>$4,200</td>
<td>$4,320</td>
<td>$4,320</td>
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<tr>
<td>Trellis Rental</td>
<td>$7,764</td>
<td>$9,743</td>
<td>$8,867</td>
<td>$8,690</td>
<td>$12,041</td>
<td></td>
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<tr>
<td>TOTAL</td>
<td>$162,088</td>
<td>$154,548</td>
<td>$151,039</td>
<td>$168,944</td>
<td>$161,158</td>
<td>$204,451</td>
</tr>
</tbody>
</table>

### Boating Beach Total Revenue Comparisons

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Boat Storage</td>
<td>$30,218</td>
<td>$34,880</td>
<td>$46,212</td>
<td>$43,056</td>
<td>$51,507</td>
<td>$58,470</td>
</tr>
<tr>
<td>Sailing Rentals</td>
<td>$4,100</td>
<td>$2,652</td>
<td>$3,288</td>
<td>$2,030</td>
<td>$2,544</td>
<td>**$3,232</td>
</tr>
<tr>
<td>Sailing Lessons</td>
<td>$1,565</td>
<td>$1,982</td>
<td>$900</td>
<td>$3,808</td>
<td>$15,859</td>
<td>$20,525</td>
</tr>
<tr>
<td>Winter Boat Storage</td>
<td>$9,480</td>
<td>$11,610</td>
<td>$11,650</td>
<td>$11,000</td>
<td>$12,980</td>
<td>$13,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$45,363</td>
<td>$51,124</td>
<td>$62,050</td>
<td>$59,894</td>
<td>$82,890</td>
<td>$93,227</td>
</tr>
</tbody>
</table>

**Includes Great Lakes rental fees and sailboat rentals.

### Rescue Totals

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rescues/Assists</td>
<td>7</td>
<td>5</td>
<td>8</td>
<td>5</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Marine Rescues</td>
<td>36</td>
<td>31</td>
<td>26</td>
<td>28</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
## Total Beach Department Financial Annual Income/Loss

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenues</td>
<td>$231,213</td>
<td>$224,086</td>
<td>$240,721</td>
<td>$243,155</td>
<td>$304,358</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$249,930</td>
<td>$256,618</td>
<td>$314,394</td>
<td>$297,265</td>
<td>$342,151</td>
</tr>
<tr>
<td>Total Profit/Loss</td>
<td>(-$18,717)</td>
<td>(-$32,533)</td>
<td>(-$73,673)</td>
<td>(-$54,110)</td>
<td>(-37,793)</td>
</tr>
</tbody>
</table>

**Please note this is projected with maximum expenditures and not indicative of final numbers.**
2011

Beach and Boating Recommendations

APPROVED: February 16, 2011
1. Swimming Beach

a. Hours and Dates of Operation

   i. Season length - Weekends only May 28 - 30, June 3 - 5, August 27- 28 and September 3 - 5.

   ii. Hours of Beach House and Life Guard Services
       10:00 a.m. to 8:00 p.m.  Daily
       10:00 a.m. to 5:00 p.m.  School days (no guard service available)

   iii. Attendants will be collecting fees from 10:00 a.m. - 8:00 p.m. daily.  Twilight rate will be charged daily from 6 - 8 p.m. Weather and foot traffic will dictate if attendants stay in operation at the discretion of the manager on duty.

   iv. Concession stand will continue to be leased out by an outside company. The hours of operation will be 11:00 a.m. - 5:00 p.m. weekdays and 11:00 a.m. - 6:00 p.m. weekends. Concessions will be closed on days of inclement weather.

b. Daily Fees and Charges

   i. Daily Fee- staff recommends that there be no increase in daily fee admissions.  See area comparison in table 1 below.

