



**GLENCOE PARK DISTRICT  
COMMITTEE OF THE WHOLE MEETING  
Monday, November 4, 2019 - 7:00pm  
Takiff Center**

Consistent with the requirements of the Illinois Compiled Statutes  
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.  
Location of the meeting is the Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Fund 65 Capital Projects
- V. Discussion on Fund 69 Three-Year Capital Projects Plan
- VI. Other Business
- VII. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director E-mail address: [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)

## **IV. Discussion on Fund 65 Capital Projects**

Glencoe Park District  
November 4, 2019  
Committee of the Whole Meeting

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Lisa Sheppard, Executive Director  
SUBJECT: Fund 65 Discussion  
DATE: October 29, 2019

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This year, staff is providing prioritized proposed capital projects for the FY2020/21 budget year earlier than in the past to allow for more discussion.

Typically, Fund 65 Capital Projects are defined as projects that are typically \$200,000 or less such as operational replacement: equipment, vehicles, maintenance items, technology. These items include capital items which keep the doors open, operate our agency with efficiency, keep our programs interesting and of high quality, and keep our facilities and parks looking like new. Typically, lower priced projects, and primarily maintenance related items are included in the operational budgets of specific departments.

The Administrative Team developed a 5-year conditions assessment on our current inventory related to Fund 65. We will review this assessment yearly and determine what items need to be funded this year and which, based on condition may be delayed. We also reach out to all management staff for items that they need in their departments.

The Executive Director and department heads meet to review the initial list and discuss more specific details/rationale related to each capital item, and why it is needed or why it is a priority. We then receive direction from the Director of Finance/HR on the capital monies available for funding. The Executive Director then prioritizes the list with new and carryover projects and presents the list to the Board of Park Commissioners.

Attached is the list of proposed Fund 65 capital projects and an explanation for each. Some items have a more in depth memo attached. Also attached is the 5-year conditions assessment on our current inventory related to Fund 65.

**Glencoe Park District  
Capital Budget Worksheet  
2020-2021 Budget Year**

<b><u>RECREATION - Item Description</u></b>	<b><u>Price</u></b>	<b><u>Installation</u></b>	<b><u>Total Cost</u></b>	<b><u>Justification</u></b>
Fleet of 10 Sailing Prams (\$2,685 each)	\$26,850	\$0	\$26,850	Needed for sailing and aquatics camp and the expansion of other beach programs such as little seals and puddle jumpers.
Tot Gym Floor - Takiff Center	\$20,000	\$10,000	\$30,000	Originally, budgeted in FY19/20 for \$17,000. We would like to rollover to FY20/21 as the timing of the EC playground construction and the difficulty finding a suitable product will make it challenging to complete in this budget year.
Tot Gym Gross Motor Equipment	\$13,000	\$0	\$13,000	Carry over from FY19/20, want to purchase when we do the floor, so we do not have to store equipment.
Gas Kiln for Ceramics Studio	\$0	\$0	\$88,000	See Memo: Currently not funded If needed, requesting to use Recreation Fund Balance reserves that exceed the fund balance policy.
<b>TOTAL</b>			<b>\$157,850</b>	

<b><u>PARKS - Item Description</u></b>	<b><u>Price</u></b>	<b><u>Installation</u></b>	<b><u>Total Cost</u></b>	<b><u>Justification</u></b>
Replace RTU 1 & 2 at Takiff Center (Gym-Knuckle-Admin Office)			\$215,000	Condition
Replace 2001 Chevy Pickup Truck #6			\$40,000	Condition
Replace 2003 Beach Cart			\$9,500	Condition
Takiff Parking Lots - Sealcoat/Crackfill			\$12,500	Condition
Retaining Wall at Glencoe Beach (25 ft)			\$135,000	Condition
West Tennis Court Color Coat			\$27,500	Condition
Domestic Hot Water Heaters at Takiff (2)			\$20,000	Condition
<b>TOTAL</b>			<b>\$459,500</b>	

**Glencoe Park District  
Capital Budget Worksheet  
2020-2021 Budget Year**

<u>ADMIN/MARKETING - Item Description</u>	<u>Price</u>	<u>Installation</u>	<u>Total Cost</u>	<u>Justification</u>
Contingency Replacement of Network, Workstations, Laptops, Printers, Other IT- Related Items	\$20,000		\$20,000	Most will be replaced in current FY19/20...This is a contingency amount only.
Technology Master Plan	\$20,000		\$20,000	Needs to look at 5-yr IT needs/strategy as it relates to redesign of District Web site.
		<b>TOTAL</b>	<b>\$40,000</b>	
 <b>DEPARTMENT</b>				
Recreation	\$157,850			
Parks	\$459,500			
Admin/Marketing	\$40,000			
<b>Total - All Departments</b>	<b>\$657,350</b>			

# 5 Year Condition Assessment - Staff Recommendation

## Budget Year 2020-21 (Updated 10/28/2019)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity	Date	Typical Useful Life Years	Conditon Assessment	Estimated Capital Expenses Within 5 years
				Remaining Useful Life %	
<b>TAKIFF CENTER EQUIPMENT</b>					
<span style="color: red;">●</span> 2	DOMESTIC HOT WATER BOILER (1)	2008	10	5%<	\$10,000
<span style="color: red;">●</span> 2	DOMESTIC HOT WATER BOILER (2)	2008	10	5%<	\$10,000
<span style="color: red;">●</span> 2	RTU 1 (GYM)	2008	15	10%	\$100,000
<span style="color: red;">●</span> 2	RTU 2 ( LOBBY-ADMIN OFFICE)	2008	15	20%	\$100,000
<span style="color: red;">●</span> 2	AIR HANDLER 1 ELC	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 1	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 2	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 3	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	BOILER 1	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	BOLIER 2	2008	15	27%	\$40,000
<span style="color: red;">●</span> 2	EJECTOR PUMPS (2 TANDEM)	2008	15	27%	\$10,000
<span style="color: red;">●</span> 2	FIRE PROTECTION PANEL	2008	15	27%	\$10,000
<span style="color: red;">●</span> 2	SOLAR SITE LIGHTING ELC	2008	15	27%	TBD
<span style="color: orange;">●</span> 3	FIRE PUMP	2008	20	45%	
<span style="color: green;">●</span> 4	ELEVATOR CONTROLLER	2008	25	56%	-
<span style="color: green;">●</span> 4	PARKING LOT LIGHTS COMMUNITY CENTER/ELC	2008	25	56%	-
<span style="color: green;">●</span> 4	TURN ABOUT PARKING LOT LIGHTS	2017	15	87%	-
<span style="color: green;">●</span> 4	HOT WATER TANK	2019	5	100%	-
<b>TAKIFF EQUIPMENT TOTAL</b>					<b>\$560,000</b>
<b>TAKIFF CENTER PARKING LOTS</b>					
<span style="color: red;">●</span> 2	ELC LOT	2008	18	39%	-
<span style="color: green;">●</span> 4	TURN ABOUT LOT	2017	18	89%	-
<span style="color: green;">●</span> 4	PARKS DRIVE/STAFF PARKING	2017	18	89%	-
<span style="color: green;">●</span> 4	COMMUNITY CENTER LOT	2018	18	94%	-
<span style="color: green;">●</span> 4	BEHIND GYM LOT	2018	18	94%	-
<b>PARKING LOT TOTAL</b>					<b>\$0</b>
<b>REC SPECIFIC AMENITIES</b>					
<span style="color: red;">●</span> 2	GYM FLOOR TOTAL REFINISH	2008	15	27%	\$25,000
<span style="color: orange;">●</span> 3	ELECTRIC KILN (2)	2008	20	45%	-
<span style="color: green;">●</span> 4	FITNESS EQUIPMENT	2016	15	80%	-
<b>REC SPECIFIC TOTAL TOTAL</b>					<b>\$0</b>
<b>Estimated Capital Expenses</b>					
<b>Within 5 years</b>					<b>\$560,000</b>

\* Note Remaining Useful Life was determined by combining ACG Facility Assesment and Existing Equipment Condition taking into account repair history and wear.

