



SEPTEMBER 2017 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, September 19, 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 August 17, 2017 Regular Board Meeting
 - B. Minutes of September 5, 2017 Special Projects and Facilities Committee Meeting
 - C. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Presentation of the Youth Camps Report
- VII. Presentation of the Early Childhood Report
- VIII. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
 - E. Safety Committee
- IX. Executive Director Report
- X. Appointment of members to the Beach and Lakefront Advisory Group
- XI. Action Items
 - A. Approval of FY 2018/19 Master Plan Capital Projects
 - B. Approval to Proceed with Glencoe Park District 3-Year Strategic Plan
 - C. Approval to Change Time of October 17 Regular Board Meeting
 - D. Approval of a Web Based Time Clock Management Software System
 - E. Approval of the Altamanu, Inc. Contract for Three Playground Design Services for 2018/2019 Capital Projects
 - F. Approval of the Altamanu, Inc. Contract for Lincoln and Crescent Playground Design Services
- XII. Other Business
- XIII. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1)
- XIV. 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
September 2017 Board Meeting

MINUTES OF AUGUST 17, 2017 REGULAR 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:

Dudley Onderdonk, President
Lisa Brooks, Vice President
Josh Lutton, Treasurer
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the July 18, 2017 Regular Board Meeting, and Approval of the Bills. Commissioner Brooks seconded the motion. No further discussion ensued Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

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

Financial Report: Executive Director Sheppard stated we are doing really well. In response to a commissioner question regarding the repair cost for damage at the beach, Sheppard clarified that we will not see the full impact until all expenses are accounted for. We are spending more on the Boating Beach due to sand deterioration. The expense is for equipment to move current sand and cover the pipes and shoreline. In order to bring in new sand, we have to apply for a sand permit first. The permit may take over a year to get. We are also working with the Sand Management group to get sand barged down from Waukegan Harbor; this process may take two years. It will be less expensive than trucking in the sand. Beach attendance has been low during the week, but strong on weekends. Sheppard applauded the Parks Team for doing a great job repairing the beach after storms. The Lakefront Report will be shared in October.

The first day of registration revenue was up compared to last year, boding well for the new year.

Executive Director Report: Executive Director Sheppard shared that during real time registration on August 2, we collected \$250,000 compared to last year's \$205,000 within the first three hours of registration. We have invested more money in our registration system, finding that in Glencoe people are so excited in that first 15 minutes of registration that they are opening every device they have which is slowing our system. We are going to increase as much as we can, however we are going to get the word out

to only sign in under one device. Multiple devices on one household login slows down their registration. Recreation supervisors are onsite registration morning; moving around registrations and adding classes when possible.

Based upon a commissioner question, Director Mensinger will report next month the methods we use to store information.

Camp ended last week. Beach services and reduced hours this coming week was reviewed. Monday-Thursday we have no services, Friday, Saturday, Sunday will have boat guards and lifeguards on the swimming beach Saturday and Sunday. During that time we leave Safran house bathrooms open.

Environmental safety of the Village water plant pipe cleaning process was reviewed.

Takiff maintenance begins next week. The early childhood entrance will be open for registration, but because of the improvements we are doing to the building will be closed. Next week, we will be working on the registration counter, as well as beginning work in the fitness area. Annual building maintenance, deep cleaning and repairs will be done as well.

West Park construction is going well and will meet deadline to open on August 28, which is the first day of school. Sheppard thanked Director Leiner and Altamanu. The grand opening will be on September 5 at 6:00pm prior the Special Projects Committee meeting. Commissioner Brooks will be speaking as President Onderdonk is out of town.

Some of Astor Park's infrastructure is installed, however due to rain we have pulled off that site and put all the concentration of work at West. Once West is complete, the Astor Park project will resume.

We have power washed Lakefront, Shelton, and West Park tennis courts and a power washing rotation will now be completed annually.

Mike Lushniak's last day was August 11. We have had no shortage of qualified applicants with a final decision next week.

Upcoming events were reviewed. GJHP and GYS are not holding Harvest Fest, however they told us too late to take over the event.

The new extra-large marketing banner of our fall events was reviewed.

We are really proud of West Park. It is innovative, creative, and a fun park. It will be a destination playground and discovery area.

Action Items:

Approval of Takiff Center Improvement Project Bid: A motion was made by Commissioner Gaines to approve the lowest responsible bidder, Clauss Brothers Inc. of

Elgin, Illinois including Alternate #1 for a total of \$582,801.02 as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Watts Basketball Court Renovation Bid: A motion was made by Commissioner Gaines to approve the lowest responsible bidder, Chicagoland Paving Contractors of Lake Zurich, Illinois for a total of \$62,900 as presented. Commissioner Brooks seconded the motion. In response to a commissioner question, Executive Director Sheppard confirmed that this project was budgeted for in capital projects fund 69. Roll call vote taken:
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Approval of Bi-annual Review of Executive Session Minutes: A motion was made by Commissioner Gaines approve and keep confidential executive session minutes including May 16, 2017, and to release from confidentiality minutes to include September 20, 2011, March 20, 2012, March 18, 2014 and to authorize the destruction of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the open meetings act is pending including October 15, 2013; January 21, 2014; February 18, 2014 #1 and #2; March 18, 2014; April 22, 2014; October 21, 2014; November 18, 2014; February 17, 2015; March 17, 2015; June 16, 2015; and September 17, 2015 as mandated by 5ILCS120/2 (c)(21). Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:
AYES: Boron, Brooks, Gaines, Lutton, Onderdonk
NAYS: None
ABSENT: None

Other Business: There was no other business.

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

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:30 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF SEPTEMBER 5, 2017 SPECIAL PROJECTS AND FACILITIES
COMMITTEE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03 p.m. and roll was called.

Committee Members present:

Lisa Brooks, Chair/Vice President
Stefanie Boron, Commissioner
Steve Gaines, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Chris Leiner, Director of Parks/Maintenance
Bobby Collins, Director of Recreation/Facilities
Erin Maassen, Marketing/Comm. Manager

Commissioners present:

Josh Lutton, Treasurer

Members of the Public in attendance who signed in or spoke: Dan Dorfman

Discussion on Three Year Capital Projects Plan: Executive Director Sheppard presented the Three Year Capital Projects Plan with the changes made at the July Committee meeting (attachment A) and the Three Year Capital Projects Plan with Staff Recommendations (attachment B) based on staff review, site inspections, and planning. Discussion ensued. The committee questioned whether we should do two instead of four playgrounds for planning purposes. Executive Director Sheppard and Director Leiner indicated that based on Commissioner feedback in the past it was not the desire of the Board to remove playgrounds without immediately replacing them. Based on the condition of the current playgrounds staff could not guarantee that a playground would not have to be removed due to safety concerns and do not want to be in the situation of taking down playgrounds and not be able to immediately replace the playground. Staff prefers to be proactive rather than reactive. Staff also indicated that by bidding the playgrounds together this might lead to savings. Discussion ensued.

Shelton Park: The committee discussed budgeting \$20,000 for a site master plan at Shelton Park and then budget \$70,000 in 2019/20 for repairs to the pathway. The site plan will help us perform a detailed analysis of the entire park and future improvements so 2019/20 improvements will not be affected when future work is done. The committee agreed with this course of action.

Woodlawn Park: Executive Director Sheppard and Director Leiner indicated the desire to raise the budget on this park. Staff felt this is a community park with a large footprint that could accommodate a universally accessible playground, larger tot area, and various other unique concepts. For reference staff indicated that West and Friends Park cost approximately \$500,000. Discussion ensued. After discussion, the committee felt based on usage they felt this was a neighborhood park and would approve to spend \$300,000 for a traditional playground with one unique element.

Old Green Bay Park Master Plan: The committee discussed the recommendation that a site master plan for Old Green Bay Park be developed for a budgeted amount of \$35,000 and that this plan be completed prior to the design of Lincoln and Crescent Playground so that it fit into that plan. The committee expressed an interest that the playground and master plan feature play equipment that would be appropriate to middle school children and include paths for bikes, skateboards, and scooters. The discussed budgeted amount of the playground would be \$225,000 and another \$365,000 be budgeted for 2019/20 phase A of the Old Green Bay Linear Park Master Plan.

Vernon and Jefferson Playground: The committee discussed that this was the playground removed this spring due to structure deterioration and would be replaced this spring using the same footprint with a budget of \$225,000.

Takiff Early Childhood Playground: Executive Director Sheppard and Director Leiner discussed the need to move Takiff playground replacement to 2019/20. Staff is concerned about the condition of the playground and the importance of this playground in the programming of the early childhood programs at Takiff Center. The committee agreed with the recommendation of a \$400,000 budget.

Executive Director Sheppard and Director Leiner discussed that expenses associated Everly Wildflower Sanctuary maintenance and sand replenishment for the beach would be budgeted in the operating budget.

The committee also asked about the status of the Boating Beach. Executive Director Sheppard indicated that we have experienced erosion at the Boating Beach due to the high water levels and wave events. In addition, the Village water pipe is exposed, which the Village will be addressing with Park District input. Staff will be formulating a plan on how to address the changing conditions and will report to the Board on the plan of action.

Chair Brooks, based on the discussion by the committee, directed Park District staff to advance the Three Year Capital Projects Plan to the Board for approval at the September meeting.

Update on Current Projects: Director Leiner gave a brief update ongoing projects.

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

Other Business: Executive Director Sheppard introduced the agreement with the consultant to complete a Strategic Plan this year. Staff is recommending Barbara Heller of Heller and Heller to lead the process. Ms. Heller worked with the District on their recent Master Plan. 18.5 This plan will be presented to the Board for approval at the September Board meeting.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:17 p.m.
Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Voucher List of Bills

By Vendor Set

Payment Dates 07/15/2017 - 08/16/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 11128 - Ace of Spray					
Ace of Spray	07/18/2017	6419	10-12-000-5585	Power Wash Lakefront Tennis	1,500.00
Ace of Spray	08/15/2017	6586	10-12-000-5585	Pressure Wash Tennis Courts	1,800.00
Vendor 11128 - Ace of Spray Total:					3,300.00
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	07/18/2017	6420	10-12-000-5353	Trash/Recycling - Parks	718.00
Advanced Disposal Services	07/18/2017	6420	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	07/18/2017	6420	25-00-000-5353	Trash/Recycling - Takiff	322.00
Advanced Disposal Services	07/18/2017	6420	69-00-000-5519	Trash/Recycling - Astor Park P	480.00
Advanced Disposal Services	08/15/2017	6587	10-12-000-5353	Trash/Recycling - Parks	661.20
Advanced Disposal Services	08/15/2017	6587	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	08/15/2017	6587	25-00-000-5353	Trash/Recycling - Takiff	322.00
Vendor 10136 - Advanced Disposal Services Total:					2,715.20
Vendor: 10098 - AFLAC					
AFLAC	07/18/2017	6421	10-00-000-2170	Supplemental Aflac Coverage	376.00
AFLAC	08/15/2017	6588	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					752.00
Vendor: 10739 - Airespring					
Airespring	08/08/2017	6553	25-00-000-5210	Fiber Internet - July	1,486.61
Vendor 10739 - Airespring Total:					1,486.61
Vendor: 10113 - Alison Faith					
Alison Faith	08/01/2017	6508	25-25-785-5300	Contractual - Yoga Classes	314.34
Vendor 10113 - Alison Faith Total:					314.34
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	07/18/2017	6422	25-26-000-5387	Day Care Nurse Services	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	07/18/2017	6423	69-00-000-5530	Design/Permit/Bid Let - Takiff	24,091.15
Altamanu, Inc.	08/15/2017	6589	69-00-000-5517	Design Services - Astor Park	895.55
Altamanu, Inc.	08/15/2017	6589	69-00-000-5525	Design Services - West Playgr	3,663.10
Vendor 10973 - Altamanu, Inc. Total:					28,649.80
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	08/01/2017	6509	10-13-000-5352	HVAC Repairs - Watts	4,138.10
Althoff Industries, Inc.	08/01/2017	6509	25-00-000-5352	HVAC Repairs - Takiff	2,603.00
Althoff Industries, Inc.	08/15/2017	6590	25-00-000-5355	Takiff HVAC Mo Maint - Sept	742.17
Vendor 10140 - Althoff Industries, Inc. Total:					7,483.27
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	07/26/2017	6468	10-14-000-5420	General Supplies - Beach	397.54
Amazon Capital Services	07/26/2017	6468	10-15-000-5420	General Supplies - Boathouse	157.14
Amazon Capital Services	07/26/2017	6468	10-15-000-5421	Uniforms - Boathouse	216.49
Amazon Capital Services	07/26/2017	6468	10-15-000-5450	Equipment Parts - Boathouse	67.19
Amazon Capital Services	07/26/2017	6468	25-25-803-5400	Supplies - K Korner Camp	51.24
Amazon Capital Services	07/26/2017	6468	25-25-812-5400	Supplies - Bears Camp	8.22
Amazon Capital Services	08/08/2017	6554	25-25-315-5400	Ceramic Supplies	8.77
Amazon Capital Services	08/08/2017	6554	25-25-401-5400	ELC Classroom Supplies	31.50
Amazon Capital Services	08/08/2017	6554	25-25-402-5400	ELC Classroom Supplies	236.53
Amazon Capital Services	08/08/2017	6554	25-25-403-5400	ELC Classroom Supplies	236.53
Amazon Capital Services	08/08/2017	6554	25-25-803-5400	K Korner Supplies	21.12
Amazon Capital Services	08/08/2017	6554	25-25-811-5400	Bears Camp Supplies	117.16
Amazon Capital Services	08/08/2017	6554	25-25-813-5400	Bears Camp Supplies	75.93
Amazon Capital Services	08/08/2017	6554	25-25-903-5400	Prom Nite Supplies	74.00

Voucher List of Bills

Payment Dates: 07/15/2017 - 08/16/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	08/08/2017	6554	25-25-933-5400	Teen Scene Supplies	51.12
Amazon Capital Services	08/08/2017	6554	25-25-941-5400	Obstacle Race Supplies	8.90
Amazon Capital Services	08/08/2017	6554	25-25-952-5400	Summer Event Supplies	12.95
Amazon Capital Services	08/08/2017	6554	25-25-954-5400	Winter Event Supplies	19.84
Vendor 10946 - Amazon Capital Services Total:					1,792.17
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	08/01/2017	6510	10-11-000-5342	Staff Apparel - Commissioners	12.75
American Outfitters, Ltd.	08/01/2017	6510	10-11-000-5420	Staff Apparel - Admin	356.05
American Outfitters, Ltd.	08/01/2017	6510	25-00-000-5421	Staff Apparel - Rec	480.60
American Outfitters, Ltd.	08/01/2017	6510	25-25-707-5400	Staff Apparel - Basketball	55.75
American Outfitters, Ltd.	08/01/2017	6510	25-25-810-5400	Camp Adv Tee Shirts	172.80
American Outfitters, Ltd.	08/01/2017	6510	25-26-000-5420	Staff Apparel - Day Care	779.05
American Outfitters, Ltd.	08/08/2017	6555	25-25-707-5400	House Basketball Supplies	40.95
Vendor 10147 - American Outfitters, Ltd. Total:					1,897.95
Vendor: 10152 - American Red Cross					
American Red Cross	07/18/2017	6424	10-14-000-5340	Lifeguard Waterfront Re-Cert.	251.00
Vendor 10152 - American Red Cross Total:					251.00
Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C.					
Ancel, Glink, Diamond, Bush,	07/18/2017	6425	10-11-000-5310	Legal Services - June	1,851.25
Ancel, Glink, Diamond, Bush,	08/15/2017	6591	10-11-000-5310	Legal Services	307.50
Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C. Total:					2,158.75
Vendor: 10717 - Applied Controls, Inv.					
Applied Controls, Inv.	08/15/2017	6592	65-00-017-5572	Materials/Prep/Prog Takiff BA	18,000.00
Vendor 10717 - Applied Controls, Inv. Total:					18,000.00
Vendor: 11140 - Applied GeoScience Inc.					
Applied GeoScience Inc.	08/15/2017	6593	69-00-000-5528	2 Compaction Tests - Dist #35	1,300.00
Vendor 11140 - Applied GeoScience Inc. Total:					1,300.00
Vendor: 10970 - Aquarius Sail of Wisconsin					
Aquarius Sail of Wisconsin	08/08/2017	6556	10-15-000-5580	Getaway Sailboat Parts	179.41
Vendor 10970 - Aquarius Sail of Wisconsin Total:					179.41
Vendor: 10159 - Arlington Power Equipment					
Arlington Power Equipment	08/01/2017	6511	10-12-000-5450	Equipment Parts - Parks	40.32
Vendor 10159 - Arlington Power Equipment Total:					40.32
Vendor: 10161 - Arthur Clesen Inc.					
Arthur Clesen Inc.	07/18/2017	6426	25-00-000-5455	Athletic Field Maint Supplies	250.00
Arthur Clesen Inc.	07/18/2017	6426	25-25-709-5400	Athletic Field Maint Supplies (150.00
Arthur Clesen Inc.	07/18/2017	6426	25-25-722-5400	Athletic Field Maint Supplies (887.00
Arthur Clesen Inc.	08/15/2017	6594	10-12-000-5493	Fertilizer - Parks	300.00
Arthur Clesen Inc.	08/15/2017	6594	10-12-000-5494	Seed/Sod - Parks	225.00
Vendor 10161 - Arthur Clesen Inc. Total:					1,812.00
Vendor: 10162 - AT & T					
AT & T	07/26/2017	6469	10-13-000-5210	Phone Svc - Watts	41.89
AT & T	07/26/2017	6469	25-00-000-5210	Phone Svc - Takiff	595.78
AT & T	08/01/2017	6512	10-12-000-5210	Phone Svc - Parks	57.51
AT & T	08/01/2017	6512	25-00-000-5210	Phone Service - Takiff	700.36
Vendor 10162 - AT & T Total:					1,395.54
Vendor: 10455 - AT & T					
AT & T	08/01/2017	6513	10-14-000-5210	DSL Service - Beach	165.90
Vendor 10455 - AT & T Total:					165.90
Vendor: 10172 - Becker Arena Products					
Becker Arena Products	08/08/2017	6557	65-00-017-5567	Partial Pay #2 - Watts Floor	29,872.26
Becker Arena Products	08/15/2017	6595	10-13-000-5412	Cleaning Supplies - Watts	491.39
Becker Arena Products	08/15/2017	6595	10-13-000-5488	Hand Tools - Watts	312.00
Vendor 10172 - Becker Arena Products Total:					30,675.65
Vendor: 10516 - Belson Outdoor, Inc					
Belson Outdoor, Inc	08/15/2017	6596	10-12-000-5585	Park Benches - Parks	2,450.32

Voucher List of Bills

Payment Dates: 07/15/2017 - 08/16/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Belson Outdoor, Inc	08/15/2017	6596	65-00-017-5573	Park Benches - EC Playground	1,633.55
Vendor 10516 - Belson Outdoor, Inc Total:					4,083.87
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	07/18/2017	6427	10-11-000-5342	Admin Mtg Supplies	8.37
BMO Harris Bank N.A.	07/18/2017	6427	10-14-000-5420	Beach Umbrellas	136.53
BMO Harris Bank N.A.	07/18/2017	6427	10-14-000-5588	Beach Freezer	3,827.75
BMO Harris Bank N.A.	07/18/2017	6427	10-15-000-5360	Marketing - Boathouse	55.59
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5301	Postage	11.76
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5321	Email Marketing	90.31
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5340	Staff Luncheon - Rec	763.49
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5342	Staff Meeting Expense - Rec	41.80
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5360	Marketing	562.41
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5361	Job Posting - Rec	45.00
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5362	Stock Photos	98.00
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5420	General Rec Supplies	414.16
BMO Harris Bank N.A.	07/18/2017	6427	25-00-000-5584	Cotton Candy Machine for Sp.	385.71
BMO Harris Bank N.A.	07/18/2017	6427	25-25-315-5400	Adult Ceramics Supplies	75.34
BMO Harris Bank N.A.	07/18/2017	6427	25-25-615-5400	Youth Ceramics Supplies	310.85
BMO Harris Bank N.A.	07/18/2017	6427	25-25-801-5300	Contractual - Sun Fun Field Tri	1,634.96
BMO Harris Bank N.A.	07/18/2017	6427	25-25-801-5400	Sun Fun Supplies	145.32
BMO Harris Bank N.A.	07/18/2017	6427	25-25-809-5300	Contractual - CIT Trip	50.00
BMO Harris Bank N.A.	07/18/2017	6427	25-25-810-5300	Contractual - Camp Adv Trip	2,453.05
BMO Harris Bank N.A.	07/18/2017	6427	25-25-810-5400	Camp Adv Supplies	145.33
BMO Harris Bank N.A.	07/18/2017	6427	25-25-825-5300	Contractual - Sum Beginning T	741.80
BMO Harris Bank N.A.	07/18/2017	6427	25-25-833-5300	Contractual - Action Quest Tri	1,690.01
BMO Harris Bank N.A.	07/18/2017	6427	25-25-910-5300	Contractual - Bounce House J	505.00
BMO Harris Bank N.A.	07/18/2017	6427	25-25-910-5400	July 4th Supplies	1,277.24
BMO Harris Bank N.A.	07/18/2017	6427	25-25-944-5400	Park & Play Supplies	4.65
BMO Harris Bank N.A.	07/18/2017	6427	25-26-000-5340	Food Safety Training - Day Car	20.85
BMO Harris Bank N.A.	07/18/2017	6427	25-26-000-5361	Job Posting - EC	100.00
BMO Harris Bank N.A.	07/18/2017	6427	25-26-000-5403	Day Care Pgm Supplies	212.18
BMO Harris Bank N.A.	07/18/2017	6427	69-00-000-5532	Drop Box Online Data Storage	45.00
Vendor 10473 - BMO Harris Bank N.A. Total:					15,852.46
Vendor: 11129 - Buffalo Grove Park District					
Buffalo Grove Park District	07/18/2017	6429	25-25-803-5300	Contractual - K Korner Field Tr	137.00
Buffalo Grove Park District	08/01/2017	6514	25-25-803-5300	Contractual - K Korner Field Tr	157.00
Vendor 11129 - Buffalo Grove Park District Total:					294.00
Vendor: 10184 - Burriss Equipment Company					
Burriss Equipment Company	07/18/2017	6430	25-25-910-5400	Light Towers for July 4th	856.75
Vendor 10184 - Burriss Equipment Company Total:					856.75
Vendor: 10656 - Call One					
Call One	08/15/2017	6597	10-13-000-5210	T1 Line - Watts	326.21
Vendor 10656 - Call One Total:					326.21
Vendor: 11079 - Calumet Marine					
Calumet Marine	07/18/2017	6431	10-15-000-5990	Replacement Engine - Zodiac	6,293.30
Vendor 11079 - Calumet Marine Total:					6,293.30
Vendor: 10192 - Chemcraft Industries					
Chemcraft Industries	08/01/2017	6515	25-00-000-5412	Cleaning Supplies - Takiff	590.20
Chemcraft Industries	08/01/2017	6515	25-26-000-5412	Cleaning Supplies - Day Care	389.30
Vendor 10192 - Chemcraft Industries Total:					979.50
Vendor: 10196 - Chicago Communications, LLC					
Chicago Communications, LLC	07/18/2017	6432	10-14-000-5420	Radio Charger - Beach	375.00
Chicago Communications, LLC	07/18/2017	6432	25-25-910-5300	Radios - July 4th	300.49
Vendor 10196 - Chicago Communications, LLC Total:					675.49
Vendor: 10058 - Chicago Loves Dance					
Chicago Loves Dance	08/08/2017	6559	25-00-000-5305	Contractual - Dance Birthday	350.00
Vendor 10058 - Chicago Loves Dance Total:					350.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11089 - Chicago Shakespeare Theatre					
Chicago Shakespeare Theatre	07/26/2017	6470	25-25-801-5300	Contractual - Sun Fun Field Tri	1,644.00
Vendor 11089 - Chicago Shakespeare Theatre Total:					1,644.00
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	07/26/2017	6471	10-11-000-5311	Legal Notices	268.14
Chicago Tribune Media Group	08/15/2017	6598	10-11-000-5311	Legal Notices	258.83
Vendor 10552 - Chicago Tribune Media Group Total:					526.97
Vendor: 11118 - Citi Cards					
Citi Cards	07/26/2017	6473	10-14-000-5420	Beach Umbrellas	490.04
Citi Cards	07/26/2017	6473	25-25-801-5400	Sun Fun Supplies	277.08
Citi Cards	07/26/2017	6473	25-25-810-5400	Camp Adventure Supplies	277.09
Citi Cards	07/26/2017	6473	25-25-910-5400	July 4th Supplies	312.00
Vendor 11118 - Citi Cards Total:					1,356.21
Vendor: 10202 - Classic Design Awards					
Classic Design Awards	07/26/2017	6474	25-25-709-5400	Softball Trophies	218.00
Classic Design Awards	07/26/2017	6474	25-25-910-5400	July 4th Medals	74.45
Vendor 10202 - Classic Design Awards Total:					292.45
Vendor: 10115 - Clowning Around Entertainment					
Clowning Around Entertainm	08/01/2017	6516	25-25-801-5300	Contractual - Sun Fun Overnig	909.00
Vendor 10115 - Clowning Around Entertainment Total:					909.00
Vendor: 10505 - Comcast					
Comcast	07/18/2017	6433	10-12-000-5210	Internet - Parks	182.51
Comcast	07/26/2017	6475	10-13-000-5210	Internet & Cable TV - Watts	128.07
Comcast	08/15/2017	6599	10-12-000-5210	Internet - Parks	182.51
Vendor 10505 - Comcast Total:					493.09
Vendor: 10876 - Comdata Corporation					
Comdata Corporation	07/18/2017	6434	10-11-000-5342	Board Meeting Supplies	7.98
Comdata Corporation	07/18/2017	6434	25-25-312-5400	Adult Wkshop Supplies	10.98
Comdata Corporation	07/18/2017	6434	25-25-601-5400	Kids Club Supplies	4.29
Comdata Corporation	07/18/2017	6434	25-25-615-5400	Ceramics Supplies	22.75
Comdata Corporation	07/18/2017	6434	25-25-801-5400	Sun Fun Supplies	176.37
Comdata Corporation	07/18/2017	6434	25-25-825-5400	Summer's Beg Camp Supplies	206.17
Comdata Corporation	07/18/2017	6434	25-25-835-5400	Aquatics Camp Supplies	33.15
Comdata Corporation	07/18/2017	6434	25-25-836-5400	Sailing Camp Supplies	20.00
Comdata Corporation	07/18/2017	6434	25-26-000-5409	Day Care Food Supplies	114.95
Comdata Corporation	08/08/2017	6560	10-11-000-5342	Meeting Snacks	17.76
Comdata Corporation	08/08/2017	6560	25-00-000-5342	Customer Service Mtg Supplie	50.09
Comdata Corporation	08/08/2017	6560	25-25-801-5400	Sun Fun Supplies	190.66
Comdata Corporation	08/08/2017	6560	25-25-803-5400	K Korner Supplies	134.93
Comdata Corporation	08/08/2017	6560	25-25-810-5400	Camp Adv Supplies	190.67
Comdata Corporation	08/08/2017	6560	25-25-833-5400	Action Quest Supplies	7.98
Comdata Corporation	08/08/2017	6560	25-25-835-5400	Aquatics Camp Supplies	20.00
Comdata Corporation	08/08/2017	6560	25-25-836-5400	Sailing Camp Supplies	12.66
Comdata Corporation	08/08/2017	6560	25-26-000-5409	Day Care Food Supplies	172.85
Vendor 10876 - Comdata Corporation Total:					1,394.24
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	08/01/2017	6517	10-12-000-5230	Electricity - Parks	513.15
Commonwealth Edison	08/01/2017	6517	10-13-000-5230	Electricity - Watts	1,046.39
Commonwealth Edison	08/01/2017	6517	10-14-000-5230	Electricity - Beach	534.08
Commonwealth Edison	08/01/2017	6517	10-15-000-5230	Electricity - Boathouse	183.57
Commonwealth Edison	08/01/2017	6517	25-00-000-5230	Electricity - Takiff	11,240.21
Vendor 10208 - Commonwealth Edison Total:					13,517.40
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	08/08/2017	6561	10-12-000-5481	Construction Supplies - Parks	55.65
Craftwood Lumber Company	08/08/2017	6561	10-15-000-5481	Construction Supplies - Boat	59.95
Craftwood Lumber Company	08/08/2017	6561	25-00-000-5412	Cleaning Supplies - Takiff	29.94
Craftwood Lumber Company	08/08/2017	6561	25-00-000-5420	General Supplies - Rec	55.96
Craftwood Lumber Company	08/08/2017	6561	25-00-000-5481	Construction Supplies - Takiff	11.77

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Craftwood Lumber Company	08/08/2017	6561	25-00-000-5488	Power Tools - Takiff	29.45
Craftwood Lumber Company	08/08/2017	6561	25-25-910-5400	July 4th Supplies	34.03
Vendor 10215 - Craftwood Lumber Company Total:					276.75
Vendor: 10216 - Creekside Printing					
Creekside Printing	07/18/2017	6435	25-00-000-5360	Fall Brochures	5,319.00
Vendor 10216 - Creekside Printing Total:					5,319.00
Vendor: 10322 - Custom Sign Consultants, Inc.					
Custom Sign Consultants, Inc.	08/08/2017	6563	25-00-000-5363	Takiff Center Sign Updates/Re	267.00
Vendor 10322 - Custom Sign Consultants, Inc. Total:					267.00
Vendor: 10333 - Dermatec Direct					
Dermatec Direct	08/08/2017	6564	25-26-000-5430	Day Care First Aid Supplies	763.61
Vendor 10333 - Dermatec Direct Total:					763.61
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	07/26/2017	6476	25-25-801-5400	Sun Fun Pizza Dinner	120.90
Domino's Pizza	07/26/2017	6476	25-25-810-5400	Camp Adv Pizza Dinner	120.90
Domino's Pizza	07/26/2017	6476	25-25-833-5400	Action Quest Pizza Dinner	84.90
Domino's Pizza	08/15/2017	6600	25-25-801-5400	Pizza Dinner for Camp Parent	64.92
Domino's Pizza	08/15/2017	6600	25-25-810-5400	Pizza Dinner for Camp Parent	64.92
Vendor 10335 - Domino's Pizza Total:					456.54
Vendor: 10820 - Elanar Construction					
Elanar Construction	07/26/2017	6477	69-00-000-5518	Payout 1 - Astor Park Constru	13,855.50
Elanar Construction	07/26/2017	6477	69-00-000-5526	Payout 1 - West Park Constru	46,351.50
Elanar Construction	07/26/2017	6477	69-00-000-5528	Payout 1 - West Park Constru	24,290.00
Elanar Construction	08/15/2017	6601	69-00-000-5518	Construction - Astor Park	60,122.25
Elanar Construction	08/15/2017	6601	69-00-000-5526	Construction - West Playgrou	209,323.75
Elanar Construction	08/15/2017	6601	69-00-000-5528	Construction - West Playgrou	55,682.10
Vendor 10820 - Elanar Construction Total:					409,625.10
Vendor: 10337 - Elk Grove Park District					
Elk Grove Park District	08/01/2017	6518	25-25-801-5300	Contractual - Sun Fun Trip	350.00
Vendor 10337 - Elk Grove Park District Total:					350.00
Vendor: 10848 - Entertainment Concepts					
Entertainment Concepts	07/26/2017	6478	25-25-911-5300	Contractual - Campout Movie	1,000.00
Vendor 10848 - Entertainment Concepts Total:					1,000.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	07/18/2017	6437	10-11-000-5355	Serv Agreement - Cisco Switc	830.35
Excalibur Technology Corpora	07/18/2017	6437	65-00-017-5553	Shipping on Seagate Drive	14.75
Excalibur Technology Corpora	08/08/2017	6565	10-11-000-5355	TSS - Sept	6,611.84
Excalibur Technology Corpora	08/08/2017	6565	25-00-000-5321	WebTrac Host/OT Fall Registr	434.00
Excalibur Technology Corpora	08/15/2017	6602	10-11-000-5355	Add'l TSS Equipment	432.00
Excalibur Technology Corpora	08/15/2017	6602	69-00-000-5537	Fitness Kiosk Wireless Access	1,465.65
Vendor 10341 - Excalibur Technology Corporation Total:					9,788.59
Vendor: 10342 - Family Services of Glencoe					
Family Services of Glencoe	07/26/2017	6479	25-00-000-5740	Annual Contribution - Scholar	1,200.00
Vendor 10342 - Family Services of Glencoe Total:					1,200.00
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	08/01/2017	6519	25-25-801-5300	Contractual - Camp DJ Enterta	283.75
FAMOS! DJ Entertainment	08/01/2017	6519	25-25-810-5300	Contractual - Camp DJ Enterta	283.75
Vendor 10673 - FAMOS! DJ Entertainment Total:					567.50
Vendor: 10344 - FedEx					
FedEx	08/08/2017	6566	25-00-000-5360	Shipping Svcs	57.53
Vendor 10344 - FedEx Total:					57.53
Vendor: 11139 - Fiore Nursery & Landscape Supply					
Fiore Nursery & Landscape Su	08/15/2017	6603	69-00-000-5526	Trees - West Playground Disc	3,994.97
Vendor 11139 - Fiore Nursery & Landscape Supply Total:					3,994.97
Vendor: 10405 - First Student					
First Student	07/18/2017	6438	25-25-801-5300	Contractual - Sun Fun	4,363.80

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
First Student	07/18/2017	6438	25-25-803-5300	Contractual - Kinder Korner	172.12
First Student	07/18/2017	6438	25-25-810-5300	Contractual - Camp Adv	2,713.45
First Student	07/18/2017	6438	25-25-813-5300	Contractual - Bears Camp	263.24
First Student	07/18/2017	6438	25-25-825-5300	Contractual - Summer's Beg C	708.74
First Student	07/18/2017	6438	25-25-833-5300	Contractual - Action Quest	2,794.37
First Student	08/08/2017	6567	25-25-801-5300	Bussing - Sun Fun	6,196.32
First Student	08/08/2017	6567	25-25-803-5300	Bussing - K Korner	708.73
First Student	08/08/2017	6567	25-25-809-5300	Bussing - CIT	202.49
First Student	08/08/2017	6567	25-25-810-5300	Bussing - Camp Adv	3,209.51
First Student	08/08/2017	6567	25-25-813-5300	Bussing - Koalas	288.87
First Student	08/08/2017	6567	25-25-833-5300	Bussing - Action Quest	2,966.53
First Student	08/08/2017	6567	25-26-000-5386	Bussing - Day Care	237.61
First Student	08/15/2017	6604	25-25-801-5300	Contractual - Summer Camp B	2,247.66
First Student	08/15/2017	6604	25-25-803-5300	Contractual - Summer Camp B	202.50
First Student	08/15/2017	6604	25-25-810-5300	Contractual - Summer Camp B	1,012.46
First Student	08/15/2017	6604	25-25-833-5300	Contractual - Summer Camp B	1,123.84
Vendor 10405 - First Student Total:					29,412.24
Vendor: 10069 - Fleck's Landscaping					
Fleck's Landscaping	07/18/2017	6439	10-12-000-5348	Shared Services - Mowing	2,060.00
Fleck's Landscaping	07/18/2017	6439	10-12-000-5349	Contractual Landscaping	16,556.00
Fleck's Landscaping	08/01/2017	6520	10-12-000-5348	Shared Svcs - Mowing	2,575.00
Fleck's Landscaping	08/01/2017	6520	10-12-000-5349	Horticulture/Landscaping	16,880.00
Vendor 10069 - Fleck's Landscaping Total:					38,071.00
Vendor: 11123 - FoodService Safe, LLC					
FoodService Safe, LLC	07/26/2017	6480	25-26-000-5340	Food Safety Certification	210.00
Vendor 11123 - FoodService Safe, LLC Total:					210.00
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	07/18/2017	6440	10-11-000-5370	Postage Equip Rental	152.85
Vendor 10570 - FP Mailing Solutions Total:					152.85
Vendor: 10346 - Fun Express					
Fun Express	08/15/2017	6605	25-25-944-5400	Art in Park Supplies	57.54
Fun Express	08/15/2017	6605	25-25-952-5400	Summer Events Supplies	207.80
Vendor 10346 - Fun Express Total:					265.34
Vendor: 10819 - Funtopia					
Funtopia	07/26/2017	6481	25-25-801-5300	Contractual - Sun Fun Trip	1,608.75
Vendor 10819 - Funtopia Total:					1,608.75
Vendor: 10349 - Gameworks					
Gameworks	07/26/2017	6482	25-25-833-5300	Contractual - Action Quest Fie	1,407.01
Vendor 10349 - Gameworks Total:					1,407.01
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	07/18/2017	6441	65-00-017-5555	Tow Hitch for New Parks Truc	341.74
Glenbrook Auto Parts Inc.	07/18/2017	6441	65-00-017-5556	Tow Hitch for New Parks Truc	341.74
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					683.48
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	07/26/2017	6483	25-00-000-5740	Quarterly Contribution	2,500.00
Vendor 10361 - Glencoe Junior High Project Total:					2,500.00
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	07/26/2017	6484	25-00-000-5740	Quarterly Contrib - GYS/YAP	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	08/15/2017	6606	25-26-000-5409	Day Care Food Sv	676.86
Gordon Food Service, Inc.	08/15/2017	6606	25-26-000-5460	Day Care Food Equip Supplies	82.20
Vendor 10837 - Gordon Food Service, Inc. Total:					759.06
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	08/01/2017	6521	10-12-000-5493	Fertilizer - Parks	68.64
Grainger Inc.	08/01/2017	6521	10-14-000-5486	Plumbing Supplies - Beach	556.53
Grainger Inc.	08/01/2017	6521	25-00-000-5412	Cleaning Supplies - Takiff	351.18

