

MINUTES OF JULY 7, 2020 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022  
-VIA ZOOM AND IN-PERSON-

The meeting was called to order at 7:02pm and roll was called.

Committee Members present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Michael Covey, Treasurer  
Josh Lutton, Commissioner  
Dudley Onderdonk, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities  
Stephani Briskman, PM: Arts/Enrich/Youth/Camps  
Liz Visteen, PM: Spec. Events/Active Adults/Teens  
Adam Wohl, Takiff/Watts Facility Manager  
Shannon Stevens, PS: Athletics and Teen Camps  
Jenny Runkel, Administrative Assistant

- This meeting occurred during Phase 4. President Brooks deemed it necessary to continue with Zoom meetings due to every room in our building being used for programs and care for children, although an in-person option was also available. The meeting was held as communicated to the public with both Zoom and in-person options available.
- All commissioners and members of the public verified they could see and hear, before the meeting was called to order.

Members of the Public in attendance who signed in or spoke: Brandon Hinkle

Matters from the Public: President Brooks asked Executive Director Sheppard to read aloud any public comments received via email prior the meeting per policy. There were no public comments received.

President Brooks asked if anyone would like to share verbal comments either in-person or via Zoom. There were no verbal comments.

Discussion on Future Capital Projects: This information discussed in this agenda item is attached to these minutes. Executive Director Sheppard gave an overview of previous discussions on projects, levels of bonding, services, and amenities. Director Mensinger explained the funding mechanisms of Funds 65 and 69. Director Leiner listed the recommended projects in the next three years including Takiff, Watts, boathouse, vehicles and equipment, and IT. Sheppard indicated that not completing these projects would affect levels of service and amenities and staff does not recommend skipping Fund 65 projects. Staff are looking to determine what bonding level the commissioners are comfortable with and not to discuss the projects in detail until a future meeting.

Staff noted feedback from Commissioner Lutton for review at a future meeting including deferring the Watts project until we find out if we receive the grant for Watts renovation and cloud versus server storage. Staff will update the document to indicate removal of the boathouse fireplace.

Director Mensinger reviewed balance transfers from Recreation and Corporate Funds and Watts debt falling off. Director Leiner then laid out the four scenarios to pay for the projects including no debt, \$1.5 million, \$3.3 million, and \$4.3 million. The \$4.3 million option would incur a \$39 tax increase per \$800,000 valued home. Discussion ensued and staff answered commissioner questions including Takiff debt retiring in 2025 with a decrease to the tax payer of approximately \$279 (Mensinger will confirm), not receiving the DCEO grant and other received/under review grants, the option of doing a bond issue now and another later with the risk of rates increasing and \$50,000-75,000 issuance cost each time, and other Glencoe entities going for bonds due to the low interest rates.

Director Leiner reviewed the Asset Conditions Summary; a picklist of things that need to be done in the next 3-5 years and a foundation of what to keep an eye on and how to fund it. A conservative maintenance center will cost around \$4 million, although there is a placeholder of \$1.2 million as a stop-gap measure to keep the maintenance building going. Leiner then shared an overview of the other debt options.

Discussion ensued and Commissioners gave feedback on what they think about some of the projects and debt options. Comments included concern over the future financial outlook leading them to middle or high debt for security, due to COVID-19 not being able to rely on the model of the last seven years to handle long-standing issues, any less than \$4.3 million will lead to disappearance of some services and amenities, will \$1.2 million on the maintenance building work without losing the investment, money from the Linden House sale was included in the financials, and concern of tax burden building up between entities.

Chair Brooks concluded that the committee is going between options 3 and 4. As representatives for everyone, they don't want to be dismissive by asking for the highest dollar amount. However, the required increase in minimum wage and now COVID-19 are having an effect.

A deeper discussion on what to the Board is willing consider will be held at the July 21 regular Board meeting.

The bond rating process was set to begin in March right before the Coronavirus closure, but was put off. The \$10,000 cost was budgeted. By completing the rating process, the District will be that much further ahead in the process to issue. The committee agreed that the District will need money and gave approval for staff to move forward with the \$10,000 cost of the bond rating process.

Verbal Update on Programs and Facilities Operations: Lifeguards and boat guards are completing a 2-week training before the service will start.

Linden House sold and closes on July 8.

Glencoe Historical Society sent out an email/letter on FLW Cottage project and engineering for water remediation will be handled at Park 7n. The Village is willing to review this one-on-one with community members. On July 21 at 8:00am, Booth Cottage will be moved next to its final location. After the foundation is done, it will be moved to its final location. Monthly escrow statements are being provided by the escrow manager.

