

 **MAY 2017**
Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, May 16, 2017 - 7:00 p.m.
Takiff Center - Community Hall**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of April 13, 2017 Special Projects and Facilities Committee Meeting
 - B. Minutes of April 18, 2017 Special Projects and Facilities Committee Meeting
 - C. Minutes of April 18, 2017 Regular Board Meeting
 - D. Minutes of May 2, 2017 Special Board Meeting
 - E. Minutes of May 2, 2017 Committee of the Whole
 - F. Approval of the Bills
- IV. Matters from the Public
- V. Recognition of Retiring Commissioner
- VI. Approval of Commissioner Service Resolution No. 869 – Andre Lerman
- VII. Comments from Retiring Commissioner - Andre Lerman
- VIII. Recess
- IX. Oath of Office: Stefanie Boron and Josh Lutton
- X. Election of President and Vice President
- XI. Appointment of Officers and Representatives
 - A. Treasurer
 - B. Attorney and Ethics Officer
 - C. Secretary
 - D. Glencoe Plan Commission
 - E. Freedom of Information Act Officers
- XII. Board Committee Appointments
 - A. Finance Committee of the Whole
 - B. Special Projects and Facilities Committee
 - C. Personnel and Policy Committee
- XIII. Board Advisory Group Chair Appointments
 - A. Glencoe Beach and Lakefront Advisory Group
 - B. Watts Advisory Group
 - C. Early Childhood Advisory Group
 - D. Northern Suburban Special Recreation Association Board Liaison
- XIV. Financial Report
- XV. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance

- D. Marketing and Communications
- E. Safety Committee

XVI. Executive Director Report

- A. NRPA National Gold Medal Finalist

XVII. Presentation of the General Recreation Report

XVIII. Action Items

- A. Approval of Commemorative Retirement Resolution No. 866 - Kathleen Kraemer
- B. Approval of Commemorative Retirement Resolution No. 867 - Patricia Boudreaux
- C. Approval of Commemorative Retirement Resolution No. 868 - Roberta Shore
- D. Approval of Resolution No. 870 Bank Depository Relationship – BMO Harris Bank
- E. Approval of NRPA Conference Attendees and Expenses
- F. Approval of Tree Bid
- G. Approval of Replacement of the Takiff Center BAS System and Electronic Controllers

XIX. Other Business

XX. Executive Session

- A. Personnel 5ILCS 120/2 (c)(1)

XXI. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director Email: lsheppard@glencoeParkDistrict.com

III. Consent Agenda Items

Section 2.06(b) of the Open Meetings Act allows a public entity to approve minutes either within 30 days after the relevant meeting OR at the public body's second subsequent regular meeting, whichever is LATER. For consistency, all minutes will be approved at the subsequent Regular Board Meeting.

Items on the Consent Agenda are representative of routine actions by the Board of Directors or staff. Members of the Board of Park Commissioners are invited and encouraged to call the Executive Director prior to the meeting with any questions about consent agenda items.

The Board President asks for a motion to adopt the consent agenda items. However, if any member of the Board wishes to discuss any item on the consent agenda, for *any* reason whatsoever, he or she may ask that the item be removed from the consent agenda and the President will change the agenda per the request.

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
May 2017 Board Meeting

MINUTES OF APRIL 13, 2017 SPECIAL PROJECTS AND FACILITIES COMMITTEE
MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:01 p.m. and roll was called.

Committee Members present:

Steve Gaines, President

Lisa Brooks, Treasurer

Staff present:

Lisa Sheppard, Executive Director/Secretary

Chris Leiner, Director of Parks/Maintenance

Mike Lushniak, Director of Recreation/Facilities

Carol Mensinger, Director of Finance/HR

Paul Goedjen, Takiff Facility Manager

Committee Members absent:

Andre Lerman, Chair/Commissioner

Commissioners present:

Dudley Onderdonk, Commissioner

Members of the Public in attendance who signed in or spoke: Josh Lutton

Matters from the Public: There were no matters from the public.

Review of Architectural Plans for Takiff Fitness Area (remodeling of existing Aiken Activity room and Restroom): Wight Architects, Matthew Duggan and Eddie Munoz, gave a presentation reviewing the plans for Takiff Center's Fitness Area attached to these minutes and also located on our website in the meeting packet under transparency portal. Discussion ensued.

Committee Direction: President Gaines directed staff, based on discussion of the Committee present, to forward the architectural plans for Takiff Fitness Area and the second "shower room" to the Board for approval at the April 18 Regular Board meeting.

Review of Fitness Area Equipment Selection: Director Lushniak, Manager Goedjen, and Mike Munson from Direct Fitness gave a presentation on the proposed equipment selection. Discussion ensued.

Committee Direction: President Gaines directed staff, based on discussion of the Committee, to forward the equipment selections for Takiff Fitness Area, as presented, to the Board for approval at the April 18 Regular Board meeting.

Naming of Fitness Area: Executive Director Sheppard shared history of the naming of the Rod Aiken Activity Room and offered the opportunity to rename the room. Discussion ensued.

Other Business: Executive Director Sheppard would like to call a Special Projects and Facilities Committee meeting for May 16, 2017 at 6:00 p.m. to discuss the Takiff Parking Lot.

Adjourn: Commissioner Brooks moved to adjourn the meeting at 8:10 p.m. Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

DRAFT

MINUTES OF APRIL 18, 2017 SPECIAL PROJECTS AND FACILITIES COMMITTEE
MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:03 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner
Steve Gaines, President
Lisa Brooks, Treasurer

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Carol Mensinger, Director of Finance/HR

Commissioners present:

Dudley Onderdonk, Commissioner
Seth Palatnik, Commissioner

Members of the Public in attendance who signed in or spoke: Stefanie Boron, Dan Dorfman, Josh Lutton

Review of Designs of Lakefront Park: Josephine Bellalta and John McManus gave a presentation reviewing the designs for Lakefront Park, which is attached to these minutes and located on our website in the meeting packet under transparency portal. Discussion ensued.

Chair Lerman, based on the discussion by the Committee, directed Park District staff to schedule additional committee meetings for discussion on the Lake Front Park plan prior to bringing any direction back to AltaManu. Chair Lerman, based on the discussion by the Committee, also directed staff to begin the process of contracting with a Civil Engineer to complete Geo-Tech evaluation of the bluff.

Matters from the Public: There were no matters from the public.

Other Business: Executive Director Sheppard setup a Special Projects and Facilities Committee meeting at on May 16 at 6:00pm to discuss Takiff parking.

Adjourn: President Gaines moved to adjourn the meeting at 7:05 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF APRIL 18, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Bobby Collins, Beach/Watts Facility Manager

Members of the public in attendance who signed in or spoke: Stefanie Boron, Dan Dorfman, Alexandra Greenwald, Josh Lutton

Consent Agenda: A motion was made by Commissioner Palatnik to approve the consent agenda items as presented including Minutes of the March 21, 2017 Regular Board Meeting, April 6, 2017 Special Projects and Facilities Committee Meeting, and Approval of the Bills. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Matters from the Public: There was no one wishing to address the Board.

Public Hearing on 2016/2017 Budget and Appropriation Ordinance No. 863: The Budget and Appropriation Ordinance (BAO) No. 863 was reviewed by legal counsel and was put on display at the District Administrative Office for the required 30-day period. President Gaines declared the public hearing open to discuss the BAO and asked for a brief summary from staff. Director Mensinger stated that the Board passed the budget last month, the BAO is the legal document filed with the county, which allows us to expend that money. Conversely, the levy is the legal document to collect property tax revenues. The BAO includes a total District budget approximately \$12.3 million. The capital budget which is approximately \$3.1 million is higher due to all the Fund 69 projects that will be completed. The operational budget is approximately \$9.2 million. The difference between budget and appropriation was reviewed. President Gaines invited the public to make comments or ask questions. There was no participation from the audience. President Gaines then declared the public hearing closed.

Action Item:

Approval of Ordinance No. 863: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2017: A motion was made by Commissioner Palatnik to approve Ordinance No. 863: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2016 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Gaines, Lerman, Onderdonk, Palatnik
NAYS: None
ABSENT: None

Financial Report: Director of Finance/Human Resources Mensinger stated we are one month into the year. It is too early to determine Beach revenues. There were three payrolls in March, which could skew any comparison to the previous years. Overall, nothing stands out at this point.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger shared that the audit begins Monday and we are prepared.

Executive Director Sheppard applauded department heads for working as a team setting up the Beach point of sale positions and equipment, and for communicating Beach registration with our residents. This project has been in progress for one year. It will allow us to track Beach use and help with staffing. Feedback from users is positive.

Director Lushniak stated that 44 out of 48 Children's Circle participants re-enrolled, the vacated spots are filled, and a couple children are on the waitlist in each room.

Director Leiner shared that Berlin Field grass started out a little more yellow than expected with green coming in. Staff is busy working on that site. Seasonal staff started this week and all staff have been working on installing Beach kayak racks and in the concessions area to prep for the new vendor. There has been a large amount of rain this month, our parks have a clay-based soil and some areas are designed to hold water. Beach steps work will commence when the water is on in the Beach House. A barricade to block the stairs during work will be installed.

Berlin Park Grand Opening is coming up on April 28. Seth Palatnik, Andrew Berlin, and Melvin Berlin will be making comments. Hot dogs, Cracker Jacks, and kites will be available for guests and baseball played.

Manager Maassen kicked off the first day of beach pass sales with a Park District towel giveaway; a popular item. Many passes were sold at the Spring Egg Hunt event and extended hours offered for Beach pass sales during other special events for Beach sales.

The Safety Committee reported new AED's and beach stair repairs this month.

Executive Director Report: Executive Director Sheppard shared that staff training is taking place, the Spring Egg Hunt was a success, and West and Astor Parks bids are

out with approval scheduled for the May 2 Special Board meeting. NSSRA Shining Stars Banquet is Friday where we will be receiving the Partner of the Year award. Later this meeting, a resident prospective Watt Advisory Group member will be up for approval and we are looking for new Lakefront Advisory Group members which will Board approval at the July Regular Board meeting.

Takiff Report: Director Lushniak and Watts Facility Manager Bobby Collins presented the 2016-2017 Season Watts Ice Center Report attached to these minutes. Discussion with the Board ensued.

Action Items:

Approval of Annual Post-Issuance Tax Compliance Report: Director Mensinger stated that each year we look at how we utilize space because of the tax advantage of a sold bond and make sure we are complying with IRS tax regulations. A motion was made by Commissioner Brooks to approve the Annual Post-Issuance Tax Compliance Report as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Ordinance No. 864: Amending the Glencoe Park District Ethics Ordinance: Changes were made to bring it up to Illinois State Law. A motion was made by Commissioner Palatnik to approve Ordinance No. 864: Amending the Glencoe Park District Ethics Ordinance as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of the Fitness Area Remodeling Plan: A motion was made by Commissioner Lerman to approve the Fitness Area Remodeling plan as presented and to include the second shower area with a budget not to exceed \$396,008 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of the Fitness Area Equipment: A motion was made by Commissioner Lerman to approve the purchase of the Precor Fitness equipment on the attached proposal for a total of \$99,371.98 as presented. Commissioner Palatnik seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Jeanne Shin-Cooper as a Watts Advisory Group Member: A motion was made by Commissioner Palatnik to approve Jeanne Shin-Cooper as a Watts Advisory Group member as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Watts Replacement Flooring: A motion was made by Commissioner Onderdonk to approve the NJPA quote from Becker Arena Products for \$66,385 for the removal of existing flooring and the installation of new rubber flooring at Watts Center as presented. Commissioner Palatnik seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Other Business: Staff will be presenting at the Glencoe Plan Commission meeting on Wednesday, April 26 at 7:00pm.

Adjourn to Closed Session: There was no reason to go into closed session.

Adjourn: Commissioner Palatnik moved to adjourn the meeting at 8:10 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF MAY 2, 2017 SPECIAL BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Paul Goedjen, Takiff Facility Manager
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman, Alexandra Greenwald, Bob Kimble, Josh Lutton, Michal Palatnik, Evan Palatnik, Ava Palatnik

Matters from the Public: There was no one wishing to address the Board.

Approval of Bid for West Park and Astor Park Playgrounds: A motion was made by Commissioner Lerman to approve lowest responsible bidder, Elanar Construction, for West Park and Astor Park Playground improvements including alternates 1, 2, and 3, for a total construction budget of \$719,390 with the understanding that School District 35 will be providing the additional \$148,550 to fund alternates 1, 2, and 3 as presented. Commissioner Brooks seconded the motion. In response to a commissioner question, Director Leiner stated that we have worked with two of the three companies who placed bids; very lucky for the District. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Recognition of Retiring Commissioner – Seth Palatnik: Community members, Commissioners, and staff commented on Commissioner Palatnik's time as a Park Board Member and thanked him for his service. Executive Director Sheppard read and presented retiring commissioner, Seth Palatnik with a plaque and his nameplate. Commissioner Palatnik was offered an honorary plaque to be placed at a park of his choice.

Approval of Resolution No. 865 Commissioner Service Resolution – Seth Palatnik: President Gaines read Resolution No. 865. A motion was made by Commissioner Onderdonk to approve Resolution No. 865 as presented. Commissioner Lerman seconded the motion which passed by unanimous voice vote. No further discussion ensued.

Comments from Retiring Commissioner – Seth Palatnik: Commissioner Palatnik commented on his role at the District, personal experiences, praised staff members and commissioners individually, and thanked the community.

Other Business: There was no other business.

Adjourn to Closed Session: There was no reason to go into closed session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 7:39 p.m. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

DRAFT

MINUTES OF MAY 2, 2017 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:41 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Paul Goedjen, Takiff Facility Manager

Members of the public in attendance who signed in or spoke: Dan Dorfman, Alexandra Greenwald, Josh Lutton

Matters from the Public: There was no one wishing to address the Board.

Fitness Area Operation and Fee Discussion: Executive Director Sheppard reviewed the purpose of the discussion. Director Lushniak along with Manager Maassen reviewed recommended fees, membership options, and marketing included in the Fitness Expansion Plan attached to these minutes and located on our website in the meeting packet under transparency portal.

Board discussion feedback included fee adjustments to non-resident fees to be higher than the resident fees of other local park districts at a 50% increase, lower student rates, and offer non-prime hour discounts. Additionally, look into concessions and a coffee bar.

Other Business: There was no other business.

Adjourn to Closed Session: There was no reason to go into closed session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:22 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Glencoe Park District

Voucher List of Bills By Vendor Set

Payment Dates 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10132 - ABT TV and Appliance					
ABT TV and Appliance	04/25/2017	5931	25-00-000-5351	Appliance Repairs - Takiff	344.00
Vendor 10132 - ABT TV and Appliance Total:					344.00
Vendor: 10098 - AFLAC					
AFLAC	04/25/2017	5932	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					376.00
Vendor: 10113 - Alison Faith					
Alison Faith	05/02/2017	5965	25-25-785-5300	Contractual Yoga Classes - Ap	371.37
Vendor 10113 - Alison Faith Total:					371.37
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	04/18/2017	5897	25-26-000-5387	Nurse Services	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	04/18/2017	5898	69-00-000-5517	Design Svcs - Astor Park	1,718.36
Altamanu, Inc.	04/18/2017	5898	69-00-000-5520	Design Svcs - Lakefront Park	2,761.14
Altamanu, Inc.	04/18/2017	5898	69-00-000-5522	Community Input Mtg - Lakef	1,865.00
Altamanu, Inc.	04/18/2017	5898	69-00-000-5525	Design Svcs - West Playgroun	15,734.29
Altamanu, Inc.	04/18/2017	5898	69-00-000-5528	Community Input Mtg - West	1,500.00
Altamanu, Inc.	04/18/2017	5898	69-00-000-5530	Design Svcs - Takiff Parking	0.60
Vendor 10973 - Altamanu, Inc. Total:					23,579.39
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	04/25/2017	5933	25-00-000-5355	Takiff HVAC Mo Maint - May	742.17
Vendor 10140 - Althoff Industries, Inc. Total:					742.17
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicag	05/02/2017	5966	40-00-000-5010	Interest - 2010 Refunding Bon	9,400.00
Vendor 10143 - Amalgamated Bank of Chicago Total:					9,400.00
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	04/25/2017	5934	10-14-000-5420	General Supplies - Beach	443.98
Amazon Capital Services	04/25/2017	5934	10-15-000-5420	General Supplies - Boathouse	109.50
Amazon Capital Services	04/25/2017	5934	10-15-000-5450	Equipment Parts - Boathouse	104.10
Amazon Capital Services	04/25/2017	5934	25-00-000-5405	Rental Supplies	24.22
Amazon Capital Services	04/25/2017	5934	25-00-000-5420	General Supplies - Rec	26.27
Amazon Capital Services	04/25/2017	5934	25-25-615-5400	Ceramics Supplies	67.97
Amazon Capital Services	04/25/2017	5934	25-25-801-5400	Sun Fun Supplies	150.87
Amazon Capital Services	04/25/2017	5934	25-25-810-5400	Camp Adv Supplies	11.08
Amazon Capital Services	04/25/2017	5934	65-00-017-5580	Rescue Boat Motor/Trailer	39.98
Amazon Capital Services	05/02/2017	5967	25-25-315-5400	Adult Ceramics Supplies	149.95
Amazon Capital Services	05/02/2017	5967	25-25-615-5400	Youth Ceramics Supplies	39.78
Amazon Capital Services	05/02/2017	5967	65-00-017-5580	Fire Extinguishers/Supplies fo	97.59
Vendor 10946 - Amazon Capital Services Total:					1,265.29
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	04/18/2017	5899	25-00-000-5342	Staff Shirts for Berlin Opening	141.50
American Outfitters, Ltd.	04/25/2017	5935	25-25-803-5400	Camp Shirts	1,056.53
American Outfitters, Ltd.	04/25/2017	5935	25-25-811-5400	Camp Shirts	412.37
American Outfitters, Ltd.	04/25/2017	5935	25-25-812-5400	Camp Shirts	612.36
American Outfitters, Ltd.	04/25/2017	5935	25-25-813-5400	Camp Shirts	812.36
American Outfitters, Ltd.	05/04/2017	6001	10-15-000-5421	Boathouse Uniforms	38.20
Vendor 10147 - American Outfitters, Ltd. Total:					3,073.32
Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefter P.C.					
Ancel, Glink, Diamond, Bush,	04/18/2017	5900	10-11-000-5310	Legal Svcs - March	1,851.25

Voucher List of Bills

Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Ancel, Glink, Diamond, Bush,	05/09/2017	6019	10-11-000-5310	Legal Services-April 2017	603.75
Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C. Total:					2,455.00
Vendor: 10162 - AT & T					
AT & T	04/25/2017	5936	10-12-000-5210	Phone Svc - Parks	51.50
AT & T	04/25/2017	5936	10-13-000-5210	Phone Svc - Watts	39.41
AT & T	04/25/2017	5936	25-00-000-5210	Phone Svc - Takiff	1,227.63
Vendor 10162 - AT & T Total:					1,318.54
Vendor: 10455 - AT & T					
AT & T	05/04/2017	6002	10-14-000-5210	DSL Service - Beach	108.33
Vendor 10455 - AT & T Total:					108.33
Vendor: 10516 - Belson Outdoor, Inc					
Belson Outdoor, Inc	04/18/2017	5901	10-15-000-5580	Picnic Tables - Boathouse	3,679.03
Vendor 10516 - Belson Outdoor, Inc Total:					3,679.03
Vendor: 11087 - Bic Sports North America					
Bic Sports North America	04/25/2017	5937	65-00-017-5583	Paddleboards & Paddles (4)	3,533.20
Vendor 11087 - Bic Sports North America Total:					3,533.20
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	04/18/2017	5902	10-11-000-5340	Board Member Training	346.00
BMO Harris Bank N.A.	04/18/2017	5902	10-11-000-5342	Meeting Supplies	117.34
BMO Harris Bank N.A.	04/18/2017	5902	10-12-000-5497	Swing Parts - Parks	69.52
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5301	Postage - Apparel Return	7.80
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5321	Constant Contact	90.31
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5340	IPRA Rec Symposium - Paul &	140.00
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5342	Berlin/Staff Recognition Suppl	1,097.57
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5360	Marketing	397.88
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5361	Job Posting - Rec	7.99
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5362	Stock Photography	49.00
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5363	Sign Holders - Takiff	166.62
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5455	Dugout Organizer	446.88
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5584	Special Events Carnival Game	-118.00
BMO Harris Bank N.A.	04/18/2017	5902	25-00-000-5584	Special Events Carnival Game	1,995.29
BMO Harris Bank N.A.	04/18/2017	5902	25-25-401-5400	ELC /Staff Appreciation Lunch	281.83
BMO Harris Bank N.A.	04/18/2017	5902	25-25-402-5400	ELC /Staff Appreciation Lunch	260.25
BMO Harris Bank N.A.	04/18/2017	5902	25-25-403-5400	ELC /Staff Appreciation Lunch	219.03
BMO Harris Bank N.A.	04/18/2017	5902	25-25-432-5400	Lunch - Presch School Day Off	131.90
BMO Harris Bank N.A.	04/18/2017	5902	25-25-615-5400	Ceramics Supplies	806.94
BMO Harris Bank N.A.	04/18/2017	5902	25-25-785-5400	Fitness Studio Supplies	82.56
BMO Harris Bank N.A.	04/18/2017	5902	25-25-905-5400	Egg Hunt Supplies	775.45
BMO Harris Bank N.A.	04/18/2017	5902	25-25-932-5300	Contractual - School Day Off T	657.50
BMO Harris Bank N.A.	04/18/2017	5902	25-25-951-5400	Mom/Daughter Tea Supplies	13.44
BMO Harris Bank N.A.	04/18/2017	5902	25-26-000-5340	Food Safety Training - EC	6.95
BMO Harris Bank N.A.	04/18/2017	5902	25-26-000-5360	Train Banner	70.51
BMO Harris Bank N.A.	04/18/2017	5902	25-26-000-5361	Job Posting - EC	100.00
BMO Harris Bank N.A.	04/18/2017	5902	25-26-000-5403	Day Care/Staff Appreciation L	212.50
BMO Harris Bank N.A.	04/18/2017	5902	45-00-000-5587	CPR Manikins/AED Supplies	732.73
BMO Harris Bank N.A.	04/18/2017	5902	65-00-017-5580	Safety Equip for Boats	220.43
BMO Harris Bank N.A.	04/18/2017	5902	69-00-000-5537	Shipping - Takiff Fitness	28.26
Vendor 10473 - BMO Harris Bank N.A. Total:					9,414.48
Vendor: 11089 - Chicago Shakespeare Theatre					
Chicago Shakespeare Theatre	05/02/2017	5968	25-25-801-5300	Contractual - Sun Fun Field Tri	548.00
Vendor 11089 - Chicago Shakespeare Theatre Total:					548.00
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	04/18/2017	5905	10-11-000-5311	Legal Notices	86.18
Chicago Tribune Media Group	05/09/2017	6020	10-11-000-5311	Legal Notices-BAO,Bid, Meeti	108.65
Vendor 10552 - Chicago Tribune Media Group Total:					194.83

