

**GLENCOE PARK DISTRICT**  
**Committee of the Whole Meeting**  
**Tuesday, July 7, 2020 - 7:00pm**  
**Zoom Video/Audio Conference or In-Person**

The Board has determined it is impractical and unsafe to hold this meeting in-person during the Governor's Disaster Declaration due to the high transmission of COVID-19 and for the safety of the public, commissioners, staff, and participants utilizing the entire building. If you prefer to attend in-person, please enter Takiff Center around the back at the main entrance. Please note that the Board of Park Commissioners will be attending via Zoom, not in-person, and Executive Director Lisa Sheppard will be attending in-person.

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 Zoom -or- Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Discussion on Future Capital Projects
- V. Verbal Update on Programs and Facilities Operations
- 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)

**The Board of Park Commissioners welcomes public comments during all meetings.**

**Option 1: Via Zoom Video**

Attend the Zoom meeting via video and utilize the "raise hand" feature to indicate a desire to speak during Matters from the Public.

**Option 2: Via Zoom Dial In**

Attend the Zoom meeting via Dial In (audio only) and vocalize your desire to speak once prompted that it is Matters from the Public.

**Option 3: Via Email in Advance of the Meeting**

Submit a public comment via email to [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com) up until 15 minutes prior to the scheduled meeting. The email must include the speaker's name (address is optional). Public comments will be read aloud by a member of the Park Board or the Executive Director during the scheduled meeting.

**Key rules governing participation:**

1. Each person is limited to one (1) email submission for public comment not exceeding 250 words.
2. All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.
3. All comments must be civil in nature. Comments will be rejected if the content is slanderous or threatening.

**Three Ways to Join this Meeting on Zoom:**

**Meeting ID: 825 4378 1313 | Password: 999**

**Via Computer**

Go to [Zoom.us](https://Zoom.us), Click "Join a Meeting", Enter the Meeting ID and Password above

**Via SmartPhone**

If you don't already have the app, go to your smartphone's app store and load "Zoom Cloud Meeting" (free)

**Via Phone Dial In**

312-626-6799



## **IV. Discussion on Future Capital Projects**

Glencoe Park District  
July 7, 2020 Committee of the Whole Meeting

# 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
<span style="color: red;">●</span> 2	AIR HANDLER 1 ELC	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	AIR HANDLER 2 MULTI-PURPOSE-AEROBICS	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	AIR HANDLER 3 COMM WING-FITNESS CENT-CERAM	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 1	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 2	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	CONDENSOR 3	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	BOILER 1	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	BOLIER 2	2008	15	20%	\$40,000
<span style="color: red;">●</span> 2	EJECTOR PUMPS (2 TANDEM)	2008	15	20%	\$10,000
<span style="color: red;">●</span> 2	FIRE PROTECTION PANEL	2008	15	20%	\$10,000
<span style="color: red;">●</span> 2	SOLAR SITE LIGHTING ELC	2008	15	20%	TBD
<span style="color: red;">●</span> 2	TOT GYM FLOOR	2008	12	10%	\$40,000
<span style="color: gold;">●</span> 3	FIRE PUMP	2008	20	40%	-
<span style="color: teal;">●</span> 4	ELEVATOR CONTROLLER	2008	25	52%	-
<span style="color: teal;">●</span> 4	PARKING LOT LIGHTS COMMUNITY CENTER/ELC	2008	25	52%	-
<span style="color: teal;">●</span> 4	TURN ABOUT PARKING LOT LIGHTS	2017	15	80%	-
<span style="color: teal;">●</span> 4	HOT WATER TANK	2019	5	80%	-
<span style="color: teal;">●</span> 4	KNUCKLE IT ROOM COOLING UNIT	2019	12	92%	-
<span style="color: teal;">●</span> 4	2ND FLOOR IT ROOM COOLING UNIT	2019	12	92%	-
<span style="color: teal;">●</span> 5	DOMESTIC HOT WATER BOILER (1)	2020	10	100%	
<span style="color: teal;">●</span> 5	DOMESTIC HOT WATER BOILER (2)	2020	10	100%	
<span style="color: teal;">●</span> 5	RTU 1 (GYM)	2020	15	100%	
<span style="color: teal;">●</span> 5	RTU 2 ( LOBBY-ADMIN OFFICE)	2020	15	100%	
<b>TAKIFF EQUIPMENT TOTAL</b>					<b>\$380,000</b>
<b>TAKIFF CENTER PARKING LOTS</b>					
<span style="color: red;">●</span> 2	ELC LOT	2008	18	17%	\$100,000
<span style="color: teal;">●</span> 4	TURN ABOUT LOT	2017	18	83%	-
<span style="color: teal;">●</span> 4	PARKS DRIVE/STAFF PARKING	2017	18	83%	-
<span style="color: teal;">●</span> 4	COMMUNITY CENTER LOT	2018	18	89%	-
<span style="color: teal;">●</span> 4	BEHIND GYM LOT	2018	18	89%	-
<b>PARKING LOT TOTAL</b>					<b>\$100,000</b>
<b>REC SPECIFIC AMENITIES</b>					
<span style="color: red;">●</span> 2	GYM FLOOR TOTAL REFINISH	2008	15	20%	\$25,000
<span style="color: gold;">●</span> 3	ELECTRIC KILN (2)	2008	20	40%	-
<span style="color: teal;">●</span> 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.

# 5 Year Condition Assessment

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

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- 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 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.

# 5 Year Condition Assessment

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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.