# 5 Year Condition Assessment - Staff Recommendation

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Priority	Amenity		Typical Useful Life	Conditon Assesment	Estimated Capital Expenses Within 5 years
	WATTS CENTER EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %	
● 1	DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	10	5%<	\$15,000
● 2	FIRE PROTECTION PANEL	2001	15	5%<	\$10,000
● 2	BASEMENT AC/HEATER	2001	15	5%<	TBD
● 2	WATER MAIN (LEAD)	1965	65	17%	TBD
● 2	SHINGLE ROOF	2001	20	10%	\$65,000
● 3	OVERHEAD RINK LIGHTS	2001	25	28%	\$45,000
● 3	DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	10	40%	\$12,000
● 4	EXTERIOR FACILITY LIGHTS	2016	20	85%	-
● 4	RTU 1	2018	15	93%	
● 4	RTU 2	2018	15	93%	
● 4	RTU 3	2018	15	93%	
● 4	RTU 4	2018	15	93%	
● 4	EXTERIOR PAINTING	2019	12	100%	
● 4	MEMBRANE ROOF	2019	20	100%	
<b>Watts Recreational Center</b>					
<b>Total</b>					<b>\$147,000</b>

\* Note Remaining Useful Life was determined by combining ACG Facility Assesment and Existing Equipment Condition taking into account repair history and wear.

# 5 Year Condition Assessment - Staff Recommendation

## Budget Year 2020-21 (Updated 10/28/2019)

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Priority	Amenity		Typical Useful Life	Conditon Assesment	Estimated Capital Expenses Within 5 years
	Parks Trucks	Date	Years	Remaining Useful Life %	
<span style="color: red;">●</span> 1	Chevy 2500HD #6	2001	12	5%<	\$40,000
<span style="color: red;">●</span> 1	Chevy 2500HD/PLOW/SALTER #7	2004	12	5%<	\$45,000
<span style="color: red;">●</span> 2	FORD F-250/PLOW #3	2008	12	8%	\$45,000
<span style="color: yellow;">●</span> 3	FORD F-150 #2	2011	12	33%	\$45,000
<span style="color: yellow;">●</span> 3	FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	12	33%	TBD
<span style="color: green;">●</span> 4	FORD F-350 DUMP TRUCK #5	2014	14	64%	-
<span style="color: green;">●</span> 4	FORD F-250/PLOW #4	2014	12	58%	-
<span style="color: green;">●</span> 4	FORD F-250/PLOW #10	2015	12	67%	-
<span style="color: green;">●</span> 4	FORD F-450 DUMP TRUCK #13	2017	14	86%	-
<span style="color: green;">●</span> 4	FORD F-250 #18	2017	12	83%	-
<b>Fleet Truck Total</b>					<b>\$175,000</b>
<b>Parks UTV</b>					
<span style="color: green;">●</span> 4	KUBOTA RTV-X/BROOM	2019	12	100%	-
<span style="color: green;">●</span> 4	KUBOTA RTV-X/PLOW-SALTER	2018	12	92%	-
<b>UTV Total</b>					<b>\$0</b>
<b>Parks Equipment</b>					
<span style="color: red;">●</span> 1	BOBCAT WHEELED SKID STEER	2004	15	5%<	\$65,000
<span style="color: yellow;">●</span> 3	VERMEER CHIPPER (PURCHASED USED 2017)	2007	18	33%	-
<span style="color: yellow;">●</span> 3	KUBOTA LIGHT TURF TRACTOR	1991	40	30%	-
<span style="color: yellow;">●</span> 3	FORD 2120 TURF TRACTOR	1999	30	33%	-
<span style="color: yellow;">●</span> 3	CATERPILLAR FORKLIFT (PURCHASED USED 2017)	2006	30	57%	-
<span style="color: yellow;">●</span> 3	KUBOTA LOADER/SNOW THROWER	2011	15	47%	-
<span style="color: yellow;">●</span> 3	KUBOTA BACKHOE	2011	15	47%	-
<span style="color: yellow;">●</span> 3	CUSHMAN SPRAY-TEK (PURCHASED USED 2017)	2014	20	75%	-
<span style="color: green;">●</span> 5	SMITHCO BALLFIELD DRAG	2018	15	93%	-
<span style="color: green;">●</span> 5	KUBOTA BEACH TRACTOR	2018	15	93%	-
<b>Equipment Total</b>					<b>\$65,000</b>
<b>Licensed Trailers</b>					
<span style="color: red;">●</span> 1	SKID STEER TRAILER	1999	20	5%<	\$12,000
<span style="color: red;">●</span> 2	LIGHT UTILITY TRAILER	2008	15	27%	-
<span style="color: yellow;">●</span> 3	R&R UTILITY TRAILER	2005	20	30%	-
<span style="color: green;">●</span> 5	BIG TEX DUMP TRAILER	2018	15	93%	-
<span style="color: green;">●</span> 5	BIG TEX UTILITY TRAILER	2018	20	95%	-
<span style="color: green;">●</span> 5	ERHARDT LANDSCAPE TRAILER	2017	15	87%	-
<b>Licensed Trailer Total</b>					<b>\$12,000</b>
<b>Mowers</b>					
<span style="color: green;">●</span> 4	TORO 4000D GANG MOWER	2010	15	40%	-
<span style="color: green;">●</span> 4	CHEETAH 48" Z-TURN	2017	10	80%	-
<span style="color: green;">●</span> 4	CHEETAH 61" Z-TURN	2017	10	80%	-
<b>Mower Total</b>					<b>\$0</b>
<b>Recreation Vehicles</b>					
<span style="color: green;">●</span> 4	FORD E-250 BUS #9 (HILARY)	2015	20	80%	-
<span style="color: green;">●</span> 4	DODGE MINIVAN #11	2017	12	83%	-
<span style="color: green;">●</span> 4	DODGE MINIVAN #13 (LORISE)	2019	12	100%	-
<b>Fleet Van/Bus Total</b>					<b>\$0</b>



<b>Beach Equipment</b>						
●	2	CARRY ALL 6 PASSENGER CART	2003	5	5%<	\$9,500
●	3	CUSHMAN 6 PASSENGER CART	2015	5	40%	\$10,000
●	3	BARBER SURF RAKE	2011	15	47%	-
●	4	ZODIAC POWER BOAT HULL 14FT	2016	15	80%	-
●	4	TORO DINGO LOADER	2018	25	96%	-
●	4	ZODIAC POWER BOAT HULL 15FT	2018	15	93%	-
●	4	ATV	2019	5	100%	-
<b>Beach Equipment Total</b>						<b>\$19,500</b>
<b>Ice Rink Specific Equipment</b>						
●	3	ERKSINE SNOW THROWER	2011	15	47%	-
●	3	ZAMBONI MODEL 500 (REBUILT 2015)	1995	25	76%	-
<b>Ice Rink Equipment Total</b>						<b>\$0</b>
<b>Estimated Capital Expenses</b>						<b>FALSE</b>
<b>Within 5 years</b>						

\* Note Remaining Useful Life was determined by combing GSA fleet replacement standards and GPD Equipment Use taking into account repair history and wear.

