



GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, December 5, 2023 at 7:00pm

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 Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Presentation on Eagle Scout Project at Clara Dietz Bird Sanctuary
- V. Discussion on Fund 65
- VI. Discussion on Fund 69
- VII. Other Business: Update on Beach Pass Discussion
- VIII. Discussion on Staff Percentage Merit Increases
- IX. Executive Session
 - A. Personnel 5ILCS 120/2c (1)
- X. 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 email: lsheppard@glencoe parkdistrict.com

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



IV. Presentation on Eagle Scout Project at Clara Dietz Bird Sanctuary

No Documents

Glencoe Park District
December 2023 Committee of the Whole Meeting

V. Discussion on Fund 65

Glencoe Park District
December 2023 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Kyle Kuhs, Director of Parks & Planning and Lisa Sheppard, Executive Director
SUBJECT: Fund 65 Proposed Projects Fiscal Year 2024-25
DATE: November 27, 2023

Capital Fund 65

Capital Fund 65 has traditionally funded capital repairs and purchases that are needed for "keeping the lights on" as well as smaller scale "new projects" which fall outside the Master Plan/Fund 69 scope. This fund is tax-supported with an annual transfer of tax receipts from the Corporate Fund in the \$500,000-\$525,000 range as well as carry-over funds from the previous fiscal year.

Included in the Committee packet is the Fund 65 condition assessment (heat sheet) for the entire District. The current condition assessment is a planning tool, not an exhaustive list of every project the District will need to carry out in the next 5 fiscal years. Costs are estimates based on previous engineering assessments, solicited proposals/quotes, current market conditions, and, in some cases, place holder numbers.

Also included in the Committee packet is the list of proposed projects for fiscal year 2024-25. Staff will be presenting these proposed projects to the Board for discussion and consideration. Proposed projects that are not currently included in the condition assessment will be incorporated (where applicable) so they can be properly tracked and planned for in future years.

As with all District funds, the allocation and expenditure of funds is ultimately a Board decision.



Fund 65 Proposed Projects Fiscal Year 2024/2025

Takiff elevator controller QTY 2	\$ 45,000
Takiff sanitary ejector pumps	\$ 37,000
Toro Tri-deck mower replacement	\$ 95,000
Skate lot/turnaround lighting improvements	\$ 15,000
IT upgrades (servers, switches, firewalls and WAP's)	\$ 75,000
Takiff gym curtain operators	\$ 30,000
Fitness studio wood floor refinish/gym floor recoat	\$ 25,000
Takiff BAS software update	\$ 17,500
Commercial fridge replacement	\$ 10,000
Foot golf	\$ 5,000
Security upgrades over fund 45	\$ 37,000
Takiff playground shade structure	\$ 45,000
Total proposed	\$ 536,500
Total proposed + carryover (\$70,000)	\$ 606,500

5 Year Condition Assessment (FUND 65) FY 25-29/Calendar Year 24-28

- NEW New amenity not in our current inventory
- 3 Remaining useful life expected to be greater than 10 years
- 2 Amenity will need significant repairs, renovations or replacement in the next 4-10 years.
- 1 Amenity is at or near the end of its useful life

