

APPROVED

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

**SPECIAL PROJECTS AND FACILITIES COMMITTEE
7:30 p.m.
Monday, May 7, 2012**

Minutes

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

Also in attendance were Glencoe residents Jim Goodwin, Vivian Nitzberg, 169 Lake Street, and Nina Schroeder, 225 Lincoln Drive, representing the Glencoe Community Garden, and Tom Burr, 545 Washington and Matt Walker, representing the Glencoe Baseball Association.

Approval of Meeting Minutes Commissioner Lerman asked that approval of the meeting minutes for the March 15, 2012 meeting be deferred.

Matters from the Public There was no one from the public wishing to address the Committee at this time.

At this point in the meeting Committee Chair Lerman asked to revise the order of the agenda to discuss repair to the beach stairway first.

Repair to Beach Stairway Director of Operations Nagle indicated Parks Department staff recently discovered washout damage to the stone stairway at the Beach during bluff clean-up work. He continued by stating the stonework and stairway are very susceptible to erosion damage due to the nature of their locations and storm water damage around the bluff. The washout damage is under the stairs and it appears to be impacting the support of several steps. He stated he received a repair estimate for \$3,200; he felt this was a safety requirement. He stated this is a weather-related challenge and would like to have the work start quickly. He stated with the stairway closed from the Halfway House to the beach the northern road would be the only road to the beach.

Community Garden Request Committee Chair Lerman then asked representatives from the Glencoe Community Garden (GCG) to discuss the garden as the next agenda item. Ms. Nitzberg, Ms. Schroeder, and Mr. Goodwin then began a PowerPoint presentation which they narrated to show the Committee information regarding the garden. They stated the garden is a project for members of Am Shalom to give back to the community; Am Shalom has been in Glencoe for 40 years. They stated the land for the garden is on property between the railroad tracks and Harbor Street, near Shelton Park; the property is currently used as the location where the Village of Glencoe places plowed snow. Am Shalom leases the property from the

Village of Glencoe for \$1 per year. The representatives continued by stating the area gets full sun and has parking for its volunteers. They explained that this will be a sustainable garden with the produce grown in the garden to be given to area food pantries. It is also envisioned that volunteers will come from community groups. Discussion continued.

Mr. Goodwin stated two of the planters were built so they are Americans with Disabilities Act (ADA) accessible. He stated there are rain barrels to collect rain water, the garden is solar and volunteered powered with no power tools are allowed. He also stated for those traveling through Glencoe on the train, they will see a flag indicating the location of the garden.

The representatives stated that they are attending the meeting this evening to ask for the District's assistance. The assistance being requested is digging a directional boring to a water line already in Shelton Park and the installation of a separate water meter for the garden; the GCG would reimburse the Village of Glencoe for the water used at the garden.

Discussion continued. Executive Director/Secretary Aiken stated in order for this project to go forward, the District will need to enter into an Easement Agreement for the installation of a direct bore water pipe to intersect an existing water pipe in Shelton Park. Mr. Van Arsdale stated there will be easement agreement and legal document presented later, if the Committee reaches consensus and Board approves the request for the GCG. Discussion ensued.

It was the consensus of the Committee to proceed with the water line tie-in, subject to Board consideration and approval at the May regular Board meeting.

The Committee also requested District's staff help in grading the entrances to the GCG to make the ground more level, include information on the GCG in the District's program brochures, and have additional signage.

Other Committee Chair Lerman then asked if there was "Other" business. He stated he knew of one such item. He then recognized Tom Burr of the Glencoe Baseball Association (GBA). Mr. Burr stated the GBA has the opportunity to receive a batting cage from a Glencoe family. He stated the GBA would like to have the batting cage placed in a corner of Central Park, along the third base line of the baseball diamond. He stated GBA would own it and the District would store it and install it for next year.

Discussion ensued. Executive Director/Secretary Van Arsdale stated there is a process for neighbor notification for a change to a neighborhood park, i.e. installation of a batting cage. Mr. Bold stated the batting cage would be an enhancement to the park.

Committee Chair Lerman inquired about the process for notification of this possible addition to the neighbors. Executive Director/Secretary Van Arsdale stated the District has a practice of notifying neighbors of enhancements to neighborhood parks. These include scheduling a special committee and/or Board meeting notifying neighbors of the informational meeting. He stated information about the proposed enhancement would be placed on the District's website. Also to be considered is how the enhancement would fit in with the District's Master Plan.

Mr. Van Arsdale stated the staff recommends installation of the batting cage.

Committee Chair Lerman stated he felt it was important to residents to know what is being placed.

President Cornell stated this is an open meetings and he said don't stop the citizens.

Commissioner Retsky stated the agenda is notice of items for discussion at an upcoming public meeting

President Cornell stated the stated the GBA representatives submitted their proposal and stated their request.

Mr. Lerman wanted clarification of the procedure for giving notice to neighbors.

Mr. Burr stated GBA understands the process as other requests from GBA have been brought to a Board Committee for consideration, discussion and then approval by the Board.

Discussion continued. Mr. Burr stated the placement would be along the third base line near the tennis courts. The cage is a frame structure with black mesh netting. The cage would only be up during the baseball season. Mr. Burr stated there are three sets of anchors to keep the cage in place and it is a difficult structure to climb due to its small mesh. He felt installation of this structure is not as sensitive an issue as the baseball fence installed in another park.