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10202 - Classic Design Awards					
Classic Design Awards	05/04/2017	6003	10-11-000-5342	Plaques	397.60
Vendor 10202 - Classic Design Awards Total:					397.60
Vendor: 10505 - Comcast					
Comcast	04/18/2017	5906	10-12-000-5210	Internet - Parks	84.90
Comcast	04/25/2017	5938	10-13-000-5210	Internet - Watts	128.06
Vendor 10505 - Comcast Total:					212.96
Vendor: 10876 - Comdata					
Comdata	05/09/2017	6022	25-25-312-5400	Program/Food Supplies	10.00
Comdata	05/09/2017	6022	25-25-413-5400	Program/Food Supplies	10.83
Comdata	05/09/2017	6022	25-25-428-5400	Program/Food Supplies	6.00
Comdata	05/09/2017	6022	25-25-444-5400	Program/Food Supplies	17.46
Comdata	05/09/2017	6022	25-25-491-5400	Program/Food Supplies	18.26
Comdata	05/09/2017	6022	25-25-601-5400	Program/Food Supplies	14.59
Comdata	05/09/2017	6022	25-25-932-5400	Program/Food Supplies	27.12
Comdata	05/09/2017	6022	25-26-000-5403	Program/Food Supplies	38.02
Comdata	05/09/2017	6022	25-26-000-5409	Program/Food Supplies	28.70
Vendor 10876 - Comdata Total:					170.98
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	05/02/2017	5969	10-12-000-5230	Electricity - Parks	495.73
Commonwealth Edison	05/02/2017	5969	10-13-000-5230	Electricity - Watts	624.79
Commonwealth Edison	05/02/2017	5969	10-14-000-5230	Electricity - Beach	371.21
Commonwealth Edison	05/02/2017	5969	10-15-000-5230	Electricity - Boathouse	724.89
Commonwealth Edison	05/02/2017	5969	25-00-000-5230	Electricity - Takiff	7,830.56
Vendor 10208 - Commonwealth Edison Total:					10,047.18
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	05/02/2017	5970	10-12-000-5481	Construction Supplies - Parks	52.91
Craftwood Lumber Company	05/02/2017	5970	10-12-000-5482	Hardware - Parks	18.90
Craftwood Lumber Company	05/02/2017	5970	10-14-000-5481	Construction Supplies - Beach	39.02
Craftwood Lumber Company	05/02/2017	5970	10-14-000-5488	Hand Tools - Beach	45.74
Craftwood Lumber Company	05/02/2017	5970	25-00-000-5484	Electrical Supplies - Takiff	6.84
Craftwood Lumber Company	05/02/2017	5970	65-00-017-5584	Beach POS/Internet	18.36
Vendor 10215 - Craftwood Lumber Company Total:					181.77
Vendor: 10334 - Discount School Supply					
Discount School Supply	04/18/2017	5907	25-25-411-5400	Supplies - Preschool Enrichme	22.42
Discount School Supply	04/18/2017	5907	25-25-428-5400	Supplies - Preschool Enrichme	41.02
Discount School Supply	04/18/2017	5907	25-25-806-5400	Supplies - Safety Camp	17.95
Discount School Supply	04/18/2017	5907	25-26-000-5403	Supplies - Day Care	678.04
Discount School Supply	04/25/2017	5939	25-26-000-5403	Day Care Strollers	1,589.98
Vendor 10334 - Discount School Supply Total:					2,349.41
Vendor: 11091 - E.A. de St. Aubin Nursery					
E.A. de St. Aubin Nursery	05/02/2017	5971	10-12-000-5492	Plantings - Trees	4,341.00
Vendor 11091 - E.A. de St. Aubin Nursery Total:					4,341.00
Vendor: 10337 - Elk Grove Park District					
Elk Grove Park District	04/25/2017	5940	25-25-813-5300	Koalas Field Trip Deposit	35.00
Elk Grove Park District	04/25/2017	5940	25-26-000-5386	CC Field Trip Deposit	35.00
Elk Grove Park District	05/02/2017	5972	25-25-810-5300	Contractual - Camp Adv Field	180.00
Vendor 10337 - Elk Grove Park District Total:					250.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	04/18/2017	5908	10-11-000-5355	TSS - May	6,266.84
Excalibur Technology Corpora	04/18/2017	5908	25-00-000-5321	WebTrac Hosting	259.00
Excalibur Technology Corpora	05/02/2017	5973	10-11-000-5355	Add'l TSS - May	276.00
Excalibur Technology Corpora	05/04/2017	6004	65-00-017-5584	Beach POS PCs	1,577.75
Excalibur Technology Corpora	05/04/2017	6004	69-00-000-5537	Fitness Cnt Switch	924.00
Excalibur Technology Corpora	05/09/2017	6023	65-00-017-5553	Replacement Printer - Liz	293.75
Excalibur Technology Corpora	05/09/2017	6023	65-00-017-5553	Cable- New PC for Anthony	25.95
Vendor 10341 - Excalibur Technology Corporation Total:					9,623.29

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10207 - F.E. Moran, Inc.					
F.E. Moran, Inc.	04/18/2017	5927	25-00-000-5355	Maint Svc Agreement - Takiff	635.00
F.E. Moran, Inc.	04/25/2017	5941	25-00-000-5351	Fire Sprinkler Sys Repairs - Ta	955.00
F.E. Moran, Inc.	05/09/2017	6024	25-00-000-5351	Service Call-Fire Panel	585.00
Vendor 10207 - F.E. Moran, Inc. Total:					2,175.00
Vendor: 10405 - First Student					
First Student	04/18/2017	5909	25-25-932-5300	Contractual - Bus for School D	287.62
Vendor 10405 - First Student Total:					287.62
Vendor: 10069 - Fleck's Landscaping					
Fleck's Landscaping	05/02/2017	5974	10-12-000-5348	Shared Svcs - Mowing (April)	515.00
Fleck's Landscaping	05/02/2017	5974	10-12-000-5349	Contractual - Landscaping (Ap	6,764.00
Vendor 10069 - Fleck's Landscaping Total:					7,279.00
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	04/18/2017	5910	10-11-000-5370	Postage Machine Rental	152.85
Vendor 10570 - FP Mailing Solutions Total:					152.85
Vendor: 10346 - Fun Express					
Fun Express	04/18/2017	5911	25-00-000-5342	Berlin Dedication Supplies	93.83
Fun Express	05/02/2017	5975	25-00-000-5342	Berlin Park Opening Supplies	63.47
Fun Express	05/02/2017	5975	25-25-951-5400	Spring Event Supplies	25.56
Vendor 10346 - Fun Express Total:					182.86
Vendor: 10819 - Funtopia					
Funtopia	05/02/2017	5976	25-25-801-5300	Contractual - Camp Field Trip	100.00
Funtopia	05/02/2017	5976	25-25-810-5300	Contractual - Camp Field Trip	100.00
Vendor 10819 - Funtopia Total:					200.00
Vendor: 10348 - Galassini and Ori Construction					
Galassini and Ori Construction	05/04/2017	6005	65-00-017-5563	Repairs - Beach Steps/Retaini	10,000.00
Vendor 10348 - Galassini and Ori Construction Total:					10,000.00
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	05/04/2017	6006	10-12-000-5450	Equipment Parts - Parks	180.18
Glenbrook Auto Parts Inc.	05/04/2017	6006	10-12-000-5482	Hardware - Parks	14.20
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					194.38
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	04/18/2017	5912	25-00-000-5740	Quarterly Contribution - April	2,500.00
Vendor 10361 - Glencoe Junior High Project Total:					2,500.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	04/25/2017	5942	25-25-471-5300	Paymt #2 - 17/18 School Yr	5,157.12
Glencoe Junior Kindergarten	04/25/2017	5942	25-25-472-5300	Paymt #2 - 17/18 School Yr	22,484.98
Glencoe Junior Kindergarten	04/25/2017	5942	25-25-473-5300	Paymt #2 - 17/18 School Yr	37,808.61
Glencoe Junior Kindergarten	04/25/2017	5942	25-25-474-5300	Paymt #2 - 17/18 School Yr	38,438.48
Glencoe Junior Kindergarten	04/25/2017	5942	25-25-476-5300	Paymt #2 - 2017 Camp	2,836.89
Vendor 10076 - Glencoe Junior Kindergarten Total:					106,726.08
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	04/18/2017	5913	25-00-000-5740	Quarterly Contribution - April	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10884 - Glenview Park District					
Glenview Park District	05/09/2017	6025	25-25-833-5300	Deposit - Action Quest Camp	100.00
Vendor 10884 - Glenview Park District Total:					100.00
Vendor: 10363 - Global Equipment Co.					
Global Equipment Co.	04/25/2017	5943	10-12-000-5481	Berlin Bathroom Construction	57.19
Vendor 10363 - Global Equipment Co. Total:					57.19
Vendor: 11088 - Global Turf Equipment					
Global Turf Equipment	04/25/2017	5944	69-00-000-5503	2014 Cushman Spraytek	19,500.00
Vendor 11088 - Global Turf Equipment Total:					19,500.00
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	04/18/2017	5914	25-25-401-5400	Supplies - ELC	58.77
Gordon Food Service, Inc.	04/18/2017	5914	25-25-402-5400	Supplies - ELC	58.77

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Gordon Food Service, Inc.	04/18/2017	5914	25-25-403-5400	Supplies - ELC	58.77
Gordon Food Service, Inc.	04/18/2017	5914	25-26-000-5409	Food & Supplies - Day Care	820.48
Gordon Food Service, Inc.	05/02/2017	5977	25-25-401-5400	ELC Supplies	78.98
Gordon Food Service, Inc.	05/02/2017	5977	25-25-402-5400	ELC Supplies	78.97
Gordon Food Service, Inc.	05/02/2017	5977	25-25-403-5400	ELC Supplies	78.96
Gordon Food Service, Inc.	05/02/2017	5977	25-26-000-5409	Day Care Internal Food Svc	865.13
Gordon Food Service, Inc.	05/02/2017	5977	25-26-000-5460	Day Care Food Equipment	27.43
Vendor 10837 - Gordon Food Service, Inc. Total:					2,126.26
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	04/25/2017	5945	10-12-000-5585	Pavement/Site Develop - Park	1,058.50
Grainger Inc.	05/02/2017	5978	10-14-000-5412	Cleaning Supplies - Beach	105.00
Grainger Inc.	05/02/2017	5978	10-14-000-5486	Plumbing Supplies - Beach	163.83
Grainger Inc.	05/02/2017	5978	25-00-000-5412	Cleaning Supplies - Takiff	652.72
Grainger Inc.	05/02/2017	5978	69-00-000-5502	Central Pk Construction	380.84
Vendor 10370 - Grainger Inc. Total:					2,360.89
Vendor: 10325 - Grand Food Center					
Grand Food Center	04/25/2017	5946	25-26-000-5409	Milk - Day Care	110.63
Vendor 10325 - Grand Food Center Total:					110.63
Vendor: 11082 - Hobart Service					
Hobart Service	05/02/2017	5979	25-00-000-5351	Equipment Repairs - Takiff	238.00
Vendor 11082 - Hobart Service Total:					238.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	04/25/2017	5947	10-12-000-5481	Construction Supplies - Parks	12.60
Home Depot Credit Services	04/25/2017	5947	10-12-000-5488	Power Tools - Parks	40.00
Home Depot Credit Services	04/25/2017	5947	10-12-000-5491	Greenhouse Supplies	68.06
Home Depot Credit Services	04/25/2017	5947	10-13-000-5451	Building Parts - Watts	39.07
Home Depot Credit Services	04/25/2017	5947	10-14-000-5481	Construction Supplies - Beach	200.49
Home Depot Credit Services	04/25/2017	5947	10-14-000-5484	Electrical Supplies - Beach	35.47
Home Depot Credit Services	04/25/2017	5947	10-15-000-5370	Rental Equipment - Beach	206.47
Home Depot Credit Services	04/25/2017	5947	25-00-000-5455	Field Rental Supplies - Takiff	18.00
Home Depot Credit Services	04/25/2017	5947	25-00-000-5484	Electrical Supplies - Takiff	180.90
Home Depot Credit Services	04/25/2017	5947	65-00-017-5564	Gas Powered Generator	1,999.00
Home Depot Credit Services	04/25/2017	5947	65-00-017-5584	Beach/Halfway House POS	133.89
Vendor 10384 - Home Depot Credit Services Total:					2,933.95
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	05/02/2017	5980	10-12-000-5484	Electrical Supplies - Parks	22.80
Idlewood Electric Supply Inc.	05/02/2017	5980	25-00-000-5484	Electrical Supplies - Takiff	1,302.24
Idlewood Electric Supply Inc.	05/09/2017	6026	10-12-000-5484	Electric Supplies	17.80
Idlewood Electric Supply Inc.	05/09/2017	6026	10-12-000-5484	Electric Supplies	81.92
Idlewood Electric Supply Inc.	05/09/2017	6026	10-12-000-5484	Electric Supplies- CR Memo	-22.80
Vendor 10390 - Idlewood Electric Supply Inc. Total:					1,401.96
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	04/17/2017	DFT0000441	10-00-000-2110	IL State Tax W/H	19.15
IL Dept of Revenue	04/28/2017	DFT0000446	10-00-000-2110	IL State Tax W/H	3,269.66
IL Dept of Revenue	05/12/2017	DFT0000457	10-00-000-2110	IL State Tax W/H	3,417.56
Vendor 10100 - IL Dept of Revenue Total:					6,706.37
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	04/28/2017	DFT0000448	10-00-000-2150	IMRF Contribution - April 201	31,165.53
Illinois Municipal Retirement	04/28/2017	DFT0000448	10-00-000-2155	IMRF Contribution - April 201	1,500.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					32,665.53
Vendor: 10393 - Imperial Vending, Inc.					
Imperial Vending, Inc.	04/25/2017	5948	10-11-000-5420	Coffee - Takiff	41.25
Imperial Vending, Inc.	04/25/2017	5948	10-12-000-5420	Coffee - Parks	81.00
Vendor 10393 - Imperial Vending, Inc. Total:					122.25
Vendor: 10429 - Indecor, Inc					
Indecor, Inc	04/25/2017	5949	25-00-000-5352	Repair - Manual Shades (Takif	100.00
Vendor 10429 - Indecor, Inc Total:					100.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	04/17/2017	DFT0000439	10-00-000-2120	Social Security W/H	66.30
IRS/Dept of Treasury	04/17/2017	DFT0000440	10-00-000-2130	Medicare	15.50
IRS/Dept of Treasury	04/17/2017	DFT0000442	10-00-000-2100	Fed Income Tax W/H	45.38
IRS/Dept of Treasury	04/28/2017	DFT0000444	10-00-000-2120	Social Security W/H	12,101.34
IRS/Dept of Treasury	04/28/2017	DFT0000445	10-00-000-2130	Medicare	2,830.16
IRS/Dept of Treasury	04/28/2017	DFT0000447	10-00-000-2100	Fed Income Tax W/H	10,042.01
IRS/Dept of Treasury	05/12/2017	DFT0000455	10-00-000-2120	Social Security W/H	12,623.24
IRS/Dept of Treasury	05/12/2017	DFT0000456	10-00-000-2130	Medicare	2,952.24
IRS/Dept of Treasury	05/12/2017	DFT0000458	10-00-000-2100	Fed Income Tax W/H	10,602.00
Vendor 10106 - IRS/Dept of Treasury Total:					51,278.17
Vendor: 10070 - Julie Ratowitz					
Julie Ratowitz	04/18/2017	5915	25-00-000-5305	Contractual - Birthday Party E	460.00
Vendor 10070 - Julie Ratowitz Total:					460.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	05/09/2017	6027	25-00-000-5355	Mo Copier Maint Chgs-April	79.42
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					79.42
Vendor: 10408 - Lamb's Farm					
Lamb's Farm	05/02/2017	5982	25-26-000-5386	Day Care Field Trip - DEPOSIT	49.00
Vendor 10408 - Lamb's Farm Total:					49.00
Vendor: 10150 - Libertyville Parks and Recreation Department					
Libertyville Parks and Recreati	04/18/2017	5916	25-25-932-5300	Contractual - School Day Off T	150.00
Libertyville Parks and Recreati	05/09/2017	6028	25-25-932-5300	Balance Due-School Day Off T	150.00
Vendor 10150 - Libertyville Parks and Recreation Department Total:					300.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	05/09/2017	6029	10-12-000-5481	Hardware-Parks	174.68
Lowe's Business Acct/GEMB	05/09/2017	6029	10-14-000-5481	Hardware-Beach	36.55
Lowe's Business Acct/GEMB	05/09/2017	6029	10-15-000-5588	Hardware-Boathouse	154.35
Vendor 10360 - Lowe's Business Acct/GEMB Total:					365.58
Vendor: 10895 - Mager Metal Art					
Mager Metal Art	05/02/2017	5983	10-11-000-5342	Plaques	121.00
Mager Metal Art	05/02/2017	5983	10-12-000-5585	Plaques	244.00
Vendor 10895 - Mager Metal Art Total:					365.00
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	04/25/2017	5951	25-25-638-5300	Contractual - Magic Class	75.00
Vendor 10120 - Magic of Gary Kantor Total:					75.00
Vendor: 10615 - Marek Piotr Stepien					
Marek Piotr Stepien	05/09/2017	6030	25-25-765-5300	Contractual Fencing Program	1,524.60
Vendor 10615 - Marek Piotr Stepien Total:					1,524.60
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	05/02/2017	5984	25-25-785-5300	Contractual - Fitness Classes	733.03
Vendor 10082 - Marianne Nicolosi Total:					733.03
Vendor: 10160 - Market Access					
Market Access	05/04/2017	6007	25-00-000-5305	Liquor Liability Ins - April	600.00
Vendor 10160 - Market Access Total:					600.00
Vendor: 10174 - MCI					
MCI	05/02/2017	5985	25-00-000-5210	Long Distance Phone Svc	62.65
Vendor 10174 - MCI Total:					62.65
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	04/18/2017	5917	10-12-000-5481	Construction Supplies - Parks	48.30
Menoni & Mocogni	05/02/2017	5986	10-12-000-5495	Pulverized Dirt - Parks	411.90
Menoni & Mocogni	05/04/2017	6008	10-12-000-5495	Pulverized Dirt - Parks	69.12
Vendor 10191 - Menoni & Mocogni Total:					529.32
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	04/18/2017	5918	25-25-906-5300	Contractual - Lunch for Earth	830.00

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Michiana, LLC	05/09/2017	6031	25-25-932-5300	Lunches-Spring Brk Day Off	351.00
Vendor 10636 - Michiana, LLC Total:					1,181.00
Vendor: 10199 - Midwest Time Recorder Inc.					
Midwest Time Recorder Inc.	04/18/2017	5919	10-13-000-5355	Time Clock Maintenance - Wa	160.00
Midwest Time Recorder Inc.	04/18/2017	5919	25-00-000-5355	Time Clock Maintenance - Tak	320.00
Vendor 10199 - Midwest Time Recorder Inc. Total:					480.00
Vendor: 10211 - Mundelein Park District					
Mundelein Park District	05/09/2017	6032	25-25-833-5300	Dep-Action Quest Trips, 7/11,	100.00
Vendor 10211 - Mundelein Park District Total:					100.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	05/04/2017	6009	10-12-000-5430	First Aid Supplies - Parks	45.00
Mutual Ace Hardware	05/04/2017	6009	10-12-000-5487	Hand Tools - Parks	110.69
Mutual Ace Hardware	05/04/2017	6009	10-12-000-5493	Fertilizers - Parks	35.00
Mutual Ace Hardware	05/04/2017	6009	25-00-000-5455	Field Supplies	46.77
Mutual Ace Hardware	05/04/2017	6009	25-00-000-5484	Electrical Supplies - Takiff	53.94
Vendor 10213 - Mutual Ace Hardware Total:					291.40
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	05/12/2017	6015	10-00-000-2160	IMRF Life-#03298	96.00
Vendor 10103 - NCPERS-IL IMRF Total:					96.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	04/25/2017	5952	10-13-000-5220	Gas/Heat - Watts	210.75
North Shore Gas Company	04/25/2017	5952	25-00-000-5220	Gas/Heat - Takiff	1,314.80
North Shore Gas Company	05/02/2017	5987	10-12-000-5220	Gas/Heat - Parks	1,225.65
North Shore Gas Company	05/02/2017	5987	10-14-000-5220	Gas/Heat - Beach	50.11
Vendor 10224 - North Shore Gas Company Total:					2,801.31
Vendor: 11086 - Oakton Community College					
Oakton Community College	04/17/2017	5896	10-11-000-5340	Accounting Classes - 2017 Su	605.00
Vendor 11086 - Oakton Community College Total:					605.00
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	05/09/2017	6033	25-26-000-5386	Contractual Spanish Prg-Dayc	200.00
Vendor 10085 - Ole Spanish Services LLC Total:					200.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	05/02/2017	5988	25-00-000-5355	Takiff Mo Exterminator - May	178.25
Vendor 10233 - Orkin Pest Control Total:					178.25
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	04/25/2017	5953	25-00-000-5355	Takiff Elevator Mo Maint - Ma	452.03
Vendor 10235 - Otis Elevator Company Total:					452.03
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	04/25/2017	5954	10-11-000-5600	FSA Plan Fees - MAY	82.50
Vendor 10110 - PACT Administrative Services Corp Total:					82.50
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	04/28/2017	5928	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	04/28/2017	5928	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	04/28/2017	5928	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	04/28/2017	5928	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	05/12/2017	6016	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	05/12/2017	6016	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	05/12/2017	6016	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	05/12/2017	6016	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					850.00
Vendor: 10242 - PDRMA					
PDRMA	04/26/2017	5964	10-11-000-5600	Health Insurance - April	34,741.46
PDRMA	04/26/2017	5964	25-26-000-5600	Health Insurance - April	10,334.22
Vendor 10242 - PDRMA Total:					45,075.68

