

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Matters from the Public
- VI. Discussion Items
 - a. The Racket Club Financial and Operational Assessment – Rich Jackim and Jim Bates
 - b. D47 Facility Intergovernmental Agreement Renewal
 - c. McHenry County Division of Transportation – Randall Road from Polaris Drive/Acorn Lane to Ackman Road Winding Creek Bike Path 4(f) Impacts
 - d. Outdoor Tennis/Basketball Court Conditions
 - e. IPRA Environmental Report Card
 - f. Lake Harvester Update
- VII. Direction Items
 - a. Tax Levy
 - b. Flock Camera Safety Proposal
- VIII. Matters from the Board
- IX. Adjourn

Next Park Board Regular Meeting:
August 17, 2023
Administrative Office 6:30pm
Next Committee of the Whole Meeting:
September 7, 2023
Administrative Office 6:30pm

**The public comment portion of the meeting occurs at the time set forth on the meeting agenda. The public comment period is intended to provide an opportunity for individuals to comment on matters related to the Park District. Speakers are limited to three (3) minutes per person during the public comment portion of the meeting, unless extended by the Board at its discretion. The total amount of time allocated for public comments at a particular meeting is 30 minutes unless determined otherwise by the Presiding Officer.*

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MEMORANDUM

DATE: July 24, 2023

TO: Park Board of Commissioners

FROM: Jason Herbster – Executive Director

SUBJECT: The Racket Club Financial and Operational Assessment

The Crystal Lake Park District engaged the services of Sports Club Advisors to review The Racket Club's financial picture and operations. Rich Jackim and Jim Bates have provided the attached report of their findings.

Rich and Jim will be in attendance at the August 3, 2023, Committee of the Whole meeting to share their findings and answer any questions the Board has about the report.

RECOMMENDATION:
For review and discussion purposes

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July 22, 2023

Jason Herbster, Executive Director
Eric Anderson, President, Board of Park Commissioners
Crystal Lake Park District
1 E. Crystal Lake Avenue
Crystal Lake, IL 60014

Re: The Racket Club Financial and Operational Assessment

Dear Jason & Eric,

The Crystal Lake Park District engaged Sports Club Advisors, Inc. ("SCA") to provide consulting services to Crystal Lake Park District (the "Park District") in connection with the financial operations of its facility known as "The Racket Club" (the "Club").

Specifically, you asked us to:

- A. Review the Park District's financial statements relative to the Club, including the Club as a separate fund, and make recommendations to improve the Club's profitability.
- B. Review the Club's current programs and pricing strategy and make recommendations to ensure the Club's programs and services are competitively priced based on market data, including a differential pricing model for non-Park District residents.
- C. Review the Club's systems, operations, scheduling, and staffing practices and recommend ways to improve the efficiency of the Club.
- D. Build a financial model and projections to demonstrate that if our recommendations are implemented, the Club will be able to meet its financial obligations and consistently transfer surplus funds to the Park District's general fund each year.
- E. Prepare a Market Assessment of the Club. The Market Assessment will include a valuation of the Club, a discussion of the most likely buyers, how long it would take to sell the Club, and an estimate of the associated transaction costs.

1. PROCESS

We visited the Club on May 25, 2023. We received a tour of the facility and had a 2-hour meeting with Rob Laue, Manager of the Club, Jason Herbster, Executive Director of the Park District, and Kurt Reckamp, Superintendent of Recreation Programs and Facility Services. Leanne Schmidt, The Club's

Business Manager, provided us with all of the financial and operations-related information we requested. In addition, Jim Bates of Sports Club Advisors had two one-hour follow-up interviews with Rob Laue and Conni Stinek, Director of Tennis to discuss the Club's tennis programs and staffing. We collectively refer to these individuals as "Management."

We reviewed the information Management provided us and followed up with additional questions.

We then performed some limited market research by asking the general managers at several for-profit tennis centers about pricing strategies and operational key performance indicators (KPIs).

We then consolidated our findings in the following report.

2. MARKET-BASED PRICING STRATEGY

When the Park District initially retained us, the Club did not have a differential pricing strategy for resident and nonresident members. When we met with Management, we learned that the Club had recently implemented a new pricing strategy that includes the following:

- Monthly dues will increase by \$1 for residents for each membership type.
- There will be a 30% increase in monthly dues for each nonresident membership type.
- Hourly class rates will increase by \$1 a year starting in 2024 (from \$20.50 to \$22.00), a 7% increase.
- Private lesson & court rates will increase in 2026 from \$80 to \$85 (a 6% increase).
- Court time rates will increase by \$1 a year starting in 2023 from \$26/hour to \$27/hour. That's a 4% increase.

The above is summarized from the Memorandum from Mr. Laue to Park District board and management dated January 11, 2023, (attached as **Exhibit A**) and the TRC Price Increase Model (the "TRC Model") that Management prepared dated January 2023 (attached as **Exhibit B**).

These changes aim to create a significant difference between resident & nonresident monthly dues and to ensure that nonresident members pay a market-based rate since their taxes do not support the Park District or the Club.

A. Recommendations

We believe the Club's proposed differential pricing strategy accomplishes the primary goals it set out to achieve and that the price increases proposed are reasonable. In addition, the pricing differential between residents and nonresidents is similar to that of other park districts in the area.

I. Increased Dues and Fees are Still Below Market

That said, we believe the current pricing is still significantly below market. For example, the proposed individual member dues for a nonresident is \$39/month, and for a Junior Tennis member is \$22/month. At LifeSport (a privately owned, suburban tennis club), individual tennis membership dues are \$70/month, and Junior tennis dues are \$44/month. That suggests that the Club is underpricing its services for nonresidents by 79% in the case of individual members and by 100% in the case of junior tennis members.

We should note that most private tennis clubs, like LifeSport, include access to a small fitness center and fitness studio in their fees. Still, based on usage patterns, members who buy a tennis membership do not use the fitness facilities very often, so they do not see that as important in their

decision to join or not. However, the fitness facilities at tennis clubs typically draw a different type of customer and can expand the Club's offerings and membership base.

As a result, we recommend taking advantage of the pricing change that the Club is currently implementing to adopt a more aggressive and systematic approach to price increases over the long term.

Rather than a complicated pricing strategy with different dues and fees increasing at different rates in different years, we recommend that the Club consider a standardized price increase formula implemented across the board (dues, court time, lessons, etc.) every year.

For example, Midtown Athletic Clubs, one of the largest tennis center operators in the country, increases their rates a fixed amount across the board every year. The Club might consider this approach as well.

This approach has several benefits. First, the increases are relatively small, so most resident customers won't notice them and won't complain. For nonresidents, who will see the largest price increases, they will still be paying significantly less than they would at a for-profit tennis center. Second, customers get used to the regular increases and prefer them over getting a big increase every three to five years. Third, it allows Management to effectively budget for three years without the uncertainty of trying to get customers to accept large price increases every five years.

II. Increased Dues Are Not Even Across Membership Types

It appears that the increased dues are not applied evenly across membership types. For example, a \$1/month price increase applied across all membership types provides an inconsistent incremental benefit to the Club and an uneven burden on different member types. For example, a \$1 increase on a resident senior membership of \$10 is a 10% increase, while the same \$1 increase on a \$45 resident family membership is only a 2% increase. This puts the burden of the price increases on certain lower-priced membership types while benefiting higher-priced membership types.

The low-priced membership types are often the members that utilized the Club during the slow hours. If they are utilizing open play court time that otherwise would not be sold then a flat price increase across all membership types places a higher burden on these members and could cause the Club to lose these members.

To make matters fair, even, and consistent, we recommend a flat 10% increase across all membership types. This way, the burden of the price increase is shared evenly across all membership types, and the incremental value to the Club is significantly higher.

III. Nonresident Members are Still Not Paying Their Fair Share

The differential pricing strategy only applies to a nonresident's monthly dues. We did not see any mention of how the Club would apply differential pricing to other fees. Nonresident members are still paying much less than market rates for court time, private lessons, etc. As a result, once Management understands what impact the recent increase in nonresident dues had on overall membership levels, we recommend that Management evaluate a two-tiered pricing structure for nonresident members that includes all of the Club's other services. If a two-tiered pricing structure is not practical, then we recommend increasing nonresident dues again in two to three years.

3. FINANCIAL STATEMENT REVIEW

We reviewed the Club's financial performance for the last four years. The Club suffered during COVID, like many fitness centers, but seems to have benefited substantially from a renewed interest in tennis post-COVID like many tennis centers across the country.

As a result, in the last two years, the Club's 2023 revenue at \$1.3 million is 12% higher than it was in 2019, pre-COVID. In addition, the Club has made significant improvements in its net income, increasing it from \$120K in 2019 to \$240K in 2023.

In addition, the TRC Price Increase Model (attached as **Exhibit B**) that Management prepared demonstrates that the Club can fund its own anticipated capital expenditures¹ and contribute \$50,000 per year to the Park District's capital fund. This is good, and a significant improvement over years past, but it will still take the Club 20 years to repay the Park District the roughly \$1 million spent this year to replace several outdoor courts, not including the cost of capital, so we recommend that the Club consider ways to improve profitability.

Based on Management's financial model, we have several recommendations.

A. Recommendations to Improve Profitability

- I. Management should not be shy about price increases. Consider implementing a small annual increase of 5% per year to dues and all fees so customers become accustomed to regular, annual price increases.
- II. There is a lot of empty or underutilized space in the clubhouse. Convert non-revenue generating space (storage space) into a small fitness center with a weight machine, a stair machine, a treadmill, and a bike. Convert the childcare room into a fitness studio for yoga, tai chi, and other small group classes. Create a separate membership type for people who just want to use the fitness center. Charge current members more if they want to add the fitness center to their existing membership. The cost to outfit a small fitness center and convert the childcare space to a fitness studio with hardwood floors and mirrors will depend on the level of finish, the types of equipment, etc. so it is beyond the scope of this report. That said, we estimate that you could probably do both for between \$100, 000 and \$150,000.
- III. Consider renting the fitness studio space to fitness instructors to host their classes if the Club doesn't want to manage fitness classes and recruit, supervise, and compensate fitness instructors. This can be a source of consistent revenue for the Club. Many for-profit tennis centers and sports facilities use this model, including Life Sports and Libertyville, which sold the Libertyville Sports Complex to Canlan Sports in February 2023.
- IV. Adding a small fitness center will allow you to participate in the Silver Sneakers/One Pass programs, generating regular, recurring, incremental revenue for the Club. Silver Sneakers/One Pass is a health and fitness program included with many Medicare Plans and

¹ These include resurfacing the indoor courts, replacing the clubhouse flooring, and replacing the indoor court nets, curtains, and pads.

caters to adults age 65+ that provides seniors with access to fitness centers.

- V. Continue to fund the Club's capital reserves but defer capital expenditures until they are needed. For example, the 10-Year Capital Plan that Management provided projects spending \$45,000 to replace flooring next year and \$346,000 to replace the building siding, redo sidewalks, paths, and patio, and rebuild the pavilion the following year. During our tour, these items looked well-maintained and did not appear to need immediate repair or replacement. As a result, we recommend deferring unnecessary capital improvements and focusing capital investments on things that can generate additional revenue, like converting the childcare room into a fitness studio and the storage area into a workout space.

4. FINANCIAL MODEL AND PROJECTIONS

As stated above, we reviewed the Excel spreadsheet entitled TRC Price Increase Model created by Management (attached as **Exhibit B**) (the "TRC Model") that includes financial model and projections. We determined that both Management's assumptions, and model itself, were sound. The model demonstrates that the Club can fund its own projected capital expenses and contribute \$50,000 a year to the Park District's general fund.

However, we modified that model to create the Sports Club Advisors - TRC Price Increase Model (the "SCA Model") that illustrates what impact the recommended pricing changes would have on the Club's overall operations, including its ability to self-fund capital improvements, and contribute to the Park District's general fund. A copy of our model is attached as **Exhibit C**.

This model assumes Management's proposed \$1 monthly resident dues increase and a 30% increase in nonresident dues in 2023-2024. However, it also includes a 5% annual increase in dues (resident and nonresident), classes, private lessons, and court rental times starting in 2024-25.

The model does assume any incremental revenue that might come from programming changes or changes in service offerings like a new fitness center or fitness studio.

A. Comparison of the Two Models

As the following comparison shows, a more aggressive and across-the-board approach to increasing fees produces much more attractive financial results for the Club.

	TRC Model	SCA Model
2024 Net Profit	-\$22,102	\$31,603
2025 Net Profit	\$28,063	\$137,971
2026 Net Profit	\$49,686	\$205,551
2027 Net Profit	\$93,560	\$313,044

It is important to note that even with the proposed price increases, the Club's membership dues and associated fees would still be roughly 50% lower than at a similar for-profit tennis center.

The example below shows the projected 2024 dues for a Club member compared to current dues at a similar for-profit tennis club.

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Monthly Dues Type	TRC-Resident	TRC-Nonresident	LifeSport
Individual Tennis Dues	\$32	\$42	\$70
Junior Tennis Dues	\$18	\$23	\$44
Fitness Dues (no tennis)	\$0	\$0	\$34

The significantly lower prices, combined with the high court usage rates today, suggests that Management should not be overly concerned that the proposed price increases will have a significant or long-term impact on overall membership levels or court usage rates.

The recommended price increases would enable the Club to self-fund capital improvements, invest in full-time tennis staff, and contribute substantially more to the Park District's general fund, while still providing residents and non-residents a highly a first-rate tennis facility, at highly discounted prices.

4. OPERATIONS REVIEW

As noted above, the facility experienced a "COVID bump". Ten years ago, the objective was just to fill up the courts. Now the facility is at ~80% capacity.

Eighty percent capacity is impressive. So, one perspective is "if it's not broken, don't fix it". However, on further examination, a more accurate assessment is the facility is at 80% capacity due to a COVID bump that has happened organically through no efforts of the facility or the park district. And it is very fragile. Today the challenge is maintaining that capacity while trying to keep your head above water.

Why is ~80% capacity so fragile? Because if a handful of key employees leave, the 80% capacity could experience a significant drop in a relatively short period.

Challenge: The facility does not have the staffing depth to accommodate the current demand for lessons. This is a very precarious position. Currently, there are 19 tennis pros on staff. However, only three of the nineteen are full-time teaching pros. This creates several problems:

- Most of the part-time teaching pros are doing the bare minimum.
- The quality of customer service and on-court delivery is weak.
- Many times, things fall through the cracks without follow-through.
- In general, there is no formal staff structure, no communication as a real team, or regular staff meetings.

This should not come as a surprise. Part-time employees do not have the same passion, incentives, and commitment as full-time employees. The result is that the burden of follow-through and execution falls upon a few dedicated full-time employees who are overwhelmed. Most notably, Conni Stinek (the Director of Tennis) and one of the full-time pros who is personally invested in the success of the program and is very organized. The other two full-time pros are relatively strong on court but do not appear interested in program development and/or off-court administration. The rest of the staff has no interest in the program other than teaching their handful of part-time hours.

Given this lack of human capital, there is no real structure to the overall program. There is no clearly defined Junior Tennis pathway. There is no dedicated employee for Adult Tennis. There is no

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dedicated employee for Special Events. There is no dedicated employee for Junior Performance. Without these, the Club's overall tennis program will never excel.

Other minor challenges where the facility and/or the program can be enhanced:

A. There is no Cardio Tennis offered. This has been tried in the past but remains elusive. Cardio Tennis provides several great benefits:

- I. It can be highly profitable because it allows for a larger student-to-instructor ratio.
- II. It allows all fitness and skill levels to be on one court. This promotes a greater sense of community within the membership, providing an opportunity to meet other members outside of their immediate skill level.
- III. Cardio Tennis is an additional class offering for anyone and everyone.
- IV. Cardio Tennis is a great bridge to introduce the game of tennis and the facility to non-members.
- V. Cardio Tennis is a way to attract the "GroupX" demographic.

B. The outdoor clay courts are not being utilized to their potential.

- I. Great clay courts are rare and should be celebrated.
- II. There needs to be a better exploration of how to introduce the membership to the fun, enjoyment, and benefits of playing on clay courts.

C. The facility does not use tennis program-specific software.

- I. Currently, the facility utilizes Excel-based court sheets that are updated by hand. This does not allow members to sign up for open courts, classes, lessons, or special events online.
- II. The facility also utilizes two different software systems, neither of which is tennis specific.
- III. In essence, the facility has three separate systems: a) a manual system for daily court sheets, b) a park district software for member management, sign-ups and billing, and c) financial software for financial reporting.
- IV. Three different systems are inefficient compared to one overall facility management system that could meet and provide all tennis-specific needs.

D. Many current tennis-specific SaaS products offer a one-stop shop that includes:

- I. Smartphone app
- II. Online tennis reservations
- III. Point of sale systems
- IV. Group, lesson, and open court management
- V. Electronic billing

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- VI. Member and employee management
 - VII. Payroll
 - VIII. Member communication
 - IX. Employee communication
 - X. Robust reporting features
- E. The challenge of Pickleball integration.
- I. This is an evolving topic within the industry.
 - II. There are a number of challenges to integrating pickleball into a facility, but it represents a major opportunity for growth if done intelligently.

F. Recommendations

Recommendation #1: Rethinking Staffing Structure.

The Club should take steps to attract talented teaching pros that are passionate and dedicated, preferably full-time teaching pros. Without a shift toward more full-time employees/pros, many of the challenges the facility faces will not be addressed and retaining the current ~80% capacity the facility has received from the "COVID bump" will not last.

This is easier said than done. Currently, there is a limited talent pool. The tennis industry is just one of many industries across the country that is experiencing a lack of available talent. Therefore, to attract and retain talented employees, the park district must consider creative compensation structures in order to be competitive. Yes, it could be as simple as raising the hourly wage. However, a more incentive-based compensation structure is recommended. It could help by motivating the part-time teaching pros to perform better without finding and hiring more full-time staff. There are several ways to provide a more incentive-based compensation structure to incentivize the existing staff and/or acquire new staff that involves zero risk to the park district. Examples include:

- Hourly plus commission-based pay based on class sizes. This structure motivates teaching pros to provide high-quality lessons and customer service, resulting in high and repeat class enrollment. Once the facility's minimum gross margin per class/lesson is calculated, then the pro receives a commission or a certain number of dollars per hour increase to their pay based on the gross revenue or enrollment of that class.
- Residual income from attracting and retaining new members. This compensates an employee for attracting, acquiring, and retaining new members. The employee who follows up on new inquiries, reaches out to the community, or offers high-quality customer service plus on-court delivery will attract new members to join the club. Pay the employees a monthly residual on a portion of that new member's monthly dues for the lifetime of that membership.

Recommendation #2: Develop a Clearly Defined Tennis Program.