	Priority	Amenity	Install Date	Typical Useful Life (Years)	Condition Assessment Remaining Useful Life %	Current Replacement Cost (FY 24)	Estimated Replacement Year (FY XX)	Future Replacement Cost (5% CAGR)
TAKIFF CENTER EQUIPMENT								
●	3	Parking Lot Lights Community Center/Elc	2023	25	92%	\$0	2048	\$0
●	3	Air Handler/Condensor 3 Comm Wing-Fitness Cent-Ceram	2023	15	87%	\$0	2038	\$0
●	3	Air Handler/Condensor 2 Multi-Purpose-Aerobics	2022	15	80%	\$0	2037	\$0
●	3	Air Handler/Condensor 1 Elc	2021	15	73%	\$0	2036	\$0
●	3	Rtu 1 (Gym)	2020	15	67%	\$0	2035	\$0
●	3	Rtu 2 (Lobby-Admin Office)	2020	15	67%	\$0	2035	\$0
●	2	Tot Gym Floor	2021	12	67%	\$0	2033	\$0
●	2	Hot Water Tank	2019	15	60%	\$0	2034	\$0
●	2	Knuckle It Room Cooling Unit	2019	12	50%	\$0	2031	\$0
●	2	2Nd Floor It Room Cooling Unit	2019	12	50%	\$0	2031	\$0
●	2	Domestic Hot Water Boiler (1)	2020	10	50%	\$0	2030	\$0
●	2	Domestic Hot Water Boiler (2)	2020	10	50%	\$0	2030	\$0
●	2	Turn About Parking Lot Lights	2017	15	47%	\$15,000	2032	\$21,107
●	1	Solar Site Lighting Elc	2008	20	15%	\$50,000	2028	\$57,881
●	1	Fire Pump	2008	20	15%	\$65,000	2028	\$75,246
●	1	Boiler 1	2008	20	15%	\$165,000	2028	\$191,008
●	1	Boiler 2	2008	20	15%	\$165,000	2028	\$191,008
●	1	Fire Protection Panel	2008	20	15%	\$15,000	2028	\$17,364
●	1	Ejector Pumps (2 Tandem)	2008	17	0%	\$37,000	2025	\$37,000
●	1	Elevator Controller	2008	17	0%	\$45,000	2025	\$45,000
Takiff Equipment Total						\$557,000		\$635,614
TAKIFF CENTER PARKING LOTS								
●	3	Elc Lot	2021	18	83%	\$0		\$0
●	3	Community Center Lot	2018	18	67%	\$0		\$0
●	3	Behind Gym Lot	2018	18	67%	\$0		\$0
●	3	Turn About Lot	2017	18	61%	\$0		\$0
●	3	Parks Drive/Staff Parking	2017	18	61%	\$0		\$0
Parking Lot Total						\$0		\$0
REC SPECIFIC AMENITIES								
●	3	Gym Floor Total Refinish	2022	15	87%	\$0		\$0
●	2	Fitness Equipment	2016	15	47%	\$0		\$0
●	1	Electric Kiln (2)	2008	20	20%	\$15,000	2028	\$17,364
REC Specific Total						\$15,000		\$17,364
Estimated Capital Expenses Within 5 years						\$572,000	Future Value	
							\$652,978	
Deferred Maintenance FY 24-25						\$82,000		
* Note Remaining Useful Life was determined by combining ACG Facility Assessment and Existing Equipment Condition taking into account repair history and wear.								

5 Year Condition Assessment (FUND 65) FY 25-29/Calendar Year 24-28

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WEINBERG FAMILY RECREATION CENTER EQUIPMENT/ROOFS								
●	3	Water Main	2023	65	98%	\$0	2088	\$0
●	3	Shingle Roof	2023	20	95%	\$0	2043	\$0
●	3	Fire Protection System	2023	15	93%	\$0	2038	\$0
●	3	Basement Ac/Heater	2023	15	93%	\$0	2038	\$0
●	3	Domestic Hot Water Heater Single Bath-Conc	2022	12	83%	\$0	2034	\$0
●	3	Domestic Hot Water Heater Zam/Back Bath	2022	12	83%	\$0	2034	\$0
●	3	Overhead Rink Lights	2020	20	80%	\$0	2040	\$0
●	3	Membrane Roof	2019	20	75%	\$0	2039	\$0
●	3	Exterior Facility Lights	2016	20	60%	\$0	2036	\$0
●	2	Rtu 1	2018	15	60%	\$0	2033	\$0
●	2	Rtu 2	2018	15	60%	\$0	2033	\$0
●	2	Rtu 3	2018	15	60%	\$0	2033	\$0
●	2	Rtu 4	2018	15	60%	\$0	2033	\$0
●	2	Exterior Painting	2019	12	58%	\$0	2031	\$0