### 2010 Rates and 2011 Proposed Unchanged Daily Rates

<table>
<thead>
<tr>
<th>Ages</th>
<th>Residents</th>
<th>Residents Twilight</th>
<th>Non Residents</th>
<th>Non Resident Twilight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth 1-17 years old</td>
<td>$4.00</td>
<td>$2.00</td>
<td>$7.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Adults 18 and older</td>
<td>$6.00</td>
<td>$3.00</td>
<td>$9.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Under 1 year of age</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>60 and older</td>
<td>No Charge</td>
<td>No Charge</td>
<td>$4.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>High Bacteria</td>
<td>$2.00</td>
<td>N/A</td>
<td>$4.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Table 1

2011 Area Comparison of Daily Fees

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adult</td>
<td>Youth</td>
</tr>
<tr>
<td>Evanston</td>
<td>$8.00</td>
<td>$6.00</td>
</tr>
<tr>
<td>Wilmette</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Winnetka</td>
<td>$4.00</td>
<td>$3.00</td>
</tr>
<tr>
<td>Glencoe</td>
<td>$6.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Highland Park</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

ii. Season Pass Fees: Staff recommended an increase in passes for the 2009 season. However, due to the conditions of the economy, and the previous year’s performance, there was no increase made. For 2011, staff continues to recommend deferring an additional increase until such time the market will bear an increase.

Proposed 2011 Season Pass Rates

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Family (1st two)</td>
<td>$80.00</td>
<td>$100.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Resident Individual</td>
<td>$70.00</td>
<td>$90.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Non-Resident Family (1st two)</td>
<td>$130.00</td>
<td>$150.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Non-Resident Individual</td>
<td>$85.00</td>
<td>$105.00</td>
<td>$52.50</td>
</tr>
<tr>
<td>Resident Seniors (60 &amp; up)</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Non Resident Seniors (60 &amp; up)</td>
<td>$35.00</td>
<td>$45.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Each Additional Family Member</td>
<td>$10.00 ea. token</td>
<td>$10.00 ea. token</td>
<td>$10.00 ea. Token</td>
</tr>
</tbody>
</table>
iii. Scholarship Recipients are awarded a percentage discount by Family Service of Glencoe. The percentage discount will only apply to the Resident Family and Resident Individual rates and the discount will not apply to each additional token.

iv. Group and Camp Rates (for 15 or more):

<table>
<thead>
<tr>
<th>2010 Rates</th>
<th>2011 Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5.00 Youth and Adult</td>
<td>$5.00 Youth and Adult</td>
</tr>
<tr>
<td>$5.00 Weekdays</td>
<td>$5.00 Weekdays</td>
</tr>
<tr>
<td>No Group Rates on Weekends</td>
<td>No Group Rates on Weekends</td>
</tr>
<tr>
<td>$1.75 for GJK and Park District Camps</td>
<td>$1.75 for GJK and Park District Camps</td>
</tr>
<tr>
<td>Guest Card - $40.00 for 10 guests</td>
<td>Guest Card - $40.00 for 10 guests</td>
</tr>
</tbody>
</table>

v. Trellis Rentals: All Trellis Rentals are required to pay in full within 5 days of booking. If a reservation is made within 10 days of booking payment must be made in full at time of reservation. No reservations will be held for any reason. Cancellations made due to severe weather (thunder storms or lightning) will receive a full refund or credit toward another date depending on availability. Renter will be provided the option of using Watts Center Recreation Room on the day of the party in lieu of the Trellis Rental. Cancellations made within 10 days of rental date will receive a 50% refund. Staff recommends Fridays be charged as a weekend rate. Rental fees do not include use of the portable grill; a fee of $75.00 will be charged at time of reservation and does not include charcoal.

<table>
<thead>
<tr>
<th>2009 &amp; 2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Of Week</td>
<td>Category</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>Resident</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$220.00</td>
</tr>
<tr>
<td>Friday-Sunday</td>
<td>Resident</td>
</tr>
<tr>
<td>Non-Resident</td>
<td>$395.00</td>
</tr>
</tbody>
</table>

vi. Sun Shelters - Advanced reservation privileges of up to 60 days with a fee of $30.00 for Residents/Token Holder or 45 days advance reservation and a fee of $60.00 for Non Residents. Sun Shelter number five is planned to be extended in length to accommodate up 24 people. The same reservation structure applies, but staff recommends a fee structure of $50.00/$100.00 for residents and non residents. For all Sun Shelters, temporary holds are not accepted and cancellations may only be made in the event of severe weather such as: thunder storms or lightning. As such a full refund or credit will be issued toward another date depending on availability. Refunds will not be issued for any other reason.
c. **Special Services**

i. Concession Stand- 3 year contract with Little Red Hen is still in effect through this summer ending September 5, 2011.

