SPECIAL PROJECTS AND FACILITIES COMMITTEE
Thursday, October 4, 2012
7:40 p.m.
or at the conclusion of previous Board Committee meetings

AGENDA

1. Call to Order
2. Roll Call
3. Matters from the Public
4. Approval of Meeting Minutes: July 31, 2012 and September 4, 2012
5. Review of Homeowner Request – 27 Crescent
6. Discussion of 2012 Lakefront Season
7. Discussion and Recommendation of Watts Concession Bid
8. Discussion of Master Plan Process – Fiscal Year 2013/2014 Focus
9. Discussion of Congregation Hakafa License Agreement Review
10. Other Business
11. Adjourn
Roll Call  The meeting was called to order at 8:32 p.m. and the roll was called. Present were Committee members Trent Cornell (Chair) and Andre Lerman. Also in attendance was Max Retsky, President. Also present were Interim Executive Director Secretary Steve Nagle and Director of Recreation Cheryl DeClerck.

Irv Leavitt, Pioneer Press reporter was also in attendance.

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

Discussion of Energy Assessment Project  Interim Executive Director Nagle stated last summer the District had a Level III Energy Assessment done by the Smart Energy Design Assistance Center (“SEDAC”) from the University of Illinois. He stated the District has been able to perform some of the least costly recommendations listed in the report. He continued by stating the next recommendation would be to address lighting in the Takiff Center gymnasium. The lighting fixtures, ballasts, and bulbs are costly and have long re-strike times, which add to increases in electrical costs.

Mr. Nagle stated he has learned of a grant application opportunity through the Illinois Department of Commerce and Economic Opportunity (“DCEO”) which would reimburse the District 25% of the cost to upgrade the lights in the gym. He stated the electrical contractor would complete the grant application paperwork. The estimated cost for this project is $9,800; the DCEO grant would be $2,500, which would leave an approximate net final cost of $7,300. Committee Chair Cornell stated this project would be beneficial to the District for electrical cost savings and other public agencies are already retrofitting to the new lighting. Discussion continued. Commissioner Lerman stated this was a good sustainability effort. Mr. Cornell stated the new light bulbs last longer, provide better lighting, and are smaller; he felt it was important to let the residents know about this initial investment, which will in the long run save taxpayers’ dollars.

Discussion of Front Desk Redesign Project  Interim Executive Director Secretary Nagle stated there were funds in the Fiscal Year 2012/2013 Budget for the redesign of the front office and main lobby area at the Takiff Center. He said the redesign would be more efficient for the staff and give the lobby area a more welcoming feeling. Discussion ensued. Other ideas, which could be included in the redesign of the lobby, are a mural, tables and chairs in the lower lobby area. Director of Recreation DeClerck stated the redesign would need to include accommodations for
the additional computers staff will need for the upgrade of the registration software. Mr. Nagle stated the redesign could be done in 2013.

President Retsky then inquired about an update on the stairway repair at the beach. Mr. Nagle stated he is meeting with representatives of the Village of Glencoe. He said after a thorough review from the District’s consultants, he will get a bid package developed to have the project go out to bid. He felt it was important to have Village support for this project. Mr. Nagle stated from reading the engineers’ assessment of the stairway, there is wash out damage, there is significant rebar exposed, and the stairs are showing a downhill displacement. The new wall will be a buffer for any other displacement. The Halfway House will also need professional evaluation; it is beginning to show signs of degradation.

Discussion continued. One concern addressed would it be cheaper to tear everything down and rebuild rather than doing repairs/restore as needed. There has been tuck pointing along the roadway and some areas will need additional repair.

Discussion of Advisory Groups Committee Chair Cornell stated there is currently a Glencoe Beach and Lakefront Advisory Group and the Watts Advisory Group. Mr. Nagle stated the Watts Advisory Group will meet the end of August with active users of Watts. He said it was important to have input because the Watts skating season will start soon.