Once there is a shift in the culture and quality of the teaching pro staff, the Club should develop a clearly defined and structured tennis program. There should be a mission statement, an organizational chart, and defined pathways for each type of player. In essence, a team needs to be built around Conni Stinek so she can delegate and manage vs. the status quo of Connie trying to be

all things to all people. Specifically, there should be a tennis pro staff member taking on the duties of:

- Director of Adult Tennis: Responsible for managing, development, and customer service of all adult lessons and programming (Adult leagues, travel teams, etc.)
- Director of Junior Tennis: Responsible for managing, development, and customer service of all junior lessons and programming. In addition, a "Junior Pathway" should be defined to communicate to the staff, parents, and students on how a U12 (or lower) beginner moves from level to level, the skills to be developed to advance to each level, and an end goal of either feeding into "11 – 17 level" (i.e. high school team/social) or "High Performance" (i.e. those aspiring to obtain a ranking or to play collegiate tennis).
- Director of Special Events: Responsible for developing social events (i.e. doubles night on the clay, or Friday night couples mixers, etc.), Cardio Tennis, and other club events (Example: Club Championships).
- Director of Pickleball: If pickleball is going to be intelligently integrated into the facility, then there should be a specific employee overseeing the pickleball integration and programming.

Adding this structure to the organization/staff will increase the quality of the customer service and help everyone from the pro staff to the front desk direct the appropriate inquiries, questions, and complaints to the appropriate "specialist" on the staff. In general, a more organized and efficient structure will lead to great employee and member satisfaction.

Another idea to consider, given the limited talent pool of teaching pros available, is that some or all of the administrative duties of these various departments could be performed by non-teaching pro employees. Example: Does there need to be a Director of Junior Tennis? Yes. Does that person need to be a teaching pro? Yes. But could there be an additional part-time administrative position to assist Connie; and the part-time staff who could be shared between the various Directors? This should be considered as well because part of the challenge of building this structure is time. Where do teaching pros find the off-court time if they have a full-time on-court schedule? And how do you compensate them for being a Director? Again, this is where incentive pay, or a small salary becomes necessary. Without the pro receiving a commission on their department's revenues or a small salary for their off-court responsibilities, how will you attract and incent them to take on these responsibilities?

It goes without saying that hiring four additional full-time staff members represents a significant increase in the Club's operating expenses. A full analysis of the compensation structure and pricing adjustments required to enable the Club to afford these positions is beyond the scope of this engagement, but it emphasizes the importance of the Club adjusting its overall dues and fees structure as proposed in Section 2 above, so the Club has sufficient operating cash flow to be able to invest in the people who make the Club and its programs a success.

Recommendation #3: Implementing Cardio Tennis.

This recommendation is very low-hanging fruit. First, there is a pro on staff that has Cardio Tennis experience and has the motivation to offer Cardio Tennis. That employee's skill and ability can easily be enhanced at a low cost via attending a Cardio Tennis Training Course. Those workshops are offered regularly around the country and only cost \$75 per registrant.

Again, the features of Cardio Tennis are:

- Inclusivity. All members can participate in any Cardio Tennis class regardless of age, fitness level, or ability level. i.e. you can have a former collegiate player and a beginner in the same class. This is an enormous fitness and social opportunity that reaches the entire membership.
- Promotion of the facility. Because you can accommodate any fitness and ability level on the same court any time, Cardio Tennis is a great vehicle to advertise/introduce your facility to the entire community and/or other park district facilities. This raises the profile of the facility and gets more people to try tennis. Once they are in the door, then they become curious about all the other offerings at the facility.

Recommendation #4: Utilizing the clay courts.

As mentioned earlier, great clay courts are rare and should be celebrated. However, clay is unique and can be a challenging surface to play on. The surface is softer and has a different bounce (with the potential for bad bounces), as well as a different speed, which can make movement difficult. In addition, there are different tactics for playing on clay. Because the surface is slower, rallies last longer, making patience another key to being successful on clay. But, all of the things that make playing on clay challenging are also opportunities for fun and game development.

- The softer surface has a significantly lower impact on the body than hard courts. This should be especially attractive to adult members and senior members.
- The different bounce and speed are an opportunity to fine-tune timing, footwork, and concentration (or mental focus), all things that translate to improvements on any surface.
- Learning clay court tactics such as the use of the drop shot or hitting behind your opponent, require learning new techniques and/or practicing control and precision. Again, something that benefits your overall game regardless of the surface.

The club/programming needs to better communicate and educate the membership on the benefits of playing on the clay and offer programming and special events that create excitement and enthusiasm motivating the members to utilize the clay more often. Ideas include:

- How to play on clay clinics emphasizing how learning to play on clay makes your overall game better
- Clay Court Club Championships
- Mixers and socials (Example: scheduled around the French Open TV schedule in late May would be a great kick-off to the outdoor season)

The challenge with implementing this recommendation is it falls to the responsibility of the Director of Adult Tennis and/or the Director of Special Events. These are two positions at the club that don't exist. Therefore, this recommendation will likely not succeed until the tennis pro staff culture and structure is changed.

Lastly, the fact that outdoor clay courts exist at this facility should be used in marketing efforts, especially to the senior demographic. The low impact of clay courts on the body is crucial to older players. In fact, many seniors that have had joint replacements or other physical limitations can or

will only play tennis on clay courts. This is an opportunity to market this feature of the club and use it as a differentiator from your competition.

Recommendation #5: Analyzing the viability of switching to standalone tennis-specific software.

This recommendation has unique challenges that may not make it feasible. First, a strong and reliable internet connection must exist for this to work. Currently, the facility does not possess reliable internet service. Therefore, a commitment and investment in securing reliable connectivity is necessary to implement this recommendation. Second, the park district must be willing to allow the tennis facility to "disconnect" from the two park district systems.

I believe a standalone tennis-specific software management system provides the return on investment that makes this recommendation attractive. In fact, the time and productivity gains along with potential transaction cost savings, would likely allow the software to pay for itself. Also, I believe that if Recommendation #1 and Recommendation #2 are implemented, having a powerful tool to track and calculate commissions automatically for payroll purposes is necessary, among the other administrative and reporting features the software would provide.

An investment in software where all aspects of operating the facility are in one software program will enhance productivity and efficiency across all aspects, from member management to class sign-ups, to running special events, to payroll, to the ability of members to sign up online, etc. This would help balance out the deficiencies in human capital by giving the existing employees a tool that makes their administrative tasks less burdensome and the ability to communicate internally to the staff and externally to the members more powerful.

As a first step, I would recommend a consultation with a company called Racquet Desk. Racquet Desk offers a software package that is currently being used by over 75 facilities around the country. The features of Racquet Desk can be viewed at <https://racquetdesk.com/>. In addition, Racquet Desk is also used in Pickleball facilities. Therefore, as pickleball grows and evolves at your facility, Racquet Desk is a great option/partner to support that evolution.

Recommendation #6: Implementing pickleball.

The popularity and growth of pickleball is a tremendous opportunity, but it certainly has its challenges.

One of the first challenges a traditional tennis facility must face is that pickleball is an entirely different culture and demographic. Yes, there is some crossover to traditional tennis players, especially the older players. But this altogether different (and large) demographic pursuing pickleball must be approached and communicated with differently than the traditional tennis demographic. In addition, pickleball programming is very different from tennis programming. Pickleball is highly social and unstructured (i.e. mostly open play). This represents an opportunity to fill dead court times in the middle of the day and later in the evening (especially on weekends). Certainly, incorporating a fitness component to the facility to attract the Silver Sneakers program and demographic could be a fantastic way to add pickleball to the Silver Sneakers offering. This would increase membership and utilize dead court times in the middle of the day.

Lastly, a dedicated employee or Director of Pickleball is necessary to implement pickleball properly. The good news is that pickleball is not a long-term development sport like tennis. Therefore, it doesn't have to be a tennis pro to take on this endeavor. It is probably better if the Director of

Pickleball is not a tennis pro. All it takes is someone passionate about pickleball and willing to communicate, market, and organize fun events and clinics.

Furthermore, the Professional Pickleball Registry (<https://pprpickleball.org/>) can provide that dedicated person with education, resources, networking, and advice on teaching, organizing, and implementing a pickleball program. One of the main themes this person should embrace is the idea that tennis and pickleball are not at odds with each other. The two sports are not enemies. If it's implemented correctly, pickleball will help feed the tennis program, and tennis will help feed the pickleball program. The goal is not to convert anyone to another sport. The goal is for pickleball players to enjoy a robust pickleball offering and participate in tennis events from time to time (like Cardio Tennis or a Friday night mixer). Conversely, tennis players should play mostly tennis; but, they should also play pickleball from time to time and participate in the pickleball events. This can be accomplished if the Director of Pickleball, along with the tennis staff, are enthusiastic ambassadors for both sports.

Overall Conclusion: An opportunity exists for the facility to maintain its current capacity, to grow, and/or become more efficient and profitable. But it will not happen unless significant changes are made to the tennis staff. The reliance on part-time, non-professional tennis instructors must change in order for the facility to maintain the current membership levels for the long term.

5. MARKET ASSESSMENT

We were asked to prepare a market assessment or estimate of the Club's fair market value and discuss who the most likely buyers would be, how long it would take to sell the Club, and what transaction costs might be.

A. Fair Market Value

To estimate the fair market value of the Club, we used a capitalization of earnings approach (see **Exhibit D**, page 2.) As our analysis shows, the Club has revenues of \$ 1,325,949 and adjusted earnings before interest, taxes, depreciation and amortization (EBITDA) of \$(46,474). The Club's adjusted EBITDA is negative because we needed to subtract an amount for fair market rent since the Club does not pay rent to the Park District for its facilities. If someone were to buy the Club, they would need to pay a market-based rent, which would lower the Club's EBITDA.

Using the capitalization of earnings approach, the Club has a negative value because it is not profitable. This valuation represents only the value of the Club as an operating business. It does not include the value of the Club's building or land, which are valued separately.

B. Asset Value

Because the Club is not profitable as a standalone business, the best way to estimate its value is to use the asset approach.

Using the replacement cost method, we estimate that the fair market value of the building, with 5,687 SF of clubhouse space and 64,800 SF of indoor court space, has a fair market value of approximately \$11 million (see **Exhibit D**, page 6.)

In addition, the land on which the Club is situated is approximately 10.8 acres. Local real estate brokers tell us that land is selling for approximately \$350,000 per acre in that area. As a result, the

land has an estimated fair market value of \$3.8 million. As a result, the total real estate value of the Club is approximately \$15.0 million (see Exhibit D, page 6.)

It is unlikely that a buyer would be able to operate the Club and generate sufficient cash flow to cover the estimated \$1.6 million in annual debt service on a \$15 million purchase price (See Exhibit D, page 6.)

As a result, applying the principle of "highest and best use" suggests that most buyers would be interested in developing the land into homes, apartments, or mixed-use properties.

Several types of buyers would potentially be interested in the Club. These include operators of other tennis centers like Midtown or LifeSport. Operators of sports and centers like Canlan Sports are another likely buyer. They would likely convert a portion of the indoor tennis courts into other types of sports facilities, including indoor soccer, basketball, batting cages, etc., and use some of the excess land for turf fields for soccer. However, the most likely buyers would be real estate developers who would raise the Club to develop the land for other purposes.

Selling a tennis club takes longer than selling a traditional business because there are fewer buyers, and the economics are not generally as attractive as other businesses. We estimate the sales process could take up to 12-18 months. If the Club is sold to a developer, the deal may take longer if zoning changes are required.

If the Park District were to hire a business broker or real estate broker to sell the Club, transaction fees, not including legal and accounting fees, would be approximately 4% of the selling price or roughly \$600,000.

C. Non-Sale Options

Another option that the Park District may want to consider, as an alternative to a sale of the Club, is leasing the facility to a for-profit sports facility operator like Canlan Sports. In this situation, the Park District would essentially enter into a public-private partnership and lease the Club to a for-profit club operator under a triple net lease. The lease would include an agreed-upon monthly rental fee plus a percentage of the Club's profit. This alternative has pros and cons. The pros include that the tenant operator would manage the Club, freeing up Park District management to focus on other facilities. Another pro is that the Park District would receive a monthly guaranteed rent payment, which it could use to support other activities, and the tenant would be responsible for any losses. The downside is that the Park District would lose control over operations at the Club, which could potentially reflect negatively on the Park District if the tenant operator cuts corners and does a poor job serving resident and nonresident members.

D. Recommendations

Since the Park District originally purchased the Club to provide a public service and benefit to residents of Crytal Lake, and because the Club is operating close to capacity now, it is clear that the Club is providing a valued benefit to park district residents and members of surrounding communities. As a result, the Club is fulfilling its mandate. In addition, with the recently added differential pricing strategy that the Club is implementing, it should be able to cover its operating expenses, fund its own capital fund, and contribute more to the Park District's general fund or capital fund.

CONCLUSION

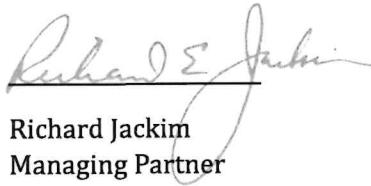
As a result, we recommend that the Park District continue to operate the Club and make minor changes to the Club's business model to ensure it is maximizing its revenue potential and covering both its operating and capital costs as described above.

As a part of an overall, long-term improvement strategy, we suggest implementing the recommendations in Section 4, The Operations Review. Bolstering the Club's staffing levels, adjusting staff compensation, and developing clearly defined tennis programs and pathways will significantly improve the Club's value proposition for the Crystal Lake community and Park District.

We look forward to answering any questions.

Sincerely,

SPORTS CLUB ADVISORS, INC.



Richard Jackim
Managing Partner

MEMORANDUM

EXHIBIT A

TO: Jason Herbster, Kurt Reckamp, Claire Naughton
FROM: Rob Laue
RE: 5-Year TRC Price Increase Model
DATE: January 11, 2023

With scheduled capital needs upcoming, a Racket Club five-year price increase model is in development. Here is the rationale behind bringing fees up to a level that may allow for steady contribution toward these expenses:

- Revenue for monthly dues, classes, private lessons, and court rentals are based on what's being projected for the upcoming 2023-24 budget. All other revenue & expenses are based on this current 2022-23 budget.
- Key fee incremental increase timing is geared towards maintaining steady revenue progress without driving away patrons with sticker shock. Emphasis is on creating significant separation between resident & non-resident monthly membership dues.
 - Dues reflect a \$1 monthly raise for residents & corresponding 30% upcharge for non-residents every other year, so three times during the five years.
 - Hourly class rates increase on years when dues rates are static.
 - Private lesson & court rate increases are staggered once each on successive years.
- Other operating revenue & expenses increase by 1% each year.
 - Other revenue includes miscellaneous smaller items such as travel team matches, leagues, tournaments, and pro shop.
 - Operational expenses have actually been trending down yearly, going from \$1,512,494 in 2014-15 to \$991,513 in 2021-22. This is a result of factors ranging from staffing cuts to operational efficiency implementations to COVID cancellations.
 - Annual operating expenses are budgeted conservatively with the realistic goal of beating them at year's end. The 1% overall annual expense increases in this cost model include a 3% annual staff salary increase and more broadly, general inflation, new areas of programming, and unforeseen emergencies.
- Capital expenses have been narrowed down to the most pressing items, spread out annually based upon urgency.
 - Outdoor court renovations are vitally important to allow the summer season to continue running. That part of the facility is in immediate danger of becoming unsafe and unfit for use, jeopardizing at least a quarter of annual revenue (and perhaps more should the result be a significant exodus of users beyond just summer).
 - Indoor court resurfacing is done, as an industry rule of thumb, every seven or eight years. In TRC's case, it has been over ten years since it was last done and spots of underlayment are showing through as it wears.
 - The clubhouse carpet will be past its fifteenth year by 2025-26. A more durable, easily maintained commercial alternative will be needed.
 - Indoor court nets, curtains, padding, and other accoutrement take a daily beating and the wear leads to rips, tears, and materials disintegration. They will be nearing 20 years by 2026-27 and ready for replacement.

TRC Price Increase Model

Year		Monthly Membership Dues						Grand Total	Classes			Private Lessons			Court Time Rentals			Other Revenue	TOTAL Revenue	Operating Expense	Capital Expense	Capital Repayment	TOTAL Expense	TOTAL Profit																				
		Res	Res \$	NR	NR %	NR \$	Months		Hours	\$	Total	Hours	\$	Total	Hours	\$	Total																											
2023-24	Senior	75	\$11	150	130%	\$14	12	\$35,640	\$299,160	18885	\$20.50	\$387,143	2261	\$80	\$180,880	3060	\$26	\$79,560	\$353,028	\$1,299,771		\$850,000	\$50,000	\$2,092,916	-\$793,146																			
	Junior	80	\$17	160	130%	\$22	12	\$58,752																																				
	Individual	75	\$30	150	130%	\$39	12	\$97,200																																				
	Partners	30	\$37	60	130%	\$48	12	\$47,952																																				
	Family	30	\$46	60	130%	\$60	12	\$59,616																																				
2024-25	Senior	75	\$11	150	130%	\$14	12	\$35,640	\$299,160	18885	\$21	\$396,585	2261	\$80	\$180,880	3060	\$26	\$79,560	\$356,558	\$1,312,743	\$1,204,845	\$80,000	\$50,000	\$1,334,845	-\$22,102																			
	Junior	80	\$17	160	130%	\$22	12	\$58,752																																				
	Individual	75	\$30	150	130%	\$39	12	\$97,200																																				
	Partners	30	\$37	60	130%	\$48	12	\$47,952																																				
	Family	30	\$46	60	130%	\$60	12	\$59,616																																				
2025-26	Senior	75	\$12	150	130%	\$16	12	\$38,880	\$311,688	18885	\$21	\$396,585	2261	\$80	\$180,880	3060	\$28	\$85,680	\$360,124	\$1,334,957	\$1,216,894	\$40,000	\$50,000	\$1,306,894	\$28,063																			
	Junior	80	\$18	160	130%	\$23	12	\$62,208																																				
	Individual	75	\$31	150	130%	\$40	12	\$100,440																																				
	Partners	30	\$38	60	130%	\$49	12	\$49,248																																				
	Family	30	\$47	60	130%	\$61	12	\$60,912																																				
2026-27	Senior	75	\$12	150	130%	\$16	12	\$38,880	\$311,688	18885	\$22	\$415,470	2261	\$85	\$192,185	3060	\$28	\$85,680	\$363,725	\$1,368,748	\$1,229,063	\$40,000	\$50,000	\$1,319,063	\$49,686																			
	Junior	80	\$18	160	130%	\$23	12	\$62,208																																				
	Individual	75	\$31	150	130%	\$40	12	\$100,440																																				
	Partners	30	\$38	60	130%	\$49	12	\$49,248																																				
	Family	30	\$47	60	130%	\$61	12	\$60,912																																				
2027-28	Senior	75	\$13	150	130%	\$17	12	\$42,120	\$324,216	18885	\$22	\$415,470	2261	\$85	\$192,185	3060	\$28	\$85,680	\$367,362	\$1,384,913	\$1,241,353	\$0	\$50,000	\$1,291,353	\$93,560																			
	Junior	80	\$19	160	130%	\$25	12	\$63,664																																				
	Individual	75	\$32	150	130%	\$42	12	\$103,680																																				
	Partners	30	\$39	60	130%	\$51	12	\$50,544																																				
	Family	30	\$48	60	130%	\$62	12	\$62,208																																				
5-Year Total																																												

-\$443,938

The Racket Club

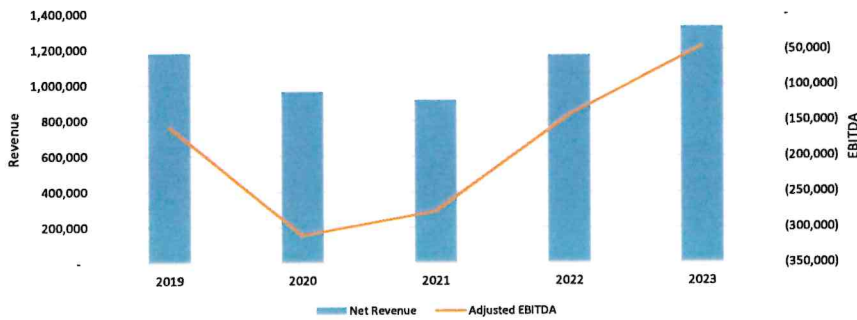
Valuation Summary

Description

This valuation is prepared for an park district owned and operated tennis facility with 9 indoor court and 7 out door courts. The club house has a pro shop, an attractive lounge and up-to-date well maintained locker and changing rooms.