A busy July kicked off with Fourth of July, summer care, sailing and aquatic camps, training lifeguards and boat guards, July programs, and the fitness center opening. The fitness center opened with 20 members and feedback is positive. Members are learning how to reserve timeslots. As of yesterday, 25% of members returned with another 15% returning on August 1 and the remainder on September 1. Summer care started on Monday; there were no questions following a Zoom for camp parents.

Fourth of July was manageable at the beach and can accommodate more passes after July 4. Passholders have been able to enter without a wait. Patrons are coming for around 90 minutes, not all day. We had 890 patrons on July 3 and 845 on July 4.

IDPH regulations have slowed down, so there will be less changes. DCFS will be making some changes soon that will affect early childhood programs.

Following independent contractor discussion, staff will ensure they are up to GPD communication standards.

Spring athletics are going full force in July. Travel league participants are moving to house leagues. Glencoe Baseball Association (GBA) who normally fields one team is fielding three. Parks Department staff had to spend time at the field to get it to a recreational play standard with significant work and renovations. The experience learned from the South Bend Cubs staff helped.

Other Business: There was no other business.

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:18pm. Commissioner Boron seconded the motion, which passed by unanimous vote.

*\*\*It is noted that a roll call vote was not taken per Phase 4 requirements.*

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,  
Executive Director  
SUBJECT: Condition Assessments/Capital Needs  
DATE: July 1, 2020

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Per the previous Board of Park Commissioner's request, staff has updated the District's condition assessments. Included with the assessments is a recommended three-year project list. This list correlates to the condition assessment for the purpose of discussing funding opportunities. The term of this planning cycle is three fiscal years, encompassing FY2021/22, FY2022/23, and FY2023/24.

Each tab of the binder represents a significant capital fund of the Glencoe Park District. Included for discussion purposes are Fund 65 and Fund 69. The current condition assessments are a planning tool. They are not an exhaustive list of every single purchase the district will make in the next three fiscal years.

Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, placeholder numbers. The Fund 69 tabs include a synopsis of projects that can be executed based on the potential levels of bonding available to the Board of Park Commissioners.

## Fund 65 3-Year Analysis

- Page 1: Takiff Center
- Page 2: Watts Center
- Page 3: Boat House
- Page 4-5: Vehicles and Equipment
- Page 5: IT

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,  
Executive Director  
SUBJECT: Fund 65 3-Year Analysis  
DATE: July 1, 2020

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## CAPITAL FUND 65

Fund 65 has traditionally funded capital repairs and purchases that are needed for “keeping the lights on.” This fund is tax-supported with an annual transfer of tax receipts in the amount of \$500,000 from the corporate fund.

Included is the Fund 65 condition assessment for the entire district. The current condition assessment is a planning tool; it is not an exhaustive list of every purchase or project the district will make in the next three fiscal years. Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

From these assessments, the staff created a Fund 65 “Redline Sheet.” The assessment encompasses all the projects necessary in the next three years to maintain continuity in service levels.

At this time, the projected carryover into the next fiscal year (FY2021/22) is \$309,000. The carryover amount plus the next three fiscal year’s annual transfers equal the total projected funds available over the term of this three-year planning cycle. This amount is \$1,809,000.

The total projected cost outlined in the Fund 65 three-year project planning sheet totals \$1,395,000. This leaves a surplus of approximately \$415,000 or an average of \$138,000 per fiscal year. This amount will cover cost escalation, recreation program equipment purchase, and other smaller projects not outlined in the planning sheet. Furthermore, some allowance is necessary for a reduction in operating capital. Some projects/purchases that were previously funded by operating capital may need to be expensed from Fund 65.

It can be inferred from this planning exercise, that without significantly deferring capital replacements and maintenance, Fund 65 would not be a practical funding mechanism for the district’s master plan projects in Fund 69. With all district funds, the allocation and expenditure of funds is ultimately a Board decision. Staff does not recommend deferring Fund 65 “Redline Projects” to use the monies for master plan initiatives, because this would result in the reduction of service in many areas of the district.