Weinberg Family Recreational Center Total **\$0** \$0

Estimated Capital Expenses Within 5 years \$0 Future Value \$0

Deferred Maintenance FY 24-25 **\$0**

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

5 Year Condition Assessment (FUND 65) FY 25-29/Calendar Year 24-28

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	Priority	Amenity	Install Date	Typical Useful Life (Years)	Condition Assessment Remaining Useful Life %	Current Replacement Cost (FY 24)	Estimated Replacement Year (FY XX)	Future Replacement Cost (5% CAGR)
BOAT HOUSE EQUIPMENT/ROOFS								
●	3	Stairs	2021	35	91%	\$0	2056	\$0
●	3	Shingle Roof	2021	30	90%	\$0	2051	\$0
●	3	Ejector Pump	2021	20	85%	\$0	2041	\$0
●	3	Windows	2017	20	65%	\$0	2037	\$0
●	2	Boat Racks	2018	15	60%	\$0	2033	\$0
●	1	Painting	2020	8	50%	\$10,000	2028	\$11,576
●	1	Domestic Water Heater	2018	10	40%	\$4,000	2028	\$4,631
●	1	Electric Heaters	2005	21	10%	\$15,000	2026	\$15,750
●	1	Building And Storage Locker Siding	2000	26	8%	\$65,000	2026	\$68,250
●	1	Wood Deck And Concrete Replacement (Repaired 2011)	1988	38	5%	\$100,000	2026	\$105,000
●	1	Plumbing/Water Main	1951	75	3%	\$120,000	2026	\$126,000
Boat House Total						\$314,000		\$331,207
Estimated Capital Expenses Within 5 years						\$314,000	Future Value	\$331,207
Deferred Maintenance FY 24-25						\$300,000		
<p>* Note Remaining Useful Life was determined by combining ACG Facility Assessment and Existing Equipment Condition taking into account repair history and wear.</p>								

5 Year Condition Assessment (FUND 65) FY 25-29/Calendar Year 24-28

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PARKS TRUCKS								
●	3	Ford F-250 Truck #6 (2024 rollover)	2024	12	100%	\$0	2036	\$0
●	2	Ford F-250/Plow	2022	12	83%	\$0	2034	\$0
●	2	Ford F-450 Dump Truck #13	2017	14	50%	\$0	2031	\$0
●	2	Ford F-250 #18	2017	12	42%	\$70,000	2029	\$85,085
●	1	Ford F-350 Dump Truck #5	2014	14	29%	\$80,000	2028	\$92,610
●	1	Ford F-250/Plow #10	2015	12	25%	\$70,000	2027	\$77,175
●	1	Ford F-250/Plow #4	2014	12	17%	\$70,000	2026	\$73,500
●	1	Ford F-150 #2	2011	15	13%	\$55,000	2026	\$57,750
●	1	Ford Ranger Dump (Purchased Used 2018) #1	2011	15	13%	\$100,000	2026	\$105,000
●	1	Ford F-250/Plow #3	2008	18	11%	\$70,000	2026	\$73,500
Fleet Truck Total						\$445,000		\$491,120
PARKS UTV								
●	3	Kubota Rtcv	2023	12	92%	\$0	2035	\$0
●	2	Kubota Rtv-X/Broom	2019	12	58%	\$0	2031	\$0
●	2	Kubota Rtv-X/Plow-Salter	2018	12	50%	\$31,000	2030	\$39,565
UTV Total						\$31,000		\$39,565
PARKS EQUIPMENT								
●	3	Bobcat Track Loader	2021	15	80%	\$0	2036	\$0
●	2	Smithco Ballfield Drag	2018	15	60%	\$0	2033	\$0
●	2	Kubota Beach Tractor	2018	15	60%	\$0	2033	\$0
●	2	Cushman Spray-Tek (Purchased Used 2017)	2014	20	50%	\$0	2034	\$0
●	3	Caterpillar Forklift (Purchased Used 2017)	2006	30	40%	\$0	2036	\$0
●	2	Kubota Light Turf Tractor Nr	1991	40	18%	\$0	2031	\$0
●	2	Ford 2120 Turf Tractor Nr	1999	30	17%	\$40,000	2029	\$48,620
●	1	Vermeer Chipper (Purchased Used 2017) Nr	2007	20	15%	\$90,000	2027	\$99,225
●	1	Kubota Loader/Snow Thrower	2011	15	13%	\$70,000	2026	\$73,500
●	1	Kubota Backhoe	2011	15	13%	\$55,000	2026	\$57,750
●	NA	Bobcat Wheeled Skid Steer Not Scheduled Rep.	2004	NA	NA	NA	NA	NA
Equipment Total						\$255,000		\$279,095
LICENSED TRAILERS								
●	3	Skid Steer Trailer	2021	20	85%	\$0	2041	\$0
●	3	Big Tex Utility Trailer	2018	20	70%	\$0	2038	\$0
●	3	Big Tex Dump Trailer	2018	20	70%	\$0	2038	\$0
●	3	Erhardt Landscape Trailer	2017	20	65%	\$0	2037	\$0
●	1	Light Utility Trailer	2008	20	20%	\$10,000	2028	\$11,576
●	1	R&R Utility Trailer	2005	21	10%	\$13,500	2026	\$14,175
Licensed Trailer Total						\$23,500		\$25,751
MOWERS								
●	1	Cheetah 48" Z-Turn	2017	10	30%	\$7,000	2027	\$7,718
●	1	Cheetah 61" Z-Turn	2017	10	30%	\$10,000	2027	\$11,025
●	1	Toro 4000D Open Field Mower	2010	15	7%	\$95,000	2025	\$95,000
Mowers Total						\$112,000		\$113,743
RECREATION VEHICLES								
●	2	Dodge Minivan #13 (Lorise)	2019	12	58%	\$0	2031	\$0
●	2	Ford E-250 Bus #9 (Hilary)	2015	20	55%	\$0	2035	\$0
●	2	Dodge Minivan #11	2017	12	42%	\$42,000	2029	\$51,051
Recreation Vehicles Total						\$42,000		\$51,051
BEACH EQUIPMENT								
●	3	Toro Dingo Loader	2018	25	76%	\$0	2043	\$0
●	2	Atv	2019	15	67%	\$0	2034	\$0
●	2	Zodiac Power Boat Hull 15Ft	2018	15	60%	\$0	2033	\$0
●	2	Carry All 6 Passenger Cart	2020	10	60%	\$0	2030	\$0
●	2	Zodiac Power Boat Hull 14Ft	2016	15	47%	\$0	2031	\$0
●	2	Cushman 6 Passenger Cart	2015	15	40%	\$10,500	2030	\$13,401
●	1	Barber Surf Rake	2011	15	13%	\$60,000	2026	\$63,000
Beach Equipment Total						\$70,500		\$76,401
ICE RINK EQUIPMENT								
●	2	Zamboni Model 500 (Rebuilt 2015)	2015	15	40%	\$150,000	2030	\$191,442
●	1	Erksine Snow Thrower	2011	15	13%	\$10,000	2026	\$10,500
Ice Rink Total						\$160,000		\$201,942