Mr. Nagle stated the Glencoe Beach and Lakefront Advisory Group met last week and he felt it was important to focus on Watts and have the Glencoe Beach and Lakefront Advisory Group meet after beach surveys are completed.

Mr. Lerman then gave a summary on the Glencoe Beach and Lakefront Advisory Group. He stated the group members have provided insight into other beaches and developing a mission and vision for the Glencoe Beach.

Director of Recreation DeClerck stated she saw the need for an adult and senior focus group as a priority; however, she would like to postpone for now starting this group.

Committee Chair Cornell stated the early childhood parent group would like to continue.

Other Committee Chair Cornell moved to approve the minutes of the March 15, 2012 and May 7, 2012 meetings. Commissioner Lerman seconded the motion which passed by unanimous voice vote.

Mr. Lerman stated he would like to have Director of Parks Bold attend meetings of this Committee. He felt parks and maintenance discussion should be included on this Committee. Mr. Cornell stated he felt it was important for Mr. Nagle to ask the appropriate staff members which meetings he wanted them to attend.

Discussion ensued. It was the consensus of the Committee to review the Board Policy Manual with regard to the Committee formation or revisions that are appropriate.

Mr. Nagle stated there is a “Bike Bonanza” Centennial event scheduled for Saturday, the 11th of August. He continued by stating the final Centennial event is the “Past, Present, and Future” on
December 6. Discussion ensued. Mr. Nagle stated plans for sponsorships for the final event are still under consideration. He continued by asking Board members to assist in recruiting local people and businesses to attend.

Mr. Cornell stated it was important to have people who have not been in the Takiff Center to visit the building and have cross marketing events in the Center. Mr. Cornell stated if Mr. Nagle felt it was appropriate for the Board to contact potential corporate sponsors, he would be willing to do so.

Next, Mr. Nagle told the Committee that the Illinois Association of Park Districts (“IAPD”) will be recognizing the District for 100 years as a park district. There will be a gala evening in Wheeling, Illinois on September 28 and the District would be recognized for this milestone.

Mr. Nagle then stated he is submitting a grant application for personnel and technical assistance for community planning from a planning commission. He stated if the grant is accepted, this is an opportunity to have personnel to help develop a comprehensive master plan.

Discussion ensued with regard to the conversion of the District’s registration software. Mr. Cornell stated he would like to have discussion of the Master Plan and the process on an upcoming Committee agenda.

Adjourn  With no further business for the Committee, at 9:30 p.m. Commissioner Lerman moved to adjourn the meeting. Mr. Cornell seconded the motion.

Respectfully submitted,

Steven T. Nagle
Secretary
Minutes

Roll Call The meeting was called to order at 8:32 p.m. and the roll was called. Present were Committee members Trent Cornell (Chair) and Andre Lerman. Also in attendance was Max Retsky, President. Also present were Interim Executive Director/Secretary Steve Nagle and Facilities Manager David Johnson.

Irv Leavitt, Pioneer Press reporter was also in attendance.

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

Discussion of 2012 Beach Season Interim Executive Director Nagle began his report by stating the District had a safe summer. The beach season ended at 7 p.m. on September 3, 2012. For an operations standpoint, it was a great summer. Mr. Nagle stated Facilities Manager Johnson did an excellent job in training staff. The swimming area was increased. Discussion continued. Mr. Johnson stated staffing in August is always a challenge because summer staff members return to college. He stated that beach staff was cross trained so they could assist when needed. Mr. Nagle discussed the rental operations will be emphasized next year.

Discussion continued regarding enhanced services for next year. Mr. Nagle stated there will be portable toilets installed at the beach because there is lots of traffic at the beach after the beach house is closed for the season. The boating beach will be open until mid-October. Discussion ensued regard to staffing for safety concerns for boaters. Mr. Lerman stated there will be a meeting of the Glencoe Beach and Lakefront Advisory Group so the group can review the summer. Mr. Nagle stated he will be in contact with representatives from the Northbrook Park District for a review of the pilot program for swimming opportunities at the Glencoe Beach and the Northbrook outdoor pools.