# 5 Year Condition Assessment

## Budget Year 2021-22 (Updated 6/3/2020)

- 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	Condition Assessment	Estimated Capital Expenses
	<b>TAKIFF CENTER EQUIPMENT</b>	Date	Years	Remaining Useful Life %	Within 5 years
● 2	AIR HANDLER 1 ELC	2008	15	20%	\$40,000
● 2	AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	15	20%	\$40,000
● 2	AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	15	20%	\$40,000
● 2	CONDENSOR 1	2008	15	20%	\$40,000
● 2	CONDENSOR 2	2008	15	20%	\$40,000
● 2	CONDENSOR 3	2008	15	20%	\$40,000
● 2	BOILER 1	2008	15	20%	\$40,000
● 2	BOLIER 2	2008	15	20%	\$40,000
● 2	EJECTOR PUMPS (2 TANDEM)	2008	15	20%	\$10,000
● 2	FIRE PROTECTION PANEL	2008	15	20%	\$10,000
● 2	SOLAR SITE LIGHTING ELC	2008	15	20%	TBD
● 2	TOT GYM FLOOR	2008	12	10%	\$40,000
● 3	FIRE PUMP	2008	20	40%	-
● 4	ELEVATOR CONTROLLER	2008	25	52%	-
● 4	PARKING LOT LIGHTS COMMUNITY CENTER/ELC	2008	25	52%	-
● 4	TURN ABOUT PARKING LOT LIGHTS	2017	15	80%	-
● 4	HOT WATER TANK	2019	5	80%	-
● 4	KNUCKLE IT ROOM COOLING UNIT	2019	12	92%	-
● 4	2ND FLOOR IT ROOM COOLING UNIT	2019	12	92%	-
● 5	DOMESTIC HOT WATER BOILER (1)	2020	10	100%	
● 5	DOMESTIC HOT WATER BOILER (2)	2020	10	100%	
● 5	RTU 1 (GYM)	2020	15	100%	
● 5	RTU 2 ( LOBBY-ADMIN OFFICE)	2020	15	100%	
<b>TAKIFF EQUIPMENT TOTAL</b>					<b>\$380,000</b>
<b>TAKIFF CENTER PARKING LOTS</b>					
● 2	ELC LOT	2008	18	17%	\$100,000
● 4	TURN ABOUT LOT	2017	18	83%	-
● 4	PARKS DRIVE/STAFF PARKING	2017	18	83%	-
● 4	COMMUNITY CENTER LOT	2018	18	89%	-
● 4	BEHIND GYM LOT	2018	18	89%	-
<b>PARKING LOT TOTAL</b>					<b>\$100,000</b>
<b>REC SPECIFIC AMENITIES</b>					
● 2	GYM FLOOR TOTAL REFINISH	2008	15	20%	\$25,000
● 3	ELECTRIC KILN (2)	2008	20	40%	-
● 4	FITNESS EQUIPMENT	2016	15	73%	-
<b>REC SPECIFIC TOTAL</b>					<b>\$25,000</b>
<b>Estimated Capital Expenses</b>					
<b>Within 5 years</b>					<b>\$505,000</b>

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

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Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses Within 5 years
	WATTS CENTER EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %	
<span style="color: red;">●</span> 1	DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	10	5%<	\$15,000
<span style="color: red;">●</span> 2	FIRE PROTECTION SYSTEM	2001	15	5%<	\$40,000
<span style="color: red;">●</span> 2	BASEMENT AC/HEATER	2001	15	5%<	\$16,000
<span style="color: red;">●</span> 2	WATER MAIN (LEAD)	1965	65	15%	TBD
<span style="color: red;">●</span> 2	SHINGLE ROOF	2001	20	5%	\$65,000
<span style="color: gold;">●</span> 3	OVERHEAD RINK LIGHTS	2001	25	24%	\$45,000
<span style="color: gold;">●</span> 3	DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	10	30%	\$12,000
<span style="color: teal;">●</span> 4	EXTERIOR FACILITY LIGHTS	2016	20	80%	-
<span style="color: teal;">●</span> 4	RTU 1	2018	15	87%	-
<span style="color: teal;">●</span> 4	RTU 2	2018	15	87%	-
<span style="color: teal;">●</span> 4	RTU 3	2018	15	87%	-
<span style="color: teal;">●</span> 4	RTU 4	2018	15	87%	-
<span style="color: teal;">●</span> 4	EXTERIOR PAINTING	2019	12	92%	-
<span style="color: teal;">●</span> 4	MEMBRANE ROOF	2019	20	95%	-
<b>Watts Recreational Center</b>					
<b>Total</b>					<b><u>\$193,000</u></b>