Estimated Capital Expenses Within 5 years \$1,139,000 Future Value \$1,278,669

Deferred Maintenance FY 24-25 \$333,500

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

VI. Discussion on Fund 69

Glencoe Park District
December 2023 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Kyle Kuhs, Director of Parks & Planning and Lisa Sheppard, Executive Director
SUBJECT: Fund 69 Proposed Projects
DATE: November 27, 2023

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.

Included in the Committee packet is the Fund 69 condition assessment (heat sheet) for the entire District. The current condition assessment is a planning tool, not an exhaustive list of every project the District will need to carry out in the next 10 fiscal years. Costs are estimates based on engineering assessments, comparable projects, solicited proposals/quotes, current market conditions, and, in some cases, place holder numbers. It is important to note that with many of these future projects many assumptions are being made when assigning a cost estimate. Ultimately, as projects are prioritized, lined up, and more definitive plans are made, details begin to be flushed out and more accurate budget numbers can be assigned.

Also included in the Committee packet is the list of proposed projects for fiscal year 2024-25. Staff will be presenting these proposed projects to the Board for discussion and consideration.

It is important that we recognize that our previous master plan period has come to an end and we are in the middle of our new comprehensive plan process. While we await the results of the new comprehensive plan to guide the next 10 years of capital improvement projects, staff recommends using fiscal year 2024-25 to address some amenities in critical need of attention while developing concepts, designs, timelines, and budgets for larger projects that are prioritized by the District from the comprehensive plan.

As with all District funds, the allocation and expenditure of funds is ultimately a Board decision.