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	08/01/2017	6521	25-00-000-5584	Rec Equipment	520.20
Grainger Inc.	08/01/2017	6521	25-26-000-5412	Cleaning Supplies - Day Care	250.00
Grainger Inc.	08/08/2017	6568	10-12-000-5486	Plumbing Supplies - Parks	251.10
Grainger Inc.	08/08/2017	6568	25-00-000-5412	Cleaning Supplies - Takiff	400.00
Grainger Inc.	08/08/2017	6568	25-00-000-5412	Cleaning Supplies - CREDIT	-513.92
Grainger Inc.	08/08/2017	6568	25-26-000-5412	Cleaning Supplies - Day Care	186.16
Vendor 10370 - Grainger Inc. Total:					2,069.89
Vendor: 10325 - Grand Food Center					
Grand Food Center	07/26/2017	6485	25-25-910-5400	July 4th Supplies	49.90
Grand Food Center	07/26/2017	6485	25-26-000-5409	Milk - Day Care	104.65
Vendor 10325 - Grand Food Center Total:					154.55
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	08/01/2017	6522	25-25-315-5400	Adult Ceramics Supplies	38.49
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					38.49
Vendor: 11130 - H. Barber & Sons, Inc.					
H. Barber & Sons, Inc.	07/18/2017	6442	10-12-000-5450	Beach Cleaner Parts	1,887.72
H. Barber & Sons, Inc.	07/18/2017	6442	10-14-000-5450	Beach Cleaner Parts	1,000.00
Vendor 11130 - H. Barber & Sons, Inc. Total:					2,887.72
Vendor: 10083 - Helen's Ultimate Fitness Inc.					
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-406-5300	Contractual - Presch Costume	300.00
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-419-5300	Contractual - Ballet Costumes	1,740.00
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-506-5300	Contractual - K Hip Hop Costu	840.00
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-607-5300	Contractual - Yth Hip Hop Cos	2,160.00
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-653-5300	Contractual - Broadway Boun	4,380.00
Helen's Ultimate Fitness Inc.	08/01/2017	6523	25-25-654-5300	Contractual - Jazz Costumes/S	895.00
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-406-5300	Contractual - Presch Dance Cl	1,184.00
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-418-5300	Contractual - Mitey Mvment	2,957.04
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-419-5300	Contractual - Ballet Classes	9,035.40
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-506-5300	Contractual - K Hip Hop Class	4,662.00
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-607-5300	Contractual - Yth Hip Hop Clas	10,278.60
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-639-5300	Contractual - Yth Yoga Classes	2,331.00
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-653-5300	Contractual - Broadway Boun	33,384.36
Helen's Ultimate Fitness Inc.	08/01/2017	6524	25-25-654-5300	Contractual - Jazz Dance Class	2,602.03
Helen's Ultimate Fitness Inc.	08/15/2017	6607	25-25-654-5300	Contractual - Summer Dance I	799.20
Vendor 10083 - Helen's Ultimate Fitness Inc. Total:					77,548.63
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	07/26/2017	6486	10-12-000-5481	Construction Supplies - Parks	309.32
Home Depot Credit Services	07/26/2017	6486	10-12-000-5487	Hand Tools - Parks	241.36
Home Depot Credit Services	07/26/2017	6486	10-12-000-5496	Athletic Field Maintenance	50.00
Home Depot Credit Services	07/26/2017	6486	10-12-000-5582	Maintenance Equipment - Par	239.00
Home Depot Credit Services	07/26/2017	6486	10-12-000-5588	Bldg Improvements - Parks	358.00
Home Depot Credit Services	07/26/2017	6486	10-15-000-5370	Rental Equipment - Boathous	13.20
Home Depot Credit Services	07/26/2017	6486	25-00-000-5588	Bldg Improvements - Takiff	497.00
Home Depot Credit Services	07/26/2017	6486	25-25-910-5400	July 4th Supplies	302.03
Home Depot Credit Services	07/26/2017	6486	65-00-017-5576	Classroom Counter Replace -	9,398.70
Vendor 10384 - Home Depot Credit Services Total:					11,408.61
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	08/01/2017	6525	25-00-000-5305	Contractual - June Birthday Pa	175.00
Vendor 10068 - Hot Shots Sports Total:					175.00
Vendor: 10745 - ICOR Products					
ICOR Products	08/08/2017	6569	25-00-000-5482	Replacement Door Locks - Tak	1,967.00
Vendor 10745 - ICOR Products Total:					1,967.00
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	07/21/2017	DFT0000486	10-00-000-2110	IL State Tax W/H	6,960.96
IL Dept of Revenue	08/04/2017	DFT0000493	10-00-000-2110	IL State Tax W/H	7,356.82
Vendor 10100 - IL Dept of Revenue Total:					14,317.78

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	07/31/2017	DFT0000488	10-00-000-2150	IMRF Contribution - July 2017	33,672.50
Illinois Municipal Retirement	07/31/2017	DFT0000488	10-00-000-2155	IMRF Contribution - July 2017	1,700.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					35,372.50
Vendor: 10393 - Imperial Vending, Inc.					
Imperial Vending, Inc.	08/08/2017	6570	10-11-000-5420	Staff Coffee Supplies	111.50
Imperial Vending, Inc.	08/08/2017	6570	10-12-000-5420	Staff Coffee Supplies	40.50
Vendor 10393 - Imperial Vending, Inc. Total:					152.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	07/21/2017	DFT0000484	10-00-000-2120	Social Security W/H	19,042.68
IRS/Dept of Treasury	07/21/2017	DFT0000485	10-00-000-2130	Medicare	4,453.50
IRS/Dept of Treasury	07/21/2017	DFT0000487	10-00-000-2100	Fed Income Tax W/H	14,626.23
IRS/Dept of Treasury	08/04/2017	DFT0000491	10-00-000-2120	Social Security W/H	20,054.28
IRS/Dept of Treasury	08/04/2017	DFT0000492	10-00-000-2130	Medicare	4,690.16
IRS/Dept of Treasury	08/04/2017	DFT0000494	10-00-000-2100	Fed Income Tax W/H	15,590.97
Vendor 10106 - IRS/Dept of Treasury Total:					78,457.82
Vendor: 10738 - Jeff Ladin					
Jeff Ladin	07/18/2017	6443	25-00-000-5305	Contractual - Karate Birthday	200.00
Vendor 10738 - Jeff Ladin Total:					200.00
Vendor: 10070 - Julie Ratowitz					
Julie Ratowitz	07/18/2017	6444	25-00-000-5305	Contractual - Birthday Party E	740.00
Vendor 10070 - Julie Ratowitz Total:					740.00
Vendor: 10401 - Ken's Quick Print Inc.					
Ken's Quick Print Inc.	07/26/2017	6487	25-00-000-5401	Office Supplies - Rec	159.95
Vendor 10401 - Ken's Quick Print Inc. Total:					159.95
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	07/18/2017	6445	25-00-000-5355	Copy Machine Mo Maint - Jun	221.03
Konica Minolta Business Solut	08/08/2017	6572	25-00-000-5355	Copy Machine Mo Maint - Jul	117.23
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					338.26
Vendor: 10148 - Laser Quest - Arlington Heights					
Laser Quest - Arlington Height	07/18/2017	6446	25-25-833-5300	Contractual - Action Quest Fie	184.50
Vendor 10148 - Laser Quest - Arlington Heights Total:					184.50
Vendor: 10149 - Lenny Hoffman Excavating Inc.					
Lenny Hoffman Excavating Inc	08/08/2017	6573	10-14-000-5586	Sand Maintenance - Beach	2,062.50
Lenny Hoffman Excavating Inc	08/08/2017	6573	10-15-000-5586	Sand Maintenance - Boat	2,062.50
Vendor 10149 - Lenny Hoffman Excavating Inc. Total:					4,125.00
Vendor: 10150 - Libertyville Parks and Recreation Department					
Libertyville Parks and Recreati	07/26/2017	6488	25-25-801-5300	Contractual - Sun Fun Trip	1,370.00
Vendor 10150 - Libertyville Parks and Recreation Department Total:					1,370.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5481	Construction Supplies - Parks	50.00
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5484	Electrical Supplies - Parks	25.00
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5486	Plumbing Supplies - Parks	25.58
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5487	Hand Tools - Parks	75.00
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5496	Athletic Field Maintenance	482.10
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5585	Kalk Drainage Improvements	800.18
Lowe's Business Acct/GEMB	07/18/2017	6447	10-12-000-5588	Building Improvements - Park	247.72
Lowe's Business Acct/GEMB	07/18/2017	6447	10-15-000-5588	Building Improvements - Boat	407.55
Lowe's Business Acct/GEMB	07/18/2017	6447	25-00-000-5420	General Supplies - Rec	403.73
Lowe's Business Acct/GEMB	07/18/2017	6447	25-00-000-5487	Power Tools - Takiff	40.44
Lowe's Business Acct/GEMB	07/18/2017	6447	25-00-000-5990	Temporary AC - ELC AC Failur	814.08
Lowe's Business Acct/GEMB	07/18/2017	6447	65-00-017-5584	Beach POS/Halfway House	94.77
Lowe's Business Acct/GEMB	08/08/2017	6574	10-12-000-5588	Bldg Improvements - Parks	80.73
Lowe's Business Acct/GEMB	08/08/2017	6574	10-15-000-5481	Construction Supplies - Boath	536.52
Lowe's Business Acct/GEMB	08/08/2017	6574	25-00-000-5588	Bldg Improvements - Takiff	122.55
Vendor 10360 - Lowe's Business Acct/GEMB Total:					4,205.95

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	08/01/2017	6527	25-25-638-5300	Contractual - Summer Magic	60.00
Vendor 10120 - Magic of Gary Kantor Total:					60.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	08/01/2017	6528	25-25-785-5300	Contractual - Fitness Class	530.48
Vendor 10082 - Marianne Nicolosi Total:					530.48
Vendor: 11117 - Marjorie G. Schaye					
Marjorie G. Schaye	08/08/2017	6575	25-25-785-5300	Contractual - Yoga Substitute	11.10
Vendor 11117 - Marjorie G. Schaye Total:					11.10
Vendor: 10160 - Market Access					
Market Access	07/18/2017	6448	10-14-000-5305	Liquor Liability Ins - Beach	350.00
Vendor 10160 - Market Access Total:					350.00
Vendor: 10174 - MCI					
MCI	08/01/2017	6529	25-00-000-5210	Long Distance Phone Svc	71.95
Vendor 10174 - MCI Total:					71.95
Vendor: 10181 - Melrose Pyrotechnics Inc.					
Melrose Pyrotechnics Inc.	07/18/2017	6449	25-25-910-5300	Fireworks Display	16,000.00
Vendor 10181 - Melrose Pyrotechnics Inc. Total:					16,000.00
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	08/15/2017	6609	10-12-000-5495	Pulverized Dirt	888.44
Menoni & Mocogni	08/15/2017	6609	69-00-000-5526	Rocks for Discovery Garden	1,291.50
Vendor 10191 - Menoni & Mocogni Total:					2,179.94
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	07/26/2017	6489	25-25-801-5300	Contractual - Camp Lunches	1,088.00
Michiana, LLC	07/26/2017	6489	25-25-810-5300	Contractual - Camp Lunches	440.00
Michiana, LLC	08/01/2017	6530	25-25-801-5400	Sun Fun Lunches	560.00
Michiana, LLC	08/01/2017	6530	25-25-810-5400	Camp Adv Lunches	300.00
Michiana, LLC	08/15/2017	6610	25-25-801-5400	Contractual - Lunch for Camp	420.00
Michiana, LLC	08/15/2017	6610	25-25-810-5400	Contractual - Lunch for Camp	920.00
Vendor 10636 - Michiana, LLC Total:					3,728.00
Vendor: 10855 - Mobile Room Escape					
Mobile Room Escape	07/26/2017	6490	25-25-801-5300	Contractual - Camp Special Ev	800.00
Mobile Room Escape	07/26/2017	6490	25-25-810-5300	Contractual - Camp Special Ev	800.00
Vendor 10855 - Mobile Room Escape Total:					1,600.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	08/15/2017	6611	10-12-000-5493	Fertilizers - Parks	18.87
Mutual Ace Hardware	08/15/2017	6611	10-15-000-5370	Rental Equip - Boathouse	240.80
Mutual Ace Hardware	08/15/2017	6611	25-00-000-5480	Propane for Camp Grills	89.95
Vendor 10213 - Mutual Ace Hardware Total:					349.62
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	08/04/2017	6504	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					80.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts I	07/18/2017	6450	10-12-000-5590	Tree Trimming	850.00
Nels J. Johnson Tree Experts I	07/26/2017	6491	10-12-000-5590	Tree Trimming	1,012.50
Nels J. Johnson Tree Experts I	08/15/2017	6612	10-12-000-5346	Tree Trimming - Parks	3,285.00
Nels J. Johnson Tree Experts I	08/15/2017	6612	10-12-000-5590	Trees - West Playground Disc	10,085.00
Nels J. Johnson Tree Experts I	08/15/2017	6612	69-00-000-5526	Tree Trimming - Dist 35 to Rei	1,000.00
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					16,232.50
Vendor: 11141 - North Shore Catering					
North Shore Catering	08/15/2017	6613	25-25-911-5300	Contractual - Beach Camp Ou	1,560.00
Vendor 11141 - North Shore Catering Total:					1,560.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	08/01/2017	6531	10-12-000-5220	Gas/Heat - Parks	143.18
North Shore Gas Company	08/01/2017	6531	10-13-000-5220	Gas/Heat - Watts	105.23
North Shore Gas Company	08/01/2017	6531	10-14-000-5220	Gas/Heat - Beach	46.23

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
North Shore Gas Company	08/01/2017	6531	25-00-000-5220	Gas/Heat - Takiff	724.41
Vendor 10224 - North Shore Gas Company Total:					1,019.05
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	08/01/2017	6532	25-00-000-5355	Takiff Exterminator - July & A	361.84
Vendor 10233 - Orkin Pest Control Total:					361.84
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	08/01/2017	6533	25-00-000-5355	Takiff Elevator Mo Maint - Au	452.03
Vendor 10235 - Otis Elevator Company Total:					452.03
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	07/26/2017	6492	10-00-000-2175	FSA Plan Contributions - Aug/	3,461.60
PACT Administrative Services	07/26/2017	6492	10-11-000-5600	FSA Plan Fees - Aug	77.00
Vendor 10110 - PACT Administrative Services Corp Total:					3,538.60
Vendor: 10238 - Par-King Skill Golf					
Par-King Skill Golf	08/08/2017	6576	25-25-833-5300	Contractual - Action Quest Fie	280.00
Vendor 10238 - Par-King Skill Golf Total:					280.00
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	07/21/2017	6416	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	07/21/2017	6416	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	07/21/2017	6416	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	07/21/2017	6416	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	08/04/2017	6505	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	08/04/2017	6505	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	08/04/2017	6505	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	08/04/2017	6505	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					850.00
Vendor: 10242 - PDRMA					
PDRMA	07/26/2017	6493	10-11-000-5600	Health Insurance - July	34,751.76
PDRMA	07/26/2017	6493	25-26-000-5600	Health Insurance - July	7,938.44
Vendor 10242 - PDRMA Total:					42,690.20
Vendor: 10243 - Pentegra Systems					
Pentegra Systems	07/18/2017	6451	25-00-000-5420	Proximity Key Fobs/Swipe Car	770.00
Pentegra Systems	08/15/2017	6614	65-00-017-5578	Takiff Security Camera	255.00
Vendor 10243 - Pentegra Systems Total:					1,025.00
Vendor: 10851 - Personalities Inc.					
Personalities Inc.	08/15/2017	6615	25-25-801-5300	Contractual - End of Camp Ba	250.00
Personalities Inc.	08/15/2017	6615	25-25-810-5300	Contractual - End of Camp Ba	250.00
Vendor 10851 - Personalities Inc. Total:					500.00
Vendor: 10247 - Piero's Pizza					
Piero's Pizza	08/01/2017	6534	25-26-000-5342	Staff Meeting Supplies - Day C	123.95
Vendor 10247 - Piero's Pizza Total:					123.95
Vendor: 10919 - Pizzo & Associates, Ltd.					
Pizzo & Associates, Ltd.	07/26/2017	6494	10-12-000-5585	Pavement/Site Develop - Parks	178.74
Vendor 10919 - Pizzo & Associates, Ltd. Total:					178.74
Vendor: 10090 - Pride Dojo Inc.					
Pride Dojo Inc.	07/26/2017	6495	25-25-725-5300	Contractual - Summer Karate	4,256.22
Vendor 10090 - Pride Dojo Inc. Total:					4,256.22
Vendor: 10254 - Pump It Up					
Pump It Up	08/01/2017	6535	25-25-801-5300	Contractual - Sun Fun Trip	1,353.00
Vendor 10254 - Pump It Up Total:					1,353.00
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	07/18/2017	6452	25-25-812-5400	Panda Bears Supplies	4.49
Purchase Advantage Card	07/18/2017	6452	25-26-000-5403	Day Care Pgm Supplies	11.86
Purchase Advantage Card	07/18/2017	6452	25-26-000-5409	Day Care Food Supplies	23.88
Vendor 10398 - Purchase Advantage Card Total:					40.23
Vendor: 10259 - Quill Corporation					
Quill Corporation	07/18/2017	6453	10-11-000-5342	Meeting Expense - Admin	18.98

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	07/18/2017	6453	25-00-000-5401	GPD Pens	240.00
Quill Corporation	07/18/2017	6453	25-00-000-5401	CREDIT - Rec Office Supplies	-21.96
Quill Corporation	07/18/2017	6453	25-00-000-5401	Office Supplies - Rec	139.36
Quill Corporation	07/18/2017	6453	25-26-000-5401	Office Supplies - Day Care	216.42
Quill Corporation	07/26/2017	6496	25-00-000-5401	Office Supplies - Rec	305.46
Quill Corporation	07/26/2017	6496	25-00-000-5420	General Supplies - Rec	201.09
Quill Corporation	07/26/2017	6496	25-25-810-5400	Camp Adv Supplies	89.74
Quill Corporation	07/26/2017	6496	25-26-000-5401	Office Supplies - Day Care	113.24
Quill Corporation	08/01/2017	6536	25-00-000-5401	Office Supplies - Rec	588.19
Quill Corporation	08/01/2017	6536	25-00-000-5420	General Supplies - Rec	94.01
Quill Corporation	08/01/2017	6536	25-26-000-5401	Office Supplies - Day Care	125.97
Quill Corporation	08/15/2017	6616	10-14-000-5401	Office Supplies - Beach	120.99
Quill Corporation	08/15/2017	6616	25-00-000-5401	Office Supplies - Rec	177.41
Quill Corporation	08/15/2017	6616	25-00-000-5420	General Supplies - Rec	29.96
Quill Corporation	08/15/2017	6616	25-26-000-5401	Office Supplies - Day Care	18.95
Vendor 10259 - Quill Corporation Total:					2,457.81
Vendor: 11132 - RCME&E					
RCME&E	07/26/2017	6497	25-25-933-5300	Contractual - Teen Event Rent	550.00
RCME&E	07/26/2017	6497	25-25-950-5300	Contractual - Teen Nerf Battle	575.00
Vendor 11132 - RCME&E Total:					1,125.00
Vendor: 10597 - Ready Refresh by Nestle					
Ready Refresh by Nestle	07/18/2017	6454	25-00-000-5420	Staff Drinking Water	41.37
Ready Refresh by Nestle	08/15/2017	6617	25-00-000-5420	Staff Drinking Water	45.86
Vendor 10597 - Ready Refresh by Nestle Total:					87.23
Vendor: 10263 - Red's Garden Center Inc.					
Red's Garden Center Inc.	07/18/2017	6455	10-12-000-5492	Trees/Shrubs - Parks	801.00
Vendor 10263 - Red's Garden Center Inc. Total:					801.00
Vendor: 10265 - Reinders, Inc.					
Reinders, Inc.	07/18/2017	6456	10-12-000-5450	Mower Parts - Parks	121.55
Reinders, Inc.	07/26/2017	6498	10-12-000-5450	Equipment Parts - Parks	115.04
Reinders, Inc.	08/01/2017	6537	10-12-000-5496	Athletic Field Maint Supplies	249.36
Vendor 10265 - Reinders, Inc. Total:					485.95
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	07/18/2017	6457	10-14-000-5353	Portable Toilets - Beach	204.50
Rite Portable Restrooms	08/01/2017	6538	10-12-000-5353	Portable Toilet Svcs - Parks	426.00
Vendor 10767 - Rite Portable Restrooms Total:					630.50
Vendor: 10269 - RMC Inc.					
RMC Inc.	08/01/2017	6539	10-13-000-5357	Watts Refrig Mo Maint - Aug	265.00
Vendor 10269 - RMC Inc. Total:					265.00
Vendor: 10270 - Rotary Club of Glencoe					
Rotary Club of Glencoe	08/01/2017	6540	10-11-000-5730	2017 3rd Quarter Dues	275.00
Vendor 10270 - Rotary Club of Glencoe Total:					275.00
Vendor: 10724 - Rubino Engineering Inc					
Rubino Engineering Inc	07/18/2017	6458	69-00-000-5320	Soil Borings/Analysis - Jeffers	2,600.00
Vendor 10724 - Rubino Engineering Inc Total:					2,600.00
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	07/18/2017	6459	10-12-000-5480	Gas/Lubricants - Parks	148.80
Russo's Power Equipment Inc.	07/18/2017	6459	10-12-000-5493	Fertilizer - Parks	197.97
Russo's Power Equipment Inc.	07/18/2017	6459	10-12-000-5582	Maintenance Equipment - Par	220.00
Russo's Power Equipment Inc.	07/18/2017	6459	65-00-017-5564	General Parks Equipment	500.00
Vendor 10271 - Russo's Power Equipment Inc. Total:					1,066.77
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	08/01/2017	6541	25-00-000-5730	Sam's Club Membership	15.00
Sam's Club Direct Commercial	08/01/2017	6541	25-25-833-5400	Action Quest Supplies	347.79
Sam's Club Direct Commercial	08/01/2017	6541	25-25-910-5400	July 4th Supplies	91.84
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					454.63

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	08/01/2017	6542	25-25-785-5300	Contractual - Fitness Rowing	166.24
Vendor 10654 - Sandra K Culver Total:					166.24
Vendor: 10818 - Schaumburg Boomers					
Schaumburg Boomers	07/26/2017	6499	25-25-801-5300	Contractual - Sun Fun Trip	987.50
Vendor 10818 - Schaumburg Boomers Total:					987.50
Vendor: 10787 - School Health Corp					
School Health Corp	08/01/2017	6543	10-14-000-5430	First Aid Supplies - Beach	294.27
Vendor 10787 - School Health Corp Total:					294.27
Vendor: 10803 - Sign Palace					
Sign Palace	08/01/2017	6544	65-00-017-5561	Park ID Signs Deposit - Milton	1,335.00
Sign Palace	08/01/2017	6544	69-00-000-5519	Park ID Signs Deposit - Astor P	820.00
Sign Palace	08/01/2017	6544	69-00-000-5527	Park ID Signs Deposit - West P	1,295.00
Vendor 10803 - Sign Palace Total:					3,450.00
Vendor: 10716 - SiteOne Landscape Supply					
SiteOne Landscape Supply	08/01/2017	6545	10-12-000-5496	Athletic Field Maint Supplies	815.98
Vendor 10716 - SiteOne Landscape Supply Total:					815.98
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	08/08/2017	6578	45-00-000-5335	Background Checks - July	111.00
Vendor 10706 - Southeastern Security Consultants, Inc Total:					111.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	07/21/2017	6417	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	08/04/2017	6506	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10603 - Steven J Balazs					
Steven J Balazs	07/18/2017	6460	25-25-908-5300	Contractual - Tots N Tunes Pe	900.00
Vendor 10603 - Steven J Balazs Total:					900.00
Vendor: 10291 - Swank Motion Pictures, Inc					
Swank Motion Pictures, Inc	08/01/2017	6547	25-25-911-5300	Contractual - Beach Campout	425.00
Vendor 10291 - Swank Motion Pictures, Inc Total:					425.00
Vendor: 11131 - Thatcher Oaks Awnings					
Thatcher Oaks Awnings	07/26/2017	6501	65-00-017-5578	Takiff West Entrance Awning	1,675.00
Vendor 11131 - Thatcher Oaks Awnings Total:					1,675.00
Vendor: 10209 - The Mulch Center					
The Mulch Center	07/18/2017	6462	10-12-000-5497	Playground Mulch	1,600.00
Vendor 10209 - The Mulch Center Total:					1,600.00
Vendor: 11103 - Tim Balster					
Tim Balster	08/01/2017	6548	25-25-908-5300	Entertainment - Summer Eve	700.00
Vendor 11103 - Tim Balster Total:					700.00
Vendor: 11135 - Trademark Graphics					
Trademark Graphics	08/08/2017	6579	10-12-000-5450	Parks Truck Logos	458.06
Trademark Graphics	08/08/2017	6579	65-00-017-5555	Parks Truck Logos	57.25
Trademark Graphics	08/08/2017	6579	65-00-017-5556	Parks Truck Logos	57.25
Vendor 11135 - Trademark Graphics Total:					572.56
Vendor: 11134 - Umbrella Source					
Umbrella Source	08/01/2017	6549	70-56-000-5570	Table Umbrellas for Pier	1,661.38
Vendor 11134 - Umbrella Source Total:					1,661.38
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	08/01/2017	6550	10-13-000-5220	Bulk Energy - Watts	31.50
Vanguard Energy Service, LLC	08/01/2017	6550	25-00-000-5220	Bulk Energy - Takiff	1,728.22
Vendor 10307 - Vanguard Energy Service, LLC Total:					1,759.72
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	07/21/2017	6418	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	08/04/2017	6507	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,369.22

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	08/01/2017	6551	25-00-000-5210	Cell Phone Svc	1,034.27
Vendor 10309 - Verizon Wireless Total:					1,034.27
Vendor: 10308 - Vermont Systems, Inc.					
Vermont Systems, Inc.	08/15/2017	6619	69-00-000-5537	Fitness Area POS Equipment	688.65
Vendor 10308 - Vermont Systems, Inc. Total:					688.65
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	08/08/2017	6580	10-12-000-5480	Fuel - Parks	1,431.02
Village of Glencoe	08/08/2017	6580	25-00-000-5360	Glencoe Quarterly Summer N	678.62
Village of Glencoe	08/15/2017	6620	10-12-000-5240	Linden House Utilities	114.49
Vendor 10457 - Village of Glencoe Total:					2,224.13
Vendor: 10314 - Walmart Community					
Walmart Community	07/26/2017	6502	25-25-785-5400	Fitness Program Supplies	7.97
Walmart Community	07/26/2017	6502	25-25-801-5400	Sun Fun Supplies	382.00
Walmart Community	07/26/2017	6502	25-25-803-5400	K Korner Supplies	110.85
Walmart Community	07/26/2017	6502	25-25-811-5400	Bears Camp Supplies	49.80
Walmart Community	07/26/2017	6502	25-25-812-5400	Bears Camp Supplies	77.86
Walmart Community	07/26/2017	6502	25-25-813-5400	Bears Camp Supplies	151.82
Walmart Community	07/26/2017	6502	25-25-833-5400	Action Quest Supplies	484.65
Walmart Community	07/26/2017	6502	25-25-910-5400	July 4th Supplies	45.26
Walmart Community	07/26/2017	6502	25-26-000-5401	Day Care Office Supplies	15.29
Walmart Community	07/26/2017	6502	25-26-000-5403	Day Care Prgm Supplies	484.10
Walmart Community	07/26/2017	6502	25-26-000-5409	Day Care Food Supplies	201.44
Vendor 10314 - Walmart Community Total:					2,011.04
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	07/18/2017	6463	25-00-000-5412	Cleaning Supplies - Takiff	2,091.55
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					2,091.55
Vendor: 10882 - Welcome Wagon					
Welcome Wagon	07/18/2017	6464	25-00-000-5360	Marketing	35.42
Welcome Wagon	08/15/2017	6621	25-00-000-5360	Marketing	35.42
Vendor 10882 - Welcome Wagon Total:					70.84
Vendor: 11085 - West Marine Pro					
West Marine Pro	07/18/2017	6465	25-25-835-5400	Canoe & Paddles - Aquatics C	717.79
Vendor 11085 - West Marine Pro Total:					717.79
Vendor: 10316 - Wheeling Park District					
Wheeling Park District	08/15/2017	6622	25-25-801-5300	Contractual - Camp Field Trip	492.50
Vendor 10316 - Wheeling Park District Total:					492.50
Vendor: 11102 - Wight & Company					
Wight & Company	08/01/2017	6552	69-00-000-5535	Takiff Fitness Design	16,500.00
Vendor 11102 - Wight & Company Total:					16,500.00
Vendor: 10416 - William W. Fox, Jr					
William W. Fox, Jr	08/08/2017	6581	10-15-000-5580	Sail Repair and Boat Tram Res	120.00
Vendor 10416 - William W. Fox, Jr Total:					120.00
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	07/31/2017	DFT0000489	10-00-000-2111	WI Mo Withholding	223.60
Vendor 10102 - Wisconsin Dept of Revenue Total:					223.60
Vendor Set AP Vendors Total:					1,055,385.20

Voucher List of Bills

Payment Dates: 07/15/2017 - 08/16/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 9273 - Alyson Weber					
Alyson Weber	07/26/2017	6466	25-25-801-5400	Reimbursement - Camp Speci	15.00
Alyson Weber	07/26/2017	6466	25-25-810-5400	Reimbursement - Camp Speci	15.00
Vendor 9273 - Alyson Weber Total:					30.00
Vendor: 5964 - Amanda Nach					
Amanda Nach	07/26/2017	6467	25-25-801-5400	Reimbursement - Camp Suppl	32.05
Vendor 5964 - Amanda Nach Total:					32.05
Vendor: 7996 - C.J. Smith					
C.J. Smith	08/08/2017	6558	25-25-402-5400	Reimbursement - ELC Supplie	14.99
Vendor 7996 - C.J. Smith Total:					14.99
Vendor: 7073 - Chris Pietrini					
Chris Pietrini	07/26/2017	6472	25-00-000-5341	Reimbursement - Mileage	108.02
Chris Pietrini	07/26/2017	6472	25-25-809-5400	Reimbursement - Supplies	47.92
Chris Pietrini	07/26/2017	6472	25-25-833-5400	Reimbursement - Supplies	79.24
Vendor 7073 - Chris Pietrini Total:					235.18
Vendor: 6988 - Cristina Pepe					
Cristina Pepe	08/08/2017	6562	25-25-812-5400	Reimbursement - Bears Camp	19.25
Vendor 6988 - Cristina Pepe Total:					19.25
Vendor: 1578 - Dylan Cotter					
Dylan Cotter	07/18/2017	6436	10-15-000-5340	Partial Reimburse - Sailing Ins	195.00
Vendor 1578 - Dylan Cotter Total:					195.00
Vendor: 1123 - Jackson Brownlee					
Jackson Brownlee	08/08/2017	6571	10-14-000-5340	Reimburse - Lifeguard/Sailing	95.00
Jackson Brownlee	08/08/2017	6571	10-15-000-5340	Reimburse - Lifeguard/Sailing	185.00
Vendor 1123 - Jackson Brownlee Total:					280.00
Vendor: 8170 - Jessica Stockl					
Jessica Stockl	08/01/2017	6526	25-26-000-5403	Reimbursement - Day Care Su	20.60
Jessica Stockl	08/15/2017	6608	25-26-000-5403	Reimbursement - Day Care Pg	10.79
Vendor 8170 - Jessica Stockl Total:					31.39
Vendor: 3183 - Paul Goedjen					
Paul Goedjen	08/08/2017	6577	25-00-000-5341	Reimbursement - Mileage	14.98
Vendor 3183 - Paul Goedjen Total:					14.98
Vendor: 4984 - Sonja Anderson					
Sonja Anderson	08/01/2017	6546	25-25-803-5400	Reimbursement - K Korner Su	40.01
Vendor 4984 - Sonja Anderson Total:					40.01
Vendor: 9877 - Terri Zidron					
Terri Zidron	07/18/2017	6461	25-25-803-5400	Reimbursement - Kinder Korn	13.94
Terri Zidron	07/26/2017	6500	25-25-803-5400	Reimbursement - K Korner Su	17.94
Terri Zidron	08/15/2017	6618	25-25-803-5400	Reimburse - K Korner Supplies	19.10
Vendor 9877 - Terri Zidron Total:					50.98
Vendor Set Employees Total:					943.83

Voucher List of Bills

Payment Dates: 07/15/2017 - 08/16/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000004247-138 - Elizabeth Felageller					
Elizabeth Felageller	07/26/2017	6503	25-00-000-2580	Actv 120807-02 Class Refund	139.00
Vendor 000004247-138 - Elizabeth Felageller Total:					139.00
Vendor: 000004616-139 - John Pacay					
John Pacay	08/09/2017	6582	25-00-000-2580	Pass 6704 Type: BSENIOR Pas	54.00
Vendor 000004616-139 - John Pacay Total:					54.00
Vendor Set Refunds Total:					193.00
Grand Total:					1,056,522.03

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	286,755.20
25 - RECREATION FUND	234,661.77
45 - LIABILITY INSURANCE FUND	111.00
65 - CAPITAL PROJECTS FUND	63,577.01
69 - MASTER PLAN CAPITAL PROJECTS	469,755.67
70 - SPECIAL TRUST/DONATION FUND	1,661.38
Grand Total:	1,056,522.03

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	30,217.20
10-00-000-2110	IL STATE WITHHOLDING	14,317.78
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	39,096.96
10-00-000-2130	MEDICARE WITHHOLDING	9,143.66
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHHOLDING	33,672.50
10-00-000-2155	IMRF VAC WITHHOLDING	1,700.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHHOLDING	752.00
10-00-000-2175	FSA PLAN WITHHOLDIN	3,461.60
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	2,158.75
10-11-000-5311	LEGAL NOTICES	526.97
10-11-000-5342	OFFICIALS/MEETING EXP	65.84
10-11-000-5355	MAINTENANCE SERVICE	7,874.19
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5420	SUPPLIES - GENERAL	467.55
10-11-000-5600	HEALTH INSURANCE PRE	34,828.76
10-11-000-5730	DUES/MEMBERSHIPS	275.00
10-12-000-5210	TELEPHONE/INTERNET	422.53
10-12-000-5220	FUEL/HEAT	143.18
10-12-000-5230	ELECTRICITY	513.15
10-12-000-5240	WATER	114.49
10-12-000-5346	SHARED MAINT SVCS-Sc	3,285.00
10-12-000-5348	SHARED SVCS-CONT MO	4,635.00
10-12-000-5349	CONTRACTL-HORT/LAN	33,436.00
10-12-000-5353	DISPOSAL/PORTOLET SE	1,805.20
10-12-000-5420	SUPPLIES - GENERAL	40.50
10-12-000-5450	SUPPLIES - EQUIPMENT	2,622.69
10-12-000-5480	GASOLINE/LUBRICANTS	1,579.82
10-12-000-5481	SUPPLIES-CONSTRUCTIO	414.97
10-12-000-5484	SUPPLIES-ELECTRICAL/B	25.00
10-12-000-5486	SUPPLIES-PLUMBING	276.68
10-12-000-5487	SUPPLIES-HAND TOOLS	316.36
10-12-000-5492	SUPPLIES-TREES/SHRUB	801.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	585.48
10-12-000-5494	SUPPLIES-SEED/SOD	225.00
10-12-000-5495	SUPPLIES-PULVERIZED D	888.44
10-12-000-5496	SUPPLIES-ATHLETIC MAI	1,597.44
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	1,600.00
10-12-000-5582	EQUIPMENT - MAINTEN	459.00
10-12-000-5585	PAVEMENT & SITE DEVE	6,729.24
10-12-000-5588	BUILDING IMPROVEME	686.45
10-12-000-5590	TREE TRIM/WORK-Outsi	11,947.50
10-13-000-5210	TELEPHONE/INTERNET	496.17

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5220	FUEL/HEAT	136.73
10-13-000-5230	ELECTRICITY	1,046.39
10-13-000-5352	REPAIRS - BUILDINGS	4,138.10
10-13-000-5353	DISPOSAL/PORTOLET SE	212.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5412	CUSTODIAL/CLEANING S	491.39
10-13-000-5488	SUPPLIES-HAND TOOLS	312.00
10-14-000-5210	TELEPHONE/INTERNET	165.90
10-14-000-5220	FUEL/HEAT	46.23
10-14-000-5230	ELECTRICITY	534.08
10-14-000-5305	PARTY RENTAL ENTERM	350.00
10-14-000-5340	CONFERENCES AND TRA	346.00
10-14-000-5353	DISPOSAL/PORTOLET SE	204.50
10-14-000-5401	OFFICE SUPPLIES	120.99
10-14-000-5420	SUPPLIES - GENERAL	1,399.11
10-14-000-5430	SUPPLIES - FIRST AID	294.27
10-14-000-5450	SUPPLIES - EQUIPMENT	1,000.00
10-14-000-5486	SUPPLIES-PLUMBING	556.53
10-14-000-5586	LANDSCAPING & GRADI	2,062.50
10-14-000-5588	BUILDING IMPROVEME	3,827.75
10-15-000-5230	ELECTRICITY	183.57
10-15-000-5340	CONFERENCES AND TRA	380.00
10-15-000-5360	PRINTING/MARKETING/	55.59
10-15-000-5370	RENTAL - EQUIPMENT	254.00
10-15-000-5420	SUPPLIES - GENERAL	157.14
10-15-000-5421	SUPPLIES - UNIFORMS	216.49
10-15-000-5450	SUPPLIES - EQUIPMENT	67.19
10-15-000-5481	SUPPLIES-CONSTRUCTIO	596.47
10-15-000-5580	EQUIPMENT - GENERAL	299.41
10-15-000-5586	LANDSCAPING & GRADI	2,062.50
10-15-000-5588	BUILDING IMPROVEME	407.55
10-15-000-5990	CONTINGENCY	6,293.30
25-00-000-2580	BALANCE ON ACCOUNT-	193.00
25-00-000-5210	TELEPHONE/INTERNET	3,888.97
25-00-000-5220	FUEL/HEAT	2,452.63
25-00-000-5230	ELECTRICITY	11,240.21
25-00-000-5301	POSTAGE	11.76
25-00-000-5305	PARTY RENTAL ENTERM	1,465.00
25-00-000-5321	CONSULTING-ONLINE/O	524.31
25-00-000-5340	CONFERENCES AND TRA	763.49
25-00-000-5341	MILEAGE REIMBURSEM	123.00
25-00-000-5342	OFFICIALS/MEETING EXP	91.89
25-00-000-5352	REPAIRS - BUILDINGS	2,603.00
25-00-000-5353	DISPOSAL/PORTOLET SE	644.00
25-00-000-5355	MAINTENANCE SERVICE	1,894.30
25-00-000-5360	PRINTING/MARKETING/	6,688.40
25-00-000-5361	PRINTING - EMPLOYME	45.00
25-00-000-5362	PHOTOGRAPHY	98.00
25-00-000-5363	DESIGN SERVICES/PUBLI	267.00
25-00-000-5401	OFFICE SUPPLIES	1,588.41
25-00-000-5412	CUSTODIAL/CLEANING S	2,948.95
25-00-000-5420	SUPPLIES - GENERAL	2,056.14
25-00-000-5421	SUPPLIES - UNIFORMS	480.60
25-00-000-5455	SUPPLIES-FIELD RENTAL	250.00
25-00-000-5480	GASOLINE/LUBRICANTS	89.95
25-00-000-5481	SUPPLIES-CONSTRUCTIO	11.77
25-00-000-5482	SUPPLIES-HARDWARE	1,967.00
25-00-000-5487	SUPPLIES-POWER TOOL	40.44

Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5488	SUPPLIES-HAND TOOLS	29.45
25-00-000-5584	EQUIPMENT - RECREATI	905.91
25-00-000-5588	BUILDING IMPROVEME	619.55
25-00-000-5730	DUES/MEMBERSHIPS	15.00
25-00-000-5740	COMMUNITY GRP CONT	6,450.00
25-00-000-5990	CONTINGENCY	814.08
25-25-312-5400	SUPPLIES-ADULT WORK	10.98
25-25-315-5400	SUPPLIES-ADULT CERAM	122.60
25-25-401-5400	SUPPLIES-ELC 3YR	31.50
25-25-402-5400	SUPPLIES-ELC 4YR	251.52
25-25-403-5400	SUPPLIES-ELC 2YR	236.53
25-25-406-5300	CONTRACTL-PRESCHOO	1,484.00
25-25-418-5300	CONTRACTL-MITEY MO	2,957.04
25-25-419-5300	CONTRACT-BALLT BASIC	10,775.40
25-25-506-5300	CONTRACTL-KINDERGTN	5,502.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	4.29
25-25-607-5300	CONTRACTL-YOUTH HIP	12,438.60
25-25-615-5400	SUPPLIES-YOUTH CERA	333.60
25-25-638-5300	CONTRACTL-PRESTO MA	60.00
25-25-639-5300	CONTRACTL-YOUTH YO	2,331.00
25-25-653-5300	CONTRACTL-BROADWA	37,764.36
25-25-654-5300	CONTRACTL-JAZZ LYRICA	4,296.23
25-25-707-5400	SUPPLIES-BOYS HOUSE	96.70
25-25-709-5400	SUPPLIES-MENS SOFTBA	368.00
25-25-722-5400	SUPPLIES-YOUTH BASEB	887.00
25-25-725-5300	CONTRACTL-KARATE CL	4,256.22
25-25-785-5300	CONTRACTL-GPD FITNES	1,022.16
25-25-785-5400	SUPPLIES-GPD FITNESS	7.97
25-25-801-5300	CONTRACTL-SUN FUN C	25,579.24
25-25-801-5400	SUPPLIES-SUN FUN CAM	2,384.30
25-25-803-5300	CONTRACTL-KINDER KO	1,377.35
25-25-803-5400	SUPPLIES-KINDER KORN	409.13
25-25-809-5300	CONTRACTL-COUNSELO	252.49
25-25-809-5400	SUPPLIES-COUNSELOR I	47.92
25-25-810-5300	CONTRACTL-CAMP ADV	11,162.22
25-25-810-5400	SUPPLIES-CAMP ADVEN	2,296.45
25-25-811-5400	SUPPLIES-TEDDY BEAR C	166.96
25-25-812-5400	SUPPLIES-PANDA BEAR	109.82
25-25-813-5300	CONTRACTL-KOALA BEA	552.11
25-25-813-5400	SUPPLIES-KOALA BEAR C	227.75
25-25-825-5300	CONTRACTL-SUMMERS	1,450.54
25-25-825-5400	SUPPLIES-SUMMERS EN	206.17
25-25-833-5300	CONTRACTL-ACTION QU	10,446.26
25-25-833-5400	SUPPLIES-ACTION QUES	1,004.56
25-25-835-5400	SUPPLIES-AQUATIC CAM	770.94
25-25-836-5400	SUPPLIES-SAILING CAMP	32.66
25-25-903-5400	SUPPLIES-DAD/DAUGH	74.00
25-25-908-5300	CONTRACTL-SUMMER C	1,600.00
25-25-910-5300	CONTRACTL-4TH OF JUL	16,805.49
25-25-910-5400	SUPPLIES-4TH OF JULY	3,043.50
25-25-911-5300	CONTRACTL-BEACH CA	2,985.00
25-25-933-5300	CONTRACTL-TEEN SCEN	550.00
25-25-933-5400	SUPPLIES-TEEN SCENE	51.12
25-25-941-5400	SUPPLIES-YOUTH OBSTA	8.90
25-25-944-5400	SUPPLIES-PARK N PLAY	62.19
25-25-950-5300	CONTRACTL-GEN WKSP/	575.00
25-25-952-5400	SUPPLIES-SUMMER SPE	220.75
25-25-954-5400	SUPPLIES-WINTER SPEC	19.84

Account Summary

Account Number	Account Name	Payment Amount
25-26-000-5340	CONFERENCES AND TRA	230.85
25-26-000-5342	OFFICIALS/MEETINGS EX	123.95
25-26-000-5361	PRINTING - EMPLOYME	100.00
25-26-000-5386	SERVICES-DAYCARE PRO	237.61
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	489.87
25-26-000-5403	DAYCARE PROGRAM SU	739.53
25-26-000-5409	SUPPLIES-INTERNAL FO	1,294.63
25-26-000-5412	SUPPLIES-CLEANING/CU	825.46
25-26-000-5420	SUPPLIES - GENERAL	779.05
25-26-000-5430	SUPPLIES - FIRST AID	763.61
25-26-000-5460	SUPPLIES-FOOD EQUIP	82.20
25-26-000-5600	HEALTH INSURANCE PRE	7,938.44
45-00-000-5335	WELLNESS/PRE-PLACEM	111.00
65-00-017-5553	ANNUAL HARDWARE RE	14.75
65-00-017-5555	F-250 PICKUP W/ LIFTGA	398.99
65-00-017-5556	F-450 DUMP TRUCK	398.99
65-00-017-5561	PARK AMENITIES (MILT	1,335.00
65-00-017-5564	GENERAL PARKS EQUIP	500.00
65-00-017-5567	REPLACE WATTS RUBBE	29,872.26
65-00-017-5572	AUTOMATED BLDG SYS	18,000.00
65-00-017-5573	EC PLAYGRD IMPROVEM	1,633.55
65-00-017-5576	CLASSRM COUNTER REP	9,398.70
65-00-017-5578	TAKIFF AWNING-SIDE E	1,930.00
65-00-017-5584	BEACH POS/INTERNET-H	94.77
69-00-000-5320	ARCHITECTUAL/DESIGN	2,600.00
69-00-000-5517	ASTOR PARK-Design Svc	895.55
69-00-000-5518	ASTOR PARK-Constructi	73,977.75
69-00-000-5519	ASTOR PARK-Owner lte	1,300.00
69-00-000-5525	WEST PLAYGROUND-De	3,663.10
69-00-000-5526	WEST PLAYGROUND-Co	261,961.72
69-00-000-5527	WEST PLAYGROUND-Ow	1,295.00
69-00-000-5528	WEST PLAYGROUND-Dis	81,272.10
69-00-000-5530	TAKIFF PARKING-Design	24,091.15
69-00-000-5532	TAKIFF PARKING-Owner	45.00
69-00-000-5535	TAKIFF FITNESS-Design S	16,500.00
69-00-000-5537	TAKIFF FITNESS-Owner I	2,154.30
70-56-000-5570	CAPITAL-SAFRAN PROJE	1,661.38
	Grand Total:	1,056,522.03

Project Account Summary

Project Account Key	Payment Amount
None	1,056,522.03
Grand Total:	1,056,522.03

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 September 19, 2017 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director



Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 08/17/2017 - 09/15/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	08/22/2017	6647	25-00-000-5321	Web Hosting/Updates - Qrtly	834.00
Vendor 10133 - Accuraty Solutions Total:					834.00
Vendor: 10134 - Action Territory					
Action Territory	09/12/2017	6719	25-25-810-5300	Contractual - Camp Field Trip	1,728.09
Vendor 10134 - Action Territory Total:					1,728.09
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	08/30/2017	6653	10-12-000-5353	Trash/Recycling - Parks	526.75
Vendor 10136 - Advanced Disposal Services Total:					526.75
Vendor: 10098 - AFLAC					
AFLAC	09/12/2017	6720	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					376.00
Vendor: 10739 - Airespring					
Airespring	09/12/2017	6721	25-00-000-5210	Fiber Internet - August	1,486.61
Vendor 10739 - Airespring Total:					1,486.61
Vendor: 10113 - Alison Faith					
Alison Faith	08/30/2017	6654	25-25-785-5300	Contractual - Yoga Classes	198.32
Vendor 10113 - Alison Faith Total:					198.32
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	08/30/2017	6655	25-26-000-5387	Nurse Services - Day Care	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	08/22/2017	6623	69-00-000-5530	Takiff Parking Lot Design Svcs	1,512.25
Altamanu, Inc.	08/30/2017	6656	69-00-000-5517	Design Svcs - Astor Park	213.40
Altamanu, Inc.	08/30/2017	6656	69-00-000-5525	Design Svcs - West Park	3,632.52
Vendor 10973 - Altamanu, Inc. Total:					5,358.17
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	08/22/2017	6624	25-25-403-5400	Preschool Supplies	49.96
Amazon Capital Services	08/22/2017	6624	25-25-803-5400	Kinder Korner Supplies	8.50
Amazon Capital Services	08/22/2017	6624	25-26-000-5403	Day Care Program Supplies	304.16
Vendor 10946 - Amazon Capital Services Total:					362.62
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	09/06/2017	6688	25-25-941-5400	Mud Run Tee Shirts	890.50
Vendor 10147 - American Outfitters, Ltd. Total:					890.50
Vendor: 10161 - Arthur Clesen Inc.					
Arthur Clesen Inc.	08/22/2017	6625	10-12-000-5494	Seed/Sod	1,470.00
Vendor 10161 - Arthur Clesen Inc. Total:					1,470.00
Vendor: 10162 - AT & T					
AT & T	08/30/2017	6657	10-12-000-5210	Phone Svc - Parks	53.37
AT & T	08/30/2017	6657	10-13-000-5210	Phone Svc - Watts	41.73
AT & T	08/30/2017	6657	25-00-000-5210	Phone Svc - Takiff	592.58
AT & T	09/06/2017	6690	25-00-000-5210	Phone Svc - Takiff	682.80
Vendor 10162 - AT & T Total:					1,370.48
Vendor: 10455 - AT & T					
AT & T	09/06/2017	6689	10-14-000-5210	DSL Service - Beach	165.90
Vendor 10455 - AT & T Total:					165.90
Vendor: 10172 - Becker Arena Products					
Becker Arena Products	09/12/2017	6722	65-00-017-5567	Retention Payout - Watts Floo	6,637.94

Voucher List of Bills

Payment Dates: 08/17/2017 - 09/15/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Becker Arena Products	09/12/2017	6722	10-13-000-5416	Ice Making Supplies - Watts	637.80
Vendor 10172 - Becker Arena Products Total:					7,275.74
Vendor: 11156 - Bloomingdale Park District					
Bloomingdale Park District	09/12/2017	6723	25-25-801-5300	Contractual - Camp Field Trip	695.00
Vendor 11156 - Bloomingdale Park District Total:					695.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	08/30/2017	6658	10-11-000-5340	NRPA Conf Registrations	1,700.00
BMO Harris Bank N.A.	08/30/2017	6658	10-11-000-5342	Admin Meeting Supplies	336.11
BMO Harris Bank N.A.	08/30/2017	6658	10-12-000-5340	NRPA Conf Registration - Park	650.17
BMO Harris Bank N.A.	08/30/2017	6658	10-15-000-5420	Boat Repairs	219.05
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5301	Postage	13.30
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5321	Email Marketing/Svcs	1,890.31
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5340	NRPA Conference Reg - Rec	650.17
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5342	Rec Meeting Supplies	125.03
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5360	Marketing	324.35
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5361	Job Posting - Rec	255.00
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5420	GPD Car Magnets	458.70
BMO Harris Bank N.A.	08/30/2017	6658	25-00-000-5584	Replacement Bounce House	2,344.99
BMO Harris Bank N.A.	08/30/2017	6658	25-25-315-5400	Ceramics Supplies	20.94
BMO Harris Bank N.A.	08/30/2017	6658	25-25-401-5300	Contractual - Staff Inservice	110.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-401-5400	EC Teacher Planners	22.12
BMO Harris Bank N.A.	08/30/2017	6658	25-25-402-5300	Contractual - Staff Inservice	47.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-402-5400	EC Teacher Planners	22.12
BMO Harris Bank N.A.	08/30/2017	6658	25-25-403-5400	EC Teacher Planners	22.12
BMO Harris Bank N.A.	08/30/2017	6658	25-25-615-5400	Ceramics Supplies	190.68
BMO Harris Bank N.A.	08/30/2017	6658	25-25-722-5400	Scoreboard Controller - Berlin	169.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-801-5300	Contractual - Camp Trip	649.76
BMO Harris Bank N.A.	08/30/2017	6658	25-25-801-5400	Camp Supplies	1,955.86
BMO Harris Bank N.A.	08/30/2017	6658	25-25-803-5300	Contractual - Camp Field Trip	708.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-809-5300	Contractual - Camp Field Trip	263.50
BMO Harris Bank N.A.	08/30/2017	6658	25-25-810-5300	Contractual - Camp Field Trip	1,945.24
BMO Harris Bank N.A.	08/30/2017	6658	25-25-810-5400	Camp Supplies	81.15
BMO Harris Bank N.A.	08/30/2017	6658	25-25-813-5300	Contractual - Camp Field Trip	117.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-833-5300	Contractual - Camp Field Trip	2,752.25
BMO Harris Bank N.A.	08/30/2017	6658	25-25-835-5400	Aquatic Camp Supplies	345.75
BMO Harris Bank N.A.	08/30/2017	6658	25-25-836-5400	Sailing Camp Supplies	100.00
BMO Harris Bank N.A.	08/30/2017	6658	25-25-911-5400	Beach Campout Supplies	174.21
BMO Harris Bank N.A.	08/30/2017	6658	25-25-952-5400	Summer Special Event Supplie	474.48
BMO Harris Bank N.A.	08/30/2017	6658	25-26-000-5340	Day Care Training/Workshops	238.00
BMO Harris Bank N.A.	08/30/2017	6658	25-26-000-5361	Job Posting Early Childhood	100.00
BMO Harris Bank N.A.	08/30/2017	6658	25-26-000-5386	Contractual - Day Care Field Tri	47.00
BMO Harris Bank N.A.	08/30/2017	6658	25-26-000-5401	CC Teacher Planners	47.96
BMO Harris Bank N.A.	08/30/2017	6658	25-26-000-5403	Day Care Pgm Supplies	64.50
BMO Harris Bank N.A.	08/30/2017	6658	65-00-017-5560	Tennis Court Supplies	1,119.68
BMO Harris Bank N.A.	08/30/2017	6658	69-00-000-5532	Cloud File Storage - Parks	45.00
BMO Harris Bank N.A.	08/30/2017	6658	69-00-000-5537	AIA Docs for Fitness Construct	29.99
BMO Harris Bank N.A.	09/12/2017	6724	10-11-000-5340	CREDIT - NRPA Overpayment	-150.00
BMO Harris Bank N.A.	09/12/2017	6724	10-11-000-5340	Staff Training Luncheon	320.92
BMO Harris Bank N.A.	09/12/2017	6724	10-11-000-5342	VSI Staff Training Supplies	145.06
BMO Harris Bank N.A.	09/12/2017	6724	10-11-000-5361	Job Posting - Beach/Watts	265.00
BMO Harris Bank N.A.	09/12/2017	6724	10-12-000-5340	CREDIT - NRPA Overpayment	-330.34
BMO Harris Bank N.A.	09/12/2017	6724	10-12-000-5340	Lunch Training - Parks	11.07
BMO Harris Bank N.A.	09/12/2017	6724	10-12-000-5342	Meeting Supplies - Parks	31.31
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5321	Email Marketing	90.31
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5340	Prof Development School - Na	765.00
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5340	CREDIT - NRPA Cancellation	-230.34
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5342	Meeting Supplies - Rec	161.93
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5360	Marketing	416.79
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5362	Photography	49.00
BMO Harris Bank N.A.	09/12/2017	6724	25-00-000-5420	General Rec Supplies	79.99

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	09/12/2017	6724	25-25-315-5400	Ceramics Supplies	254.03
BMO Harris Bank N.A.	09/12/2017	6724	25-25-402-5400	ELC Supplies	250.62
BMO Harris Bank N.A.	09/12/2017	6724	25-25-775-5400	Tennis Balls	63.74
BMO Harris Bank N.A.	09/12/2017	6724	25-25-803-5400	K Korner Supplies	180.42
BMO Harris Bank N.A.	09/12/2017	6724	25-25-825-5300	Summer's End Field Trip	484.50
BMO Harris Bank N.A.	09/12/2017	6724	25-25-833-5400	Camp Field Trip	144.00
BMO Harris Bank N.A.	09/12/2017	6724	25-25-952-5400	Summer Event Supplies	179.89
BMO Harris Bank N.A.	09/12/2017	6724	25-26-000-5360	Day Care Marketing	585.20
BMO Harris Bank N.A.	09/12/2017	6724	25-26-000-5404	Day Care App (Monthly)	175.00
BMO Harris Bank N.A.	09/12/2017	6724	69-00-000-5532	Online Data Storage	45.00
Vendor 10473 - BMO Harris Bank N.A. Total:					24,818.59
Vendor: 10656 - Call One					
Call One	09/12/2017	6727	25-00-000-5210	Watts T1 Service	326.21
Vendor 10656 - Call One Total:					326.21
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	09/12/2017	6728	25-25-615-5400	Ceramic Supplies	771.00
Ceramic Supply Chicago, Inc.	09/12/2017	6728	25-25-315-5400	Ceramics Supplies	378.96
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					1,149.96
Vendor: 10058 - Chicago Loves Dance					
Chicago Loves Dance	09/12/2017	6729	25-25-757-5300	Contractual - Summer Cheer	330.00
Vendor 10058 - Chicago Loves Dance Total:					330.00
Vendor: 10115 - Clowning Around Entertainment					
Clowning Around Entertainm	09/12/2017	6730	25-25-913-5400	Inflatable Maze - Boo Bash	639.50
Vendor 10115 - Clowning Around Entertainment Total:					639.50
Vendor: 10505 - Comcast					
Comcast	08/22/2017	6627	10-13-000-5210	Internet/Cable TV - Watts	128.07
Comcast	09/12/2017	6731	10-12-000-5210	Internet - Parks	84.90
Vendor 10505 - Comcast Total:					212.97
Vendor: 10876 - Comdata Corporation					
Comdata Corporation	09/12/2017	6732	10-11-000-5340	Admin Mtg Supplies	44.64
Comdata Corporation	09/12/2017	6732	10-11-000-5342	Admin Mtg Supplies	6.58
Comdata Corporation	09/12/2017	6732	25-25-801-5400	Sun Fun Supplies	222.27
Comdata Corporation	09/12/2017	6732	25-25-803-5400	K Korner Supplies	6.19
Comdata Corporation	09/12/2017	6732	25-25-806-5400	Safety Town Supplies	6.19
Comdata Corporation	09/12/2017	6732	25-25-810-5400	Camp Adv Supplies	178.28
Comdata Corporation	09/12/2017	6732	25-25-812-5400	Bears Camp Supplies	6.19
Comdata Corporation	09/12/2017	6732	25-25-813-5400	Bears Camp Supplies	13.30
Comdata Corporation	09/12/2017	6732	25-25-825-5400	Summer's End Supplies	199.60
Comdata Corporation	09/12/2017	6732	25-25-835-5400	Aquatics Camp Supplies	131.42
Comdata Corporation	09/12/2017	6732	25-25-836-5400	Sailing Camp Supplies	15.13
Comdata Corporation	09/12/2017	6732	25-25-952-5400	Summer Spec. Event Supplies	58.75
Comdata Corporation	09/12/2017	6732	25-26-000-5403	Day Care Pgm Supplies	82.16
Comdata Corporation	09/12/2017	6732	25-26-000-5409	Day Care Food Supplies	269.43
Comdata Corporation	09/12/2017	6732	25-26-000-5425	Day Care Staff Recognition	17.28
Vendor 10876 - Comdata Corporation Total:					1,257.41
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	08/30/2017	6661	10-12-000-5230	Electricity - Parks	379.99
Commonwealth Edison	08/30/2017	6661	10-13-000-5230	Electricity - Watts	1,065.17
Commonwealth Edison	08/30/2017	6661	10-14-000-5230	Electricity - Beach	534.15
Commonwealth Edison	08/30/2017	6661	10-15-000-5230	Electricity - Boat	256.06
Commonwealth Edison	08/30/2017	6661	25-00-000-5230	Electricity - Takiff	11,328.29
Vendor 10208 - Commonwealth Edison Total:					13,563.66
Vendor: 10210 - Conserv FS					
Conserv FS	08/30/2017	6662	10-12-000-5496	Athletic Field Maintenance	1,713.06
Conserv FS	08/30/2017	6662	25-25-722-5400	GBA Supplies	400.00
Vendor 10210 - Conserv FS Total:					2,113.06

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	09/06/2017	6691	10-12-000-5412	Cleaning Supplies - Parks	57.50
Craftwood Lumber Company	09/06/2017	6691	10-12-000-5481	Construction Supplies - Parks	33.96
Craftwood Lumber Company	09/06/2017	6691	10-13-000-5481	Construction Supplies - Watts	86.29
Craftwood Lumber Company	09/06/2017	6691	10-13-000-5483	Paint - Watts	9.98
Craftwood Lumber Company	09/06/2017	6691	25-00-000-5420	Recreation Supplies	269.52
Craftwood Lumber Company	09/06/2017	6691	25-00-000-5486	Plumbing Supplies - Takiff	21.84
Craftwood Lumber Company	09/06/2017	6691	65-00-017-5567	Watts Floor Replacement	87.50
Vendor 10215 - Craftwood Lumber Company Total:					566.59
Vendor: 10334 - Discount School Supply					
Discount School Supply	08/30/2017	6664	25-26-000-5584	Replacement Day Care Strolle	1,556.49
Discount School Supply	09/06/2017	6692	25-26-000-5403	Day Care Program Supplies	1,125.65
Vendor 10334 - Discount School Supply Total:					2,682.14
Vendor: 11072 - Dog Waste Depot					
Dog Waste Depot	09/06/2017	6693	10-12-000-5489	Trash Bags - Parks	1,663.86
Vendor 11072 - Dog Waste Depot Total:					1,663.86
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	09/12/2017	6733	25-25-801-5400	Camp Supplies	64.92
Domino's Pizza	09/12/2017	6733	25-25-810-5400	Camp Supplies	64.92
Vendor 10335 - Domino's Pizza Total:					129.84
Vendor: 11147 - Eric Lee Wilson					
Eric Lee Wilson	09/12/2017	6736	25-00-000-5362	Aerial Photos - West Park	650.00
Vendor 11147 - Eric Lee Wilson Total:					650.00
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	09/06/2017	6694	10-11-000-5355	Add'l Virtual CPU	3.90
Excalibur Technology Corpora	09/06/2017	6694	65-00-017-5553	Controller - Network	587.95
Excalibur Technology Corpora	09/12/2017	6735	10-11-000-5355	TSS Maint - October	6,842.80
Excalibur Technology Corpora	09/12/2017	6735	25-00-000-5321	WebTrac Hosting	249.00
Vendor 10341 - Excalibur Technology Corporation Total:					7,683.65
Vendor: 11153 - First Impression, Inc.					
First Impression, Inc.	09/12/2017	6737	10-12-000-5585	Tennis Court Crack Filling	4,850.00
Vendor 11153 - First Impression, Inc. Total:					4,850.00
Vendor: 10405 - First Student					
First Student	08/22/2017	6629	25-25-801-5300	Contractual - Bus Service	1,427.58
First Student	08/22/2017	6629	25-25-809-5300	Contractual - Bus Service	232.87
First Student	08/22/2017	6629	25-25-810-5300	Contractual - Bus Service	850.48
First Student	08/22/2017	6629	25-25-833-5300	Contractual - Bus Service	1,255.46
First Student	08/22/2017	6629	25-26-000-5386	Contractual - Bus Service	172.12
First Student	09/12/2017	6738	25-25-825-5300	Contractual - Camp Busses	739.10
Vendor 10405 - First Student Total:					4,677.61
Vendor: 10069 - Fleck's Landscaping					
Fleck's Landscaping	09/06/2017	6695	10-12-000-5348	Mowing - Shared Svcs	2,060.00
Fleck's Landscaping	09/06/2017	6695	10-12-000-5349	Contractual Landscaping/Mo	15,786.00
Fleck's Landscaping	09/06/2017	6695	69-00-000-5526	West Playground Landscaping	1,680.00
Vendor 10069 - Fleck's Landscaping Total:					19,526.00
Vendor: 11154 - Franklin Sports, Inc.					
Franklin Sports, Inc.	09/12/2017	6739	25-00-000-5420	Pickleball Supplies	235.50
Vendor 11154 - Franklin Sports, Inc. Total:					235.50
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-471-5300	Payment #5 - 17/18 Preschool	2,973.56
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-472-5300	Payment #5 - 17/18 Preschool	8,799.02
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-473-5300	Payment #5 - 17/18 Preschool	7.90
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-474-5300	Payment #5 - 17/18 Preschool	14,741.32
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-475-5300	Payment #1 Fall Enrichments	24,848.66
Glencoe Junior Kindergarten	09/12/2017	6740	25-25-476-5300	Payment #5 - Camp	639.90
Vendor 10076 - Glencoe Junior Kindergarten Total:					52,010.36

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Vendor: 10884 - Glenview Park District					
Glenview Park District	08/30/2017	6665	25-25-833-5300	Contractual - Camp Field Trip	428.00
Glenview Park District	08/30/2017	6666	25-25-833-5300	Contractual - Field Trip (Ice Ce	475.00
Vendor 10884 - Glenview Park District Total:					903.00
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	09/12/2017	6741	25-26-000-5409	Day Care Internal Food Svc	1,009.74
Gordon Food Service, Inc.	09/12/2017	6741	25-26-000-5460	Internal Food Service - Day Ca	149.92
Vendor 10837 - Gordon Food Service, Inc. Total:					1,159.66
Vendor: 10325 - Grand Food Center					
Grand Food Center	08/30/2017	6667	25-26-000-5409	Milk - Day Care	71.76
Vendor 10325 - Grand Food Center Total:					71.76
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	09/12/2017	6742	25-25-615-5400	Ceramics Supplies	150.00
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					150.00
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	08/22/2017	6630	10-14-000-5486	Plumbing Supplies - Beach	149.93
Vendor 10384 - Home Depot Credit Services Total:					149.93
Vendor: 10934 - IC Signs & Graphics					
IC Signs & Graphics	09/06/2017	6696	10-14-000-5360	Signage - Beach	2,200.00
IC Signs & Graphics	09/06/2017	6696	10-15-000-5360	Signage - Boat	820.81
IC Signs & Graphics	09/06/2017	6696	25-00-000-5360	Signage - Takiff	630.12
Vendor 10934 - IC Signs & Graphics Total:					3,650.93
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	08/22/2017	6631	25-00-000-5484	Electrical Supplies - Takiff	21.42
Idlewood Electric Supply Inc.	09/12/2017	6743	25-00-000-5484	Electrics Supplies - Takiff	750.00
Vendor 10390 - Idlewood Electric Supply Inc. Total:					771.42
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	08/18/2017	DFT0000498	10-00-000-2110	IL State Tax W/H	7,163.48
IL Dept of Revenue	09/01/2017	DFT0000505	10-00-000-2110	IL State Tax W/H	4,109.59
IL Dept of Revenue	09/15/2017	DFT0000510	10-00-000-2110	IL State Tax W/H	4,412.70
Vendor 10100 - IL Dept of Revenue Total:					15,685.77
Vendor: 10088 - Illinois Baseball Academy					
Illinois Baseball Academy	09/06/2017	6697	25-25-701-5300	Contractual - Baseball Camps	1,400.00
Vendor 10088 - Illinois Baseball Academy Total:					1,400.00
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	08/30/2017	DFT0000500	10-00-000-2150	IMRF Contribution - Aug 2017	35,313.82
Illinois Municipal Retirement	08/30/2017	DFT0000500	10-00-000-2155	IMRF Contribution - Aug 2017	1,700.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					37,013.82
Vendor: 10429 - Indecor, Inc					
Indecor, Inc	09/06/2017	6698	25-00-000-5352	Building Repairs - Takiff	100.00
Vendor 10429 - Indecor, Inc Total:					100.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	08/18/2017	DFT0000496	10-00-000-2120	Social Security W/H	19,583.04
IRS/Dept of Treasury	08/18/2017	DFT0000497	10-00-000-2130	Medicare	4,579.88
IRS/Dept of Treasury	08/18/2017	DFT0000499	10-00-000-2100	Fed Income Tax W/H	15,965.08
IRS/Dept of Treasury	09/01/2017	DFT0000503	10-00-000-2120	Social Security W/H	11,571.46
IRS/Dept of Treasury	09/01/2017	DFT0000504	10-00-000-2130	Medicare	2,706.26
IRS/Dept of Treasury	09/01/2017	DFT0000506	10-00-000-2100	Fed Income Tax W/H	9,277.55
IRS/Dept of Treasury	09/15/2017	DFT0000508	10-00-000-2120	Social Security W/H	12,412.70
IRS/Dept of Treasury	09/15/2017	DFT0000509	10-00-000-2130	Medicare	2,903.06
IRS/Dept of Treasury	09/15/2017	DFT0000511	10-00-000-2100	Fed Income Tax W/H	10,326.22
Vendor 10106 - IRS/Dept of Treasury Total:					89,325.25
Vendor: 11100 - Jade Surveyors					
Jade Surveyors	08/22/2017	6632	10-11-000-5321	Plat of Subdivision - Linden	1,825.00
Jade Surveyors	08/22/2017	6632	69-00-000-5320	Survey - Vernon/Jefferson	1,450.00

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Jade Surveyors	08/22/2017	6632	69-00-000-5532	Survey - Takiff Parking Lot	2,200.00
Vendor 11100 - Jade Surveyors Total:					5,475.00
Vendor: 10877 - Judith Roin					
Judith Roin	09/12/2017	6746	25-25-786-5300	Contractual - Yoga Classes	45.68
Vendor 10877 - Judith Roin Total:					45.68
Vendor: 11152 - JW Turf, Inc.					
JW Turf, Inc.	09/12/2017	6747	10-12-000-5450	Equipment Parts - Parks	278.49
Vendor 11152 - JW Turf, Inc. Total:					278.49
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	08/30/2017	6669	25-25-401-5400	ELC Classroom Supplies	60.48
Lakeshore Learning Material	08/30/2017	6669	25-25-402-5400	ELC Classroom Supplies	60.48
Lakeshore Learning Material	08/30/2017	6669	25-25-403-5400	ELC Classroom Supplies	60.47
Lakeshore Learning Material	09/12/2017	6748	25-25-402-5400	ELC Supplies	41.94
Lakeshore Learning Material	09/12/2017	6748	25-26-000-5402	Books - Day Care	51.95
Lakeshore Learning Material	09/12/2017	6748	25-26-000-5403	Day Care Program Supplies	14.39
Vendor 10406 - Lakeshore Learning Material Total:					289.71
Vendor: 10148 - Laser Quest - Arlington Heights					
Laser Quest - Arlington Height	08/22/2017	6634	25-25-809-5300	Contractual - CIT Field Trip	286.00
Vendor 10148 - Laser Quest - Arlington Heights Total:					286.00
Vendor: 10902 - Leah Shoshanah Cowen					
Leah Shoshanah Cowen	09/06/2017	6699	25-26-000-5386	Day Care Music Classes	650.00
Vendor 10902 - Leah Shoshanah Cowen Total:					650.00
Vendor: 10150 - Libertyville Parks and Recreation Department					
Libertyville Parks and Recreati	09/12/2017	6749	25-25-825-5300	Summer's End Field Trip	470.00
Vendor 10150 - Libertyville Parks and Recreation Department Total:					470.00
Vendor: 10895 - Mager Metal Art					
Mager Metal Art	09/06/2017	6700	10-11-000-5342	Plaques - Commissioners	298.34
Mager Metal Art	09/06/2017	6700	10-12-000-5585	Plaques	89.16
Vendor 10895 - Mager Metal Art Total:					387.50
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	09/06/2017	6701	25-25-785-5300	Contractual - Adult Fitness Cla	670.59
Vendor 10082 - Marianne Nicolosi Total:					670.59
Vendor: 10160 - Market Access					
Market Access	08/22/2017	6635	10-14-000-5305	Liquor Liability Permits - Beac	1,750.00
Vendor 10160 - Market Access Total:					1,750.00
Vendor: 11142 - Martin Implement Sales, Inc.					
Martin Implement Sales, Inc.	08/22/2017	6636	10-12-000-5450	Tractor Parts - Parks	186.75
Vendor 11142 - Martin Implement Sales, Inc. Total:					186.75
Vendor: 10174 - MCI					
MCI	08/30/2017	6670	25-00-000-5210	Long Distance Phone Svc	74.02
Vendor 10174 - MCI Total:					74.02
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	08/22/2017	6637	25-25-825-5400	Contractual - Summer's Begin	1,050.00
Michiana, LLC	09/12/2017	6750	25-25-825-5400	Camp Lunches	775.00
Vendor 10636 - Michiana, LLC Total:					1,825.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	09/12/2017	6751	10-13-000-5486	Plumbing Supplies - Watts	80.96
Mutual Ace Hardware	09/12/2017	6751	10-15-000-5990	Dingo Rental - Boat House	2,312.80
Vendor 10213 - Mutual Ace Hardware Total:					2,393.76
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	09/06/2017	6702	25-25-315-5400	Reimbursement - Ceramic Su	77.26
Natalie Steinmetz	09/12/2017	6752	25-25-315-5400	Reimbursement - Ceramic Su	26.97
Vendor 8125 - Natalie Steinmetz Total:					104.23