Valuation Methodologies	Value	Weight	Notes
Capitalized Earnings Approach	-\$162,659	0%	This approach is not applicable because the business is not profitable.
Comparable Transactions Approach	-\$173,937	0%	This approach is not applicable because of a lack of comparable data.
Asset Approach	\$15,267,106	100%	This is the best approach for a business that is not profitable.
Fair Market Value		\$15,267,106	

The Racket Club
Market Assessment & Valuation



	2019	2020	2021	2022	2023	CAGR
Revenues	1,180,162	963,128	915,532	1,167,687	1,325,950	2%
<u>PPP Grants</u>	-	-	-	-	-	
Net Revenue	1,180,162	963,128	915,532	1,167,687	1,325,950	2%
<u>SG&A</u>	1,059,761	991,388	914,200	1,026,329	1,085,694	0%
Net Operating Income	120,401	(28,260)	1,332	141,358	240,256	15%
<i>Net Operating Margin</i>	10%	-3%	0%	12%	18%	
<u>Other Income</u>	-	-	-	-	-	0%
Net Income	120,401	(28,260)	1,332	141,358	240,256	
Depreciation	-	-	-	-	-	
Interest	-	-	-	-	-	
EBITDA	120,401	(28,260)	1,332	141,358	240,256	15%
Adjustments						
Non-recurring expenses	0	0	0	0	0	
Park District Overhead	56,748	53,184	57,699	53,527	50,366	
<u>Fair Market Rent Adjustment</u>	(337,096)	(337,096)	(337,096)	(337,096)	(337,096)	
Total Adjustments	(280,348)	(283,912)	(279,397)	(283,569)	(286,730)	
Adjusted EBITDA	(159,948)	(312,172)	(278,066)	(142,211)	(46,474)	-22%
<i>Adjusted EBITDA Margin</i>	-14%	-32%	-30%	-12%	-4%	

VALUE based on a Capitalization of EBITDA	2022	2023
3.00	(426,632)	(139,422)
3.50	(497,737)	(162,659)
4.00	(568,842)	(185,896)

EXHIBIT D

The Racket Club

Addbacks

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<u>Park District Overhead</u>					
Park Police Chief	3,347	3,457	3,665	3,348	3,103
PT Police	14,608	14,444	16,855	12,052	11,355
FT Police	0	0	0	0	2,139
Director of Park Development	5,230	5,349	5,817	5,864	0
Superintendent of Park Services	7,333	5,447	5,186	5,983	6,054
<u>Manager of Recreational Facilities</u>	<u>26,230</u>	<u>24,488</u>	<u>26,177</u>	<u>26,280</u>	<u>27,715</u>
	56,748	53,184	57,699	53,527	50,366

<u>Fair Market Rent</u>	<u>SF</u>	<u>FM Rent/SF</u>	<u>Rent/Year</u>
Club House	5,687	\$8.00	45,496
<u>Indoor Courts</u>	<u>64,800</u>	<u>\$4.50</u>	<u>291,600</u>
			337,096

Disclaimer: These values are rough estimates for the purpose of preparing a ball park estimate of value.

EXHIBIT D

The Racket Club

Comparable Transaction Valuation

Source: BrokerWorks & Sports Club Advisors

Description	Location	Date	Status	Price	Revenue	EBITDA	Price/Reve	Price/EBITDA
13,000 SF Tennis Center w Personal training	Denver, CO	9/2/2022	Sold	\$1,225,000	\$1,030,000	\$474,000	1.2	2.6
6 Court Tennis Club & Fitness Center	Los Altos, CA	3/9/2022	Sold	\$1,500,000	\$2,400,000	\$425,000	0.6	3.5
12,000 SF Athlete Training Center	Confidential, TX	12/27/2021	Sold	\$2,300,000	\$1,671,360	\$375,000	1.4	6.1
Very Profitable Tennis & Fitness Center	Confidential, NY	10/24/2021	Sold	\$1,400,000	\$1,600,000	\$525,000	0.9	2.7
Triangle Paddleball Center	Confidential, NC	5/27/2021	Sold	\$748,000	\$1,616,614	\$244,830	0.5	3.1
Absentee Owned Fitness Center-18K SF	Phoenix, AZ	2/9/2021	Sold	\$3,500,000	\$2,880,000	\$780,000	1.2	4.5
AVERAGE				\$1,778,833	\$1,866,329	\$470,638	1.0	3.7
The Racket Club				Estimated Value:	-\$173,937	\$1,325,950	-\$46,474	

EXHIBIT D**The Racket Club****Asset Valuation**

Asset	Value	Notes
Real Estate Land Value	3,866,261	10.8 acres at \$250,000/acre
Building Replacement Cost	11,141,750	
Membership List (see below)	254,095	
Misc Fitness Equipment	-	
Non-fitness Equipment	5,000	ball machines, court cleaners, etc.
TOTAL	15,267,106	

Membership List Value

Current Members	1,525	
Conversion %	70%	
Members Converted	1,068	
Annual Dues/Member	\$159	\$241,995 annual dues/# of members
Projected Annual Dues Revenue	\$169,397	
Value Multiplier	1.50	
Value of Membership List	\$254,095	
Avg. Cost/Member	\$238.03	

EXHIBIT D

The Racket Club

Real Estate Valuation

<u>Land Costs</u>	<u>Acres</u>	<u>Price</u>	<u>\$/Acre</u>	<u>Zoning</u>
SWC Randall Rd & Alexandria Blvd	5.81	2,600,000	447,504	Commercial
McHenry Ave	7.5	975,000	130,000	Commercial
State Route 31	24	4,129,488	172,062	Industrial
<u>Northwest Hwy @ Sands Rd</u>	<u>4.03</u>	<u>2,750,000</u>	<u>682,382</u>	<u>Commercial</u>
AVERAGE			357,987	
Land Value	10.8	3,866,261		
<u>Replacement Costs</u>	<u>SF</u>	<u>Cost/SF</u>	<u>Total Cost</u>	
Club House	5,687	\$250.00	1,421,750	
<u>Indoor Courts</u>	<u>64,800</u>	<u>\$150.00</u>	<u>9,720,000</u>	
			11,141,750	
<u>Total Real Estate Value</u>			<u>15,008,011</u>	
Buyer's Debt Service				
Equity			2,500,000	
Debt			12,508,011	
Term			10	
Interest			6.80%	
Annual Debt Service			(\$1,652,089)	

Disclaimer: These values are rough estimates for the purpose of preparing a ball park estimate of value.



MEMORANDUM

DATE: July 24, 2023

TO: Park Board of Commissioners

FROM: Jason Herbster – Executive Director

SUBJECT: Renewal of the Crystal Lake Park District/Community Consolidated School District 47 Facility/Park Use Intergovernmental Agreement

In 2016, the Crystal Lake Park District and Community Consolidated School District 47 entered into a Facility / Park Intergovernmental Agreement (IGA). In summary, the IGA allows District 47 to use Crystal Lake Park District parks and facilities free of charge unless staff are to be brought in specifically for the District 47 function. The IGA allows the Crystal Lake Park District to use District 47 facilities and fields free of charge unless staff are brought in specifically for the Crystal Lake Park District function.

The current IGA is set to expire in August of 2023. Staff of both agencies are pleased with how the IGA has functioned to the benefit of both agencies and the community we jointly serve. Staff at both District 47 and the Crystal Lake Park District are excited to continue providing the best use of our taxpayer's resources for the entire community through this Intergovernmental Agreement. Both agencies have reviewed the document and are not proposing any changes.

RECOMMENDATION:

Staff recommends that the Park Board of Commissioners approve the Facility/Park Use Intergovernmental Agreement between Community Consolidated School District 47 and the Crystal Lake Park District at the August 17, 2023, Board meeting, as presented.

Serving the Residents of Crystal Lake and Lakewood

1 E. CRYSTAL LAKE AVE CRYSTAL LAKE IL 60014 815.459.0680 CRYSTALLAKEPARKS.ORG

EXPLORE | PLAY | EXPERIENCE

**INTERGOVERNMENTAL AGREEMENT FOR THE USE OF FACILITIES BY AND BETWEEN
THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO.
47, MCHENRY COUNTY, ILLINOIS, AND
THE CRYSTAL LAKE PARK DISTRICT, MCHENRY COUNTY, ILLINOIS**

THIS AGREEMENT, made as of the effective date set forth in Section 5.H of this Agreement, is by and between the Board of Education of Community Consolidated School District No. 47, a unit of local government located in McHenry County, Illinois (hereinafter referred to as the "School District" and the Crystal Lake Park District, a unit of local government located in McHenry County, Illinois (hereinafter referred to as the "Park District").

WITNESSETH:

WHEREAS, the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois, 5 ILCS 22011 et seq, encourage cooperation between units of local government for matters of mutual concern; and

WHEREAS, the Park District and the School District have mutually determined that it would be in the best interests of the residents of their respective districts for the Park District to use gym, auditorium, classroom, and meeting room space during hours when schools are not being used for School District purposes, but are available for community recreation activities sponsored by the Park District; and

WHEREAS the School District owns certain property adjacent to schools and has determined that the Park District's use of said property when school is not in session is in the best interest of the residents of their respective districts; and

WHEREAS, the School District has determined that the Park District's use of certain facilities at the schools for community recreational activities during such time periods when said facilities are available, will not interfere with the School District's delivery of educational services to its students and residents; and

WHEREAS the Park District owns certain property and acknowledges that there is a need for the School District to utilize parks, fields, and facilities when school is in or out of session.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements as hereinafter set forth, the School District and the Park District agree as follows:

SECTION 1: The above-stated recitals are incorporated by this reference.

SECTION 2. PARK DISTRICT USAGE OF SCHOOL FACILITIES

Scope: The terms, provisions and considerations of this Section shall apply to the Park District's use of schools indoor and outdoor facilities identified on Exhibit A attached hereto and made a part hereof (hereinafter referred to as the "School Facilities") to conduct its recreational activities in or at School Facilities during non-school hours at no cost except as provided herein. It is understood that the Park District shall receive the first opportunity to use School Facilities during non-school hours when not in conflict with School District events or School District contracted events for students. For purposes of this Agreement, "non-school hours" shall be defined as follows:

- A. **Weekdays:** From 4:00p.m. to 10:00 p.m., Monday through Friday throughout the school year.
- B. **Weekends:** Saturdays and Sundays from 8:00a.m. to 5:00p.m. throughout the school year. During this period, the Park District shall reimburse the School District any and all costs beyond regularly scheduled weekend work hours. For example, if custodial staff is required to work longer than scheduled due to a Park District activity, the Park District should reimburse the School District for those additional hours. From time to time there may also be days when the Park District desires to use School Facilities after 5:00p.m. on weekends and in such case, the Park District shall first obtain the written approval from the School District.
- C. **School Institute/Training Days:** Those days when school is not in session due to scheduled institute or training of staff or personnel from time to time throughout the school year. Hours during institute/training use shall be from 7:00 a.m. until 10:00 p.m. During this period, the Park District shall reimburse the School District any and all costs beyond regularly scheduled work hours.
- D. **Holidays:** That period of time when school is not in session from time to time throughout the school year. Hours during holiday use shall be from 7:00a.m. to 10:00 p.m. During this period, the Park District shall reimburse the School District any and all costs beyond regularly scheduled work hours.
- E. **Summer:** That period of time during the months of June, July and August when school is not in session the Park District's use shall be from 7:00 a.m. to 6:00 p.m. as long as school maintenance personnel are on the premises. From time to time there may be days when the Park District desires to use School Facilities after 6:00 p.m. during the summer. During this period, the Park District shall reimburse the School District any and all costs beyond regularly scheduled work hours. Outdoor School Facilities shall be available at no charge to the Park District if no School District Staff are needed. Scheduled large maintenance projects such as roof repair, parking lot replacement, gym floor refinishing, etc. may impact the Park District's summer use of School Facilities. Both parties will work together to provide ample notice and alternative options when available if repairs are to occur.

F. Extended Time Before and After School Care Program:

1. Statement of Responsibility

- a) The Board of Education of the School District is the administrative agent of the before and after childcare program (the "Extended Time Program") in each of its elementary schools in Crystal Lake, IL.
- b) The day to day implementation of this program has been delegated to the Park District by the School District. If the School District changes the frequency or length of early release days for an upcoming school year and the Park District is not able to staff for those days, the School District shall work with another entity to provide an extended time program option for those days. The third entity will share School District facilities with the Park District to provide extended time programming. The day to day implementation by the Park District includes, but is not limited to, the following duties:
 - i) Hiring of qualified personnel to run the program in each school as required by law.
 - ii) Handle the registration of students and the collection of fees.
 - iii) Supply each school site with all materials and supplies that it deems necessary.
 - iv) Supply the School District with a Certificate of Insurances as stated in Section 4.H. of this Agreement

2. Extended Time Program Usage of Schools: School District agrees to provide a space for the Extended Time Program before and after school in each of the elementary schools. On Institute Days and Winter and Spring Breaks, three to four sites will be available for the Park District Extended Time Program as long as the Extended Time Program allows for the normal custodial duties to be performed. The Park District agrees to move to another area of the school on Market Days and special events with advanced notice given by the School District. Each school will be equipped with a storage area, bathroom, and phone jack. When the Park District gives advance notice, it may use the school's technology, gymnasium, and playgrounds when available. The Park District may use the School District cooks and transportation system on a contractual basis. The Park District shall pay for the direct food and transportation costs associated with the Extended Time program.

SECTION 3. SCHOOL DISTRICT USAGE OF PARK DISTRICT PARKS AND FACILITIES

- A. **Scope:** The parties agree that the School District shall be allowed to utilize the Park District facilities identified on Exhibit B and attached hereto and made a part hereof (hereinafter referred to as the "Park District Facilities") at all times before, during and after school hours when not in conflict with scheduled Park District activities or Park District contracted events. The parties further acknowledge that the School District may use the Park District Facilities after regular School District hours for special sponsored activities upon advance written request to and approval by the Park District, provided that the School District event will not conflict with regular Park District activities or events.

- B. **Parks:** All Park District parks will be made available free of charge to the School District. During this period, the School District shall reimburse the Park District for any and all costs beyond regularly scheduled work hours. For example, if an additional Police Officer is needed to direct traffic for a Cross Country meet at a Park District Facility, the School District shall reimburse the Park District for its costs for that additional Police Officer, but not for the Police Officer already scheduled to be on duty.

- C. **Facilities:** All Park District Facilities will be made available free of charge to the School District before, during and after school hours. During this period, the School District shall reimburse the Park District for any and all costs beyond regularly scheduled work hours. For example, if staff is brought in to specifically help with a canoe class at Main Beach for a PE class, the School District shall reimburse the Park District for its costs for that staff.

SECTION 4. GENERAL USE CONDITIONS

- A. **Annual Calendar of Use:** For the purpose of meeting all of the general needs of the School District and the Park District, authorized representatives of the School District and the Park District shall meet annually or submit facility use requests in writing, not later than April 30th of each year, to establish a schedule for the appropriate use of the School Facilities and Park District Facilities for the following school calendar year. Written confirmation of annual request dates that have been scheduled should be sent out no later than June 30. As the Park District has priority use of the School Facilities during non-school hours, other community organizations shall be permitted to schedule usage of the School Facilities only after all Park District activities have been scheduled. The School and Park District calendar may be subject to change due to weather and other emergencies outside the control of either party. Each party shall notify the other of any such changes as soon as practical.

- B. **Periodic Review of Schedule:** The School District and the Park District recognize and acknowledge that this is a unique agreement providing for the optimum use of public facilities for the residents of both Districts. Therefore, it is recognized and acknowledged by both the School District and the Park District that there may be a need, from time to time, for periodic review and modification of the schedule after it has been set for a given school year.

C. Schedule Adjustments: The School District and the Park District understand that there may be occasions when either party may need to utilize their own School Facilities or the Park Facilities in order to accommodate special uses by that particular District as the need arises. Therefore, except as otherwise provided in this Agreement or in the case of an emergency, upon a minimum of ten days written notification, either party shall be granted use of its own facility and the parties shall use best efforts to modify the existing schedule to accommodate the other party.

D. Rules Applicable to Each Parties Use of the Other's Lands: In executing this Agreement and accepting its benefits, each party agrees that it shall use the other parties' facilities solely for those activities which it is properly authorized to provide. Each party agrees to abide by and to require its program participants to abide by the other parties' regulations pertaining to the recreational use of its facilities. Both parties agree to abide by the other's "no-smoking" and "no-alcohol" policies, and any other internal policies currently in effect or subsequently adopted, which may now or in the future apply to each parties respective property and facilities.

Each party shall keep clean and in good order, condition, and repair the other parties' facilities during its period of use. At the close of each instance of use, each party shall leave the other parties' facilities in substantially the same condition as at the outset of each instance of use, ordinary wear and tear excepted. It will be the responsibility of each party to place all refuse in the refuse receptacles provided at the facilities.

E. Supervision. Neither party shall have any responsibility whatsoever for supervising the other parties' programs, use of a facility, or supervising the other parties employees, volunteers, participants, affiliates, and/or agents. Each party shall be solely responsible, at its own expense, for providing adequate adult supervision at all times in connection with its use of a facility. Neither party shall be responsible in any way for employment of personnel to implement or supervise the other parties' programs at a facility. Each party acknowledges and assumes complete responsibility for its staff or volunteers used to supervise its activities hereunder.

F. Equipment and Property: The parties agree that certain items of equipment and/or property will be purchased by either the School District or Park District may be utilized jointly for School District and Park District activities. An annual meeting and/or agreement of equipment to purchase will be held between the School District and Park District. A memo of understanding will be sent after the meeting to the school principals and P.E. teachers confirming purchases for the year. If damage occurs to any such equipment or property and said damages arise solely as a direct result of the other parties use, then the party responsible for the damage shall reimburse the other party within 14 days of receipt of the written invoice for its costs to make necessary repairs or replacement to such equipment or property, normal wear and tear excepted. Any request for reimbursement by either party in this regard shall include a complete itemization of all damages sustained and costs incurred to repair or replace the equipment or property, including statements and/or bills for materials and services, and shall be forwarded as soon as practical after discovery of the damage or loss.