Fund 69 Proposed Projects Fiscal Year 2024/2025

West Park ball field playing surface renovation	\$ 46,000
Watts Park ball field playing surface renovation	\$ 31,000
Watts tennis courts (\$75,000/court +5% cost escalation +5% contingency)	\$ 250,000
Central tennis courts (\$75,000/court +5% cost escalation +5% contingency)	\$ 330,000
Watts décor/furnishings/additional work	\$ 50,000
A/E services	\$ 100,000
Total	\$ 807,000
Total + carryover (\$80,000)	\$ 887,000

10 Year Master Plan Condition Assessment (FUND 69) FY 25-34/Calendar Year 24-33

NEW	New amenity not in our current inventory
3	Remaining useful life expected to be greater than 10 years
2	Amenity will need significant repairs, renovations or replacement in the next 5-10 years.
1	Amenity is at or near the end of its useful life

	Priority	Amenity	Install Date	Typical Useful Life (Years)	Condition Assessment Remaining Useful Life %	Current Replacement Cost (FY 25)	Estimated Replacement Year (FY XX)	Future Replacement Cost (5% CAGR)
Playgrounds								
3	3	Lakefront	2023	20	90%		2043	\$0
3	3	Duke	2020	20	75%		2040	\$0
3	3	Takiff	2019	20	70%		2039	\$0
3	3	Vernon	2018	20	65%		2038	\$0
3	3	Old Elm	2018	20	65%		2038	\$0
3	3	Woodlawn	2018	20	65%		2038	\$0
3	3	Astor	2017	20	60%		2037	\$0
3	3	West (50% cost share with Dist. 35)	2017	20	60%		2037	\$0
3	3	Phil Thomas/Shelton	2016	20	55%		2036	\$0
2	2	Friends*	2013	20	40%	\$750,000	2033	\$1,108,092
1	1	Glencoe Beach*	2012	15	13%	\$500,000	2027	\$551,250
1	1	Milton*	2008	18	6%	\$300,000	2026	\$315,000
Playground Total						\$1,550,000		\$1,974,342
Athletic Field & Site Amenities								
3	3	Watts Soccer	2021	25	84%		2046	\$0
3	3	Berlin Mustang	2015	25	60%		2040	\$0
2	2	Watts Bronco*	2006	25	24%	\$600,000	2031	\$804,057
1	1	West Pony*	1995	31	3%	\$600,000	2026	\$630,000
1	1	West K-Ball*	1995	31	3%	\$150,000	2026	\$157,500
1	1	Takiff Softball	1980	46	2%	\$600,000	2026	\$630,000
1	1	Takiff Field Lightpoles	1980	46	2%	\$650,000	2026	\$682,500
Athletic Field Total						\$2,600,000		\$2,904,057
Courts - Full Replacement								
3	3	Watts Modular Pickleball Courts	2023	25	92%		2048	\$0
3	3	Lakefront Tennis	2023	25	92%		2048	\$0
3	3	Watts Basketball	2017	25	68%		2042	\$0
3	3	Kalk Basketball	2011	25	44%		2036	\$0
1	1	Shelton Tennis	2001	25	4%	\$175,000	2026	\$183,750
1	1	West Tennis	1994	32	3%	\$250,000	2026	\$262,500
1	1	Central Tennis	2001	24	0%	\$330,000	2025	\$330,000
1	1	Watts Tennis	1999	26	0%	\$250,000	2025	\$250,000
Courts Total						\$1,005,000		\$1,026,250
Weinberg Family Recreation Center								
3	3	Weinberg Interior Renovation	2023	25	92%		2048	\$0
3	3	Dasher Boards	2022	25	88%		2047	\$0
3	3	Player Boxes	2000	30	17%	\$200,000	2030	\$255,256
2	2	Compressors/Chiller System*	2000	30	17%	\$1,200,000	2030	\$1,531,538
2	2	Cooling Floor (2)*	2000	30	17%	\$1,500,000	2030	\$1,914,422
Weinberg Total						\$2,700,000		\$3,445,960
Takiff								
3	3	Takiff Shingle Roof	2016	30	70%		2046	\$0
3	3	Takiff Interior Renovation	2007	30	40%		2037	\$0
2	2	Takiff TPO Flat Roof	2008	20	15%	\$1,100,000	2028	\$1,273,388
Takiff Total						\$1,100,000		\$1,273,388
Maintenance Center*								
1	1	Maintenance Center*	1930	96	1%	\$6,500,000	2026	\$6,825,000
Maintenance Center Total						\$6,500,000		\$6,825,000
Lakefront/Beach								
3	3	Lower Ramp Retaining Walls	2023	50	96%		2073	\$0
3	3	Surface Water Management	2023	50	96%		2073	\$0
3	3	Pier	2022	30	90%		2052	\$0
3	3	North Beach/Boating Stairs	2021	30	87%		2051	\$0
3	3	South Overlook	2019	40	85%		2059	\$0
3	3	North Overlook	2019	40	85%		2059	\$0
3	3	Halfway House Tuckpointing and Roof	2019	40	85%		2059	\$0
3	3	Cart Barns	2004	35	40%		2039	\$0
3	3	Safran Beach House Roof	1996	40	28%		2036	\$0
1	1	Glencoe Beach Spray Ground*	2012	15	13%	\$250,000	2027	\$275,625
1	1	Safran Beach House Remodel*	1996	30	3%	\$500,000	2026	\$525,000