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



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Priority	Amenity		Typical Useful Life	Condition Assessment	Estimated Capital Expenses Within 5 years
	BOAT HOUSE EQUIPMENT/ROOFS	Date	Years	Remaining Useful Life %	
<span style="color: red;">●</span> 1	SHINGLE ROOF	1995	20	5%<	\$25,000
<span style="color: red;">●</span> 1	STAIRS (TEMP REPAIR MADE IN 2020)	2020	0	5%<	TBD
<span style="color: red;">●</span> 2	FIRE PLACE/CHIMNEY (OUT OF SERVICE)	1951	40	5%<	TBD
<span style="color: red;">●</span> 2	PLUMBING/WATER MAIN	1951	60	5%<	\$12,000
<span style="color: gold;">●</span> 3	ELECTRIC HEATERS	2005	15	5%<	\$15,000
<span style="color: green;">●</span> 4	WINDOWS	2017	20	85%	
<span style="color: teal;">●</span> 5	PAINTING	2020	8	100%	
<span style="color: green;">●</span> 4	DOMESTIC WATER HEATER	2018	10	80%	
<span style="color: red;">●</span> 2	EJECTOR PUMP	1988	20	80%	-
<span style="color: gold;">●</span> 3	WOOD DECK (REPAIRED 2011)	1988	20	10%	-
<span style="color: green;">●</span> 4	BOAT RACKS	2018	15	87%	-
<b>Boat House Total</b>					<b>\$52,000</b>

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

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Priority	Amenity	Date	Typical Useful Life Years	Condition Assessment Remaining Useful Life %	Estimated Capital Expenses Within 5 years
<b>PARKS TRUCKS</b>					
<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	5%<	\$45,000
<span style="color: orange;">●</span> 3	FORD F-150 #2	2011	12	25%	\$45,000
<span style="color: orange;">●</span> 3	FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	12	25%	TBD
<span style="color: green;">●</span> 4	FORD F-350 DUMP TRUCK #5	2014	14	57%	-
<span style="color: green;">●</span> 4	FORD F-250/PLOW #4	2014	12	50%	-
<span style="color: green;">●</span> 4	FORD F-250/PLOW #10	2015	12	58%	-
<span style="color: green;">●</span> 4	FORD F-450 DUMP TRUCK #13	2017	14	79%	-
<span style="color: green;">●</span> 4	FORD F-250 #18	2017	12	75%	-
<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	92%	-
<span style="color: green;">●</span> 4	KUBOTA RTV-X/PLOW-SALTER	2018	12	83%	-
<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: orange;">●</span> 3	VERMEER CHIPPER (PURCHASED USED 2017)	2007	18	28%	-
<span style="color: orange;">●</span> 3	KUBOTA LIGHT TURF TRACTOR	1991	40	28%	-
<span style="color: orange;">●</span> 3	FORD 2120 TURF TRACTOR	1999	30	30%	-
<span style="color: orange;">●</span> 3	CATERPILLAR FORKLIFT (PURCHASED USED 2017)	2006	30	53%	-
<span style="color: orange;">●</span> 3	KUBOTA LOADER/SNOW THROWER	2011	15	40%	-
<span style="color: orange;">●</span> 3	KUBOTA BACKHOE	2011	15	40%	-
<span style="color: orange;">●</span> 3	CUSHMAN SPRAY-TEK (PURCHASED USED 2017)	2014	20	70%	-
<span style="color: green;">●</span> 5	SMITHCO BALLFIELD DRAG	2018	15	87%	-
<span style="color: green;">●</span> 5	KUBOTA BEACH TRACTOR	2018	15	87%	-
<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	20%	-
<span style="color: orange;">●</span> 3	R&R UTILITY TRAILER	2005	20	25%	-
<span style="color: green;">●</span> 5	BIG TEX DUMP TRAILER	2018	15	87%	-
<span style="color: green;">●</span> 5	BIG TEX UTILITY TRAILER	2018	20	90%	-
<span style="color: green;">●</span> 5	ERHARDT LANDSCAPE TRAILER	2017	15	80%	-
<b>Licensed Trailer Total</b>					<b>\$12,000</b>
<b>MOWERS</b>					
<span style="color: green;">●</span> 4	TORO 4000D GANG MOWER	2010	15	33%	-
<span style="color: green;">●</span> 4	CHEETAH 48" Z-TURN	2017	10	70%	-
<span style="color: green;">●</span> 4	CHEETAH 61" Z-TURN	2017	10	70%	-
<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	75%	-
<span style="color: green;">●</span> 4	DODGE MINIVAN #11	2017	12	75%	-
<span style="color: green;">●</span> 4	DODGE MINIVAN #13 (LORISE)	2019	12	92%	-
<b>Fleet Van/Bus Total</b>					<b>\$0</b>
<b>BEACH EQUIPMENT</b>					
<span style="color: orange;">●</span> 3	CUSHMAN 6 PASSENGER CART	2015	5	40%	\$10,500
<span style="color: orange;">●</span> 3	BARBER SURF RAKE	2011	15	40%	-
<span style="color: green;">●</span> 4	ZODIAC POWER BOAT HULL 14FT	2016	15	80%	-
<span style="color: green;">●</span> 4	TORO DINGO LOADER	2018	25	92%	-
<span style="color: green;">●</span> 4	ZODIAC POWER BOAT HULL 15FT	2018	15	93%	-
<span style="color: green;">●</span> 4	ATV	2019	5	80%	-
<span style="color: green;">●</span> 5	CARRY ALL 6 PASSENGER CART	2020	5	100%	-
<b>ICE RINK EQUIPMENT</b>					
<span style="color: orange;">●</span> 3	ERKSINE SNOW THROWER	2011	15	40%	-
<span style="color: orange;">●</span> 3	ZAMBONI MODEL 500 (REBUILT 2015)	1995	25	72%	-
<b>Ice Rink Equipment Total</b>					<b>\$0</b>
<b>Estimated Capital Expenses</b>					<b>\$252,000</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