G. Indemnification: School District covenants and agrees to save, defend, indemnify and hold harmless Park District, its elected and appointed officials, officers, employees, agents and the like, from and against any and all claims, demands, causes of action, suits, actions (at law or in equity), judgments, liability, or expense, including but not limited to, reasonable attorneys' fees and court costs (at trial or on appeal), arising out of or in any manner pertaining to School District's use of the Park District Facilities or other activities upon or in the Park District Facilities, including but not limited to any personal injuries, death, or property damages.

Park District covenants and agreed to save, defend, indemnify and hold harmless School District, its elected and appointed officials, officers, employees, agents and the like, from and against any and all claims, demands, causes of action, suits, actions (at law or in equity), judgments, liability, or expense, including but not limited to, reasonable attorneys' fees and court costs (at trial or on appeal), arising out of or in any manner pertaining to the Park District's use of the School District Facilities or other activities upon or in the School District Facilities, including but not limited to any personal injuries, death, property damages.

H. Insurance. During the term of this Agreement, each party shall provide the other with a Certificate of Insurance confirming that the other party has been named as an "additional insured" on a commercial general liability policy with combined single limits of at least \$3,000,000.00. The policy shall provide that any notice that the policy has been cancelled or not renewed shall be provided to the other party at least 30 days prior to the cancellation date. For the purposes of this Section, insurance may be provided through a self-insured intergovernmental risk pool or agency.

I. No Waiver of Tort Immunity Defenses. Nothing contained in this Agreement is intended to constitute nor shall constitute a waiver of the defenses available to either of the parties under the Illinois Local Governmental and Governmental Employees Tort Immunity Act, with respect to claims by third parties.

SECTION 5. MISCELLANEOUS PROVISIONS

A. Notices. Any and all notices required hereunder to be sent to the School District shall be served in writing to the Superintendent of Schools at the following address:

Dr. Kathy J. Hinz, Superintendent
Community Consolidated School District No. 47
C.O.R.E. Center
300 Commerce Drive
Crystal Lake, Illinois 60014

or by personal delivery of any such notice to the Administrative Offices of the School District during its regular business hours.

Any and all notices required hereunder to be sent to the Park District shall be served in writing to the Executive Director of the Crystal Lake Park District at the following address:

Mr. Jason Herbster, Executive Director
Crystal Lake Park District
One East Crystal Lake Avenue
Crystal Lake, IL 60014

or by personal delivery of any such notice to the Administrative Offices of the Park District during its regular business hours.

All mailed notices shall be deemed effective four days following their deposit in the United States mail, postage prepaid, to the addressee.

- B. Breach/Opportunity to Cure.** In the event of violation or breach of any covenant or restriction contained herein by either party ("Defaulting Party"), the other party ("Complaining Party") shall give written notice of such violation to the Defaulting Party. If the Defaulting Party shall fail to cure such breach within five (5) days after receipt of such written notice, except in case of emergency, the Complaining Party shall have the right to (a) institute an action to enjoin or abate such violation, or breach, or (b) enter upon the Subject Premises, correct any such violation or breach, and hold the Defaulting Party, its successors or assigns, responsible for the cost thereof or (c) prohibit the use of the complaining parties facilities until the violation or breach is remedied. The Complaining Party shall have available all legal and equitable remedies to enforce the obligations hereunder of the Defaulting Party, its successors or assigns. In the event the Defaulting Party is found to have breached any of its obligations hereunder, the Defaulting Party shall reimburse the Complaining Party for any costs or expenses incurred in connection therewith, including court costs and attorneys' fees.
- C. Modifications.** The agreements, covenants, terms, and conditions herein contained may be modified only through the written mutual consent of the parties hereto.
- D. Term.** This Agreement shall commence on the date this Agreement is executed through August 2028. Notwithstanding anything in this Agreement to the contrary, either party may terminate this Agreement upon one hundred eighty (180) days prior written notice to the other party.
- E. Benefits Solely for the Parties.** This Agreement is intended solely for the benefit of the parties hereto, and nothing herein shall be construed, either expressly or implied, to extend rights or obligations in favor of any other person.
- F. Invalidity.** The unenforceability or invalidity of any provision of this Agreement shall not render any other provision or provisions unenforceable or invalid.

G. Drafting. No portion of this Agreement shall be construed against either party by virtue of a party or its attorneys drafting all or part of this Agreement as it is for the benefit of both parties.

H. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 47
McHenry County, Illinois

CRYSTAL LAKE PARK DISTRICT
McHenry County, Illinois

By: _____
Its President

By: _____
Its President

Attest: _____
Its Secretary

Attest: _____
Its Secretary

Dated: _____

Dated: _____



Crystal Lake Elementary District 47

300 Commerce Dr., Crystal Lake, IL 60014 815.788.5000



www.d47.org  /D47schools  @crystallakesd47

EXHIBIT A

Canterbury Elementary School

875 Canterbury
Crystal Lake, IL 60014

Coventry Elementary School

820 Darlington Lane
Crystal Lake, IL 60014

Glacier Ridge Elementary School

1120 Village Road
Crystal Lake, IL 60014

Husmann Elementary School

131 Paddock Street
Crystal Lake, IL 60014

Indian Prairie Elementary School

651 Village Road
Crystal Lake, IL 60014

North Elementary School

500 Woodstock Street
Crystal Lake, IL 60014

South Elementary School

601 Golf Road
Crystal Lake, IL 60014

West Elementary School

100 Briarwood
Crystal Lake, IL 60014

Woods Creek Elementary School

1100 W. Alexandra Blvd
Crystal Lake, IL 60014

Hannah Beardsley Middle School School

515 E. Crystal Lake Avenue
Crystal Lake, IL 60014

Lundahl Middle School School

560 Nash
Crystal Lake, IL 60014

Richard F. Bernotas Middle School School

170 North Oak Street
Crystal Lake, IL 60014

Crystal Lake District 47 facilities available:

- Gymnasiums
- MultiPurpose Rooms
- All other District facilities based upon mutual agreement



Exhibit B

Crystal Lake Park District facilities available for use by School District # 47 per the Intergovernmental Agreement:

Game Fields:

Lippold Park:	Soccer, Football - Lighted, Boncosky Synthetic Complex Softball/Baseball - Lighted, Sund Complex Baseball – Lighted.
Veteran Acres Park:	Repp Baseball Field, Peacock Softball Field – Lighted.
Indian Prairie Park:	Softball

Practice Fields:

Lippold Park:	Soccer, Lacrosse
Knaack Park:	Softball
Ladd Park:	Softball

Tennis Courts:

The Racket Club, Bird Park, Brighton Oaks Park, Feinberg Park, Four Colonies Park, Spoerl Park, Veteran Acres Park, Woodland Estates Park, Wyndwood Park

Basketball Courts:

Bird Park, Brighton Oaks Park, Canterbury Park, Feinberg Park, Fetzner Park, Four Colonies Park, Johns Park, Main Beach, Spoerl Park, Sterling Meadows Park, Woodland Estates Park, Woodscreek Park.

Open Areas:

Bird Park, Feinberg Park, Fetzner Park, Four Colonies Park, Hampton Park, Hill Farm Park, Indian Prairie Park, Johns Park, Knaack Park, Ladd Park, Lake Park/Main Beach, Lippold Park, Seminary Park, Sterling Meadows Park, Veteran Acres Park, Woodland Estates Park, Woodscreek Park, Wyndwood Park.

Shelters/Picnic Areas: Veteran Acres Park, Lippold Park, Sterne's Woods.

Special Use Facilities:

Lippold Park:	Disc Golf Course, Batting Cages, Miniature Golf Courses, Driving Range, Certified 5K Course, Sand Volleyball Courts, Outdoor Fitness Equipment
Main Beach:	Boat Rental, Boat Launch, Ice Skating, Swimming.
West Beach:	Boat Rental, Boat Launch, Ice Skating, Swimming
Veteran Acres Park:	Cross Country Course, Sledding, Cross Country Skiing, Nature Preserve

Building Use:

Administrative Offices, Grand Oaks Building, Rotary Building, Main Beach, West Beach, Park Place, Spoerl Park, Oakwood Lodge, Woodscreek Park,



MEMORANDUM

DATE: July 24, 2023

TO: Park Board of Commissioners

FROM: Jason Herbster – Executive Director

SUBJECT: McHenry County Division of Transportation – Randall Road from Polaris Drive/Acorn Lane to Ackman Road Winding Creek Bike Path 4(f) Impacts

The Park Board was informed several months ago about road improvements the County would be making along Randall Road from Polaris Drive/Acorn Lane to Ackman Road. Included in these improvements are additional trails to enhance connectivity. Attached is information related to this project as it moves along.

The Winding Creek bike path is impacted by these changes and is shown on page 3 of the document provided by the County. The impact is adding a curve to the trail and eliminating the current straight away that ends at the sidewalk. The curved section would then lead into the new section of the bike path that travels east towards Randall Road.

The attached letter describes what is happening at this phase of the project. The County is asking the Crystal Lake Park District to execute the attached letter per the contents of the letter. An land transfer Intergovernmental Agreement for a right of way will also be part of this project between the Crystal Lake Park District and City of Crystal Lake .

RECOMMENDATION:

Staff is asking that the Board authorize the Executive Director at the August 17, 2023, Board meeting to execute the attached letter regarding the Section 4(f) property protection.

Serving the Residents of Crystal Lake and Lakewood

1 E. CRYSTAL LAKE AVE CRYSTAL LAKE IL 60014 815.459.0680 CRYSTALLAKEPARKS.ORG

EXPLORE | PLAY | EXPERIENCE



McHenry County

Division of Transportation

Joseph R. Korpalski, Jr., P.E.
Director of Transportation/County Engineer

June 22, 2023

Jason Herbster
Executive Director
Crystal Lake Park District
1 E. Crystal Lake Avenue
Crystal Lake, IL 60014

Re: Randall Road from Polaris Drive/Acorn Lane to Ackman Road
Winding Creek Bike Path 4(f) Impacts

Dear Director Herbster,

The McHenry County Division of Transportation (MCDOT) is nearing completion of design activities (Phase II) for the widening of Randall Road from Polaris Drive/Acorn Lane to Ackman Road. MCDOT is grateful to the Crystal Lake Park District for being a partner throughout this project.

The purpose of this letter is to request the concurrence of the Crystal Lake Park District that no adverse effects are occurring to public recreational properties owned and maintained by the Park District as a result of the proposed Randall Road from Polaris Drive/Acorn Lane to Ackman Road project.

The proposed project includes the reconstruction and widening of Randall Road between Polaris Drive/Acorn Lane and Ackman Road. As part of this project, Miller Road will be reconstructed for approximately 500 feet west of the centerline of Randall Road, to match into the proposed roadway intersection and profile. To enhance and improve connectivity for bicyclists and pedestrians in the project area, it is proposed to build an eight-foot wide bike path along the north side of Miller Road that will connect with the Winding Creek Bike Path, the sidewalk further west along Miller Road, and the newly proposed pedestrian and bicyclist accommodations along Randall Road. A small amount of property will be required from the south end of the Winding Creek Bike Path near Miller Road to construct this improvement, including both temporary easement and permanent right-of-way acquisition. Preliminary design plans and an exhibit showing the area required for this reconstruction are included as attachments to this letter.

Since this project is anticipated to have Federal funds used in the construction of the project, your property falls under protection as a Section 4(f) property. Section 4(f) refers to Section 4(f) of the U.S. Department of Transportation Act of 1966, and is a Federal law that protects publicly owned parks, recreation areas, and wildlife and waterfowl refuges. The MCDOT anticipates utilizing the De Minimis Impact Findings for Parks, Recreation Areas, and Wildlife and Waterfowl Refuges process to document our impact and findings in our Environmental Studies. The MCDOT feels that the impacts of this transportation project on the Winding Creek Bike Path property qualifies for De Minimis because:

1. The transportation use of the Section 4(f) Resource, together with the impacts and mitigation measures incorporated into the project does not adversely affect the activities, features, and attributes that qualify the resource for protection under Section 4(f).
2. The Crystal Lake Park District, with jurisdiction over the Winding Creek Bike Path property, has been informed by the MCDOT about the De Minimis Impact Findings, that the project will not adversely affect the activities, features, and attributes that qualify the resource for protection under Section 4(f).
3. The public was afforded the opportunity to review and comment on the effects of the project on Winding Creek Bike Path following the Public Information Meeting held on May 11, 2023.

By signing this letter, the Crystal Lake Park District concurs with any commitments made by MCDOT for their use of the Section 4(f) property described above and in the determination that the Randall Road from Polaris Drive/Acorn Lane to Ackman Road improvements will not have an adverse effect on the activities, features, and attributes that qualify the properties described in the enclosure for protection under Section 4(f). The Crystal Lake Park District acknowledges that the Federal Highway Administration (FHWA) will use this concurrence as the basis for making a De Minimis finding for the property impacted and described in the enclosure.

Sincerely,



Darrell Kuntz., P.E.
Assistant County Engineer

cc: Haig Haleblan, Mayor
Abigail Wilgreen, City Engineer
Eric Helm, City Manager

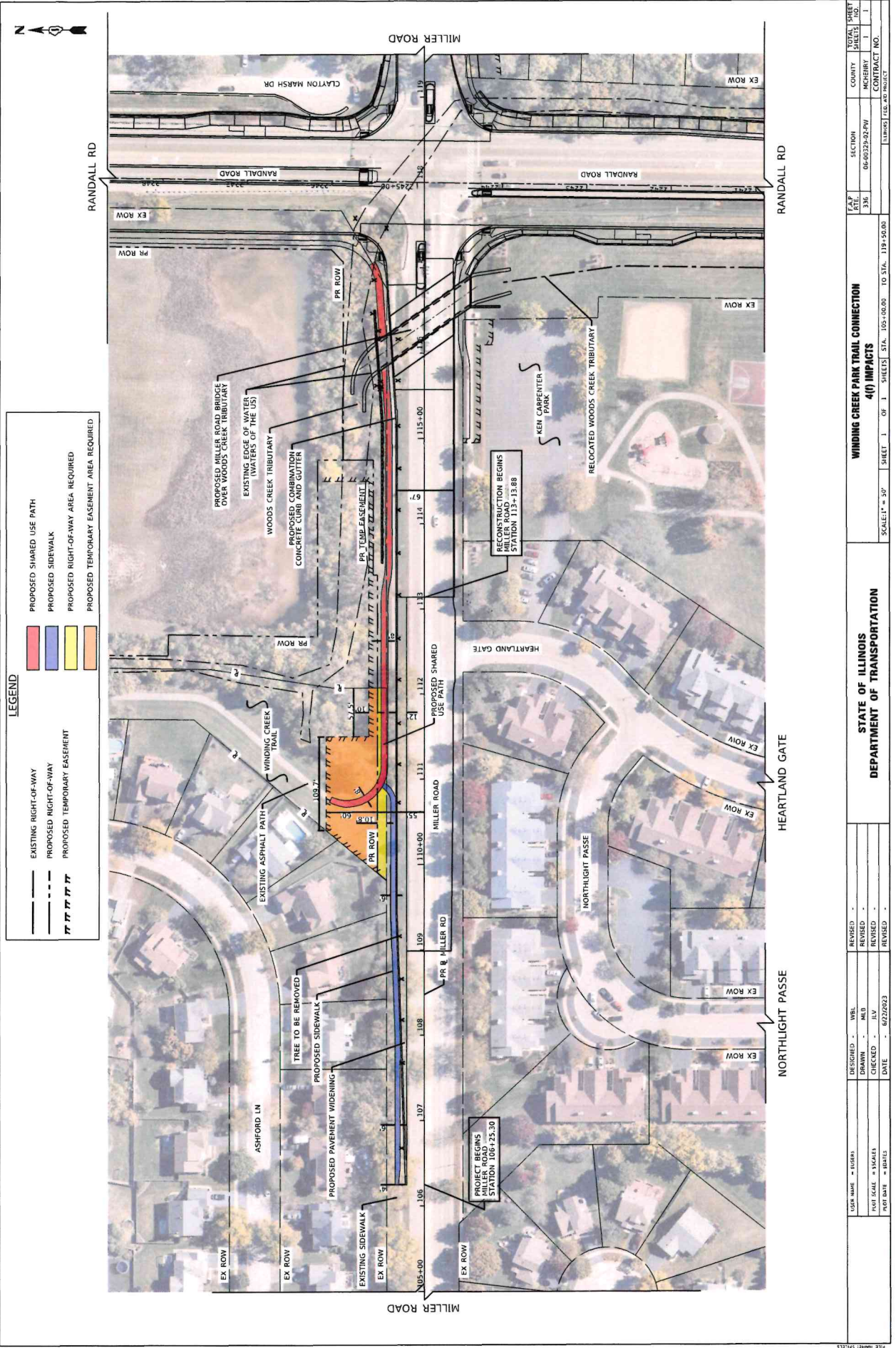
As the official with jurisdiction over the Winding Creek Bike Path, I hereby concur with the recommendation of the Randall Road from Polaris Drive/Acorn Lane to Ackman Road project proponents that the use and impacts associated with this project along with the identified avoidance, minimization and mitigation and/or enhancement measures, will not adversely affect the activities, features, and attributes that qualify the property for protection under Section 4(f). I acknowledge that the Federal Highway Administration (FHWA) will use this concurrence as the basis for making a De Minimis finding for the property impacted.