ii. Rental Hut - staff recommends the non-renewal of a contract with Great Lakes Paddleboard Company and will seek out potential interest by a separate third party. Staff would also like to consider internally running the rental hut but needs to explore the paddleboard demand in the area and availability of equipment suppliers. This could be offered if equipment and business costs make sense.

iii. Fourth of July - The sand will be used for spectator seating and the fireworks will be fired from the barge.

iv. The beach will be open to pets prior to May 28 and after September 5. Owners are subject to all village ordinances regarding pets, leashes, etc.

v. The Courtesy Cart operates daily from 10:00 a.m. - 5:00 p.m., Monday through Sunday.

vi. Sand Chair & Umbrella Rental $4.00 per use or $6.00 as a pair.

d. **Personnel**

There should be a Facilities Supervisor, Beach Operations Supervisor, three to eight lifeguards depending on crowd, two entrance attendants and one cart driver. The Facilities Supervisor will schedule these people. Staff members will be released on a daily basis according to current weather and/or attendance conditions dictated by the supervisor on duty. On inclement weather days there will be shortened staff of three certified life guards.

e. **Security/Safety**

i. The cooperative program with the Glencoe Public Safety Department has not been used in the past couple of years due to costs. If need arises Public Safety will be hired for staggered hours throughout the season (weekdays, weekends, and holidays) from 10:00 p.m. to midnight. Public Safety will make regular patrols of the bathing beach area at 10 p.m. If any problems occur, Public Safety will be asked to patrol more frequently.

ii. The dimensions of the swimming area shall be approximately 15 yards north of the pier, northward 75 yards and about 45 yards out into the lake to form a rectangle outlined with buoy markers.
iii. No alcoholic beverages are allowed on the beach or in Lakefront Park. Patrons with alcoholic beverages shall remove them or leave the Beach area without refund of admission fee. A special liquor permit is available for beach and boathouse trellis rentals. Liquor may be consumed by permit in the trellis only. All trellis party hosts will be notified that glass bottles will not be allowed at trellis parties. In the event a trellis party does not abide by this rule, staff will ask the party hosts to pour all bottled beverages in plastic cups.

iv. To allow for stricter safety precautions, staff recommends taking advantage of the Starguard Assessment program which is paid for by PDRMA and assesses our Red Cross operations.

v. Continue CPR training, conditioning programs, and EMS drills with Public Safety. An AED and trained personnel will be available at the Bathing and Boat House Beach during business hours.

vi. On days when attendance is high and sand space limited, pick-up games and use of soccer, volleyball, Frisbee, football and baseball may be prohibited at the discretion of the Supervisor in charge. No games in the playground area.

2. Boating Beach

a. Description of Activities:

   This facility provides sand and rack spaces for Glencoe resident and non residents to store and launch their personal boats. The Perlman Boating beach houses rack space for 60 kayaks and small sailboats with assigned sand space for 80 double hull catamarans. The boating beach offers storage in two intervals, summer and winter, providing storage year round.

b. Duties of Boat House Staff

   The “official” responsibilities of Boat House staff include enforcing regulations and policies of the Glencoe Park District under the jurisdiction of the Glencoe Park District. Monitor weather and lake conditions and update flag colors to notify boaters of conditions. To perform surveillance shifts where boats are monitored on the water and log every boat that launches off Glencoe’s Beach. If any incident occurs they either radio to the Boat House to begin boater assistance operations or contact the Coast Guard to assist distressed boater. The Boat House staff will issue boater check out test to patrons wishing to rent sail boats and rig and set up all sail boats for private, group and camp activities.
c. **Hours and Dates of Operation**