Ms. Retsky expressed concern about the quality of the sailing lessons. She inquired about additional sailing lesson opportunities for adults and children. Mr. Lerman inquired about the pricing structure for sailing lessons; the District was below what other sailing programs were charging.

Discussion of Draft 2011 – 2012 Watts Report and 2012 – 2013 Watts Recommendations Mr. Nagle stated the Watts Advisory Group reviewed the draft Watts report. Neighbors of Watts were invited to join the group. Mr. Johnson stated the first part of the report is a summary of the last season. Maintenance of an outdoor skating rink is more of a challenge than maintaining indoor rinks. It is always difficult to maintain a good ice surface when the sun shines on the ice.
even during a cold day. Discussion continued. Mr. Johnson stated there will be new hockey programs offered. The District will renew its partnership agreement with the Chicago Blackhawks. There is the opportunity for other sponsors to contribute to the Watts Center.

Mr. Johnson stated one recommendation for the upcoming season is that skaters under the age of 18 must wear a helmet. Participants in hockey programs use helmets already. Ms. Retsky stated there should be consistency in helmet use as there are beginner skaters skating with more experienced skaters.

Mr. Nagle stated one recommendation for the upcoming season is a revised token purchase plan; there will be a hockey punch card for patrons who attend open hockey times. Discussion continued.

Mr. Nagle stated a request for proposal for concessions was sent to 12 qualified firms; the bids are due on September 18, 2012. An option under consideration is increasing the number of food options available from vending machines.

Discussion ensued regarding capital items including netting for the studio rinks and rink dividers to separate broomball players from ice skaters. Mr. Cornell stated it was important to review all the equipment before the season opens.

Mr. Cornell then inquired about the tables and chairs, which are currently being used at the Takiff Center. Mr. Nagle stated the furniture will be returned to Watts. Discussion continued with regard to the lobby furniture at the Takiff Center.

Discussion continued regarding skating and figure skating lessons. Mr. Cornell stated figure skaters prefer indoor skating facilities; outdoor facilities have weather challenges which indoor facilities do not.

**Discussion of Strategic Plan**  Mr. Cornell indicated he wanted this on the agenda to begin the master planning process to see that everyone is in agreement on how to continue. He felt that it might be appropriate for staff to complete a park inventory because of the knowledge and experience of the staff to accomplish this inventory. Mr. Cornell stated Friends Park could have an impact on future plans for the Writer’s Theater project at the Woman’s Library Club property. Mr. Cornell stated he would like to wait until the new Executive Director is hired before the master plan goes forward. He wanted to have an inventory of what needs to be done now and what can be done at a future time.

Mr. Lerman felt the parks should be discussed in this Committee. Discussion ensued. Mr. Cornell stated parks are a large part of the District and should be considered at Board committee meetings.

Mr. Nagle stated he has asked department heads to provide him with two year goals as outlined in the strategic plan; the first year of the strategic plan is updating the computer system and the department heads are aware of other items that need to be accomplished. One other project will be the repair for the stairway at the Glencoe Beach.
Other Business  Mr. Nagle informed that Committee that a local commercial firm has contacted the District regard to filming at the Glencoe Beach. After discussion, it was the consensus of the Committee for Mr. Nagle to go forward with filming as appropriate and bring information to the Board as needed.

Mr. Nagle then reminded the Committee of the Centennial Gala on December 6.

At 9:45 p.m. President Retsky moved to adjourn into Closed Session under Section 2(c)11 of the Open Meetings Act. Commissioner Lerman seconded the motion. The result of the roll call vote follows:

<table>
<thead>
<tr>
<th></th>
<th>Lerman, Retsky, Cornell</th>
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<tbody>
<tr>
<td>AYES:</td>
<td>Lerman, Retsky, Cornell</td>
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<tr>
<td>NAYS:</td>
<td>None</td>
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<tr>
<td>ABSENT:</td>
<td>None</td>
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The meeting reconvened in regular session at 9:50 p.m.