Signature: _____

Print Name: _____

Title: _____

Date: _____



LEGEND

	EXISTING RIGHT-OF-WAY		PROPOSED SHARED USE PATH
	PROPOSED RIGHT-OF-WAY		PROPOSED SIDEWALK
	PROPOSED TEMPORARY EASEMENT		PROPOSED RIGHT-OF-WAY AREA REQUIRED
			PROPOSED TEMPORARY EASEMENT AREA REQUIRED

USER NAME: FLORA	DESIGNED: WBL	REVISED: -	SHEET NO. 1	SHEET TOTAL 1	DATE: 6/22/2023	CONTRACT NO. 06-60229-02-PW	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION
PROJECT SCALE: 1"=30'	DRAWN: MLB	REVISED: -	SECTION: 06-60229-02-PW	DATE: 6/22/2023	CONTRACT NO. 06-60229-02-PW	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION
PROJECT DATE: 6/22/2023	CHECKED: JLV	REVISED: -	SECTION: 06-60229-02-PW	DATE: 6/22/2023	CONTRACT NO. 06-60229-02-PW	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION
	DATE: 6/22/2023	REVISED: -	SECTION: 06-60229-02-PW	DATE: 6/22/2023	CONTRACT NO. 06-60229-02-PW	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION	PROJECT TITLE: WINDING CREEK PARK TRAIL CONNECTION

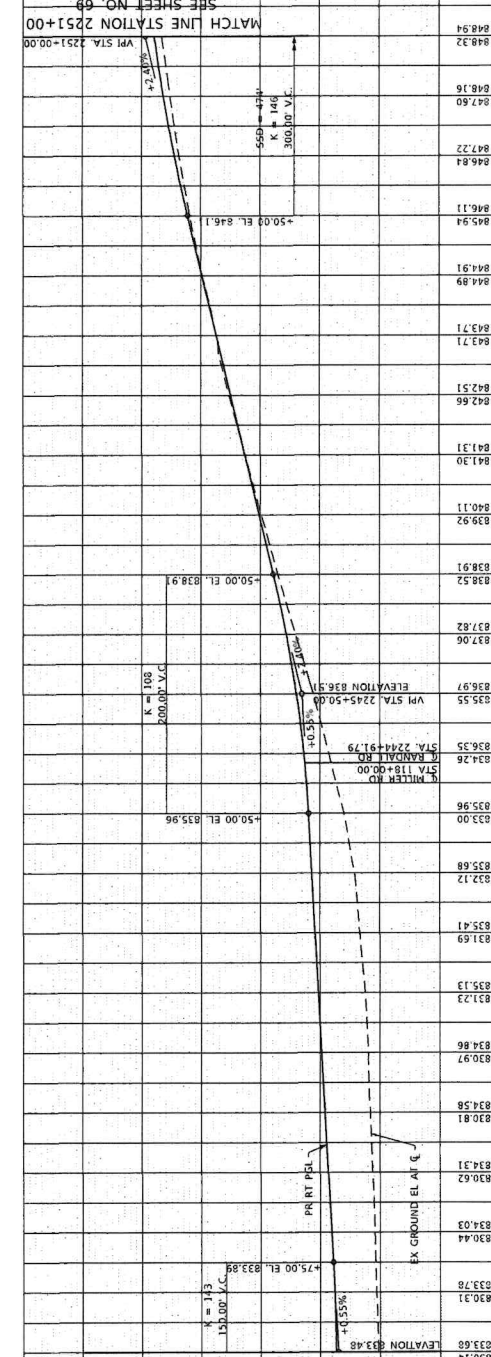
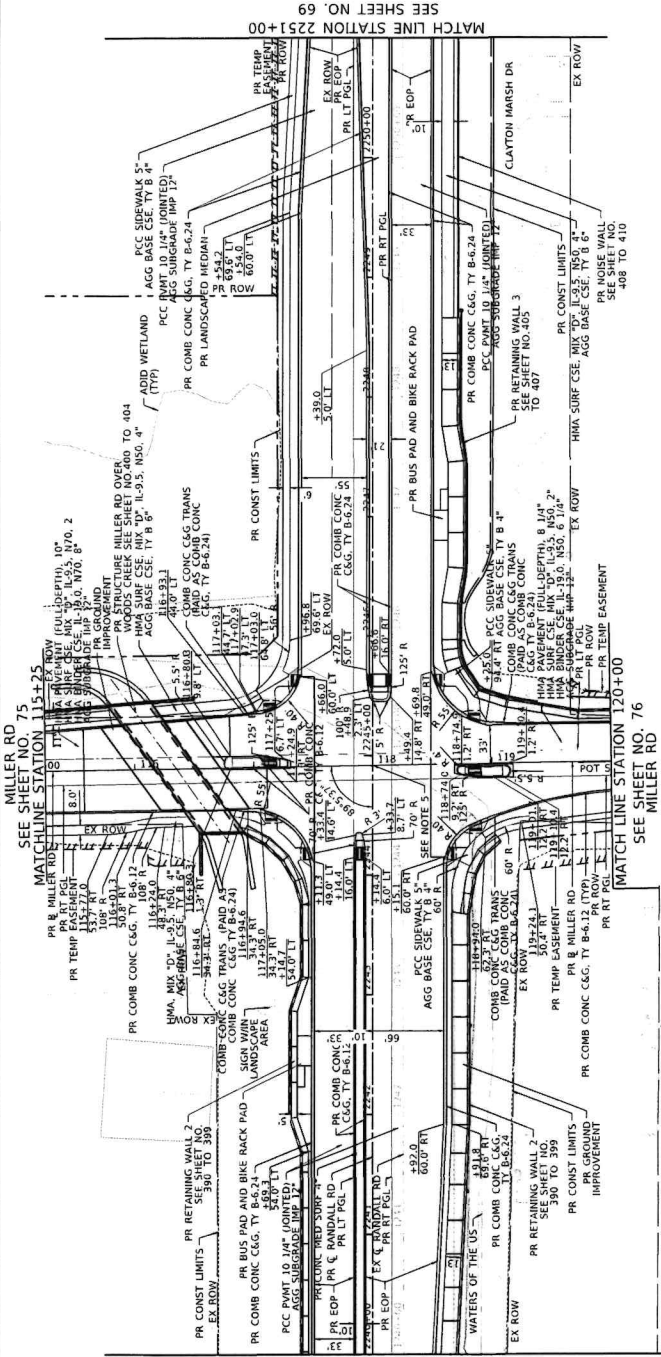
STATE OF ILLINOIS
 DEPARTMENT OF TRANSPORTATION

WINDING CREEK PARK TRAIL CONNECTION
 4(0) IMPACTS

SHEET 1 OF 1 SHEETS STA. 105+00.00 TO STA. 119+50.00
 SOLELY A 50'



- NOTES:**
- FOR RIGHT-OF-WAY DIMENSIONS AND HIGHWAYS ON SHEETS 240 TO 246.
 - ALL SIDEWALK RAMP SHALL BE CONSTRUCTED ACCORDING TO ADA COMPLIANCE.
 - ALL STUBS ARE 12" IN LENGTH UNLESS OTHERWISE INDICATED.
 - REFER TO LANDSCAPING PLANS FOR GRASS MEDIAN DETAILS ON SHEETS 411 AND 412.
 - MILLER RD. C. STA. 2944.81 TO 3031.0 TO STA. 118+00.00.



STATION	ELEVATION	REVISION
2240+00	830.14	DESIGNED - VRL
2241+00	830.21	DRAWN - JLV
2242+00	830.28	CHECKED - JLV
2243+00	830.35	DATE - 6/22/2023
2244+00	830.42	REVISION -
2245+00	830.49	REVISION -
2246+00	830.56	REVISION -
2247+00	830.63	REVISION -
2248+00	830.70	REVISION -
2249+00	830.77	REVISION -
2250+00	830.84	REVISION -
2251+00	830.91	REVISION -

TR NSYSTEMS
 1475 EAST WOODFIELD ROAD SUITE 800
 SCHAMUNBURG, ILLINOIS 60173
 (630) 655-8000

DATE: _____
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 CHECKED: _____
 DATE: 6/22/2023

STATE OF ILLINOIS
DEPARTMENT OF TRANSPORTATION

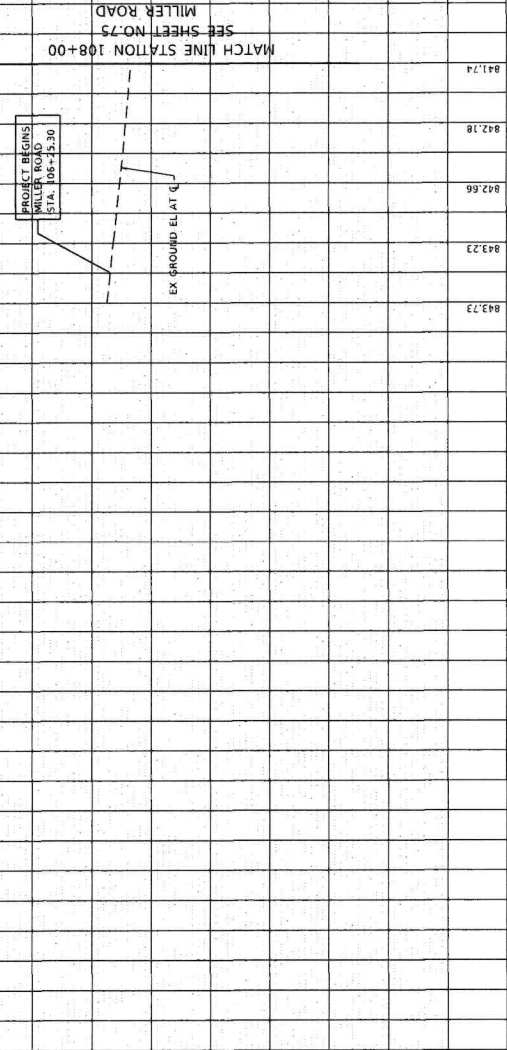
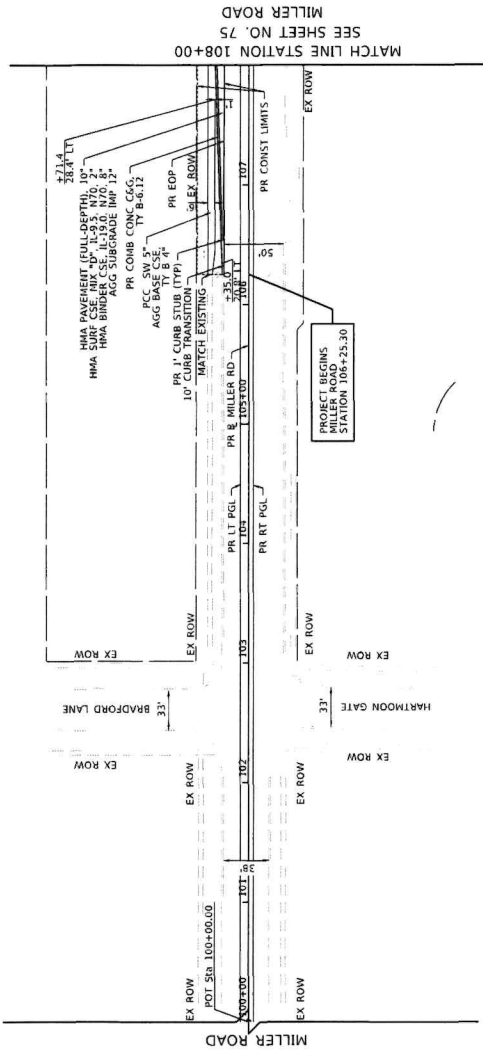
SECTION: 06-6029-02-PW
 COUNTY: MCHENRY
 SHEET NO.: 66
 CONTRACT NO.: _____

SCALE: 1" = 40' VERT
 SHEET 4 OF 17 SHEETS
 STA. 2240+00 TO STA. 2251+00

RANDALL ROAD PLAN AND PROFILE



- NOTES:**
- FOR RIGHT-OF-WAY DIMENSIONS AND CONSTRUCTION DETAILS FOR HIGHWAYS ON SHEETS 240 TO 246.
 - ALL SIDEWALK RAMPS SHALL BE CONSTRUCTED ACCORDING TO ADA COMPLIANCE TO MAINTAIN ADA COMPLIANCE.
 - ALL STUBS ARE 12" IN LENGTH UNLESS OTHERWISE INDICATED. SEE SHEETS 411 AND 412 FOR DETAILS ON SHEETS 411 AND 412.
 - REFER TO LANDSCAPING PLANS FOR GRASS MEDIAN DETAILS ON SHEETS 303 TO 310.



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MEMORANDUM

DATE: July 26, 2023

TO: Park Board of Commissioners

FROM: Amy Olson, Manager of Park Planning and Development
Erik Jakubowski, Superintendent of Park Services

SUBJECT: Review of Tennis and Basketball (Asphalt) Courts

Summary

Many of our park tennis and basketball courts are cracked and court play has become very hazardous.

In 2021, Gewalt Hamilton Associates prepared a summary of pavement conditions for our asphalt features which include parking lots, paths, and tennis and basketball courts which was reviewed along with recent site visits to evaluate current conditions. We reviewed the courts this week and have identified 12 sport courts within five parks that need immediate attention.

The following courts require immediate replacement:

- **Brighton Oaks** – 2 Tennis Courts and 1 Basketball Court
 - Path and parking lot grades are not ADA accessible
- **Four Colonies** – 2 Tennis Courts and 1 Basketball Court
- **Sam Johns** – 1 Basketball Court
- **Woodcreek** - 1 Tennis Court and 1 Basketball Court
 - Tennis Court 2 was installed in 2014 and has minimal cracking
- **Woodland Estates** – 2 Tennis Courts and 1 Basketball Court
 - Check path grade for ADA accessibility
 - Parking lot is in poor condition

Serving the Residents of Crystal Lake and Lakewood

1 E. Crystal Lake Avenue | Crystal Lake IL 60014 | 815.459.0680

CRYSTALLAKEPARKS.ORG



Court Projects Recommended for Replacement within 3-5 Years:

- **Veteran Acres** – 1 Basketball Court
- **Ken Bird** - 1 Tennis Court and 1 Basketball Court

Court Projects Recommended for Replacement after 5+ Years:

- **Wynwood** - 1 Tennis Court and 1 Basketball Court

Courts Recently Replaced include:

- **Veteran Acres** – 2 Tennis Courts (2022)
- **Spoerl** – 6 Pickleball Courts and 1 Basketball Court (2019)

Recommendation:

For discussion purposes for prioritizing court rehabilitation work.