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Priority	Amenity		Typical Useful Life	Condition Assessment	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	13%	\$55,000
<span style="color: gold;">●</span> 3	MAIL EXCHANGE SERVER	2014	11	45%	-
<span style="color: green;">●</span> 5	NETWORK SERVER HOST REC/FINANCE (2)	2019	6	83%	-
<span style="color: green;">●</span> 5	NETWORK SAN STORAGE	2019	6	83%	-
<span style="color: green;">●</span> 5	EMPLOYEE WORK STATIONS (42)	2019	5	80%	\$60,000
<b>HARDWARE TOTAL</b>					<b><u>\$115,000</u></b>
<b>SOFTWARE</b>					
<span style="color: gold;">●</span> 3	REGISTRATION SYSTEM	2013	10	30%	\$100,000
<span style="color: teal;">●</span> 4	FINANCIAL SYSTEM	2015	10	50%	-
<span style="color: green;">●</span> 5	ELECTRONIC TIMECLOCK	2017	10	70%	-
<b>SOFTWARE TOTAL</b>					<b><u>\$100,000</u></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	33%	-
<b>Estimated Capital Expenses Within 5 years</b>					<b><u>\$215,000</u></b>

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

## 3YR FUND 65 REDLINE ITEM LIST

THE BELOW CHART REPRESENTS ALL ITEMS FROM THE CONDITION ASSESSMENT  
THAT NEED REPLACEMENT IN THE NEXT 3 FISCAL YEARS.

AMENITY TYPE		ESTIMATED
TAKIFF	DATE	CAPITAL
AIR HANDLER 1 ELC	2008	\$40,000
AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	\$40,000
AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	\$40,000
CONDENSOR 1	2008	\$40,000
CONDENSOR 2	2008	\$40,000
CONDENSOR 3	2008	\$40,000
BOILER 1	2008	\$40,000
BOLIER 2	2008	\$40,000
EJECTOR PUMPS (2 TANDEM)	2008	\$10,000
FIRE PROTECTION PANEL	2008	\$10,000
SOLAR SITE LIGHTING ELC	2008	\$60,000
GYM FLOOR TOTAL REFINISH	2008	\$25,000
ELC LOT MILL & OVERLAY	2008	\$100,000
TOT GYM FLOOR	2008	\$40,000
SEALCOAT PARKING LOTS	VAR	\$25,000
		<b><u>\$590,000</u></b>
WATTS	DATE	
DOMESTIC HOT WATER HEATER ZAM/BACK BATH	2001	\$15,000
FIRE PROTECTION SYSTEM	2001	\$40,000
BASEMENT AC/HEATER	2001	\$16,000
WATER MAIN (LEAD)	1965	TBD
SHINGLE ROOF	2001	\$65,000
DOMESTIC HOT WATER HEATER SINGLE BATH-CONC	2013	\$12,000
		<b><u>\$148,000</u></b>
BOAT HOUSE	DATE	
SHINGLE ROOF	1995	\$25,000
STAIRS (TEMP REPAIR MADE IN 2020)	2020	TBD
FIRE PLACE/CHIMNEY (OUT OF SERVICE)	1951	TBD
PLUMBING/WATER MAIN	1951	\$12,000
ELECTRIC HEATERS	2005	\$15,000
WOOD DECK (REPAIRED 2011)	1988	-
		<b><u>\$52,000</u></b>
IT/HARDWARE	DATE	
NETWORK UPS/RUCKUS WIFI/CISCO SWITCHER	2013	\$55,000
MAIL EXCHANGE SERVER	2014	TBD
REGISTRATION SYSTEM	2013	\$100,000
REGULAR WORKSTATION/HARDWARE	VAR	\$60,000
		<b><u>\$215,000</u></b>
VEHICLES	DATE	
Chevy 2500HD #6	2001	\$40,000
Chevy 2500HD/PLOW/SALTER #7	2004	\$45,000
FORD F-250/PLOW #3	2008	\$45,000
FORD F-150 #2	2011	\$45,000
FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	\$40,000
		<b><u>\$215,000</u></b>
EQUIPMENT/TRAILERS	DATE	
BOBCAT WHEELED SKID STEER	2004	\$65,000
SKID STEER TRAILER	1999	\$12,000
LIGHT UTILITY TRAILER	2008	\$10,000
CUSHMAN 6 PASSENGER CART	2015	\$11,000
		<b><u>\$98,000</u></b>
OUTDOOR COURTS REFINISHING	DATE	
WEST TENNIS	2011	\$27,500
KALK BASKETBALL	2011	\$12,000
CENTRAL TENNIS	2011	\$38,000
		<b><u>\$77,500</u></b>
<b>PROJECTED CAPITAL REPLACEMENT COSTS FOR FY 2022-2025</b>		<b>\$1,395,500</b>