Adjourn With no further business, the meeting adjourned at 9:51 p.m. on a motion from President Retsky and a second from Commissioner Lerman.

Respectfully submitted,

Steven T. Nagle
Secretary
To: Special Projects and Facilities Committee  
From: Steven T. Nagle, Interim Executive Director  
cc: Board of Park Commissioners  

Date: October 1, 2012  
Enclosures

SUBJECT: Homeowner Request – 27 Crescent Drive, Glencoe

Homeowner Jane McShane will attend the Special Projects and Facilities Committee meeting to make her formal request regarding a small parcel of District owned land that sits adjacent to her home. Please review her written request attached.

The lot in question is above a ravine to the north and east of 4N/5N Park. Previous homeowners had built a short stonewall and installed a stone patio which partially sits on this parcel, about 500-700 square feet in area. This land is inaccessible to anyone but the people residing in the home.

The homeowner is requesting that the small parcel of land be redrawn (sold) to reflect the natural boundary of the property. Jane is also requesting that in the interim of any sale, a general cleaning of the parcel be completed, several trees be trimmed or removed and she be allowed to install a fence along the expanded property line.

Director of Parks Bold has forwarded the tree trim/removal request to the Village.

I have reviewed the issue with our legal counsel and as the Board is aware, the sale of park land has specific legal procedural requirements. Please review the memo provided by Ancel, Glink.

The District can also consider adopting a Land Use Agreement/License, which can be written to provide the District with certain measures of protection.
To whom it may Concern – Re: 27 Crescent Drive Glencoe IL 60022

Lot 7 – PIN 05-06-405-014-0000 and 05-06-405-016-0000

BACKGROUND
My name is Jane McShane and my family lives at 27 Crescent Drive in Glencoe. We had been saving up for the past 5 years to buy a house in the neighborhood, previously renting and were very lucky to find this house which had been derelict and was foreclosed. Because this was a foreclosure, some of the usual luxuries that are afforded, were not provided to us when we bought the house – We are now trying very hard to make things right for everyone.

Our family has lived happily in the village for 5 years. We are active in the community and last year I volunteered to work for the Glencoe Park District as a 6th Grade basketball coach.

THE HOUSE
27 Crescent sits on two parcels of land. The first parcel is where the house sits, and the second parcel of land, sits adjacent to the house, to the south side. It is the second parcel, to which I address my issues to the park district. The second parcel sits above the crescent drive ravine, and is inaccessible to anyone else other than our family. The current assessed value of the parcel 05-06-405-016-0000 is $1,982.00

According to the latest plat with the village, which I believe is from about 30 years ago, the second parcel is a triangle; however the natural line of the ravine is not. It has more of an arc shape. It is my honest opinion that the plat was drawn incorrectly at the time that the second parcel was purchased. All I am asking for is the second parcel to be redrawn to reflect the natural line of the ravine and the trees, per the plat presented to Steve Nagle on Friday August 24th 2012.
I want to make it clear to the people who are making the decision with regards to this land that I only seek acquire land to my true boundary, and as the pictures hopefully show, we are talking about what amounts to a sliver of land. I am not asking to acquire anything outside the tree line. The assessed value of this second parcel is only $1,982.00

The reasons to establish this line are several fold:

1: Firstly, and primarily, I need to keep my children safe. Every other house on Crescent Drive that borders the park has a fence for the same reason, so that strangers cannot access the property from the park district land. I cannot put up a fence at the moment because the triangle border would cut right through the back garden and slit the retaining wall in half.
2: There is an area to the south west of the property that is a liability issue – the area is full of broken bricks and rocks. My children are the only children that realistically can play in this area, but they are unable to, because it is dangerous. I want to clean this area up so that my children can play in what is essentially their back garden, but I cannot, because officially, it’s on park district land.