# 5 Year Condition Assessment - Staff Recommendation

## Budget Year 2020-21 (Updated 10/28/2019)

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Priority	Amenity		Typical Useful Life	Conditon Assesment	Estimated Capital Expenses Within 5 years
	<b>HARDWARE</b>	Date	Years	Remaining Useful Life %	
<span style="color: red;">●</span> 2	NETWORK UPS/RUCKUS WIFI/CISCO SWITCHER	2013	8	25%	TBD
<span style="color: orange;">●</span> 3	MAIL EXCHANGE SERVER	2014	9	44%	TBD
<span style="color: green;">●</span> 5	NETWORK SERVER HOST REC/FINANCE (2)	2019	6	100%	
<span style="color: green;">●</span> 5	NETWORK SAN STORAGE	2019	6	100%	
<span style="color: green;">●</span> 5	EMPLOYEE WORK STATIONS (42)	2019	5	100%	
<b>HARWDARE TOTAL</b>					<b>\$0</b>
	<b>SOFTWARE</b>				
<span style="color: orange;">●</span> 3	REGISTRATION SYSTEM	2013	10	40%	TBD
<span style="color: green;">●</span> 4	FINANCIAL SYSTEM	2015	10	60%	-
<span style="color: green;">●</span> 5	ELECTRONIC TIMECLOCK	2017	10	80%	-
<b>SOFTWARE TOTAL</b>					<b>\$0</b>
	<b>FACILITY TECHNOLOGY</b>				
<span style="color: green;">●</span> 4	WATTS CENTER SECURITY SYSTEM	2004	15	0%	TBD
<span style="color: green;">●</span> 4	TAKIFF CENTER SECURITY SYSTEM	2010	15	40%	-
<b>Estimated Capital Expenses Within 5 years</b>					<b>\$0</b>

\* Note Remaining Useful Life was determined by combining ExcalTechs recommendations with District Experience.

# MEMORANDUM

TO: Board of Commissioners

FROM: Lisa Sheppard, Executive Director and Bobby Collins, Director of Recreation & Facilities

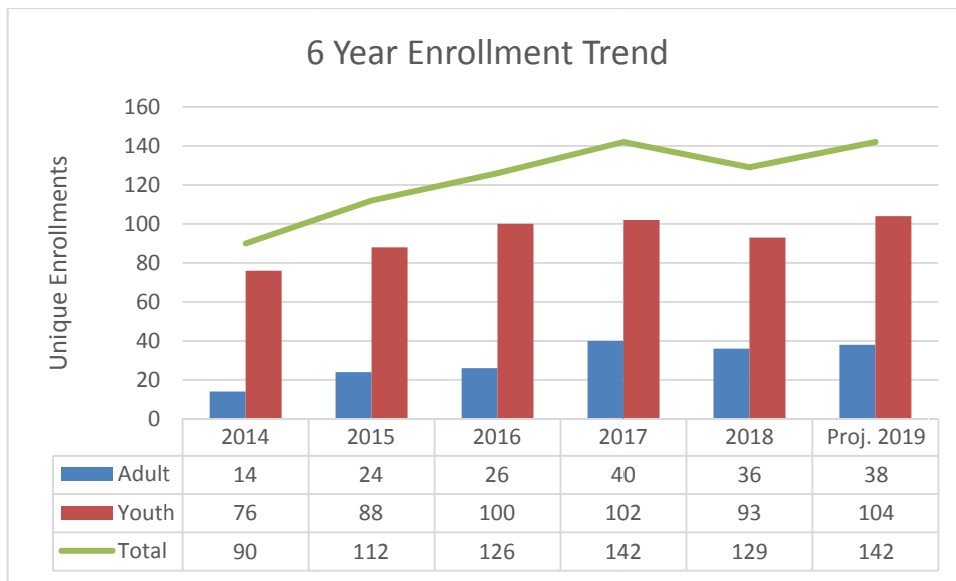
SUBJECT: Ceramics Program Concept Plan Analysis

DATE: October 26, 2019

## Introduction

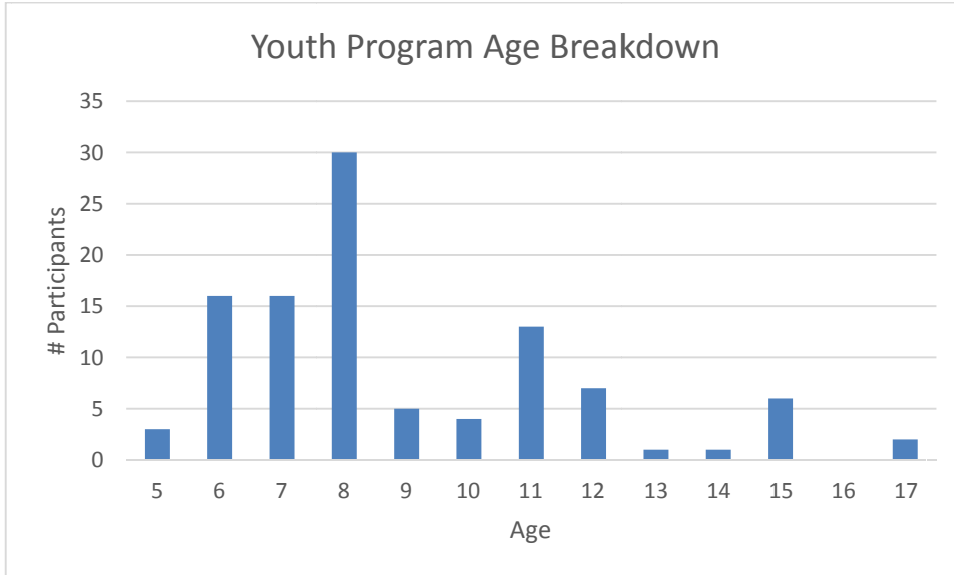
The District's ceramic program provides quality beginner and intermediate programming for three main demographics; adults, teens (11-17 years old), and youth (5-10 years old). The program has seen an increase in enrollment over the past six years, from 90 unique participants in 2014 to 142 in 2019. Adult programming has increased by 171% in that same period.

Overall, the District serves a smaller number of individuals compared to some other programs, but ceramics has a very strong community and is the District's largest adult program area.