# MEMORANDUM

TO: Board of Park Commissioners  
FROM: Chris Leiner, Director of Parks and Maintenance and Lisa Sheppard,  
Executive Director  
SUBJECT: Fund 69 Bond Issuance 3-Year Plan  
DATE: July 1, 2020

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## CAPITAL FUND 69

Fund 69 has traditionally funded master plan capital projects, including large scale capital replacements and new infrastructure. This fund is **not** tax-supported and transferred monies are received from surplus fund balances in Corporate and Recreation Funds as available.

As we have previously discussed, COVID-19 has dramatically reduced the surplus monies for future capital projects in the short-term. At this time, staff is not comfortable projecting future transfers into Fund 69, as conditions are continually in flux.

Included is the Fund 69 condition assessment for the entire district. The current condition assessment is a planning tool; it is not an exhaustive list of every project the district will execute in the next three fiscal years. Costs are estimates based on previous engineering assessments, current market conditions, and in some cases, place holder numbers.

From these assessments, the staff created a Fund 69 “Redline Sheet”. The assessment encompasses all the projects necessary in the next three years to maintain continuity in service levels comfortably.

At this time, the projected carryover into the next fiscal year of Fund 69 as of February 28, 2021 is \$1,760,000. Per the Board’s request, staff has outlined four possible planning scenarios, as follows:

1. **No Debt Issuance:** Projects completed with only the \$1,760,000 available on hand.
2. **Minimum Debt Issuance:** (No tax increase; private placement or public offering) Projects completed with the \$1,760,000 available on hand plus a \$1.5 million bond issuance. Total funds available: \$3,260,000
3. **Mid-Range Debt Issuance:** (Moderate tax increase; public offering) Projects completed with the \$1,760,000 available on hand plus a \$3.3 million bond issuance. Total funds available: \$5,060,000
4. **Full Debt Issuance:** (Maximum tax increase; public offering) Projects completed with the \$1,760,000 available on hand plus a \$4.3 million bond issuance. Total funds available: \$6,060,000

# MEMORANDUM

In each attached scenario, funded projects are highlighted in yellow. As the debt issuance grows, the amount of executable projects increase.

Notably, a full replacement of the maintenance center has not been included in any of the attached scenarios. After a thorough master plan process, a conservatively sized facility is estimated at the cost of \$4 million. Under the current financial circumstances, staff does not recommend pursuing the maintenance center's full-scale replacement.

In the final scenario presented titled "\$4.3 million debt issuance", there is an allowance for \$1.2 million for maintenance center upgrades. Staff recommends developing a stopgap plan to extend the useful life of the maintenance center while making affordable efficiency upgrades. A plan for total replacement of the maintenance center would effectively cause significant portions of the infrastructure to degrade.

It can be inferred from this planning exercise that without debt issuance, capital replacements and upgrades will be significantly deferred in the next three fiscal years.