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	09/01/2017	6649	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					80.00
Vendor: 10217 - Nels J. Johnson Tree Experts Inc.					
Nels J. Johnson Tree Experts I	08/30/2017	6672	10-12-000-5590	Tree Trimming	17,560.00
Nels J. Johnson Tree Experts I	08/30/2017	6672	69-00-000-5526	Tree Trimming	1,000.00
Nels J. Johnson Tree Experts I	09/12/2017	6754	10-12-000-5590	Tree Trimming	720.00
Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:					19,280.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	08/30/2017	6673	10-12-000-5220	Gas/Heat - Parks	317.97
North Shore Gas Company	08/30/2017	6673	10-13-000-5220	Gas/Heat - Watts	135.80
North Shore Gas Company	08/30/2017	6673	25-00-000-5220	Gas/Heat - Takiff	2,920.16
North Shore Gas Company	09/06/2017	6703	10-12-000-5220	Gas/Heat - Parks	28.15
North Shore Gas Company	09/06/2017	6703	10-14-000-5220	Gas/Heat - Beach	62.76
Vendor 10224 - North Shore Gas Company Total:					3,464.84
Vendor: 10223 - North Suburban Basketball					
North Suburban Basketball	09/06/2017	6704	25-25-740-5300	Contractual - Travel Basketbal	900.00
Vendor 10223 - North Suburban Basketball Total:					900.00
Vendor: 10227 - NRPA					
NRPA	09/06/2017	6705	10-11-000-5730	Annual Membership Dues - N	850.00
Vendor 10227 - NRPA Total:					850.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	09/06/2017	6706	25-00-000-5355	Takiff Mo Exterminator - Sept	180.92
Vendor 10233 - Orkin Pest Control Total:					180.92
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	08/30/2017	6674	25-00-000-5355	Takiff Mo Elevator Maint - Se	452.03
Vendor 10235 - Otis Elevator Company Total:					452.03
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	08/22/2017	6638	10-11-000-5600	FSA Plan Fees - Sept	77.00
Vendor 10110 - PACT Administrative Services Corp Total:					77.00
Vendor: 10237 - Park District of Highland Park					
Park District of Highland Park	09/12/2017	6755	25-25-801-5300	Contractual - Sun Fun Swim L	8,810.00
Vendor 10237 - Park District of Highland Park Total:					8,810.00
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	08/18/2017	6583	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	08/18/2017	6583	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	08/18/2017	6583	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	08/18/2017	6583	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	09/01/2017	6650	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	09/01/2017	6650	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	09/01/2017	6650	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	09/01/2017	6650	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	09/15/2017	6716	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	09/15/2017	6716	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	09/15/2017	6716	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	09/15/2017	6716	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,275.00
Vendor: 10242 - PDRMA					
PDRMA	08/30/2017	6675	10-11-000-5600	Health Insurance - August 201	34,751.74
PDRMA	08/30/2017	6675	25-26-000-5600	Health Insurance - August 201	7,948.76
Vendor 10242 - PDRMA Total:					42,700.50
Vendor: 10245 - Performance Media					
Performance Media	08/30/2017	6676	25-00-000-5360	Beach Advertising	1,000.00
Vendor 10245 - Performance Media Total:					1,000.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10246 - Petty Cash					
Petty Cash	09/13/2017	6766	25-25-941-4200	Cash Bank - Mud Run	500.00
Vendor 10246 - Petty Cash Total:					500.00
Vendor: 10249 - Pioneer Manufacturing Co.					
Pioneer Manufacturing Co.	09/06/2017	6707	10-12-000-5496	Athletic Field Maintenance	140.85
Vendor 10249 - Pioneer Manufacturing Co. Total:					140.85
Vendor: 10374 - Postmaster Glencoe					
Postmaster Glencoe	08/30/2017	6677	25-00-000-5301	Permit #2 Renewal	225.00
Vendor 10374 - Postmaster Glencoe Total:					225.00
Vendor: 10254 - Pump It Up					
Pump It Up	09/12/2017	6756	25-25-801-5300	Contractual - Camp Field Trip	656.00
Vendor 10254 - Pump It Up Total:					656.00
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	08/22/2017	6639	25-25-812-5400	Camp Supplies	1.49
Purchase Advantage Card	08/22/2017	6639	25-26-000-5409	Day Care Food Supplies	32.62
Vendor 10398 - Purchase Advantage Card Total:					34.11
Vendor: 11143 - Pyrotechniq, Inc.					
Pyrotechniq, Inc.	08/22/2017	6648	25-25-952-5300	Contractual - Summer Event E	800.00
Vendor 11143 - Pyrotechniq, Inc. Total:					800.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	08/30/2017	6678	10-11-000-5342	Meeting Expenses - Admin	49.88
Quill Corporation	08/30/2017	6678	10-12-000-5401	Office Supplies - Parks	142.98
Quill Corporation	08/30/2017	6678	25-00-000-5401	Rec Office Supplies	282.15
Quill Corporation	08/30/2017	6678	25-00-000-5420	General Supplies - Rec	6.99
Quill Corporation	08/30/2017	6678	25-26-000-5401	Day Care Office Supplies	271.76
Quill Corporation	09/12/2017	6757	10-11-000-5342	Admin Meeting Supplies	19.99
Quill Corporation	09/12/2017	6757	25-00-000-5351	Equipment Repairs	13.98
Quill Corporation	09/12/2017	6757	25-00-000-5401	Office Supplies - Rec	199.51
Quill Corporation	09/12/2017	6757	25-00-000-5420	General Supplies - Rec	60.42
Quill Corporation	09/12/2017	6757	25-26-000-5401	Office Supplies - Day Care	112.47
Quill Corporation	09/12/2017	6757	65-00-017-5552	Chair Replacement	569.97
Vendor 10259 - Quill Corporation Total:					1,730.10
Vendor: 11148 - Racetime					
Racetime	09/12/2017	6758	25-25-941-5300	Contractual - Mud Run Race T	650.00
Vendor 11148 - Racetime Total:					650.00
Vendor: 11095 - Rainbow Group, LLC					
Rainbow Group, LLC	08/22/2017	6640	10-12-000-5496	Athletic Field Maintenance	110.00
Rainbow Group, LLC	08/22/2017	6640	25-25-722-5400	GBA Supplies	761.00
Vendor 11095 - Rainbow Group, LLC Total:					871.00
Vendor: 10878 - Rainout Line					
Rainout Line	09/06/2017	6708	25-00-000-5404	Weather Information System	399.00
Vendor 10878 - Rainout Line Total:					399.00
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	09/12/2017	6760	25-25-913-5300	Contractual - Boo Bash Photo	500.00
Vendor 10375 - Record-A-Hit Total:					500.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	08/30/2017	6679	10-13-000-5357	Watts Refrig Mo Maint -	265.00
Vendor 10269 - RMC Inc. Total:					265.00
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	08/22/2017	6641	10-12-000-5450	Equipment Parts - Parks	307.60
Vendor 10271 - Russo's Power Equipment Inc. Total:					307.60
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	08/30/2017	6680	25-00-000-5342	Rec Meeting Supplies	193.44
Sam's Club Direct Commercial	08/30/2017	6680	25-25-801-5400	Sun Fun Supplies	229.94
Sam's Club Direct Commercial	08/30/2017	6680	25-25-810-5400	Camp Adv Supplies	229.94
Sam's Club Direct Commercial	08/30/2017	6680	25-25-833-5400	Action Quest Supplies	294.21

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sam's Club Direct Commercial	08/30/2017	6680	25-25-911-5400	Beach Campout Supplies	165.82
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					1,113.35
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	09/06/2017	6709	25-25-785-5300	Contractual - Adult Fitness Cla	159.04
Vendor 10654 - Sandra K Culver Total:					159.04
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	09/06/2017	6710	10-13-000-5483	Paint - Watts	1,012.56
Vendor 10279 - Sherwin-Williams Company Total:					1,012.56
Vendor: 10803 - Sign Palace					
Sign Palace	09/06/2017	6711	65-00-017-5561	Signs - Reinsdorf Field	1,330.00
Sign Palace	09/06/2017	6711	69-00-000-5519	Signs - Astor Park	820.00
Sign Palace	09/06/2017	6711	69-00-000-5527	Signs - West Park	1,295.00
Vendor 10803 - Sign Palace Total:					3,445.00
Vendor: 10716 - SiteOne Landscape Supply					
SiteOne Landscape Supply	08/22/2017	6642	10-12-000-5496	Athletic Field Maintenance	17.19
Vendor 10716 - SiteOne Landscape Supply Total:					17.19
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	09/12/2017	6761	45-00-000-5335	Background Checks - August	92.50
Vendor 10706 - Southeastern Security Consultants, Inc Total:					92.50
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	08/18/2017	6584	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	09/01/2017	6651	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	09/15/2017	6717	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					587.70
Vendor: 10801 - Stephanie Metz					
Stephanie Metz	08/22/2017	6643	25-25-785-5300	Contractual - Summer Fitness	444.00
Stephanie Metz	08/22/2017	6643	25-25-787-5300	Contractual - Summer Fitness	1,272.00
Vendor 10801 - Stephanie Metz Total:					1,716.00
Vendor: 10753 - Sunbelt Rentals					
Sunbelt Rentals	08/22/2017	6644	10-14-000-5370	Rental Equipment - Beach	1,660.14
Sunbelt Rentals	09/12/2017	6762	65-00-017-5574	Takiff Abatement/Carpentry	1,628.05
Vendor 10753 - Sunbelt Rentals Total:					3,288.19
Vendor: 10289 - Sunshine Arts & Crafts					
Sunshine Arts & Crafts	08/22/2017	6645	25-25-825-5300	Summer's End Field Trip	480.00
Vendor 10289 - Sunshine Arts & Crafts Total:					480.00
Vendor: 11131 - Thatcher Oaks Awnings					
Thatcher Oaks Awnings	08/30/2017	6681	65-00-017-5578	Balance Due - Takiff Entrance	1,675.00
Vendor 11131 - Thatcher Oaks Awnings Total:					1,675.00
Vendor: 10209 - The Mulch Center					
The Mulch Center	08/22/2017	6646	10-12-000-5497	Playground Mulch	1,600.00
The Mulch Center	08/30/2017	6682	69-00-000-5526	Woodchips for Discovery Are	1,200.00
Vendor 10209 - The Mulch Center Total:					2,800.00
Vendor: 11135 - Trademark Graphics					
Trademark Graphics	08/30/2017	6683	25-00-000-5360	Marketing	113.56
Vendor 11135 - Trademark Graphics Total:					113.56
Vendor: 10703 - US Postal Service (CMRS-FP)					
US Postal Service (CMRS-FP)	08/30/2017	6684	25-00-000-5301	Postage for FP Mailing Machi	750.00
Vendor 10703 - US Postal Service (CMRS-FP) Total:					750.00
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	08/30/2017	6685	10-13-000-5220	Bulk Gas/Heat - Watts	22.17
Vanguard Energy Service, LLC	08/30/2017	6685	25-00-000-5220	Bulk Gas/Heat - Takiff	468.56
Vendor 10307 - Vanguard Energy Service, LLC Total:					490.73
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	08/18/2017	6585	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	09/01/2017	6652	10-00-000-2140	ICMA - A/C#301403	1,084.61

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vantagepoint Trf Agents-457	09/15/2017	6718	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					3,353.83
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	09/06/2017	6712	25-00-000-5210	Cell Phone Service	914.27
Vendor 10309 - Verizon Wireless Total:					914.27
Vendor: 10308 - Vermont Systems, Inc.					
Vermont Systems, Inc.	09/12/2017	6763	25-00-000-5340	On-site RecTrac Training	4,527.25
Vermont Systems, Inc.	09/12/2017	6763	25-27-000-5401	Fitness ID Cards	830.00
Vendor 10308 - Vermont Systems, Inc. Total:					5,357.25
Vendor: 11155 - Vibe Dance & Entertainment, Ltd.					
Vibe Dance & Entertainment,	09/12/2017	6764	25-25-941-5300	Contractual - DJ for Mud Run	500.00
Vendor 11155 - Vibe Dance & Entertainment, Ltd. Total:					500.00
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	09/06/2017	6713	10-12-000-5480	Gasoline - Parks	1,535.41
Village of Glencoe	09/12/2017	6765	10-12-000-5240	Water/Sewer - Parks	3,939.14
Village of Glencoe	09/12/2017	6765	10-13-000-5240	Water/Sewer - Watts	1,622.00
Village of Glencoe	09/12/2017	6765	10-14-000-5240	Water/Sewer - Beach	3,320.88
Village of Glencoe	09/12/2017	6765	10-15-000-5240	Water/Sewer - Boathouse	54.82
Vendor 10457 - Village of Glencoe Total:					10,472.25
Vendor: 11146 - Visu-Sewer of Illinois, LLC					
Visu-Sewer of Illinois, LLC	09/06/2017	6714	69-00-000-5532	Inspect/Clean Takiff Pkg Lot D	4,200.00
Vendor 11146 - Visu-Sewer of Illinois, LLC Total:					4,200.00
Vendor: 10314 - Walmart Community					
Walmart Community	08/30/2017	6686	25-25-801-5400	Sun Fun Supplies	128.65
Walmart Community	08/30/2017	6686	25-25-803-5400	Kinder Korner Supplies	82.39
Walmart Community	08/30/2017	6686	25-25-811-5400	Bears Camp Supplies	200.00
Walmart Community	08/30/2017	6686	25-25-812-5400	Bears Camp Supplies	160.92
Walmart Community	08/30/2017	6686	25-25-813-5400	Bears Camp Supplies	5.28
Walmart Community	08/30/2017	6686	25-25-833-5400	Action Quest Supplies	119.23
Walmart Community	08/30/2017	6686	25-25-911-5400	Beach Campout Supplies	82.36
Walmart Community	08/30/2017	6686	25-25-944-5400	Park & Play Supplies	21.76
Walmart Community	08/30/2017	6686	25-25-951-5400	Spring Events Supplies	50.00
Walmart Community	08/30/2017	6686	25-25-952-5400	Summer Special Event Supplie	47.91
Walmart Community	08/30/2017	6686	25-26-000-5403	Day Care Pgm Supplies	401.71
Walmart Community	08/30/2017	6686	25-26-000-5409	Day Care Food Supplies	39.75
Vendor 10314 - Walmart Community Total:					1,339.96
Vendor: 11102 - Wight & Company					
Wight & Company	08/30/2017	6687	69-00-000-5535	Design Svcs - Takiff Fitness Ar	3,500.00
Vendor 11102 - Wight & Company Total:					3,500.00
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	08/18/2017	DFT0000501	10-00-000-2111	WI Mo Withholding	223.60
Vendor 10102 - Wisconsin Dept of Revenue Total:					223.60
Vendor: 11145 - Women In Leisure Services					
Women In Leisure Services	09/06/2017	6715	10-11-000-5340	WILS Event Registration	15.00
Women In Leisure Services	09/06/2017	6715	25-00-000-5340	WILS Event Registration	30.00
Vendor 11145 - Women In Leisure Services Total:					45.00
Vendor Set AP Vendors Total:					460,974.29

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 7996 - C.J. Smith					
C.J. Smith	09/12/2017	6726	25-25-402-5400	Reimbursement - ELC Supplie	20.52
Vendor 7996 - C.J. Smith Total:					20.52
Vendor: 7073 - Chris Pietrini					
Chris Pietrini	08/22/2017	6626	25-00-000-5341	Reimbursement - Mileage	100.90
Chris Pietrini	08/22/2017	6626	25-25-833-5400	Reimbursement - Pizza for Ca	63.99
Vendor 7073 - Chris Pietrini Total:					164.89
Vendor: 6988 - Cristina Pepe					
Cristina Pepe	08/30/2017	6663	25-25-403-5400	Reimbursement - Classroom S	122.41
Vendor 6988 - Cristina Pepe Total:					122.41
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	09/12/2017	6734	10-11-000-5341	Reimbursement - Mileage	8.45
Vendor 7347 - Elizabeth Stowick Total:					8.45
Vendor: 5029 - Jackie Kozelka					
Jackie Kozelka	09/12/2017	6744	25-25-402-5400	Reimbursement - ELC Supplie	21.47
Vendor 5029 - Jackie Kozelka Total:					21.47
Vendor: 5894 - Jennifer Munck					
Jennifer Munck	08/30/2017	6668	25-25-402-5400	Reimbursement - Classroom S	217.59
Jennifer Munck	09/12/2017	6745	25-25-402-5400	Reimbursement - ELC Supplie	50.85
Vendor 5894 - Jennifer Munck Total:					268.44
Vendor: 7171 - Jon Pranian					
Jon Pranian	08/22/2017	6633	25-25-809-5300	Reimbursement - Mileage	80.57
Vendor 7171 - Jon Pranian Total:					80.57
Vendor: 9350 - Nathan Whisner					
Nathan Whisner	08/30/2017	6671	10-15-000-5340	Partial Reimbursement - Saili	185.00
Vendor 9350 - Nathan Whisner Total:					185.00
Vendor: 0356 - Nathaniel Alter					
Nathaniel Alter	09/12/2017	6753	10-15-000-5340	Partial Reimbursement - Saili	185.00
Vendor 0356 - Nathaniel Alter Total:					185.00
Vendor: 5466 - Raul Marron					
Raul Marron	09/12/2017	6759	10-12-000-5421	Reimbursement - Uniform	99.99
Vendor 5466 - Raul Marron Total:					99.99
Vendor Set Employees Total:					1,156.74
Grand Total:					462,131.03

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	270,431.49
25 - RECREATION FUND	155,147.79
45 - LIABILITY INSURANCE FUND	92.50
65 - CAPITAL PROJECTS FUND	13,636.09
69 - MASTER PLAN CAPITAL PROJECTS	22,823.16
Grand Total:	462,131.03

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHOLDING	35,568.85
10-00-000-2110	IL STATE WITHHOLDING	15,685.77
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	43,567.20
10-00-000-2130	MEDICARE WITHOLDING	10,189.20
10-00-000-2140	ICMA DEF COMP WITHO	3,353.83
10-00-000-2150	IMRF WITHOLDING	35,313.82
10-00-000-2155	IMRF VAC WITHOLDING	1,700.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHOLDING	376.00
10-00-000-2180	CREDIT UNION WITHOL	1,275.00
10-00-000-2190	GARNISHMENT WITHOL	587.70
10-11-000-5321	CONSULTING SERVICES	1,825.00
10-11-000-5340	CONFERENCES AND TRA	1,930.56
10-11-000-5341	MILEAGE REIMBURSEM	8.45
10-11-000-5342	OFFICIALS/MEETING EXP	855.96
10-11-000-5355	MAINTENANCE SERVICE	6,846.70
10-11-000-5361	PRINTING - EMPLOYME	265.00
10-11-000-5600	HEALTH INSURANCE PRE	34,828.74
10-11-000-5730	DUES/MEMBERSHIPS	850.00
10-12-000-5210	TELEPHONE/INTERNET	138.27
10-12-000-5220	FUEL/HEAT	346.12
10-12-000-5230	ELECTRICITY	379.99
10-12-000-5240	WATER	3,939.14
10-12-000-5340	CONFERENCES AND TRA	330.90
10-12-000-5342	OFFICIALS/MEETING EXP	31.31
10-12-000-5348	SHARED SVCS-CONT MO	2,060.00
10-12-000-5349	CONTRACTL-HORT/LAN	15,786.00
10-12-000-5353	DISPOSAL/PORTOLET SE	526.75
10-12-000-5401	OFFICE SUPPLIES	142.98
10-12-000-5412	CUSTODIAL/CLEANING S	57.50
10-12-000-5421	SUPPLIES - UNIFORMS	99.99
10-12-000-5450	SUPPLIES - EQUIPMENT	772.84
10-12-000-5480	GASOLINE/LUBRICANTS	1,535.41
10-12-000-5481	SUPPLIES-CONSTRUCTIO	33.96
10-12-000-5489	SUPPLIES-TRASH BAGS	1,663.86
10-12-000-5494	SUPPLIES-SEED/SOD	1,470.00
10-12-000-5496	SUPPLIES-ATHLETIC MAI	1,981.10
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	1,600.00
10-12-000-5585	PAVEMENT & SITE DEVE	4,939.16
10-12-000-5590	TREE TRIM/WORK-Outsi	18,280.00
10-13-000-5210	TELEPHONE/INTERNET	169.80
10-13-000-5220	FUEL/HEAT	157.97
10-13-000-5230	ELECTRICITY	1,065.17
10-13-000-5240	WATER	1,622.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5416	SUPPLIES-ICE MAKING	637.80
10-13-000-5481	SUPPLIES-CONSTRUCTIO	86.29

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5483	SUPPLIES-PAINT	1,022.54
10-13-000-5486	SUPPLIES-PLUMBING	80.96
10-14-000-5210	TELEPHONE/INTERNET	165.90
10-14-000-5220	FUEL/HEAT	62.76
10-14-000-5230	ELECTRICITY	534.15
10-14-000-5240	WATER	3,320.88
10-14-000-5305	PARTY RENTAL ENTERM	1,750.00
10-14-000-5360	PRINTING/MARKETING/	2,200.00
10-14-000-5370	RENTAL - EQUIPMENT	1,660.14
10-14-000-5486	SUPPLIES-PLUMBING	149.93
10-15-000-5230	ELECTRICITY	256.06
10-15-000-5240	WATER	54.82
10-15-000-5340	CONFERENCES AND TRA	370.00
10-15-000-5360	PRINTING/MARKETING/	820.81
10-15-000-5420	SUPPLIES - GENERAL	219.05
10-15-000-5990	CONTINGENCY	2,312.80
25-00-000-5210	TELEPHONE/INTERNET	4,076.49
25-00-000-5220	FUEL/HEAT	3,388.72
25-00-000-5230	ELECTRICITY	11,328.29
25-00-000-5301	POSTAGE	988.30
25-00-000-5321	CONSULTING-ONLINE/O	3,063.62
25-00-000-5340	CONFERENCES AND TRA	5,742.08
25-00-000-5341	MILEAGE REIMBURSEM	100.90
25-00-000-5342	OFFICIALS/MEETING EXP	480.40
25-00-000-5351	REPAIRS - EQUIPMENT	13.98
25-00-000-5352	REPAIRS - BUILDINGS	100.00
25-00-000-5355	MAINTENANCE SERVICE	632.95
25-00-000-5360	PRINTING/MARKETING/	2,484.82
25-00-000-5361	PRINTING - EMPLOYME	255.00
25-00-000-5362	PHOTOGRAPHY	699.00
25-00-000-5401	OFFICE SUPPLIES	481.66
25-00-000-5404	COMPUTER PROGRAMS	399.00
25-00-000-5420	SUPPLIES - GENERAL	1,111.12
25-00-000-5484	SUPPLIES-ELECTRICAL/B	771.42
25-00-000-5486	SUPPLIES-PLUMBING	21.84
25-00-000-5584	EQUIPMENT - RECREATI	2,344.99
25-25-315-5400	SUPPLIES-ADULT CERAM	758.16
25-25-401-5300	CONTRACTL-ELC 3YR	110.00
25-25-401-5400	SUPPLIES-ELC 3YR	82.60
25-25-402-5300	CONTRACTL-ELC 4YR	47.00
25-25-402-5400	SUPPLIES-ELC 4YR	685.59
25-25-403-5400	SUPPLIES-ELC 2YR	254.96
25-25-471-5300	CONTRACTL-GJK PLAYTI	2,973.56
25-25-472-5300	CONTRACTL-GJK TRANSI	8,799.02
25-25-473-5300	CONTRACTL- GJK 3'S	7.90
25-25-474-5300	CONTRACTL-GJK 4'S	14,741.32
25-25-475-5300	CONTRACTL-GJK ENRICH	24,848.66
25-25-476-5300	CONTRACTL-GJK CAMPS	639.90
25-25-615-5400	SUPPLIES-YOUTH CERA	1,111.68
25-25-701-5300	CONTRACTL-T-BALL	1,400.00
25-25-722-5400	SUPPLIES-YOUTH BASEB	1,330.00
25-25-740-5300	COTNRACTL-TRAVELING	900.00
25-25-757-5300	CONTRACTL-CHEERLEAD	330.00
25-25-775-5400	SUPPLIES-ADULT TENNIS	63.74
25-25-785-5300	CONTRACTL-GPD FITNES	1,471.95
25-25-786-5300	CONTRACTL-FITNESS DR	45.68
25-25-787-5300	CONTRACTL-GENERAL FI	1,272.00
25-25-801-5300	CONTRACTL-SUN FUN C	12,238.34

Account Summary

Account Number	Account Name	Payment Amount
25-25-801-5400	SUPPLIES-SUN FUN CAM	2,601.64
25-25-803-5300	CONTRACTL-KINDER KO	708.00
25-25-803-5400	SUPPLIES-KINDER KORN	277.50
25-25-806-5400	SUPPLIES-SAFETY TOWN	6.19
25-25-809-5300	CONTRACTL-COUNSELO	862.94
25-25-810-5300	CONTRACTL-CAMP ADV	4,523.81
25-25-810-5400	SUPPLIES-CAMP ADVEN	554.29
25-25-811-5400	SUPPLIES-TEDDY BEAR C	200.00
25-25-812-5400	SUPPLIES-PANDA BEAR	168.60
25-25-813-5300	CONTRACTL-KOALA BEA	117.00
25-25-813-5400	SUPPLIES-KOALA BEAR C	18.58
25-25-825-5300	CONTRACTL-SUMMERS	2,173.60
25-25-825-5400	SUPPLIES-SUMMERS EN	2,024.60
25-25-833-5300	CONTRACTL-ACTION QU	4,910.71
25-25-833-5400	SUPPLIES-ACTION QUES	621.43
25-25-835-5400	SUPPLIES-AQUATIC CAM	477.17
25-25-836-5400	SUPPLIES-SAILING CAMP	115.13
25-25-911-5400	SUPPLIES-BEACH CAMP	422.39
25-25-913-5300	CONTRACTL-HALLOWEE	500.00
25-25-913-5400	SUPPLIES-HALLOWEEN P	639.50
25-25-941-4200	REV-YOUTH OBSTACLE R	500.00
25-25-941-5300	CONTRACTL-YOUTH OBS	1,150.00
25-25-941-5400	SUPPLIES-YOUTH OBSTA	890.50
25-25-944-5400	SUPPLIES-PARK N PLAY	21.76
25-25-951-5400	SUPPLIES-SPRING SPEC E	50.00
25-25-952-5300	CONTRACTL-SUMMER S	800.00
25-25-952-5400	SUPPLIES-SUMMER SPE	761.03
25-26-000-5340	CONFERENCES AND TRA	238.00
25-26-000-5360	PRINTING/MARKETING/	585.20
25-26-000-5361	PRINTING - EMPLOYME	100.00
25-26-000-5386	SERVICES-DAYCARE PRO	869.12
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	432.19
25-26-000-5402	BOOKS/PUBLICATNS/SU	51.95
25-26-000-5403	DAYCARE PROGRAM SU	1,992.57
25-26-000-5404	COMPUTER PGMS/APPS	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	1,423.30
25-26-000-5425	SUPPLIES-STAFF RECOG	17.28
25-26-000-5460	SUPPLIES-FOOD EQUIP	149.92
25-26-000-5584	EQUIPMENT - RECREATI	1,556.49
25-26-000-5600	HEALTH INSURANCE PRE	7,948.76
25-27-000-5401	OFFICE SUPPLIES	830.00
45-00-000-5335	WELLNESS/PRE-PLACEM	92.50
65-00-017-5552	OFFICE FURNITURE CON	569.97
65-00-017-5553	ANNUAL HARDWARE RE	587.95
65-00-017-5560	COMMUNITY INITIATIVE	1,119.68
65-00-017-5561	PARK AMENITIES (MILT	1,330.00
65-00-017-5567	REPLACE WATTS RUBBE	6,725.44
65-00-017-5574	TAKIFF ABATEMENT/CA	1,628.05
65-00-017-5578	TAKIFF AWNING-SIDE E	1,675.00
69-00-000-5320	ARCHITECTUAL/DESIGN	1,450.00
69-00-000-5517	ASTOR PARK-Design Svc	213.40
69-00-000-5519	ASTOR PARK-Owner lte	820.00
69-00-000-5525	WEST PLAYGROUND-De	3,632.52
69-00-000-5526	WEST PLAYGROUND-Co	3,880.00
69-00-000-5527	WEST PLAYGROUND-Ow	1,295.00
69-00-000-5530	TAKIFF PARKING-Design	1,512.25
69-00-000-5532	TAKIFF PARKING-Owner	6,490.00

Account Summary

Account Number	Account Name	Payment Amount
69-00-000-5535	TAKIFF FITNESS-Design S	3,500.00
69-00-000-5537	TAKIFF FITNESS-Owner I	29.99
	Grand Total:	<u>462,131.03</u>

Project Account Summary

Project Account Key	Grand Total:	Payment Amount
None		<u>462,131.03</u>
	Grand Total:	<u>462,131.03</u>

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 September 19, 2017 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. Financial Report

Glencoe Park District
September 2017 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 8/31/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,796,734.87	228,435.95	3,025,170.82	
25-00-000-1000	CASH/INVESTMENTS	3,935,301.36	337,227.01	4,272,528.37	
30-00-000-1000	CASH/INVESTMENTS	230,346.36	51,963.00	282,309.36	
35-00-000-1000	CASH/INVESTMENTS	374,250.54	50,977.39	425,227.93	
36-00-000-1000	CASH/INVESTMENTS	144,103.80	28,351.41	172,455.21	
40-00-000-1000	CASH/INVESTMENTS	1,032,064.47	269,300.46	1,301,364.93	
45-00-000-1000	CASH/INVESTMENTS	168,172.16	31,957.84	200,130.00	
50-00-000-1000	CASH/INVESTMENTS	49,493.13	8,717.75	58,210.88	
55-00-000-1000	CASH/INVESTMENTS	3,705.60	2,422.00	6,127.60	
65-00-000-1000	CASH/INVESTMENTS	390,499.57	58,773.12	449,272.69	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	3,290,973.80	(370,448.59)	2,920,525.21	
70-00-000-1000	CASH/INVESTMENTS	68,651.95	(1,611.23)	67,040.72	
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>12,492,297.61</u>	<u>696,066.11</u>	<u>13,188,363.72</u>	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	154,135.27	189,507.41	343,642.68	
99-00-000-1012	Operating PR Account	3,051.88	66,353.12	69,405.00	
99-00-000-1013	IL Funds	3,715,395.18	3,380.86	3,718,776.04	
99-00-000-1014	IPDLAF CD's	2,465,000.00	0.00	2,465,000.00	
99-00-000-1015	IPDLAF MM	3,314,986.36	433,991.78	3,748,978.14	
99-00-000-1016	PMA CD's	2,474,400.00	(247,600.00)	2,226,800.00	
99-00-000-1017	PMA MM	365,328.92	250,432.94	615,761.86	
TOTAL CASH IN BANK		<u>12,492,297.61</u>	<u>696,066.11</u>	<u>13,188,363.72</u>	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	12,492,297.61	696,066.11	13,188,363.72	
TOTAL DUE TO OTHER FUNDS		<u>12,492,297.61</u>	<u>696,066.11</u>	<u>13,188,363.72</u>	
Claim on Cash	13,188,363.72	Claim on Cash	13,188,363.72	Cash in Bank	13,188,363.72
Cash in Bank	13,188,363.72	Due To Other Funds	13,188,363.72	Due To Other Funds	13,188,363.72
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District
 Monthly Funds Report
 August 2017

Corporate and Other Funds:

	<u>July 2017</u>	<u>August 2017</u>
Harris Bank Corporate Account - 0.30%	363,264.96	474,652.81
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.89%	3,314,986.36	3,748,978.14
The Illinois Fund (Public Treasurers' Investment Pool) - 1.01%	3,715,395.18	3,718,776.04
Harris Payroll Account - 0.30%	13,230.21	81,864.45
PMA Financial Account - 0.90%	365,328.92	615,761.86
Reconciling Items (Dep in Transit, O/S Checks, PMA Interest, etc.)	(219,308.02)	(143,469.58)
IPDLAF Certificates of Deposit:		
2 CDs at \$248,000 each maturing October 17, 2017 0.95% net)	496,000.00	496,000.00
1 CDs at \$246,000 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 \$247,000 each maturing April 17, 2018 (1.40% net)	247,000.00	247,000.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing July 24, 2018 (1.46% net)	246,000.00	246,000.00
PMA Certificates of Deposit:		
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	0.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
2 CDs totalling \$496,700 maturing January 22, 2018 (1.28% net)	496,700.00	496,700.00
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)	246,900.00	246,900.00
1 CDs at \$246,200 each maturing July 23, 2018 (1.518% net)	246,200.00	246,200.00
Grand Total	\$12,492,297.61	\$13,188,363.72

**Glencoe Park District
Monthly Financial Analysis
August 2017**

	<u>As of 8/31/2015</u>	<u>As of 8/31/2016</u>	<u>As of 8/31/2017</u>
<u>Recreation Department - Programs</u>			
Revenues	2,559,336	2,352,382	2,426,877
Wages	(347,819)	(358,639)	(372,949)
Contractual	(1,006,760)	(880,147)	(870,875)
Supplies	(55,367)	(57,433)	(55,290)
Net Surplus	1,149,390	1,056,163	1,127,763
<u>Day Care Department</u>			
Revenue	363,266	443,834	438,788
Expense	(304,672)	(341,573)	(343,636)
Net Surplus/(Deficit)	58,594	102,261	95,152
<u>Beach Department</u>			
Revenue	246,686	305,821	305,778
Expense	(160,879)	(174,894)	(177,028)
Net Surplus/(Deficit)	85,807	130,927	128,750
<u>Boating Department</u>			
Revenue	60,077	91,278	102,181
Expense	(77,199)	(70,832)	(91,127)
Net Surplus/(Deficit)	(17,122)	20,446	11,054
Beach/Boating Dept Total:	68,685	151,373	139,804
<u>Watts Department</u>			
Revenue	4,907	1,037	2,961
Expenses	(64,741)	(58,189)	(70,792)
Net Surplus/(Deficit)	(59,834)	(57,152)	(67,831)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	14,600	14,515	17,240
Expense	(485,712)	(520,240)	(564,112)
Net Surplus/(Deficit)	(471,112)	(505,725)	(546,872)
<u>Parks Department</u>			
Revenue	8,623	4,808	755
Expense	(503,408)	(507,941)	(533,592)
Net Surplus/(Deficit)	(494,785)	(503,133)	(532,837)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,010,105	1,050,738	1,088,648
Expenses	(1,490,335) (1)	(1,084,264)	(1,973,677) (1)
Net Surplus/(Deficit)	(480,230)	(33,526)	(885,029)

(1) Includes Fund 69 transfer for future Master Plan projects

VI. Presentation of the Youth Camps Report

Glencoe Park District
September 2017 Board Meeting

2017 Summer Camp Report



Glencoe Park District
September 19, 2017
Stephani Briskman
Chris Pietrini
Naomi Garvett

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Appendix A – Participation Data

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Introduction

The Glencoe Park District summer camp programs provide a wide selection of experiences for participants 2 to 16 years old. A variety of activities take place in a typical camp week, including swimming, crafts, nature awareness, games, sports, special events, field trips, cookouts, and theme days. Camps are structured to provide opportunities for children to make new friends, grow, learn, discover, and, most importantly, to have fun within their surroundings.

This summer could be described as a year of successful transition for the summer camp program. There was a number of new part-time staff including counselors, head counselors, and camp directors. With staff new in their positions, it provided the opportunity to take a fresh approach and enhance the camp program. From small details like drop-off and pick-up procedures, to new field trips to places like The Chicago Shakespeare Theatre, the camp experience in 2017 had a new and innovative feel while at the same time, maintaining the high standards of service and communication that have existed in previous years.

The camp season began on June 12 with a week of Summer's Beginning and Safety Town camps. The full schedule of camp offerings began on June 19 and went eight weeks, concluding on August 11. The camp season concluded the week of August 14-18 with the Summer's End camp and another offering of Safety Town.

The camp staff had a number of overarching goals that were earmarked heading into the 2017 camp season. The goals were created with a vision of providing an exceptional experience for the residents of Glencoe.



- Provide a safe and fun camp experience for every participant
- Exceed camper and parent expectations with the highest levels of customer service and quality programming
- Provide activities that engage the camper and offer a variety of experiences
- Be flexible and solution oriented when weather or other factors dictate a change in schedule or planned activities.
- Continue to develop our marketing/PR strategies to increase enrollment and minimize cancellations
- Seek opportunities to continue to build authentic relationships between staff, campers, and families through open lines of communication.
- Identify and overcome barriers and roadblocks that may hinder camp participation or decrease the level of service provided

Camp Descriptions and Overview

The Glencoe Park District puts an emphasis on providing summer camps for children of all ages. Staff has acknowledged that parents sign their children up for camp for a variety of reasons such as social development, exposure to new experiences, the opportunity for adventure, or simply out of the necessity for childcare during the summer months. The variety in age offerings, time offerings, and weeks of camp offered have taken into consideration the constantly evolving family schedule and the need to accommodate many different situations.

In addition to these descriptions, all camps offered a number of additional services. This summer Marla's Brown Bag Lunch company once again provided a meal option to all the campers. This service allowed parents to sign-up online to have a lunch delivered to their child at camp every day in lieu of sending them with a traditional sack lunch. The services of the North Suburban Special Recreation Association were also offered for every camp. NSSRA coordinates with the Glencoe Park District to provide inclusion companions for any camper with a disability or special needs. Additionally, NSSRA staff led a camp training session on inclusion services, behavior management, and disability awareness. Finally, the Glencoe Park District Scholarship Program was available to provide an opportunity for recreation for anyone with a financial barrier to participation.

The following is a brief description of each camp including age demographic served and a summary of what participants can expect.

Summer's Beginning and Summer's End

These two camps serve as the "bookends" to the traditional summer camp program. These camps are offered the week prior to and the week after the regular camp season to accommodate parents that need childcare during those weeks or participants that want to start the camp experience early or extend it later into the season. These programs serve participants from kindergarten up through fifth grade and provide them a traditional camp experience during a time when camp is not traditionally offered. Fieldtrips included waterparks, bowling, and a trip to an ice rink.

Safety Town

Safety town mirrors the schedule of Summer's Beginning and Summer's End with offerings the week before and the week after traditional camps. However, Safety Town serves younger camp participants who are ages 4-5. This camp focuses on instilling confidence in the young campers through exposure to safety related topics and places including crossing the street and sign recognition to visits from Public Safety and Beach Lifeguards.

Teddy, Panda, and Koala Bear Camps

The "Bear Themed" preschool camps serve the following age groups

- Teddy Bear Camp: Age 2 (9:15-11:15am daily)
- Panda Bear Camp: Age 3 (9:00-11:30am daily)
- Koala Bear Camp: Age 4 (9:00-1:00pm daily)

These camps utilize a mixture of seasonal staff and preschool teachers to ensure a safe environment focused on child development. The Teddy Bear camp understands the attention and sensitivity needed for first time campers. The Panda Bear Camp takes the next step in exposure to camps with more indoor and outdoor activities. The Koalas Camp offers a slightly longer day than the other two camps and takes the extra step of exposing campers to off-site field trips. The shortened camp days assist in a smooth transition to the camp program as children get older as well as full day kindergarten.

Kinder Korner Camp

Geared for kindergarteners, this camp offers a variety of activities including cooking, singing, games, and crafts based on a weekly theme. The Kinder Korner camp day runs from 9:00am-1:00pm. Staff takes campers on field trips and visits the beach on a weekly basis. The “Stay and Play” option for this camp, as well as the Bear Camps, gives campers the option to extend their day until 3:00pm if needed or desired.

Camp Sun Fun & Camp Adventure

Sun Fun and Camp Adventure are the signature camps of the Glencoe Park District. These programs serve participants in first through third grade (Sun Fun) and fourth and fifth grade (Camp Adventure). A normal camp day begins at 8:45am with drop off. From there, campers are then off to a field trip to places like water parks, arcades, professional sporting events, or a day around the Takiff Center full of activities planned and executed by the seasonal camp staff. By the end of the day at 3:00pm, campers should be worn out from an action-packed day of activities with their friends in their assigned groups. The camp includes two overnights at the Takiff Center.



Action Quest

The Action Quest camp serves the older camp population of sixth through ninth graders. The most popular aspect of this program is advertising a camp that is always “on the go”. Action Quest campers spent every day except for 4 away from their home base at the Watts Center by going on field trips that include a Cubs Game, numerous water parks, and even Great America. This camp also visits the beach once a week for swimming and kayaking and also tries to spend two overnight outings at the beach camping in tents. Camp runs daily from 9:15am-3:15pm.

Counselor In Training (CIT)

The CIT camp combines a hybrid of camper experiences and camp staff experiences. In addition to providing the participants of this camp a fun and enjoyable summer of field trips and activities, this camp also puts a focus on preparing participants for a possible job on the camp staff team at the Glencoe Park District once they are sixteen years of age. CITs now receive training at the beginning of the season similar to that of the camp counselors. CITs are then assigned to lead counselors and camp groups spread across all of the Glencoe Park District

camps based out of Takiff and charged with assisting the camp staff in daily camp operations. In turn, camp staff provides feedback and mentorship. Counselors-in-training receive an evaluation from the camp director at the end of the session highlighting personal strengths and areas to improve upon in order to become the ideal candidate for a camp position in the future.

