SPECIAL PROJECTS AND FACILITIES COMMITTEE
7:30 p.m.
Monday, October 4, 2011

Roll Call. The meeting was called to order at 7:35 p. m. Present were Committee members Andre Lerman (Chair), Max Retisky, and Trent Cornell. Also present was Commissioner Bob Kimble. Staff present included Executive Director/Secretary Don Van Arsdale, Director of Operations Steve Nagle, Beach and Watts Facilities Manager David Johnson and Executive Assistant Nancy Symonds.

Members of the public in attendance included Glencoe residents: Seymour Gottlieb, 1222 Fairfield, Brian Homans, 271 Hawthorn; Janet Lerman, 244 Hazel; Laurie Morse, 271 Hawthorn; and Tom Welch, 321 Hawthorn.

Also in attendance were John Fitzgerald, 1114 Franklin, Buffalo Grove, Toni Risdon, 738 11th Street, Wilmette; and Dave Zupan, 401 Florine Court, Cary.

Approval of Meeting Minutes Committee Chair Lerman indicated he would like to have approval of meeting minutes deferred until the next Committee meeting which will be held on October 17, 2011 when Writers’ Theater will be discussed.

At this time Committee Chair Lerman asked that the agenda order be revised.

Beach Operations Review 2011 Committee Chair Lerman then recognized Director of Operations Nagle. He then introduced new Facilities Manager David Johnson. Mr. Johnson stated he previously worked at the Wilmette Park District and he is familiar with beach and ice center operations.

The Committee welcomed Mr. Johnson to the staff.

Committee Chair Lerman stated he asked staff to prepare an interim review of the beach operations knowing that the beach season just ended and the boating beach is still open.

Mr. Nagle then began his review of the preliminary report. The financials are not yet complete because there are still payroll and outstanding invoices which need to be processed for payment. He said payments for winter storage are beginning to be received. Executive Director Nagle stated that G & A transfers or 12-month expenses still need to be included.

Commissioner Lerman asked if it was possible to have financial information and not include G & A numbers. Mr. Nagle stated the District will be able to accomplish this
request. Mr. Nagle continued by stating he was impressed with the staff and they should be commended for their hard work. He has sent a survey to staff regarding their thoughts and he is still getting the feedback.

President Cornell complimented Mr. Nagle on his efforts at the beach.

Mr. Nagle stated he would like to see more cross training of staff so they know the beach as well as the boating side of the operations. He said staff training is very important and a continual effort. He said local pools are used for training. The District will have its own audit to evaluate customer service.

The District’s risk management agency just completed a risk assessment for the beach and the District did quite well. Included in the assessment were the District’s response to rescues, training for the staff, if the right waivers are used, proper swim area size, and the overall operations of all the District’s facilities.

Mr. Nagle stated beach safety is a high priority and the District did very well. One of the responses heard in a recent survey was lack of cleanliness of bathrooms. In some situations life guards also do bathroom clean up, but their primary responsibility is life guarding. This year a part-time employee was hired for weekends for bathroom cleaning and trash pick up.

The District had several special events at the beach which included over night events and the Concerts at the Beach. These were well received. He stated he will learn more about the public’s response when surveys are received from token holders.

He continued by stating the Adda and Paul Safran Beach House was power washed and next year the Half Way House will be considered.

Mr. Nagle stated the boat rescue fleet is very good. He said communication has improved. The District has one new Jet Ski which will help for quick responses for boaters and sailors.

President Cornell inquired if there has been a coordination between the District and the Village of Glencoe regarding life safety. He learned a couple of summers ago there was a swimmer who went missing. The Coast Guard called the Village for a rescue but the District was never contacted for assistance. Executive Director Van Arsdale indicated he will discuss this with the Village as the entities review shared services. Mr. Van Arsdale stated that was unfortunate because many of the District’s staff members are cross trained with Public Safety. Mr. Nagle stated coordination with the Village is important. He said there was one coordinated dive with other municipalities for emergency preparedness.

Director of Operations Nagle stated the sprayground equipment at the beach will be renovated beginning soon. This will replace equipment that was installed in the mid-1990s. Ms. Laurie Morse stated there could be some push back from the residents because some like the "old" equipment. The porpoise was a popular piece.
Mr. Nagle stated he is working on options for the swimming area size. This is a challenge each year because the high waves play havoc on the lines and buoys. Discussion ensued. With regard to the boat launch solutions, there are options that the District can review. He stated expanding offerings to other park districts that don’t have access to Lake Michigan will be considered.

Executive Director Van Arsdale stated with regard to the size of the swimming area, it would be important to look at the additional dollars necessary properly guard the swimming area. There is a direct cost to make the swimming area larger, we need to look at the reality of the number of users for the larger size, and would it be used enough to justify the additional labor costs. This year the water never got very warm so there were not many swimmers.