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Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10246 - Petty Cash					
Petty Cash	05/09/2017	6034	10-00-000-1001	Petty Cash Banks-Beach	1,200.00
Vendor 10246 - Petty Cash Total:					1,200.00
Vendor: 10247 - Piero's Pizza					
Piero's Pizza	04/25/2017	5955	25-25-432-5400	Pizza - Presch Enrichments	156.50
Vendor 10247 - Piero's Pizza Total:					156.50
Vendor: 10249 - Pioneer Manufacturing Co.					
Pioneer Manufacturing Co.	05/02/2017	5990	25-00-000-5455	Baseball Field Striping	402.90
Vendor 10249 - Pioneer Manufacturing Co. Total:					402.90
Vendor: 11084 - PMI Photography Inc.					
PMI Photography Inc.	04/25/2017	5956	25-25-707-5400	Extra Plaque for Basketball Co	20.00
Vendor 11084 - PMI Photography Inc. Total:					20.00
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	05/09/2017	6035	25-25-725-5300	Contractual Karate-Late Signu	891.77
Vendor 10090 - Pride Dojo Inc. Total:					891.77
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	04/18/2017	5920	25-26-000-5409	Day Care Pgm Supplies	14.98
Vendor 10398 - Purchase Advantage Card Total:					14.98
Vendor: 11090 - Putting Edge					
Putting Edge	05/02/2017	5991	25-25-810-5300	Contractual - Camp Adv Field	50.00
Vendor 11090 - Putting Edge Total:					50.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	04/18/2017	5921	10-14-000-5401	Office Supplies - Beach	16.99
Quill Corporation	04/18/2017	5921	10-15-000-5401	Office Supplies - Boat	16.99
Quill Corporation	04/18/2017	5921	25-00-000-5351	Equipment Repairs - Takiff	27.96
Quill Corporation	04/18/2017	5921	25-00-000-5401	Office Supplies - Takiff	362.99
Quill Corporation	04/25/2017	5957	10-11-000-5420	General Supplies	51.32
Quill Corporation	04/25/2017	5957	25-00-000-5351	Equipment Repairs - Takiff	15.99
Quill Corporation	04/25/2017	5957	25-00-000-5401	Office Supplies - Takiff	103.47
Quill Corporation	04/25/2017	5957	25-00-000-5420	General Supplies - Takiff	96.44
Quill Corporation	05/02/2017	5992	10-11-000-5420	General Supplies - Takiff	27.17
Quill Corporation	05/02/2017	5992	25-00-000-5351	Equipment Repairs - Takiff	31.13
Quill Corporation	05/02/2017	5992	25-00-000-5401	Office Supplies - Takiff	202.05
Quill Corporation	05/02/2017	5992	25-00-000-5420	General Supplies - Takiff	70.92
Quill Corporation	05/02/2017	5992	25-26-000-5401	Office Supplies - Day Care	59.98
Vendor 10259 - Quill Corporation Total:					1,083.40
Vendor: 10699 - Randall Industries					
Randall Industries	05/04/2017	6010	25-00-000-5351	Repairs to Lift	350.50
Vendor 10699 - Randall Industries Total:					350.50
Vendor: 10597 - Ready Refresh by Nestle					
Ready Refresh by Nestle	04/18/2017	5922	25-00-000-5420	Staff Drinking Water	41.37
Vendor 10597 - Ready Refresh by Nestle Total:					41.37
Vendor: 10263 - Red's Garden Center Inc.					
Red's Garden Center Inc.	04/18/2017	5923	10-12-000-5490	Plantings/Flowers	176.16
Vendor 10263 - Red's Garden Center Inc. Total:					176.16
Vendor: 10077 - Rino Liberatore					
Rino Liberatore	04/25/2017	5958	25-00-000-5362	Photography Workshop for St	90.00
Vendor 10077 - Rino Liberatore Total:					90.00
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	05/04/2017	6011	10-12-000-5353	Portable Toilets - Parks	608.00
Vendor 10767 - Rite Portable Restrooms Total:					608.00
Vendor: 11093 - River Trails Park District					
River Trails Park District	05/09/2017	6036	25-25-833-5300	Dep-Action Quest Trips-6/20,	200.00
Vendor 11093 - River Trails Park District Total:					200.00

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Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount	
Vendor: 10269 - RMC Inc.						
RMC Inc.	05/02/2017	5993	10-13-000-5357	Watts Refrig Mo Maint - May	265.00	
					Vendor 10269 - RMC Inc. Total:	265.00
Vendor: 10270 - Rotary Club of Glencoe						
Rotary Club of Glencoe	04/18/2017	5924	10-11-000-5730	Rotary Dues	275.00	
					Vendor 10270 - Rotary Club of Glencoe Total:	275.00
Vendor: 10724 - Rubino Engineering Inc						
Rubino Engineering Inc	04/25/2017	5959	69-00-000-5519	GeoTech Report - Astor Park	1,836.60	
Rubino Engineering Inc	04/25/2017	5959	69-00-000-5527	GeoTech Report - West Playgr	2,036.00	
					Vendor 10724 - Rubino Engineering Inc Total:	3,872.60
Vendor: 10271 - Russo's Power Equipment Inc.						
Russo's Power Equipment Inc.	04/25/2017	5960	65-00-017-5564	Add'l Mower/Mulch Attachm	1,250.00	
Russo's Power Equipment Inc.	05/02/2017	5994	10-12-000-5450	Equipment Parts - Parks	24.68	
					Vendor 10271 - Russo's Power Equipment Inc. Total:	1,274.68
Vendor: 10275 - Sam's Club Direct Commercial Account Program						
Sam's Club Direct Commercial	04/25/2017	5961	25-00-000-5342	Berlin Park Opening Supplies	55.69	
					Vendor 10275 - Sam's Club Direct Commercial Account Program Total:	55.69
Vendor: 10654 - Sandra K Culver						
Sandra K Culver	05/02/2017	5995	25-25-785-5300	Contractual - Rowing Fitness	349.86	
					Vendor 10654 - Sandra K Culver Total:	349.86
Vendor: 10279 - Sherwin-Williams Company						
Sherwin-Williams Company	05/04/2017	6012	10-12-000-5483	Paint - Parks	550.75	
Sherwin-Williams Company	05/04/2017	6012	10-14-000-5483	Paint - Beach	165.39	
					Vendor 10279 - Sherwin-Williams Company Total:	716.14
Vendor: 10706 - Southeastern Security Consultants, Inc						
Southeastern Security Consult	05/04/2017	6013	45-00-000-5335	Background Checks - April	55.50	
					Vendor 10706 - Southeastern Security Consultants, Inc Total:	55.50
Vendor: 10108 - State Disbursement Unit						
State Disbursement Unit	04/28/2017	5929	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90	
State Disbursement Unit	05/12/2017	6017	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90	
					Vendor 10108 - State Disbursement Unit Total:	391.80
Vendor: 10705 - UMB Bank NA						
UMB Bank NA	04/18/2017	5925	40-00-000-5331	Paying Agent Fees - 2015 Bon	371.00	
					Vendor 10705 - UMB Bank NA Total:	371.00
Vendor: 10703 - US Postal Service (CMRS-FP)						
US Postal Service (CMRS-FP)	05/02/2017	5996	25-00-000-5301	Addl Postage on Account	750.00	
					Vendor 10703 - US Postal Service (CMRS-FP) Total:	750.00
Vendor: 10307 - Vanguard Energy Service, LLC						
Vanguard Energy Service, LLC	05/02/2017	5997	10-13-000-5220	Bulk Energy - Watts	267.28	
Vanguard Energy Service, LLC	05/02/2017	5997	25-00-000-5220	Bulk Energy - Takiff	3,047.65	
					Vendor 10307 - Vanguard Energy Service, LLC Total:	3,314.93
Vendor: 10099 - Vantagepoint Trf Agents-457						
Vantagepoint Trf Agents-457	04/28/2017	5930	10-00-000-2140	ICMA - A/C#301403	1,184.61	
Vantagepoint Trf Agents-457	05/12/2017	6018	10-00-000-2140	ICMA - A/C#301403	1,184.61	
					Vendor 10099 - Vantagepoint Trf Agents-457 Total:	2,369.22
Vendor: 10309 - Verizon Wireless						
Verizon Wireless	05/09/2017	6037	25-00-000-5210	Cell Phone Service	854.20	
					Vendor 10309 - Verizon Wireless Total:	854.20
Vendor: 10457 - Village of Glencoe						
Village of Glencoe	05/02/2017	5998	10-12-000-5480	Gasoline - Parks	674.29	
Village of Glencoe	05/02/2017	5998	25-00-000-5360	Glencoe Quarterly Printing - S	515.92	
					Vendor 10457 - Village of Glencoe Total:	1,190.21
Vendor: 10313 - Wagner Farm						
Wagner Farm	04/25/2017	5962	25-25-401-5300	Contractual - 3's ELC Field Tri	218.50	
					Vendor 10313 - Wagner Farm Total:	218.50

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Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10314 - Walmart Community					
Walmart Community	04/25/2017	5963	25-00-000-5405	Party Rental Supplies	20.58
Walmart Community	04/25/2017	5963	25-25-401-5400	ELC Supplies	86.87
Walmart Community	04/25/2017	5963	25-25-402-5400	ELC Supplies	25.53
Walmart Community	04/25/2017	5963	25-25-403-5400	ELC Supplies	38.51
Walmart Community	04/25/2017	5963	25-25-413-5400	Presch Enrichment Supplies	10.87
Walmart Community	04/25/2017	5963	25-25-432-5400	Presch Enrichment Supplies	25.00
Walmart Community	04/25/2017	5963	25-25-707-5400	House Basketball Supplies	35.28
Walmart Community	04/25/2017	5963	25-25-785-5400	Fitness Class Supplies	19.95
Walmart Community	04/25/2017	5963	25-25-905-5400	Egg Hunt Supplies	110.70
Walmart Community	04/25/2017	5963	25-26-000-5403	Day Care Pgm Supplies	225.62
Vendor 10314 - Walmart Community Total:					598.91
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	04/18/2017	5926	10-14-000-5412	Custodial Supplies - Beach	1,000.00
Warehouse Direct Workplace	04/18/2017	5926	10-15-000-5412	Custodial Supplies - Boat	300.00
Warehouse Direct Workplace	04/18/2017	5926	25-00-000-5412	Custodial Supplies - Takiff	1,039.65
Warehouse Direct Workplace	04/18/2017	5926	25-26-000-5412	Custodial Supplies - Day Care	1,000.00
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					3,339.65
Vendor: 11085 - West Marine Pro					
West Marine Pro	05/02/2017	5999	10-15-000-5421	Uniforms - Boathouse	206.90
West Marine Pro	05/02/2017	5999	45-00-000-5765	Safety Incentive Award	200.00
West Marine Pro	05/04/2017	6014	65-00-017-5580	Rescue Boat Supplies	35.84
Vendor 11085 - West Marine Pro Total:					442.74
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	04/28/2017	DFT0000449	10-00-000-2111	WI Mo Withholding	223.60
Vendor 10102 - Wisconsin Dept of Revenue Total:					223.60
Vendor: 11094 - Wright Automotive Inc.					
Wright Automotive Inc.	05/09/2017	6038	65-00-017-5562	2017 Dodge Grand Caravan	22,536.00
Vendor 11094 - Wright Automotive Inc. Total:					22,536.00
Vendor Set AP Vendors Total:					446,498.71

Voucher List of Bills

Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 4577 - Brad Janis					
Brad Janis	04/18/2017	5904	10-12-000-5421	Reimbursement - Boots	95.00
Vendor 4577 - Brad Janis Total:					95.00
Vendor: 7073 - Chris Pietrini					
Chris Pietrini	05/09/2017	6021	25-00-000-5341	Mileage-Mar-April	88.49
Vendor 7073 - Chris Pietrini Total:					88.49
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	05/02/2017	5981	10-11-000-5341	Mileage Reimbursement	32.10
Jenny Runkel	05/02/2017	5981	10-11-000-5342	Supplies Reimbursement	25.92
Vendor 7621 - Jenny Runkel Total:					58.02
Vendor: 1953 - Jill Dunbar					
Jill Dunbar	04/25/2017	5950	25-00-000-5362	Photography - Egg Hunt	56.00
Vendor 1953 - Jill Dunbar Total:					56.00
Vendor: 3183 - Paul Goedjen					
Paul Goedjen	05/02/2017	5989	25-00-000-5341	Mileage Reimbursement	15.30
Vendor 3183 - Paul Goedjen Total:					15.30
Vendor Set Employees Total:					312.81

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Payment Dates: 04/15/2017 - 05/12/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000004239-131 - North Shore Chamber Arts					
North Shore Chamber Arts	05/03/2017	6000	25-00-000-2580	Credit Bal Refund	420.00
				Vendor 000004239-131 - North Shore Chamber Arts Total:	<u>420.00</u>
				Vendor Set Refunds Total:	<u>420.00</u>
				Grand Total:	<u><u>447,231.52</u></u>

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	170,920.90
25 - RECREATION FUND	175,504.56
40 - BOND & INTEREST FUND	9,771.00
45 - LIABILITY INSURANCE FUND	988.23
65 - CAPITAL PROJECTS FUND	41,761.74
69 - MASTER PLAN CAPITAL PROJECTS	48,285.09
Grand Total:	447,231.52

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1001	PETTY CASH	1,200.00
10-00-000-2100	FEDERAL WITHOLDING	20,689.39
10-00-000-2110	IL STATE WITHOLDING	6,706.37
10-00-000-2111	WI STATE WITHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	24,790.88
10-00-000-2130	MEDICARE WITHOLDING	5,797.90
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHOLDING	31,165.53
10-00-000-2155	IMRF VAC WITHOLDING	1,500.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	96.00
10-00-000-2170	AFLAC WITHOLDING	376.00
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	2,455.00
10-11-000-5311	LEGAL NOTICES	194.83
10-11-000-5340	CONFERENCES AND TRA	951.00
10-11-000-5341	MILEAGE REIMBURSEM	32.10
10-11-000-5342	OFFICIALS/MEETING EXP	661.86
10-11-000-5355	MAINTENANCE SERVICE	6,542.84
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5420	SUPPLIES - GENERAL	119.74
10-11-000-5600	HEALTH INSURANCE PRE	34,823.96
10-11-000-5730	DUES/MEMBERSHIPS	275.00
10-12-000-5210	TELEPHONE/INTERNET	136.40
10-12-000-5220	FUEL/HEAT	1,225.65
10-12-000-5230	ELECTRICITY	495.73
10-12-000-5348	SHARED SVCS-CONT MO	515.00
10-12-000-5349	CONTRACTL-HORT/LAN	6,764.00
10-12-000-5353	DISPOSAL/PORTOLET SE	608.00
10-12-000-5420	SUPPLIES - GENERAL	81.00
10-12-000-5421	SUPPLIES - UNIFORMS	95.00
10-12-000-5430	SUPPLIES - FIRST AID	45.00
10-12-000-5450	SUPPLIES - EQUIPMENT	204.86
10-12-000-5480	GASOLINE/LUBRICANTS	674.29
10-12-000-5481	SUPPLIES-CONSTRUCTIO	345.68
10-12-000-5482	SUPPLIES-HARDWARE	33.10
10-12-000-5483	SUPPLIES-PAINT	550.75
10-12-000-5484	SUPPLIES-ELECTRICAL/B	99.72
10-12-000-5487	SUPPLIES-HAND TOOLS	110.69
10-12-000-5488	SUPPLIES-POWER TOOL	40.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	176.16
10-12-000-5491	SUPPLIES-GREENHOUSE	68.06
10-12-000-5492	SUPPLIES-TREES/SHRUB	4,341.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	35.00
10-12-000-5495	SUPPLIES-PULVERIZED D	481.02
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	69.52
10-12-000-5585	PAVEMENT & SITE DEVE	1,302.50

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5210	TELEPHONE/INTERNET	167.47
10-13-000-5220	FUEL/HEAT	478.03
10-13-000-5230	ELECTRICITY	624.79
10-13-000-5355	MAINTENANCE SERVICE	160.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5451	SUPPLIES - BUILDING PA	39.07
10-14-000-5210	TELEPHONE/INTERNET	108.33
10-14-000-5220	FUEL/HEAT	50.11
10-14-000-5230	ELECTRICITY	371.21
10-14-000-5401	OFFICE SUPPLIES	16.99
10-14-000-5412	CUSTODIAL/CLEANING S	1,105.00
10-14-000-5420	SUPPLIES - GENERAL	443.98
10-14-000-5481	SUPPLIES-CONSTRUCTIO	276.06
10-14-000-5483	SUPPLIES-PAINT	165.39
10-14-000-5484	SUPPLIES-ELECTRICAL/B	35.47
10-14-000-5486	SUPPLIES-PLUMBING	163.83
10-14-000-5488	SUPPLIES-HAND TOOLS	45.74
10-15-000-5230	ELECTRICITY	724.89
10-15-000-5370	RENTAL - EQUIPMENT	206.47
10-15-000-5401	OFFICE SUPPLIES	16.99
10-15-000-5412	CUSTODIAL/CLEANING S	300.00
10-15-000-5420	SUPPLIES - GENERAL	109.50
10-15-000-5421	SUPPLIES - UNIFORMS	245.10
10-15-000-5450	SUPPLIES - EQUIPMENT	104.10
10-15-000-5580	EQUIPMENT - GENERAL	3,679.03
10-15-000-5588	BUILDING IMPROVEME	154.35
25-00-000-2580	BALANCE ON ACCOUNT-	420.00
25-00-000-5210	TELEPHONE/INTERNET	2,144.48
25-00-000-5220	FUEL/HEAT	4,362.45
25-00-000-5230	ELECTRICITY	7,830.56
25-00-000-5301	POSTAGE	757.80
25-00-000-5305	PARTY RENTAL ENTERM	1,060.00
25-00-000-5321	CONSULTING-ONLINE/O	349.31
25-00-000-5340	CONFERENCES AND TRA	140.00
25-00-000-5341	MILEAGE REIMBURSEM	103.79
25-00-000-5342	OFFICIALS/MEETING EXP	1,452.06
25-00-000-5351	REPAIRS - EQUIPMENT	2,547.58
25-00-000-5352	REPAIRS - BUILDINGS	100.00
25-00-000-5355	MAINTENANCE SERVICE	2,406.87
25-00-000-5360	PRINTING/MARKETING/	913.80
25-00-000-5361	PRINTING - EMPLOYME	7.99
25-00-000-5362	PHOTOGRAPHY	195.00
25-00-000-5363	DESIGN SERVICES/PUBLI	166.62
25-00-000-5401	OFFICE SUPPLIES	668.51
25-00-000-5405	PARTY RENTAL SUPPLIES	44.80
25-00-000-5412	CUSTODIAL/CLEANING S	1,692.37
25-00-000-5420	SUPPLIES - GENERAL	235.00
25-00-000-5455	SUPPLIES-FIELD RENTAL	914.55
25-00-000-5484	SUPPLIES-ELECTRICAL/B	1,543.92
25-00-000-5584	EQUIPMENT - RECREATI	1,877.29
25-00-000-5740	COMMUNITY GRP CONT	5,250.00
25-25-312-5400	SUPPLIES-ADULT WORK	10.00
25-25-315-5400	SUPPLIES-ADULT CERAM	149.95
25-25-401-5300	CONTRACTL-ELC 3YR	218.50
25-25-401-5400	SUPPLIES-ELC 3YR	506.45
25-25-402-5400	SUPPLIES-ELC 4YR	423.52
25-25-403-5400	SUPPLIES-ELC 2YR	395.27
25-25-411-5400	SUPPLIES-CREATIVE CO	22.42