<b>Program Demographics 2019</b>	<b>Adult</b>	<b>Youth</b>
Average Age	55	8.5
Males	17%	53%
Females	83%	47%
Residents	63%	100%
Total Unique Participants	38	104

# MEMORANDUM



## Program & SWOT analysis

After the spike in adult enrollment in 2017, a program analysis, including a SWOT analysis, was completed by staff.

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Reputation</li> <li>• Participant retention</li> <li>• Instructors</li> <li>• Open studio time</li> <li>• Sense of community</li> <li>• Financial stability</li> </ul>	<ul style="list-style-type: none"> <li>• Amenities</li> <li>• Attracting new participants</li> <li>• Pricing</li> <li>• Classroom space limited to 10/class</li> <li>• The studio is small and not welcoming to newcomers</li> <li>• Critical mass</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Baby Boomers retiring</li> <li>• Recognition of the health/community benefits of strong “Arts” program</li> <li>• Lack of supply</li> <li>• Work/Life balance trend</li> </ul>	<ul style="list-style-type: none"> <li>• Losing instructors to other studios</li> <li>• Other studios offer more amenities</li> <li>• Competition with other types of art programs or activities</li> </ul>

During the program analysis, staff reviewed program offerings, facilities, pricing, and neighboring studio offerings. The analysis identified several challenges and opportunities to improve the program, including:

- The ceramics studio space limits the number of participants per class
- Balancing the importance of open studio versus programming space

# MEMORANDUM

- Limited storage and firing space
- The studio appears closed/not open to the public
- No dedicated glazing area (addressed in 2017)
- Lack of a gas kiln
- Lack of area to show artwork and promote the program (addressed in 2018)

To address the lack of a glazing area and to increase space, the studio expanded into the art room across the hallway from the existing studio. The existing art studio moved to community room 2.

A market analysis identified pricing issues and a facility/equipment gap between the District offerings and other studios in the area. Pricing was adjusted in 2017 to bring it in line with other studios. Below is a studio facility/equipment matrix comparing local studios offering similar programs. The District is not competitive in its kiln offerings.

Studio Facility/Equipment Matrix	Electric	Gas	Raku	Soda	Pit Fired	Open Studio
Glencoe Park District	x					free
The Art Center of Highland Park	x	x				free
Park District of Highland Park	x	x	x			free
Evanston Art Center	x	x	x	x		free
Hyde Park	x	x				free
Lil Street	x	x		x		
Sterling Hall - Lake Forest	x	x	x	x	x	free
New Trier High School	x	x				free

The analysis concluded that the District’s ceramics program is a key niche player among the studios on the Northshore, but the program is at a crossroads and needs a longer-term plan for the studio to meet its current and future needs. In 2018, staff engaged Wight and Company to create a concept plan for the current ceramics studio and glaze room — the concept plan would develop short term (phase 1) and long term (phase 2) solutions to space, programming, and equipment needs listed above, as well as developing cost estimates to implement the phases.

Wight and Company met with staff to understand the scope of services offered and the studio and mechanical constraints. A two-phase concept plan was developed after determining if the scope was realistic in the current space with the current building infrastructure.

## **Short Term (phase 1)**

In the short term plan, a gas kiln is needed to maintain and potentially grow the program. A gas kiln is a staple piece of equipment in a ceramics studio. Adding this amenity will help to:



# MEMORANDUM

- 1. Compete with other studios.** Currently, the District is the only comparable studio that does not have a gas kiln. We have lost students to other studios because we do not have a gas kiln.
- 2. Increase adult and teen enrollment:** Adults and teens are interested in the results of gas-fired work. We currently have several students who take classes at other studios because they have a gas kiln. Potential students have told us they would switch to classes at the Takiff Center if there were a gas kiln.
- 3. Provide a more well-rounded ceramics education to participants:** Currently, participants only have Low- Fire and Mid-Range clay/glaze options, which only covers part of the options when firing ceramics. Porcelain is a high fire clay body. To use true porcelain, we need to be able to fire hotter, and this can only be achieved in a gas kiln. A gas kiln can fire to over 2400 degrees.

## Long Term (phase 2)

In the long term, a plan is needed to solve the space constraints, assuming the program maintains current enrollment or continues to grow. Currently, we no longer have room to store new students' work in the studio. New shelves to store ceramics pieces and assign current and new adult students their own shelf have been installed. However, building these new shelves has made the current layout more cramped.

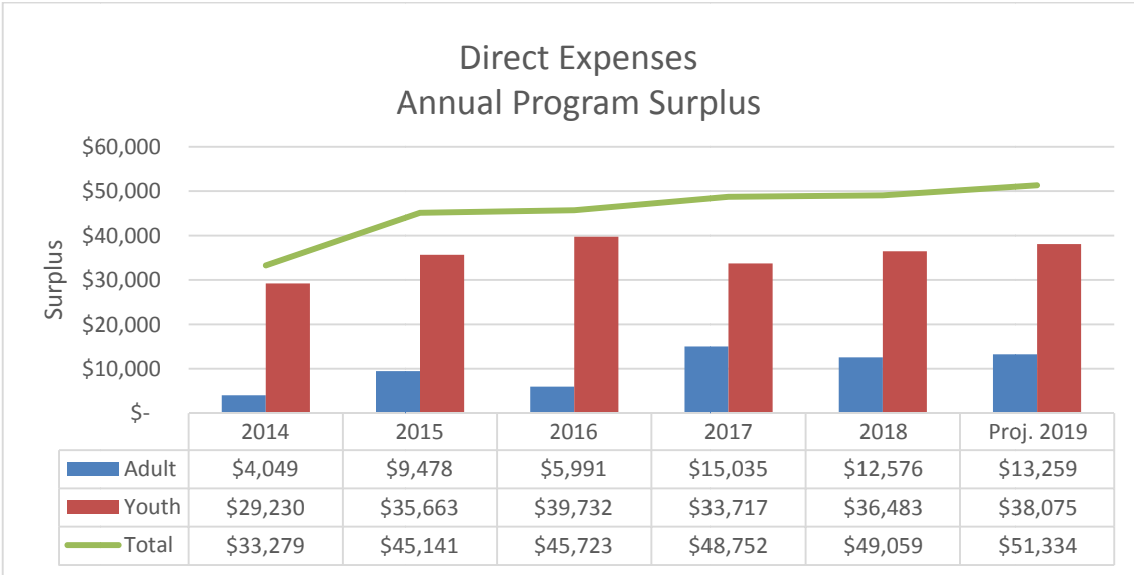
In mid-2019, the draft concept plan was presented to staff, including initial cost estimates. **The estimate for phase 1 – purchase and install of a gas kiln, was \$88,000. The Phase 2 – studio space redesign cost estimates was \$507,000.**

## **Program Financial Performance**

Currently, the ceramics program covers its direct expenses and contributes approximately \$51,000 towards its indirect expenses (such as building overheads, marketing, electricity, program manager salary).

Currently, adult classes are running at 50-70% occupancy. Any increases in enrollment will help improve the program surplus as direct costs will not increase significantly. Youth beginner programs are currently running at 90-100% occupancy, while the youth intermediate classes run at 50-60%. Again, any increases in enrollment will help improve the program surplus, as well as engage more residents in demographics where the district has traditionally struggled.