Serving the Residents of Crystal Lake and Lakewood

1 E. Crystal Lake Avenue | Crystal Lake IL 60014 | 815.459.0680

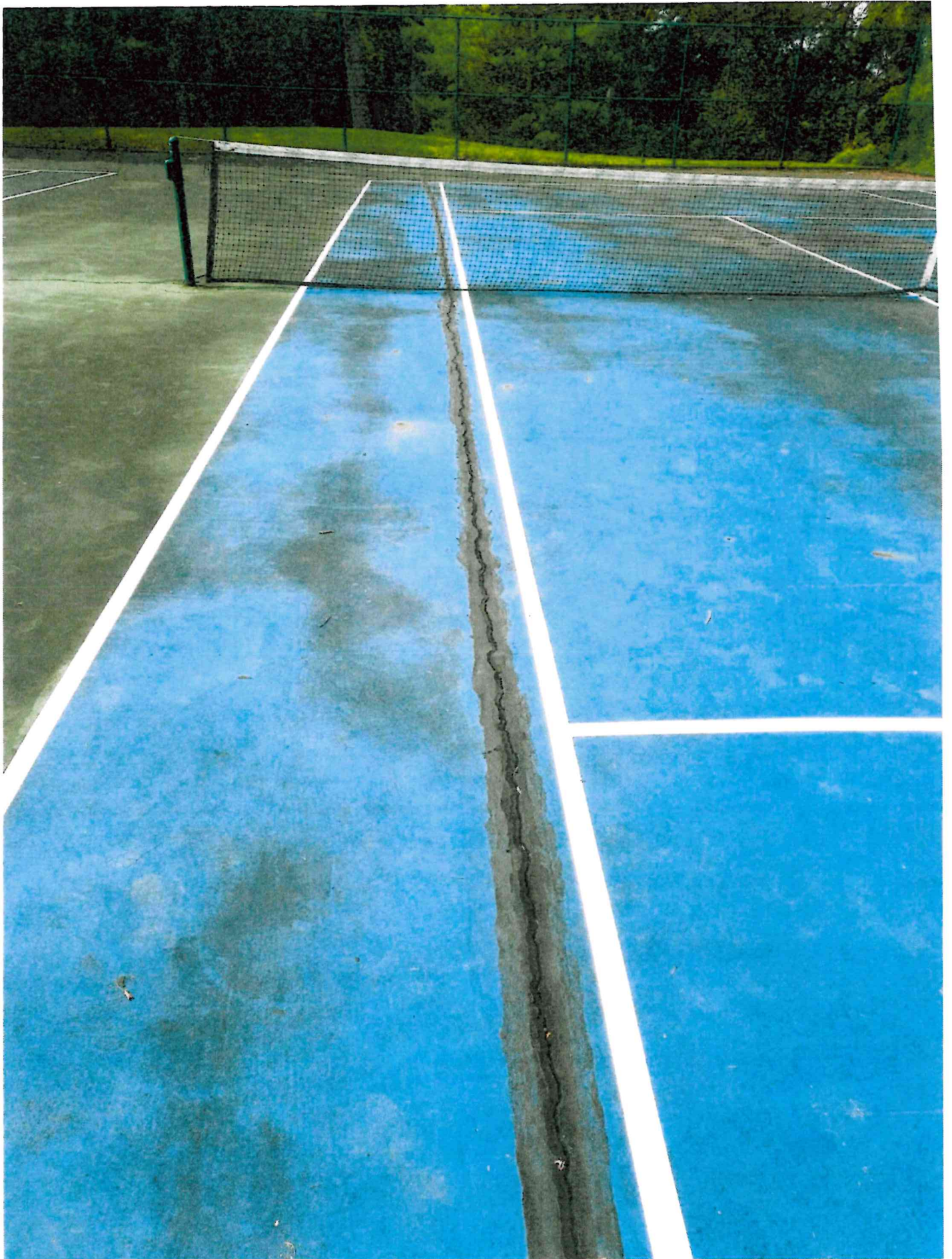
CRYSTALLAKEPARKS.ORG



**BRIGHTON
OAKS PARK**

9818 Ballard Road
PARK CLOSES AT DUSK



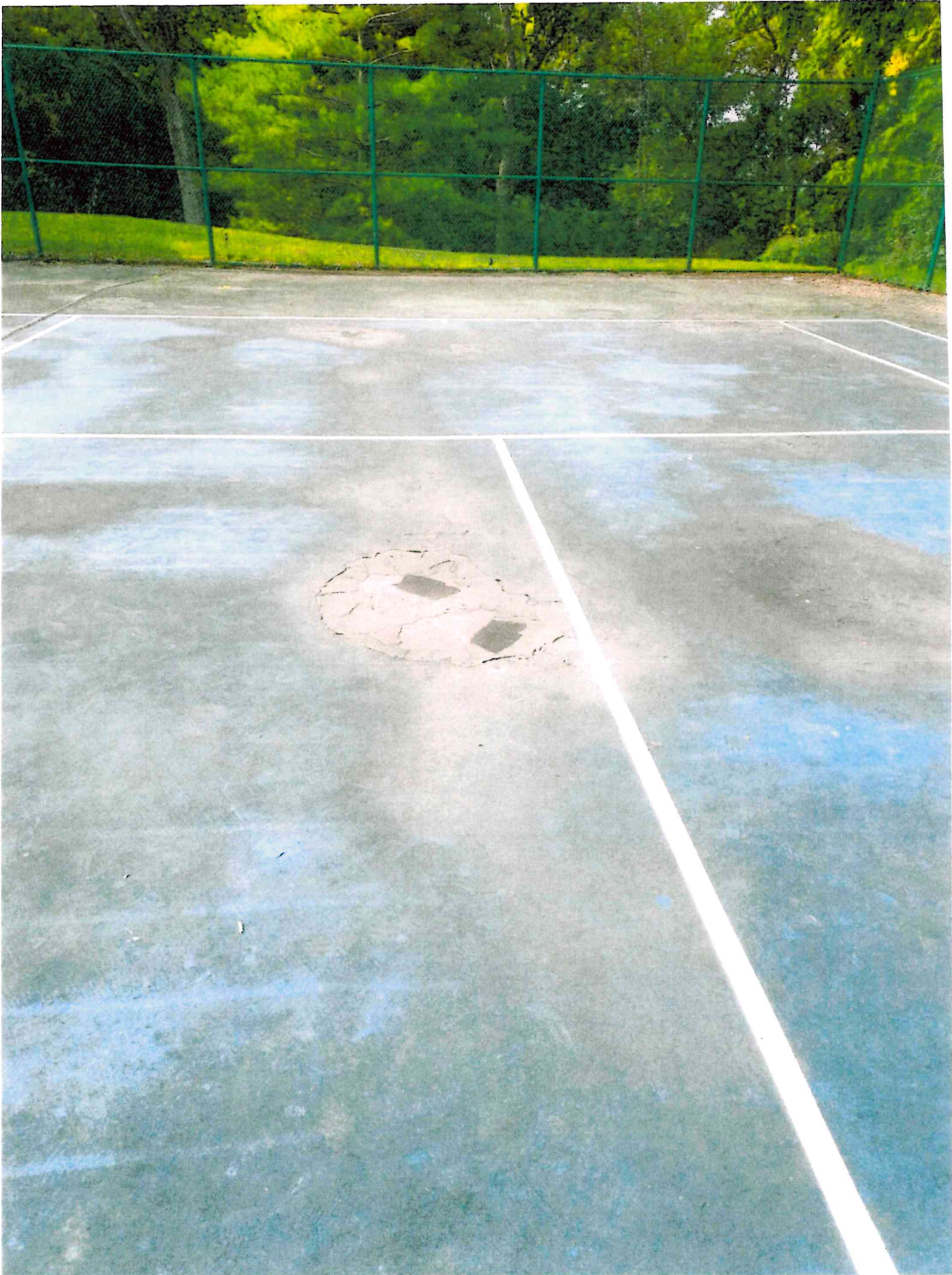


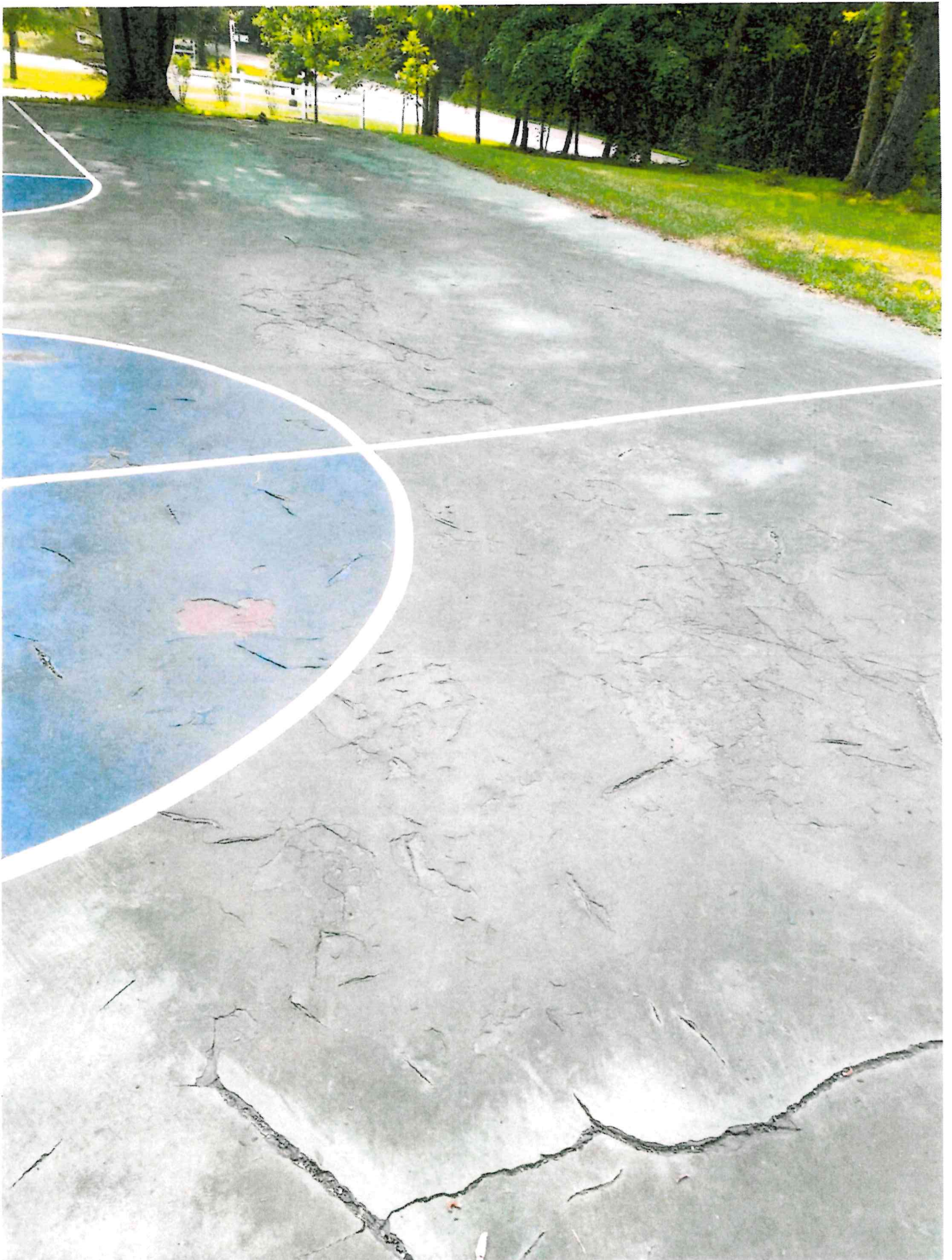






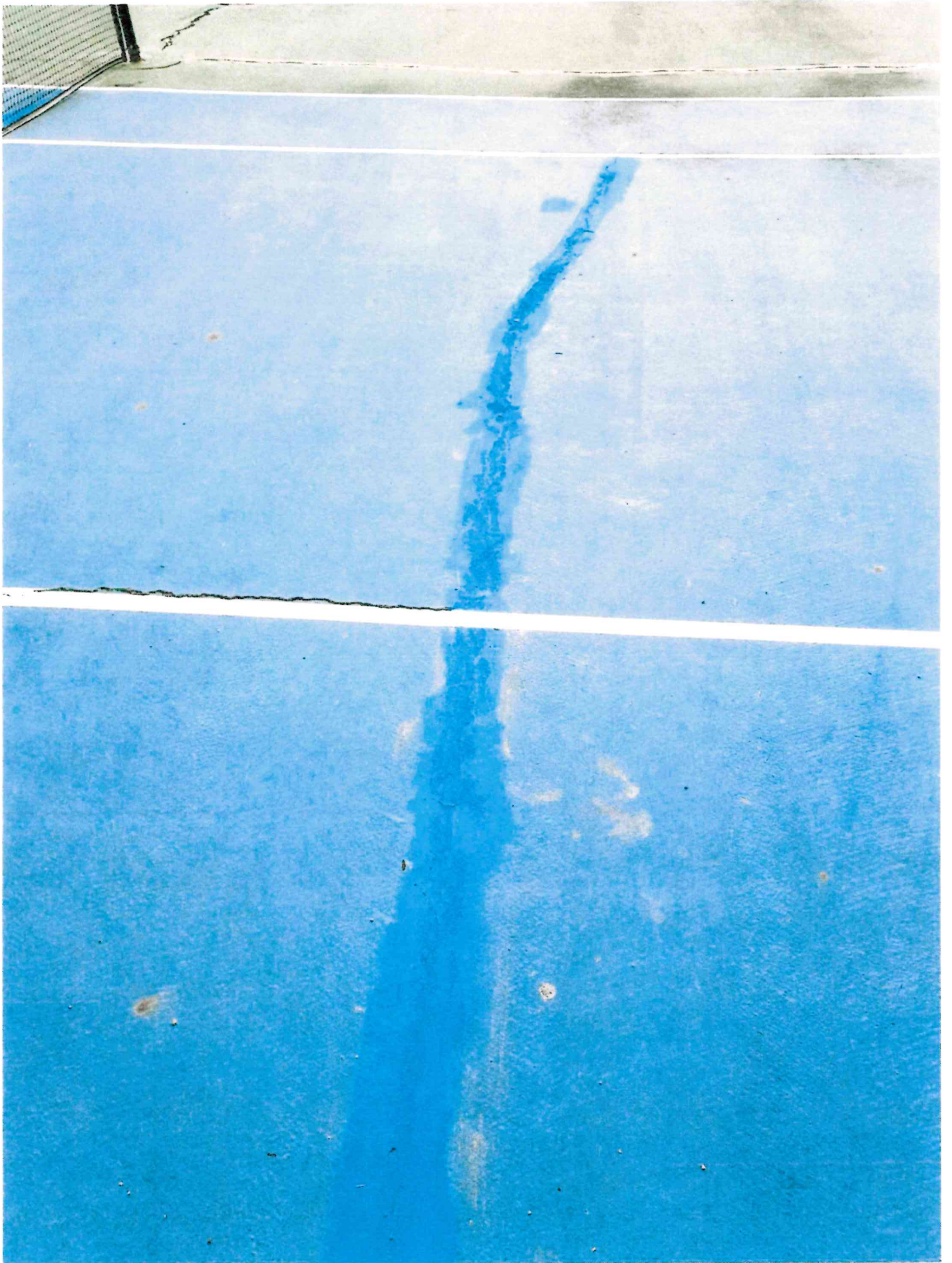




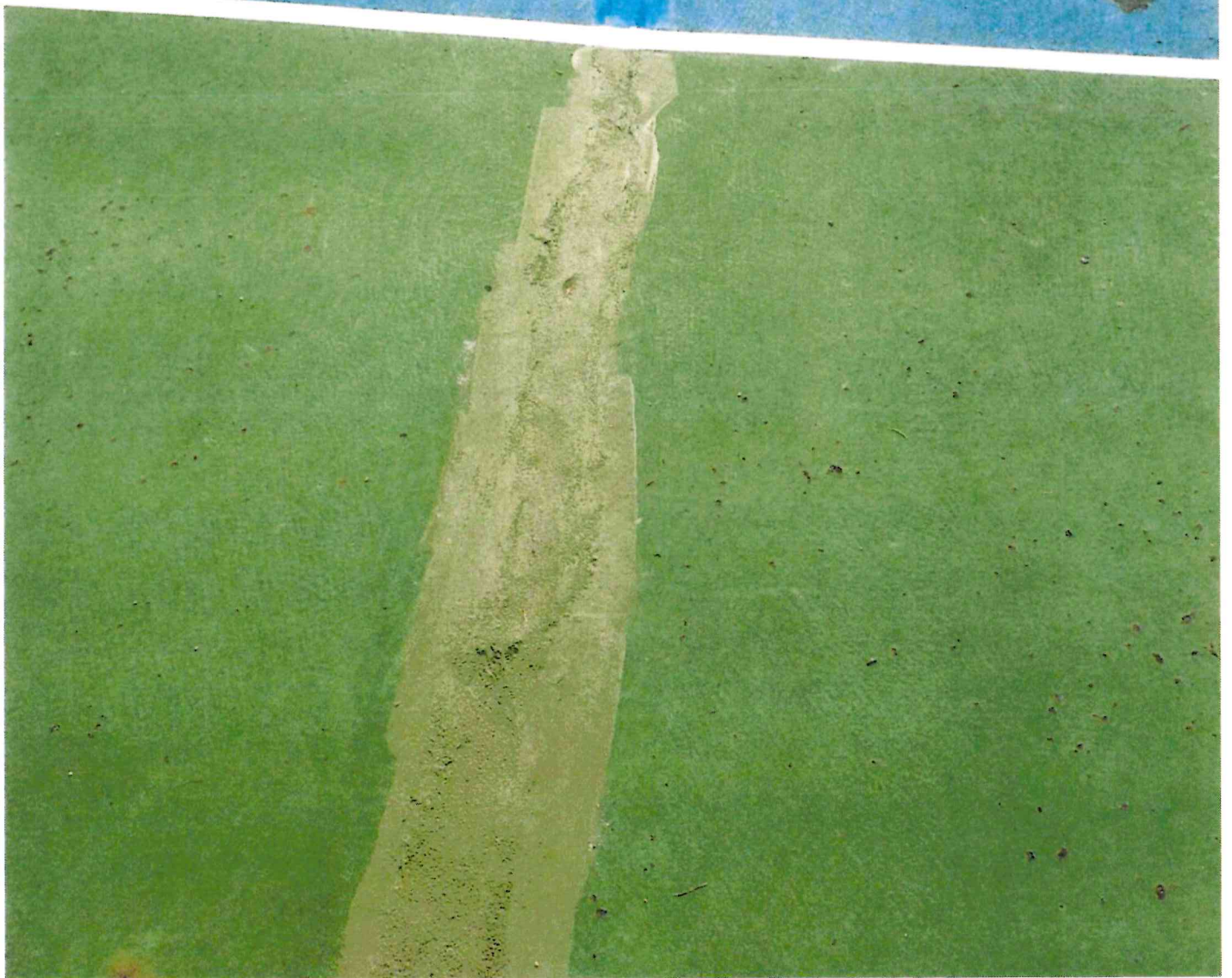
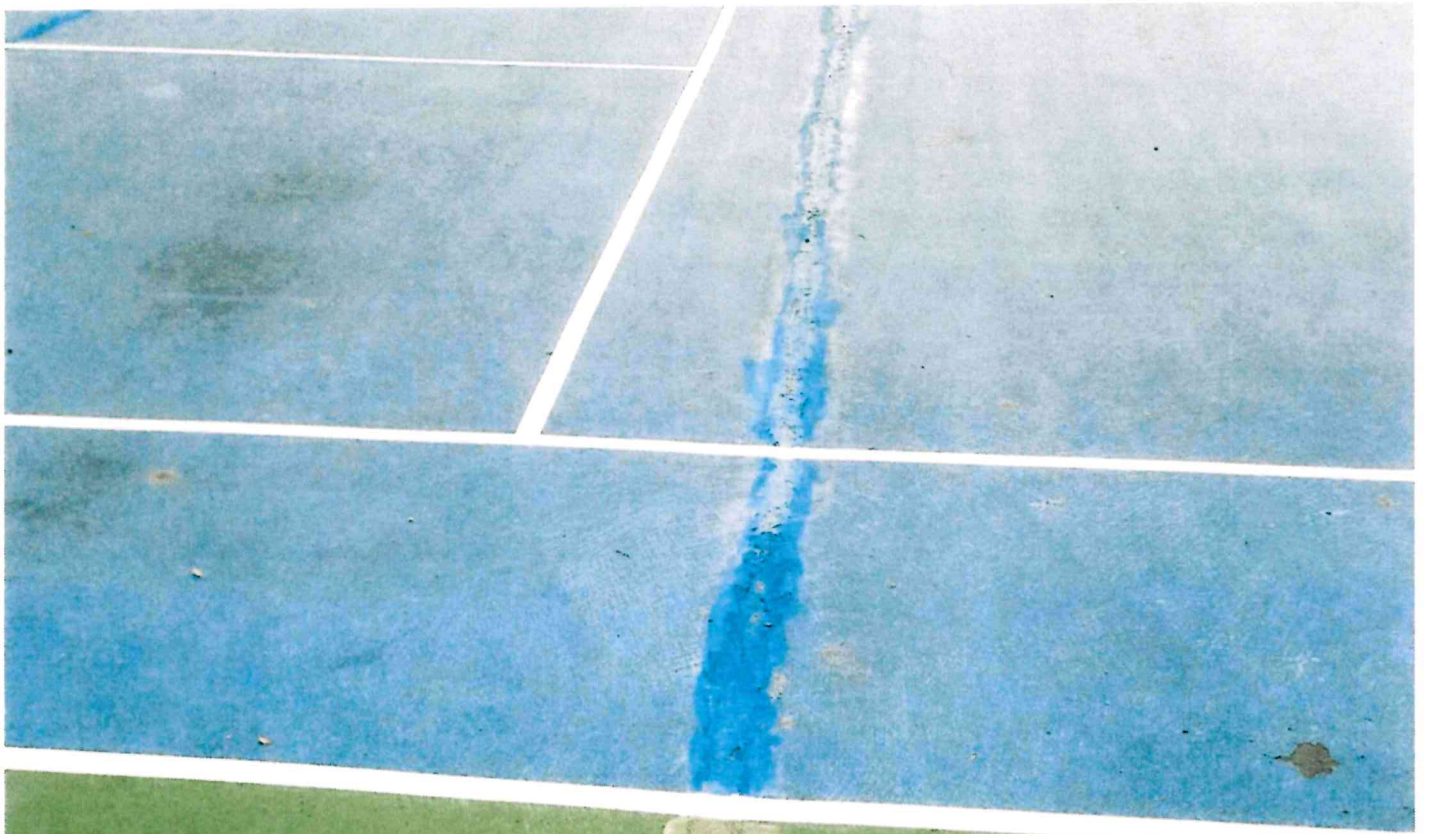