Pre-Season begins May 7th through June 5th and Post-Season August 22 through October 9th weekends only 11:00 a.m. - 5:00 p.m. Summer sailing season begins June 6 through August 21, Monday through Friday from 11:00 a.m. - 8:00 p.m.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Season</th>
<th>Boathouse Hours</th>
<th>Days of the Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7th through June 5th</td>
<td>Spring</td>
<td>11:00 a.m.</td>
<td>Saturday and Sunday only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>June 6th through August 21st</td>
<td>Summer</td>
<td>11:30 a.m.</td>
<td>Monday - Thursday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>June 6th through August 21st</td>
<td>Summer</td>
<td>10:00 a.m.</td>
<td>Friday - Sundays only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>August 22nd through October 9th</td>
<td>Fall</td>
<td>11:00 a.m.</td>
<td>Saturday and Sunday only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

i. Boat House will have extended operating hours for Memorial Day and Labor Day weekends, closing at 8:00 p.m.

ii. Harbor Masters will stay after close if boats are on the water and if the boater has not checked in with the Boat House. Flood lights are planned for installation prior to the 2011 season opening. This should help the lighting situation and for emergency purposes.

iii. The Boating Beach shall be closed on days when staffing is low due to school schedules, inclement weather or mechanical failures at the discretion of the Facilities Supervisors and/or Director of Operations. At such time a black flag will be flown to designate that services are closed.

iv. The Boating Beach shall close for any visitation at 8:00 p.m. daily.

v. Boats and equipment must be removed from beach by October 31st of each year unless Winter Storage is utilized. Staff is continuing to work with counsel to create policies and procedures to ensure timely removal or storage of spaces and adequate accounting for each space.
d. Fees and Charges

<table>
<thead>
<tr>
<th></th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rack Space</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$255.00</td>
<td>$270.00</td>
<td>$280.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Non Resident</td>
<td>$290.00</td>
<td>$310.00</td>
<td>$320.00</td>
<td>$340.00</td>
</tr>
<tr>
<td><strong>Sand Space</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$380.00</td>
<td>$440.00</td>
<td>$455.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>Non Resident</td>
<td>$470.00</td>
<td>$540.00</td>
<td>$570.00</td>
<td>$590.00</td>
</tr>
</tbody>
</table>

2011 Area Fee Comparison (with suggested fee increase)

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th></th>
<th>Non Resident</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rack</td>
<td>Sand</td>
<td>Rack</td>
<td>Sand</td>
</tr>
<tr>
<td>Evanston</td>
<td>$255.00</td>
<td>n/a</td>
<td>Highland Park</td>
<td>n/a</td>
</tr>
<tr>
<td>Winnetka</td>
<td>$250.00</td>
<td>Glencoe</td>
<td>$340.00</td>
<td>Evanston</td>
</tr>
<tr>
<td>Wilmette</td>
<td>$277.00</td>
<td>Evanston</td>
<td>$350.00</td>
<td>Winnetka</td>
</tr>
<tr>
<td>Highland Park</td>
<td>n/a</td>
<td>Highland Park</td>
<td>$435.00</td>
<td>Wilmette</td>
</tr>
<tr>
<td>Glencoe</td>
<td>$300.00</td>
<td>Wilmette</td>
<td>$532.00</td>
<td>Glencoe</td>
</tr>
<tr>
<td>Lake Forest</td>
<td>$364.00</td>
<td>Lake Forest</td>
<td>$2,149.00</td>
<td>Lake Forest</td>
</tr>
</tbody>
</table>

i. Proof of boat ownership must accompany all new applications for space rental.

ii. All sand space holders must provide Illinois State Registration for renewal (if required by law).

iii. Priority procedure for administering sand space.

1. All boat space renters from the previous year have the privilege to renew their space for the coming season.

2. Glencoe Resident Waiting List - proof of boat ownership and Illinois registration must be submitted with the application.

3. Resident or non-resident boaters who have had a rack space the previous year may change to a sand space or rent a sand space in addition to the rack space. These are honored in the order they appear on the waiting list.