3: There are several trees that are dead and diseased on the border of the property – currently, the village will not allow us to remove them because, they are officially on land that belongs to the park district. These trees sit very close to my garage and they need to be removed. If I establish the boundary, then I can remove the trees at my cost, rather than getting the park district to do the work and considerable expense to the taxpayers.

4: I would like to put a small swimming pool at the bottom of the yard, and having the boundary re-established opens up more options for the design of the pool. Again, this is bound to create more revenue for the people of this village through the increased taxes.

5: The increased revenues that you would also get from my taxes owing to the increased FAR would help you to achieve your mission statement which is “to provide recreational facilities, activities and programs to its residents, as well as non-residents” If the land stays in its current form its going to cost you thousands of taxpayer dollars to clean up land that only 4 people can use.
If the park district decides not to re-draw the boundary then I ask that the remedial work that needs to be done in my back garden gets addressed.

Secondly I humbly ask that whilst considering the transfer of this land, that in the mean time you approve the work for a fence to be put up on the boundary line anyway, at my expense, so that the first issue, which is my children’s safety, can be established.

I do not ask for anything that I do not believe is mine. I teach my children to do the right thing. We bought the land believing that the entire back garden was ours. I am more than willing to show anyone the issue, but hope that the enclosed pictures clearly explain the situation that we have. I believe that if you read this request, and objectively assess the options, you will do the right thing too – Think of all the good you can do with the extra money from the additional taxes that will be generated.

Thank you for your consideration in this matter.
MONEY KNOWN AS: 27 CRESCEKT DRIVE, GLENcoe, ILLINOIS.
GLENCOE PARK DISTRICT
Policy on
LEGAL FEES REIMBURSEMENT

1.00 Statement of Purpose

Whenever practicable, it shall be the practice of the Board of Park Commissioners to cooperate with owners of property adjacent to park parcels in an effort to maintain mutually beneficial and favorable relationships.

2.00 General Guidelines

Such cooperation may include, but not be limited to the granting of temporary construction licenses, other special licenses as well as recorded easements. When, in its sole discretion, the Board of Park Commissioners determines it to be desirable to grant a license or easement, the following shall govern the reimbursement of legal expenses.

2.10 The party requesting the license or easement will be given an estimate of anticipated Park District legal expenses to be accrued in the development and execution of said license or easement.

2.20 The prospective grantee will acknowledge in writing acceptance of an obligation to reimburse the Park District for legal fees directly associated with the development and execution of the license or easement.

2.30 Once all Park District legal fees are known, the Park District shall invoice the grantee for the amount due to the Park District. A copy of the itemized legal fees will be included with the invoice provided to the grantee. Payment in full is due within 30 days of invoice date.

2.40 The Board of Park Commissioners reserves the right to revise this policy statement at any time and in its sole discretion. This policy shall be in force from the date on which it is approved by a majority vote of the Board of Park Commissioners.
MEMORANDUM

To: Steve Nagle, Interim Executive Director
Glencoe Park District

CC:

From: Robert K. Bush, James D. Rock

Subject: September 18, 2012

ISSUE

A homeowner who resides at 27 Crescent Drive has indicated interest in purchasing several hundred square feet of land that is currently owned by the Park District. You asked us to advise you as to the process that the Park District must follow in order to implement a sale of the land to the homeowner. Our response is as follows.

DISCUSSION

1. Statutory Requirements

The sale of park district land not exceeding three acres is governed by the Park Commissioners Land Sale Act, 70 ILCS 1235/1 et seq (the “Act”). That Act authorizes a park district to sell a parcel of land that is less than three acres in size when it completes these steps:

A. Adoption by the park district board of an ordinance declaring that the land is no longer needed or deemed necessary or useful for park purposes.