# 5 Year Condition Assessment

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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>					
● 1	Chevy 2500HD #6	2001	12	5%<	\$40,000
● 1	Chevy 2500HD/PLOW/SALTER #7	2004	12	5%<	\$45,000
● 2	FORD F-250/PLOW #3	2008	12	5%<	\$45,000
● 3	FORD F-150 #2	2011	12	25%	\$45,000
● 3	FORD RANGER DUMP (PURCHASED USED 2018) #1	2011	12	25%	TBD
● 4	FORD F-350 DUMP TRUCK #5	2014	14	57%	-
● 4	FORD F-250/PLOW #4	2014	12	50%	-
● 4	FORD F-250/PLOW #10	2015	12	58%	-
● 4	FORD F-450 DUMP TRUCK #13	2017	14	79%	-
● 4	FORD F-250 #18	2017	12	75%	-
<b>Fleet Truck Total</b>					<b>\$175,000</b>
<b>PARKS UTV</b>					
● 4	KUBOTA RTV-X/BROOM	2019	12	92%	-
● 4	KUBOTA RTV-X/PLOW-SALTER	2018	12	83%	-
<b>UTV Total</b>					<b>\$0</b>
<b>PARKS EQUIPMENT</b>					
● 1	BOBCAT WHEELED SKID STEER	2004	15	5%<	\$65,000
● 3	VERMEER CHIPPER (PURCHASED USED 2017)	2007	18	28%	-
● 3	KUBOTA LIGHT TURF TRACTOR	1991	40	28%	-
● 3	FORD 2120 TURF TRACTOR	1999	30	30%	-
● 3	CATERPILLAR FORKLIFT (PURCHASED USED 2017)	2006	30	53%	-
● 3	KUBOTA LOADER/SNOW THROWER	2011	15	40%	-
● 3	KUBOTA BACKHOE	2011	15	40%	-
● 3	CUSHMAN SPRAY-TEK (PURCHASED USED 2017)	2014	20	70%	-
● 5	SMITHCO BALLFIELD DRAG	2018	15	87%	-
● 5	KUBOTA BEACH TRACTOR	2018	15	87%	-
<b>Equipment Total</b>					<b>\$65,000</b>
<b>LICENSED TRAILERS</b>					
● 1	SKID STEER TRAILER	1999	20	5%<	\$12,000
● 2	LIGHT UTILITY TRAILER	2008	15	20%	-
● 3	R&R UTILITY TRAILER	2005	20	25%	-
● 5	BIG TEX DUMP TRAILER	2018	15	87%	-
● 5	BIG TEX UTILITY TRAILER	2018	20	90%	-
● 5	ERHARDT LANDSCAPE TRAILER	2017	15	80%	-
<b>Licensed Trailer Total</b>					<b>\$12,000</b>
<b>MOWERS</b>					
● 4	TORO 4000D GANG MOWER	2010	15	33%	-
● 4	CHEETAH 48" Z-TURN	2017	10	70%	-
● 4	CHEETAH 61" Z-TURN	2017	10	70%	-
<b>Mower Total</b>					<b>\$0</b>
<b>RECREATION VEHICLES</b>					
● 4	FORD E-250 BUS #9 (HILARY)	2015	20	75%	-
● 4	DODGE MINIVAN #11	2017	12	75%	-
● 4	DODGE MINIVAN #13 (LORISE)	2019	12	92%	-
<b>Fleet Van/Bus Total</b>					<b>\$0</b>
<b>BEACH EQUIPMENT</b>					
● 3	CUSHMAN 6 PASSENGER CART	2015	5	40%	\$10,500
● 3	BARBER SURF RAKE	2011	15	40%	-
● 4	ZODIAC POWER BOAT HULL 14FT	2016	15	80%	-
● 4	TORO DINGO LOADER	2018	25	92%	-
● 4	ZODIAC POWER BOAT HULL 15FT	2018	15	93%	-
● 4	ATV	2019	5	80%	-
● 5	CARRY ALL 6 PASSENGER CART	2020	5	100%	-
<b>ICE RINK EQUIPMENT</b>					
● 3	ERKSINE SNOW THROWER	2011	15	40%	-
● 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

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

- 5 New Amenity
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- 1 Amenity is at the end of its useful life

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	-	25,000-\$300,000
● 1	Shelton Pathway/Drainage*	-		35	-	25,000-\$300,000
● 1	South & Green Bay Rd*	-		35	-	25,000-\$250,000
● 1	Various Vernon Greenway*	-		35	-	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
		<b><u>\$775,000</u></b>
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
		<b><u>\$1,450,000</u></b>
Courts - Full Replacement		
Lakefront Tennis	2001	\$175,000
		<b><u>\$175,000</u></b>
Watts		
Watts Dasher Boards	2000	\$400,000
Evap. Cond./Controls/Safety	2000	\$200,000
		<b><u>\$600,000</u></b>
Takiff		
Takiff TPO Flat Roof Sinking Fund	2008	\$150,000
		<b><u>\$150,000</u></b>
Maintenance Center*		
Maintenance Center*	1930-1985	\$1,200,000
		<b><u>\$1,200,000</u></b>
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
		<b><u>\$1,902,000</u></b>
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
		<b><u>\$900,000</u></b>
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	1960	\$300,000
Access/Stair/Retaining Wall		\$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
<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		\$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>
<b>AVAILABLE FUNDS WITHOUT DEBT ISSUE \$1,760,000</b>		
<b>TOTAL</b>		<b>\$6,027,000</b>

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

**V. Verbal**  
**Update on Programs and Facilities**  
**Operations**  
**No Documents**

Glencoe Park District  
July 7, 2020 Committee of the Whole Meeting