# MEMORANDUM



## Conclusion

The District has a choice of two scenarios related to the concept plan.

- Scenario 1 – not completing phase 1:** Adult enrollment may struggle to maintain its current enrollment. The program will not attract teen participants or encourage our current youth participants to stay in the program long term. The best-case scenario is that the program maintains its current enrollment.
- Scenario 2 – completing phase 1:** Current participants are more likely to continue in the program long term. The new amenity will attract new participants and encourage youth enrollees to continue in the program for longer. The studio will be competitive with other studios in the area.

Staff believes that continuing to invest in the ceramics program will maintain and potentially grow enrollment in the future. The program is at a crossroads, and the studio needs to compete with other comparable studios in the area. The ceramics program builds community and offers some residents their only opportunity to engage in Park District programs. In line with the District's mission statement, **staff feels that by completing phase 1 of the concept plan, we will continue to enrich lives and build community through exceptional programs and facilities.**

The District will need to budget \$88,000, which includes contingency and design fees, to complete phase 1 of the concept plan. The project is more complicated due to the difficulty of getting the gas kiln into the building, the mechanical connections, and installing appropriate venting for the kiln. Staff is currently not recommending phase 2 of the plan. If enrollment continues to build, staff will do a cost/benefit analysis, as well as explore multiple funding mechanisms to see if phase 2 is viable.

# MEMORANDUM

TO: Lisa Sheppard, Executive Director  
FROM: Chris Leiner Director of Parks & Maintenance  
SUBJECT: Recommendation to Replace RTU 1 & 2 Takiff Center  
DATE: October 28, 2019

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I am requesting \$215,000 be earmarked in the FY 20/21 fund 65 capital budget to replace (Rooftop Unit) RTU 1 & 2 at the Takiff Center. These two 80 ton units provide heating and cooling for the Takiff Center lobby, administrative offices, and gym.

The current system consists of original components installed during the 2008 facility renovation. The ASHRAE (*American Society of Heating, Refrigeration and Air Conditioning Engineers*) median service life is 15 years for these units. Based on existing conditions and use I am recommending replacing these units next fiscal year. This would put the units at 12 years old.

While 15 years is the median lifespan of units like these, use and condition significantly impact the overall lifespan. RTU 1 provides cooling and heat for the gym and runs almost constantly based on the type of the space. Heating and cooling the gym is a greater than average use. This unit has suffered several break-downs in the past year and requires a \$12,000 repair before the start of the next cooling season. My preference would be not to invest 10-15% of the replacement cost into a unit that is near the end of its useful life. We could complete the \$12,000 repair and suffer an equipment failure the next day based on the age of this machine. This machine is not an off shelf item, if we proceed with keeping this unit and were faced with an equipment issue that required replacement. The Takiff Gym would be without climate control for at least three weeks.

RTU 2 is directly adjacent to RTU 1. While the machine is in slightly better condition it is similar in age and has suffered break downs. I am recommending replacing RTU 2 capturing the economy of scale involved in the replacement of RTU 1. This task requires the use of a large crane which is costly, furthermore the proximity of the units to one another packages this project nicely.

Both machines use R-22 refrigerant, which in 2020 will be banned by the EPA from new production. Only existing supplies and recycled material can be used. The R-22 ban makes further long-term operation of this equipment less cost efficient.

Running either of these units until total failure would represent a major disruption to the operation of the Takiff Center.

By replacing both units simultaneously in preventative manner we capture economy of scale and limit the disruption to the operation of the Takiff Center.

The current budget request of \$215,000 is a conservative working placeholder provided by the firm that completed the replacements of the HVAC units at Watts. The Park District is currently soliciting a firm quote from Midwest Mechanical. Midwest is an NCPA Co-Op guaranteed low bidder. If Midwest is selected for the replacement there will be no additional engineering costs.



# MEMORANDUM

TO: Lisa Sheppard, Executive Director  
FROM: Chris Leiner, Director of Parks & Maintenance  
SUBJECT: Condition of Retaining Wall Glencoe Beach  
DATE: 10/9/19

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Upon a detailed seasonal inspection in the spring of 2019, staff discovered a section of the retaining wall adjacent to the roadway leading to Glencoe Beach had begun to lean heavily into the roadway. Cracks were visible along the base of the wall with large openings being visible. As a stopgap measure masons from Ori & Galassini were contracted to fill the open cracks with mortar to add some stability to the existing wall. While the visual cracks have been filled in an effort to prevent further ice damage, the foundation of the wall remains compromised.

As part of the nearby Schuman Overlook repair process, Altamanu and V3 Design were contracted to develop bid specifications and engineering documents. As part of that process, V3's engineering department was asked to provide the Park District with a cost estimate and concept plan to repair this specific section of retaining wall. The area in question is approximately 25 feet in length and is part of a wall that measures 185 feet. V3 has proposed the total removal of a portion of the wall, construction of a new concrete foundation followed by reconstruction of the retaining wall with matching materials. The design criteria that V3 is proposing for this repair was similarly used by a partnership between the Village of Glencoe and the Park District to repair approximate 250 linear feet of retaining wall on the east side of the road leading to Halfway House. This repair was completed in the mid 1980's and shows no visual signs of degradation. We have had preliminary discussions with the Village on sharing the cost of this retaining wall so the figures below are the worst-case scenario. We should have a resolution on this request by the time we have final budget approval but wanted to plan for the worst-case scenario.

Based upon the conditions of this amenity, I am recommending adding the repair to Fund 69 for FY2020/21. The repair would be included in the existing Schuman Overlook bid package. The current conservative estimated construction cost without contingency is \$122,000. The timeline for repairs would be as follows:

**November-December 2019**

- Completion of specifications-design documents (retaining wall-overlook)

**January 2020**

- Legal bid (retaining wall-overlook)

**February 2020**

- Board approval (retaining wall-overlook)

**March 2020 (*New Fiscal Year*)**

- Work begins on the retaining wall/overlook repair. completed prior to beach opening

# MEMORANDUM

Attached to this memo you will find the following:

- Cost estimate for repair
- Photographic evidence of existing conditions prior to cosmetic repairs
- Overhead site map with area specified





GLENCOE  
DISTRICT





### RETAINING WALL REQUIRING REPAIR



Map created on October 11, 2019.  
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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

# MEMORANDUM

TO: Glencoe Park District Board of Commissioners  
FROM: Lisa Sheppard, Executive Director and Erin Classen, Superintendent of Marketing & Communications  
SUBJECT: Technology Master Plan  
DATE: October 24, 2019

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In June, the Glencoe Park District contracted with Recreation Results and Obrit Media Inc. to complete an assessment of the District's website and make recommendations regarding needs related to future redesign. The assessment included research and analysis, including:

- An examination of customer sales data, including recreation programs, passes, and rentals
- Two staff workshops to discuss strengths, weaknesses, needs, and priorities
- Analysis of website analytics and use patterns, including heat mapping
- One-on-one stakeholder interviews with current customers to test website usability

The completed report reflects the results of this work, which includes website goals, recommendations to improve the existing website, and key points in considering a website redesign. However, in order for the Park District to meet many of the overalls goals that it set for the website, it is apparent that including upgrades to RecTrac, the sales software attached to the website, as well as internal processes and expectations for what is and is allowed must also be revisited.