Tom Welch stated he swam and a couple of times and the buoys and ropes were relocated which made it difficult to swim. They had been moved from originally placed. Next to be recognized was Seymour Gottlieb. He identified himself as an avid swimmer and mentioned the swim area is not much bigger than at a health club. He would like to have the swim area widened. He remembers the swim area was larger. He stated in focusing on the costs of life guard coverage, he would like to have the swim area increased to accommodate those who want to swim laps.

Ms. Morse stated she is a swimmer also and stated because of the placement of the buoys should could not swim to the sand bar. She continued by stating that it is possible that more people are swimming at street end beaches in Glencoe because of the limited swim area at Glencoe Beach. She complimented the beach staff and would like to have two guards in chairs.

Mr. Nagle stated it is difficult to use credit cards because of the service which is sporadic at the beach location. The District does have access to the website via the Air Card for access to Doppler weather. He will check with the service provider to see if the service can be improved.

A survey has been sent to token holders and also sent through Survey Monkey. The results are still coming in. Discussion ensued.

Commissioner Lerman mentioned that in July he sent a list of items for discussion to District staff for discussion and consideration. This list has been discussed previously and he was preparing a document for what will be different in 2012. Executive Director Van Arsdale stated that some of these items will be considered; Mr. Nagle stated some of these items are very complicated and expensive. Commissioner Lerman stated he was concerned with the response time involved for water testing; he would like a quicker response.

President Cornell said the City of Chicago has many locations were it checks Lake Michigan. He was wondering if there was one central location for water testing. Mr. Nagle understood there was discussion about a regional testing area along the lakeshore for various beach locations in other municipalities. Commissioner Lerman stated this is an option. Executive Director Van Arsdale stated one concern is how
specific water samples might be tested; the Wilmette water might test fine, but the
Glencoe water sample could be different. President Cornell said in Chicago there were
various beaches that were open and they were not contiguous.

Ms. Morse inquired if there could be central testing available with appropriate staff
training. President Cornell stated the staff will look into different water testing services.

Mr. Gottlieb stated he was a microbiologist and there are procedures which should do
the testing more quickly. He thought it was feasible to reduce the time for results for
various tests. He recommended the New York City Health Department might be a
source for additional information as it has protocols for testing for different organisms.

Mr. Welch inquired how the water is currently tested. Staff explained the water is taken
every day and then taken to the Village of Glencoe’s water department. It might be
important to have the life guard take the water sample at the same time. Mr. Welch
inquired if a sample could be taken also in the afternoon. Mr. Nagle stated that tests
are taken twice a day and once the test results are determined, the swimming area
might have to be closed.

Discussion continued with regard to taking water samples and testing. The consensus
is this is an important item and it is important to get options for quickly getting responses
and to have same day water testing options available for the 2012 beach season.

Mr. Van Arsdaled stated whatever solution is considered, it is important to start
considering solutions as the budget process for the next fiscal year begins.

Mr. Van Arsdales stated patrons could not go into the water for 17 days this summer due
to poor water quality and there is a variety of reasons why the water quality is poor.

Commissioner Lerman started a discussion on life guard training. He would like to have
the guard training more meaningful knowing that being a life guard is not necessarily a
job for life. Mr. Johnson stated he is working on developing a mentoring program and
goals to have the staff feel each staff member has grown through the season.

Commissioner Lerman stated he had two children who worked for the District and they
felt it would be important to have more of a connection to the staff. Mr. Johnson stated
he wanted to work on improving the staff and keeping them enthusiastic. Mr. Lerman
stated one issue is the end of season staff. He would like to avoid that if possible and
plan ahead to see about guard coverage.

Mr. Nagle stated the end of season staff coverage is always an issue as staff members
return to their school year activities, either college or high school. Mr. Nagle explained
in other years other District staff members have worked weekends at the beach; the
District has been seeking to hire adult life guards to help during the end of season.

Commissioner Lerman discussed the possibility of having items for sale at the beach
like hats, umbrellas, T-shirts and sun block. Mr. Nagle stated this proposal will be
reviewed because the items to sell and keep in inventory would have to be evaluated. It
was suggested to have a pilot program and sell few items so the sales can be tracked. Mr. Cornell would rather try to sell items than not try a new idea. President Cornell stated his concern was additional money might be required if the swimming area was expanded and the District’s risk management risks with the expanded swimming area. Discussion ensued. It was suggested that lockers for storage be available for patrons to leave their belongings for either the day or for the season. Mr. Van Arsdale suggested more investigation is needed for adding lockers depending on the proposed use (sand toys, towels, what would be kept in the lockers?) as this would determine their size and location.