# 5 Year Condition Assessment

Budget Year 2021-22 (Updated 6/23/2020)

- 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	Install Date	Typical Useful Life	Years	Conditon Assesment	Estimated Capital Expense
	Playgrounds				Remaining Useful Life %	
● 4	Duke Park	2020	22		100%	-
● 4	Vernon	2018	22		91%	-
● 4	Woodlawn	2018	20		90%	-
● 4	Old Elm	2018	22		91%	-
● 4	Astor	2017	22		86%	-
● 4	West	2017	18		83%	-
● 4	Phil Thomas/Shelton	2016	20		80%	-
● 3	Friends*	2013	18		61%	\$325,000
● 3	Glencoe Beach/Spray Ground	2012	12		33%	-
● 2	Lakefront*	2001	10		5%<	\$225,000
● 2	Milton*	2008	10		5%<	\$225,000
<b>Playground Total</b>						<b>\$775,000</b>
<b>Athletic Field &amp; Site Amenities</b>						
● 4	Berlin Mustang	2015	25		80%	-
● 4	Watts Soccer	2007	25		56%	-
● 3	Watts Bronco*	2006	25		44%	-
● 2	West Pony*	1995	25		15%	\$475,000
● 2	West K-Ball*	1995	25		15%	\$125,000
● 1	Takiff Softball Field/Soccer	1980	25		5%<	\$450,000
● 1	Takiff Field Lights	1980	30		5%<	\$400,000
<b>Athletic Field Total</b>						<b>\$1,450,000</b>
<b>Courts - Full Replacement</b>						
● 4	Watts Basketball	2017	30		90%	-
● 4	Central Tennis	2011	30		75%	-
● 4	Kalk Basketball	2011	30		75%	-
● 4	Watts Tennis	1999	30		75%	-
● 4	Shelton Tennis	2001	30		65%	-
● 3	West Tennis	1994	30		50%	-
● 2	Lakefront Tennis	2001	15		5%<	\$175,000
<b>Courts Total</b>						<b>\$175,000</b>
<b>Watts</b>						
● 4	(3) Compressors	2000	30		33%	-
● 4	Cooling Floor*	2000	30		33%	-
● 2	Watts Interior Renovation	2000	25		20%	-
● 1	Watts Dasher Boards*	2000	20		5%	\$400,000
● 1	Evap. Cond./Controls/Safety	2000	20		0%	\$200,000
● 5	Kids Club Expansion*	New	20		N/A	\$2,500,000
<b>Watts Total</b>						<b>\$3,100,000</b>
<b>Takiff</b>						
● 4	Takiff Shingle Roof	2016	30		87%	-
● 4	Takiff Interior Renovation	2008	25		52%	-
● 3	Takiff TPO Flat Roof	2008	20		40%	-
<b>Takiff Total</b>						<b>\$0</b>
<b>Maintenance Center*</b>						
● 1	Maintenance Center*	1930-1985	25		5%<	\$1,000,000 - \$4,000,000
<b>Maintenance Center Total</b>						<b>\$1,200,000</b>
<b>Lakefront/Beach</b>						
● 4	North Overlook	2019	40		100%	-
● 4	Halfway House	2019	40		100%	-
● 4	Pier Structure	-	40		75%	-
● 3	Sun Shelters & Boardwalk	1996	30		20%	-
● 3	Beach Stairs	1920	50		20%	-
● 2	Safran Beach House Remodel	1996	30		20%	\$250,000
● 2	Boat House Stair/Access/Retaining Wall	1996	30		5%<	\$300,000
● 1	Pier Decking*	1996	30		0%	\$400,000
● 1	Surface Water Management	2002	N/A		10%	\$265,000
● 1	Center Bluff & South Overlook	1980	40		5%<	\$302,000
● 1	Crib Wall	1960	50		5%<	\$385,000
● 5	Lakefront Park Entry/Paths	New	50		N/A	-
<b>Lakefront/Beach Total</b>						<b>\$1,902,000</b>
<b>Misc Park</b>						
● 5	Water Feature Duke Park	2020	20		100%	-
● 5	Walking Path	2020	30		100%	-
● 4	Liza's Gazebo	2016	30		87%	-
● 2	14n Retaining Wall*	-	30		20%	\$200,000
● 1	Veterans Memorial	1985	30		5%<	\$200,000
<b>Misc Park Total</b>						<b>\$400,000</b>
<b>Surface Water Management</b>						
● 1	Kalk Park Drainage*	-	35	-	NA	25,000-\$300,000
● 1	Shelton Pathway/Drainage*	-	35	-	NA	25,000-\$300,000
● 1	South & Green Bay Rd*	-	35	-	NA	25,000-\$250,000
● 1	Various Vernon Greenway*	-	35	-	NA	25,000-\$250,000
<b>Surface Water Management Total</b>						<b>100,000-\$1,000,000</b>