Marketing and Promotion

A significant amount of time and energy is placed into properly marketing and prompting the wide variety of summer camp offerings offered each year through the Glencoe Park District. This year, a 10-page detailed camp guide was published in both the winter and spring/summer brochures. Residents were encouraged to look online for specific camp details, including session options and early bird discounts.

Camp registration began two weeks after the winter program guide was mailed in late November. An early bird discount was offered from November 30 through February 28, which was marketed using email blasts, flyers, and posters. Information was also posted on the Glencoe Park District website, TV system, and on sponsored social media posts. Special event attendees were given flyers at events, which were also distributed to program participants. Staff also included camp articles in the summer Glencoe Quarterly and the Summer Sampler, a 4-page mailer with a variety of programming options sent to residents.



A one minute YouTube video was created to advertise the camp program, which was displayed on social media and email blasts, as well as played on a loop on all facility TV's during the winter months. A six foot banner, advertising camp and beach fun, was also on display in the Takiff Center lobby and Glencoe Beach's Halfway House for most of the spring and summer.

A Camp Reunion Night complete with a deejay, giveaways, and visits with past counselors/campers, was held during winter break to cultivate excitement for the program and generate positive publicity. Email, posters, and social media were utilized to promote the event.



Paid ads were included in the Glencoe PTO fundraiser book, Family Service of Glencoe's fundraiser book, and in the Chicago North Shore & Visitor's Bureau 2017 Guide.

To improve parent communication with carlines, we worked with our website designers Accuraty Solutions and

Rainout Line to create an alert system to post emergency notices quickly on the District's web page and social media feeds. Parents could also sign up for text alerts from Rainout line. The

new system was easy for staff to deploy and automatically sent alerts to the website, Facebook, and Twitter.

At the end of the summer, a survey was sent to all parents, which will utilize parent comments to fuel future marketing pieces. Please see Appendix B for samples of marketing materials.

Staffing and Staff Training

The Glencoe Park District prides itself on hiring hardworking, motivated, and energetic staff members. This summer, the camp staff included over 65 individuals working as seasonal camp directors, camp head counselors, and camp counselors. Camp Directors, with the full-time staff, are responsible for the day-to-day lesson planning of the camp program as well as communication with parents throughout the day. The Camp Directors are the primary leadership positions that are on-site day in and day out. Head Counselors report to the Camp Directors and are responsible for the oversight of the Camp Counselors. Head Counselors work to help counselors problem-solve throughout the day, as well as provide mentoring and feedback. Camp Counselors are the staff members that interact with the campers on a constant basis throughout the summer. Their focus is to develop strong relationships with campers, provide a fun summer, and always keep safety at the forefront.

2017 Camp Directors

- Sun Fun: Amanda Nach and David Lota
- Camp Adventure: Brian Ross
- Action Quest: Dave Purcell
- Counselor In Training (CITs): Jon Pranian

A large focus of time and effort is spent on the preseason training for the camp staff. All camp staff members go through over 16 hours of training that is presented by the full-time managers, Director of Recreation and Facilities, Executive Director, and other members of the Glencoe Park District full-time team. Additionally, staff had weekly meetings to refresh topics discussed at the preseason training or to address issues or concerns that come up throughout the week.

Camp staff is not only trained on Glencoe Park District camp procedures including safety, first aid, reporting, camper supervision, and proper interaction with campers, but also ways to provide memorable experiences for campers. For example, camp staff are taught innovative games, keeping campers entertained during transitions, interacting with parents, and ways to develop relationships with campers. The training is also site specific, so that camp staff can get familiar with the site they will be working at. The training consists of a combination of PowerPoint presentation, group activities, hands-on practice, discussion, and role-playing scenarios.



In addition to basic camp training, camp staff attends the Summer Employee Orientation led by Executive Director Lisa Sheppard. At this training, Lisa welcomed staff to the Glencoe Park District

team, explained the SPIRIT values that embody the agency, and impressed upon the staff just how important their roles are. The Camp Directors and Head Counselors also attended a five hour Leadership Staff Training this season. In this training, the leadership staff was exposed to many challenging scenarios they would face this summer including staff discipline, dealing with upset patrons/participants, creating a culture of accountability, and success among the counselors. New this year was an activity called "Pursuit of Park District Knowledge". This was an amazing race sort of activity that built teamwork, knowledge of the park district and what all departments do. Staff were sent throughout Glencoe answering questions about the park district. When they came back to Takiff they had a pizza party which gave them a chance to talk and get to know each other.

Changes Made for the 2017 Camp Season

Each year, the Glencoe Park District staff examines and analyzes the successes and areas of improvement from the most recent camp season in an effort to constantly improve the experience for every camper and family.

Kinder Korner & Bear Camps

Under the direction of Naomi Garvett, the Early Childhood Program Manager, the Bear Camps saw changes in a variety of areas. There were a number of new field trips that were booked for Koala and Kinder Korner Camps. These new field trips kept the camp fresh and kids excited about coming to camp every day.

Other changes that were implemented were based off of survey results collected in 2016. We added a "Stay and Play" option extended to the Teddy Bear campers. This camp day ends at 12:15pm, the Teddies got to eat and play some more with their camp buddies.

Sun Fun and Camp Adventure

Under the direction of Stephani Briskman, the Arts and Youth Program Manager, Sun Fun and Camp Adventure saw changes in a variety of areas around camp. New field trips, Camp Adventure Clubs, and special guests were added to keep the campers excited about coming to camp each day.

New field trips were added such as a trip to The Oasis Water Park, The Chicago Shakespeare Theatre, and Putting Edge Glow in the Dark Mini Golf. We added two new special event days, Hollywood Day and Animal Day, giving campers new and different opportunities to dress up and have fun. We also had Hot Ground Gym and Mobile Room Escape visit us at camp.

New for Camp Adventure for the summer of 2017, we offered clubs. Campers chose activities based on their interests to participate in 2 week intervals. This allowed the Camp Adventure campers to design their own schedules while Camp Adventure was on site.

Action Quest

Chris Pietrini, Manager of Athletics, Sports and Teen Camp, oversaw Action Quest and Counselor-In-Training camps. The Action Quest camp saw only minor changes from 2016

because of its popularity and track record of success. We eliminated two trips to the Vernon Hills Water Park, which was our least popular trip in 2016. We also decreased the number of trips to Barefoot Bay and Flick Pool. These trips were replaced with a White Sox game, The Zone Parkour, Bartlett Water Park, Park King and Hot Ground Gym. All of these field trips proved to be popular with the exception of Hot Ground Gym. Staff also moved the campout nights to Friday to help keep everyone safe by not having a full day of activity the next day. Finally, staff also hosted an end of year survey/ice cream party on the last day of camp. Staff created a festive atmosphere to solicit feedback from campers to determine what field trips and activities the children preferred in order to improve the experience for next summer. Some good suggestions were made by participants for changes, while others would not be possible due to their excessive cost.

For Counselor-In-Training more of the camp staff training was integrated in to both the pre-camp training and meetings with our camp director. Participant goals were also set weekly as opposed to bi-weekly.

2017 Year in Review – Highlights and Popular Activities

Bear Camps & Kinder Korner

These camps mean big fun for campers ages two through five and reflect the commitment to quality programming that characterizes the school-year early childhood programs. A glowing positive this year, much like other summers, is the experienced Camp Counselors. Many of these staff members serve as Glencoe Park District Preschool and Kindergarten Enrichment teachers during the school year. This group of staff was able to plan a mix of outdoor play, creative expression times, and games. Staff lesson plans with specific goals of promoting friendships, learning, and of course fun.



One of the most memorable days for this camp was the last day of the summer. The impact of a great summer or programming and activities is recognized through the reactions of the campers when they realize that the season is over and they must part ways with staff and friends to which they have become so close. Another day that was a highlight of the camp season was the trip to the Brookfield Zoo. Campers had such a good time on this field trip because, they were able see their favorite animals and learn about new animals they have never encountered before.

With the experienced staff, and a full summer of age appropriate outings and activities, the camp program for these young participants creates a great introduction to Glencoe Park District camps. Through a loving and nurturing mentality as well as creative and learning-based programming, these camps are very well received by the community!

Sun Fun and Camp Adventure

A highlight of these two camps every year is the “camper’s choice” set of activities. These times allow for campers to break up into groups and spend time doing activities that specific groups of campers enjoy which might include sports, crafts, or other special interest games. Another highlight is the Sun Fun Camp swim lessons. These swim lessons, built into the cost of the program, utilize the Recreation Center in Highland Park for swim lessons for first, second, and third graders.

Sun Fun’s field trips are another highlight of a busy camp schedule. Trips to Glencoe Beach, water parks, bowling, Lincoln Park Zoo, and much more add variety and excitement to each week of camp. Camp Adventure also goes on trips, which include Action Territory, Rainbow Falls Waterpark, Cubs Game, and more. A camp favorite is the overnighter at the Takiff Center, which takes place after the regular camp day and includes evening entertainment, dinner, movie, and special activities.

Sun Fun and Camp Adventure had a large amount of returning staff, which provided an opportunity for those staff to mentor the new staff. This summer, the camp staff was able to build upon the bonds made from previous summers, which made a strong impact in a customer service aspect towards the parents.

When analyzing camp enrollment numbers, grade size is positively correlated. Generally when a grade size grows or reduces, so does camp enrollment. This summer the incoming 2nd grade was smaller than the outgoing 3rd grade, leading to a shift in enrollment. Sun Fun’s enrollment was down 9 campers, while Camp Adventure increased by 37, as campers aged out of Sun Fun and moved in to Camp Adventure. The addition of Aquatics and Sailing Camps may have impacted Sun Fun enrollment, as campers were eager to try this specialty beach camp. The new Aquatics and Sailing Camps enrollment and financials are not reflected in the summer camp report, as they are included in the beach report.

Sun Fun incurred some additional bus expenses in 2017. The Sun Fun summer school option expanded in 2017, altering staff’s ability to use the Park District bus to transport these campers. Staff hired additional buses to transport summer school campers. The growth resulted in 14 extra bus rentals. Additionally, due to changes in our swim class time by the Park District of Highland Park, 26 additional bus rentals were required to transport campers to our popular swim lessons. Staff is working closely with Highland Park to restore Sun Fun’s original swim lesson time for summer 2018.

Action Quest & CITs

The Action Quest camp has the reputation of being a “traveling camp” with off-site activities planned every day but four Thursdays. The highlight is generally the overnight Beach Campouts at Glencoe Beach that take place once every four-week session. The campers go kayaking and paddle boarding, make a fire, and spend the night sleeping in tents on the beach. Unfortunately we had poor weather on each campout night, leading to decreased participation.

Another very popular trip is the Great America trip, which is also planned for each four-week session. On this day, the campers have an extended day so they can spend more time at the theme park. Along with the Camp Adventure Campers, the Action Quest Camp headed to Wrigley Field on July 21.

Action Quest had a large number of returning staff, which provided continuity to those who were returning from camp the previous years. For this reason staff was able to develop some strong connections with campers, which was very apparent on the last day of camp when campers and parents went out of their way to give their appreciation to staff for all their efforts throughout the summer.

The Counselor-In-Training (CIT) program is based out of the Takiff Center. In addition, CIT's being assigned to help at an Early Childhood Camp, Camp Adventure, and Sun Fun, they also get to have some fun of their own. The CIT campers go on two "CIT only" field trips as a reward for their hard work and help throughout the summer. This year the CIT's went to Vernon Hills Water Park and Wheeling Water Park, where they had the opportunity to bond and spend time with one another.

CIT's are also being encouraged to attend more of the regular camp staff meetings, and even more interactive training will be introduced for 2018.

Planning for Summer 2018

After a fun and successful 2017 camp season, staff is able to look for ways to improve the camp experience both from an internal and procedural perspective as well as to improve the customer experience. Where possible, staff will work with one another to develop more consistency in camp procedures from parent perspective regardless of age or type of camp.



Below are some of the changes that staff will be investigating this winter.

Bear Camps

- Offer before (7-9) and after care (3-6) options for Bears and Kinder Korner campers. This plan will cater to parents who are working and may need longer care options. These programs will mirror Kids Club programming that is offered for the older campers.
- Offer Preschool Summer beginning and Preschool summer's end
- Extend Safety Town and create Safety Camp- to cover all areas learned in Safety Town but extend the class time to a longer day.

Sun Fun and Camp Adventure

- Research other swim lessons locations and options for Sun Fun Campers

- Add at least two new field trips and eliminate the least popular ones
- Review and work to improve the transition from summer school to camps for the first half of the camp season.

Action Quest & CIT

- AQ – Evaluate lower rated field trips and find replacements
- AQ – Continue to look for ways to keep campers involved throughout the day, especially at while at Watts
- CIT – Investigate splitting the program into a training intensive CIT program for older campers and a more fun based CIT program for younger campers.

All Camps

- Get Glencoe Park District issued backpacks for all campers to carry belongings in and make campers more visible and identifiable.
- Have a “Camp Reunion Day” in November where campers get to see one another as well as some of their counselors. Use this event as a registration kick off night.
- Investigate the use of technology to send pictures and updates to parents throughout the day
- Continue to improve the counselor-in-training program. Hold a focus group with counselors during winter break to provide input for improvement.

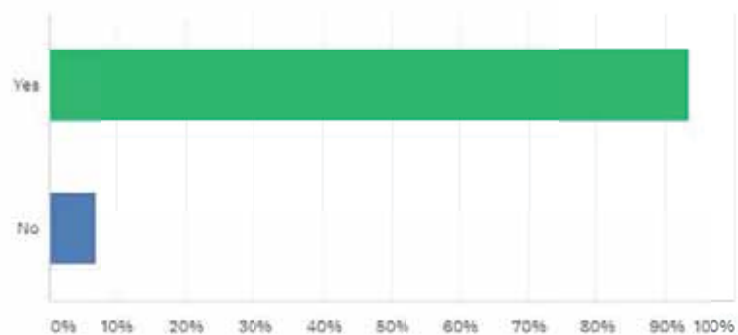
Customer Feedback and Survey Results

At the end of each season, a survey is sent to the families of all the camp participants to solicit feedback that is used to improve and make changes to the camp program the following year. This year, 80 camp participants completed the survey, which is created, distributed, and analyzed using www.surveymonkey.com. Camp participants were asked questions ranging from the registration process, to staff, facilities, activities, field trips, and overall experience.

Scores from this survey were consistent with years past.

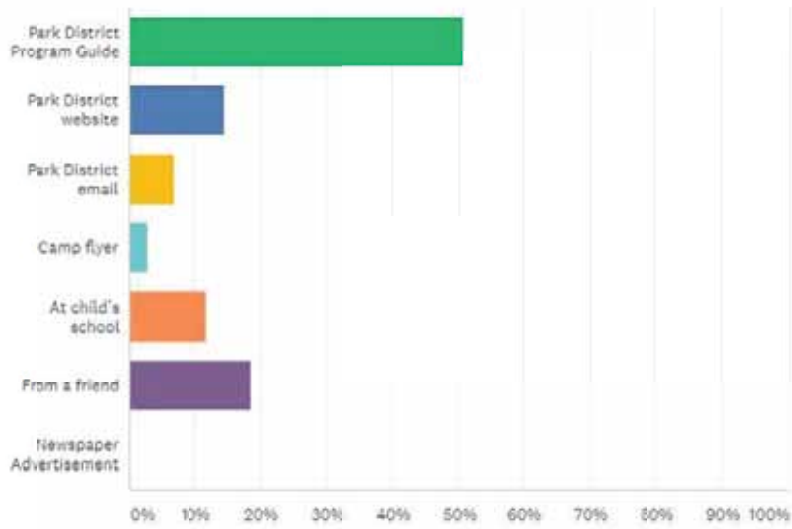
Would you register your child for camp again?

Answered: 59 Skipped: 16



How did you hear about Glencoe Park District camps?

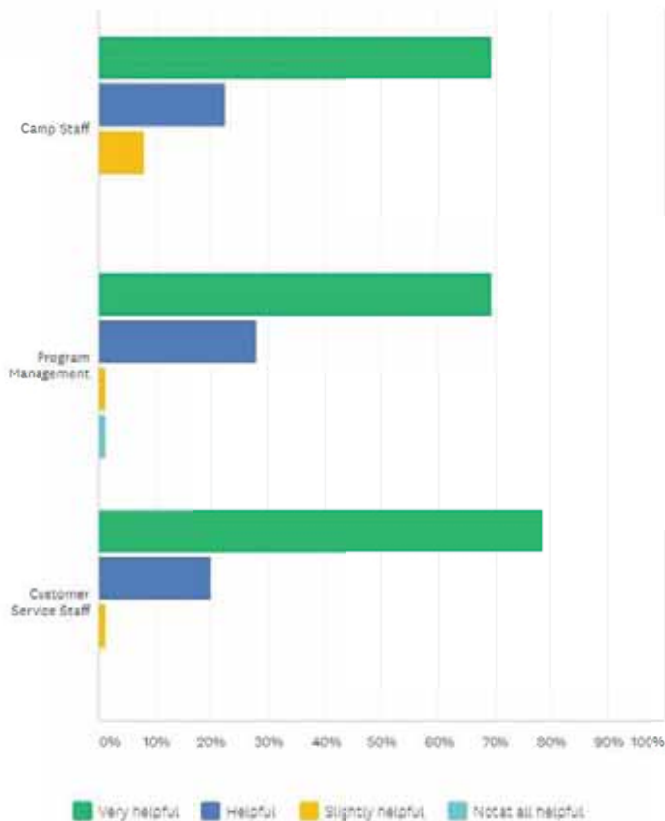
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Park District Program Guide	50.67%	38
▼ Park District website	14.67%	11
▼ Park District email	6.67%	5
▼ Camp flyer	2.67%	2
▼ At child's school	12.00%	9
▼ From a friend	16.67%	14
▼ Newspaper Advertisement	0.00%	0
Total Respondents: 75		

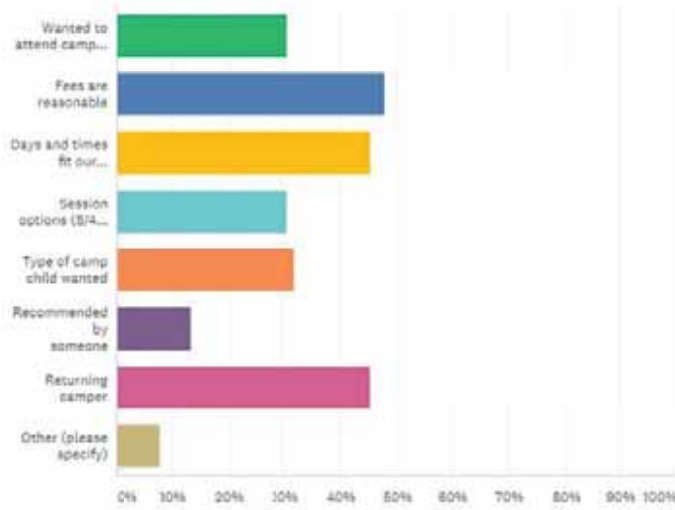
How would you rate the Glencoe Park District staff?

Answered: 75 Skipped: 0



Why did you register your child/children for camp?

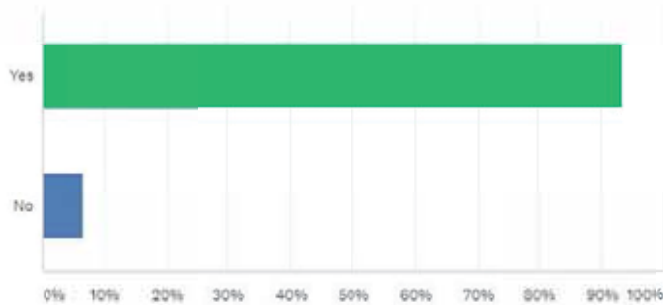
Answered: 75 Skipped: 0



ANSWER CHOICES	RESPONSES
Wanted to attend camp with friends	30.67% 23
Fees are reasonable	48.00% 38
Days and times fit our schedule	45.33% 34
Session options (3/4/2 week camp options)	30.67% 23
Type of camp child wanted	32.00% 24
Recommended by someone	13.33% 10
Returning camper	45.33% 34
Other (please specify)	Response: 8.00% 6
Total Respondents: 75	

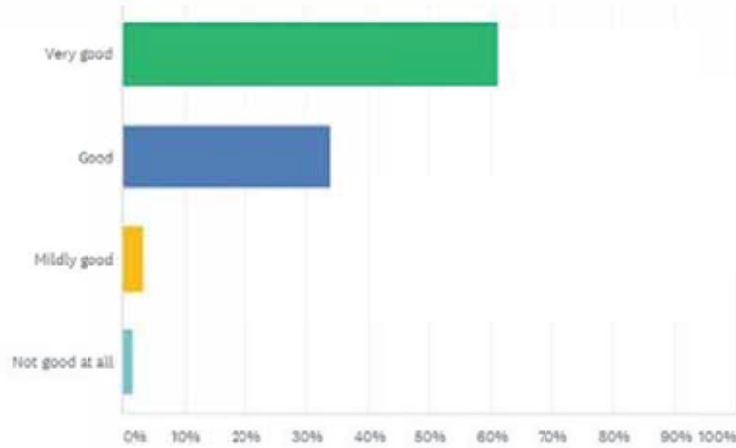
Would you recommend the Glencoe Park District camp program to a friend?

Answered: 59 Skipped: 16



Overall, how would you rate Glencoe Park District's camp program?

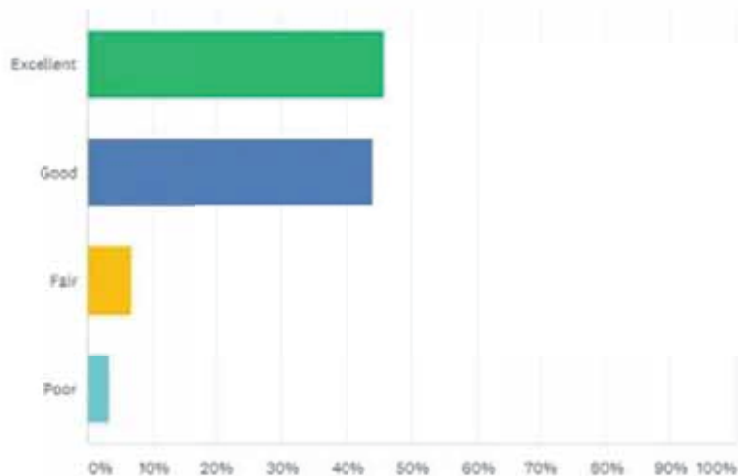
Answered: 59 Skipped: 16



	VERY SATISFIED	SATISFIED	DISSATISFIED	VERY DISSATISFIED	N/A	TOTAL	WEIGHTED AVERAGE
▼ Camp registration process	86.67% 50	33.33% 25	0.00% 0	0.00% 0	0.00% 0	75	3.67
▼ Camp activities	55.00% 42	38.67% 29	4.00% 3	1.33% 1	0.00% 0	75	3.49
▼ Camp staff courtesy	60.00% 51	29.33% 22	2.67% 2	0.00% 0	0.00% 0	75	3.65
▼ Camp staff competency	58.11% 43	32.43% 24	8.11% 6	1.35% 1	0.00% 0	74	3.47
▼ Camp staff knowledge	58.67% 44	34.67% 26	2.67% 2	2.67% 2	1.33% 1	75	3.51
▼ Camp staff accessibility	60.00% 45	38.67% 29	1.33% 1	0.00% 0	0.00% 0	75	3.59
▼ Camp operating hours	68.00% 51	32.00% 24	0.00% 0	0.00% 0	0.00% 0	75	3.68
▼ Camp facility	59.46% 44	37.84% 28	2.70% 2	0.00% 0	0.00% 0	74	3.57
▼ Cost of the program	44.59% 33	47.30% 35	5.41% 4	1.35% 1	1.35% 1	74	3.37

How would you rate the value of the camp(s) in relation to the fees?

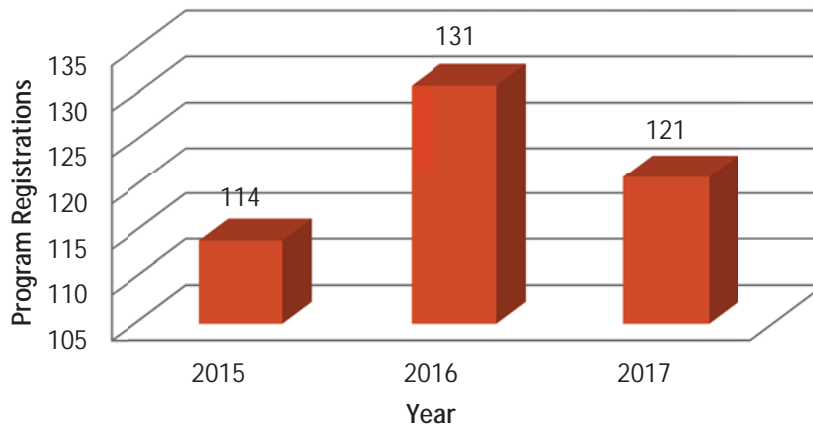
Answered: 59 Skipped: 16



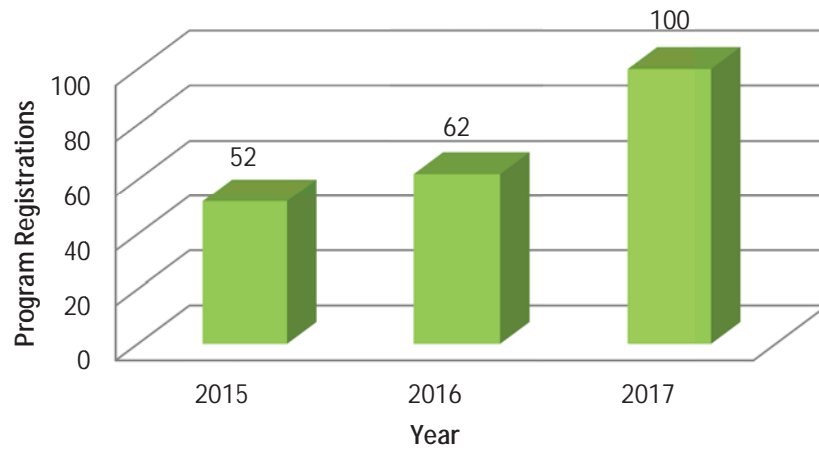
Appendix A – Camp Participation Information



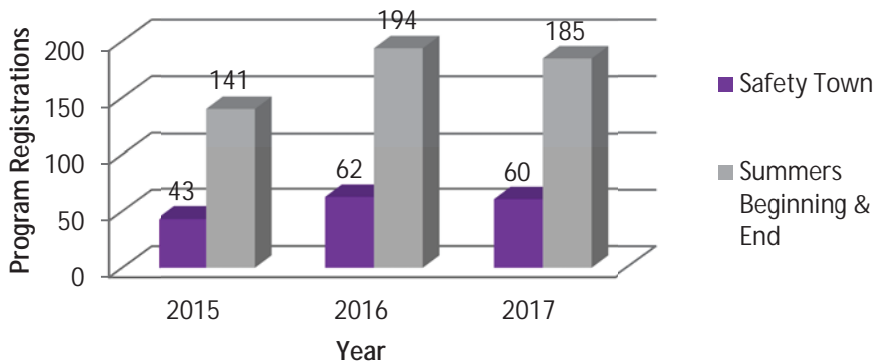
Bear Camps (Teddy, Panda, Koala)

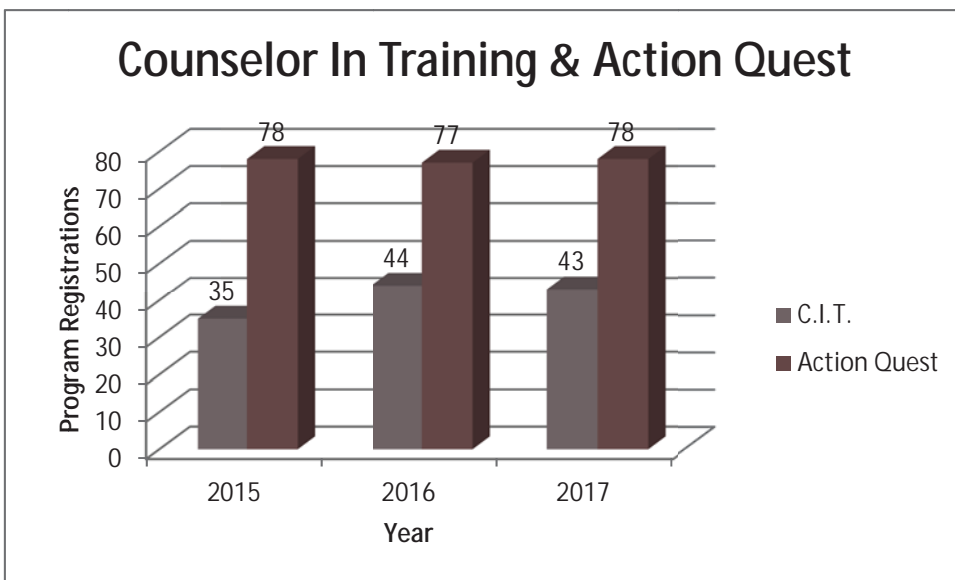
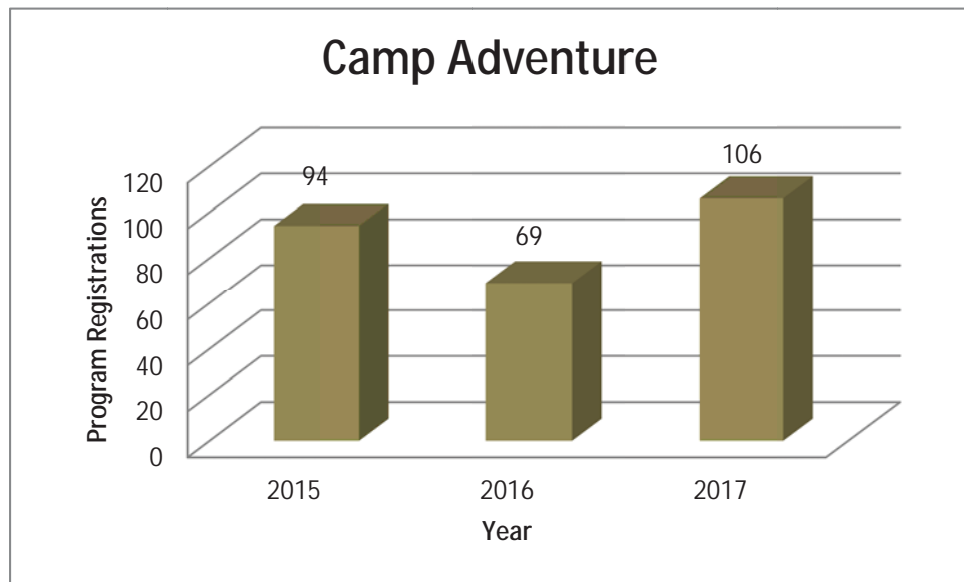
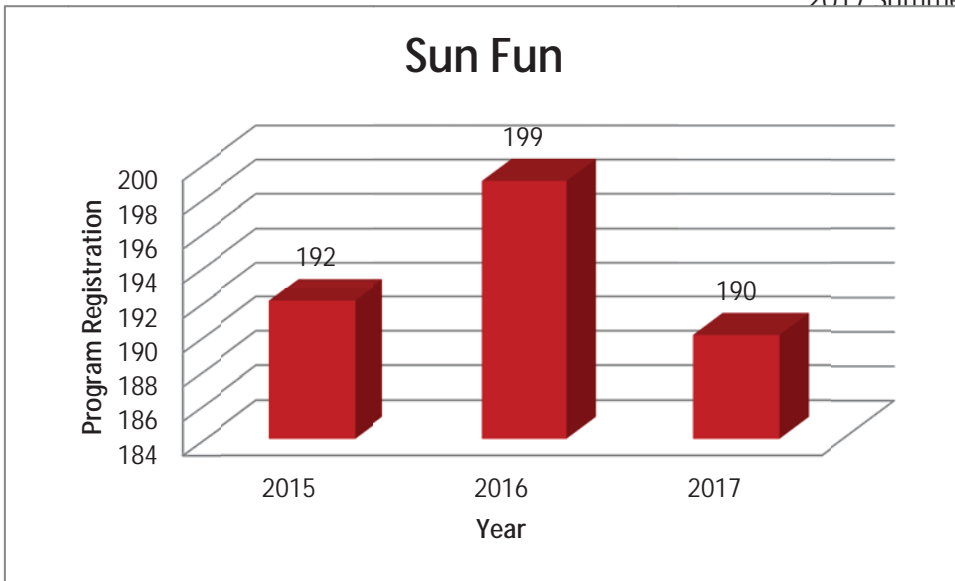


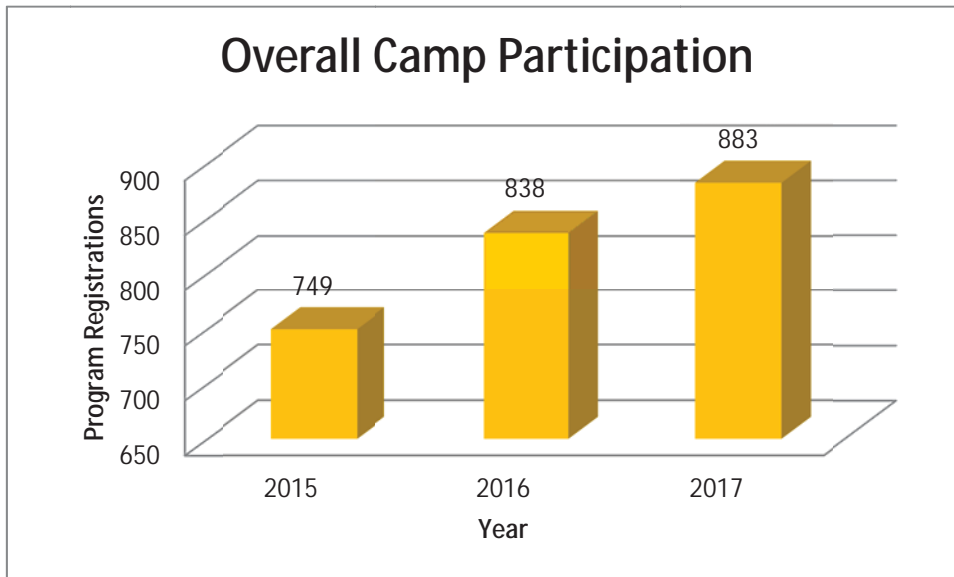
Kinder Korner



Safety Town & Summer's Beginning/End





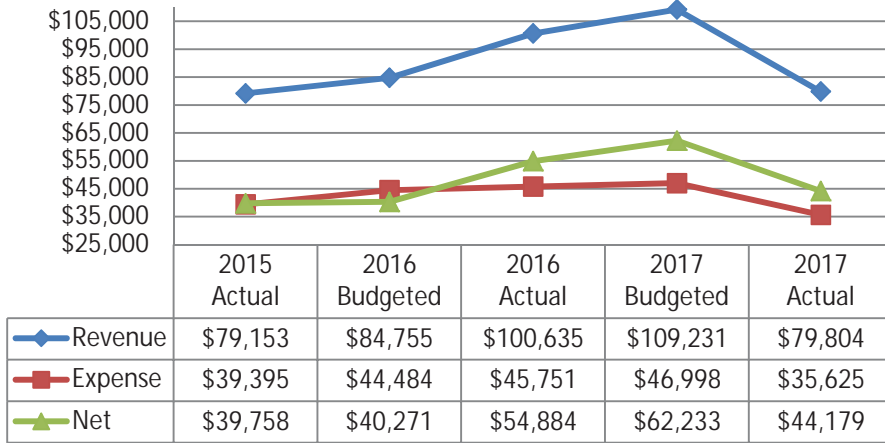


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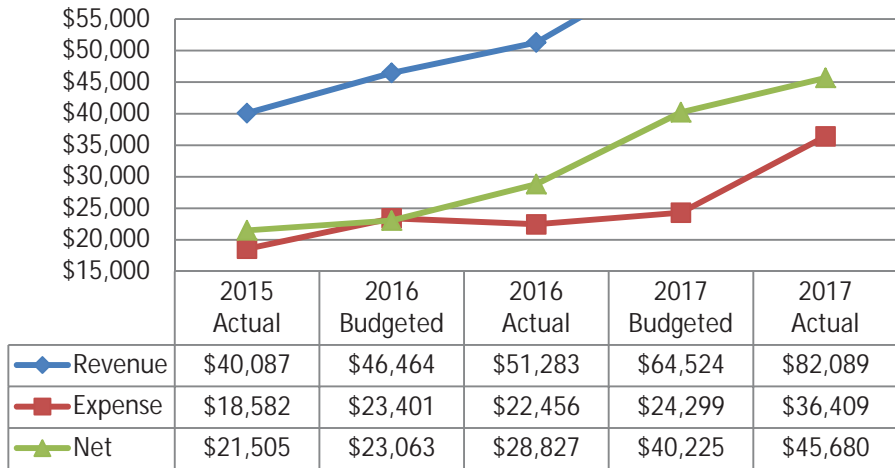
Appendix B – Financial Information