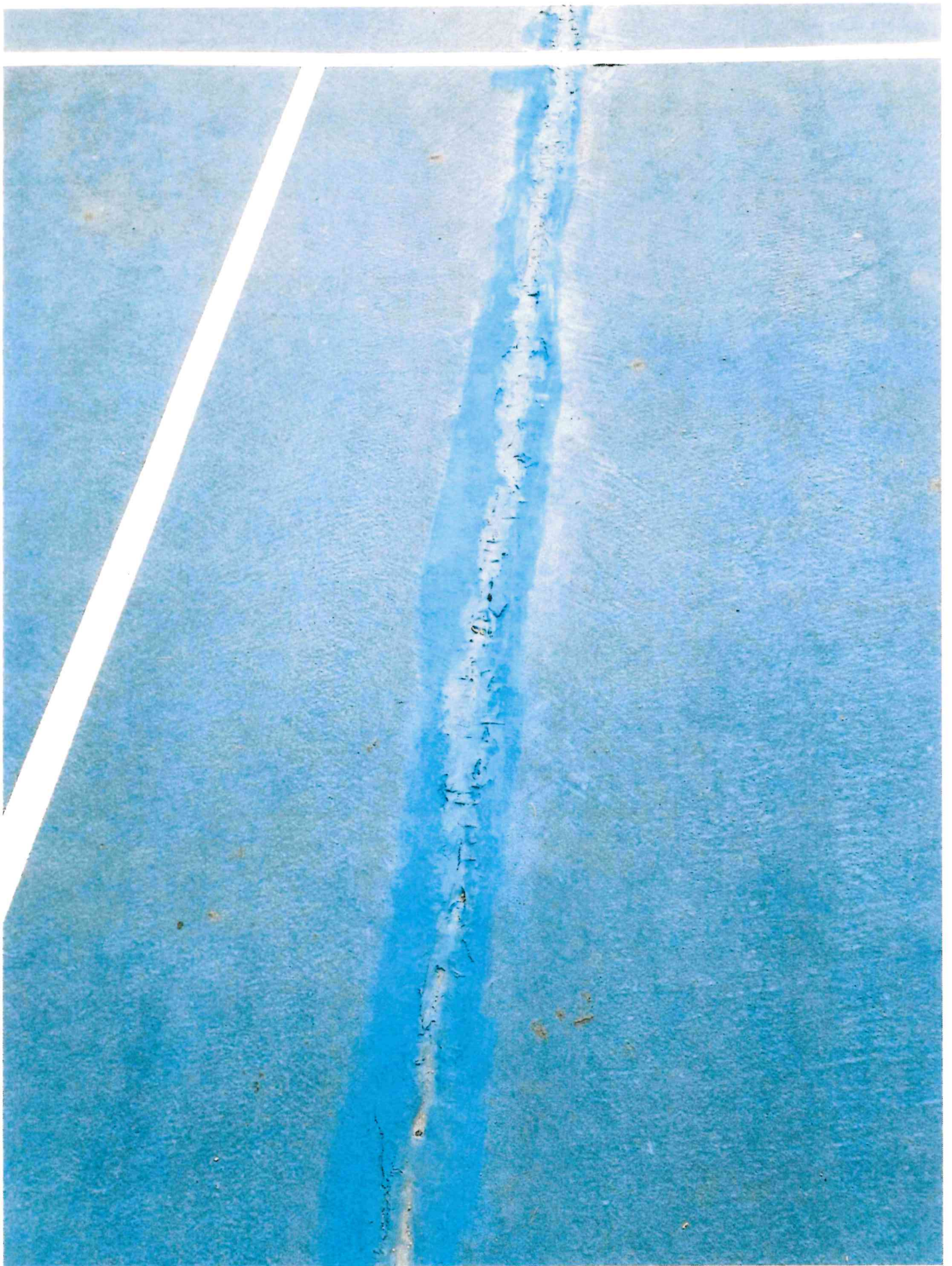


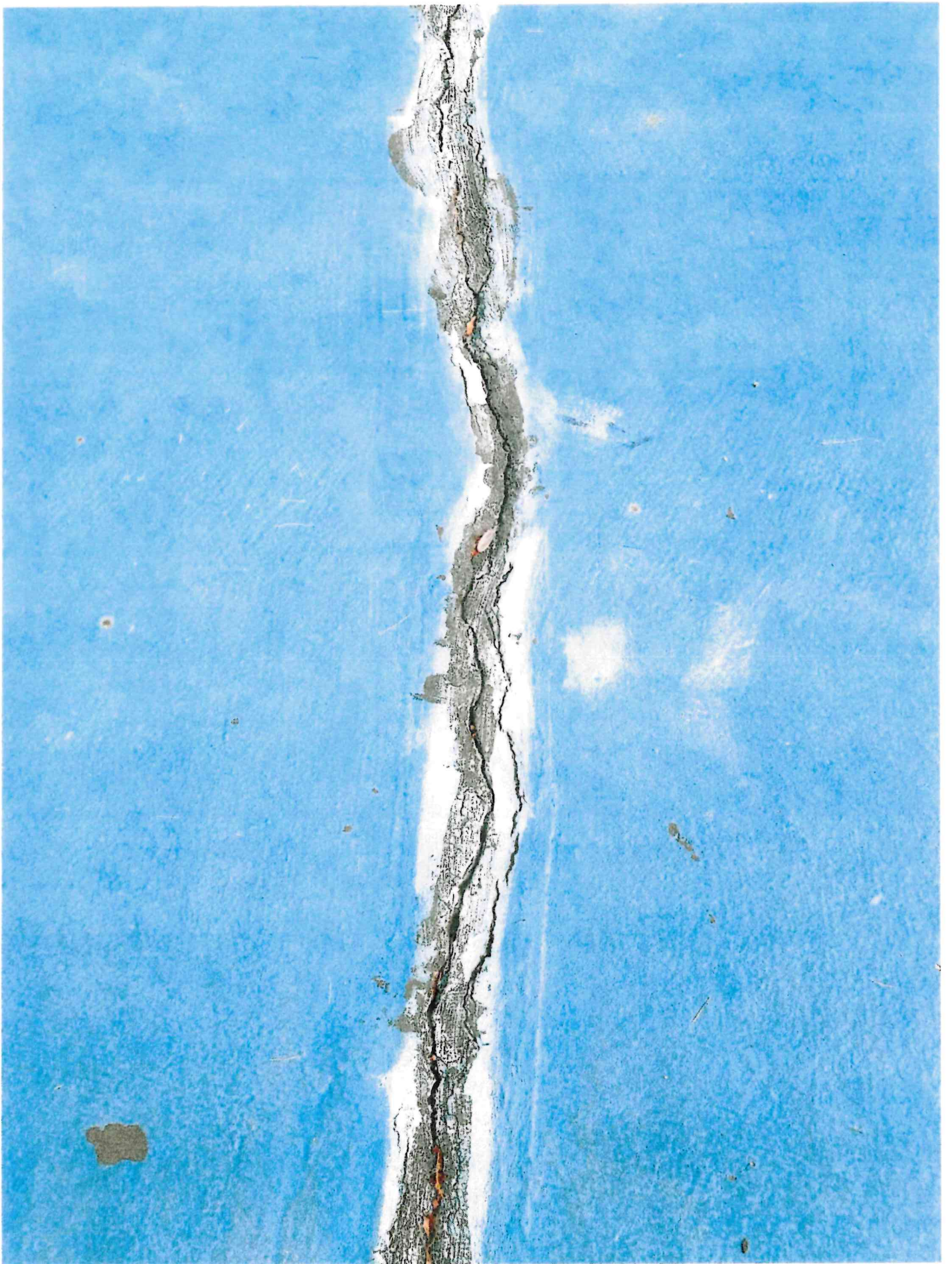


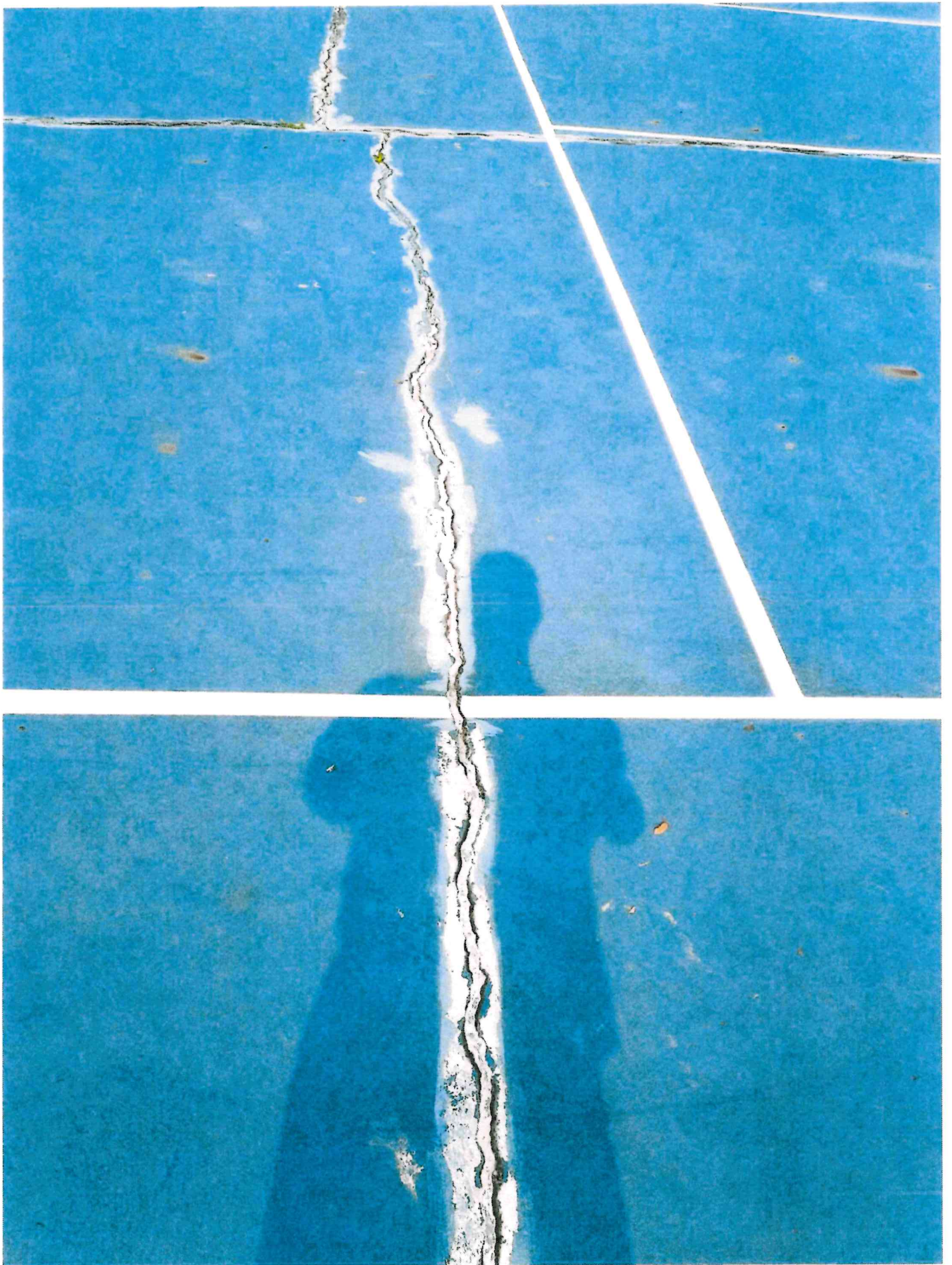
















COURT RULES

- No court at night
- No food or drink on court
- No use of profane, vulgar, abusive or obscene language
- Proper behavior required
- Court usage is limited to one hour
- The exact address are written on the sign
- Court is not to be used for other activities





MEMORANDUM

DATE: July 25, 2023

TO: Park Board of Commissioners

FROM: Jason Herbster – Executive Director

SUBJECT: IPRA Environmental Report Card Review

As part of the Distinguished Accreditation process, Standard 3.5.7.a - Conservation of Natural Resources, requires the Park Board to review the IPRA Environmental Report Card every three years. Staff has reviewed the IPRA Environmental Report Card and has attached it for the Board's review and approval. While the score is in the very good category, staff will continue to work in the areas that can be improved upon over the next three year period.

RECOMMENDATION:

Staff recommends that the Park Board accept the 2023 IPRA Environmental Report Card as presented at the August 17, 2023, meeting.

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Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space and natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess the sustainability of your operations and policies—i.e., how 'green' are you? Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments within your organization that will need to give input. Ideally, one staff person should coordinate filling in the Report Card with other staff assisting. Separate the Report Card into its seven sections, and give each section to the appropriate staff that supervise the area(s) that relate to their section.

Get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

Completion of the Environmental Report Card is one of the requirements an agency needs to meet when applying for The Illinois Distinguished Accreditation and/or IPRA's Exceptional Workplace Award. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service. For more information, visit https://www.ilparks.org/page/dist_accreditation. The Exceptional Workplace Award was developed to help agencies identify and achieve a high level of health and wellness for their employees, and to recognize their achievements. Park, Recreation, and Conservation agencies applying for the Exceptional Workplace Award (EWA) must complete an online survey, consisting of a series of 48 questions. For more information, visit <https://www.ilipra.org/awards-recognition>.

By completing the Environmental Report Card, you have taken a great step to benchmark your agency for future progress. Once completed, simply keep for your records, revisit as needed, and/or submit with your Illinois Distinguished Accreditation and/or IPRA Exceptional Workplace application(s).

Any questions regarding the Environmental Report Card, please contact IPRA at info@ilipra.org.

Good luck!

Report Card History

This is the third version of the Report Card known as Environmental Report Card III. The first Report Card was developed in 2006 in response to IPRA members asking whether there was a tool available so agencies could evaluate their management and operations in relation to environmental protection. Report Card I provided a general scoring and grading system out of a total of 100 possible points to help agencies better assess their strengths and weaknesses.

The second and third Report Cards, developed in 2011 and 2016, are updated versions as new tools and information developed in sustainability efforts. There are more possibilities to consider when answering the questions in each successive revision. As a result, versions II and III provide a more nuanced picture of an agency's sustainability efforts. Because the total possible points are more than 100, the scoring system changed to percentages rather than points. The grading system to assess your agency is still the same.

The first and second versions are no longer available to be filled out, they are just a result of changes over time.

Environmental Report Card III
For Park & Recreation Agencies
Revised January 19, 2017

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card). Tally up total points earned against total points possible for each section with out the "N/A" questions.

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>			2 <input type="text"/>
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input checked="" type="checkbox"/>			1 <input type="text"/>
2.	Do full time and/or part time staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1 <input type="text"/>
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input checked="" type="checkbox"/>			1 <input type="text"/>
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?		<input checked="" type="checkbox"/>		0 <input type="text"/>
4.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?				0 <input type="text"/>

TOTAL POINTS 5

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input checked="" type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="text"/>	

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input checked="" type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation (ex: lighting, heating/cooling efficiency upgrades)		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input checked="" type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Alternative Energy Systems		<input type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		4	<input type="checkbox"/>	

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the US Communities or similar program? (2 points)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		<input checked="" type="checkbox"/>		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
8.	Are procedures in place to measure the impacts of environmental goals/initiatives? (e.g. cost savings, energy savings, waste reduction)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency promote public awareness of its sustainability efforts?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

19

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers paired with waste containers, visibly well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points) (e.g. use of bio-compostable utensils, serving items, containers or packaging, reusable utensils or beverage containers)		<input checked="" type="checkbox"/>		0
	a. Are outside concessionaires required to offer recycling for patrons?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?		<input type="checkbox"/>		
	b. Paper that contains 30% or more post consumer recycled content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Other: Please List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				3
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?		<input checked="" type="checkbox"/>		0

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, fans or other electric devices where appropriate, on motion activated occupancy sensors or timers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
13.	Are staff instructed to turn off all electronics and unplug charging devices at the end of the day?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
16.	Are on-demand/tankless hot water heaters utilized where appropriate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
18.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
19.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	<input type="checkbox"/>			0
		YES	NO	N/A	POINTS
21.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	<input checked="" type="checkbox"/>			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
22.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries		<input checked="" type="checkbox"/>		
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	<input type="checkbox"/>
		YES	NO	N/A	POINTS
23.	Does your agency have an integrated pest management program in place to reduce the use of toxic pesticides within facilities? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
24.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Passive Solar		<input checked="" type="checkbox"/>		
	Active Solar		<input type="checkbox"/>		
	Wind Energy		<input type="checkbox"/>		
	Geo-Thermal		<input type="checkbox"/>		
	Green Roof		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			1	<input type="checkbox"/>
		YES	NO	N/A	POINTS
25.	Does your agency actively train and/or support staff training in sustainable management practices (green cleaning, energy efficiency, etc)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
26.	Does your agency purchase energy through a green energy provider?	<input type="checkbox"/>			0

TOTAL POINTS

38

FLEET MANAGEMENT AND MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy for staff)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? <i>Check only one.</i>				1
0% - 0 points					
1-10% - 1 point		<input checked="" type="checkbox"/>			
11-20% - 2 points					
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?		<input checked="" type="checkbox"/>		0

TOTAL POINTS

7

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		<input type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?	<input checked="" type="checkbox"/>			

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
6.	Has your agency phased out the use of coal tar based asphalt sealants and started the use of less toxic eco-friendly alternatives?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species			<input checked="" type="checkbox"/>	
	Elimination of mowing in some areas			<input checked="" type="checkbox"/>	
	Reduction of the number of applications or using a single-application product			<input checked="" type="checkbox"/>	
	Use of Integrated Pest Management (IPM)			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED				4
		YES	NO	N/A	POINTS
8.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion			<input checked="" type="checkbox"/>	
	Reduce Non-Point Source Pollution			<input checked="" type="checkbox"/>	
	Deter Canada Geese			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED				3
		YES	NO	N/A	POINTS
9.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers			<input checked="" type="checkbox"/>	
	Shade Trees Along Southern Exposures of Buildings			<input checked="" type="checkbox"/>	
	Shade Trees Around Paved Areas			<input checked="" type="checkbox"/>	
	Drought Tolerant Native Plants			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED				4
		YES	NO	N/A	POINTS
10.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Administrative Offices			<input checked="" type="checkbox"/>	
	Recreational Building Facilities			<input checked="" type="checkbox"/>	
	Aquatic Facilities			<input checked="" type="checkbox"/>	
	Maintenance Facilities			<input checked="" type="checkbox"/>	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			<input checked="" type="checkbox"/>	
	Golf Courses			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
11.	Does your agency post no idling signage in designated areas for frequently used drop off & pick up areas for program participants?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment			<input checked="" type="checkbox"/>	
	Illegal Dumping			<input checked="" type="checkbox"/>	
	Other: Please List <small>Sump Pump Discharge</small>			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED				3

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
13.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List				
	TOTAL NUMBER CHECKED			4	<input type="checkbox"/>
		YES	NO	N/A	POINTS
14.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>

TOTAL POINTS

39

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Remnant Prairies		<input checked="" type="checkbox"/>		
	Wetlands		<input checked="" type="checkbox"/>		
	Rivers, Streams, Tributaries		<input type="checkbox"/>		
	Ponds/Lakes		<input checked="" type="checkbox"/>		
	Floodplains		<input type="checkbox"/>		
	Greenways/Corridors		<input checked="" type="checkbox"/>		
	Woodlands		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Protect/Provide Habitats		<input checked="" type="checkbox"/>		
	Increase Biodiversity		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? (1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Proscribed Burning		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Proscribed Burning		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Boardwalks		<input checked="" type="checkbox"/>		
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets		<input checked="" type="checkbox"/>		
	Educational Posters		<input checked="" type="checkbox"/>		
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED		5	<input type="checkbox"/>	

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List				
	TOTAL NUMBER CHECKED		3	<input type="checkbox"/>	
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?		<input checked="" type="checkbox"/>		0 <input type="checkbox"/>
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1 <input type="checkbox"/>

TOTAL POINTS

34

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide nature programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, bee keeping)	<input type="checkbox"/>			0
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues and ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED				5
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its waste reduction and recycling expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List <small>Affiliate Groups</small>		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED				5

Check this box to clear this page

PROGRAMMING CONTINUED		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED			2	
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency actively fund and/or apply for grants to support: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Nature Play Areas		<input checked="" type="checkbox"/>		
	Other: Please List Trail Maps		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			4	
		YES	NO	N/A	POINTS
11.	Does your agency clearly communicate its energy conservation expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants / Facility Users		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List Affiliate Groups		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	

TOTAL POINTS	26
GRAND TOTAL OF ALL THE SECTIONS COMBINED	16
TOTAL POSSIBLE POINTS	0
PERCENTAGE	83%

GRAND TOTAL POINT REVIEW

There are 202 total possible points. The percentage calculated should exclude all sections you marked not applicable. Divide your points earned by the total point eligible to find your percentage score.

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address them.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30% or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Signature Jason Neubola

Date 7/25/23

Board review and approval for Distinguished Park and Recreation Accreditation

Date



BOARD MEMORANDUM

DATE: July 26, 2023

TO: Board of Commissioners

FROM: Jason Herbster, Executive Director
Tina Becke, Superintendent of Business Services

SUBJECT: 2023 Property Tax Levy

Other than tax revenue or issuing bonds, a park district has limited revenue resources, such as program fees, admissions, and rentals, investment income, grants, foundations, fundraising, intergovernmental revenue, and partnerships. The levy process is the legal prerequisite to a local governmental entity receiving money from taxation, which provides its authority to collect tax revenue to finance district expenses.

The District is required each year to estimate the amount of money to be raised by taxation for use in the following year. The 2023 Tax Levy relates to tax revenues to be collected in fiscal year 2024-2025 (May 1, 2024 through April 30, 2025). This is called the aggregate levy and must be stated in a formal resolution passed by the Board. If the aggregate operating levy, which does not include Special Recreation or Debt funds, increase from the prior year's extension is greater than 105%, then the District is required to publish a notice and hold a public hearing on the proposed property tax levy.