Account Summary

Account Number	Account Name	Payment Amount
25-25-413-5400	SUPPLIES-COOKS & BOO	21.70
25-25-428-5400	SUPPLIES-ALPHABET AN	47.02
25-25-432-5400	SUPPLIES-PRESCHOOL D	313.40
25-25-444-5400	SUPPLIES-4YR ELC ENRIC	17.46
25-25-471-5300	CONTRACTL-GJK PLAYTI	5,157.12
25-25-472-5300	CONTRACTL-GJK TRANSI	22,484.98
25-25-473-5300	CONTRACTL- GJK 3'S	37,808.61
25-25-474-5300	CONTRACTL-GJK 4'S	38,438.48
25-25-476-5300	CONTRACTL-GJK CAMPS	2,836.89
25-25-491-5400	SUPPLIES-PRESCH JR CO	18.26
25-25-601-5400	SUPPLIES-AFTERSCHOOL	14.59
25-25-615-5400	SUPPLIES-YOUTH CERA	914.69
25-25-638-5300	CONTRACTL-PRESTO MA	75.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	55.28
25-25-725-5300	CONTRACTL-KARATE CL	891.77
25-25-765-5300	CDNTRACTL-FENCING	1,524.60
25-25-785-5300	CONTRACTL-GPD FITNES	1,454.26
25-25-785-5400	SUPPLIES-GPD FITNESS	102.51
25-25-801-5300	CONTRACTL-SUN FUN C	648.00
25-25-801-5400	SUPPLIES-SUN FUN CAM	150.87
25-25-803-5400	SUPPLIES-KINDER KORN	1,056.53
25-25-806-5400	SUPPLIES-SAFETY TOWN	17.95
25-25-810-5300	CONTRACTL-CAMP ADV	330.00
25-25-810-5400	SUPPLIES-CAMP ADVEN	11.08
25-25-811-5400	SUPPLIES-TEDDY BEAR C	412.37
25-25-812-5400	SUPPLIES-PANDA BEAR	612.36
25-25-813-5300	CONTRACTL-KOALA BEA	35.00
25-25-813-5400	SUPPLIES-KOALA BEAR C	812.36
25-25-833-5300	CONTRACTL-ACTION QU	400.00
25-25-905-5400	SUPPLIES-SPRING EGG H	886.15
25-25-906-5300	CONTRACTL-EARTH DAY	830.00
25-25-932-5300	CONTRACTL-SCHOOL DA	1,596.12
25-25-932-5400	SUPPLIES-SCHOOL DAYS	27.12
25-25-951-5400	SUPPLIES-SPRING SPEC E	39.00
25-26-000-5340	CONFERENCES AND TRA	6.95
25-26-000-5360	PRINTING/MARKETING/	70.51
25-26-000-5361	PRINTING - EMPLOYME	100.00
25-26-000-5386	SERVICES-DAYCARE PRO	284.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	59.98
25-26-000-5403	DAYCARE PROGRAM SU	2,744.16
25-26-000-5409	SUPPLIES-INTERNAL FO	1,839.92
25-26-000-5412	SUPPLIES-CLEANING/CU	1,000.00
25-26-000-5460	SUPPLIES-FOOD EQUIP	27.43
25-26-000-5600	HEALTH INSURANCE PRE	10,334.22
40-00-000-5010	INTEREST - BONDS	9,400.00
40-00-000-5331	PAYING AGENT/REGISTR	371.00
45-00-000-5335	WELLNESS/PRE-PLACEM	55.50
45-00-000-5587	SAFETY/SECURITY EQUIP	732.73
45-00-000-5765	SAFETY INCENTIVE AWA	200.00
65-00-017-5553	ANNUAL HARDWARE RE	319.70
65-00-017-5562	REC DEPT MINI-VAN	22,536.00
65-00-017-5563	RETAIN WALL REPAIRS-L	10,000.00
65-00-017-5564	GENERAL PARKS EQUIP	3,249.00
65-00-017-5580	RESCUE BOAT MOTOR/T	393.84
65-00-017-5583	PADDLEBRD/KAYAK REP	3,533.20
65-00-017-5584	BEACH POS/INTERNET-H	1,730.00
69-00-000-5502	CENTRAL PROJ-Construc	380.84

Account Summary

Account Number	Account Name	Payment Amount
69-00-000-5503	CENTRAL PROJ-Maint Eq	19,500.00
69-00-000-5517	ASTOR PARK-Design Svc	1,718.36
69-00-000-5519	ASTOR PARK-Owner Ite	1,836.60
69-00-000-5520	LAKEFRONT PARK-Desig	2,761.14
69-00-000-5522	LAKEFRONT PARK-Owne	1,865.00
69-00-000-5525	WEST PLAYGROUND-De	15,734.29
69-00-000-5527	WEST PLAYGROUND-Ow	2,036.00
69-00-000-5528	WEST PLAYGROUND-Dis	1,500.00
69-00-000-5530	TAKIFF PARKING-Design	0.60
69-00-000-5537	TAKIFF FITNESS-Owner I	952.26
	Grand Total:	447,231.52

Project Account Summary

Project Account Key	Payment Amount
None	447,231.52
Grand Total:	447,231.52

Authorization Signatures

To the Board of Commissioners

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on _____ and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

**V-VII. Recognition, Comments, and Approval
of Commissioner Service Resolution No. 869
– Andre Lerman**

**The resolution will be shared at the
meeting as part of the presentation.**

Glencoe Park District
May 2017 Board Meeting

**IX. Oath of Office:
Stefanie Boron & Josh Lutton**

Glencoe Park District
May 2017 Board Meeting

STATE OF ILLINOIS)
COUNTY OF COOK) SS
GLENCOE PARK DISTRICT)

OFFICIAL OATH

I, Stefanie Boron, having been elected to the office of Park Commissioner of the Glencoe Park District, Cook County, Illinois **DO HEREBY SOLEMNLY DECLARE AND AFFIRM** that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will well and faithfully discharge the duties of the office of Park Commissioner to the best of my ability.

Stefanie Boron, Commissioner
Board of Park Commissioners

SIGNED AND AFFIRMED before me,
this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners

SEAL

STATE OF ILLINOIS)
COUNTY OF COOK) SS
GLENCOE PARK DISTRICT)

OFFICIAL OATH

I, Josh Lutton, having been elected to the office of Park Commissioner of the Glencoe Park District, Cook County, Illinois **DO HEREBY SOLEMNLY DECLARE AND AFFIRM** that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will well and faithfully discharge the duties of the office of Park Commissioner to the best of my ability.

Josh Lutton, Commissioner
Board of Park Commissioners

SIGNED AND AFFIRMED before me,
this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners

SEAL

X-XIII. Election of President, Election of Vice-President & Appointments

No Documents

Glencoe Park District
May 2017 Board Meeting

XIV. Financial Report

Glencoe Park District
May 2017 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 4/30/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,674,978.56	(35,957.55)	2,639,021.01	
25-00-000-1000	CASH/INVESTMENTS	4,123,469.14	(20,095.21)	4,103,373.93	
30-00-000-1000	CASH/INVESTMENTS	241,888.90	1,469.00	243,357.90	
35-00-000-1000	CASH/INVESTMENTS	391,402.82	(20,683.08)	370,719.74	
36-00-000-1000	CASH/INVESTMENTS	160,261.20	(12,614.08)	147,647.12	
40-00-000-1000	CASH/INVESTMENTS	849,977.31	7,365.85	857,343.16	
45-00-000-1000	CASH/INVESTMENTS	203,434.01	(6,982.29)	196,451.72	
50-00-000-1000	CASH/INVESTMENTS	59,935.60	275.07	60,210.67	
55-00-000-1000	CASH/INVESTMENTS	13,429.60	76.00	13,505.60	
65-00-000-1000	CASH/INVESTMENTS	556,847.82	(84,913.81)	471,934.01	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	3,228,142.05	(64,119.35)	3,164,022.70	
70-00-000-1000	CASH/INVESTMENTS	73,653.78	23.20	73,676.98	
75-00-000-1000	CASH/INVESTMENTS	8,000.00	0.00	8,000.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>12,585,420.79</u>	<u>(236,156.25)</u>	<u>12,349,264.54</u>	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	80,698.07	218,560.96	299,259.03	
99-00-000-1012	Operating PR Account	3,027.85	4.48	3,032.33	
99-00-000-1013	IL Funds	2,941,411.67	8,572.00	2,949,983.67	
99-00-000-1014	IPDLAF CD's	1,728,000.00	742,000.00	2,470,000.00	
99-00-000-1015	IPDLAF MM	4,996,340.28	(1,205,742.04)	3,790,598.24	
99-00-000-1016	PMA CD's	1,982,400.00	246,900.00	2,229,300.00	
99-00-000-1017	PMA MM	853,542.92	(246,451.65)	607,091.27	
TOTAL CASH IN BANK		<u>12,585,420.79</u>	<u>(236,156.25)</u>	<u>12,349,264.54</u>	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	12,585,420.79	(236,156.25)	12,349,264.54	
TOTAL DUE TO OTHER FUNDS		<u>12,585,420.79</u>	<u>(236,156.25)</u>	<u>12,349,264.54</u>	
Claim on Cash	12,349,264.54	Claim on Cash	12,349,264.54	Cash in Bank	12,349,264.54
Cash in Bank	12,349,264.54	Due To Other Funds	12,349,264.54	Due To Other Funds	12,349,264.54
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District
 Monthly Funds Report
 April 2017

Corporate and Other Funds:

	<u>March 2017</u>	<u>April 2017</u>
Harris Bank Corporate Account - 0.20%	362,468.71	498,064.66
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.68%	4,996,340.28	3,790,598.24
The Illinois Fund (Public Treasurers' Investment Pool) - 0.76%	2,941,411.67	2,949,983.67
Harris Payroll Account - 0.20%	15,722.57	16,572.26
PMA Financial Account - 0.72%	853,542.92	607,091.27
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(294,465.36)	(212,345.56)
IPDLAF Certificates of Deposit:		
2 CDs at \$247,000 each maturing July 21,2017 (1.00% net)	494,000.00	494,000.00
2 CDs at \$248,000 each maturing June 12, 2017 (0.75% net)	496,000.00	496,000.00
2 CDs at \$248,000 each maturing October 17, 2017 0.95% net)	0.00	496,000.00
1 CDs at \$247,800 each maturing February 7, 2018 (1.10% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	0.00	246,000.00
PMA Certificates of Deposit:		
2 CDs at \$248,900 each maturing July 24, 2017 (0.86% net)	497,800.00	497,800.00
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	247,600.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	741,600.00	741,600.00
1 CDs at \$246,900 each maturing April 20, 2018 (1.22% net)	0.00	246,900.00
Grand Total	\$12,585,420.79	\$12,349,264.54

Glencoe Park District
 Monthly Financial Analysis
 April 2017

	<u>As of</u> <u>4/30/2015</u>	<u>As of</u> <u>4/30/2016</u>	<u>As of</u> <u>4/30/2017</u>
<u>Recreation Department - Programs</u>			
Revenues	1,462,346	1,394,797	1,371,504
Wages	(49,186)	(80,782)	(69,761)
Contractual	(358,214)	(340,328)	(343,528)
Supplies	(14,472)	(13,748)	(20,416)
Net Surplus	1,040,474	959,939	937,799
<u>Day Care Department</u>			
Revenue	132,049	169,514	151,586
Expense	(83,238)	(99,821)	(112,751)
Net Surplus/(Deficit)	48,811	69,693	38,835
<u>Beach Department</u>			
Revenue	10,365	10,834	13,716
Expense	(24,473)	(29,537)	(30,886)
Net Surplus/(Deficit)	(14,108)	(18,703)	(17,170)
<u>Boating Department</u>			
Revenue	38,669	42,623	60,977
Expense	(4,813)	(7,920)	(26,862)
Net Surplus/(Deficit)	33,856	34,703	34,115
<u>Watts Department</u>			
Revenue	3,329	631	1,643
Expenses	(20,790)	(16,884)	(21,272)
Net Surplus/(Deficit)	(17,461)	(16,253)	(19,629)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	4,910	4,750	5,765
Expense	(129,545)	(152,336)	(208,734)
Net Surplus/(Deficit)	(124,635)	(147,586)	(202,969)
<u>Parks Department</u>			
Revenue	3,050	79	30
Expense	(102,597)	(126,518)	(123,211)
Net Surplus/(Deficit)	(99,547)	(126,439)	(123,181)
<u>Rec-Admin/Takiff Department</u>			
Revenues	541,443	559,141	580,210
Expenses	(910,829)	(510,554)	(1,387,596)
Net Surplus/(Deficit)	(369,386)	48,587	(807,386)

XV. Staff Reports

Glencoe Park District
May 2017 Board Meeting

**Glencoe Park District
Business Department Report
May 2017**

FY2016/17 Audit

Staff is happy to report that the auditors completed their fieldwork in four short days this year. Upon the partner's final review of the audit work papers, we will receive the first draft of the audit report on May 19 for our initial review. All went very smoothly this year. Staff will follow up in the next two weeks with further review of the draft, preparation of the final MD&A memo for the report, booking of any final audit journal entries, reconciliation of final draft numbers to general ledger, as well as a response to the management letter. Staff's intent is to present the annual audit at the Finance Committee of the Whole meeting before the regular Board meeting on June 20.

Front Office

Front office staff is also gearing up for camps this summer by preparing for the distribution of welcome letters, carpool forms, camper information materials, and camp staff manuals.

Seasonal Staffing – Paperwork

The Business Department staff has started to process re-hire and new hire paperwork for Beach and Boat House staff, as well as camp staff. Orientation/payroll paperwork meetings with seasonal staff are scheduled for May 18 (Beach) and for June 1 (camp).

FY2017/18 Budget and Appropriation Ordinance (BAO)

The BAO was officially approved by the Board of Park Commissioners at the regular Board meeting on April 18 following the public hearing, and was filed at the County Clerk's Office on April 26, well within the required legal timeline.

Trainings/Meetings/Other by Staff

April 26: Filed BAO with County Clerk's Office

April 24-27: Final fieldwork with Auditors

May 3: Investment Returns and the State of IMRF Meeting

May 11: Annual PDRMA Membership Council Meeting

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department
May 2017**

Recreation Department Report: Michael Lushniak

Summer has officially started with the opening of the boat house on May 6. While the weather was a bit cool on opening weekend, Staff has done a great job preparing the facility for the season both from an appearance and operational standpoint. All stand spots and many paddleboard and kayak racks are already full.

Summer preparation continues in other areas of the Recreation Department with efforts going into camp planning. Staff is working to prepare trainings to ensure that incoming staff is well versed in all areas of the Park District, covering a wide variety of topics from field trip safety to allergies, and SPIRIT values to NSSRA. Camp numbers look very strong this spring. As of 4/28 revenue was up over \$100,000 from this time last year.

I have also been working with Naomi Garvett to pilot test three childcare apps for the Children's Circle program. Based on feedback from the Children's Circle parent committee, there is a desire from parents for more information about their child's day in the program. Staff has identified three apps, Brightwheel, Precioustatus, and Tadpoles, which will allow teachers to post updates throughout the day including pictures, meals, activities, etc. Staff and parents will be live testing these apps over the next month before a consensus is made on which one best meets the needs of our program.

I am also excited to announce that the Glencoe Park District has repeated as the 2017 Park Pursuit Recreation Division Champs! Bobby Collins, Anthony Marks, Paul Goedjen and I attended this "Amazing Race" type competition on May 4. The event is put on by IPRA and featured over 240 recreation professionals from a number of different districts.

Early Childhood: Naomi Garvett

Naomi attended a Nature Play workshop on May 3 at the Chicago Botanic Gardens. This workshop was a forum for discussion and information about integrating nature based themes into play based curriculums similar to the ones used in Children's Circle and the Early Learning Center.

Children's Circle enrollment is currently at 58 children. Enrollment for fall 2017 is very strong with waitlist in all of the classrooms.

During the week of May 1, ELC classes celebrated Dad/Grandpa's Night with events and activities. During the week of May 8, ELC classes will celebrate their mom/grandma's at a special tea party.

Early Learning Center registration for the 2017-2018 is ongoing. Registration trends are exceeding numbers from last year and staff expects many more registrations between now and the start of the school year. Staff has also met with GJK to work on enrichment schedules.

ELC Enrollment (as of 5/3)	2016-2017	2017-2018
2's classes	21	20
3's classes	31	25
4's classes	27	39
Total	79	84

Registration is also going well for the Little Bears and Kinder Korner camps.

Camp Enrollment (as of 5/3)	2016	2017
Teddies M/W/F	7	8
Teddies T/Th	7	10
Pandas M/W/F	20	16
Pandas 5-Day	12	16
Koalas	50	39
Kinder Korner	42	57

Athletics/Sports/Teen Camp: Chris Pietrini

Chris P. attended the IPRA Athletic Committee Meeting in April. These committee meetings allow for professionals from different agencies to meet and talk about current trends and issues in athletics. The main topics were concussion prevention and attracting adult softball teams, an area of the market that has been in decline over the last few years.

A new Flag Football after school program was created and offered this spring, Staff was contacted by two parents who requested the time and committed to a minimum number of participants. The class, run by Hot Shots Sports, has now filled with 20 participants. Staff has also been working with Under Armour Under the Lights, a new field renter, to assist with the logistics of that upcoming program that starts this month.

Staff is also well on their way to booking all the field trips for Action Quest this summer. New field trips include a White Sox game, parkour at the Zone in Mt. Prospect, ice skating, and outdoor sports at the Glenview Park District.

Teen Camp Enrollment Comparison

Camp	2016	2017
Action Quest	43	57
CIT	24	31

Spring tennis programs started at the end of April. This was the kick off of a revamped program that now offers additional flexibility in single day classes instead of 2 day classes. This season, our tennis instructors will now be doing private lessons through the Glencoe Park District, which is a change from previous years. Staff is hopeful that both of these changes will reverse negative participation trends from previous years.

Youth & Arts: Stephani Briskman

The Earth Day School Day Off Program had 24 participants who assisted in the community's clean up event walking along the Green Bay Trail picking up garbage. Participants enjoyed lunch, went on a nature scavenger hunt, and made an eco-friendly afternoon snack to enjoy.

The Broadway Bound production of Lion King is scheduled for Saturday, June 3 and Sunday, June 4. Participants will also be doing make-up and costume testing the weekend of May 6. There are 78 participants from the two sections of program that will be participating in the productions. Ticket sales for the event are currently on sale and are listed below.

Lion King Jr. Ticket Sales as of 5/4

Saturday, June 3 @ 11:00pm 231 tickets	Saturday, June 3 @ 2:30pm 145 tickets
Sunday, June 4 @ 2:30pm 195 tickets	Sunday, June 4 @ 5:00pm 147 tickets

Registration continues for Sun Fun and Camp Adventure. As of April 28, 2017, enrollment for this summer is exceeding marks from last year. Staff is very excited to see the increase in participation for Camp Adventure, which had been in decline in recent years. Staff attributes this increase to a small rebranding effort that will allow campers to personalize their camp experience by taking part in different “clubs” related to their specific interests. Almost all of the seasonal staff for Camp Adventure and Sun Fun is hired for the summer. Staff Orientation begins May 25 with the all-recreation staff training. The first day of camp with the campers is Monday, June 19.

Camp Enrollment Comparison	2016 (Final Numbers)	2017 (as of May 9)
Sun Fun 1 st Grade	59	43
Sun Fun 2 nd Grade	54	59
Sun Fun 3 rd Grade	51	49
Camp Adventure 4 th Grade	22	47
Camp Adventure 5 th Grade	22	29

Special Events & Active Adults: Liz Visteen

Active Adult program participation is up from last spring due to enrollment in programs including the new Adult Improvisation and Ballroom Dance classes. Attendance also continues to improve for monthly Breakfast Club gatherings. Additional one-day programs are schedule for this spring and summer including a Photography Workshop, Herb Gardens workshop, and the Chicago Riverwalk day trip.

The Earth Day Clean Up special event took place on Friday, April 14. This is a collaborative event between the Village, Glencoe School District, and Park District. Over ninety youth volunteers, including forty of our School’s Day Off children, participated in the event. Volunteers from the community cleaned up the Green Bay Trail, Central School, Friends Park, Kalk Park, Lakefront Park/Bluff, Skokie Lagoons & Little House, and the Wildflower Sanctuary. Liz and District staff supervised the group cleaning the north end of the Green Bay Trail and the Park District provided lunch to all the volunteers and parents who came to the event.

2017 April Special Event Attendance

April 8 - Spring Egg Hunt	~ 350	~ 300
April 14 - Earth Day Clean Up	~ 95	~ 120
April 28 - Melvin Berlin Park Dedication	~ 400	N/A
May 7 - Doggie Dip	10 families	N/A

Upcoming special events include Doggie Dip at the Glencoe Beach on May 12, Mommy & Me Tea on May 13, and a Cookie Decorating party on May 20.

Takiff Center/Fitness: Paul Goedjen

Paul worked with GJK on the implementation of their Family Fun Fest, which was originally scheduled for May 6 at Kalk Park, but was relocated to the Takiff Center due to concerns about the weather. Staff coordinated setting up for the event, during event support, and managing logistics of closing down the front parking lot Friday night through Saturday afternoon for the event.

Paul and I continue to work on the operation of the Takiff Fitness Area. During April and May, staff and the Board finalized the Precor equipment selection along with a proposed room layout. Membership fees, staffing, and hours were also discussed during the May 2 Committee of the Whole meeting. Staff will not dive deeper into details and logistics such as job descriptions and operation planning.

During April and May, there were many inquiries about permits for various parks within the District. Multiple permits were approved for events such as veteran memorials, veteran charity walks, weddings, and birthday parties. Takiff has also had a busy month with many different types of rentals including a Kentucky Derby Party.

Type	April	
	2016	2017
Birthday Parties	\$4,197.50	\$3,193.00
Facility Rentals	\$15,674.16	\$18,672.18
Total	\$19,871.66	\$21,865.18
Difference	\$1,983.52	

Bobby Collins: Beach and Watts Facility Manager

The Boat House officially opened Saturday, May 6 for the 2017 season. Reservations for boating spaces have been processed and remain strong. Staff is continuing to communicate with unpaid boaters to minimize delinquent boats.

Summer staff hiring levels remains in line with previous years. Beach staff training begins May 18, with job specific training planned for various dates until June 9. Building on last year, the primary focus of training will be on safety, customer service, cross-training, and leadership development in staff. A 16 hour US Powerboat training course for new boat guards and camp instructors will be held June 8 & 9. Lifeguards will spend 2 full days training in the Wilmette Park District pool May 20 & 21, in addition to training in Lake Michigan May 24 & 25. Beach services staff will receive training in the new beach pass and daily visit procedures, which includes processing credit cards.

Revenue (as of May 1)	2016	2017	Variance
Summer Boat Storage	\$42,623	\$60,976	\$18,353
Trellis Rentals	\$1,475	\$2,544	\$1,069
Beach Passes	\$8,734	\$10,848	\$2,114
Sailing Camp/Youth Sailing	\$3,447	\$8,054	\$4,607
Aquatics Camp (New 2017)	n/a	\$9,588	\$9,588
Total Revenue	\$56,279	\$92,010	\$35,731

As of May 1, Beach financials look health for the upcoming season. 2017 summer storage is considerably ahead of 2016 partly due to the addition of extra paddleboard racks and the increase in non-resident rates. Staff believes this trend will level off, as the majority of revenue has been collected and the beach is a maximum capacity for sand spots.