●	1	Trellis*	1996	30	3%	\$150,000	2026	\$157,500
●	1	Sun Shelters & Boardwalk*	1996	30	3%	\$400,000	2026	\$420,000
●	1	Retaining Walls (Mid/Upper)	1920	106	1%	\$250,000	2026	\$262,500
●	1	Beach Stairs*	1920	106	1%	\$750,000	2026	\$787,500
Lakefront/Beach Total						\$2,300,000		\$2,428,125
Misc. Park								
●	3	Kalk Park Drainage System	2021	35	89%		2056	\$0
●	3	Old GB RD. Park Walking Path	2020	30	83%		2050	\$0
●	3	Veterans Park	2020	25	80%		2045	\$0
●	3	Duke Water Feature	2020	20	75%		2040	\$0
●	3	Liza's Gazebo	2016	30	70%		2046	\$0
●	2	Shelton Pathway/Drainage*	2005	25	20%	\$300,000	2030	\$382,884
●	1	14n Renovation/Retaining Wall.	1920	106	1%	\$250,000	2026	\$262,500
Misc. Park Total						\$550,000		\$645,384
Potential New Amenties/Infrastructure								
	NEW	Skate park		20				
	NEW	New dedicated pickleball courts		25				
	NEW	Dog park		25				
	NEW	LEED components for maintenance facility						
	NEW	New walking/bike paths						
	NEW	New green Infrastructure (EV charging/solar)		20				
	NEW	Flooded parks*		35				
Estimated 10 year expense						\$18,305,000	Future Value	\$20,522,506
Deferred Maintenance FY 25						\$12,105,000		

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

>Typical useful life determined by: IPRA "Useful Life Criteria", 2016 ACG Facility Condition Report, industry best practices and staff observations and evaluations.

>Estimated Capital Expense determined by: recent comparable project costs, industry professional cost estimates, staff observations/evaluations and 2016 ACG report.

VII. Other Business: Update on Beach Pass Discussion

Glencoe Park District
December 2023 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director and Bobby Collins, Director of Recreation & Facilities
SUBJECT: Beach Pass/Daily Fee Model
DATE: December 5, 2023

During the November Committee meeting, staff presented the 2023 Lakefront Report, focusing on reviewing the pass/daily fee model currently in place for the beach. After Board questions and discussion, President Spain directed staff to explore the feasibility of implementing a daily visit cap on weekends, with the goal of encouraging pass sales while ensuring fiscal stability. The Board, in alignment with this directive, also reached a consensus to raise the cost of the daily fee higher than that of Winnetka's beaches, aiming to maintain and enhance the value of the season pass.

Moving forward, our team will present additional considerations at the Committee meeting based on the Board's guidance. However, we recommend exercising caution and refraining from making significant changes to the model until we receive and analyze the results of the community survey, which has two questions regarding this topic. The results of the survey are expected in February. These results will offer crucial insights into the community's preferences and expectations.

Given the urgency to finalize the brochure in January, we propose including only pass-related information in the brochure. Readers will be directed to our website for comprehensive details about daily fees and access, allowing for timely updates throughout the season. This will give us flexibility should we decide at a later date to offer daily rates on weekends.

Additionally, with a strong commitment to inclusivity, our staff will also present options at the December committee meeting to improve beach access for all individuals and families facing financial barriers.