The Property Tax Limitation Act of 1994, referred to as the tax cap, drastically changed the levy process. This limits tax growth on the existing Equalized Assessed Value (EAV) property base to a tax increase of 5% or the Consumer Price Index (CPI), whichever is lower. CPI was measured from December 2021 to December 2022 and was calculated at 6.5%. Therefore, the CPI used for 2023 will be 5%. First year exclusions to the tax cap include new growth captured from new construction, annexations, transfer of exempt to taxable properties, and Tax Increment Financing (TIF) districts reverting back to the tax rolls. Taxing bodies must levy for all potential new growth to actually receive it.

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After the tax levy amount is determined and public hearing held, the Tax Levy Ordinance must be approved and filed with the County by December of each year. This ordinance is an official legal document which outlines by fund, the total amount of taxes to be assessed and levied for and against all property within the District.

The District has only received the memo from the state and is waiting for further planning data from McHenry County for the 2023 property tax levy as of the date of this memo.

More information is expected after the August 17 Board meeting. This memo is a recap of the steps to be taken during the tax levy process. It also includes the final 2022 tax levy as a refresher.

LEVY TIMELINE

- August 3** Committee of the Whole meeting – determine CPI / New Growth factors / revenue needs

- September 7** Committee of the Whole meeting – present draft 2023 proposed tax levy

- October 19** Board meeting – Determine the estimated amount of money necessary to be raised by taxes for the 2024/2025 fiscal year. Also, determine whether this proposed levy amount is greater than 105% of the previous year’s extension.

- November 6** Publish Truth in Taxation notice and post on website, if necessary. This must be done not less than seven days nor more than 14 days prior to the public hearing.

- November 16** Board meeting – Conduct public hearing for Truth in Taxation, if necessary. Board adopts Levy Ordinance with Certification by Secretary

- December 26** Last day to file Certified Tax Levy Ordinance with County Clerk. Take three copies to the County Clerk’s office to be file stamped. One copy stays with the county clerk. The other two copies are for the park district files—one for Anne Sandor’s files and one for the Business Services Department levy file.

Serving the Residents of Crystal Lake and Lakewood

FINAL Tax Computation Report McHenry County

Equalization Factor 1.0

Taxing District PKCL - CRYSTAL LAKE PARK

Property Type	Total EAV	Rate Setting EAV	PTELL Values	Non-PTELL Extension	PTELL Factor	Limited Rate	% Burden Rate	McHenry County Total Extension	Percent
Farm	5,727,603	5,727,603	EZ Value Abated: 0		1.000000	0.072872	0.000000	\$1,328,010.96	15.7427
Residential	1,429,520,998	1,429,481,766	EZ Tax Abated: \$0.00		1.000000	0.000000	0.000000	\$0.00	0.0000
Commercial	300,851,165	297,880,756	Annexation EAV 6,061,858		1.000000	0.000000	0.000000	\$0.00	0.0000
Industrial	83,985,128	83,614,346	Disconnection EAV 0		1.000000	0.000000	0.000000	\$0.00	0.0000
Mineral	2,236,278	2,236,278	Recovered TIF EAV 0		1.000000	0.000000	0.000000	\$0.00	0.0000
State Railroad	3,447,761	3,447,761	Agg. Ext. Base (2021) 6,189,966		1.000000	0.000000	0.000000	\$0.00	0.0000
Local Railroad	0	0	Limiting Rate 0.361450		1.000000	0.000000	0.000000	\$0.00	0.0000
County Total	1,825,768,933	1,822,388,510	% of Burden 0.00%		1.000000	0.066594	0.000000	\$1,213,601.40	14.3864
Total + Overlap	1,825,768,933	1,822,388,510	Recovered EZ EAV 0		1.000000	0.066594	0.000000	\$1,213,601.40	14.3864
			TIF Increment 3,380,423		1.000000	0.000000	0.000000	\$0.00	0.0000
			New Property 18,157,637		1.000000	0.000000	0.000000	\$0.00	0.0000
			New Property (Overlap) 0		1.000000	0.000000	0.000000	\$0.00	0.0000
			Total New Property 18,157,637		1.000000	0.000000	0.000000	\$0.00	0.0000
Fund/Name	Levy Request	Max. Rate	Calc. Rate	Actual Rate	PTELL Factor	Limited Rate	% Burden Rate	McHenry County Total Extension	Percent
** 001 CORPORATE	1,328,000	0.000000	0.072871	0.072872	1.000000	0.072872	0.000000	\$1,328,010.96	15.7427
003 BOND 2018A	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
003A BOND 2021	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
003E BOND 2012B	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
003F BOND 2017A	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
003G BOND 2022A	1,213,600	0.000000	0.066594	0.066594	1.000000	0.066594	0.000000	\$1,213,601.40	14.3864
003H BOND 2022B	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
003L GO PARK BOND 2020A	0	0.000000	0.000000	0.000000	1.000000	0.000000	0.000000	\$0.00	0.0000
** 005 I.M.R.F	286,500	0.000000	0.015721	0.015722	1.000000	0.015722	0.000000	\$286,515.92	3.3965
** 027 AUDIT	25,000	0.005000	0.001372	0.001372	1.000000	0.001372	0.000000	\$25,003.17	0.2964
** 035 LIABILITY INSURANCE	139,500	0.000000	0.007655	0.007655	1.000000	0.007655	0.000000	\$139,503.84	1.6537
** 107 NATURAL HISTORY	317,000	0.070000	0.017395	0.017395	1.000000	0.017395	0.000000	\$317,004.48	3.7579
** 122 RECREATION	1,909,640	0.120000	0.104788	0.104788	1.000000	0.104788	0.000000	\$1,909,644.47	22.6375
126 SPECIAL RECREATION	701,611	0.040000	0.038500	0.038500	1.000000	0.038500	0.000000	\$701,619.58	8.3172
200 REVENUE RECAPTURE	14,827	0.000000	0.000814	0.000814	1.000000	0.000814	0.000000	\$14,834.24	0.1758
** 301 ADDITIONAL CORP	2,500,000	0.250000	0.137183	0.137183	1.000000	0.137183	0.000000	\$2,500,007.23	29.6359
Totals (Capped)	6,505,640		0.356985	0.356987		0.356987		\$6,505,690.07	77.1206
Totals (Not Capped)	1,930,038		0.105908	0.105908		0.105908		\$1,930,055.22	22.8794
Totals (All)	8,435,678		0.462893	0.462895		0.462895		\$8,435,745.29	100.0000

** Subject to PTELL

McHenry County Prior Year Extension Listing

<u>District Name</u>	<u>2021 Extension</u>	<u>2020 Extension</u>	<u>2019 Extension</u>
LYNI-NIPPERSINK LIBRARY	732,786.75	715,429.41	695,658.23
Excluded Amt:	1,785.13	0.00	0.00
Prior Overlap:	0.00	0.00	0.00
Total:	731,001.62	715,429.41	695,658.23
LYRW-RURAL WOODSTOCK LIBRARY	440,065.91	431,122.86	420,135.58
Excluded Amt:	1,175.82	0.00	0.00
Prior Overlap:	0.00	0.00	0.00
Total:	438,890.09	431,122.86	420,135.58
LYWA-WAUCONDA AREA LIBRARY	584,585.16	551,351.21	547,712.66
Excluded Amt:	1,282.50	-9,018.87	0.00
Prior Overlap:	0.00	3,032,613.32	2,963,449.34
Total:	583,302.66	3,592,983.40	3,511,162.00
PKBR-BARRINGTON HILLS PARK	70,220.56	72,271.33	66,454.03
Excluded Amt:	86.53	-56.31	-292.59
Prior Overlap:	0.00	153,986.67	150,349.90
Total:	70,134.03	226,314.31	217,096.52
PKCA-CARY PARK DISTRICT	5,139,586.19	5,034,570.13	4,905,319.97
Excluded Amt:	1,054,412.15	1,028,533.29	1,001,052.00
Prior Overlap:	0.00	0.00	0.00
Total:	4,085,174.04	4,006,036.84	3,904,267.97
PKCL-CRYSTAL LAKE PARK	7,935,979.56	7,838,417.33	7,695,318.62
Excluded Amt:	1,746,014.05	1,691,331.72	1,681,266.19
Prior Overlap:	0.00	0.00	0.00
Total:	6,189,965.51	6,147,085.61	6,014,052.43
PKHU-HUNTLEY PARK DISTRICT	2,519,440.07	2,448,036.05	2,378,578.00
Excluded Amt:	438,632.59	415,440.97	399,239.47
Prior Overlap:	0.00	543,839.76	529,010.90
Total:	2,080,807.48	2,576,434.84	2,508,349.43
PKMA-MARENGO PARK DIST	545,543.85	546,146.77	670,142.13
Excluded Amt:	208,125.45	197,949.85	330,339.89
Prior Overlap:	0.00	0.00	0.00
Total:	337,418.40	348,196.92	339,802.24
RSMA-MARENGO RESCUE SQUAD	1,496,217.65	1,467,147.50	1,430,687.04
Excluded Amt:	1,721.52	0.00	0.00
Prior Overlap:	0.00	0.00	0.00
Total:	1,494,496.13	1,467,147.50	1,430,687.04



Illinois Department of Revenue

Property Tax Division

101 West Jefferson Street, MC 3-450

Springfield, Illinois 62702

Telephone: (217) 782-3016

Facsimile: (217) 782-9932

PTELL – CPI for 2023 Extensions - Property Taxes Payable 2024

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener
Property Tax Division

DATE: 1/12/23

SUBJECT: CPI Change for 2023 Extensions (for property taxes payable in 2024) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2023 extensions (taxes payable in 2024) under PTELL is 5.0%

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2023 extensions (taxes payable in 2024), the CPI to be used for computing the extension limitation and debt service extension base is 5.0%. The CPI is measured from December 2021 to December 2022. The U.S. City Average CPI for December 2021 was 278.802 and 296.797 for December 2022. The CPI change is calculated by subtracting the 2021 CPI from the 2022 CPI. The amount is then divided by the 2021 CPI which results in 6.5% CPI. $(296.797 - 278.802) / 278.802 = 6.5\%$. The Statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount.

Information on PTELL may be accessed through the department's web site at www.tax.illinois.gov under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information and Resources" heading.

If you have any questions concerning the change in the consumer price index (CPI), please contact me at (217) 782-3016.

Illinois Dept. of Revenue
History of CPI's Used for the PTELL
01/12/2023

Year	December CPI-U	% Change From Previous December	% Use for PTELL	Comments	Levy Year	Years Taxes Paid
1991	137.900	--				
1992	141.900	2.9%	2.9%		1993	1994
1993	145.800	2.7%	2.7%	(5 % for Cook)	1994	1995
1994	149.700	2.7%	2.7%		1995	1996
1995	153.500	2.5%	2.5%		1996	1997
1996	158.960	3.6%	3.6%		1997	1998
1997	161.300	1.5%	1.5%		1998	1999
1998	163.900	1.6%	1.6%		1999	2000
1999	168.300	2.7%	2.7%		2000	2001
2000	174.000	3.4%	3.4%		2001	2002
2001	176.700	1.6%	1.6%		2002	2003
2002	180.900	2.4%	2.4%		2003	2004
2003	184.300	1.9%	1.9%		2004	2005
2004	190.300	3.3%	3.3%		2005	2006
2005	196.800	3.4%	3.4%		2006	2007
2006	201.800	2.5%	2.5%		2007	2008
2007	210.036	4.08%	4.1%		2008	2009
2008	210.228	0.1%	0.1%		2009	2010
2009	215.949	2.7%	2.7%		2010	2011
2010	219.179	1.5%	1.5%		2011	2012
2011	225.672	3.0%	3.0%		2012	2013
2012	229.601	1.7%	1.7%		2013	2014
2013	233.049	1.5%	1.5%		2014	2015
2014	234.812	0.8%	0.8%		2015	2016
2015	236.525	0.7%	0.7%		2016	2017
2016	241.432	2.1%	2.1%		2017	2018
2017	246.524	2.1%	2.1%		2018	2019
2018	251.233	1.9%	1.9%		2019	2020
2019	256.974	2.3%	2.3%		2020	2021
2020	260.474	1.4%	1.4%		2021	2022
2021	278.802	7.0%	5.0%		2022	2023
2022	296.797	6.5%	5.0%		2023	2024



John S. Longo
Chief of Police
1 E. Crystal Lake Avenue
Crystal Lake, IL 60014
815.356.2415 Ext 2201

MEMORANDUM

DATE: 06/13/2023
TO: Crystal Lake Park District Board of Commissioners
FROM: Chief John Longo
SUBJECT: Flock Safety Cameras

The development and use of LPR (License Plate Reader) Cameras is a powerful and growing opportunity for Law Enforcement. Area agencies, including the Crystal Lake Police Department, Cary Police Department, McHenry County Conservation District, and the Lakewood Police Department are using or planning to use these devices. Interagency cooperation and information sharing creates the ability to identify, track, and locate vehicles involved in criminal activity. The recent murders at the University of Idaho were solved in large part using LPR cameras.

In addition to helping identify vehicles involved in criminal activity, the cameras provide information for the registered owner. This function would alert Park Police to the presence of persons wanted on warrant, registered sex offenders that are prohibited from parks, or Orders of Protection information that may lead to a violation of that order. LPR's provide this information, but investigation and follow-up will always be the determining factor for these situations.

Flock Safety is the most widely used LPR in our area. These cameras provide a database for vehicles that can be searched by license plate or description. Flock Safety has provided a quote to locate LPR's at both Lippold Park entrances and Veteran's Acres Park. Attached are the proposed locations.

A copy of the proposed agreement is included with this memorandum. The total cost for year one is \$10,950 and \$9,000 annual thereafter. There are funds in the budget for this project.

Recommendation:

Staff is recommending that the Crystal Lake Park District purchase and deploy the Flock Safety LPR Cameras as proposed.

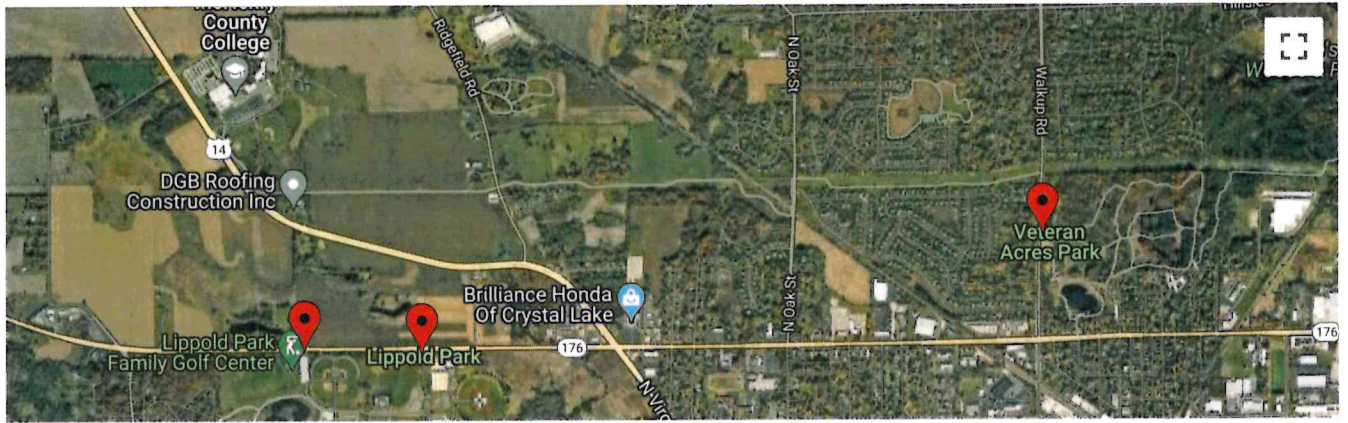
Crystal Lake Parks

[Go to Project Management](#)

Export

3
TOTAL LOCATIONS

3 | **PLANNING** | PERMITTING | INSTALLING | IN SERVICE



Map data ©2023 Imagery ©2023, Airbus, CNES / Airbus, Landsat / Copernicus, Maxar Technologies, U.S. Geological Survey, USDA/FPAC/GEO 500 m

[Report a map error](#)

Cameras

- 2 Falcon 2.2 - 16 mm - AT&T FirstNet Black CAT 4 (7611)s
- 1 Falcon 2.1 - 12 mm - Cat 4 - Twilio

Poles

- 3 Flock Pole - 12 fts

Power

- 3 Solar Panel - Double Top Mounts
- 6 Penguin Packs

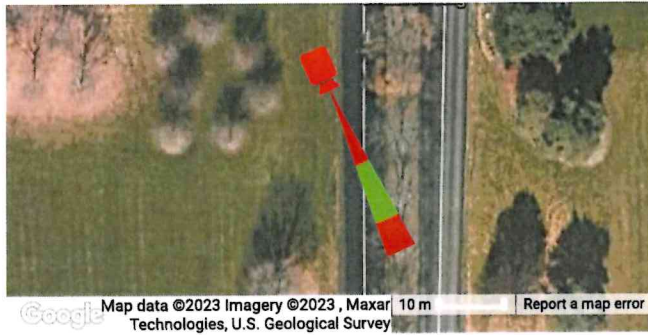
Cameras

< >

Address

Distance: 5.8 ft.





Streetview



Solar



Lippold Park, 851 IL-176, Crystal Lake, IL 60014, USA (42.247627401367176,-88.35739751506401)

Cameras

Falcon 2.2 - 16 mm - AT&T FirstNet Black CAT 4 (7611)

Flock Sign

No

Poles

Flock Pole - 12 ft

Mounts

Universal Pole Mount

Power

Solar Panel - Double Top Mount

External Batteries

2 Penguin Packs

Permit Type

No permit required

Permitting Jurisdiction

—

Requires Bucket Truck

No

Requires Security Escort

No

Requires Traffic Control

No

Traffic Level

Minor or major collector (6,000 to 10,000 AADT)

Distance from Roadway (ft)

5.8

Number of Lanes

1

Speed Limit (mph)

25

Carriers Supported

AT&T, Verizon

Location Notes

No comments yet

								Normal	⌵
--	--	--	--	--	--	--	--	--------	---

Save

Clear

Click here or drag and drop images to add

**Flock Safety + IL - Crystal Lake Parks
District**

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Dan Murdock
dan.murdock@flocksafety.com
3124153858

flock safety



EXHIBIT A
ORDER FORM

Customer: IL - Crystal Lake Parks District
Legal Entity Name: IL - Crystal Lake Parks District
Accounts Payable Email: jlongo@crystallakeparks.org
Address: 1 East Crystal Lake Avenue Crystal Lake, Illinois 60014

Initial Term: 24 Months
Renewal Term: 24 Months
Payment Terms: Net 30
Billing Frequency: Annual Plan - First Year Invoiced at Signing.
Retention Period: 30 Days

Hardware and Software Products
Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$9,000.00
Flock Safety LPR Products			
Flock Safety Falcon ®	Included	3	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	3	\$1,950.00
		Subtotal Year 1:	\$10,950.00
		Annual Recurring Subtotal:	\$9,000.00
		Estimated Tax:	\$1,395.00
		Contract Total:	\$19,950.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$10,950.00
Annual Recurring after Year 1	\$9,000.00
Contract Total	\$19,950.00

*Tax not included

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Community

FlockOS Features	Description
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By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/legal/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: IL - Crystal Lake Parks District

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____