The Beach House will open for the 2017 season on Saturday, May 27. Staff is busy preparing the facility to open and looks forward to another great summer.

Submitted by:

Mike Lushniak, Director of Recreation and Facilities

**Glencoe Park District
Parks & Maintenance Report
May 2017**

Administrative

We have continued to work with Altamanu in overseeing the start of the District's two ongoing capital projects park renovations. Work is slated to start at West and Astor Parks in June. In addition, I have continued to work with Wight Design to complete the construction documents necessary for the fitness conversion.

Grounds/Horticulture

The horticulture crew has been busy maintaining planting beds. Favorable weather has finally allowed staff to begin planting and flower beds are being planted throughout the District. New trees have replaced trees that died last season and to further diversify the tree inventory.

Parks Maintenance & Construction

Outdoor fountains have been turned on and staff is in the process of activating irrigation systems. The Parks and Facilities Team came together to make one final push in preparing Berlin Park for opening.

The new sports field mowers have been utilized at our athletic fields for an improved look and superior cut to the existing gang mower.

Tree trimming has taken place throughout the District as we continue to remove ash trees and prune sites for appearance and tree health.

Facilities

Facilities staff has been focusing on seasonal preparations at the Beach and Boat Houses. Staff has completed painting the inside of the beach house, concession stand, and beach grading.

The water main repairs at the Beach House have been completed and staff has begun the final steps of preparing the facility for the season.

Exterior Beach House and railing painting is scheduled for later this month.

Athletic

Staff is lining all soccer fields, and baseball diamonds. We struggled in late April with the heavy seasonal rains. With drier conditions, field playability has continued to improve.

Equipment

We have completed purchasing of hand held equipment for staff to use this season.

Personnel

Staff recertified as pesticide applicators and operators. All full-time employees in the Parks Department are now certified by the State of Illinois to apply fertilizers and herbicide as needed.

Shared Services

Mowing has begun on Village Property. Village staff serviced the beach cleaner tractor and several vehicles as needed.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report May 2017

Social Media/Email

We ended the month of April with 88,468 Facebook impressions (in 2016, we ended the month with 36,627 impressions). We now have 1204 followers on Facebook, 598 followers on Twitter and 352 followers on Instagram. Glencoe Beach has 1288 followers and Watts Ice Center has 162 followers on Facebook. We sent out several targeted email blasts, primarily focused on special events.

Date	Title	Sent	Open %	Desktop Opens	Mobile Opens	Click %
May 1	Tennis Class Promotion	4549	23.80%	60.50%	39.50%	7.80%
April 27	Mommy & Me Tea	464	42.60%	68.70%	31.30%	1.00%
April 26	Berlin Opening Day Reminder	4523	27.00%	55.40%	44.60%	3.50%
April 21	Berlin Opening Day	4530	31.30%	65.90%	34.10%	4.00%
April 5	Spring Egg Hunt Reminder	4537	24.20%	57.50%	42.50%	0.90%
April 4	Spring Exploration	528	45.70%	64.10%	35.90%	8.70%
April 1	Spring Adult Classes	4538	25.40%	67.20%	32.80%	6.90%

Special Events

I worked closely with our Recreation Team to market under-enrolled classes, new adult offerings, camp, Beach pass sales, Spring Egg Hunt, and our new Mommy & Me Tea. For each event, I created flyers/posters, website graphics, posters, event signage, email blasts, social media posts, and media pitches.

Berlin Opening Day

I worked closely with community groups to get the word out for Berlin Park's Opening Day. Banners were posted at both ends of the field, as well on the Village kiosk and the new Kalk Park kiosk. The Chamber and Glencoe Baseball Association also distributed an email blast on our behalf. In addition, we did several promoted social media posts, posters in our facilities and on our TVs, as well as flyers to program/event participants. In addition, I worked with the local media to get coverage of the event.

Summer Sampler

We will be sending out a Summer Sampler to all Glencoe residents in late May. The 4-page, full-color brochure details our summer camp programs, summer events, and Beach programs.

Glencoe Quarterly

The summer issue of Glencoe Quarterly will be published in early June. Our four pages will contain information about special project updates, camps, and special events.

Glencoe Beach

I'm working closely with Beach staff to promote season pass changes, as well promote sales. We did a targeted mailer to everyone who purchased a pass in the last three years, detailing the new photo procedure as well as other new amenities. We did a beach towel give-away to promote the first day of pass sales, and are offering an Early Bird Discount through May 9, along with special "Fast Track" times to purchase Beach passes. We are promoting these events through email,

social media, and signage. In addition, I am working with the Facilities Team to update all signs at the Beach to reflect new prices, dates, etc.

Submitted by:

Erin Maassen, Manager of Marketing and Communications

NEW FOR SPRING

Jump into spring with a new activity!

Try [Improv](#), [Ballroom Dancing](#), [Rowing](#), [Ceramics](#), and [more](#) this spring! Our adult spring classes start next week and limited spaces are still available!



Improvisation!

6:30 PM, Tuesdays, April 4-May 23

Improv promotes self-confidence, teamwork, and the power of "Yes" both on stage and in life. It's the perfect way to improve business skills or get started acting!

[REGISTER](#)



Hands-on Floral: Spring Bulbs

7 PM, Thursday, April 6

Create a living garden and petite posy of cut flowers to take home. We will be exploring tulips, narcissus, hyacinths, and more.

[REGISTER](#)



Dog Obedience

1 PM, Wednesdays, April 5-May 3

All dogs are welcome! Learn to develop a leadership role through positive reinforcement training with your dog.

[REGISTER](#)



Row & Go Circuit

9:45 AM Tuesdays
6:30 AM Thursdays
& 15 AM Sundays

This heart-pumping, sweat-drenched, total-body burn is as fun as it is effective. Instructors will combine rowing intervals with dynamic sculpting exercises for the perfect balance of cardio and strength training.

[REGISTER](#)

[More Adult Programs](#)



Melvin Berlin Park OPENING DAY!

6-8 P.M. • FRIDAY, APRIL 28 • 692 GREENWOOD AVE, GLENCOE, IL



FREE HOT DOGS, CRACKER JACKS, BASEBALL GAMES, & FAMILY FUN!



Take me out to the ballpark! Enjoy free popcorn, crackerjacks, hot dogs and baseball-themed games at the new Melvin Berlin Park. Join us on Friday, April 28 from 6 to 8 p.m. at the park for a short dedication, followed by a parent-child wiffle ball game, obstacle courses, carnival games, and more!

Fun for the whole family!

[More](#)



Connect with us



FREE! KIDS EGG & DOGGIE TREAT HUNT

Spring Egg Hunt

SATURDAY, APRIL 8
WATTS PARK

START TIMES

10 AM:	AGES 0-3
10:15 AM:	AGES 4-5
10:30 AM:	AGES 6+
10:45 AM:	DOGS



Bring your basket and get ready for an egg hunt on Saturday, April 8! We're hiding eggs filled with surprises throughout Watts Park. After the hunt, join us for crafts, games and photos with the Spring Bunny. This year, there will be different start times for each age group:

10 AM: AGES 0-3
10:15 AM: AGES 4-5
10:30 AM: AGES 6+
10:45 AM: DOGS

In case of inclement weather, the Egg Hunt will be relocated to the Takiff Center. For Special Event weather information please call (847) 258-9050.

[More](#)



Connect with us





CIRCUS WORKSHOP

Learn Circus Skills While Building Self-Esteem!

5:45-6:45 PM | Tuesday, April 25

Clown around while developing balance, flexibility and hand-eye coordination. Fostering confidence and cooperation, our professional circus staff teach a variety of circus skills including tight wire walking, juggling, plate spinning, acrobatics, and clowning.

[REGISTER](#)



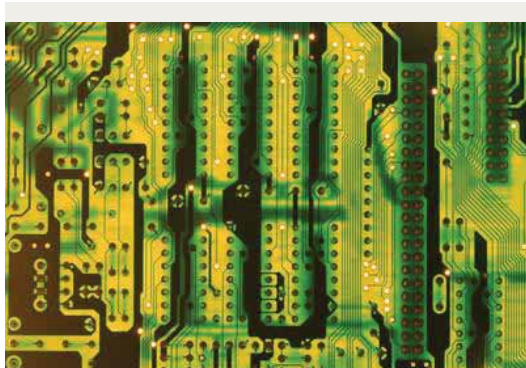
MAGIC CLASS

Dazzle Your Friends With Magic!

6:45-7:40 PM | Monday, April 17

Children are guaranteed to have a great time as they learn a collection of fascinating and mesmerizing tricks from the magic team of Gary Kantor. Learn a new trick each session and take a trick home!

[REGISTER](#)



Circuits & Scratch

with Computer Explorers

1-4 PM | June 12-16

Have you ever wondered how electronics work? Working with a partner, you will gain hands-on building experience as you learn about electrical components and all types of circuits (without using computers!). Then, dive into the world of video game animation. Working in teams, you'll add sound effects and music clips to create a dynamic video animation game using Scratch, an object oriented coding platform designed just for kids! Creativity rules in this fun version of video game design!

REGISTER

Ultimate Coding Lab

with Computer Explorers

9 AM-12 PM | June 12-16

Learn a new language in just a week! Working with a partner, you'll explore object-based programming and text-based coding in Minecraft and Python. Python is a powerful, expressive programming language that's easy to learn and fun to use! We'll guide you through the basics as you experiment with unique (and often hilarious) programs including secret agents, thieving ravens, and more. You'll learn basic data structures, how to organize and reuse your code, as well as functions and modules. You'll stretch your brain and strengthen your understanding by working on programming puzzles!

REGISTER



Glencoe Park District | 999 Green Bay Road, Glencoe | 847.835.3030
www.glencoe park district.com





11 AM-12:30 PM | Saturday, May 13 | Takiff Center | [Activity #120300](#)
\$45/50 R/NR per couple (\$20/22 additional child)

Celebrate Mother's Day by sharing tea, finger sandwiches, and bite-sized desserts with your little one. Spend quality time with your child, enjoying the tea party, a selfie booth, and special Mother's Day crafts.

The **Mommy & Me Tea** is open to moms, grandmas, and special adult friends, accompanied by a 2-7-year-old child. Advanced registration is required.

REGISTER





If you're looking to take your tennis game to a higher level or want to learn the basics of the game, Glencoe's pro staff can help you accomplish your goals!

[Learn More](#)

Youth Tennis

The 10 & Under Tennis format is about fitting tennis to kids on age and physical size, to create an optimal learning environment! Click on the links below to learn more about each class, including meeting times and pricing information.

- [LITTLE MIGHTY MITES](#): Learn to hold a racket, hand-eye coordination, balance, and the beginning of stroke development in a fun environment.
- [MIGHTY MITES](#): The main focus is learning the primary stages of athletic skills such as movement, balance and hand-eye coordination. Individual or team games accompany fun activities to help develop basic swing techniques and tactics.
- [LITTLE ATHLETES](#): The basic tennis strokes are further developed; rallying is introduced along with basic match tactics.
- [BIG ATHLETES](#): This class focuses on developing proper technique and learning match tactics. Players are introduced to the scoring system and can begin to play in-class matches and tournaments.
- [JR. HIGH/HIGH SCHOOL PREP](#): Prepare yourself to play competitive tennis! We will work on developing strokes, spin, and power. Participants will learn through match play and drills.



Adult Tennis

A good game always evolves around tennis technique, footwork, active strategy, and fitness. Learn the basics or take your game to the next level with Glencoe Park District pros! Click on the links below to learn more about each class, including meeting times and pricing information.

- [BEGINNER](#): In this level, students are introduced to the game of tennis and receive basic instruction of forehand, backhand, serve, volley, rules, scoring, and proper tennis etiquette.
- [ADVANCED BEGINNER](#): This level is for students who have progressed past the beginner program, but are not yet ready for intermediate. Emphasis is on refinement of basic strokes.



- **INTERMEDIATE:** Instruction places more emphasis on court position, footwork and the understanding of singles and doubles play.
- **DRILL AND PLAY:** 45-minute drills start each session. The emphasis is on organized match play with the intent of putting into effect what has been mastered from previous practice. Varied competition with tips from the pros strengthens game skills. The level of play is advanced, so acceptance into the group play situation is set up at the teaching pro's discretion.
- **Intermediate Drill Play** Participants must have an NTRP rating of 3.0-3.5.
- **Advanced Drill/Play** Participants must have an NTRP rating of 3.5 or higher.
- **MIXED OPEN PLAY:** Play matches in an open and fun environment. Open to intermediate and advanced players.
- **STROKE PROGRESSION:** Learn and practice a new stroke each week. Strokes include forehand, backhand, volleys, and serves.

PRIVATE & SEMI-PRIVATE LESSONS

Looking for private instruction? Or do you have a group of friends who would like to take a tennis class together? No problem! Grab a group of friends and pick a time that works for you! Glencoe Park District lets you form your own semi-private tennis class based on instructor and court availability. Available days and times may vary. To build your class, contact Chris at cpietrini@glencoeParkDistrict.com



STAY CONNECTED



SAFETY COMMITTEE MEETING

Agenda and Minutes

Wednesday, April 26, 2017 / 11:00 a.m.

(Please Note: Items in **red** print require action)

1. Call to order at 11:05 a.m.

Roll Call: Present: Chris Leiner, Carol Mensinger, Mike Lushniak, Liz Visteen, Paul Goedjen, Naomi Garvett and Lorise Weil. Absent: Lisa Sheppard.

2. Review of the Minutes: The Safety Committee Minutes from March 16, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there was one (1) minor accident report, and one (1) minor incident report for April.
4. Open Claims: Chris reported that we had one (1) vandalism property claim at Berlin Park, and one (1) Beach stairs claim still open.
5. Carry Over Items:
 - a) Carol asked Chris about lead testing. Chris stated that an outside firm will be testing all water at the Takiff Center, as well as other areas. This testing will take place sometime in July of 2017.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information as requested. Carol sent out a list of expired COIs that need to be updated. She stated that this list should be updated on a monthly basis. Chris asked everyone to make sure that every COI is updated on the P:Drive.
7. New Items:
 - a) Chris stated that the fire exit door in the ELC wing has items near it that need to be relocated. **Naomi** is going to have Mary clean out the sheds, so that these items (strollers, water table, wagon, etc.), can be moved and stored in a separate area.
 - b) Lorise mentioned that the coffee machine in the Staff Lounge was on with no coffee in the pot, hence, the burner started to burn the bottom of the coffee pot. Carol has also noticed this. Everyone discussed the possibility of some type of auto-shut off. **Lorise** will check with the coffee vendor to see if he has a machine with an auto-shut off, or some other type of replacement machine that doesn't include a burner.
 - c) Lorise asked about the Safety Manual and asked if we could possibly review the manual to see what should and should not be in it. It was decided by all that **the Safety Committee members** would review the Safety Manual, via section, in October 2017. It is at that time we will take an in-depth look at what should be mutually included in the manual.
 - d) Lorise asked if, and when, we will be having a tornado or severe weather drill, in addition to a Facility Lockdown drill. It was decided that **Chris, Carol and Mike** will follow-up with this question at the next A-Team meeting.

Adjourn: 11:42 a.m.

The next meeting is scheduled for Wednesday, May 17, 2017 at 11:00 a.m.

XVI. Executive Director Report

Glencoe Park District
May 2017 Board Meeting

**Glencoe Park District
Executive Director's Report
May 2017**

National Gold Medal

I am proud to announce that the Glencoe Park District has been selected as a **finalist for the 2017 National Gold Medal Awards for Excellence in Park and Recreation Management program!**

In February, I brought the Park District management team together for a weekend retreat with one goal: to win the National Recreation and Park Association's Gold Medal, which is the industry-equivalent to the Oscars.

The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The application process is rigorous, as agencies must demonstrate growth over a three-year period in three specific areas: social equity, health and wellness, and conservation. Four finalists in each class are chosen to compete for grand honors each year.

That weekend, we huddled together in a small conference room and spent hours brainstorming. When we looked all that we'd accomplished in the last three years, we were astonished. The Board, staff, and community should be very proud of all the hard work, especially the cooperation from our 35 community partners, which have taken place for the many years leading up to this submittal.

There are four strong benefits for an agency to embark on the Gold Medal journey. First, this is the opportunity for an agency to chronicle successes through a very thoughtful and thorough process. Second, it encourages an agency to review, assess, and identify the strengths of its organization in various program, management, fiscal, and service categories. Third, it inspires an agency to frame its innovative and creative approaches in solving day-to-day challenges in the community while creating amazing experiences for customers. Finally, the process boosts an agency's networking capabilities through the exchange of valuable management resource information with other applicants and creates an avenue to share best practices.

The honor signifies that we are among the four best in the country for communities under 30,000, acknowledging the phenomenal services, parks and facilities that we provide to the public.

As a finalist, we will move on to the second and last round of the Gold Medal process. Finalists are being asked to post to their website a short video, a maximum of 5 minutes, by June 5. Judges will view this short video that helps support information provided in the application. Videos should tell the story of how our agency is unique and outstanding, while capturing images that support application responses; and serves as a media communication piece to our community.

The Gold Medal Reception will be held at the 2017 NRPA Annual Conference, Monday, September 25 in New Orleans, LA. The Gold Medal Grand Plaque will be presented to the winner at the Opening General Session on Tuesday, September 26.

In action items, I am requesting permission for 5 key staff to attend NRPA Congress and witness what could possibly be a once in a career moment. The staff members are Lisa Sheppard, Carol Mensinger, Erin Maassen, Chris Leiner, and Mike Lushniak. Attached is a memo on estimated expenses. We have already budgeted for Carol and me to go this year.

We would also like to ask if any Commissioners would like to attend to represent the Glencoe Park District during this big moment.

All Staff Training

We have organized a Seasonal Staff Training on Thursday, May 25 from 6:30-8:00pm at Takiff Center. This year we are doing something a little bit different and sending the staff on “Pursuit for Park District Knowledge” throughout Glencoe. Stations will be set up at different points and staff will be put through a “challenge” at each station as fun way to learn about the Park District and other items we require in training. We are looking for “station leaders”, please let me know if you would like to help out.

Summer Theme

This summer, the Glencoe Park District theme will be “Get Your Play On”. We will be inviting the community to join us for outdoor concerts, movies, camps, classes, special events, and campouts designed to get our residents out and playing. You will see this theme promoted in social media and our summer staff shirts!

Summer Camp

Our summer camp planning and hiring is going great. We are the largest employer of high school and college age staff and we take serious our roles in preparing them for success throughout the summer.

Fourth of July Event

Logistical plans are progressing for the Fourth of July event. We have also requested and been approved for Winnetka Park District’s assistance with guests that are looking to go to the beach on the Fourth of July.

The request included:

1. Send nonresidents to Elder Lane Beach or Maple Street Beach where they would pay Winnetka’s normal nonresident rates.
2. Send Glencoe residents to Elder Lane Beach or Maple Street Beach where they would pay Winnetka’s normal resident rates.
3. Send Glencoe Beach token holders to Elder Lane Beach or Maple Street Beach where they would be admitted free of charge. Winnetka would keep a tally of the token holders and bill Glencoe Park District for the resident rates used that day.

We hope this will help us accommodate the needs of beach goers on the Fourth of July.

Special Projects

Staff is busy working and planning for the capital projects approved for this year. West and Astor Park will begin construction once school is out for the summer. The bids will be out soon for the construction of the Glencoe Fitness Area, which will begin after summer camp is complete. Chris and I are also evaluating civil engineers to complete a geotechnical evaluation and make further recommendations on the Beach Bluff. The Board will be discussing at the committee meeting prior to the Board meeting, the site plan for Takiff Park and parking and then in the next couple months should continue discussion on the Master Plan for Lakefront Park.

Melvin Berlin Park

The Melvin Berlin Park Dedication took place on Friday, April 28 with overwhelming attendance from the community. The event began with speeches, official ribbon-cutting, and first pitches thrown by Melvin, Andrew, Courtney, Gavin, and Cole Berlin. Hot dogs, Cracker Jacks, and popcorn were served to public under the new park shelter. Families also enjoyed mini golf and carnival games in the outfield as well as some commemorative kite flying.

Memorial Day Event

On Monday, May 29, there will be a Memorial Day event sponsored by the Village of Glencoe and the Patriotic Day Committee at 11:00am at Veterans Park. As is the tradition, a Park District Board Member was asked to represent the Glencoe Park District at this event. It is tradition that the President of the Board represents the Park District, if not then the Vice President. The event takes place at Veterans Park. The Park District will also take care of set up on the day of the event. If it rains, the event will be moved to Takiff Center.

Finance Committee of the Whole

We would like to hold a Finance Committee of the Whole meeting prior to the June Board meeting at 6:15 pm, for purposes of reviewing the annual audit for the Board.

Team Members

Our Park and Recreation Teams competed in IPRA's Parks Pursuit and placed 1st for the third year in a row. This is a competition between Recreation and Park Professionals which encompasses mental and physical challenges and requires teamwork to complete the tasks.

Commissioner Email

Currently, the procedure for Board member emails is to have their GPD emails auto-forward to their personal email accounts so that Board members know they have a GPD-related email without logging into or having another separate email client on their smartphone/tablet/computer to check on a regular basis. The downside to doing it this way, however, is that to respond to the email, the Board member must then log in to our web-based system so that the response does not come from their personal email account. Any emails that occur outside of the GPD email system is not archived and then could not be retrieved during a FOIA request.

Commissioner Elect Lutton questioned the current Commissioner email procedure and asked if it could be done differently.

The answer is yes, but it would require all Commissioners to adhere to the same method.

Every Board member has a Glencoe Park District email address (first initial last name @glencoe parkdistrict.com). Each board member would have to add another email client for the District's mail exchange server to their smartphone/tablet/computer. The benefit to this is that Commissioners can automatically reply to any GPD email that is received, and it will be appropriately archived and retrievable if we received a FOIA request. The downside to doing it this way, however, is that Board members would most likely have three separate email clients on their smartphone/tablet/computer to check – one for GPD, one for work, one for personal email. In the past, a few Board members did not like that setup and preferred to have it conveniently forwarded to their personal email address.