As outlined in our Strategic Plan one of our strategic themes is to improve operation effectiveness and efficiency by leveraging technology, embed innovation, and identify systems in greatest need of improvement.

As the software provider, Vermont Systems, plans to eliminate support for the version of RecTrac that Glencoe Park District is currently using, it will be important for the organization to make plans to either upgrade or move to a new system, both of which would be a major undertaking for staff. Due to the nature of the upgrade or move to a new system, any new custom integrations developed with the current version of RecTrac would have to be recreated, potentially leading to some wasted efforts and resources. In addition, many of the operational recommendations may seem easy to make, but also require time to evaluate, implement, and communicate internally and externally. Attempting to make sales software changes, operational changes, and changes to the website all at once is an overwhelming undertaking given the staff size and capacity of the organization.

Therefore, it makes sense for the Park District to first prioritize making a decision and plans for an upgrade or move to a new sales software. This will give us a better understanding of the features that would be available to improve the customer experience through the website and

# MEMORANDUM

begin to work on operational changes necessary to utilize these new and enhanced features. After this groundwork is completed, a new or revised website could then incorporate this new sales software and processes into any necessary custom integrations, creation of forms, and update of website copy. Ideally, both the new website and sales software would be rolled out together to the public in a seamless fashion.

There are a variety of new sales software available for park districts. On October 18, staff attended the IPRA Software Symposium, which included 45-minute demonstrations of six different registration software solutions (including the updated version of RecTrac). After viewing the software options, it was clear that more investigation needed to be done.

Therefore, it is our recommendation to hire an outside, independent organization to work with us to devise a Technology Master Plan. This plan would include an internal inventory of gaps in technology, a review of technology necessary upgrades, a rollout timeline, and a strategy to move forward with a new sales software and website. The Technology Master Plan may also include examining internal processes, such as work order management, training systems, and document management, to create a streamlined and uniform technology plan for the District.

The Technology Master Plan is estimated to cost approximately \$20,000 and is included in the FY2020-21 budget in Fund 69.

However, this does not mean that all improvements to the current website should be put on hold. Staff will still work to evaluate the recommended improvements listed in the Website Usability report that are possible with their current website and version of RecTrac. In fact, doing so would give the Park District the opportunity to test and refine some of the recommendations with customers and website visitors before implementing them permanently into a new website and sales system.



# **V. Discussion on Fund 69 Three-Year Capital Projects Plan**

Glencoe Park District  
November 4, 2019  
Committee of the Whole Meeting

# MEMORANDUM

TO: Board of Commissioners  
FROM: Lisa Sheppard, Executive Director  
SUBJECT: Fund 69 Progress Update  
DATE: October 28, 2019

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At the July Committee of the Whole meeting, we began our 5-year Master Plan Capital Projects discussion. If you recall, projects for FY2020/21 are already determined, as the Board voted to proceed with the Old Green Bay Linear Park Trail, Lincoln/Crescent playground renovation, and the interactive water feature. Other FY2020/21 expenses include annual ADA improvements, annual Takiff roof sinking fund, design fees for the following year projects, and a fundraiser consultant. To begin discussion of FY2021/22 projects and beyond, staff provided a 5-year conditions assessment on our current inventory (see attached).

For clarification, staff has defined Fund 69 and Fund 65 capital as follows:

Fund 69: Projects that exceed \$200,000 and are identified in the Master/Comprehensive Plan, ACG Plan (fixed asset replacement), and ADA Transition Plan

Fund 65: Projects that are typically \$200,000 or less such as operational replacement of equipment/vehicles/maintenance items/technology

In our discussion, the Board directed staff to develop Facility Master Plans for Watts Recreation Center and the Park Maintenance Facility. Knowing more specifics about these facilities will assist the Board in making future capital decisions. Those plans are in development now.

The Board and staff also discussed the possibility of pursuing a PARC Grant. The application period is tentatively scheduled for December 2 – January 17. We are hoping to have the Watts Master Plan back in time to discuss it and the PARC Grant at the December 3 committee meeting. In addition, we are holding a community meeting on November 5 regarding Watts Recreation Center to get the communities opinion on what they would like to see done at this facility. A survey was also sent out to the community to gather some additional information.

Timeline for updating the 5-year Capital Projects Plan:

- ~~August and September: Parks tour~~
- ~~September: Begin discussion of prioritizing fiscal year's 2021/22, 2022/23, and 2023/24 projects in Fund 69~~
- October - March: Fund 69 discussion continues
- October: begin discussion of Fund 65 projects
- February 2020: Board approves the 3-year Master Plan