VIII. Discussion on Staff Percentage Merit Increases

Glencoe Park District
December 2023 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
CC: Department Heads
FROM: Lisa Sheppard, Executive Director and John Cutrera, Director of Finance/HR
SUBJECT: Proposed Annual Salary Merit Pool and Compensation Adjustments
DATE: December 5, 2023

It has been the past practice for the Board to consider, discuss, and approve annual salary pool increases separate from the operations budget of each fund or department. We continue to believe that the overall impact and value of full-time personnel and associated salaries warrant special Board consideration.

For many years, the Board made the determination to maintain benefits competitive with those of neighboring park districts and other units of local government which have comparable positions. Doing so has permitted the Glencoe Park District to attract and retain the high-quality personnel that is essential to the continuance of services that residents expect.

BACKGROUND

Last year, the Board approved a 5.00% pool of money to be spread to all full-time staff, based upon merit. (The Executive Director's salary was not included in this discussion, as the Board has always considered the Director's review and salary adjustment separate from this process.) The following represents salary pool increases for the past ten years:

2023	5.00% (proposed)
2022	5.00%
2021	2.30%
2020	3.00%
2019	3.00%
2018	3.00%
2017	3.00%
2016	3.00%
2015	3.00%
2014	3.00%

RELEVANT FACTORS

1. A survey of neighboring park districts indicated that FY2024/25 salary increases (some already approved, others in progress) would range from a low of 3% to a high of 5%, with a median of approximately 4% as follows:

MEMORANDUM

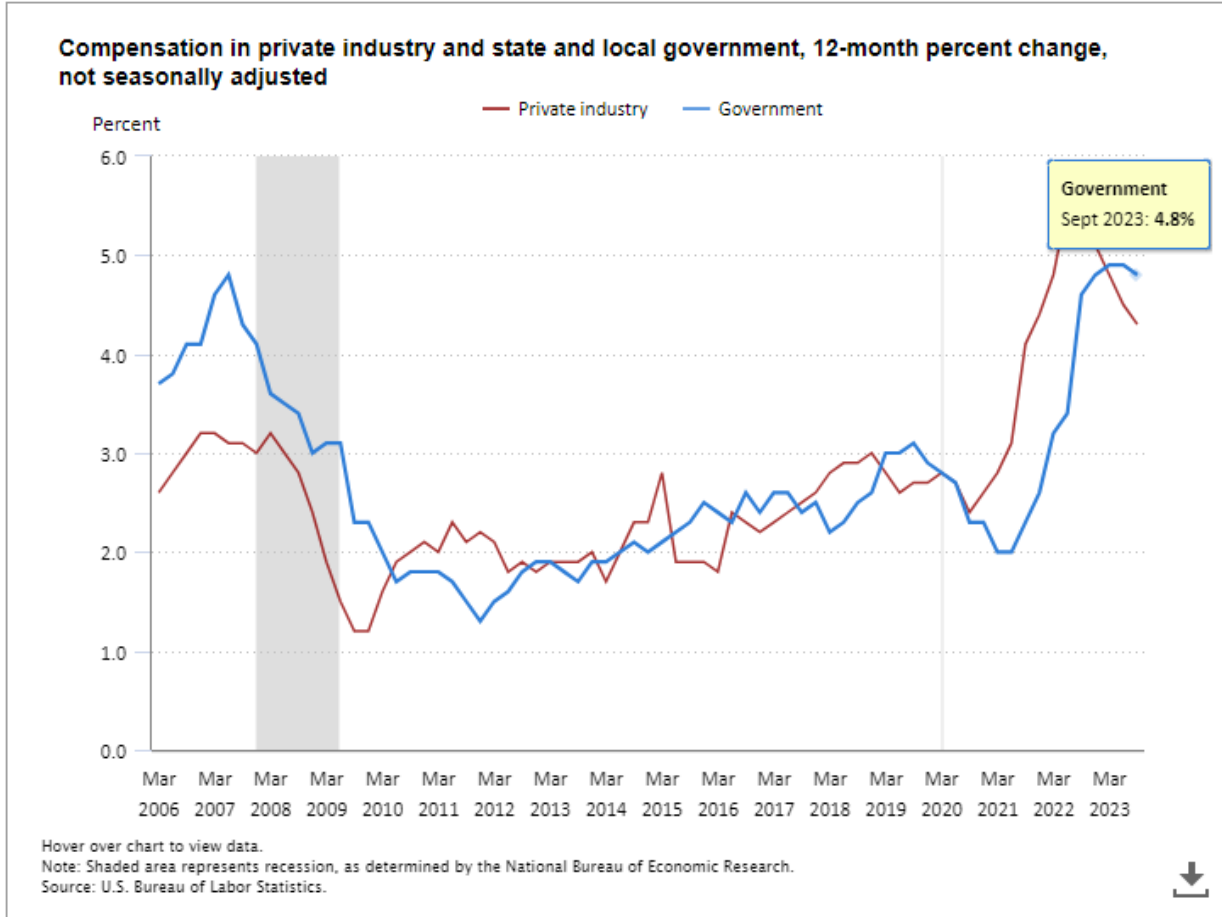
	Proposed 2024	2023	2022	2021	2020
Deerfield	4%	4%	5%	4.5%	4.5%
Glenview	TBD, will decide in January 2024	9%	5%	2.5%	3%
Highland Park	3%	5%	3%	3%	3%
Northbrook	5%	4.5%	3.5%	2.5%	3%
Northfield	TBD, will decide in March 2024	5%	N/A	2.5%	3%
Wilmette	4%	7%	5%	0%	2.5%
Winnetka	4%	4%	4%	0%	4%
NSSRA	4%	7.9%	3%	0%	3%