Discussion and agreement from all Board members is needed to change the procedure.

Freedom of Information Report

There was one FOIA requests this month from Chicagoland Construction requesting bid and award information on West and Astor Parks Renovation Bid. This was received on Tuesday, May 2 and responded to on Wednesday, May 3.

Submitted by:
Lisa Sheppard, CPRP
Executive Director

XVII. General Recreation Report

Glencoe Park District
May 2017 Board Meeting

5/16/2017

General Recreation Report

Fiscal Year 2016-17

Michael Lushniak – Director of Recreation and Facilities
Liz Visteen – Manager of Special Events & Adults
Stephani Briskman – Manager of Youth and Arts
Chris Pietrini – Manager of Athletics & Teen Camp



General Recreation Report

Fiscal Year 2016-17

Introduction

The Glencoe Park District offers a wide variety of programs in its portfolio. No area shows the versatility of programming more so than the general recreation programming. This area offers more “traditional programs” that would be considered the staple of most park districts such as athletics leagues and classes, before and after school care, and dance programs. However, this area of the Recreation Department also has the greatest potential to be on the cutting edge of innovative and unique program offerings. Things like cooking classes, technology classes, and youth fitness classes have been added to capitalize on industry trends and meet the needs of the community.

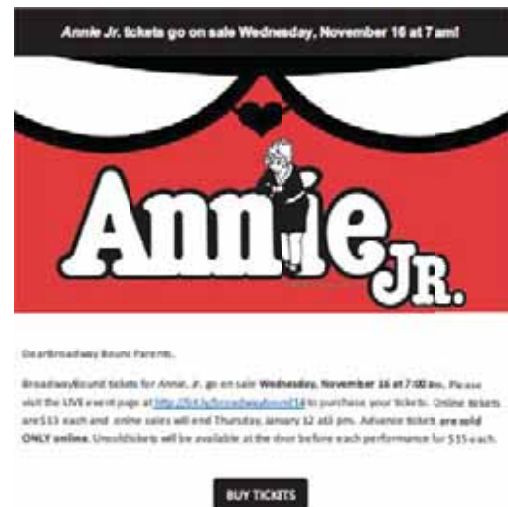
The following report will provide an overview of one of the largest programming areas in the agency. The basis of this report will follow a SWOT (strengths, weaknesses, opportunities, and threats) Analysis for each sub-category within general recreation programming as well as unique characteristics of each program area or things that make a program area special or carry a good reputation in the community.

General Recreation Program Marketing

Marketing for general recreation programs is done primarily through the seasonal brochures, which are sent out three times per year in fall, winter, and spring. Over 87% of residents cite the Park District brochure as their primary way to learn about upcoming programs and events. The seasonal brochure is displayed as a flipbook and downloadable PDF on our website, and each program category has its own webpage with details on the season’s offerings. Over 50% of residents attribute the website to the source of their Park District information.

In addition, staff uses TV screens at Watts and Takiff to display advertising messages for new or low-enrollment programs. Staff also uses boosted social media posts on Twitter, Instagram, and Facebook to advertise low-enrollment and new programs. Programs are also cross-marketed to patrons using email blasts; for example, tennis participants may receive email notifications about other sporting programs or ceramics participants may receive email notifications about other art classes.

42% of residents find out about programs from word of mouth. Knowing this, our customer service and recreation teams take extra care in providing excellent customer service to our participants. In addition to in-person customer service, staff is expected to respond to email and social media messages promptly in relation to specific programs.

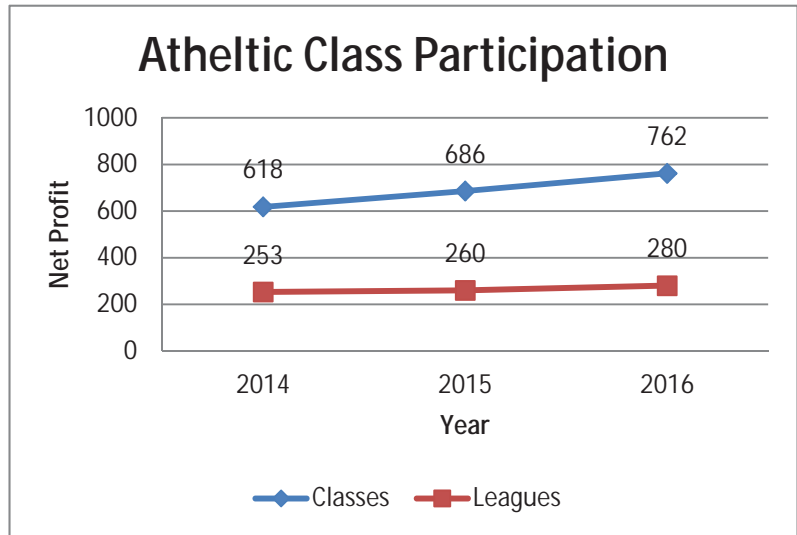


Some of our programs, like Broadway Bound, require more in-depth marketing. For example, marketing staff provides publicity materials and set-up online ticket sale webpages to promote Broadway Bound’s annual production. This includes email blasts, flyers, posters for local businesses, and social media promotion, as well as arranging for media coverage of the production.

Athletic Classes

Program Overview

Athletic classes are offered indoors year round at Takiff Center, South School, West School, and Central School. Outdoor programming takes place at Watts Park, Takiff and other park districts when programming cooperatively with other agencies. Classes serve ages 3 to adult, with the highest participation rates being Kindergarten to 2nd grade classes, primarily held at South School. Classes have seen growth at younger ages due to full day kindergarten in Glencoe. Staff anticipates strong numbers to continue as participants are starting program participation at younger ages which will allow a better chance of retaining participation and will allow for direct marketing to keep participants enrolling session after session.



Popular Classes/Program Strengths

The most popular contractual athletic program is Karate. Pride Dojo is the contractual company that instructs classes at the Takiff Center. Classes are offered on Mondays, Tuesdays, Thursdays and Saturdays. Participation and revenue have continued to increase as staff works with Pride Dojo to optimize class times, work together on program marketing, and continue to try new classes.

The most popular Glencoe Park District staff led class is Little Sportsters, a sports variety class for children in grades K-2. It is offered on Mondays, Tuesdays, and Fridays at South School and on Wednesdays at Takiff. Many of the children sign up for the class based on our instructors, Coach Jon and Coach Miriam who have built a strong reputation in the community as being exceptional instructors. The class provides a wide variety of sports for the participants, who often get to vote on what sport to play each day.

Program Staffing/Contractor

Chris Pietrini, Program Manager of Sports, Athletics and Teen Camps, oversees the Athletics Classes. Staff coaches Jon, Miriam, Terry, and Lonnie run all of the Little Sportsters, SNAG Golf, basketball clinics and After School Soccer/Basketball. Tennis programs are taught by Coaches Tim Hibben, Darius Ivaska and Chuck Johnson. Pride Dojo provides all karate instruction, with Sensei Marla, Sensei Jeff, and Sensei Mike all instructing classes for the District for over 15 years. Athletics class contractor Hot Shots provides instruction in Flag Football, Little Dribblers Basketball, Volleyball, Tumbling, Dodgeball, and Hockey. Hot Shots Sports coaches are among the best in the area and provide valuable introductions to sports for younger participants as well as fun classes for older participants. Marek Stepien provides fencing

instruction and continually introduces new games to the class to aid in learning. Christian Eck teaches disc golf and continually challenges participants through games and simulated competition. Illinois Baseball Academy, another contractual company, conducts Mini Majors programs and Extra Innings, a new end of season summer baseball program.

Challenges and Areas of Growth

Challenges for athletics classes include limited amount of space for programming indoors, especially during basketball season, which is a peak gym use time. This year, two Little Sportsters classes reached capacity and had waitlists; staff was fortunately able to move participants to different days to accommodate the demand, but increased participant will continue to be an area of growth as well as a challenge. There is also significant outside competition in the athletics space from not only other Park Districts, but private companies as well. Most people do prefer to stay local to for after school programming, but staff maintains a high focus to ensure quality programming in order to retain participants and stay competitive with other athletic options on the North Shore.

Staff and contractors work together to follow trends and offer new classes or improvement on existing classes to keep participants involved and returning. This season staff added a Flag Football class in the spring, which reached capacity, and also added Floor Hockey to the After School Soccer/Basketball program. The variety in athletics programming has helped regain strong numbers in a program that was



beginning to decline. Staff is also beginning to offer classes such as Speed, Agility and Strength Training in an attempt to offer classes that may otherwise only be offered outside of the Park District setting.

Staff is working with surrounding communities to offer a cooperative youth volleyball league for 2017-18. Volleyball is increasingly popular among junior high age students, but instructional class offerings have not been popular. By adding a league component, staff is hopeful to form 2-3 teams to compete alongside Highland Park, Winnetka, Wilmette, Deerfield and Lake Forest.

Financial/Participation Trends

Participation numbers have shown a healthy increase in recent years, from 618 in 2014 to 686 in 2015 to 762 in 2016. This has been attributed to both an increase in participation for current classes as well some additional programming, such as preseason and postseason basketball clinics. New for 2016, the post-season basketball clinic (from 2015-16 season) had 29 participants and the 2016-17 travel basketball preseason clinic drew 36 boys and girls.

Along with participation, net profit has increased from \$65,166 in 2014 to \$71,233 in 2015 and finally \$87,689 in 2016. To continue these strong upward trends, staff will continue to look for new areas to expand to in order to drive profit and participation in Glencoe Park District athletics classes.

Athletic Leagues

Program Overview

Athletic leagues consist of house basketball, travel basketball, and adult softball. Basketball continues to be popular sports throughout the Chicagoland area. Adult softball has been in decline for a number of years. Staff is looking for ways to revitalize that area of programming.

Popular Classes/Program Strengths

Boys Basketball (Grades 3-6) and Pee Wee Basketball (Boys and Girls Grades 1-2) continue to have the highest participation. Strengths of those programs continue to be the outstanding clinic coaches, Coach Jon, Coach Miriam, and Coach Terry. The league has become more organized over the past two years with online scheduling, standings and ongoing coaches training. Uniforms have been upgraded and cross community competition has been increased for 5th and 6th grade boys and girls. For the 2017-18 season, league participants will be playing games against Highland Park, Lake Forest, and Deerfield, with a traveling trophy for the tournament champions.



Program Staffing/Contractor

Chris Pietrini, Program Manager of Athletics, Sports and Teen Camps, oversees the athletics leagues. All house basketball teams are coached by volunteer parents. Travel basketball is coached by paid coaches. The Adult Softball program is overseen by long time Glencoe Park District staff member Everett Robinson.

Challenges and Areas of Growth

The biggest challenge that exists for our basketball leagues is maintaining a strong program while new facilities and programs open every season. The private sector continues to offer similar programs at different price points to draw recreational players into competitive leagues. In this area alone, there are at least five other independent travel programs. Through playing in tournaments this past season, ideas that have come to mind for improving the participant experience includes providing nicer uniforms, options to buy team colored shoes and bags, and implementing an optional skills day each week to further develop players.

Staff is attempting to add a Men's 50+ Softball League in spring 2017, however at this point participation is not high enough to run the program. Staff will look to introduce other adult athletics leagues moving forward such as indoor volleyball, sand volleyball, and basketball.

Financial/Participation Trends

Participation has remained steady, with 253 participants in 2014-15, increasing to 260 in 2015-16 and 280 in 2016-17. Overall league, net profit dropped from \$43,430 in 2014-15 to \$40,795 in 2015-16, before increasing to \$59,759 in 2016-17. This is partly attributable to increased participation in programs, especially Travel Basketball, where staff raised the maximum number of players on a team from 10 to 12.

Athletic Field Rentals



Program Overview

Athletic Field Rentals include outside groups as well as reimbursement for direct costs by affiliates Glencoe Baseball Association and American Youth Soccer Organization - Glencoe. Outside groups that have used the field in the past few years include Scottish Soccer, North Shore Youth Football, Glencoe Gladiators Baseball, and Team One Lacrosse.

Popular Classes/Program Strengths

In spring 2017-18, Under Armour Under The Lights Flag Football will be renting

space at Reinsdorf Field. While only a small amount of time is being rented this year, staff hopes to work with Under Armour representatives to grow this program in the future.

Challenges and Areas of Growth

Challenges include keeping fields in good condition and scheduling fields appropriately. Staff has transitioned to using RecTrac to schedule the fields and track time used. By doing this, empty hours can be maximized over time as usage patterns are analyzed. Time can also be tracked to ensure fields are not over programmed resulting in increased time spent on field maintenance.

Financial/Participation Trends

Field Rental revenue was \$31,173 in 2014-15, increased to \$39,005 in 2015-16, then decreased to \$34,879 in 2016-17. This is mostly driven by AYSO and GBA totals, which are billed to break even based on staff time and material costs. Field rentals fluctuate with outside groups as schedules change and must be worked around both Park District and affiliate group schedules.

Teen Programs

Program Overview

The teen program area consists of a variety of programs and events geared towards 5th through 8th graders (age 10-14). Programs that are offered include one day classes and workshops such as American Red Cross Babysitter's Training, a Teen Ski Trip, Snowshoeing Essentials, and Emergency Preparedness classes. The Park District also cooperatively presents several events and programs in conjunction with Glencoe Junior High Project (GJHP) including GJHP Beach Bash, Pokémon Scavenger Hunt, Teen Ice Night, and Teen Open Mic & Karaoke Night. The Glencoe Park District also works to collaborate with other teen and family based groups within the community such as Glencoe Youth Services.

Popular Classes/Program Strengths

Our teen program has seen growth in the past year. One of the fastest growing programs is the American Red Cross Babysitter's Training. This class has been steadily gaining popularity so much so that the Park District will now be teaching this class in-house. Prior to this season, staff had contracted this program to a Red Cross instructor, however due to increasing fees and decreasing availability, staff has obtained the

necessary certifications to teach it internally. Staff has also put a focus on offering more drop-in programs with GJHP. In addition to offering events like an Open-Mic night, staff has seen very strong success with Teen Ice Night that took place at the Watts Ice Center. Staff was able to work with GJHP to promote and create a buzz in the community for this event. Over 60 teens attended this special event; the most participants for a teen event on record.



One of the teen programming areas greatest strengths is the partnership between the Park District and Glencoe Junior High Project. Through this mutually beneficial partnership, more teen programs and special events are being offered to this age group than in years past. The Park District will continue to foster this relationship with GJHP and explore more joint programs and special events to increase teen participation and facility use at the Glencoe Park District.

While camps are not a focus of this report, it is important to note that the Glencoe Park District offers two incredibly successful teen camps in the summer. Both Action Quest camp for 6th-9th graders have grown in popularity over last year. There are also other teen programs offered in other areas of the recreation department including cheer class, fencing, house basketball, wheel throwing (ceramics), dance, karate, and theater classes.

While camps are not a focus of this report, it is important to note that the Glencoe Park District offers two incredibly successful teen camps in

Program Oversight

Liz Visteen, Program Manager of Special Events & Active Adults, oversees teen specific programming not falling under other program areas. The programs/events offered are primarily staffed by Park District employees including Liz and GJHP representatives. Previous Babysitter Training classes were offered by Red Cross in which they provided an instructor. Starting in May 2017, Babysitter Training classes will be taught by a Park District employee.

Challenges and Areas of Growth

The biggest challenge for teen programming is exposure and increasing enrollment in Park District programs. Since GJHP and GYS work with this age group directly, they have a strong relationship with the teens they serve. By partnering with GHJP, the Park District hopes to build awareness of teen programming and collaborate to provide bigger and better events for the teen community utilizing the facilities, resources, and expertise that the Glencoe Park District has to offer.

Financial/Participation Trends

Teen programs are trending up in participation and revenue. Several teen programs/events exhibited an increase in enrollment including Babysitter's Training classes, Teen Ice Night and the Pokémon Scavenger Hunt. The biggest reason for growth in teen events is the collaborative partnership with GJHP. This group has been instrumental in promoting and encouraging enrollment for teen events that are organized by the Glencoe Park District and held in Park District facilities. They also staff events which provides a cost savings for the District. The Park District is committed to building on this partnership to offer more events/programs with GJHP.

Visual Arts - Youth Ceramics

Program Overview

The youth ceramics program area includes hand building and wheel throwing classes for children in grades Kindergarten through 8th Grade. Several types of classes are offered based on age and skill level:

Ceramics – All Levels (K-2nd Grade),
Ceramics-All Levels (3rd-4th Grade),
Ceramics-Intermediate (3rd-4th Grade),
Wheel Throwing-All Levels (5th-8th Grade), and Wheel Throwing-Intermediate (5th-8th Grade).

In Ceramics classes, children learn and use hand-building techniques to create functional and sculptural pieces. In Wheel Throwing, children learn the basics of using a pottery wheel and as they progress build upon their existing skills to continue to create more complex forms and projects.

Popular Classes/Program Strengths

The most popular ceramics classes are the Ceramics-All Levels (K-2nd Grade). These classes fill quickly on the first day of registration and typically have a waitlist. Because of the very high demand and popularity of these classes, staff created additional Ceramic-All Levels (K-2nd Grade) sections beginning in fall 2016.

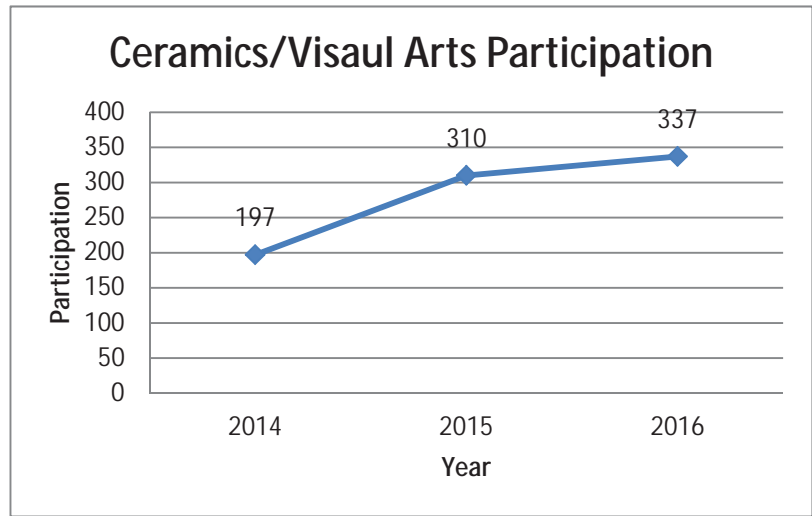
One of the program strengths is the loyal participants of the program. Many ceramics students begin classes at a young age and continue to progress and grow in the program to intermediate level classes. Another strength of the program is the popularity of the K-2nd Grade classes. Staff is hopeful that these young students will remain and grow in the program as others have done.

Program Staffing/Contractor

Liz Visteen, Program Manager of Special Events & Active Adults, oversees ceramic programming. Ceramics classes are taught by highly qualified Park District employees. Natalie Steinmetz is the Park District's Ceramic Coordinator and works closely with Liz to ensure the program and studio are at their best for children to create and explore. Natalie has been a strong asset in recruiting additional qualified staff members and bringing a sense of credibility to the program because of her reputation.

Challenges and Areas of Growth

The biggest challenge for the ceramics program is limited space and times to offer youth classes. Parents prefer class times immediately after school; however, ceramics classes can only accommodate 9-10 students per class because of space, which results in waitlists. Weekend classes have been offered with very little interest, so a focus on finding other appropriate times for classes remains at the forefront. Staff has also identified the art room across the hall from the ceramics studio as a potential location for ceramics expansion.



Financial/Participation Trends

Net profit and participation in Ceramics programs are trending up. Both youth and adult ceramics are seeing an increase in participation; however, the greater increase comes from youth programs. The Park District added more youth classes in fall 2016 which resulted in the ability to accommodate more participants. While the increase in participation and profit will plateau in the near future due to space limitations, continued increase may be possible through new class offerings at different dates/times.

Visual Arts- Drawing/Painting

Program Overview

The visual arts program at the Glencoe Park District consists of drawing, painting and crafts. Enrichments in this area begin for kindergarten age students through students in 5th grade. Painting classes such as the After School Art Club are offered for students in kindergarten through 3rd grade. This class learns about famous artists as they try to recreate their own versions of these masterpieces. Sunshine Amazing Art uses mixed media such as tie dye, paint pottery, and canvas painting to expose students to different art mediums. This class is offered for students in kindergarten through 2nd grade. Finally, the Crafting with Kim class encourages students to explore a wide variety of craft supplies. Duct tape, Modge Podge and recycled materials are used to create stunning masterpieces.

Popular Classes/Program Strengths

The most popular class in visual arts is Crafting with Kim. This class fills quickly on the first day of registration and typically has a waitlist. Since this class is so popular, staff has added spring and summer workshops. One of the strengths of this program is the loyal participants. Many have started in 3rd grade and continued to grow throughout the program. Another strength of this program is the instructor, Kim Bloomberg, who has been able to create an adaptable curriculum to her student's interests and strengths which has given her a reputation as a strong instructor throughout the community.



Program Staffing/Contractor

Stephani Briskman, Program Manager of Youth and Arts, supervises all visual arts classes outside of ceramics. All of these classes are staffed contractually. Carole Pearlman, an instructor with the Joy of Creativity, oversees the After School Art Club. Sunshine Arts and Crafts contractually staffs Sunshine Amazing Art and Kim Bloomberg contractually instructs Crafting with Kim.

Challenges and Areas of Growth

The biggest challenge for the visual arts program is offering new and exciting projects for students who wish to continue through the program and at the same time, appeal to the students who are enrolling for the first time. The visual arts instructors continue to look to introduce different mediums into their art classes. Staff will be investigating additional visual

arts classes that might help expose students to new artistic experiences while maintaining the core acts classes that remain so popular.