# 5 Year Condition Assessment - Staff Recommendation

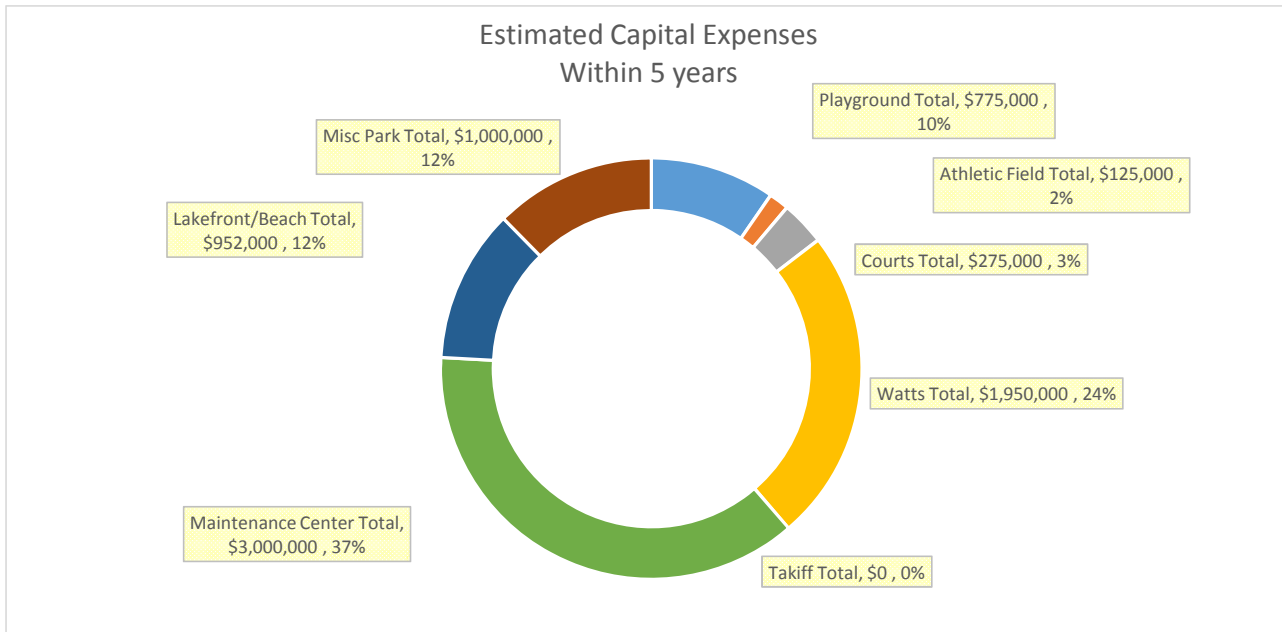
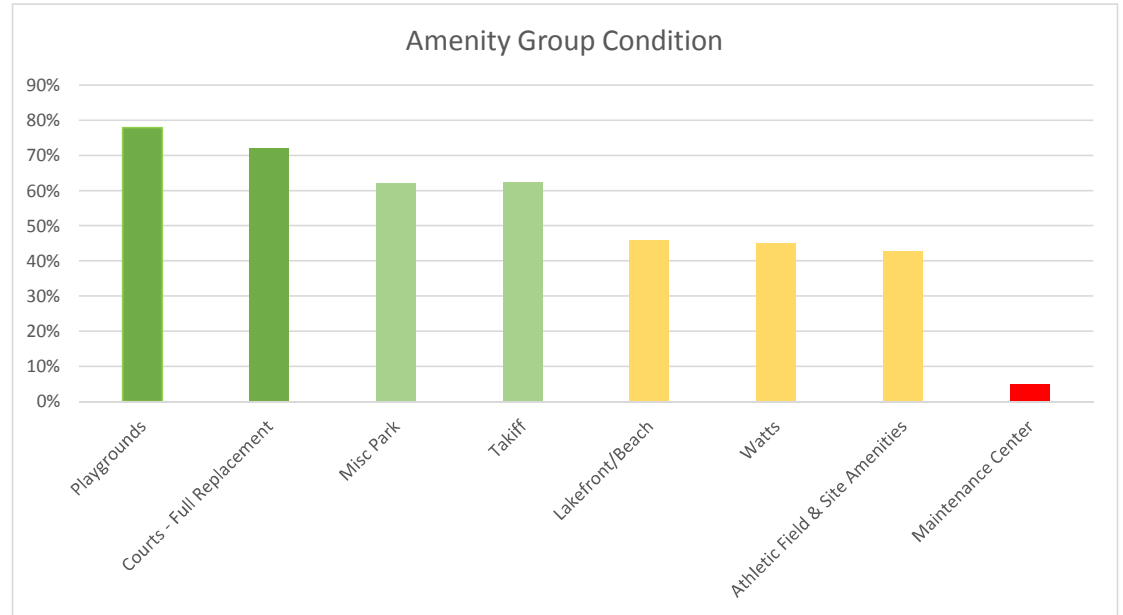
Budget Year 2021-22 (Updated 7/02/2019)

- 5 New Amenity
- 4 Remaining useful life expected to be greater than 6 years
- 3 Amenity is in generally good serviceable condition. May need repairs or renovations to improve functionality/operational efficiency. Amenity may be duplicated within the District's infrastructure
- 2 Amenity is near the end of its useful life, managing the element is inefficient and costly. The functionality may be impacted by changing site conditions. Amenity is duplicated within the District's infrastructure
- 1 Amenity is at the end of its useful life

Priority	Amenity	Typical Useful Life	Professional Staff Condition Assessment	Estimated Capital Expenses Within 5 years	
	<b>Playgrounds</b>	<b>Install Date</b>	<b>Years</b>	<b>Remaining Useful Life %</b>	
<span style="color: green;">●</span> 4	Lincoln & Crescent	2020	22	100%	-
<span style="color: green;">●</span> 4	Vernon	2018	22	95%	-
<span style="color: green;">●</span> 4	Woodlawn	2018	20	95%	-
<span style="color: green;">●</span> 4	Old Elm	2018	22	95%	-
<span style="color: green;">●</span> 4	Astor	2017	22	91%	-
<span style="color: green;">●</span> 4	West	2017	18	89%	-
<span style="color: green;">●</span> 4	Phil Thomas/Shelton	2016	20	85%	-
<span style="color: yellow;">●</span> 3	Friends*	2013	18	67%	\$325,000
<span style="color: yellow;">●</span> 3	Glencoe Beach/Spray Ground	2012	12	42%	-
<span style="color: red;">●</span> 2	Lakefront*	2001	10	20%	\$225,000
<span style="color: red;">●</span> 2	Milton*	2008	10	5%<	\$225,000
<b>Playground Total</b>				<b>\$775,000</b>	
	<b>Athletic Field &amp; Site Amenities</b>				
<span style="color: green;">●</span> 4	Berlin Mustang	2015	25	84%	-
<span style="color: green;">●</span> 4	Watts Soccer	2007	25	52%	-
<span style="color: yellow;">●</span> 3	Watts Bronco*	2006	25	48%	-
<span style="color: red;">●</span> 2	West Pony*	1995	25	15%	TBD
<span style="color: red;">●</span> 2	West K-Ball*	1995	25	15%	\$125,000
<span style="color: red;">●</span> 1	Takiff Softball & Lights*	1980	25	5%<	TBD
<b>Athletic Field Total</b>				<b>\$125,000</b>	
	<b>Courts - Full Replacement</b>				
<span style="color: green;">●</span> 4	Watts Basketball	2017	30	93%	-
<span style="color: green;">●</span> 4	Central Tennis	2011	30	75%	-
<span style="color: green;">●</span> 4	Kalk Basketball	2011	30	75%	-
<span style="color: green;">●</span> 4	Watts Tennis	1999	30	75%	-
<span style="color: green;">●</span> 4	Shelton Tennis	2001	30	65%	-
<span style="color: yellow;">●</span> 3	West Tennis	1994	30	50%	-
<span style="color: red;">●</span> 2	Lakefront Tennis	2001	15	5%<	\$150,000
<span style="color: green;">●</span> 5	New Lighted Tennis Court*	New	25	N/A	\$125,000
<b>Courts Total</b>				<b>\$275,000</b>	
	<b>Watts</b>				
<span style="color: yellow;">●</span> 3	Watts Interior Renovation	2000	25	45%	-
<span style="color: red;">●</span> 1	Watts Dasher Boards*	2000	20	5%<	\$300,000
<span style="color: red;">●</span> 1	Compressors*	2000	20	5%<	\$450,000
<span style="color: red;">●</span> 1	Cooling Floor*	2000	20	5%<	\$1,200,000
<span style="color: green;">●</span> 5	Kids Club Expansion*	New	20	N/A	TBD
<b>Watts Total</b>				<b>\$1,950,000</b>	
	<b>Takiff</b>				
<span style="color: green;">●</span> 4	Takiff Shingle Roof	2016	30	90%	-
<span style="color: green;">●</span> 4	Takiff Interior Renovation	2007	25	52%	-
<span style="color: yellow;">●</span> 3	Takiff TPO Flat Roof	2008	20	45%	-
<b>Takiff Total</b>				<b>\$0</b>	
	<b>Maintenance Center*</b>				
<span style="color: red;">●</span> 1	Maintenance Center*	1930-1985	25	5%<	\$3,000,000
<b>Maintenance Center Total</b>				<b>\$3,000,000</b>	
	<b>Lakefront/Beach</b>				
<span style="color: green;">●</span> 4	North Overlook	2019	40	100%	-
<span style="color: green;">●</span> 4	Halfway House	2019	40	100%	-
<span style="color: green;">●</span> 4	Pier Structure	-	40	75%	-
<span style="color: yellow;">●</span> 3	Safran Beach House Remodel	1996	30	23%	-
<span style="color: yellow;">●</span> 3	Sun Shelters & Boardwalk	1996	30	23%	-
<span style="color: yellow;">●</span> 3	Beach Stairs	1920	50	20%	-
<span style="color: red;">●</span> 1	Pier Decking*	1996	30	15%	TBD
<span style="color: red;">●</span> 1	Surface Water Management	2002	N/A	10%	\$265,000
<span style="color: red;">●</span> 1	Center Bluff & South Overlook	1980	40	5%<	\$302,000
<span style="color: red;">●</span> 1	Crib Wall	1960	50	5%<	\$385,000
<span style="color: green;">●</span> 5	Lakefront Park Entryway/Paths	New	50	N/A	-
<b>Lakefront/Beach Total</b>				<b>\$952,000</b>	
	<b>Misc Park</b>				
<span style="color: green;">●</span> 5	Water Feature	2020	20	100%	-
<span style="color: green;">●</span> 5	Walking Path	2020	30	100%	-
<span style="color: green;">●</span> 4	Liza's Gazebo	2016	30	90%	-
<span style="color: red;">●</span> 2	14n Retaining Wall*	-	30	20%	\$200,000
<span style="color: red;">●</span> 1	Veterans Memorial	1985	30	5%<	\$200,000
<span style="color: red;">●</span> 1	Shelton Pathway/Drainage*	2005	50	5%<	\$300,000
<span style="color: red;">●</span> 1	Kalk Park Drainage*	New	35	0%	\$300,000
<span style="color: green;">●</span> 5	Dog Park*	New	20	N/A	Donor
<span style="color: green;">●</span> 5	Skate Park*	New	20	N/A	-
<span style="color: green;">●</span> 5	Flooded Parks*	New	35	N/A	TBD
<span style="color: green;">●</span> 5	Linear Park/Other	New	20	N/A	Donor
<b>Misc Park Total</b>				<b>\$1,000,000</b>	
<b>Estimated Capital Expenses Within 5 years</b>				<b>\$8,077,000</b>	