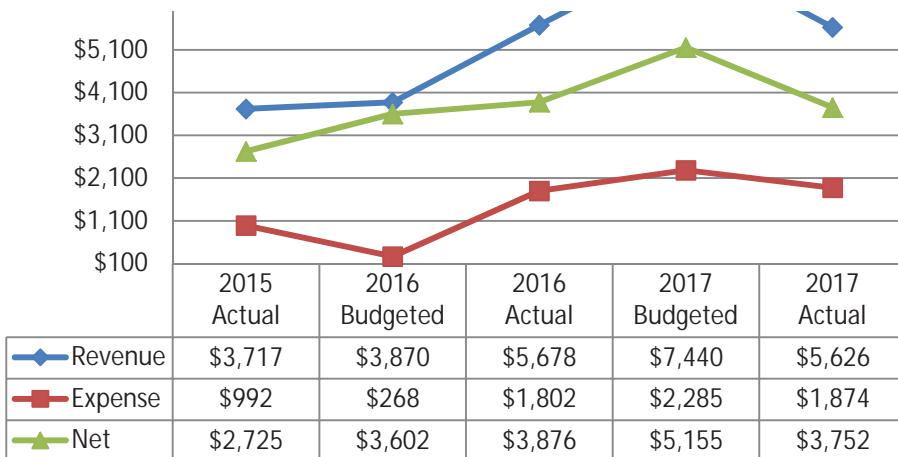
Bear Camps Financial Trends

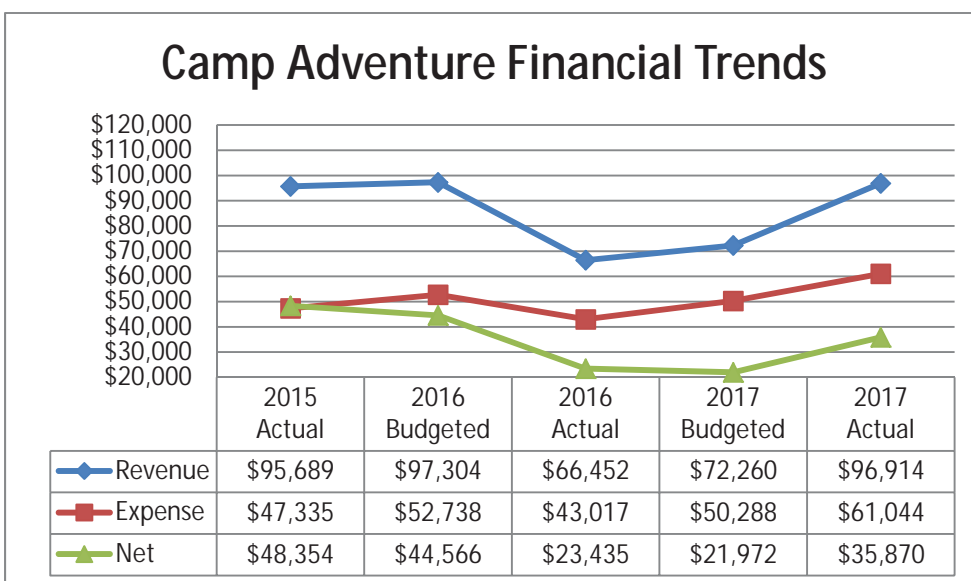
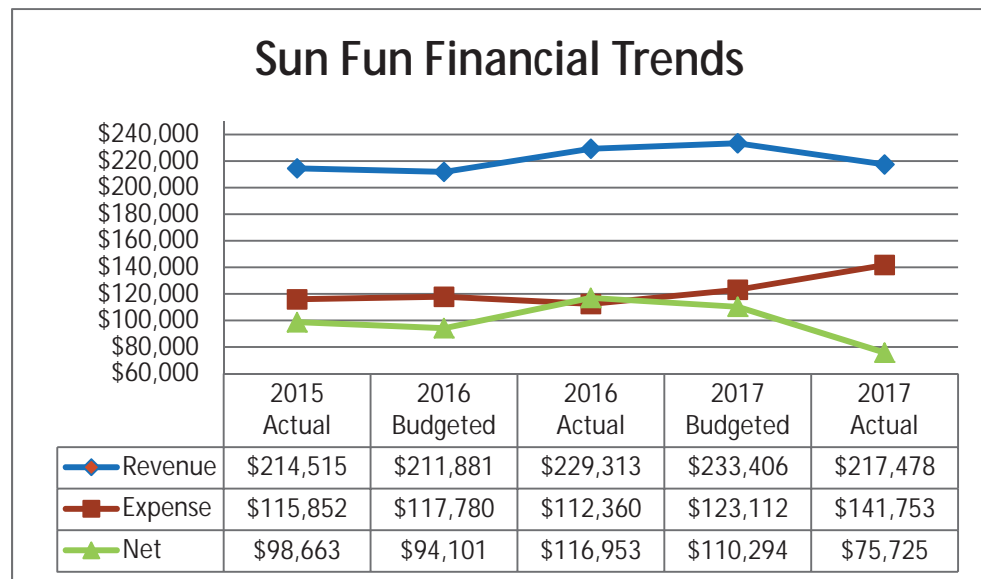
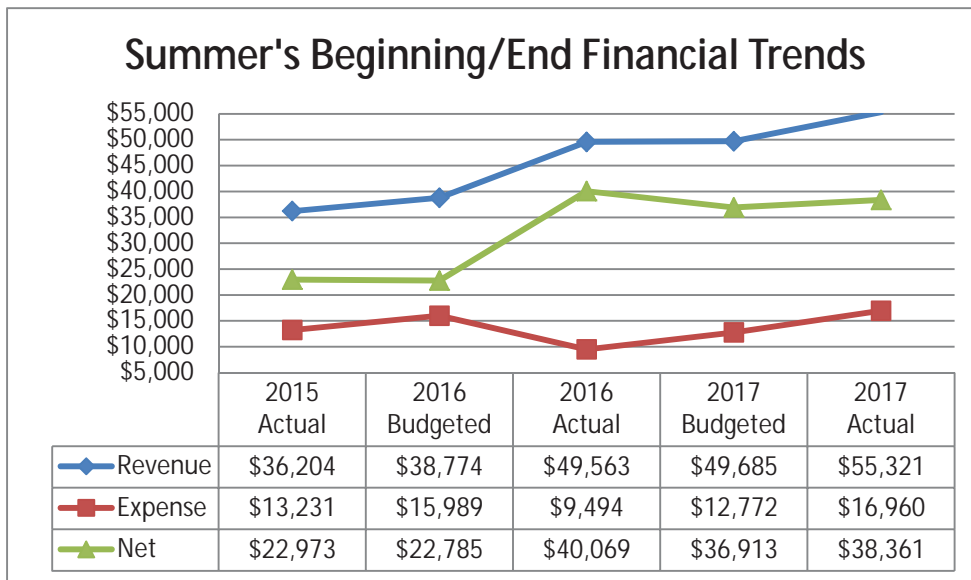


Kinder Korner Financial Trends

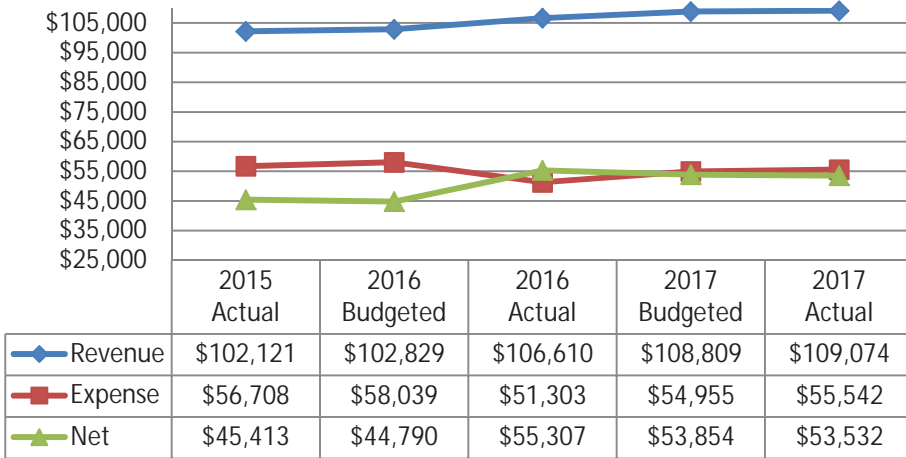


Safety Town Financial Trends

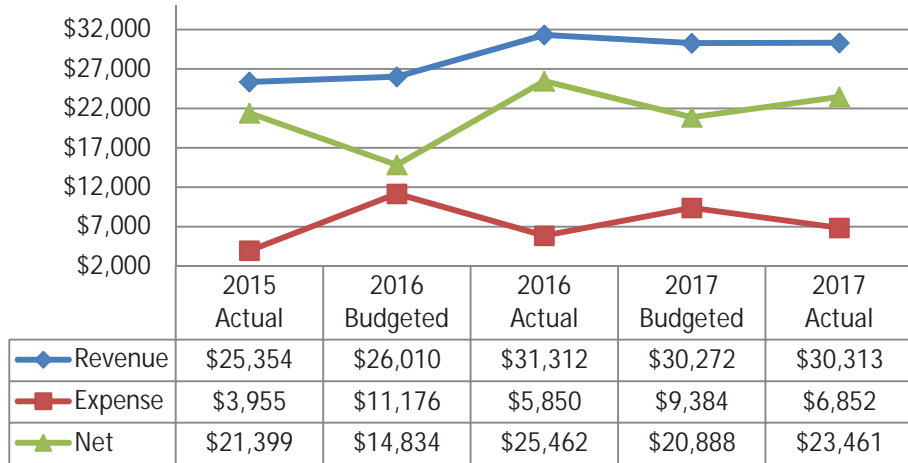




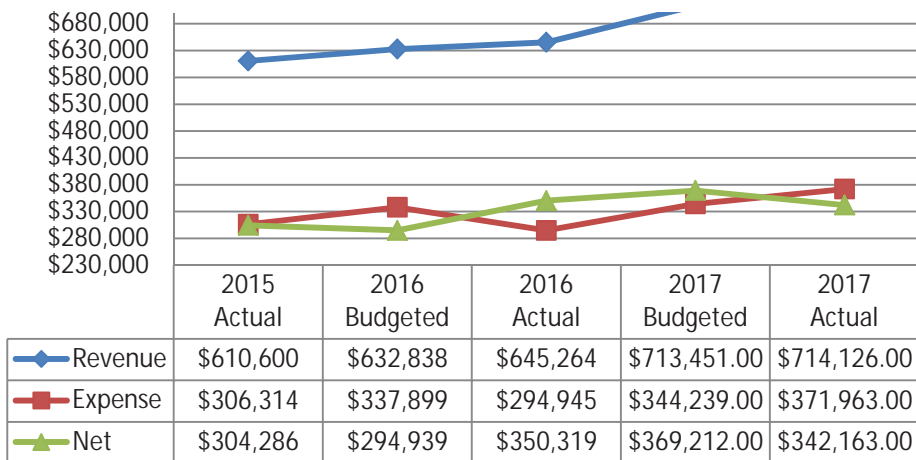
Action Quest Financial Trends



C.I.T Financial Trends












Overall Camp Financial Trends








Appendix C – Camp Schedules














1st Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1:				
<p>6/19</p> <p><u>Orientation:</u> <u>10-10:45am</u></p>	<p>6/20</p> <p><u>First Full</u> <u>Day of</u> <u>Camp!</u></p> <p style="text-align: center;"></p>	<p>6/21</p>	<p>6/22</p> <p style="text-align: center;"><u>Skokie</u> <u>Exploratorium</u> <u>10-12</u></p> <p style="text-align: center;">Wear camp shirt</p> <p style="text-align: center;"></p>	<p>6/23</p>
WEEK 2:				
<p>6/26</p>	<p>6/27</p> <p style="text-align: center;"><u>Tots & Tunes</u> <u>10-10:45</u></p> <p style="text-align: center;"></p>	<p>6/28 ROOM 224</p> <p style="text-align: center;"><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30 ROOM 222</p> <p style="text-align: center;"><u>Walking Trip:</u> <u>Public Safety</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Drop off/Pick up at Takiff</p>
WEEK 3:				
<p>07/03</p>	<p>7/4</p> <p style="text-align: center;">No Camp</p> <p style="text-align: center;">Happy July 4th!</p> <p style="text-align: center;"></p>	<p>7/5</p> <p style="text-align: center;"><u>The Grove</u> <u>10-12</u></p> <p style="text-align: center;"></p> <p style="text-align: center;">Wear Camp shirt</p>	<p>7/6</p>	<p>7/7</p> <p style="text-align: center;">Miss Jamie's Farm 10:30-11</p>
WEEK 4:				
<p>7/10</p>	<p>7/11</p>	<p>7/12</p> <p style="text-align: center;"><u>Beach Trip</u> Drop off/Pick up at Beach</p> <p style="text-align: center;"></p> <p style="text-align: center;">Wear camp shirt</p>	<p>7/13</p>	<p>7/14</p> <p style="text-align: center;">The Frog Lady 10:30-11</p> <p style="text-align: center;"></p>










2nd Session: KOALA CAMP 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5:				
7/17	7/18	7/19	7/20	7/21
				<u>Pirates Cove</u> <u>10-12</u>  Wear camp Shirt
WEEK 6:				
7/24	7/25	7/26	7/27	7/28
	<u>Tots & Tunes</u> <u>10-10-45</u> 		<u>BG Spray & Play</u> <u>10-12</u>  Drop off/Pick up	
WEEK 7:				
07/31	8/1	8/2	8/3	8/4
	<u>Beach Trip</u> Drop off/Pick up at Beach  Wear camp shirt			 <u>Walking Trip: Old Elm Park</u> Drop off/Pick up at Takiff
WEEK 8:				
8/7	8/8	8/9	8/10	8/11
		<u>Friends Park Trip:</u> Drop off/ Takiff Pick up at Friends  Wear camp shirt		<u>Last Day</u>










1st Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: FRIENDSHIP/WE ARE FAMILY				
<p>6/19</p> <p><u>First Day of Camp!</u></p> 	<p>6/20</p>	<p>6/21 <i>RED</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/22</p>	<p>6/23 <i>BLUE</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>
WEEK 2: ALOHA SUMMER				
<p>6/26</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>6/27</p> <p><u>Tots & Tunes</u></p> <p>10-10:45</p> 	<p>6/28 <i>GREEN</i> group</p> <p><u>Walking Trip: Glencoe Library</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>6/29</p>	<p>6/30</p>
WEEK 3: PARTY IN THE USA				
<p>07/03</p> <p><u>Field Trip to BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>07/04</p> <p>No Camp</p> <p>Happy July 4th!</p> 	<p>07/05</p>	<p>07/06</p>	<p>7/7</p> <p>Miss Jamie's Farm</p> <p>10:30-11</p>
WEEK 4: AROUND THE WORLD				
<p>7/10</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/11</p>	<p>7/12</p>	<p>7/13</p> <p><u>Walking Trip: Old Elm Park</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/14</p> <p>The Frog Lady</p> <p>10:30-11</p> 

2nd Session: KINDER KORNER 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: PRINCESS & PIRATES				
<p>7/17</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/18*<i>LATE RETURN</i> 3 PM*</p> <p><u>Field Trip to</u> <u>Brookfield Zoo</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/19</p>	<p>7/20</p> <p><u>Field Trip to</u> <u>Khols children's</u> <u>Museum</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/21</p>
WEEK 6: WILD WEST				
<p>7/24</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>7/25</p> <p><u>Tots & Tunes</u> <u>10-10:45</u></p> 	<p>7/26</p>	<p>7/27</p> <p><u>Field Trip to</u> <u>Sunshine Crafts</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>7/28</p>
WEEK 7: NATURE				
<p>7/31</p> <p><u>Field Trip to</u> <u>BG Spray & Play</u></p>  <p>Drop off/Pick up at Takiff</p>	<p>08/1</p>	<p>08/2</p>	<p>8/3</p>	<p>8/4</p>
WEEK 8: SUPERHEROS				
<p>8/7</p> <p><u>Beach Trip</u></p> <p>Drop off/Pick up at Beach</p>  <p>Wear camp shirt</p>	<p>8/8</p>	<p>8/9</p>	<p>8/10</p> <p><u>Friends Park</u> <u>Trip:</u></p>  <p>Drop off/ Takiff Pick up at</p>	<p>8/11</p> <p><u>Last Day</u></p>

1st Session: Sun Fun 2017

Mon	Tue	Wed	Thu	Fri
WEEK 1: Goal of the Week: Sportsmanship				
<p>6/19</p> <p><u>First Day of Camp!</u></p>  	<p>6/20</p> <p><u>Brunswick</u> (Wear socks!)</p>  	<p>6/21</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p> 	<p>6/22</p> <p><u>Olympics</u> (Wear your country's colors)</p>  	<p>6/23</p> <p><u>Beach Trip</u> (All Day)</p>  <p>Pizza Lunch</p> 
WEEK 2: Goal of the Week: Teamwork				
<p>6/26</p> <p>1st: <u>MAC Pool</u></p> <p>2nd & 3rd: <u>Hidden Creek</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>6/27</p> <p>NEW! Hot Ground Gym</p>  	<p>6/28</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>6/29</p> <p><u>Gold Rush</u> (Wear your best Western gear) Hot Dog Cookout!</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>6/30</p> <p><u>Skokie Water Playground</u></p>  
WEEK 3: Goal of the Week: Appreciation				
<p>7/3</p> <p><u>Wheeling Aquatic Center</u></p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/4</p> <p><i>No Camp Today!</i> Join us at the parade or at the fireworks.</p>  <p>Happy 4th of July!!!</p>	<p>7/5</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/6</p> <p><u>Carnival Day</u> (Dress in your favorite costume!)</p>   <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/7</p> <p><u>Beach Trip</u> (All Day)</p>  <p>Pizza lunch included Sun Fun Overnighter</p> 
WEEK 4: Goal of the Week: Respect				
<p>7/10</p> <p><u>Hidden Creek</u></p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>3rd Grade Swim Lessons (PM)</p> </div>	<p>7/11</p> <p><u>Funtopia</u> (Wear socks)</p>  	<p>7/12</p> <p>Campers' Choice</p>  <p>Sports With Coach Tommy</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>2nd Grade Swim Lessons (PM)</p> </div>	<p>7/13</p> <p><u>COLOR WARS</u> (Wear your team color!) Hot Dog Cookout!</p>  <p>Popsicle Treat!</p>  <div style="border: 1px dashed orange; padding: 5px; margin-top: 10px;"> <p>1st Grade Swim Lessons (PM)</p> </div>	<p>7/14</p> <p><u>Vernon Hills Water Park</u></p>  

2nd Session: SUN FUN 2017

Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of second session!</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons PM</p>	<p>7/18</p> <p><u>Libertyville Sports Complex</u></p> 	<p>7/19</p> <p><u>Schaumburg Boomers Game</u></p> 	<p>7/20</p> <p><u>Superhero Day</u> <i>(Dress like your favorite superhero)</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/21</p> <p><u>NEW! The Oasis</u></p>  <p style="text-align: center;">Sun Fun Overnighter</p>
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Beach Trip (All Day)</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>7/25</p> <p><u>Pump it Up!</u></p> 	<p>7/26</p> <p><u>Campers' Choice</u></p>  <p><u>Sports</u> With Coach Tommy</p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>7/28</p> <p><u>NEW! Madagascar At the Chicago Shakespeare Theatre</u></p> 
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Wheeling Water Park</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/1</p> <p><u>Lincoln Park Zoo</u></p> 	<p>8/2</p> <p><u>Campers' Choice</u></p>  <p><u>Sports</u> With Coach Tommy</p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/4</p> <p><u>Barefoot Bay</u></p> 
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p><u>K/ 1st Grade: Hidden Creek Water Park</u></p>  <p><u>2nd & 3rd Grade: Vernon Hills Water Park</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">3rd Grade Swim Lessons (PM)</p>	<p>8/8</p> <p><u>1st. Gr. Only: Pirates Cove</u></p>  <p><u>2nd Gr. Only: Pump it Up!</u></p>  <p><u>3rd Grade: On Site</u></p>  	<p>8/9</p> <p><u>Campers' Choice Sports</u> With Coach Tommy</p>  <p><u>3rd grade only Field trip with CA to Action Territory</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">2nd Grade Swim Lessons (PM)</p>	<p>8/10</p> <p><u>COLOR WARS II</u> <i>(Wear your team color!)</i></p>  <p><u>Parent Night 6:00pm</u></p>  <p style="border: 1px dashed orange; padding: 5px; text-align: center;">1st Grade Swim Lessons (PM)</p>	<p>8/11</p> <p><u>Beach Trip (All Day)</u></p> <p style="text-align: center;">DJ Party PIZZA LUNCH @ <u>BEACH</u></p>  <p style="text-align: center;"><i>Sign up for Summer's End!</i></p>

1st Session: Camp Adventure 2017

Mon	Tue	Wed	Thu	Fri
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WEEK 1: Goal of the Week: Sportsmanship

<p>6/19</p> <p style="text-align: center;"><u>First Day of Camp!</u></p> 	<p>6/20</p> <p style="text-align: center;"><u>Brunswick Bowl</u> <i>(Wear socks!)</i></p> 	<p>6/21</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>6/22</p> <p style="text-align: center;"><u>Olympics</u> <i>(Wear your group's assigned country's colors!)</i></p> 	<p>6/23</p> <p style="text-align: center;"><u>Hidden Creek</u></p> 
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WEEK 2: Goal of the Week: Teamwork

<p>6/26</p> <p style="text-align: center;"><u>Wheeling Water Park</u></p> 	<p>6/27</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>6/28</p> <p style="text-align: center;"><u>NEW! Hot Ground Gym</u></p> 	<p>6/29</p> <p style="text-align: center;"><u>Gold Rush</u> <i>(Wear your best Western gear) Hot Dog Cookout!</i></p> 	<p>6/30</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p>
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WEEK 3: Goal of the Week: Appreciation

<p>7/3</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p>	<p>7/4</p> <p style="text-align: center;">No Camp Today! Join us at the parade or at the fireworks.</p>  <p style="text-align: center;">Happy 4th of July!!!</p>	<p>7/5</p> <p style="text-align: center;"><u>Par King</u></p> 	<p>7/6</p> <p style="text-align: center;"><u>Carnival Day</u> <i>(Dress in your favorite costume!)</i></p> 	<p>7/7</p> <p style="text-align: center;"><u>Vernon Hills</u></p>  <p style="text-align: center;">Camp Adv. Overnighter</p>
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WEEK 4: Goal of the Week: Respect

<p>7/10</p> <p style="text-align: center;"><u>Wheeling Water Park</u></p> 	<p>7/11</p> <p style="text-align: center;">Camp Adventure Club Day!</p> 	<p>7/12</p> <p style="text-align: center;"><u>Lincoln Park Zoo</u></p> 	<p>7/13</p> <p style="text-align: center;"><u>COLOR WARS</u> <i>(Wear your team color!) Hot Dog Cookout!</i></p>  <p style="text-align: center;">Popsicle Treat!</p>	<p>7/14</p> <p style="text-align: center;"><u>Glencoe Beach</u></p>  <p style="text-align: center;">Pizza Lunch Included</p>
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2nd Session: Camp Adventure 2017


Mon	Tue	Wed	Thu	Fri
WEEK 5: Goal of the Week: Friendship				
<p>7/17</p> <p><u>First Day of Second Session!</u></p> 	<p>7/18</p> <p>Camp Adventure Club Day!</p> 	<p>7/19</p> <p><u>Funtopia</u> (Wear socks)</p> 	<p>7/20</p> <p><u>Superhero Day</u></p>  <p>Hot Dog Cookout Included!</p>	<p>7/21</p> <p><u>Cubs Game</u> <i>Bring \$\$ for Dinner!</i></p>  <p>Camp Adv. Overnighter</p>
WEEK 6: Goal of the Week: I Believe in Myself/Perseverance				
<p>7/24</p> <p><u>Wheeling Water Park</u></p> 	<p>7/25</p> <p>Camp Adventure Club Day!</p> 	<p>7/26</p> <p><u>Rainbow Falls</u></p> 	<p>7/27</p> <p><u>NEW! Hollywood Day!</u> <i>Dress as your favorite movie/TV star!</i></p> 	<p>7/28</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p>
WEEK 7: Goal of the Week: Sensitivity				
<p>7/31</p> <p><u>Glencoe Beach</u></p>  <p>Pizza Lunch Included</p> 	<p>8/1</p> <p>Camp Adventure Club Day!</p> 	<p>8/2</p> <p><u>NEW! Putting Edge</u></p> 	<p>8/3</p> <p><u>NEW! Animal Day!</u> <i>Dress as your favorite animal</i></p> 	<p>8/4</p> <p><u>Barefoot Bay</u></p> 
WEEK 8: Goal of the Week: Health and Fitness				
<p>8/7</p> <p><u>Bartlett Water Park</u></p> 	<p>8/8</p> <p>Camp Adventure Club Day!</p> 	<p>8/9</p> <p><u>Action Territory</u></p> 	<p>8/10</p> <p><u>COLOR WARS!</u> <i>Wear your team color!</i></p>  <p>Popsicle Treat! Parent Night 6:00pm</p> 	<p>8/11</p> <p><u>Beach Trip</u></p> <p>DJ Party PIZZA LUNCH @ BEACH</p> <p><i>Sign up for Summer's End!</i></p> 

 = Marla's Brown Bag Lunch Available for purchase at www.marlasbrownbaglunch.com

 =Pack Lunch




















































1st Session: Action Quest 2017

Mon	Tue	Wed	Thu	Fri
<p>6/19 <u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/20 <u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>6/21 <u>Hot Ground Gym</u> (Obstacles/team building) Depart: 11:30 am Return: 3:00 pm</p> 	<p>6/22 <u>Watts Center</u> Color Wars Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>6/23 <u>Bartlett Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>6/26 <u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>6/27 <u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  	<p>6/28 <u>Chicago Sky Game</u> Depart: 9:30am Return: 2:30PM</p>   	<p>6/29 <u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>   	<p>6/30 <u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p> <p style="color: blue; text-align: center;"><u>BEACH CAMP OUT</u></p>   
<p>7/3 <u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/4 No Camp Today! Join us at the parade or at the fireworks.</p>  <p style="text-align: center;">Happy 4th of July!!!</p>	<p>7/5 <u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/6 <u>Watts Center International Day</u> Pizza lunch w/ chips, lemonade and cookie</p>  	<p>7/7 <u>Laser Quest</u> Depart: 9:30 am Return: 3:00 pm</p>  
<p>7/10 <u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>   	<p>7/11 <u>Barefoot Bay Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/12 <u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>   	<p>7/13 <u>Great America</u> Depart: 9:00 am Return: 6:00 pm <i>Lunch voucher provided</i></p>  	<p>7/14 <u>Rainbow Falls Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>   


 =pack lunch

 =concessions

2nd Session: Action Quest 2017

Mon	Tue	Wed	Thu	Fri
<p>7/17</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/18</p> <p><u>The Zone</u> (Parkour - wear athletic clothes) Depart : 9:30 am Return: 3:00 pm</p> 	<p>7/19</p> <p><u>Wheeling Water Park</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/20</p> <p><u>Watts Center Halloween Day</u> Hamburger lunch w/ chips, lemonade and cookie</p>  	<p>7/21</p> <p><u>Chicago Cubs Game</u> Depart: 11:30 am Return: 6:30</p> <p style="color: blue;">Beach Camp Out</p> <p> </p>
<p>7/24</p> <p><u>Glenview Ice Center</u> Depart: 10:00 am Return: 3:00 pm</p>  	<p>7/25</p> <p><u>Flick Pool</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/26</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>7/27</p> <p><u>Game Works</u> Depart : 10:00 am Return: 3:00 pm <i>Lunch voucher provided</i></p>  <p> </p>	<p>7/28</p> <p><u>Bartlett Water Park</u> Depart: 10:00 am Return: 2:45 pm</p>  <p></p>
<p>7/31</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>8/1</p> <p><u>Great America</u> Depart: 9:00 am Return: 6:00 pm</p>  <p></p>	<p>8/2</p> <p><u>White Sox Game</u> Depart: 10:30 am Return: 5:30 pm</p>  <p> </p>	<p>8/3</p> <p><u>Watts Center Chicago Sports Day</u> Hot dog lunch w/ chips, lemonade and cookie</p>  	<p>8/4</p> <p><u>Laser Quest</u> Depart: 11:00 am Return: 3:00 pm</p>  <p> </p>
<p>8/7</p> <p><u>Lincoln Park Zoo</u> Depart: 9:30 am Return: 3:30 pm</p>  <p> </p>	<p>8/8</p> <p><u>Barefoot Bay Water Park</u> Depart: 9:00 am Return: 3:00 pm</p>  <p> </p>	<p>8/9</p> <p><u>Beach Trip</u> Depart: 9:30 am Return: 3:00 pm</p>  <p> </p>	<p>8/10</p> <p><u>Rainbow Falls Water Park</u></p>  <p> </p>	<p>8/11</p> <p><u>Par King Mini Golf</u> Depart: 9:45 am Return: 1:15 pm</p>  <p></p>

 =Pack Lunch

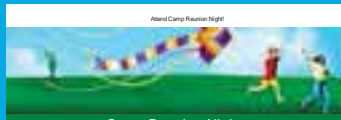
 =concessions

Appendix D – Marketing Materials



Email Blasts

Abundant Camp Reunion Night



Camp Reunion Night

When: Wednesday, December 21, 2016 from 5:30 PM to 7:00 PM CST
[Link to Calendar](#)

Where: Takiff Center
 599 Green Bay Road
 Glencoe, IL 60022

Get more information
[Register Now!](#)
[Learn more!](#)

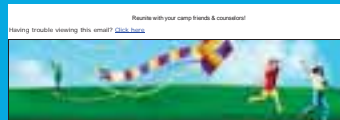
Camp Reunion is free for all Glencoe Park District camp alumni, but advance registration is encouraged. The first 40 campers to arrive will receive a special prize.

And, if you love summer camp, be sure to register for next summer now! If you register before February 29, you will lock in Early Bird savings! [Learn more!](#)

Sincerely,
 Glencoe Park District
 info@glencoe-park-district.com
 847-625-3330

Having trouble viewing this email? [Click here.](#)

Reunite with your camp friends & counselors!



Camp Reunion Night

When: Wednesday, December 21, 2016 from 5:30 PM to 7:00 PM CST
[Link to Calendar](#)

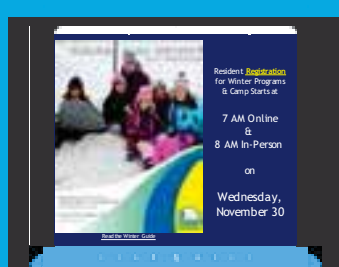
Where: Takiff Center
 599 Green Bay Road
 Glencoe, IL 60022

Get more information
[Register Now!](#)
[Learn more!](#)

Camp Reunion is free for all Glencoe Park District camp alumni, but advance registration is encouraged. The first 40 campers to arrive will receive a special prize.

And, if you love summer camp, be sure to register for next summer now! If you register before February 29, you will lock in Early Bird savings! [Learn more!](#)

See you next week!
 Glencoe Park District
 info@glencoe-park-district.com
 847-625-3330



Online registration for winter and camp programs starts at 7 am on Wednesday, November 30.

Registrations will be accepted in person at the Takiff Center Registrar Desk at 8 am on Wednesday, November 30. If necessary, a number will be assigned to those who wish to register in person and registrations will be on hold in that order.

Registration forms that are dropped-off, mailed, or faxed to the Takiff Center will be processed as time permits and in the order they are received.

The summer countdown is on! [Click here](#) before MIDNIGHT on Tuesday, February 29 to lock in the Early Bird Discount on Glencoe Park District summer camp prices!



EARLY BIRD DISCOUNT


Register for camp by MIDNIGHT on Tuesday, February 29 to lock in the Early Bird Discount!

Countdown to Summer Fun!

Spend the summer running, swimming, exploring, and creating! Glencoe Park District Summer Camps include all your favorite activities as well as exciting new fall sports and special events. Register for eight, four, or two week sessions and choose fall or half-day options. Check out our [Camp Catalog](#) for program details, extended care options, and specialty camp information. To register for a camp listed below, click on camp title.

- [Toddler Beach](#) (Age 3-5) (Summer Session Available)
- [Totally Beach](#) (Age 6-7) (Summer Session Available)
- [Cotton Candy](#) (Age 8-9) (Summer Session Available)
- [Dance](#) (Age 10-11)
- [Golf](#) (Age 12-13)
- [Name That Tune](#) (Age 14-15)
- [New! Soccer Camp](#) (Age 16-18)
- [Camping](#) (Age 16-18)
- [Ski/Snowboard](#) (Age 16-18)
- [Summer of Training](#) (Age 16-18)

The summer countdown is on! [Click here](#) before MIDNIGHT on Tuesday, February 29 to lock in the Early Bird Discount on Glencoe Park District summer camp prices!



EARLY BIRD DISCOUNT

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Spend the summer running, swimming, exploring, and creating! Glencoe Park District Summer Camps include all your favorite activities as well as exciting new fall sports and special events. Register for eight, four, or two week sessions and choose fall or half-day options. Check out our [Camp Catalog](#) for program details, extended care options, and specialty camp information. To register for a camp listed below, click on the camp title.

[REGISTER NOW!](#)

[New! Aquatics & Sailing Camp](#) (Age 14-18)

- New! Learn to swim and be able to enjoy the beach all day by being comfortable with your swimming strokes.
- New! We support for a full season!

[Totally Beach](#) (Age 6-7) (Summer Session Available)

- New! We're the beach for the day with waterfalls!
- New! We're the beach for the day with waterfalls!

[Cotton Candy](#) (Age 8-9) (Summer Session Available)

- Exciting and energetic! - lots of water activities for the best party!

[Dance](#) (Age 10-11)

- New! We're the beach for the day with waterfalls!

[Name That Tune](#) (Age 12-13)

- New! We're the beach for the day with waterfalls!

[Ski/Snowboard](#) (Age 16-18)

- New! We're the beach for the day with waterfalls!

[Ski/Snowboard](#) (Age 16-18)

- New! We're the beach for the day with waterfalls!

specialty camps

Looking for something different this summer?

Try one of our specialty camps!

Sailing & Aquatics Camp

Enjoy Glencoe Beach and beautiful Lake Michigan! Our **Aquatics Camp** spends the morning kayaking, surfing, and waterboarding, while our **Sailing Camp** focuses on steering and sailing. Sign up for one or both for a full day of fun!

Computer Explorers Camp

Playhouse Theatre Camp

Summer's End

Celebrate the end of summer with camps, activities, and outdoor fun!

Summer's End Camp

Kids will have a blast as they participate in a multitude of activities including sports, arts and crafts, cooking, swimming, and outdoor activities. Campers should bring a swimsuit, towel, and sunscreen every day. We provide registration for lunches when on site. [Register!](#)

Extra Innings Baseball Camp

Wrap up your summer with baseball fun. Players will improve their skills by... Revisiting fundamentals with fun and challenging drills. We will also be playing plenty of daily baseball games. You can sign up for one or two weeks or stay active, spend time with friends and enjoy the wonderful game of baseball. Players will be divided by age and ability level. [Register!](#)

End of Summer Fire Party

Star light, star bright... let's enjoy the night of the night! Join us at Glencoe Beach for a fire dancing show, a pizza, and glow-in-the-dark fun! Bring a picnic to enjoy or purchase dinner from our concession stand! Children must be accompanied by an adult. [Register!](#)

eat. sleep. **PLAY.** repeat.



Beach & Takiff Banner

Brochure & Glencoe Quarterly Articles



AQUATICS CAMP

COUNSELORS IN TRAINING

Time for Camp

summer agenda:

eat. sleep. **PLAY.** repeat.



JOIN THE FUN!
 GLENCOE BEACH PASSES ARE NOW ON SALE & SUMMER CAMP REGISTRATION IS OPEN

eat. sleep. **PLAY.** repeat.



Paid ads for PTO, Family Services of Glencoe, Chicago North Shore & Visitors Bureau

Also posted on facility TV station and social media channels



Website

Social Media Posts: Twitter, Facebook, Instagram (Promoted & Social posts)



Rainout Line Auto posts

VII. Presentation of the Early Childhood Report

Glencoe Park District
September 2017 Board Meeting

Early Childhood Program Report

Fiscal and School Year 2016-17



*Michael Lushniak, Director of Recreation and Facilities
Naomi Garvett, Early Childhood Program Manager
Jessica Stockl, Early Childhood Program Supervisor*

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Introduction

The Glencoe Park District has become a popular destination for early childhood programming in the community. Having a dedicated wing of the Takiff Center allows for a wide variety of high quality class offerings. Early childhood programming specifically serves participants who range in age from 6 weeks though five years old before entering kindergarten. Once a participant enters kindergarten, they largely begin participating in general recreation programming as opposed to early childhood opportunities.

Early Childhood programming is divided into three areas:

- The Early Learning Center is a traditional half-day program that serves ages 2 through 4 with parent-tot classes for ages 12-24 months. Classes are available in either morning or afternoon options.
- The Children's Circle area of early childhood is a full day preschool. This program works to meet the needs of working parents who need more programming than the half-day option. Children's Circle is open Monday-Friday from 7:00am to 6:30pm and only closes on major holidays and for a week in August and December. Children's Circle begins serving children as young as 6 weeks old up through age 5 before entering kindergarten.
- Early Childhood enrichments and special events are seen as supplements to the Early Learning Center and Children's Circle programs. Daily classes allow young children to participate in activities they are specifically interested in such as sports, arts, literacy, math, and much more. Special events also work to create a sense of community among early childhood families and provide another service to the community.



Another early childhood programming area that is located in the Takiff Center, but not operated by the Glencoe Park District is Glencoe Junior Kindergarten. GJK has been a licensee inside the Takiff Center for a number of years. This provides another option for early childhood programming within the community. This organization is celebrating 100 years of early childhood programming in 2017.

Marketing & Promotion

Marketing for early childhood 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. We also regularly include articles in the Glencoe Quarterly with details about preschool registration, new staff members, and trends in early childhood learning.



One of the biggest ways to promote early childhood programming is by drawing attention to the exceptional classrooms and facilities. Staff monitors parenting groups on social media sites, and invite those looking for a preschool or daycare program to take a tour. The marketing department also prepares materials for tours, including folders for staff to give to prospective parents. In addition, the Park District hosts an annual “Messy Morning” event, which acts as a preschool open house. Marketing staff uses multiple channels to promote the

event (social media, email, flyers, traditional media) as well as a targeted direct mail piece that is sent to parents within a five-mile radius of the Takiff Center. A 30-second commercial on targeted On-Demand Comcast shows and on social media channels has also been used to market early childhood programming. The commercial drew increased program awareness and resulted in several tours of the facility. Early childhood initiatives were highlighted as a feature in Glencoe Park District Gold Medal application and video.