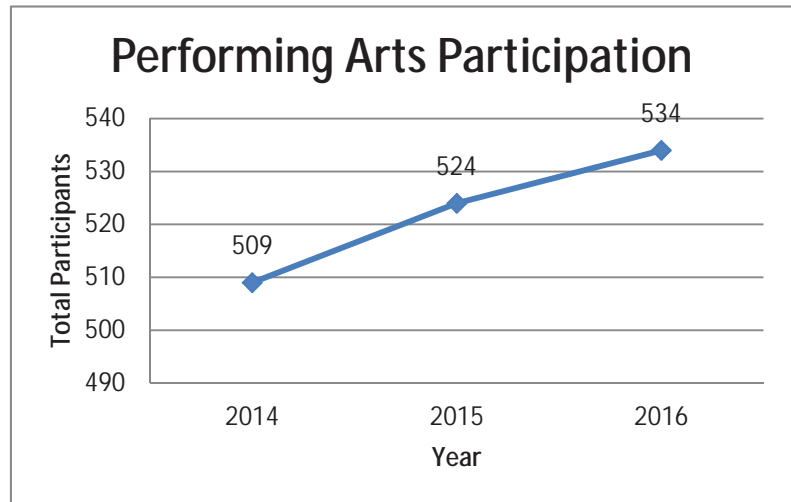
Financial/Participation Trends

Comparing the visual arts participation over the past 3 years, staff has seen a positive increase in participation. In 2014, 197 students participated in visual arts programs. In 2015, 310 students participated in visual arts programs and in 2016, 337 students participated. Along with a positive increase in participation, we've seen a positive increase in net profit. In the 2014-15 fiscal year, net profit was \$35,994, in 2015-16 our net profit was \$48,924 and in 2016-17 our net profit was \$49,452. Strong trends in these programs again relate to the strong following that many of the arts classes have built in the community.

Performing Arts

Program Overview

The performing arts program area consists of both dance and theater programs. Enrichments in this area begin for preschool aged students as young as age two up through dance and theater classes for students in 8th grade. Theater programs begin with introductory Footlighter classes that transition up to Broadway Bound once participants enter 3rd grade. After participants graduate from that program in 5th grade, older participants have the opportunity to do an improvisation class or a new class focusing on continuing to develop student's abilities as actors and actresses.



The dance program begins serving participants at age three up through 8th grade. This program offers a progressive learning model where participants graduate up through classes by age and ability. Dance classes offered include ballet, contemporary dance, hip-hop, jazz, musical theater dance, choreography, and combination classes. Many of these classes culminate with a performance at the end of each session.

Popular Classes/Program Strengths

The most popular class in performing arts is Broadway Bound. This class is for 3rd-5th graders and has become so popular that it is now offered on Mondays and Tuesdays. Participants learn all that goes into a theater production and spend the class session preparing and practicing for an end of session musical production that takes place at the Winnetka Community House. This class, as well as the other performing arts classes carry a strong reputation in the community thanks to the longstanding contractor and qualified staff members who execute the programs.

Program Staffing/Contractor

Stephani Briskman, Program Manager of Youth and Arts, oversees performing arts. All of these classes are staffed contractually. Helen Boris oversees all of the dance programs as well as the Broadway Bound classes. As of fall 2016, Sarah Hall has taken over as the contractor who executes theater classes.

Challenges and Areas of Growth

The performing arts space is very competitive with numerous options available locally in the private sector. Writers Theater continues to offer youth programming both in conjunction with the Glencoe Park District and independently. There are also a number of private and well respected dance studios on the North Shore and in close proximity to Glencoe including North Shore School of Dance, Soul to Sole Dance Inc., and the Lehman School of Performing Arts.



Despite private company competition, opportunity for growth exists in the performing arts program. Potential

exists to expand program offerings for dance classes to offer disciplines such as tap dance or a competitive dance team. In addition, while the Glencoe Park District is extremely happy with its relationships with performing arts contractors, the potential exists to have these programs be run internally in the future.

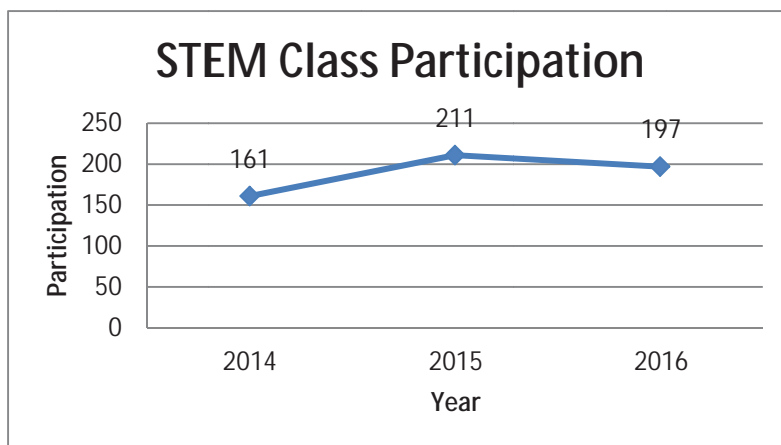
Financial/Participation Trends

Comparing the past three years of participation, the performing arts program at the Glencoe Park District has seen a slight increase in participation each year. In 2014 there was a total of 509 participants, in 2015 there was a total of 524 and in 2016 a total of 534 participants. Due to the performing arts space being so competitive in our area, staff ensures class fees are competitive to help encourage enrollment in the Glencoe Park District programs. This has led to some lower prices for this year which has resulted in lower net revenue despite higher enrollment. In the 2014-15 fiscal year our net profit was \$64,700. In the 2015-16 fiscal year, our net profit was \$73,313 and in last fiscal year our net profit was \$54,458.

STEM Classes (Science, Technology, Engineering, Math)

Program Overview

Glencoe Park District STEM classes offer instruction and programming in the areas of Science, Technology, Engineering and Math. Enrichments in this are for kindergarten aged students through students in 6th grade. STEM Classes begin with “Intro to STEM” classes that teach skills that build upon each other to transition to classes such as Video Game Design or STEM Challenge. Students use Legos, computers, and hands on science experiments to learn more about the area



of STEM. Students are also encouraged to work in groups to develop problem solving skills and encourage communication while growing their knowledge based in these subjects.

Popular Classes/Program Strengths

The most popular class in the STEM program area is Jedi Engineering. This class taps in to the growing love of Star Wars combined with structure building. This class is for students in kindergarten through 2nd grade. Students learn basic engineering principles by creating different structures with Legos based on the Star Wars theme. As children progress in this class, instructors begin to integrate small motors and catapults to challenge the class.

Program Staffing/Contractor

Stephani Briskman, Program Manager of Youth and Arts, oversees STEM Classes. These classes are staffed contractually through two contractual companies that specialize in STEM programming: Computer Explorers and Play-Well TEKnologies.

Challenges and Areas of Growth

Challenges with this area are that popular classes fill up quickly. The most popular classes are the Jedi Engineering and Mine Craft classes. These classes fill on the first day of registration and often have a waitlist. Staff works with contractors to increase class maximums or add additional sections to accommodate the growing number of students interested in these classes whenever possible. Staff has added additional Mine Craft classes beginning in the fall of 2016.

STEM programming is a newer section of Park District programming and staff continues to find its place in this market. Staff has found that participation for children who are in 3rd grade or older has decreased. Because of that, staff has continuing to try to offer classes that peak participant's interest or create opportunities for both introductory and advanced skill levels.

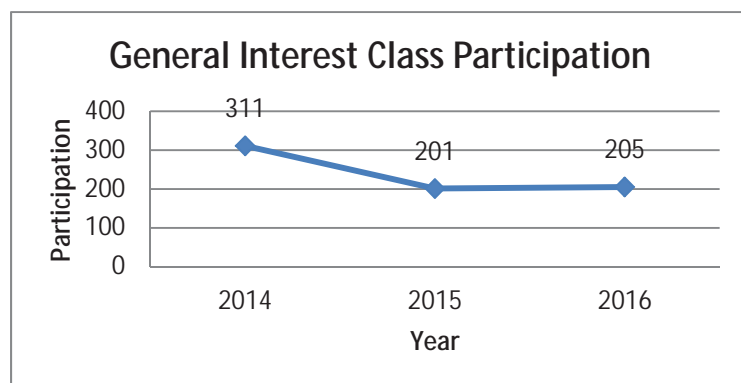
Financial/Participation Trends

Staff has seen small increases and dips in STEM class participation since 2014 while the overall trend has remained stable. In 2014, there were 161 students participating in STEM classes. In 2015 that number increased to 211 students, and in 2016 it shrunk slightly to 197. Looking our net profit, staff has seen a similar pattern to class participation. In 2014-15, net profit was \$23,781. In 2015-16 our next profit increased to \$28,611 and in 2016-17 we saw a decrease to \$24,785. Staff is optimistic that new class offerings that keep pace with new trends will bring enrollment increases.

General Interest

Program Overview

General interest programs consist of a variety of classes geared towards students in kindergarten through 7th grade. Programs offered include Chess Class, Sticky Fingers Cooking, Magic Class, and Cheer. These classes are offered at the Takiff Center as well as South and West Schools.



Popular Classes/Program Strengths

The general interest class that has seen a strong increase in enrollment over the past year is Chess Scholars. This class consistently reaches class maximums. Last year, staff worked with the Chess class contractor to significantly increase the class maximums at South School to allow to more students to enroll. Students learn the ins and outs of the game of chess and are paired up weekly with students of similar ability, and play games. At the end of their first session, students receive a chess set to take home to play with family and friends outside of class.

Another strength in this area is the Park District's ability to expose students to many different learning opportunities. Working with South and West Schools, allows greater enrollment in classes because students are able to easily get to class after their school day.

Program Staffing/Contractor

Stephani Briskman, Program Manager of Youth and Arts, oversees general interest classes. All general interest classes are overseen contractually by the following companies: Chess Scholars, Magic by Gary Kantor, Sticky Fingers Cooking, and Chicago Loves Dance.

Challenges and Areas of Growth

There are many program options available to students at the Glencoe Park District. As a result of this wide variety of classes available, some enrollment fluctuates from class to class and session to session. Staff is currently conducting an analysis of the entire enrichment schedule offer classes in an effective and strategic manner throughout the week. Adjusting class times, days, and age groups may allow students to participate in more classes instead of having to choose one over the other based on scheduling.

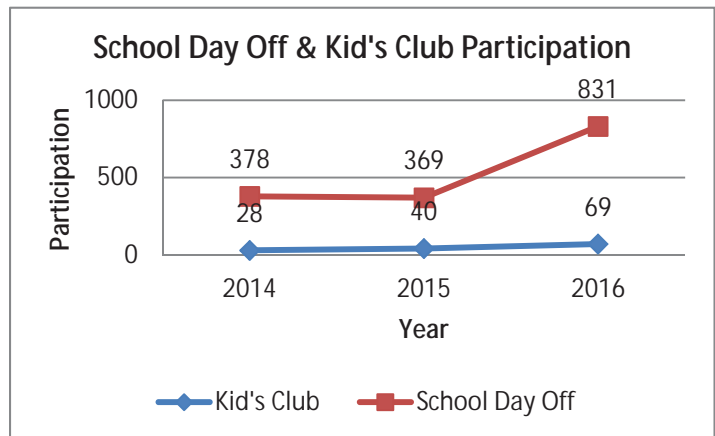
Financial/Participation Trends

There has been a decrease in our general interest classes from 2014 until 2016. In 2014, 311 students participated in general interest classes. In 2015, there was a decrease of 106 students participating in general interest classes. In 2016, participation remained consistent with 205 enrollments. The dip from 2014 to 2015 is attributed to full day Glencoe kindergarten, which began in the fall of 2015, leading to the transition of many of these classes to preschool enrichments. The general interest net profit has not followed the same trend as enrollment. Net profit has seen a strong increase in the past year. This is due to the introduction of new programs such as Sticky Fingers and Mini Cheer, along with increasing class maximums in Chess Scholars.

Kid's Club & School Day Off Programs

Program Overview

Before and After School Care, known as Kids Club, is available for children in grades kindergarten through 6th grade. Parents are able to enroll their children in this program for two, three, four or five days a week for both pre and post school childcare and activities. New in 2016, the Kids Club program was relocated to the Watts Center. South School children are walked to and from school every day by a Kids



Club teacher, and West School children are transported by the Glencoe Park District shuttle bus or the pink route bus through the School District. This change was made in hopes that by eliminating the cost of bus transportation for South School children, enrollment might increase.

The Glencoe Park District also offers School Days Off programs on days when there is no school for District 35. Students can enroll in day off programs which run from 9-3 and include a lunch. There is also an option for before and after care for students who require a longer day of activities. These days are either spent doing games and activities on-site at the Takiff Center or by going on field trips.

Popular Classes/Program Strengths

This program was created to allow working parents to have care for their children after their school day has completed. However it has evolved into a program that focuses on overall health and wellness, outdoor gross motor play, indoor fine motor play, and homework help. Parents have the flexibility to drop off their children between 7:00-9:00am and pick up their children between 3:00-6:30pm. Teachers work with students to get a head start on their homework, offered a healthy snack and participate in small and large group activities. The School Day Off program is popular as well because it mirrors a camp day for children during the school year. Children are able to go on many fun field trips and spend time with their friends outside of the school setting.

One of the program's greatest strengths is the new location at the Watts Center. This allows Kids Club participants to participate in more enrichment options at South School, Watts, and Takiff Center. Along



with changing the location of Kids Club, staff is now offering a shuttle bus driven by trained Kid's Club staff to transport children to and from their enrichment classes at the Takiff Center. A strength of the School Day Off program this year is more options of programs on non-school days. In the past, School Day Off programs were not offered on every day off. Starting in 2016, staff offered the School Day Off program on every day off, and enrollment increased dramatically.

The Kid's Club program received a \$1000 grant from the Illinois Association of Park Districts through their Power Play program initiative which supports before and after school programs that promote health, wellness, physical activity, and safety for their participants.

Program Staffing/Contractor

Stephani Briskman, Program Manager of Youth and Arts, oversees the Kids Club and School Day Off Programs. All of these programs are staffed by Park District employees including dedicated Kid's Club staff as well as supplemental staff who traditionally help with camps in the summer and work school day off programs during the school year.

Challenges and Areas of Growth

The biggest challenge for Kids Club and School Day Off programs is catering to children who are on the older end of the spectrum (5-6th graders). At this age, children begin to want to go home afterschool and be with friends on non-school days. Staff is constantly working to try to create activities and programs to encourage children at the older ages to participate in these programs. Another challenge with Kids Club program is staffing. The Kid's Club follows the DCFS recommended 1:10 student to teacher ratio. It has been a challenge to find qualified staff who are willing to work just a few hours in the morning and are

able to begin work at 3:00pm in the afternoon. Staffing has also been a challenge for School Day's off because District 35 day's off do not always coincide with New Trier High School days off, and many of the staff this program relies on attend this high school.

Staff is hoping to continue to grow enrollment in Kids Club as it did in the fall. If this trend continues, staff will investigate having two locations for Kids Club participants. Children in kindergarten through 2nd grade will remain at the Watts Center and children from 3rd grade to 6th grade will be at the Takiff Center. This would require more Kids Club instructors to continue to follow our 1:10 ratio.

Financial/Participation Trends

Kids Club participation has seen great increases from 2014 to 2016. In 2014 our Kids Club program had 28 children enrolled. In 2015 it increased to 40 children enrolled and in 2016 it increased to 69 children enrolled. Net profit for Kids Club increased as well. In 2014-15 net profit was \$92,281. In 2015-16 net profit was \$91,220 and in 2016-17 our net profit was \$136,654. Staff hopes to continue this positive trend based on the new Kid's Club location; however space will become a concern for continued growth.

School Day Off participation has seen a large increase from 2014-2015. In 2014, there were 378 children who participated in School Day Off programming. In 2015, 369 children participated in School Day Off programming and in 2016 we had our greatest increase to 831 children participating. This huge jump is attributed to more program offerings on days off, over the holidays, and on spring break. Net profit for School Day off has seen the same strong increase going from \$4,249 in 2014-15 to \$17,331 in 2016-17.

Youth Fitness Classes

Program Overview

The Glencoe Park District has recently entered the new youth fitness programming area in the past few years. Kids Yoga teaches the children the basics of Yoga through fun animal poses and movements. Children play yoga games and work on their breathing and balance to become aware of their bodies. Youth rowing teaches participants the basics of rowing on rowing ergometers. The class teaches skills such as proper form and pacing. These skills can then be transferred to the water as participants grow older.

Popular Classes/Program Strengths

Kid's Yoga has steadily increased in popularity since it began in the fall of 2016. The strength of this class is the instructor who teaches it, a contracted employee through Helen's Performing Arts Company, has a strong yoga background and is always looking at creative ways to enhance the class. The youth rowing program has been popular since its inception also in 2016. Two classes are offered each programming session, both the youth and teen class average 7 participants per class per session.



Program Staffing/Contractor

Stephani Briskman, the Program Manager of Youth and Arts, oversees Kid's Yoga. This class is staffed contractually by Helen Boris. Paul Goedjen the Takiff Center Manager oversees the youth rowing classes, the contractual program instructor is Sandy Culver who teaches rowing classes on the North Shore and is also a rowing coach for New Trier High School.

Challenges and Areas of Growth

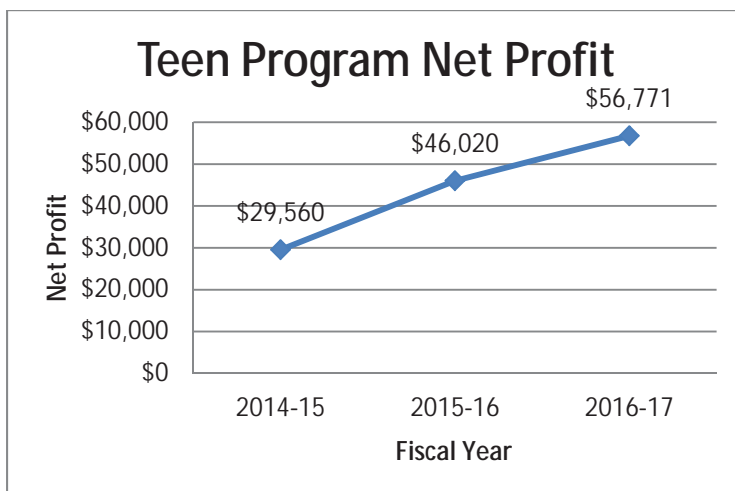
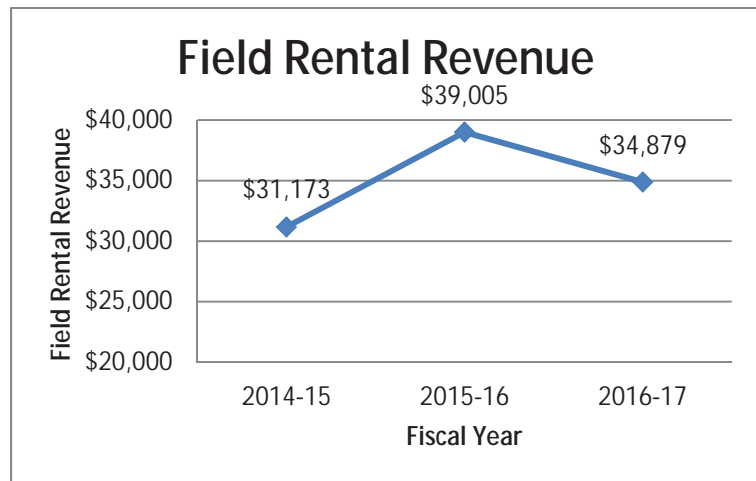
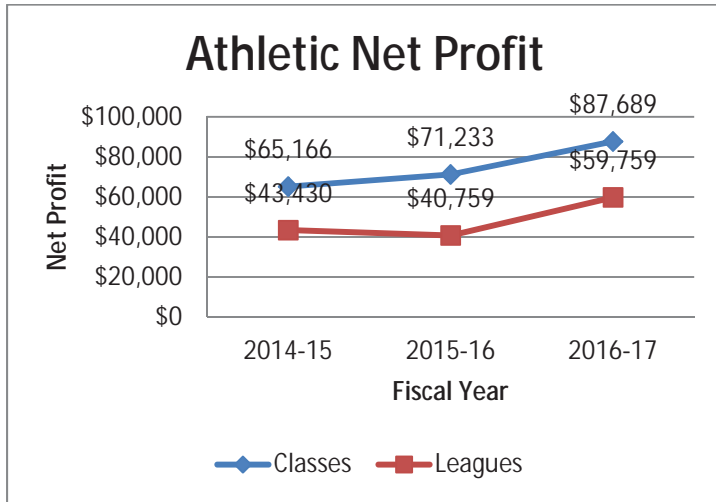
Staff is still working through the logistical and organizational challenges that come with a new market of program offerings. Staff continues to plan for how many types of youth fitness classes we will be offering, along with offering different level options for students. These classes have started off strong, but growing the program will be a challenge due to is “small niche” perception of these activities. The Park District will work to find new days and time slots that may provide for increased participation.

Conclusion

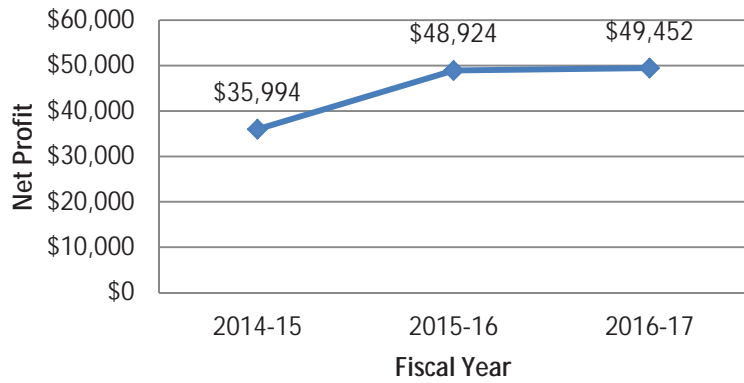
General Recreation programming continues to be a constantly evolving area of the Park District. The landscape of this programming area saw a large change with the transition to full-day kindergarten for the Glencoe School District 35. Many programs such as Kinder Culture and Kinder Concoction, which were very popular classes, were either rebranded to target a younger audience, rescheduled to serve kindergarteners after a longer day of school, or eliminated due to other competing programs offered at the same times. Despite this change, staff remains committed to constantly evaluating the current program portfolio to keep established classes exciting, rebrand classes in decline, or eliminate classes that are no longer viable and replace them with new offerings capitalizing on popular trends across a number of different disciplines.