\*Recommended that a design plan be developed for more accurate project pricing.

<b>Asset Class</b>	<b>Amenity Group Condition</b>
Playgrounds	78%
Courts - Full Replacement	72%
Misc Park	62%
Takiff	62%
Lakefront/Beach	46%
Watts	45%
Athletic Field & Site Amenities	43%
Maintenance Center	5%



**3YR Master Plan - Staff Recommendation**

July 2019	Projected 2018/19	Proposed 2019/20	Proposed 2020/21	Proposed 2021/22	Proposed 2022/23	Proposed 2023/24	Proposed 2024/25	Proposed 2025/26
<b>Estimated Beginning Balance, 3/1/xx</b>	<b>1,673,805</b>	<b>1,387,240</b>	<b>561,740</b>	<b>263,740</b>	<b>1,253,740</b>	<b>2,243,740</b>	<b>3,228,740</b>	<b>4,213,740</b>
Funding Sources:								
Transfer from Corp Fund	500,000	300,000	650,000	300,000	300,000	300,000	300,000	300,000
Transfer from Recreation Fund	500,000	700,000	850,000	500,000	500,000	500,000	500,000	500,000
Transfer from Impact Fund	8,000							
Donations								
Sale of Linden house		TBD						
Interest Income	34,901	35,000	35,000	15,000	15,000	10,000	10,000	10,000
Miscellaneous	3,500							
Takiff Roof Sinking Fund (Use of Committed Fund Balance)								300,000
<b>New bonds (Non-Referendum - Watts Debt retires 12/1/2020)</b>			TBD					
<b>Total Funds Available</b>	<b>2,720,206</b>	<b>2,422,240</b>	<b>2,096,740</b>	<b>1,078,740</b>	<b>2,068,740</b>	<b>3,053,740</b>	<b>4,038,740</b>	<b>5,323,740</b>
Projects To Be Funded:								
Watts BB Court Project	22,813							
ADA Monies-Special Recreation Fund	(175,000)	(125,000)	(150,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
Takiff Parking - Phase A,B,C	87,338							
Takiff Parking-UST	15,635							
Beach Geotech and LT Maintenance Plan	68,982	7,500						
Shelton Pathway (grading and minor drainage)	0							
Playground Replacement - Vernon and Jefferson	189,998	14,000						
Playground Replacement - Old Elm (Behind Takiff)	175,355							
Takiff Parking Lot-Phase D	447,369	6,000						
Playground Replacement - Woodlawn	434,000	30,000						
Secret Garden Park and WLC Park Retaining Walls								
Everly Wildflower Sanctuary - moved to operating								
Park Infrastructure and Outdoor Play Area renovation - Takiff Early Childhood Area		875,000						
Park Infrastructure, Playground and Pathway renovation - Milton Park (Off Dundee Rd)								
Park Infrastructure and Playground Replacement - Lakefront Park								
Playground Improvements/Surface Replacement-Friends Park Phase 2		25,000						
Veterans Park Memorial								
Lakefront - North Schuman Overlook Stabilization		315,000						
Lakefront - Center/South Bluff								
Lakefront - Halfway House/Beach House Improvements		235,000						
Less: Safran Donation monies		(30,000)						
Lakefront - Tennis Court								
Lakefront Park Entry/Pathways								
Bluff and Beach Surface Water Management								
Pier/Decking Replacement								
Park Maintenance Garage								
Watts Ice Rink/Board Replacement								
Old Green Bay Linear Parks -Trail			1,208,000					
Old Green Bay-Lincoln/Crescent Playground Renovation			275,000					
Old Green Bay-Water Spray Area			180,000					
Old Green Bay Linear Parks-Other Components								
Replacement Skate Park								
Kalk Park - Drainage Repairs								
Baseball Field at West Park								
Sports Fields at Watts Park								
Park Areas That Retain Water								
Lighted Tennis Court								
Takiff Flat Roof Replacement								
Contingency/Misc	-	28,000	25,000					
Design Fees for the FOLLOWING Year Projects	1,300		100,000					
Connect Glencoe Green Bay Trail-Design Fees	65,176	260,000						
Annual - ADA Improvements, per ADA Transition Plan		100,000	100,000					
Annual Takiff Roof Sinking Fund - replacement FY2025/26		50,000	50,000					
Feasibility Study-Fundraiser			25,000					
Fundraiser Consultant-Annual, if feasibility study warrants		45,000	45,000					
Dog Park								
North Field (Takiff) Athletic Field								
<b>Total Projects</b>	<b>1,332,966</b>	<b>1,860,500</b>	<b>1,833,000</b>	<b>(175,000)</b>	<b>(175,000)</b>	<b>(175,000)</b>	<b>(175,000)</b>	<b>(175,000)</b>
<b>Ending balance, 2/28/xx</b>	<b>1,387,240</b>	<b>561,740</b>	<b>263,740</b>	<b>1,253,740</b>	<b>2,243,740</b>	<b>3,228,740</b>	<b>4,213,740</b>	<b>5,498,740</b>