B. Submission of a written petition to the Circuit Court requesting leave to sell the property.

C. Publication of a notice in a newspaper in the County at least 10 days prior to the date on which the park district will appear in court to request leave to sell the property.
D. Hearing before the Circuit Court. The park district’s representatives, and all persons interested, or their attorney(s) may appear in court on the date of the hearing. Anyone appearing in court may object to the granting of the petition.

E. Determination by the Circuit Court judge. After hearing all interested parties, if the court determines that granting the petition is in the public interest, the court may direct that the property be sold on such terms and conditions as the judge thinks are proper.

2. Glencoe Park District Resolution

On June 17, 2003, the Glencoe Park District Board of Commissioners adopted “A Resolution Calling for the Park Board of the Glencoe Park District to Conduct an Advisory Referendum Prior to the Sale of Park Land.” That resolution includes a recital which states “Whereas, the Park Board finds it in the best interest of the Park District to conduct an advisory referendum prior to selling any park land.” Additionally, the resolution includes Section 2, which provides “The Park Board shall conduct an advisory referendum prior to selling any park land.” The resolution does not make any distinction based on the size of the parcel of land being considered for sale.

This resolution does not comply with the requirements established under Illinois law for the sale of park land, nor does it comply with Dillon’s Rule, which limits a local government’s powers to those granted to it by the legislature. In this case, the legislature has expressly established a specific set of procedures that a park district must follow in order to sell land. The procedures prescribed in the Park Commissioners Land Sale Act govern the sale of land of less than three acres by a park district. Those procedures do not include a requirement for either a binding or advisory referendum. Further, Article 10 of the Park District Code mandates specific procedures for the sale and conveyance of parcels larger than three acres. In some instances, Article 10 requires that a binding referendum be conducted prior to the sale or conveyance of land. The provision in the Glencoe Park District resolution that states “The Park Board shall conduct an advisory referendum prior to selling any park land” contradicts the statutes. No referendum of any kind is required by the Park Commissioners Land Sale Act, while an advisory referendum is inadequate to satisfy the requirements for a referendum when one is required under Article 10 of the Park District Code. The 2003 resolution requires an advisory referendum when no referendum is needed and attempts to require an advisory referendum when the law requires a binding referendum. The resolution effectively contradicts the statutory requirements for the sale of any size parcel of land by the Park District. The resolution
also violates Dillon’s Rule by attempting to grant the Board of Commissioners powers that are not authorized by statute.

Because the resolution was adopted by the Board of Commissioners of the Glencoe Park District, it may be amended or repealed by action of that Board. The 2003 resolution does not comply with procedures established under Illinois law for the sale of park land. The Board may adopt a new resolution which repeals the 2003 resolution and states that the sale of park land will be conducted in accordance with the requirements of Illinois law.

3. Other Considerations

Even if the resolution was in compliance with statutory law, holding an advisory referendum prior to the sale or conveyance of any land is inefficient and could potentially harm the District. For example, the Local Government Property Transfer Act authorizes the transfer of property between governmental agencies on an expedited basis. Delays caused by the need to base decisions on the election schedule could interfere with property transfers of even the smallest parcel of land and the timing of land transactions can be critical.

Finally, an advisory referendum is just that, advisory. The Park District is not bound to take, or refrain from taking, any action based on the results of an advisory referendum. Holding on to a requirement that an advisory referendum be held prior to the sale of any land keeps in place a procedure that has the potential to frustrate the residents of the Park District and, at the same time, cause the District to expend the resources that would be required to place an advisory question on the ballot.

**RECOMMENDATION**

We recommend that the Board consider adopting a new resolution which repeals the 2003 resolution and establishes a requirement that the sale of park land will be conducted in accordance with Illinois law. We recommend the Board take that action even if it is not interested in selling the specific parcel of land contemplated in this memorandum. If the Board believes it is in its best interest to sell that specific parcel, we are available to assist the Board in complying with the procedural requirements of the Park Commissioners Land Sale Act. Also, if the Park District enters into negotiations with the property owner, we recommend that you insist that the property owner pay for all attorneys’ fees related to the transaction, including court appearances and any fees which might arise as a result of the need to defend a challenge to the sale for any reason.