Commissioner Lerman then asked the audience if they had any comments. First to speak was John Fitzgerald, Commodore of the Glencoe Boat Club. He began his comments by thanking staff for the season. He said his is a long time user of the Glencoe beach and a life long sailor as he sees sailing as a life long sport. He expressed his concern about abandoned boats and when the boats are removed. He stated trailers remain on the beach on weekends when boats are removed. He appreciated the District’s efforts in rescue services; safety is important. The Jet Ski is important for rescuing boaters in distress. He stated the autumn is a great time for sailors as the weather and the winds are ideal. He would like to have rescue service extended to the end of the boating season. He did say that most sailors do have radios on their boats to monitor other boats on the water. Mr. Fitzgerald felt that lockers would be a nice enhancement.

Ms. Toni Risdon stated she is a Wilmette resident but prefers the Glencoe boating beach. She stated that sailors will be on the water even if there is no rescue service when the bathing beach closes. Discussion ensued. President Cornell inquired into the possibility of having life guards from other areas supplement the District for the end of season timeframe. President Cornell stated it was important to budget for this and it is important to do the right things for the community. He stated it was his fiduciary responsibility to serve the residents of the District.

Commissioner Retsky inquired if it is possible to put stickers on sailboats or have pre and post season sailing stickers. Discussion ensued. In May and October there are a dozen or so boaters. Commissioner Retsky suggested that there be pre and post season sailing tokens which would offset staff costs. President Cornell stated that revenue will come from more non resident users buying tokens and not the sale of merchandise.

Discussion ensued with regard to having more sailing opportunities available for patrons to rent boats to learn to sail. The District has a fleet of boats which can be used for instructional purposes. Discussion continued.

Mr. Nagle said staff hiring as a continual concern; he does not like to get the staff schedule distributed to far in advance because the staff will lose the schedule, change a shift and not let a supervisor know among other issues.
Next to speak was Dave Zupan. He inquired about paying for rack space and kayaks which are often stored under other boats. Ms. Morse inquired about more vertical storage for sailing equipment. Executive Director Van Arsdale said many of the ideas which were mentioned tonight could be done; the only limitation could be the funds to accomplish them.

Mr. Fitzgerald inquired about having access from the outside of the boat house by having a key card so the building would be accessible through October.

Ms. Risdon inquired about switching life guard coverage from some mornings to afternoons or later in the season. President Cornell stated this is a staffing issue as many of the staff members are unavailable due to college or other responsibilities. Discussion ensued. President Cornell said budget issues need to be addressed if boats are going to be repaired and made available for rental use by beach patrons.

Ms. Janet Lerman then inquired if there is qualified staff able to use the equipment in the last two months of the season. Mr. Nagle stated the District follows all the best practices and it is important the weekend staff is old enough, not just teenagers. President Cornell inquired if there are other sailing clubs in the area that could lend boats to the District. Discussion continued.

Parking near the beach is an issue. Street parking is limited and discussion focused having the District arrange to transport patrons from the commuter parking lot to the beach on weekends. Mr. Van Arsdale stated the District has used trolleys from the Chicago Botanic Garden, but those vehicles are not road-worthy. Mr. Nagle stated this is an option which will be reviewed and shared with the Committee. There are various costs for renting different styles of busses from a basic school bus to an open trolley.

Commissioner Lerman thanked those in attendance for their participation at this meeting.

Recommendation to Create Glencoe Beach and Lakefront Advisory Group. Committee Chair Lerman stated he thought it would be appropriate to have an advisory committee of beach users and staff to develop and bring ideas forward for Committee and then Board action. Mr. Lerman stated the President would appoint members. He continued by stating he would like to have avid beach and boaters on the committee along with residents who live near the beach. He would like to have the committee be a sounding board to the Committee and then the Board. Mr. Lerman stated a charter for the advisory group would have to be defined. Discussion ensued. Mr. Lerman stated he would like to have a representation of beach users, trellis renters and other beach users for their input. He continued by stating the staff is developing a beach survey which will be sent soon. Mr. Lerman thought the advisory committee would serve a one year term beginning in January.

President Cornell inquired how the District can foster interest in sailing and boating in youngsters. He stating the boating community has specific ideas it would like and another group might have other requests. Discussion ensued. Mr. Lerman stated this
advisory group could help the staff to find ways to improve the beach experience. President Cornell stated he would like to have non residents on the advisory committee.

Executive Director Van Arsdale stated that if the Advisory Group is formed, it will need to comply with the Open Meetings Act and members will need to have training on this Act. Mr. Lerman thought non residents input is also important. Committee Chair Lerman stated that the next meeting of the Special Projects and Facilities Committee is scheduled for Monday, October 17.