Across all of these programs, a major focus is placed on customer service and participant feedback. The Glencoe Park District takes great pride in providing a personalized and enjoyable experience for program participants that focuses on ease of registration, accommodating enrollments whenever possible, and high quality instruction. Staff uses participant feedback via end of session survey to continuously improve programs. The current focus is to improve instructor communication to parents about what children are doing during programming times. Staff has encouraged both contractual and in-house employees to increase communication via pre-program emails. In program updates about activities scheduled and participant progress, and wrap-up communication at the end of each session.

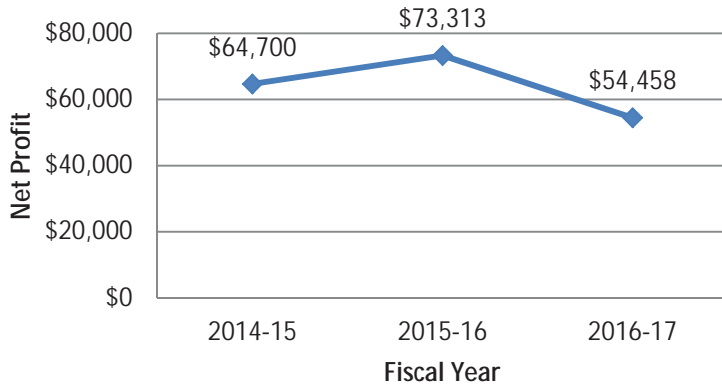
Appendix A - Financial Data



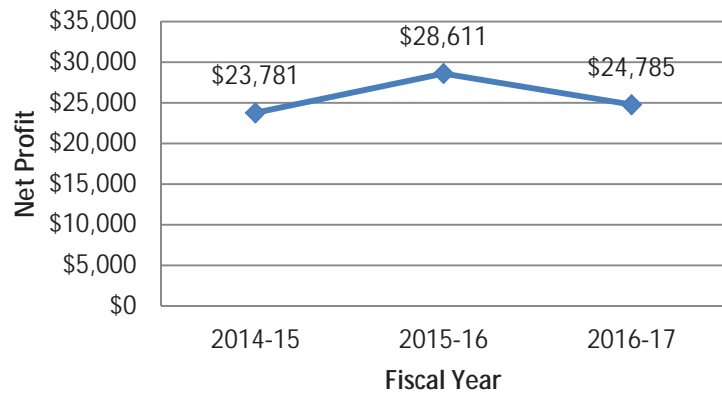
Ceramics/Visual Arts Net Profit



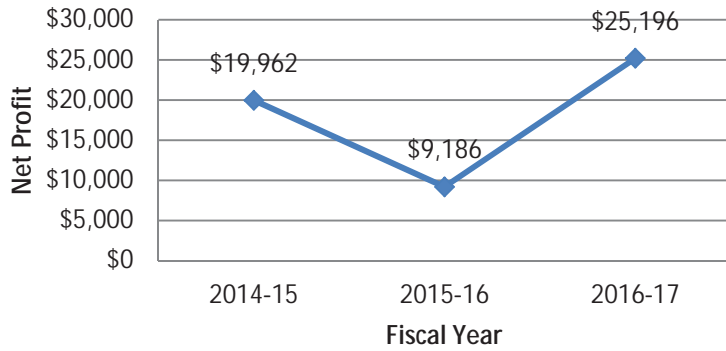
Performing Arts Net Profit



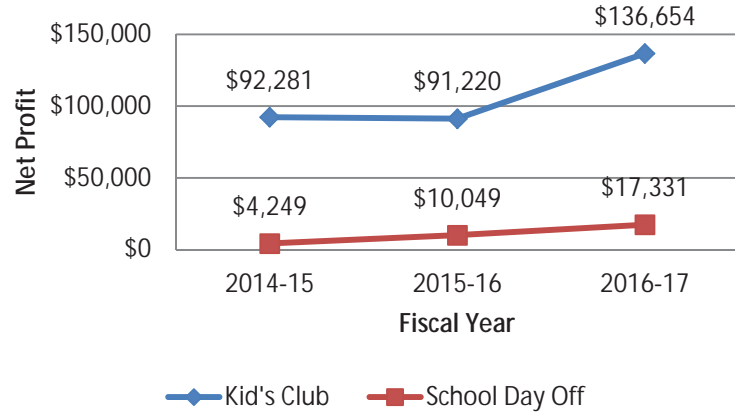
STEM Class Net Profit



General Interest Class Net Profit



School Day Off & Kid's Club Net Profit



Appendix B - Participant Survey Results

The following survey results include participant feedback for any general recreation program from surveys collected over the last year in spring 2016, summer 2016, fall 2016, and winter 2016-17.

	Very Good	Good	Poor	Very Poor	N/A	Total
Instructor was prepared for program	74.32% 55	16.22% 12	0.00% 0	1.35% 1	8.11% 6	74
Program started and ended on time	78.67% 59	14.67% 11	1.33% 1	0.00% 0	5.33% 4	75
Communication with Students/Parents	58.67% 44	25.33% 19	6.67% 5	1.33% 1	8.00% 6	75
Knowledge of Subject	66.67% 50	21.33% 16	0.00% 0	0.00% 0	12.00% 9	75
Teaching Ability	64.86% 48	20.27% 15	1.35% 1	1.35% 1	12.16% 9	74
Overall Attitude	71.23% 52	17.81% 13	1.37% 1	0.00% 0	9.59% 7	73

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A	Total
Number of classes was appropriate	61.33% 46	36.00% 27	0.00% 0	1.33% 1	1.33% 1	75
Day of program was convenient	70.67% 53	28.00% 21	1.33% 1	0.00% 0	0.00% 0	75
Time of program was convenient	68.00% 51	28.00% 21	4.00% 3	0.00% 0	0.00% 0	75
Length of each class was appropriate	69.33% 52	28.00% 21	2.67% 2	0.00% 0	0.00% 0	75
Program location was convenient	78.67% 59	17.33% 13	1.33% 1	2.67% 2	0.00% 0	75
Program facility was clean	69.33% 52	22.67% 17	1.33% 1	0.00% 0	6.67% 5	75
Program equipment was in good condition	65.33% 49	21.33% 16	0.00% 0	0.00% 0	13.33% 10	75

Q12 How would you rate your overall experience with this program? Select one answer.

Answer Choices	Responses
Very Good	73.33% 55
Good	22.67% 17
Poor	4.00% 3
Very Poor	0.00% 0
Total	75

Appendix C - Program Responsibility Chart

LIZ VISTEEN

Adults/Seniors/Special Events/Teens/Volunteers/Interns
Adult Ceramics
Adult Cooking
Adult Day Trips
Adult/Jr. High Cooking & Baking
Adult Improvisation
Adult Workshops / Programs
Babysitter Training Course
Ballroom Dance
Breakfast Club
Cardboard Regatta
Clay Play
Concerts / Tots-n-Tunes
Cookie Decorating
CPR/AED and First Aid
Dad & Daughter Dance
Dog Obedience
Earth Day
End of Summer Fire Party
Floral Design
Fourth of July
Glencoe Comm. Garden
Liaison
Halloween Party / Boo Bash
Harvest Fest
Internships
Jr. High Beach Bash
Jr. High/Teen Programs
Mah Jongg
Mom/Son Date Night
Mommy & Me Tea
Painting - Jr.High/Adults
Park-n-Play
Photography – Jr. High/Adults
Senior Programming
Spring Egg Hunt
Tot Clay Play
Volunteer Program
Watts Below Zero
Wheel Throwing/Youth Ceramics
Youth Ceramics

CHRIS PIETRINI

Athletics, plus camps
Action Quest
Adult Softball
After School Soccer & Basketball
Baseball (GBA)
Basketball
Beach Volleyball CAMP
Counselor in Training
Cricket
Dodgeball
Fencing
Field Rentals
Flag Football
Floor Hockey
Frisbee Golf
Fun with Football
Hot Shots programs
Karate (Pride Dojo)
Lacrosse
Little Dribblers
Little Sportsters
Mini Majors/IL Baseball Academy
Pee Wee Sportsters
Redline Athletics Sports Training
Rugby
Snag Golf
Soccer Camp
Soccer (AYSO)
Sports & Sorts
Tennis
Tennis Camp
Tumbling
Volleyball Clinics
Wide World of Sports
Preschool

PAUL GOEDJEN

Takiff Center Manager
Rowing

STEPHANI BRISKMAN

Kindergarten/Youth Enrichment, plus camps
After School Art Club
Amazing Art
Amazing Minds
Ballet
Broadway Bound
Camp Adventure/PM/Ext. Day
Cheerleading
Chess Camp
Chess Scholars
Computer Explorers Classes
Crafting with Kim
Dance2Xcel
Fantasy Dance
Hip Hop
Jazz/Lyrical Dance
Jr. High Improv
Kids Club
Kids Yoga
Kinder Footlighters
Kindergarten Hip Hop
Little Footlighters
Mad Science
Magic Class
Mitey Movement
Nature Camp
Piano Lessons
Play-Well Tek/Jr. Engineering
Preschool Hip Hop / Jazz
Funk
School Days Off
Sticky Fingers
Summer's End Mini Camp
Sun Fun Camp / PM / Ext. Day
Sunshine Arts & Crafts
The Joy of Creativity Classes
Tiny Ballet
Tiny Footlighters
Tiny Hip Hop

XVIII. Action Item A-C
Approval of Commemorative
Retirement Resolutions
No. 866 – Kathleen Kraemer
No. 867 – Patricia Boudreaux
No. 868 – Roberta Shore

Glencoe Park District
May 2017 Board Meeting

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 866
IN RECOGNITION OF KATHLEEN KRAEMER**

WHEREAS, Kathleen Kraemer was hired by the Glencoe Park District on October 2, 1979 and will retire May 26, 2017 as a teacher of the Early Learning Center; and

WHEREAS, in realization of her consistent commitment of time, energy, and expertise to the betterment of services of which the residents of Glencoe have benefitted, and

WHEREAS, Kathleen has contributed significantly to the development and care of children in her charge and has been active in the Glencoe community, working closely with the preschool families to create lasting bonds; and

WHEREAS, Kathleen has distinguished herself as a leader among teachers in the Early Learning Center where she guided new staff in becoming strong educators as herself; and

WHEREAS, she shows outstanding SPIRIT, epitomizing the District's core values of safety, passionate, integrity, responsiveness, innovative, and team-oriented; and

WHEREAS, Kathleen served the children, community, and Park District with loyalty and enthusiasm during several periods of facility renovations, program growth, and staff renewal; and

NOW, THEREFORE, BE IT RESOLVED, that the Glencoe Park District Board of Commissioners, representing all residents of the Park District, recognize the meritorious service of Kathleen Kraemer and record it in the permanent records of the Glencoe Park District for all to see. This resolution shall be in full force and in effect immediately upon its passage.

Adopted this 16th day of May 2017

AYES:
NAYS:
ABSENT:

By: _____

Steve Gaines, President
Board of Park Commissioners

ATTEST:

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 866:

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 866
IN RECOGNITION OF KATHLEEN KRAEMER**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 16th day of May 2017.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 867
IN RECOGNITION OF PATRICIA BOUDREAUX**

WHEREAS, Patricia Boudreaux was hired by the Glencoe Park District on December 5, 1980 and will retire May 26, 2017 as a teacher of the Early Learning Center; and

WHEREAS, in realization of her consistent commitment of time, energy, and expertise to the betterment of services of which the residents of Glencoe have benefitted, and

WHEREAS, Patricia has contributed significantly to the development and care of children in her charge and has been active in the Glencoe community, working closely with the preschool families to create lasting bonds; and

WHEREAS, Patricia has distinguished herself as a strong and nurturing teacher in the Early Learning Center where she understands and listens to each child's needs and helps guide them to become strong individuals; and

WHEREAS, she shows outstanding SPIRIT, epitomizing the District's core values of safety, passionate, integrity, responsiveness, innovative, and team-oriented; and

WHEREAS, Patricia served the children, community, and Park District with loyalty and enthusiasm during several periods of facility renovations, program growth, and staff renewal; and

NOW, THEREFORE, BE IT RESOLVED, that the Glencoe Park District Board of Commissioners, representing all residents of the Park District, recognize the meritorious service of Patricia Boudreaux and record it in the permanent records of the Glencoe Park District for all to see. This resolution shall be in full force and in effect immediately upon its passage.

Adopted this 16th day of May 2017

AYES:
NAYS:
ABSENT:

By: _____

Steve Gaines, President
Board of Park Commissioners

ATTEST:

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 867:

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 867
IN RECOGNITION OF PATRICIA BOUDREAUX**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 16th day of May 2017.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 868
IN RECOGNITION OF ROBERTA SHORE**

WHEREAS, Roberta Shore was hired by the Glencoe Park District on January 29, 1982 and will retire May 26, 2017 as a teacher of the Early Learning Center; and

WHEREAS, in realization of her consistent commitment of time, energy, and expertise to the betterment of services of which the residents of Glencoe have benefitted, and

WHEREAS, Roberta has contributed significantly to the development and care of children in her charge and has been active in the Glencoe community, working closely with the preschool families to create lasting bonds; and

WHEREAS, Roberta has distinguished herself as a creative and energetic teacher in the Early Learning Center where she has brought many new ideas and activities to the program; and

WHEREAS, she shows outstanding SPIRIT, epitomizing the District's core values of safety, passionate, integrity, responsiveness, innovative, and team-oriented; and

WHEREAS, Roberta served the children, community, and Park District with loyalty and enthusiasm during several periods of facility renovations, program growth, and staff renewal; and

NOW, THEREFORE, BE IT RESOLVED, that the Glencoe Park District Board of Commissioners, representing all residents of the Park District, recognize the meritorious service of Roberta Shore and record it in the permanent records of the Glencoe Park District for all to see. This resolution shall be in full force and in effect immediately upon its passage.

Adopted this 16th day of May 2017

AYES:
NAYS:
ABSENT:

By: _____

Steve Gaines, President
Board of Park Commissioners

ATTEST:

Lisa M. Sheppard, Secretary
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 868:

**GLENCOE PARK DISTRICT
COMMEMORATIVE RESOLUTION No. 868
IN RECOGNITION OF ROBERTA SHORE**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 16th day of May 2017.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

XVIII. Action Item D
Approval of Resolution No. 870 Bank
Depository Relationship – BMO Harris Bank

Glencoe Park District
May 2017 Board Meeting

**GLENCOE PARK DISTRICT
RESOLUTION No.870**

BANK DEPOSITORY RELATIONSHIP WITH BMO HARRIS BANK

It is hereby Resolved by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, that:

BMO Harris Bank is hereby designated as depository of the Glencoe Park District; and

BMO Harris Bank is hereby authorized, from time to time, to receive cash deposited with it by anyone on behalf of, or for the credit of the Glencoe Park District and, from time to time, in accordance with instructions, to invest, disburse or otherwise dispose of or treat any of such cash, the increase thereof, or any other property received in exchange or substitution therefor;

Instructions of the depositor under which such cash is at all times to be held or disposed of by said Bank shall be signed by the persons holding the offices or positions indicated below, or their successors from time to time as follows: By any one of the following:

Lisa M. Brooks	Board of Park Commissioners
Josh Lutton	Board of Park Commissioners
Dudley Onderdonk	Board of Park Commissioners
Lisa M. Sheppard	Executive Director/Board Secretary
Carol L. Mensinger	Director of Finance/HR and Assistant Board Treasurer

Adopted this 16th day of May 2017 pursuant to roll call vote.

Roll call vote:

AYES:

NAYS:

ABSENT:

, President
Board of Park Commissioners
Glencoe Park District

ATTEST:

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution No. 870:

BANK DEPOSITORY RELATIONSHIP WITH BMO HARRIS BANK

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 16th day of May 2017.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 16th day of May 2017.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

XVIII. Action Item E
Approval of NRPA Conference Attendees
and Expenses

Glencoe Park District
May 2017 Board Meeting



To: Board of Commissioners

Date: 5/9/17

From: Lisa Sheppard, Executive Director, Carol Mensinger, Director of Finance/HR

SUBJECT: NRPA Annual Congress

National Gold Medal

I am proud to announce that the Glencoe Park District has been selected as a **finalist for the 2017 National Gold Medal Awards for Excellence in Park and Recreation Management program!** The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The application process is rigorous, as agencies must demonstrate growth over a three year period in three specific areas: social equity, health and wellness, and conservation. Four finalists in each class are chosen to compete for grand honors each year. The honor signifies that we are among the four best in the country for communities under 30,000, acknowledging the phenomenal services, parks and facilities that we provide to the public.

The Gold Medal Reception will be held at the 2017 NRPA Annual Conference, Monday, September 25 in New Orleans, LA. The Gold Medal Grand Plaque will be presented to the winner at Opening General Session on Tuesday, September 26.

I am requesting permission for five key staff to attend NRPA Congress this September to witness what could possibly be a once in a career moment, while providing the opportunity to attend a National Conference with excellent educational and exhibit halls. The five staff members are Lisa Sheppard, Carol Mensinger, Erin Maassen, Chris Leiner, and Mike Lushniak. The Gold Medal reception is Monday night and the conference runs thru Thursday.

Budgeted funds we can utilize:

NRPA Conference Budgeted Amount:	\$4,000
Unused Budgeted Amount for IAPD Legislative Conference:	\$1,000
Unused Misc Software Training/PDRMA/Other:	\$1,000
Total Available Funds that can be used:	\$6,000

We also have the ability to use credit card miles that would cover the cost of 7 flights.

Total cost for 5 staff to attend (assuming we use miles for all five staff) \$7,135

Staff	Registration Fee	Hotel	Airfare	Per Diem
Lisa	\$535	\$690 (3 nights)	District Miles	\$340 (\$85 per day)
Carol	\$535	\$690 (3 nights)	District Miles	\$340 (\$85 per day)
Erin	\$535	\$690 (3 nights)	District Miles	\$340 (\$85 per day)
Mike	\$535	\$345 (3 nights share with Chris)	District Miles	\$340 (\$85 per day)
Chris	\$535	\$345 (3 nights share with Mike)	District Miles	\$340 (\$85 per day)

Recommended Motion:

Board Approval for Five Glencoe Park District Staff to attend NRPA Annual Congress with expenses not to exceed \$8,000.

In addition, it is not uncommon to have Park District Commissioners attend the NRPA Congress when an agency is a Gold Medal Finalist. As such, if any Commissioners would also like to attend to represent the Glencoe Park District, it should also be discussed.

Example of Costs per Commissioner

	Registration Fee	Hotel	Airfare	Per Diem
Each Commissioner	Conference fee: \$535 or Exhibit Only PKG: \$145	\$690 (3 nights)	District Miles (we have enough miles for 2 additional flights)	\$340 (\$85 per day)

Recommended Motion:

Board Approval of Commissioner _____ to attend NRPA Conference with expenses not to exceed \$_____.

XVIII. Action Item F

Approval of Tree Bid

Glencoe Park District
May 2017 Board Meeting



5/11/2017

To: Board of Park Commissioners
From: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance

SUBJECT: Tree Maintenance Bid Results

Bids for a three year contract for tree maintenance were opened on Thursday May 11, 2017 at the Takiff Center. Two complete bids were received with the lowest qualified bidder being Nels Johnson Tree Experts of Evanston, Illinois. Bid packages were sent to 8 tree maintenance companies. The lowest bid was advertised as lowest hourly labor rate. Nels Johnson Tree Experts has previously provided services to the Glencoe Park District.

2017 Tree Maintenance Bid Results				
Vendor	2017 Hourly Rate	2018 Hourly Rate	2019 Hourly Rate	Emergency Rate
Nelson Johnson	\$60.00	\$60.00	\$65.00	\$75.00
Winklers Tree	\$75.00	\$76.00	\$78.00	\$150.00

Recommendation: Approval of a three year contract with Nels Johnson Tree Experts based on the following hourly labor rates: 2017 \$60.00 per hour, 2018 \$60.00 per hour, 2019 \$65.00 per hour, and Emergency \$75.00 per hour.

XVIII. Action Item G
Approval of Replacement of the Takiff
Center BAS System and Electronic
Controllers

Glencoe Park District
May 2017 Board Meeting



To: Board of Commissioners

Date: 4/24/17

From: Lisa Sheppard, Executive Director, Chris Leiner, Director of Parks & Maintenance

SUBJECT: Replacement of the Takiff Center BAS System/Controllers

We have budgeted \$52,000 for the replacement of the Takiff Center BAS System and Electronic Controllers in the FY2017/18 Capital Plan. The existing system is multiple upgrades behind current technology and the components are no longer made. In addition, we will be replacing Swedish made controllers that require replacements shipped from overseas with domestically available equipment. Applied Controls, Inc. of Warrenville, Illinois has submitted a quote of \$40,100 to remove and upgrade the existing system, replace the outdated controllers, update wiring, and provide 4 hours of staff training on the new software.

The software system is proprietary and therefore we cannot engage in the traditional competitive bidding process. In addition, state law exempts software and associated hardware from the legal bidding process.

We are requesting \$11,900 to be included as a contingency as we begin the process. Therefore, we would be replacing the BAS System and associated components for a not exceed number of \$52,000.

The installation would take place in May and early June with no interruption in facility operations.

Recommend Motion: Approval of Replacement of BAS System and Electronic Controllers from Applied Controls, Inc. not to exceed \$52,000.