Mr. Bold stated the batting cage would be visible from two homes near the park. Mr. Lerman inquired about the noise in the area. Mr. Van Arsdale stated the hours would be the already established District park hours.

Mr. Lerman wanted staff recommendations, risk/cost analysis, and statement of need. He also wanted to reach out to Glencoe Youth Service (GYS) as a close neighbor.

Commissioner Retsky asked that neighbors not be treated differently.

President Cornell stated there would be additional staff costs, he wanted to get the message to the neighbors, and he wanted representatives of GYS to provide comments at the next Special Projects and Facilities Committee meeting.

President Cornell emphasized it is appropriate to discuss this item; the item cannot be buried. He also stated it was important to give notice to neighbors and move the process along.

Commissioner Retsky stated the earliest the Committee could meet would be June 17, 2012. President Cornell stated he wanted it on the agenda for the next Committee meeting.

Discussion continued. Staff will have aerial pictures of the proposed location of the batting cage, cost/liability assessment, and its recommendation at the next Committee meeting.

Committee Chair Lerman stated he would like to have a process to notify the neighbors and have a generic presentation.

This ended the discussion of the batting cage.

Takiff Center Room Rental Rates Review Director of Operations Nagle stated staff has proposed reducing the number of room rental categories, including peak and not-peak rates and having the rental year follow the school year calendar. He stated it was important to contact the regular rental groups and get their commitments for next year. There will be an application process for the rental to make sure the organization is charged the correct rate.

President Cornell stated it was important to know what kind of business or organization wants to rent space at the Takiff Center.

Director of Operations Nagle stated there is a difference between an event rental and a meeting rental; if it is a meeting, there could be some circumstances if a room reservation is cancelled or revised; one reason would be a larger rental opportunity would require relocating a smaller, less expensive rental to accommodate the larger rental.

President Cornell stated if a reservation is changed, the organization should have the right of first refusal.

Mr. Van Arsdale stated the new rental information will be placed on the District's website.

Commissioner Retsky stated it was important to have an effective date which is subject to change.

President Cornell stated he thought it was unusual that Ms. Boris can teach a class for the District and she can also teach private classes. Commissioner Retsky expressed concern about a for profit business that can generate money for the Takiff Center. President Cornell inquired if there is a special deal for District staff members who also teach private classes.

Director of Operations Nagle asked if the Committee wants 50 hours of rental revenue to go to another location. He felt having the teachers remain in the building was important.

Discussion ensued. Director of Recreation DeClerck stated the karate instructors offer many private lessons. President Cornell was concerned that there may be an incentive to have private lessons more than District classes.

Discussion then started about continuation of fitness programs when Ms. Boris discontinues offering adult fitness programs through the District. Ms. DeClerck stated the District will start offering fitness classes in September. President Cornell stated that fitness instructors will be selected by the Recreation Department staff.

Ms. Retsky inquired how many hours a fitness teacher will need to teach before getting a reduced rate for private classes. Ms. DeClerck stated she is she is talking with current fitness teachers.

Committee Chair Lerman stated it was okay to move forward and get criteria for private lessons. He then inquired how someone gets access to private rates.

President Cornell stated that Ms. Boris fitness teachers have been here for years and it was important to have them remain in Glencoe.

Director of Operations Nagle stated the Waukegan Park District offered reduced rental rates at non-peak times; it kept patrons at the facility.

Mr. Lerman stated it was important that the needs of the District are protected.

It was the consensus of the Committee to recommend for approval the Takiff Center rental rates as presented.

Review of Complimentary Beach Tokens Director of Operations Nagle stated for many years the District has offered complimentary tokens to Glencoe Beach and Watts for full-time, year round employees of the Village of Glencoe, Glencoe School District #35, and the Glencoe Public Library. He stated in recent years the program has been limited to eligible employees getting four tokens and able to purchase additional tokens at the resident rate.

Commissioner Retsky felt this program has not lost revenue to the District.

Mr. Nagle stated this is an excellent practice for community goodwill.

President Cornell stated this is a service-to-service benefit.

Mr. Lerman stated he felt the free tokens were odd.

Commissioner Retsky stated this is not an announced program.

Executive Director/Secretary Van Arsdale stated the eligible employees are notified of this program through a letter written to the Village Manager, School Superintendent and Library Director; these officials then share the information with eligible employees.

Mr. Lerman wanted to go on the record to learn how many of the eligible employees use the beach and how much of a benefit it is.

President Cornell stated it was an important connection to Glencoe.

After further discussion, the Committee reached consensus to offer to eligible full-time, year-round employees of the Village of Glencoe, School District #35, and Glencoe Public Library two complimentary tokens to Glencoe Beach and have these eligible employees able to purchase additional tokens at the Glencoe resident rate.

Matters from the Public Committee Chair Lerman inquired how the District staff is getting the Glencoe Beach ready for opening. Staff stated it is proceeding well.

Mr. Bold stated the Greenhouse is open for plant sales and stated the Centennial Arbor Day celebration was a success. He wanted to thank Horticulturist Tom McDonald for his knowledge and assistance for this activity. He also wanted to thank Manager of Marketing and Communications LoCascio for her skills in developing posters which gave information on many of the trees that are on District property.

Mr. Van Arsdale reminded those present of the dedication the sprayground at Glencoe Beach on Saturday, June 2 at 10 a.m.

Adjourn With no further business, at 10:15 p.m. Commissioner Retsky moved to adjourn the meeting. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

Respectfully submitted,

Donald P. Van Arsdale
Secretary