Request from Village President for Representation on Dell Place Beach Task Force Committee Chair Lerman indicated he has received a request from Village President Feldman for a District representative to serve on the Dell Place Beach Task Force. President Cornell stated he approached Executive Director Van Arsdale to serve on this task force; however, that appointment could appear that the District is thinking about taking over Dell Place Beach. Discussion ensued. Commissioner Retsky said she would be willing to serve on the task force. President Cornell stated this will be formally approved at the next Board meeting.

Review of Overall Takiff Center Rental Rates/Changes Policy Committee Chair Lerman then asked Mr. Van Arsdale for rental rate information on the Takiff Center. Executive Director Van Arsdale and Director of Operations Nagle began their review by sharing with the Committee the current rental rates for various categories of renters. Mr. Lerman stated he would appreciate seeing how the Takiff Center rates compare to other rental facilities. Discussion ensued. Commissioner Retsky inquired about the different rental categories for renters and the program providers who have agreements with the District. Mr. Van Arsdale stated some providers have different rates for the different programs they offer in the building. Discussion continued.

Commissioner Lerman inquired when the rental rates and various categories were developed. He would like to have staff review the rental rate structures and present the information at an upcoming meeting. He would like the Committee to analyze the different nature of the users of the building, how large a space and for how long the rental is in order to better understand the rates and to see if these rates should be re-evaluated to make the rates more user friendly. He stated there could be some losses. President Cornell asked for the definition loss; Mr. Lerman was inquiring about variable cost options for day of time or day of week, etc. From a landlord’s perspective, what are the best prices?

President Cornell stated he wasn’t sure if the pricing was correct or not; he just wanted to know more. Mr. Nagle gave further information regarding a community group, public group, and other classifications.

Discussion ensued. Commissioner Retsky was concerned if a group inquires about renting space there is one price quoted but then in talking to other District staff another price is made available. President Cornell thought it was important to get community groups in the building. Commissioner Retsky said she didn’t want to have different groups get special rates. Commissioner Lerman stated there could be variables for different time periods during the day. Discussion continued.
Mr. Nagle stated rental opportunities are also available at Watts and the Takiff Center is a well-used building. Discussion continued; potential renters quite often will go up the chain of command with regard to renting space; the first contact is front office staff and then requesters will seek another rate by talking to a more senior staff member. He continued by stating when someone inquires about having a birthday party, staff has a complete birthday party package which is shared with the requester.

Discussion ensued. Mr. Van Arsdale stated the Oasis program uses lots of space on various days of the week. President Cornell reviewed the rates charged for Class 5 rentals and inquired if the District was charging too much. Commissioner Retsky was concerned there were too many exceptions and not enough rules. Mr. Nagle stated renters quite often will try to negotiate the rate. Commissioner Lerman wanted more information on room rental rates, times, days, and classification of renters for review. Commissioner Retsky stated some people don't rent at the Takiff Center because it is too expensive and potential renters doing like the caterers.

President Cornell wanted the Class 5 category reviewed and possibly change the classification so a class could be held, for example, for a small instructional class for children with special needs, and have less generic definitions. Discussion continued. Commissioner Retsky wanted to know how many people were attending a meeting or program in a room because there are extra expenses involved in room preparation and clean up.

Commissioner Retsky inquired about special flooring for the gym. Mr. Van Arsdale stated special flooring over the gym is problematic with our available storage. President Cornell stating parking is an issue for large events. Discussion continued.

It was the consensus of the Committee to have staff review the rental rates and rental classifications for potential modifications and report to the Committee in a couple of months.

**Strategic Road Map Milestones** Committee Chair Lerman reviewed milestones which have started with regard to Road Map initiatives. Mr. Lerman then mentioned items which will be discussed at future meetings.

**Matters from the Public** Commissioner Retsky inquired when the next Recreation Committee would be held so the license agreement with GJK can be discussed. She wants to make sure the agreement is finalized so information can be put in the District's winter brochure. Discussion continued with regard to establishing Board Committee meetings before the regular Board meeting to discuss open items. Mr. Lerman stated the Special Projects and Facilities Committee will meet on the 17th and the Writers' Theater proposal, intergovernmental agreements, and the master plan are items already proposed for the agenda.

Commissioner Retsky felt the timing for a Recreation Committee meeting to finalize license agreement with GJK was more important that potential items on the Special Projects and Facilities Committee. Discussion ensued with regard to open items with the GJK agreement. President Cornell stated the Recreation Committee members
need to know the recommendations with regard to class offerings. Discussion continued with regard to revenue and price points and target revenues.

Ms. Retsky then stated it was important not to let the negotiations with Helen's Ultimate Fitness take too much longer.

Other  There was no other business brought before the Committee

Adjourn  With no further business, the meeting adjourned at 10:25 p.m. on a motion from Committee Chair Lerman and a second from President Cornell.

Respectfully submitted,

[Signature]

Donald P. Van Arsdale
Secretary