4. Non-Residents in order of Waiting List - proof of boat ownership and Illinois registration must be presented with the application for boat space permit.
5. Any unregistered boat left on the beach after October 31st, shall be charged an additional $50.00 fee payable prior to being assigned a space the following year.

e. **Sailing**

i. **Sailboat Lesson Fees:** Park District personnel teach all lessons each season. Staff recommends hiring a sailing instructor whose sole role is to organize and run all sailing classes and water activities.

ii. Students must be a minimum of 10 years of age and must be able to tread water, with clothes on, a minimum of five minutes.

iii. Hobie Cat lessons are available for $60.00 per hour or $30.00 per hour with own boat

   Barnett Group Sailing Lessons
   Class Length - one hour
   Fee - $100 for ten 10 hours

   Maximum 2 persons per boat

iv. **Sail Boat Rentals:** Barnett sailboats and Hobie Cats are available for rental. Deposit by driver’s license, state id, or credit card.

   Barnett Rental - $15 per hour on weekdays;
   $30 per hour on weekends & holidays.

   Hobie Cat Rental $45.00 per hour anytime

   Fifteen years of age and younger must be accompanied by an adult on the boat during rental. Lessons are recommended for inexperienced renters.

v. No child ages 5 and under are allowed on any rental watercraft.

f. **Kayak Rentals**

   Fees: $20.00 - per hour weekends
   $15.00 - per hour weekdays
   $35.00 - 3 hour maximum

g. **Winter Boat Storage** - Boats may be stored over the winter months on a first-come, first-served basis. Limited space is available.

<table>
<thead>
<tr>
<th></th>
<th>2010 Fees</th>
<th>2011 Proposed Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>$190 Outdoor Sand</td>
<td>$200 Outdoor Sand</td>
<td></td>
</tr>
<tr>
<td>$160 Indoor (Sunfish and Kayak)</td>
<td>$170 Indoor (Sunfish and Kayak)</td>
<td></td>
</tr>
<tr>
<td>$ 90 Outdoor Rack</td>
<td>$100 Outdoor Rack</td>
<td></td>
</tr>
</tbody>
</table>
h. Personnel (as covered in Policy Manual)

Staffing of the Boating Beach shall consist of, one or two Managers, five Harbormasters and a sufficient number of Sailing Instructors to cover sailing registrants.

i. Security/Safety

i. Boating Safety Restrictions - To insure the safety of staff and sailboat users during storm conditions, the following procedures and rules will govern activity on Lake Michigan along the Glencoe Beach and that area fronting the Glencoe Water Treatment Plant.

ii. Sail at your own risk. No rescue service available when the following conditions occur:

When wave height reaches 3 feet and wind velocity reaches 25 knots or when the National Weather Service issues a small craft advisory and during the time that warning is in effect and if, in the judgment of the Assistant Manager on duty, conditions are such as to place staff or patrons in undue risk of personal injury, a "SAIL AT YOUR OWN RISK. NO HARBOR MASTER OR RESCUE BOAT SERVICES ARE AVAILABLE" sign will be posted for all sailors to see.

As a further measure to insure safety, the Boating Beach will be closed to all sailing activities, including board sailing, when wave height reaches 36 feet and wind velocity reaches 36 knots. A sign will be posted stating "NO SAILING OR SWIMMING ALLOWED. BEACH CLOSED".

Then signs will be posted on both beaches and Harbormaster staff will not be allowed to attempt launching rescue operations.

Any sailor disregarding this policy by launching his/her sailboat may have sailing privileges revoked for the remainder of the season and all equipment removed from the beaches and no refund forthcoming.

Depending on time of day and level of warning, all Park District staff members are to remain on duty at the Boat House through regular published hours of operations.

iii. Surfboards (Without Sails)

The use of this equipment during supervised hours for swimming and boating will not be allowed because of safety factors and concerns.

iv. Sail Boarding

Sail Boarding is not permitted at Glencoe Beach. Neither the boating nor swimming beach may be used launch sail boards.