Please contact us if you have any questions.
To: Special Projects and Facilities Committee  
    Steve Nagle, Interim Executive Director

From: David Johnson, Facility Manager Watts/Beach

cc: Board of Park Commissioners  
    Staff

SUBJECT: Watts Concession Bid

On August 31, 2012, the Watts Ice Center Concession Bid was distributed to 12 companies and posted on the District website. The Bid opening was held on Tuesday, September 18, 2012 at 2:00 p.m. The District received only one bid from Curb Your Crepes for $300 (last year Curb Your Crepes’ bid was $500). This is the same company that operated the concession service at Watts Ice Center in 2011-12 and 2010-11. It was the only responder to the RFP last year as well. Attached is the list of vendors who were sent the Request for Proposal on August 31, 2012.

In review of the 2011-2012 Watts Concessions, staff felt that Curb Your Crepes should have been open during the busy times, especially during special events; i.e. Friday Night Skate and Holiday Break.

Staff recommends rejecting all bids and is considering following options to operate a limited concessions service:

- Work with current vending company to add 2 machines to the lobby area. One machine will be beverage (coffee/other) and one food.
- The estimated revenue share for GPD is $300 for two vending machines for the Watts Season.
- Park District may operate a very limited concession stand during larger events, including Skate A Thon, Skating Exhibition, Winter Carnival and Friday Night Skating Events.
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<thead>
<tr>
<th>Watts Concession Request for Proposal</th>
<th>August 31, 2012</th>
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<tbody>
<tr>
<td>Hel's Kitchen Catering</td>
<td>Grand Food Center</td>
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<tr>
<td>3027 Commercial Avenue</td>
<td>341 Hazel Avenue</td>
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<tr>
<td>D's Haute Dogs</td>
<td>Little Red Hen</td>
</tr>
<tr>
<td>551 Lincoln Avenue</td>
<td>653 Vernon Avenue</td>
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<tr>
<td>Cookers Fast Food Inc.</td>
<td>Il Forno Pizzeria</td>
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<tr>
<td>469 Lake Cook Road</td>
<td>750 Osterman Avenue, #A</td>
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<tr>
<td>Glencoe Roast Coffee</td>
<td>Prairie Grass Café</td>
</tr>
<tr>
<td>700 Vernon Avenue</td>
<td>601 Skokie Boulevard</td>
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<tr>
<td>Three Tarts Bakery</td>
<td>Catering By Max</td>
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<tr>
<td>301 South Happ Road, #1</td>
<td>621 Westley Road</td>
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<tr>
<td>Starbuck's</td>
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<tr>
<td>347 Park Avenue</td>
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<tr>
<td>Glencoe, Illinois 60022</td>
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To: Special Projects and Facilities Committee  
Date: October 1, 2012

From: Rick Bold, Director of Parks 
Enclosure

cc: Steve Nagle, Carol Mensinger, Cheryl DeClerck

SUBJECT: MASTER PLAN PROCESS

Open Space Master Plan Process
1. Review 2001 Open Space Master Plan
2. Evaluate and inventory all existing park sites
3. Determine conditions
4. Determine needs for upgrading
5. Include ADA assessment
6. Solicit input from public- meeting, website, e-mails, etc.
7. Develop plan to implement upgrades with budget costs
8. Board approval

Individual Projects- process by which each project will occur
1. Develop an initial budget
2. Create concept plans with professional planner if necessary
3. Hold public meetings.
4. Develop final design and budget
5. Develop bid specifications
6. Submit bids
7. Board approval
8. Begin project.