In addition, REACH TV screens at Watts and Takiff are used to display advertising messages for new or low enrollment programs. Staff 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, an ELC parent may receive email notifications about adult ceramics or parent night out programs. 42% of residents find out about programs from word of mouth. Knowing this, the customer support 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.

Early Childhood Facility Upkeep & Projects

Capital Projects

The most recent capital improvement affecting the early childhood program was the installation of the new roof at the Takiff Center. A large part of this project took place above the early childhood wing. In the 2017/18 fiscal year, the main focus of capital improvements at the Takiff Center will continue to have a facility-wide impact beyond just the early childhood programs. Staff remains focused on improving site parking by adding spaces near the maintenance area and where the old skate park was located. With the increased parking, staff expects drop off and pick up to be improved not just in ELC, but around the entire facility. In addition, a new walking trail will be available for early childhood participants to go on daily walks. This will eliminate the need for staff to walk through the Takiff Center parking lot during their daily outings.

Daily Facility Cleaning/Upkeep

The early childhood wing is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the early childhood wing the following areas are maintained including; bathrooms, classrooms, program rooms, lobbies, and offices. Staff routinely changes light bulbs, cleans carpets, services HVAC units and maintains the automatic door system. Staff also performs the same function for GJK. ELC is one of the first areas of the District to be cleared of snow, with staff often starting before 5:00am to ensure the entrance is open by the daycare start time of 7:00am. This programming area of the facility usually takes on a high priority to ensure our youngest participants are kept safe and the facility creates a great impression for lifelong Park District users.

Minor Projects/Facility Improvements

In the 2017/18 fiscal year, several small-scale repairs and improvements were made in the early childhood wing. Refrigerators in a number of classrooms were replaced, blinds were repaired, cabinets replaced and improvements were made to the ELC playground. During the annual facility shutdown in August, the trees in the ELC parking lot were trimmed and the gym floor was resurfaced. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Behind the scenes improvements include the replacement of the Building Automated Control System which manages the temperature in the early learning center as well as the entire facility.



Early Learning Center Preschool



Naomi Garvett, Early Childhood Program Manager, manages Early Learning Center. Jessica Stockl recently joined the early childhood management team in June of 2017. As early childhood educators, the staff of the Early Learning Center programs works to set the stage for each child's individual achievements. Trained teachers observe and assess a child's developmental accomplishments

and work to provide an atmosphere of play-based learning. The preschool staff plan fun, engaging activities that build upon what children can do, encouraging exploration and fostering self-esteem. The play-based curriculum philosophy intentionally guides and extends a child's play to ensure children achieve key developmental milestones across seven learning domains:

1. Personal and social development
2. Language and literacy
3. Mathematical thinking
4. Scientific thinking and technology
5. Social studies
6. Creative expression
7. Physical development

Making learning fun is at the core of the Early Learning Center program. Each day, highly trained staff guide the children as they select activities and materials to explore and use creatively. Staff has found that children will often want to learn more about a topic after engaging in playful, hands-on activities because they had fun. Glencoe Park District teachers also spontaneously adapt their lesson plans to include unique teachable moments that are inspired by the children's interests. For example, if the lesson is on the solar system but the children are captivated by the rain falling outside, the teacher adjusts the lesson to focus on weather. Here at the Glencoe Park District, we thrive to provide innovative programming creating memorable experiences for each and every child.

The Early Learning Center program is very focused on recruiting and retaining the best staff, which develop and grow with the Park District. This approach makes the staff in this area an attractive part of the ELC when recruiting new participants to the high quality preschool program. The curriculum, teaching strategies, and environment reflect research-based knowledge about the way children develop and learn. The Early Learning Center program is designed to be developmentally appropriate. Teachers consider the strengths, interests, and needs, as well as the culture of each child in the group. The staff provides care so that children feel safe and secure in their preschool environment.

Use of technology has becoming an interesting debate in the early childhood area and an area of growth or improvement in the Early Learning Center. While it's important to utilize technology to maximize learning and implement new lesson planning, the ELC program remains focused on authentic, non- screen teaching. In the upcoming years this program will implement more use of communication through technology so families can have more real-time information about their child's program and a better understanding of day to day activities happening in class. This will be an area we work carefully on to still allow children to explore through play and not have too much screen time.

Another current challenge for the preschool program are the meals and snacks that are required to be provided to students per DCFS standards. Last year, staff moved from an outside catering vendor to an internal food service. After some initial challenges, the in-house food preparation and distribution is going very well. Staff continues to look into other cost effective, but healthy snack options for preschool. Traditional snacks such as graham crackers and pretzels are lower in cost but higher in carbs. Staff is researching

and cost comparing other items that will provide healthy and kid-friendly snack options, which has been a frequent request of parents.



The specific classes associated with the Early Learning Center are introduced below. Staff is constantly researching and following early childhood educational trends to ensure that the Glencoe Park District preschool program is able to stand out in a highly competitive early childhood education market.

Early Learning Center Program Details

2 year old program: For children turning 2 years old by September 1

Staff: Christina Pepe, Jennifer Munck & CJ Smith

Overview: This program focuses on social learning and language development. Teachers enrich the day with songs and rhymes, stories and conversation, and build vocabulary. Participants will use equipment such as media tables, experiment with paint, and expand creativity with role playing toys. The goal of this program is to make learning happen naturally and organically, with lots of choices and opportunities to explore.

Parent events:

- Potluck
- Winter party to end the calendar year
- End of year bagel breakfast

3 year old program: For children turning 3 years old by September 1

Staff: Jackie Kozelka, Pat Beaudroux, Cindy Dinham, Natalie Daverman & Sonja Anderson

Overview: Teachers of this program instruct through modeling appropriate social behaviors and support as children begin to negotiate and problem-solve. Special units bring learning to everyday experiences; a class trip to the grocery store sparks a host of new understandings about classifying, color, and nutrition, and sets the stage for imagination. Learning in the 3's room follows a developmental model; children learn through real, hands-on experiences, using their curiosity to drive discovery.

Parent Events:

- Thanksgiving sharing Program
- Dad's night
- Mother's day program
- End of year bagel breakfast

4 year old program: For children turning 4 years old by September 1

Staff: Jackie Kozelka, CJ Smith, Kathy Kraemer & Bobbie Shore

Overview: In the 4-year-olds class, the focus is placed on learning rapidly to prepare for the kindergarten year to follow. Curriculum is strong and embedded; numbers become real through counting games and routines; letters draw life from songs, storytelling, rhyming, and a host of situational experiences. Cooking is used to teach science and socialization, as the fruits of children's efforts are enjoyed together. Use of social stories promotes deepening imaginative play, cooperation, and cognition. Learning is interactive, with plenty of opportunities for children to follow their interests, test, and explore.

Parent Events:

- Ice Cream Social
- Thanksgiving sharing program
- Chinese New Year Celebration
- Dad's night
- Mother's day program
- End of year picnic

Preschool Enrichment Programs

Children are never too young for enrichment opportunities. Teaching children how to play with other children and learning new skills benefits them in the long run. It not only helps them develop confidence and social skills from a young age, but enrichment programs are considered critical because the brain is developing so rapidly in this age group. Research shows that learning art, music and other enrichment skills can help children excel in ways beyond the basic ABCs.



Enrichment classes provide a different environment than what children experience at home. Enrichment programs let participants become explorers and discoverers of the world. Classes are not designed to push children into specialization or over programming, but instead provide an environment rich with opportunities to explore and learn in ways that come naturally to them. The Glencoe Park District has dedicated enrichment teaching staff that works as a team to provide the highest level of care and developmentally appropriate programs for children. Besides academics, each staff member is chosen for their energy, creativity, enthusiasm, and their passion for early childhood education.

In the spring of 2017, the Park District conducted a thorough analysis of enrichment offerings from area preschools and the Park District. It was identified that there were a large number of enrichment programs offered and often times Glencoe Park District preschool enrichment classes were competing with one another. Moving forward, staff plans to spread out the offerings and condense programs that were low in participant and popularity in the fall and winter of 2016-17. Staff will also continue to follow the trends of the education field and match enrichments with what is wanted in the community and by families.

STEM (science, technology, engineering, and math) enrichment classes: STEM classes allow for compounded learning either before or after preschool classes. The two most popular enrichment classes in this area are Math, Magic, and More and Explore and Discover. Sharon Stern and Keri Ringel are the teachers for these two classes. The carry a terrific reputation in the community and make the classes fill quickly when registration opens.

- Math Magic and Move
- Explore & Discover

- Jr. Travelers
- Amazing Animals *New in 2017*
- Jr. Builders *New in 2017*

Sports and Athletic classes: Sports classes are very popular at the Park District. Instructors who run these programs are able to teach young athletes how to take turns, follow directions, and practice teamwork while playing with others. Athletic programs for early childhood participants can increase physical literacy, confidence, and can have positive effects in other areas of life.

- SNAG Golf
- Wide world of sports
- Pre-Karate

Literacy classes: Similar to STEM classes, literacy classes allow for supplemental learning and exposure to letters and reading. The most popular class, Alphabet Antics, taught by Cari Resis and Sarah Packer, sends children on an adventure each week to learn about a new letter of the alphabet. Classes also integrate stories with unique snacks and work to prepare children for kindergarten curriculum.

- Lunchtime stories *New in 2017*
- Alphabet Antics
- Cooks& Books
- Literacy FUNdamentals

Arts & Dance classes: The Glencoe Park District uses the skilled and experienced visual and performance arts instructors and contractors it has to offer a wide variety of arts enrichment classes. Children have the opportunity to express themselves, learn, and explore through classes focusing on music, dance, clay, and other art media.

- Music & More
- Mitey Movement
- Tot Clay Play
- Clay Play
- Kids in Motion *New in 2017*
- Budding Little Artists *New in 2017*
- Sticky Finger cooking *New in 2017*
- Tiny & Mini Footlighters
- Ballet
- Hip Hop



Children's Circle Full-day Preschool



Children's Circle provides working families with a safe, comforting, and supportive environment for their children. The full-day program allows families to enroll their children in preschool without having to look for before and after care options. Each day brings the opportunity for a new learning moment. The Children's Circle program operates daily from 7:00am to 6:30pm and prides itself on minimal days off. The program only breaks for one week in the summer, one week before the New Year, and other major holidays.

Learning through play is the core of Children's Circle. Each day offers children the opportunity to explore different materials and to learn through a variety of activities. Children learn best by doing. The day encompasses sensory exploration, art, free play, story time, songs, and more. Learning is always hands-on at Children's Circle. Children's Circle also incorporates additional learning similar to preschool enrichment classes. Additional learning opportunities include Spanish, yoga, music, and gym class. The Children's Circle teachers are experienced educators that implement learning strategies based on each individual student.

Children's Circle has placed a significant focus on the communication between families and staff. In order to continue to build upon this strength, the program will be introducing the Brightwheel App starting July 31. Over the course of August, starting with the infant classroom, staff will be rolling out the introduction of the app. Brightwheel will give the parents the opportunity to receive live updates on their child's day. The app allows all digital communication to occur in one place for easy accessibility and open communication.

In addition to the implementation of technology in this area, Children's Circle has experienced some changes this year including opening an infant room, cooking meals in house, adding new teachers, and a change in the Early Childhood Program Supervisor position. Staff continues to evaluate the program's growing needs and make changes based on the evidence-based best practices. One way this is done is through an Early Childhood Advisory Group. This group was formed in September of 2017 and is used as another method of collecting feedback and improving communication with parents. Since the group was formed, staff has seen satisfaction in the program increase because of staff's responsiveness and ability to make changes based on feedback received at advisory group meetings.

One area of continued challenge has been a high turnover rate of Children's Circle teachers. The Glencoe Park District has been very fortunate in its ability to retain long-time teachers and have very low turnover for a number of years. However, with changes taking place in this area, as well as a number of teachers expressing feelings of being burnt out and looking for new opportunities, new teachers have been brought on staff

over the last year. The new staff members that have been hired are highly educated and are focused on reexamining practices and processes. New members of the Children's Circle team have brought an energetic and innovative attitude that precipitates down to program participants. Leadership staff continues a focus on high standards when it comes to hiring new teachers. Steps have been taken to ensure wages are competitive and Children's Circle positions are attractive to Early Childhood Education teachers.

As in any program, there is always room for growth. This year staff will be focusing on using the kitchen in the Takiff Center to develop a creative and healthy menu that allows students to try new foods and expand their food choices. Early childhood encompasses an important time in life where children set their food preferences and nutritional standard for life. The Children's Circle program has hired a nutritional consultant to focus on a wide variety of healthy food options that create a well-balanced diet.

Another area for growth is parent and family involvement in the school. The program offers several parent and family events such as Beach Night, Potluck Dinner, and Back to School Night. This year the Beluga room added a Preschool Graduation night which was well received by parents and children. Staff will continue adding events such as Muffins with Mom and Donuts with Dad to encourage parent involvement in the Children's Circle program as well as show an added value to the program. Staff continues to improve on-site communication with parents through a Parent Bulletin Board that has been added to display important information and family resources.

With the addition of the infant program, the list of competitors in the area became smaller. There are only a handful of programs on the North Shore that offer infant care. Due to the range of ages accommodated in Children's Circle, families are able to join the full day preschool program at the Glencoe Park District sooner than others in the area. This helps to retain students and families from infancy until they begin kindergarten.

Children's Circle Program Information

Jellyfish (6 weeks-15 months)

Lead Teachers: Jaclyn Cunningham, Aileen Aviles

Assistant Teachers: Stella Geller

Opening just one year ago, the infant program has proven to be a strong need in the community. This fall, the infant room will be operating at maximum capacity with twelve students per day and currently has a waiting list. The teachers focus on the care and attention of each child. The room is very individualized to each child's needs. Although this room houses the youngest students, they participate in art, music, and sensory



exploration. The lesson plans are written for each individual child due to the great differences in development during the first year of life. Each day the infant room is full of milestones, growth, and laughter. The infant room is based on the warmth and compassion created by each of the teachers.

During the school year the infants:

- Learn sign language
- Participate in a music enrichment class
- Work on transitioning to the school schedule to move to Frogs
- Develop consistent schedules for eating and sleeping

Frogs (15 months-2.5 years old)



Lead Teacher: Anne Fosco
Assistant Teachers: Justyna Twardowski, Cristina Pepe, Liz Olson

The Frog classroom is a space for the children to explore while learning boundaries. The teachers begin to introduce school rules to the children while still allowing them the freedom to learn and play. The teachers provide structure by creating a weekly theme and daily lessons that aid the children in their learning process. The theme is apparent though the use of art, media tables, songs, and stories.

Due to the short attention span of this age group, this class transitions frequently throughout the day to keep the children active and engaged. There is a great focus on the gross motor needs as these children gain confidence in their movement. The Frogs spend a total of two and a half hours a day in the gym or on the playground to give the children space to develop.

During the school year the children:

- Participate in a music enrichment class
- Begin to use their vocabulary to communicate with teachers
- Enjoy a visits from outside entertainers

Starfish (2.5-3.5 years old)

Lead Teacher: Marsha Cohen

Assistant Teachers: Nathaniel Mills and Sydney Kroll

The Starfish classroom is where the children start to gain significant independence. Through the use of free choice, toilet training, and structured group activities, the teachers create an environment where the children learn self-regulation skills. The children build upon their vocabulary through the interaction with staff and friends. In the

Starfish room, students learn how to interact with one another and develop appropriate social skills. The lesson plans are driven by the Starfish's natural curiosity of the world around them. You will often find these children asking "Why?" as they are self-driven to learn about their environment. In this age group, learning is a natural process through the use of play.

During the school year the children:

- Participate in yoga and music class
- Participate in gym classes with Coach Miriam to enhance their gross motor skills
- Begin to gain independence in the choice of center play



Belugas (3.5-4.5 years old)

Lead Teacher: Rose Pepe

Assistant Teachers: Amanda Frugo and Dina Steindler

The Beluga room takes play and makes it applicable for soon to be kindergarteners. The day provides space for the children to work on handwriting, storytelling, numbers and letters; all while playing. The teachers have created a dictation station where children are free to tell their stories while teachers actively listen and write them down. These stories allow educators to peek into the minds of the children and gauge learning and progression. The classroom recently implemented new ways to transition the children throughout the day. When winding down for rest time, the class has been learning one yoga pose a week. The yoga poses help the children learn how to control their bodies while bringing the energy level in the room to a restful level. The teachers in this classroom are always bringing new, innovative ideas and methods to the Belugas. This past year the class spent time learning how the human body functions and the children created lungs out of paper bags to watch how they expand and contract.

During the school year the children:

- Learn how the body works
- Work on handwriting to prepare for Kindergarten
- Go on field trips to further the learning
- Participate in gym class to enhance their gross motor skills
- Learn Spanish

Special Events & Other Preschool Programming

In addition to enrichments, the Early Learning Center, and Children's Circle, the Early Childhood Staff focuses on special events and auxiliary programming such as parent tot classes. These added opportunities for residents creates and fosters a sense of community among program participants and also exposes the Park District and potential

early childhood participants to the educational and recreational opportunities available through the agency.

Parent-tot

The parent-tot program has been in existence for many years as an extension of the Early Learning Center. Enrollment and popularity of this program has fluctuated throughout its history. In fall 2016, parent-tot classes were offered on Mondays from 10:00-11:00am. The class ran at its minimum for the fall session, but did not run in the winter session due to low enrollment. In the fall of 2017, staff as adjusted the registration format. The program has been added to the preschool page of the brochure to highlight it as a preschool program. Staff has also changed it to a monthly fee for the 9-month school year. Staff is hopeful that the adjustments made to the marketing and logistics of the program will yield higher enrollment. The parent-tot program is an effective way to introduce young families to the Early Learning Center and retain them throughout their early childhood.

Preschool Special Events

While the Park District offers a number of special events serving a variety of ages, some special events are specifically targeted towards preschool students and their families. Preschool specific events are offered to provide unique experiences that encourage learning. Events allow participants to observe, touch, see, and smell in ways that might not. It is a never ending part of their young lives. This 'learning' is a big reason why it is important for children to experience new things and new environments. Thus we put a lot of effort into organizing events that allow children to participate actively in their school community. These activities also bring Glencoe families together to bond and become a closer group.

Takiff Express Train Day was held on July 15 at the Takiff Center in the rear parking lot.



The event cost was \$8.00 per person.

This was a new event that was being offered for the first time and was very popular. Staff set an expended attendance goal of 75 and was very excited to report 170 came to enjoy the festivities. This event allowed children to explore their love of trains with a variety of train themed activities. Families rode in the express trackless train, jump in the bounce house, and play mini golf. They were also able to play with trains on train tables, dress up like a train

conductor and take a picture with a cardboard Takiff Train photo frame, shovel some coal and play in sand, and take home train themed art projects. With the success of this event and positive participant feedback, Takiff Express Train Day will become an annual event.

Messy Morning doubles as a special event for current preschool students as well as an open house for prospective participants. This year, Messy morning was held on January 31 and is free for those in attendance. The event features open preschool classrooms with staff led activities for children to explore. Children get to squeeze, squish, paint, swat, and experience messy activities that cannot be done at home. Activities this year included painting by throwing soaked cotton balls at a wall full of paper, shaving cream art, painting with your feet by walking across paper, and sensory tables full of Jell-O. Attendance was strong for this event with over 100 people.

The Park District also offers other special events that are not specific to Early Learning Center and Children's Circle participants, but are extended to the early childhood age range. Those events include:

- Daddy Daughter Dance
- Spring Egg Hunt
- Teddy Bear Picnic
- Mommy & Me Tea
- Fourth of July Preschool Games
- Meet the Machines
- Cookie Decorating Party
- Tots & Tunes series
- Itty Bitty New Year

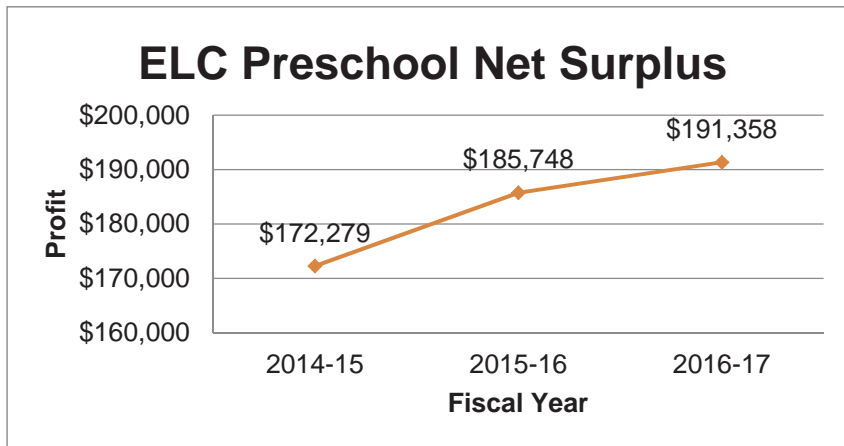
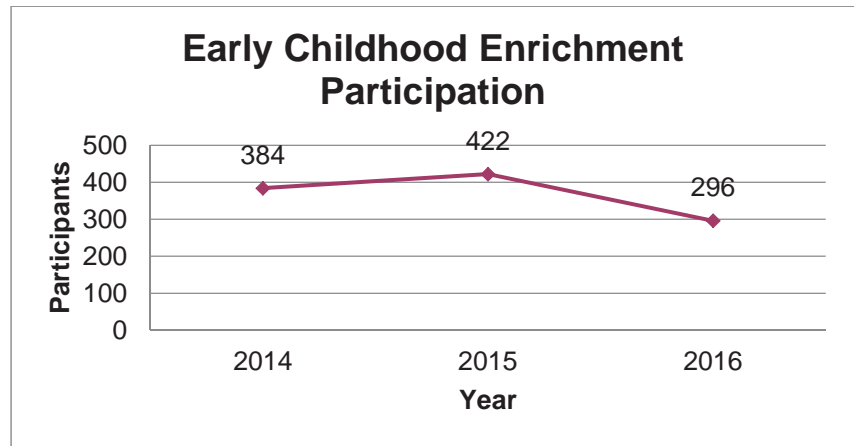
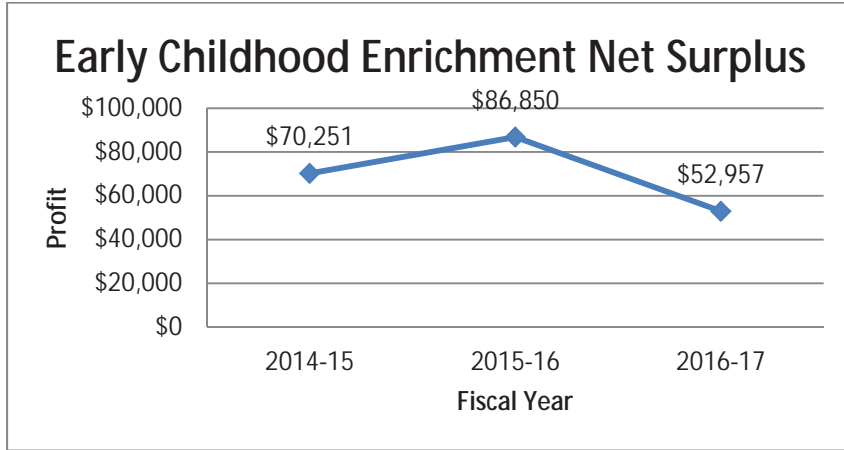
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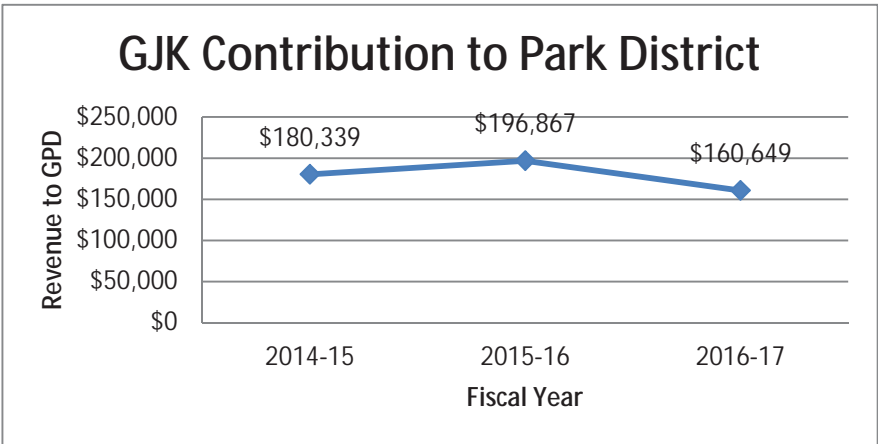
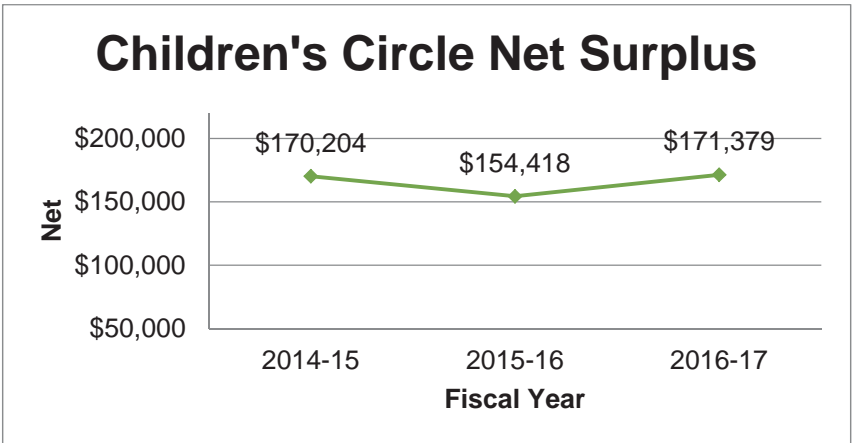
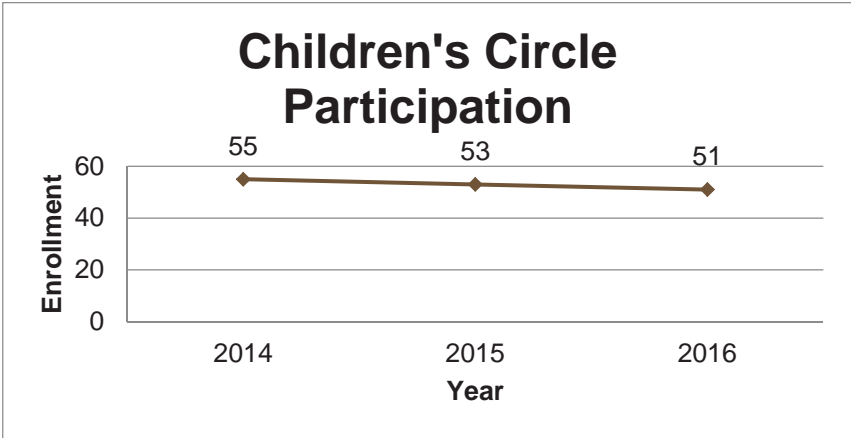
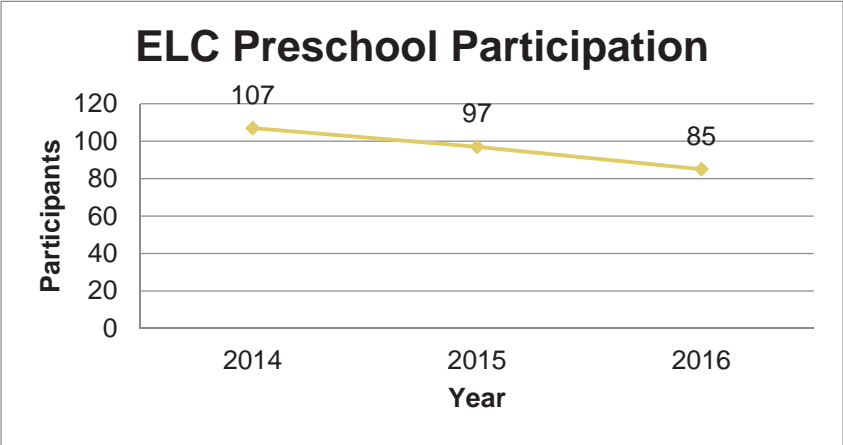
The Glencoe Park District takes great pride in its early childhood program offerings. The agency offers a comprehensive program portfolio for this age group that allows families to use the Glencoe Park District as the sole provider of early childhood recreation and education up to kindergarten if desired. The quantity and quality of programs offered, combined with the excellent facility they are housed in, provides an experience that rivals any competitor in either the private or public sector.

Staff will continue to review and investigate trends both within the agency and in the early childhood industry to ensure that popular classes remain exciting and classes in decline are replaced with innovative offerings. Staff will also continue to hear the feedback from program participants, the Early Childhood Advisory Group, and the community at large to ensure that class offerings are meeting a need and that operations and procedures are constantly reviewed to meet the expectations of the community.

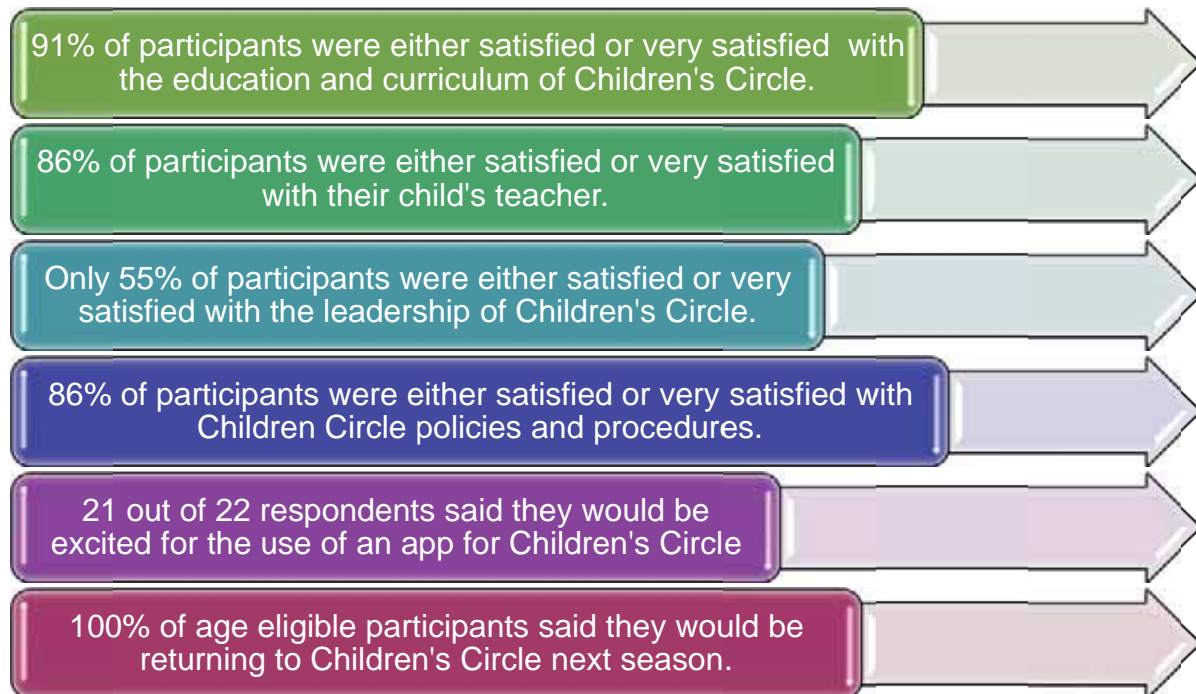
Appendix A

Participation, Financial, and Survey Data

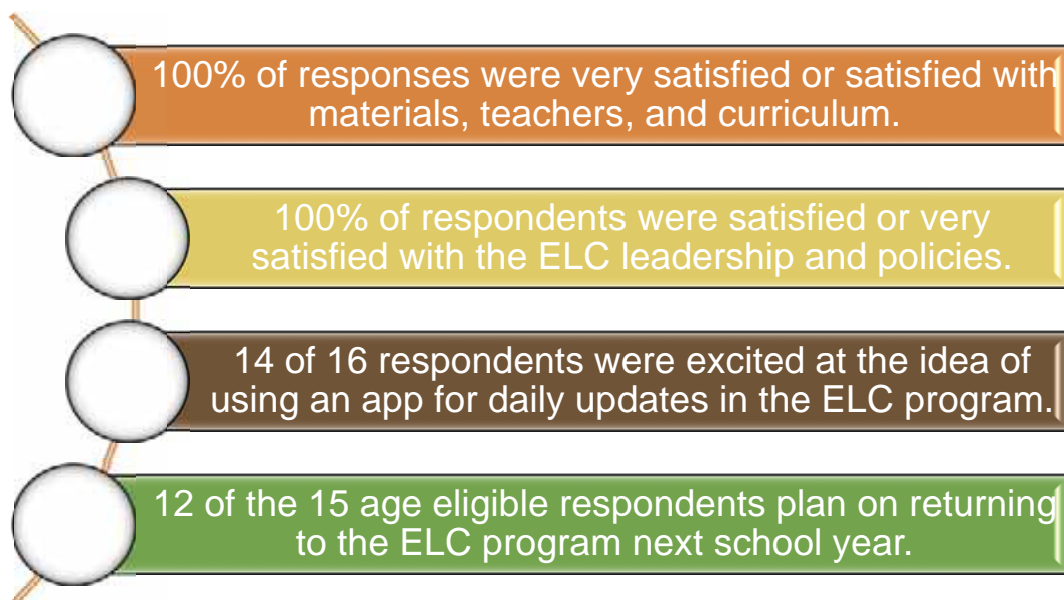




Children's Circle Participant Evaluation Highlights June 2017



Early Learning Center Participant Evaluation Highlights





Appendix B – Sample Forms

Children's Circle Lunch Menu

January/February/March 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1/2 1/30 2/27 3/27	1/3 1/31 2/28 3/28	1/4 2/1 3/1 3/29	1/5 2/2 3/30	1/6 2/3 3/3 3/30
Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Brown Rice with Pulled Chicken BBQ Sauce Vegetarian: Veggie Crumble with Brown Rice	Whole Wheat Grilled Cheese With Hummus and Vegetables on the side
1/9 2/6 3/6	1/10 2/7 3/7	1/11 2/8 3/8	1/12 2/9 3/9	1/13 2/10 3/10
Homemade Pizza Bagels with Mozzarella Cheese and Marinara Sauce	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Turkey Sausage on Whole Wheat English Muffin with Cheddar Cheese Vegetarian: Veggie Sausage on Whole Wheat English Muffin with Cheddar Cheese	Swedish Meatballs with Brown Rice Vegetarian: Soy Nut Butter and Grape Jelly Sandwich on Whole Wheat Bread	Turkey and Cheddar Sandwiches on Whole Wheat Bread Vegetarian: Grilled Cheese on Whole Wheat Bread with Cheddar Cheese
1/16 2/13 3/13	1/17 2/14 3/14	1/18 2/15 3/15	1/19 2/16 3/16	1/20 2/17 3/17
Chicken Burgers on Whole Wheat Bun Vegetarian: Veggie Burger on Whole Wheat Bun	Whole Wheat Pasta with Marinara Sauce and Chicken Meatballs Vegetarian: Pasta with Marinara & Veggie Meatballs	Turkey Taco on Whole Wheat Tortilla w/Shredded Cheddar Cheese Vegetarian: Veggie Taco	Tuscan Bean Soup with Whole Wheat Grilled Cheese	Sweet & Sour Chicken w/ Brown Rice Vegetarian: Brown Rice with Veggie Crumble
1/23 2/20 3/20	1/24 2/21 3/21	1/25 2/22 3/22	1/26 2/23 3/23	1/27 2/24 3/24
Whole Wheat Waffles with Hard Boiled Eggs	All Natural Chicken Tenders Vegetarian: Veggie Nuggets	Soy Nut Butter and Jelly Sandwiches	Beef Pepper Steak with Brown Rice Vegetarian: Veggie Crumble with Brown Rice and Cheese	Cheese Ravioli with Marinara Sauce

Serving Times

Morning Snack	9:30-10:00 AM
Lunch	11:45 AM
Afternoon Snack	3:45-4:00 PM

SAMPLE DAILY SHEET



FROGS ROOM

Name: _____ Date: _____

Special Remarks

Teacher Comments

Today I was: Happy Playful Busy Tired

Diapers			Food
Time	Initials	Details	At Lunch, I...
			<input type="checkbox"/> Ate my whole meal <input type="checkbox"/> Ate some of my meal <input type="checkbox"/> Tried something new Comments:

Nap		Items I Need	
Start	End	<input type="checkbox"/> Diapers	<input type="checkbox"/> Clean clothes
		<input type="checkbox"/> Wipes	<input type="checkbox"/> Cream
		<input type="checkbox"/> Weather Appropriate Clothes	
		Other:	

All About My Day:

SAMPLE STUDENT PAPERWORK CHECKLIST



Early Learning Center Checklist of Enrollment Forms

Use the checklist below to confirm you have completed all of the required forms for Early Learning Center enrollment.

- Enrollment Form
- Pick-Up Information (Signature required at bottom of page)
- Emergency Contact Information
- Social Background Information
- Illness Policy
- Late Pick-Up Policy
- Additional Release Form
- Certificate of Medical Exam (and TB waiver if your physician so elects)
 - Parent or Guardian must fill out health history box and sign/date.**
- Lead Assessment
- Copy of Birth Certificate (if not already on file)
- Licensing Standards Acknowledgement
 - Sign/date and you keep the licensing information
- Handbook Acknowledgement
 - Sign/date and you keep the handbook
- Early Learning Center Program goals and Philosophy

If your child has allergies, please review the following and contact Naomi Garvett:







Required Documents for Participants with Allergies

Participants with allergies, such as allergies to bee stings, peanut products, dairy, etc., may be at risk of a serious allergic reaction while participating in a Park District program due to contact with, or ingestion of the allergen. The Glencoe Park District cannot guarantee an allergen free environment, but with your cooperation we can create a safer environment and be better prepared to handle emergencies. The Park District will make reasonable, feasible, and practical accommodations to allow participants with life-threatening allergies to participate in our programs. Glencoe Park District requests participants, parent (s) and/or guardian (s) complete and submit a Food Allergy Action Plan and other required forms a minimum of **seven (7) days** prior to the participant's first day of attendance to allow Park District staff time to make accommodations and to train appropriate staff. Forms may be obtained at the Takiff Center main registration desk.