While most districts above either reduced or remained flat with their % increase, it should be noted that three districts exceeded the 5% merit pool in the prior year. Additionally, we surveyed the other local units of government in Glencoe to determine their proposed increases:

Village of Glencoe	3% COLA (Non-Union Staff)	3%	3%	0%	2.5%
District 35 Schools	4%	5%	4.0%	3%	3%
Glencoe Library	4-5%	6%	3%	2.4%	3.5%

- For the 2023 tax year, the Consumer Price Index (CPI) used by the county for levy calculations exceeded 5%, so 5% was used per the Property Tax Extension Limitation Law (PTELL). This is the amount of “old” growth EAV that will support operations in FY2024/25. According to the U.S. Department of Labor, the CPI increased 3.2% for the twelve months which ended on October 31, 2023. While the 3.2% is an indicator that the very high levels of inflation might be leveling off, we are still coming off a two year stretch of very high inflation and the average increase for calendar year 2023 has been 4.3%.
- The combined total of the current payroll for full-time salaries (exclusive of the Executive Director) is approximately \$3.0 million annually. A 5% increase in the pool would result in \$150,000 in added full-time wages – approximately \$30,000 results from each 1% increase approved for FY2024/25.
- According to the U.S. Bureau of Labor Statistics, the compensation of state and local government employees has increased, on average, 4.8% for the twelve months ended September 30, 2023 (see graph on following page):

MEMORANDUM



5. Given that the 5.0% PTELL cap is used in formulating the FY2024/25 budget, we are suggesting a merit pool which is both in line with that of neighboring communities and a meaningful increase to all staff to help account for high inflation.

RECOMMENDATION FOR MERIT POOL PERCENTAGES

With the Executive Director position excluded, staff encourages the Board to approve a merit pool of 5.0% for **full-time employees**. We believe the following rationale supports the 5.0% recommendation.

1. Over the long term, a real key to administering a meaningful merit system is that it is in line with or exceeds the cost of living and is competitive in the market. The percentage is spread to employees based upon performance. We do not give automatic cost of living increases. The Board last approved salary ranges in June 2021 based on a review of grades and salary ranges conducted by Korn Ferry (formerly Hay Group), who supports a merit system of performance evaluation, within budget constraints and affordability.
2. The recommended increase must be affordable within the framework of the proposed budget for FY2024/25 and the 2023 tax levy, which was approved at 5.15% in November 2023.

MEMORANDUM

3. Staff have stepped up and performed admirably during the year, and accomplishments are many. Our staff have set challenging goals for the past year, meeting and exceeding many of them. In addition, while improving some, the labor market continues to be very competitive and high-quality staff continue to be at a premium.

CONCLUSION

Staff would like to thank the Board for the opportunity to share our views relative to proposed salary increases. Our full-time staff remains the District's biggest asset. This past year, our staff has worked especially hard with maintaining our services, significant capital projects, innovative programming, and efficient use of resources. We have been blessed with a terrific staff, and thank the Board for enabling us to attract and retain top talent.