New Stand Alone Park Amenities						
●	5	Dog Park*	New	20	N/A	Donor
●	5	Skate Park*	New	20	N/A	-
●	5	Linear Park/Other	New	20	N/A	Donor
●	5	New Lighted Tennis Court*	New	25	N/A	\$125,000
<b><u>New Stand Alone Amenities Total</u></b>						<b><u>\$125,000</u></b>

**Total Capital Expenses**

**\$9,002,000**

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



## **Project Options Based on Funding (4 Scenarios)**

Page 1: No Debt Issued

Page 2: \$1.5 Million Debt Issuance

Page 3: \$3.3 Million Debt Issuance

Page 4: \$4.3 Million Debt Issuance

### 3 Year Project List - NO DEBT ISSUED

PROJECTED FUND 69 BALANCE, 2/28/21 \$1,760,000

No Debt Issuance: Projects are completed with only the \$1,760,000 available.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
Playgrounds		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center*		
Maintenance Center*	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
<b>TOTAL</b>		<b>\$1,837,000</b>

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

### 3 Year Project List - \$1.5 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MINIMUM BOND ISSUANCE	<u>\$1,500,000</u>
TOTAL FUNDS AVAILABLE	\$3,260,000

**Minimum Debt Issuance:** Projects are completed with the \$1,760,000 available plus a \$1.5 million bond issuance. Total funds available \$3,260,000. No tax impact.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity		Estimated Capital Expense
Playgrounds	Install Date	
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House		\$300,000
Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
	<b>TOTAL</b>	<b>\$3,202,000</b>

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

## 3 Year Project List - \$3.3 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MID-RANGE BOND ISSUANCE	<u>\$3,300,000</u>
TOTAL FUNDS AVAILABLE	\$5,060,000

**Mid-Range Debt Issuance:** Projects are completed with the \$1,760,000 available plus a \$3.3 million bond issuance. Total funds available \$5,060,000. Moderate tax increase.

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
<b>Playgrounds</b>		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
<b>Athletic Field &amp; Site Amenities</b>		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
<b>Courts - Full Replacement</b>		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
<b>Watts</b>		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
<b>Takiff</b>		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
<b>Maintenance Center</b>		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
<b>Lakefront/Beach</b>		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House	1960	\$300,000
Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
<b>Surface Water Management/Park Imp</b>		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
<b>TOTAL</b>		<b>\$4,827,000</b>

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

## 3 Year Project List - \$4.3 Million DEBT ISSUANCE

PROJECTED FUND 69 BALANCE, 2/28/21	\$1,760,000
MAXIMUM BOND ISSUANCE	<u>\$4,300,000</u>
TOTAL FUNDS AVAILABLE	\$6,060,000

**Maximum Debt Issuance:** Projects are completed with the \$1,760,000 available plus a \$4.3 million bond issuance. Total funds available \$6,060,000. Maximum tax increase (\$39).

FUNDED PROJECTS ARE HIGHLIGHTED IN YELLOW		
Amenity	Install Date	Estimated Capital Expense
Playgrounds		
Lakefront*	2001	\$225,000
Milton*	2008	\$225,000
Friends (Poured in Place/Stone)	2013	\$325,000
		<u>\$775,000</u>
Athletic Field & Site Amenities		
West Pony*	1995	\$475,000
West K-Ball*	1995	\$125,000
Takiff Softball Field/Soccer	1980	\$450,000
Takiff Field Lights	1980	\$400,000
		<u>\$1,450,000</u>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<u>\$175,000</u>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<u>\$600,000</u>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<u>\$150,000</u>
Maintenance Center		
Maintenance Center	1930-1985	\$1,200,000
		<u>\$1,200,000</u>
Lakefront/Beach		
Beach Stairs	1920	TBD
Safran Beach House Remodel	1996	\$250,000
Pier Decking*	1996	\$400,000
Surface Water Management	2002	\$265,000
Center Bluff & South Overlook	1980	\$302,000
Crib Wall	1960	\$385,000
Boat House	1960	\$300,000
Access/Stair/Retaining Wall	1960	\$300,000
		<u>\$1,902,000</u>
Surface Water Management/Park Imp		
Shelton Pathway/Drainage*	2005	\$300,000
Kalk Park Drainage/Phase II*	New	\$300,000
Various Park Sites	New	\$300,000
		<u>\$900,000</u>
AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000		
<b>TOTAL</b>		<b>\$6,027,000</b>

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