

DRAFT**Avoca Center Action Plan 2017**

Options for the Board of Education to consider regarding Avoca Center property:

- If selling the property, steps 17 through 36 reflect a potential sale.
- If razing, all steps after 17 to be reconsidered.
- If partnering with the park district, all steps after 17 to be reconsidered.

Other opportunities may also impact this action plan.

ACTION PLAN ITEM	TIME FRAME
1 Give tenants formal one-year notice to vacate property by December 31, 2017.	After December 15 BOE Meeting
2 Notify the community regarding action taken to sell Avoca Center and timeline of events leading to the sale. <ul style="list-style-type: none"> • BOE meeting • Media • Newsletter • Website 	December 2016 and January 2017
3 Discuss potential for “mutually beneficial” options for the use of the land with the Wilmette Park District.	January 2017
4 Update and discuss options regarding Avoca Center with the 2017-2019 BOE.	By June 2017
5 Update Facilities Plan in order to have current information regarding capital needs as they will impact Avoca Center decision-making.	Summer 2017
6 Talk to current tenants regarding their future at Avoca Center.	Summer 2017
7 Discuss potential “community update/townhall” meeting with Avoca Center Committee: <ul style="list-style-type: none"> • Content • Timing • Logistics • Other... 	August-September 2017

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

8	<p>Superintendent and CSBO to <i>identify</i> data and information needed in order to create an action plan that addresses the district razing Avoca Center and planting turf in that location at our own expense. Information required may include, but is not limited to:</p> <ul style="list-style-type: none"> ● 5-year budget projection [Sept] ● 5-year facilities plan (including HVAC) [Sept] ● 5-year life safety plan (potentially including HVAC) [Sept] ● Identification of future educational capital expenses including, but not limited to technology infrastructure [Oct] ● Identification of future educational capital expenses including, but not limited to technology hardware and peripherals (<i>these numbers will be estimates at this time</i>) [Oct] ● Identification of future non-educational capital expenses including, but not limited to telephone, intercom, safety systems, vehicles, building equipment [Oct] ● Identification of district's current debt and its structure [Oct] ● Calculation/identification of district's debt service extension base (DSEB) [Oct] ● Student enrollment projections ● Other... (still in process as of 8/3/17) 	August 2017
9	Investigate restrictions, limitations and/or parameters to be considered regarding the development of the property.	August-October 2017
10	Superintendent and CSBO to create an action plan that addresses the district razing Avoca Center and planting turf in that location at its own expense.	August-October 2017
11	<p>Share with BOE:</p> <ul style="list-style-type: none"> ● 5-year budget projection ● 5-year facilities plan (including HVAC) ● 5-year life safety plan (potentially including HVAC) 	September COTW 2017

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

12	Raze Via District Funds DRAFT action plan to be presented to BOE at October COTW.	October 5, 2017
12	If warranted, discuss new lease for current Avoca Center tenants to address potential building use from January 2018-Summer 2018.	October 2017
13	Preview community update/townhall presentation.	November 6, 2017 (COTW)
14	Host Town Hall Meeting to address the following: <ul style="list-style-type: none"> Options the have been investigated Environmental impact study (BOE will hold off on conducting this until a viable option is more imminent.) Restrictions, limitations and/or parameters in relation to the existing options Identified facility needs at Avoca West and Marie Murphy Financial considerations 	Early November (but avoid World Series) 2017
15	Discuss community update/townhall meeting and accept feedback from community members.	November 16, 2017 (BOE)
16	At December COTW and BOE meetings accept feedback from community members.	December 4 (COTW) and 21 (BOE), 2017
17	Discuss options and decide the future of Avoca Center.	January 11, 2018 (COTW)
18	Take action regarding the future of Avoca Center. Schedule Avoca Center informational meeting for March.	January 25, 2018 (BOE)

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

19	Potentially continue to lease Avoca Center to tenants on a month by month basis through summer of 2018.	January-August, 2018
20	Superintendent and CSBO to revisit DRAFT timeline as necessary to reflect BOE's January Decision.	February 2018
	IF THE DISTRICT DECIDES TO SELL THE PROPERTY FOR THE PURPOSE OF BUILDING SINGLE FAMILY HOMES:	
21	Hire an environmental consultant to generate an environmental impact report based upon potential housing development on or other use for the land.	February 2018
22	Update Avoca Center Appraisal. Update Facilities Plan.	February 2018
23	Review updated DRAFT timeline. Preliminary discussions regarding potential restrictions (a.k.a. bid qualifications), if property sale: <ul style="list-style-type: none"> ● Number of lots ● Size of lots ● Bid restrictions ● other... Preliminary discussions regarding funding options, timeline and other considerations, if razing or partnering with another organization. Accept feedback from community members.	February 5, 2018 (COTW)
24	Accept feedback from community members.	February 22, 2018 (BOE)

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

25	Formally introduce bid restrictions. Preview community informational meeting.	March 5, 2018 (COTW)
26	Host an informational meeting for the community and invite the press regarding the future of Avoca Center. (March 6, 7, 8, 13, 14 or 15, 2018)	March (?), 2018
27	Discuss bid restrictions. Accept feedback from community members.	March 22, 2018 (BOE)
28	Further discuss bid restrictions and prepare for April 19 resolution. Accept feedback from community members.	April 5, 2018 (COTW)
29	Board of Education approves resolution determining that Avoca Center parcel is no longer needed by the school district. * BOE has 60 days to sell parcel after resolution. Bid acceptance/rejection SPECIAL BOE meeting scheduled for June 14, 2018.	April 19, 2018 (BOE)
30	Post bid notice in the local paper for first time for April 26, 2018 publication.	April 20, 2018
31	Post bid notice in the local paper for second time for May 3, 2018 publication.	April 27, 2018

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

32	Post bid notice in the local paper for the third time, for the May 10, 2018 publication.	May 4, 2018
33	Host pre-bid walkthrough of property after second posting, but before third.	May 4,7,8 or 9, 2018
34	Conduct bid opening for the sale of Avoca Center parcel.	May 22, 2018
35	Avoca Center Committee facilitates background and suitability tests for acceptable bidders.	May 23-June 6, 2018
36	Avoca Center Committee updates BOE and community regarding the bid opening.	May 24, 2018 (BOE)
37	Avoca Center Committee updates BOE.	June 4, 2018 (COTW)
38	Avoca Center Committee reviews developer data and prepares a recommendation to the BOE for June 14, 2018 SPECIAL BOE meeting	June 6 -June 13, 2018
39	Board approves acceptance of or rejects all bid(s), 56 days after approval of land as surplus and discusses next steps.	June 14, 2018 (SPECIAL BOE Meeting)
39	Avoca Center Action Plan updated and presented to reflect outcome of June 14, 2018 Special BOE meeting.	July 19, 2018 (BOE tentative)
40	Current tenants vacate the property.	August 17, 2018

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property

41	Potentially close on sale of Avoca Center parcel.	

* Denotes a completed activity

* Items in **black** print reflect initial draft action plan and universal steps

* Items in **green** print reflect steps to address is razing Avoca Center ourselves

* Items in **maroon** reflect steps to follow if selling property