A preliminary listing of major projects that will be included in the updated OSMP - Parks only.

Playgrounds- Four Top Playgrounds (Fiscal Year 2013-2014)

<table>
<thead>
<tr>
<th>Park</th>
<th>Budget</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Friends Park</td>
<td>$150,000</td>
<td># 1 priority - 2013. See attached letter from PDRMA.</td>
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<tr>
<td>West Park</td>
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<td>Watts Park</td>
<td>$75,000</td>
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<tr>
<td>Lakefront Park</td>
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<tr>
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<td>sub-total $350,000</td>
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Other Parks/Amenities that need attention:

Tennis Courts

- West $75,000 total renovation similar to Central (2011)
- Watts and Shelton $ 5,000 each for color coating

Basketball Courts

- Watts- South School $50,000

Athletic Fields

- Reinsdorf Field $100,000- Replace backstop, side fencing, irrigation, lighting, regarding, drainage.
- Central Park baseball field $50,000- replace backstop, side fencing & players benches, regrade infield and outfield.
- West Park Baseball field $75,000- replace backstop, side fencing, irrigation, regrade infield/outfield
- Watts Park Soccer Field $25,000 drainage and re-grade.

Skate Park

- $0 - $200,000 depending on extent of renovation, including new asphalt surface.

Maintenance Garages and Area

- $500,000-$1,000,000 Buildings, paving, storage area.

ADA Upgrades Parks

- $50,000 mainly accessibility routes into and through parks.

Total Estimate of Costs

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<td>Skate Park</td>
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<td>Maintenance Garage Area</td>
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<td>ADA Upgrades Parks</td>
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$1,185,000 - $1,885,000
September 13, 2012

Rick Bold
Glencoe Park District
999 Green Bay Road
Glencoe, IL 60022

Re: September 6, 2012 Field Visit

Risk Management Privileged Communication

Dear Rick:

It was a pleasure to meet with you on the date referenced above. The sole purpose of my visit was to provide an onsite evaluation of the Friends Park playground site. More specifically, I conducted an assessment of the rotting and deteriorating wood posts. Below are photos for reference.

As we discussed on the day of my visit, it is strongly recommended that this composite structure be removed as soon as possible. Additionally, the other wood structures should be inspected and monitored on a regular basis and removed accordingly. Once you remove, I'd be happy to make a return visit to further evaluate, if needed.

Thank you for your time on the day of my visit. As you review this letter and if questions arise, please feel free to contact me with questions.

Sincerely,

W. Jesse Kinsland, ARM-P
Risk Management Consultant

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P.O. Box 4320
Wheaton, IL 60189
Phone: 630-769-0332 ● Fax: 630-769-0449
To: Special Projects and Facilities Committee                                      Date: October 1, 2012

From: Steven Nagle, Interim Executive Director

cc: Board of Park Commissioners

SUBJECT: Hakafa Rental Agreement

Congregation Hakafa and the Glencoe Park District have had a License Agreement in place since May of 2009. Hakafa uses the majority of the Takiff Center on Sunday mornings and many classrooms on Tuesday evenings throughout the school year. This is a great rental relationship for both agencies.

Staff has been reviewing the Congregation Hakafa Rental Agreement. This agreement has the following terms and dates that are important to remember.

Initial Term: September 2009 – May 2012

Extended Terms: Three, successive two-year periods, (automatic) unless notification by January 1 of the last year of the Extended Term not to renew. Next action date is by January 2014.

License Fee: Current fee is $40,000. Notification by November 1 of each year for proposed fee changes for the following school year.

The License fee has remained unchanged for 4 school years (2009-2013), including the current one. The average CPI rate during this period is 1.85% per year (7% over four years). District costs have also increased during that time including, wages, supplies and utilities.

Staff is recommending a 2.5% increase starting in the 2014-2015 Extended Term. This would amount to a $1,000 increase. The new rental rate going forward would be $41,000. This action does not require Board action.