SAMPLE MONTHLY CALENDAR

July 2017 Belugas



Monday	Tuesday	Wednesday	Thursday	Friday
<p>3 Party in the USA (Make confetti slime)</p> 	<p>4 NO SCHOOL</p> <p>Happy July 4th</p> 	<p>5 Coach Miriam</p> 	<p>6 Movin' and Groovin' (Make musical instruments)</p> 	<p>7 Miss Jamie's Farm</p> 
<p>10 Lotsa Pasta</p> 	<p>11 Artful Antics</p> 	<p>12 Coach Miriam</p> 	<p>13 Mad Science</p> 	<p>14 Frog Lady</p> 
<p>17 Fairy Tales (Costume Day)</p> 	<p>18 Vehicle Adventures</p> 	<p>19 Lambs Farm Field Trip</p> 	<p>20 Treasure Island</p> 	<p>21 Pirates' Cove (Field Trip)</p> 
<p>24 Storytime Telling (bring your favorite book)</p> 	<p>25 Tots-N-Tunes Bring a sack lunch (Walking Field Trip)</p> 	<p>26 Coach Miriam</p> 	<p>27 Water World (field trip)</p> 	<p>28 Slumber Party (Come to school in your PJs)</p> 
<p>31 Nature Gone Wild (bring white T-shirt to tie-dye)</p> 				

VIII. Staff Reports

Glencoe Park District
September 2017 Board Meeting

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

FY2018/19 Budget

The FY2018/19 budget process has officially begun! Computerized general budget worksheets and program budget worksheets have been distributed to staff. On September 8, a mandatory budget kickoff meeting/ in-service training workshop was conducted for all District staff that submit departmental and/or program budgets. The timeline of the District's financial legal calendar (which includes the FY2018/19 budget timeline) is included in your board packet. Please make a special note in your calendars of the specific meeting times related to District's legal calendar.

Front Office

Front office staff has been busy preparing for the new school year and for the fall program season. Billing for the 2017/18 school year for the ELC preschool and afterschool program has started, and all went smoothly in the first billing month. Hard to believe that staff will soon start to prepare for the Watts/Winter registrations.

2017 Levy Information

Preliminary information and analysis regarding the new 2017 proposed levy request is being prepared by staff and will be presented to the Board at the Finance Committee of the Whole meeting scheduled for October 3.

Rectrac Training

On August 29-31, District staff received specialized one-on-one training with a trainer from VSI (our District's registration software vendor) onsite at the District's offices. Given the turnover in staff in the past two years, it was felt that it would be most helpful to bring a trainer back for more intensive training. (Our initial training was in 2013, right before RecTrac/WebTrac went "live").

Distinguished Agency Accreditation

Staff continues to gather, organize and update policies required for the Legal, Financial and Human Resources/Safety sections of the Accreditation Standards Manual. As part of this process, in August all departmental staff completed a thorough review of all full-time and part-time job descriptions of the District.

Financial Procedures and Policy Manual/Credit Card Policy

Staff has finalized the final version of both the new Financial Procedures and Policy Manual and the new Credit Card Policy. These two documents will be presented to the Board for their initial review and discussion at the Finance Committee of the Whole meeting on October 3.

Timeclock Management System

As mentioned in the July departmental report, staff will be finalizing a recommendation for the purchase of a new timeclock management software system, and will be bringing forth that recommendation for Board approval. This was included in the FY17/18 Capital Projects Budget.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

**GLENCOE PARK DISTRICT
FY 2018/19 BUDGET TIMELINE**

By September 8, 2017	Distribute regular budget worksheets AND program budget worksheets with budget time line to staff.
September 8, 2017	Budget In-service Training for staff.
October 2, 2017	Deadline for staff to submit capital project ideas/proposals to their Department Head. All items must be priced.
October 9, 2017	Deadline for Department Heads to submit capital project proposals to Executive Director. All items must be priced.
Week of Oct. 16, 2017	Director and Department Heads meet to discuss all capital project proposals. Afterwards, Capital List is distributed to Executive Director and Department Heads for discussion and prioritization.
October 27, 2017	Deadline to complete recreation program AND general budget worksheets.
November 6, 2017	Capital Project List finalized by Executive Director and submitted to Carol.
November 21, 2017	Potential FCW Meeting to discuss capital ideas with Board.
November 21, 2017	Draft #1 of budget worksheets turned back to staff from Carol for their review/update.
November 21, 2017	Excel version of recreation program budget worksheets turned back to staff from Carol for review/update.
December 20, 2017	Draft #2 of all budget worksheets turned back to Carol for further revisions.
January 12, 2018	Deadline for staff changes/corrections to be made to First Budget Draft.
By Jan 31, 2018	Proposed First Budget Draft FY2018/19 distributed to Board for review.
Wk of Feb 5-9 or Feb 12-16, 2018	Finance Committee of the Whole meeting to discuss budget. Additional meetings in early March, if necessary.
By March 16, 2018	Budget and Appropriations Ordinance (BAO) put on public inspection for 30 days.
March 20, 2018	Regular Board Meeting -- Approve the FY 2018/2019 Approval Budget.
April 17, 2018	Regular Board Meeting -- BAO hearing held, then BAO approved by Board.
By April 30, 2018	BAO is officially filed with the Cook County Clerk's Office.

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

Recreation Department Report

September is a time of transition for the Recreation Department. Staff is busy closing out the summer season while at the same time preparing for the fall session of classes and programs to begin. This summer was overwhelmingly positive in a number of different areas. The swimming and boating beaches saw a very high level of usage on the weekends and navigated the beach erosion effectively. The beach staff did a great job working hard and developing/improving operations to provide a great experience for all the guests who visited the lakefront.

Summer camp was another area that ended on a very positive note. Staff ended the season with Camp Night, where parents and campers got to say their final goodbyes to the camp staff they have bonded with over the eight weeks of the camp season. Enrollment for camps has increased overall compared to last year, and staff continues to offer the same high quality program that the community is accustomed.

No faster has summer ended than fall has started. Staff continues to focus on growing programming in popular areas and developing new opportunities in place of programs that are nearing the end of their lifecycle and low in popularity. Classes like Super Hero Lego Class, Science Class, Video Game Design, Broadway Bound, Youth Ceramics, and the Preseason Basketball Clinics have all seen incredible registration numbers and staff has been able to open more sections and secure additional staff to meet this demand. Staff is also working to grow fitness programming this fall with numerous class offerings including a rowing class and other traditional fitness programming.

Another exciting event this fall is the start of Preschool and resumption of Day Care after a week long summer break. Registrations for these programs are strong. We have added new staff to both programs and Naomi and Jessica have developed an excellent training program for new staff.

Early Childhood: Naomi Garvett and Jessica Stockl

We are excited to see an increase in enrollment for fall as we are increasing to 67 children in Children Circle. Beginning in September, the infant classroom is registered at fifteen children with twelve attending each day. We already have three enrolled to start in March, one in June, and one in August! The Frogs classroom has 14 children with two on the waiting list. The Starfish classroom has 17 children registered, and the Beluga classroom is full with 21 children.

The Children's Circle Beluga class was busy traveling this summer. The class enjoyed a trip to Lambs Farm, Buffalo Grove Spray and Play, Pirates Cove and attended all of our Tots-N-Tunes Concerts at Kalk Park. Our Starfish classroom also did great walking trips to Tots-N-Tunes. The Belugas also enjoyed walking field trips to some of the gorgeous parks in our community and to Public Safety. The Jellyfish and Frog classrooms enjoyed the addition of a music class this summer. All classrooms had a blast enjoying the warm weather, running through the sprinklers, and most importantly- PLAYING! As we gear up for the new school year, we are hosting a Back

to School Night and Paperwork Extravaganza. The paperwork part of the evening is a new addition to continue to be diligent in all DCFS policies. At our Back to School Night, we announced the addition of some wonderful enrichments for this school year. We are adding Mr. Shaun, a music teacher, for Jellyfish, Frogs, and Starfish. He came in as a substitute for a class and had the children instantly mesmerized! As we work toward our goal of increasing parent involvement, we are adding a mystery reader program where parents, grandparents, employees, aunts, uncles, or siblings can come in and read a story to the class of their choice. With this goal in mind, we are also adding an Art Gallery Show in the springtime. At this event, families will be able to come in and listen to the children as they show off their artwork and discuss it! Children's Circle will push through the winter by having Fun Fridays! Fun Fridays will include pajama days, guest speakers, and special treats. A few of the guest speakers we have lined up include a dentist, pediatrician, pediatric nurse, and librarian. We are excited to have the children learn about community helpers, what they do, and how the children can stay healthy. Our teachers have been working hard to continue to research new teaching methods and activities to implement in our classrooms.

The Bears and Kinder Korner camps experienced strong enrollment. Many of the preschool camp programs were close to maximum capacity this summer! It was a wonderful summer in the Bears and Kinder Korner camp programs!

Enrollment	2017	2016	2015
Teddy Bears	23	19	24
Panda Bears	26	39	31
Koala Bears	48	56	29
Kinder Korner	69	53	40
Total	166	167	124

Takiff Express Train Day was held on July 15 at the Takiff Center in the rear parking lot. The event cost was \$8.00 per person. This was a new event that was being offered for the first time and was very popular. Naomi Garvett, Early Childhood Program Manager, set an expected attendance goal of 75 and was very excited to report 170 came to enjoy the festivities. This event allowed children to explore their love of trains with a variety of train themed activities. Families rode the express trackless train, jumped in the bounce house, and played mini golf. They were also able to play with trains on train tables, dressed up like a train conductor and took a picture with a cardboard Takiff Train photo frame, shoveled coal and played in sand, and took home train themed art projects. With the success of this event and positive participant feedback, Takiff Express Train Day will become an annual event.

In September we are looking forward to the start of the Early Learning Center. To get the year started the teachers hosted a parent only orientation night to inform the families of the school year expectations. Later in the week, the parents brought their child to come and meet their teacher and to do a fun "getting to know you" art project. There are a total of 89 children enrolled for the 2017-2018 school year. We do have families that start throughout the school year, so we expect these numbers to increase a bit.

Enrollment	2017-2018	2016-2017	2015-2016
2's classes	25	21	29
3's classes	24	27	14
3/4's classes	n/a	n/a	12
4's classes	40	24	29
Total	89	72	84

Athletics/Teen Camp - Chris Pietrini:

Preparation continues for fall programs that began in early September. Additional instructors were hired for Little Sportsters, Wide World of Sports, and Tumbling to accommodate high demand and waitlisted participants.

Staff has been working to meet the increased desire for basketball instruction. The preseason travel clinic has been extended and a preseason clinic for house league will take place in September.

Enrollment	2017	2016
Preseason Travel	49	36
Preseason House*	39	30
Total	88	66

**Still accepting registration; this was run as 3 on 3 Basketball last year.*

Staff is working with the Park District of Highland Park, Deerfield Park District, and Lake Forest Park District to schedule games for the 2017-2018 house league season. This would give house basketball players a small experience of what travel basketball is like, with away games at each of the other locations.

RecTrac is being used to track all athletic field usage and booking. Using the same system that we do for program registrations and facility bookings will help to ensure that there are no scheduling conflicts, help keep track of usage, and will ensure communication with parks staff is strong so that fields are always prepared before usage. This system has been tremendously beneficial over the past year in helping to ensure that we are as organized as possible for field usage.

Arts and Youth - Stephani Briskman:

Fall is in full swing with Kids Club which began on August 28. Kids Club is located at Watts Ice Center and utilizes our bus, Hilary, to transport children to and from school and their after school activities. Currently we have 14 children enrolled in AM Kids Club ranging from a two day option to five day option and one child signed up for the Watts Shuttle Service, and 41 children enrolled in PM kids club ranging from a two day option to five day option and 4 children signed up for the Watts Shuttle Service. We also offer a "School Day Off" program for most school institute days and holidays. The program starts and ends at the Takiff Center and includes a field trip during the day. For example, our first day off program is September 21 and the children will be going bowling at Pinstripes and then back to the Takiff Center to play games and create arts and crafts projects.

Our Broadway Bound program has two sections of classes and both filled with a waitlist. We were able to accommodate most of our waitlist participants. There are 80 participants working on in Broadway Bound who will perform the play “Beauty and the Beast” in January.

This is the second year for Little Footlighters. While we did see larger registration numbers last year in the Little Footlighters we are not overly concerned due to the fact that a large number of last year enrollees aged out of the program and moved up to Broadway Bound. We will continue to watch this programs enrollment numbers.

Enrollment	Fall 2017	Fall 2016
Little Footlighters	35 3 sections	48 3 sections
Kinderlighters	16	18

New this fall, we are offering different STEM classes to add to the interest of our community. Video Game Design and Superhero Legos are just a couple of the new STEM classes offered. Both classes filled on the first day of registration with a waitlist, and we opened new sections to accommodate those waitlists. We are also offering fashion and sewing classes.

Special Events & Active Adults: Liz Visteen

The Park District had a busy summer full of special events. New events included Meet the Fleet, Kidbucks Game Show, and the End of Summer Fire Party.

Meet the Fleet was a partnered event with the Park District and Village to showcase vehicles. Public Works provided a lift truck in which children and adults could ride in the lift, a front loader, and an excavator. Public Safety had available their ambulance and a fire engine, and the Park District brought over a pickup truck, a small bobcat, and a riding mower. The Park District also provided carnival games and a bounce house. The event was well received and the two agencies plan on offering this event together again next year.

The Beach Campout had the highest enrollment ever with 186 participants. Weather was perfect for the event; however, the beach experienced some high winds that night, therefore staff filled sand bags to help participants weigh down their tents. Campers enjoyed a big bonfire, dinner provided by Northshore Catering, s’mores, and watched Finding Dory on the big screen. In the morning, families enjoyed breakfast before heading home. It was such a beautiful morning, many lingered to enjoy more time on the beach.

The Kidsbucks Game Show was well received with 26 kids and 15 adults. It was a free event which was relocated to Takiff Center since the weather outside was wet and rainy. Kids were issued a ticket to compete against other kids in a variety of activities for prizes. Those who participated had a great time and audience members got to participate as well.

The End of Summer Fire Party was another successful event despite the light rain experienced during the first hour. The rain affected attendance; however, over 100 registered for the event in advance with a handful of people registered at the door. Activities under the trellis were well received and included making glow slime, glow bracelets, gutter boats. Participants also enjoyed

s' mores before the fire show began at 8:30pm. Two fire performers danced to music and dazzled the crowd.

Special Event Attendance	2017	2016
July 7 – Tots-N-Tunes	~150	Offered by the Library
July 20 – Park-N-Play: Water Wonders	25 kids, 16 adults	Cancelled due to weather
July 22 – Meet the Fleet	~400	Offered by Public Works
July 25 – Tots-N-Tunes	~200	~200
July 28-29 – Beach Campout	53 families (186 people)	46 families (149 people)
August 3 – Kidbucks Game Show	26 kids & 15 adults	Not offered
August 4 – Tots-N-Tunes	~150	Offered by the Library
August 17 – Park-N-Play: Back to Nature	12 kids, 10 adults	Cancelled due to weather
August 26 – End of Summer Fire Party	101	Not offered
September 5 – West Park Opening	~250	Not offered

Upcoming Fall events:

Sep 16 – The Great Mud Run

Sep 17 – Doggie Dip

Sep 23 – Doggie Dip

Oct 1 – Disc Golf Tournament

Oct 1 – GPD Annual Community Give- Back with The Night Ministry

Oct 5 – Teen Game Night

Oct 15 – Mom & Son Night Out

Oct 26 – Boo Bash

We did get notice after our fall brochure was at the printer that GYS and GJHP would not be holding Harvest Fest. Needless to say, we were very disappointed to receive that news, but it was too late for us to rescue the event this year. We will discuss if this something we will put on next year.

Summer adult and arts programs ended in August. Ceramics did well with new adult students who plan to continue in the fall.

Enrollment	Summer 2017	Summer 2016
Adult Ceramics	15	8
Youth Ceramics	27	15
Teen Art Programs	0	0
Other Adult Art Programs	0	0

Early Fall Enrollment looks good with several new adult programs offered including Watercolors, Drawing, The Plays The Thing: Play Reading for Adults, and Sewing. The Park District offered a 25% off flash sale for adult art classes which resulted in a large boost in ceramics enrollment.

Enrollment	Fall 2017	Fall 2016
Adult Ceramics	40	14
Youth Ceramics	50	63
Teen Art Programs	10	6
Other Adult Art Programs	15	0

We do notice a dip in youth ceramics enrollment, but an increase in other age groups, especially our adult ceramics programs. We will analyze the dip in youth to see what changes can be made to increase participation.

Takiff Center/Fitness: Paul Goedjen

It was another successful year for the park district’s paddleboard fitness and paddleboard yoga classes that took place at Glencoe Beach. It is exciting to see the program grow each year – staff will look to expand these class offerings next year.

Staff successfully relocated the consistent renters of the Activity Room to other areas of the Takiff Center. This was done as a result of the renovations for the new fitness area beginning. The groups successfully relocated include Hakafa, New Horizons Senior Band, and The Writers. These groups will now rent space in the community room wing of the facility.

Over the summer, planning was done in anticipation of the renovations beginning for the Glencoe Fitness Area. Staff met with contractors on construction, equipment, and IT issues in order to ensure that the renovations take place as smoothly as possible. At this time, work has started on the Takiff Center customer service desk and on converting an old office into the new shower for the fitness area.

On August 31, the Takiff Center hosted the annual Glencoe PTO Welcome Dinner for families that have recently moved to Glencoe. Other events hosted at the Takiff Center over the past month include a wedding reception and multiple birthday parties.

Type	August	
	2017	2016
Birthday Parties	\$1,450.00	\$387.50
Facility Rentals	\$4,017.00	\$3,862.00
Total	\$5,467.00	\$4,249.50
Difference	\$1,217.50	

Beaches and Watts Ice Center - Bobby Collins:

As of September 4, the Beach House officially closed for the season. The restrooms will remain open Saturdays, Sundays and other warm days until October 15. The Boathouse will remain open Friday thru Sunday until October 15.

This season the beach witnessed lower attendance compared to 2016. This can be attributed to the mixed weather conditions. When comparing average temperatures for August, 2017 was six degrees cooler than the same period in 2016. This had a noticeable impact on August daily admissions, with revenue down \$10,540 compared to 2016.

Boat storage revenue was strong and staff expects winter storage to be in line with this trend. Winter storage applications will be sent out mid-September. Staff is also preparing to send out surveys to beach and boat house patrons.

Overall beach revenue was in line with 2016. There was growth in trellis, sun shelter, camp and storage revenue but declines in daily admission and boat rentals. The new Sailing and Aquatics Camps were popular and staff added two additional weeks due to demand.

Revenue (as of 9/1)	2017	2016	Variance
Summer Boat Storage	\$83,121	\$67,225	\$15,896
Boat Rentals	\$16,960	\$23,750	(\$6,790)
Trellis Rentals	\$12,941	\$9,636	\$3,305
Daily Admissions	\$183,041	\$191,453	(\$8,412)
Beach Passes	\$54,530	\$56,542	(\$2,012)
Sailing Camp/Youth Sailing	\$17,498	\$15,978	\$1,520
Aquatics Camp (New 2017)	\$20,008	n/a	\$20,008
Total Revenue	\$388,099	\$364,584	\$23,515

The elevated water levels contributed to significant sand erosion, especially on the north boating beach. Staff worked to keep the beach operational by regrading sand and covering the Village water main, which became exposed due to the erosion. Staff also worked with the Village and Water Plant to support their water intake cleaning. In September, the erosion became worse, which made launching our safety boat difficult. We arranged with Winnetka Beach to store and launch our safety boat from that location for the remainder of the season. We also moved some boats from the Boating Beach to the South Beach for the convenience of our boaters. In preparation for the skating season, Watts's staff has been busy booking ice and programming skating and hockey classes. Watts opens Friday, November 24.

Submitted by:
Lisa Sheppard, Executive Director

What to look forward to this year...

ENRICHMENT CLASSES:

Jellyfish– Music with Mr. Shaun

Frogs– Music with Mr. Shaun

Starfish– Music with Mr. Shaun and Coach Miriam

Belugas– Spanish class and Coach Miriam

COMMUNITY INVOLVEMENT

Visits from:

Mystery Readers

Pediatrician

Pediatric Nurse

Librarian

Dentist

More to come!

These community helpers will come in to talk to the children about what they do and what the children can do to keep themselves healthy!

FAMILY FUN EVENTS:

Annual November Potluck

January Messy Morning

First Annual Artwork Gallery in May

August Beach Night

WINTERTIME FUN FRIDAYS

Come winter the months seem a bit longer and we all need a little pick me up! Every

Friday will be a FUN FRIDAY from December-February. Fridays may include a special event in the building, a theme such as pajama day, a special treat, or a guest!



Children's
Circle
Full Day
Preschool



GILDAN
MADE IN THE U.S.A.
100% COTTON
PREMIER
CAREWASH
T-SHIRT
L

Children's Circle
Full Day Preschool



**Glencoe Park District
Parks & Facilities Maintenance Report
September 2017**

Administrative

I have continued to work with AltaManu relating to the West Park, Astor Park and Takiff Parking projects. I am continuing to work with ACG relating to the Takiff Lead Paint Study. I have continued to coordinate the Fitness Center Construction with Wight Design.

Grounds/Horticulture

The landscape crews have been out in full force completing plantings at the West Discovery Area and Astor Park. Staff has begun fall pruning, bed preparations and has been working on natural area maintenance. The pathways at the Bob Everly Wildflower Sanctuary received new mulch and pruning was done to widen the pathways for the Mud Run.

Parks Maintenance & Construction

Staff installed new park identification signs throughout the district. At West and Astor parks staff installed benches, trash receptacles and split rail fencing.

Staff has been busy making preparations for the first Mud Run race. The event spans across multiple parks and natural areas. Staff completed the installation and manufacture of many of the obstacles used in the race.

Staff is beginning the process of fall athletic turf maintenance including aerating, seeding and weed treatments. Staff continues to groom baseball fields, soccer fields and football fields.

Facilities

The new floor at Watts was installed during the facility shut down in late August. Staff used over 20 gallons of paint to repaint the entire first floor of Watts. The new paint job and floor has given the old facility a new glow. In addition, we are preparing to complete the leak repair at Watts Ice Rink. The cooling floor has been drained and concrete will be removed this month.

During the Takiff Center shutdown, staff was busy cleaning, painting, updating the ceramics studio and preparing for the fitness area project. Staff has continued updating the facility with LED lights and fixtures. During the shutdown, the gym floor was refinished, multipurpose wing counter tops were replaced, a new awning was installed, all trees were trimmed and the boilers received an upgrade. Applied Controls is currently making progress in updating the BAS system.

Equipment

The John Deere Gator, primarily used for snow removal, was sent out for bi-annual maintenance.

Shared Services

- The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles.
- I am currently managing tree maintenance on District 35 property with our contractor. The school district is reimbursing the park district for all costs.
- We have continued to cut all Village of Glencoe grass per the shared services agreement.

Submitted by:

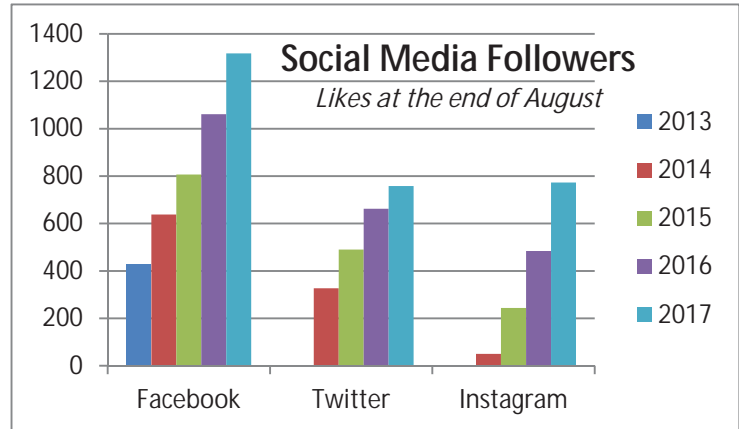
Chris Leiner, Director of Parks & Maintenance

**Glencoe Park District
Marketing/Communications Report
September 2017**

Social Media/Email

We ended the month of August with 39,453 Facebook impressions (in 2016, we ended the month with 73,055 impressions). We now have 1318 followers on Facebook, 758 followers on Twitter and 773 followers on Instagram. Glencoe Beach has 1625 followers on Facebook.

We sent out several targeted email blasts, primarily focused on filling fall classes with low enrollment and special events.



Date	Subject	Total Sent	Open Rate	Mobile Open	Desktop Open	Click Rate
Thu, Aug 31	Fall Adult Art Class Flash Sale	4863	21.70%	55.60%	44.40%	4.90%
Wed, Aug 30	Preschool Enrichments	53	61.50%	54.70%	45.30%	37.50%
Mon, Aug 28	Disc Golf Classes & Tournament	4840	26.50%	52.50%	47.50%	1.90%
Wed, Aug 23	Mud Run Email 2	4842	26.20%	57.10%	42.90%	6.40%
Tue, Aug 22	West Park Opening	4847	31.40%	58.80%	41.20%	9.40%
Mon, Aug 21	Fire Party Reminder	4633	27.70%	60.30%	39.70%	2.90%
Sun, Aug 20	Disco Dance Party	722	41.60%	67.00%	33.00%	4.00%
Wed, Aug 16	Park-n-Play August	891	36.30%	62.10%	37.90%	5.70%
Wed, Aug 16	Takiff Center Closed 8/21-8/27	146	47.20%	45.50%	54.50%	6.00%
Mon, Aug 14	Boater/Beach letter	544	63.90%	59.40%	40.60%	0.30%
Sat, Aug 12	Mud Run Email 1	4663	28.00%	65.90%	34.10%	8.30%
Thu, Aug 10	Fire Party	4641	28.90%	61.90%	38.10%	2.20%
Mon, Aug 7	Summer's End Camps	619	46.10%	60.80%	39.20%	24.40%
Thu, Aug 3	Play On Passport	662	35.70%	60.50%	39.50%	10.30%
Tue, Aug 1	Kidsbucks Show reminder	643	29.80%	65.00%	35.00%	9.10%

Glencoe Quarterly

This fall, the Park District had the cover of Glencoe Quarterly. I'd like to thank Ava and Sophia Boron for posting for the cover photo at West Park! The newsletter will be sent out the first week of September with content from the Park District, Village, School District, Family Service of Glencoe.

IPRA Agency Showcase

Once again, I will be the co-chair of the judging committee for the IPRA Agency Showcase, the annual marketing awards program held during IPRA's Annual Conference. Our committee is looking for judges to spend the day at the conference, reviewing park district materials ranging from websites and social media campaigns to brochure series and green marketing programs. Let me know if you are interested in acting as a judge!

Special Events

I worked with the Recreation Team to promote the End of Summer Fire Party, a new beach event designed to capitalize on the end of the summer, as well as Park-N-Play and the Kidsbucks Show. I created an email blast, flyers, posters, event signage, and social media posts to promote the event.

Play On Passport

This fall, we introduced our new [Play On](#) program, which highlights classes designed to give you an active start to physical literacy, which is the ability, confidence, and desire to be physically active for life. By participating in programs which focus on sharpening each of these skills, our kids will be on their way to becoming more physically literate and, ultimately, active for life. The program kicked off with a one-page spread in the fall brochure and icons on programs throughout the brochure that encourage physical literacy skills. Our summer intern, Patrick Lentz, created a series of videos during July (National Park & Recreation Month) to promote Play On programs. The videos were shared on social media and featured instructors from Play On programs. We also sent an email blast out to all residents with links to Play On programs and have been posting articles on the news section of our website. This will be an on-going program, with a publicity emphasis designed at registration times.

Submitted by:

Erin Maassen, Manager of Marketing and Communications

flash sale

• one day only! •



Get 25% adult art classes on Thursday, August 31!

Our one day flash sale is the perfect way to explore your creative side!
On August 31, all adult art classes will be reduced 25%
FOR ONE DAY ONLY! Prices are already discounted online.

CERAMICS

Whether you are a beginner or experienced potter, this Class gives you the freedom to create custom functional or sculptural pieces.

Mondays, 6:30 PM

Regular fee \$354/389, **NOW**
\$266/292

Wednesdays, 10 AM

Regular fee \$413/454, **NOW** \$310/341

Thursdays, 6 PM

Regular fee \$354/389, **NOW**
\$266/292

Fridays, 12 PM

Regular fee \$295/325, **NOW**
\$221/244

[REGISTER](#)

DRAWING

DRAWING INTENSIVE

Focus on the theory and practice of drawing. Students will practice the essential techniques necessary to develop the skills needed for all disciplines in art.

Wednesdays, 1-3 PM

Regular fee \$100/110, **NOW** \$75/83

[REGISTER](#)

PAINTING

WATERCOLOR

PAINTING ON CANVAS

Experiment with acrylic paint to better understand color, composition, and various techniques.

Wednesdays, 6:30 PM
Regular fee \$270/297, **NOW**
\$203/223

[REGISTER](#)

WATERCOLOR

Learn the basics and explore new watercolor methods in this studio class.

Tuesdays, 1-3 PM
Regular fee \$200/220, **NOW**
\$150/165

[REGISTER](#)

More Adult Programs





Dear Glencoe Beach Patrons & Boaters:

As you may have heard, a water intake pipe from the Village of Glencoe's Water Treatment Plant requires cleaning. During the week of July 31, a routine inspection of the Village's water intake pipe in Lake Michigan revealed an excessive build-up of sand and sediment. While this does not compromise the quality of water in the Village's water supply, as any sand and sediment is removed during the water treatment process, it is necessary to perform a comprehensive cleaning of the intake pipe to remove the sand and sediment material to ensure adequate water flow into the Glencoe Water Plant.

The Village has contracted with Northern Divers USA, Inc. of Spring Grove, Illinois to facilitate the project, which will start Monday, August 21 and continue through Thursday, August 24. The Village could not wait until after Labor Day to start the project.

The cleaning will require the use of seven diesel engine pumps operating continuously over a period of several days to flush out the sand and sediment. These pumps will be located just south of the Glencoe Water Plant, operating from the morning of Monday, August 21 until the cleaning is finished sometime on Thursday, August 24.

1

What does this mean for boaters and swimmers?

Monday, August 16-Friday, August 18

- On Wednesday, August 16, the contractor will start bringing down six large pumps. The entrance on Hazel Road will be closed, so patrons will need to enter through the Park Avenue entrance. Access to the swimming and boating beach will be open as the contractor prepares for the project. Glencoe Park District staff will also begin moving a row of sailboats and kayaks/paddleboards on the swimming beach closest to the water plant.

Saturday, August 19-Sunday, August 20

- Glencoe Beach will be open as usual.

Monday, August 21-Wednesday, August 24

- On Monday, August 21, the Beach's post-season will begin, which means the boat house will be closed and no lifeguards will be on duty during the week. The Beach House bathrooms will be open 9 am-5 pm. That day also marks the start of the cleaning the pipes. The large pumps will operate continuously for 72 hours. Due to the type of equipment necessary for this work to be completed,

there is a high likelihood of steady and continuous noise from the diesel engines and there will be a strong undertow that may not be visible on the surface. For the safety of our residents and Glencoe Beach patrons, the water will be closed Monday, August 21-Thursday, August 24 due to the dangerous undercurrent that the pumps will create in the work zone near the beach. No swimming, sailing, paddleboarding, or kayaking near Glencoe Beach will be permitted.

Thursday, August 25-September 4

- Glencoe Beach will resume post-season hours.

Glencoe Park District is cooperating with the Village of Glencoe to ensure the safety of our community's water supply. The safety of our water quality takes precedence over recreational boating and swimming.

For more information, please visit www.villageofglencoe.org/intakecleaning. If you have any questions, please contact me or the Village of Glencoe (David Mau, Public Works Director, at (847) 461-1116 or Alex Urbanczyk, Water Plant Supervisor, at (847) 461-1651).

Sincerely,

Lisa Sheppard, CPRP
Executive Director
Glencoe Park District



Glencoe Disc Golf

INAUGURAL OPEN



Grab a partner and join us at Watts Park for the inaugural Glencoe Disc Golf Open! Whether you are a seasoned competitive player or have never participated in an organized round, this outing is sure to provide ample challenge, reward, and, most importantly, fun! Registration includes 18 holes of disc golf, a hot dog lunch, and a custom Innova golf disc.

The tournament is a bring your own partner best shot doubles event. Both players will execute each shot, and then advance to the more advantageous of the two shots until the course is completed. Rules, prizes, and course layout will be discussed at the players meeting before each tee time. Registration closes September 27; tee times will be assigned after registration closes. Please register for the appropriate level:

- **ADVANCED** For players of any age seeking to compete at a high level
- **RECREATIONAL** For players of any age/skill level that wish to participate in a less competitive division
- **JUNIORS** For players 11 and under
- **JUNIOR/PARENT** For players (11 and under) with an adult

Glencoe Disc Golf Open

Sunday, October 1

Games start at 1 p.m.

\$50/per team of two

Ages 6+

[Register Now](#)

Learn Disc Golf From Our Pro!



[Register](#)

3:45-5:15 PM | Tuesdays, September 5-October 10 | Watts Park | \$199/219

Backhand, forehand, thumber, roller...whether you have all the throws or never stepped on a disc golf course, dive into disc golf with instructor Christian Eck. Participants will learn a wide range of mental and physical skills to enjoy the sport of disc golf at both the recreational and competitive level. All equipment will be provided and there will be opportunities to win disc golf related prizes.



Connect with us





Join us for a free family dance party!

5:30-6:30 PM | Wednesday, August 23

Watts Center, 305 Randolph, Glencoe

Meet us at the Disco! Start the new school year with a FREE dance off emceed by Arianna Rozen, one of Glencoe's dance instructors. This is a great way to rock out with your family and friends, play games and win prizes!

No need to register, just show up ready to party! The Disco Dance Party is sponsored by the Glencoe Park District, Helen's Performing Arts Co, and Vibe Dance and Entertainment Co. [More](#)

[See All Our Dances Classes Here](#)

Try a fall dance class!

The Glencoe Park District partnered with Helen's Performing Arts Co offers the following dance styles for preschoolers, kindergarten and school-age children:



[Register Now!](#)

- **Preschool:** [Tiny Ballet](#), [Tiny Hip Hop](#), [Mini Hip Hop](#), [Preschool Hip Hop](#), [Mitey Movement](#) *All preschool enrichments at Takiff are easily accessed by ELC, GJK and Children's Circle children for times and days.*
- **Kindergarten:** [Ballet Basics](#), [Kindergarten Hip Hop](#), [Musical Theatre Tap](#), [Kids Yoga](#)
- **Grades 1-8:** [Beginning Ballet](#), [Beginner/Continuing Hip Hop](#), [Party Dance](#), [Musical Theatre/Tap](#), [Modern/Musical Theatre](#), [Hip Hop/Tap](#), [Tap/Jazz](#), [Ballet/Tap](#), [Jazz/Contemporary](#), [Hip Hop/Jazz](#)

[See All Our Dance Classes](#)

Performance Team

Auditions for the Glencoe Performance Team will take place before the Disco Dance Party from 4:15-5:15 PM on August 23 at Watts Center. For more information about the Glencoe Performance Team, please contact Helen Boris at huf99@aol.com or visit [Helen's Performing Arts Co on Facebook](#).



Connect with us



END OF SUMMER FIRE PARTY

SATURDAY, AUGUST 26 • 7-9 PM
GLENCOE BEACH • ACTIVITY #120826-01



Star light, star bright...let's enjoy the night by fire light! Join us at Glencoe Beach on Saturday, August 26 for a fire dancing show, s' mores, and glow-in-the-dark fun! Bring a picnic to enjoy or purchase dinner from our concession stand.

Registration required. Children must be accompanied by an adult. Lifeguards will not be on duty; swimming is prohibited.

[Register](#)

\$8/10 R/NR PER PERSON BEFORE AUGUST 24

\$10/12 R/NR PER PERSON AUGUST 25-26

[ACTIVITY #120826-01](#)





Free! 7-8 PM | Thursday, August 3 | Kalk Park

Step right up! Kidbucks Game Show is a thrilling game show where randomly selected members of the audience to participate in wild and crazy games. The winner enters the chamber and grabs as many “Kidbucks” as possible as they swirl about the chamber. Catch the fun, excitement, and prizes!

[More](#)

[RAIN LOCATION: Takiff Center](#)



Connect with us



NEW!

THE GREAT MUD RUN

GLENCOE'S YOUTH OBSTACLE RACE

Altamanu Inc.
landscape architecture + urban design + planning

THE GRAND
FOOD CENTER
GLENCOE • WINNETKA
Presented by the green local growers

GLENCOE JUNIOR HIGH PROJECT

**Are you ready to take on the mud?
Do you have the grit to finish the course?**

Inspired by the Tough Mudder, American Ninja Warrior, and the Warrior Dash, Glencoe Park District is proud to bring an obstacle race to Watts Park on September 16. But instead of challenging adults, The Great Mud Run is designed for kids! Kids ages 7-14 will put their physical stamina to the test as they race to complete all twelve obstacles! Participants will run, jump, climb, and crawl through the challenges on the 2-kilometer course (approximately 1.25 miles).

[Register](#)

The registration fee increases to \$30 on August 16. Learn more about the event [here](#).

Connect with us





12 OBSTACLES. 2 KILOMETERS. 1 AMAZING RACE!
Are you ready for 9.16.17?

Kids ages 7-14 will put their physical stamina to the test as they race to complete The Great Mud Run's twelve obstacles on September 16! Participants will run, jump, climb, and crawl through the challenges on the 2-kilometer course (approximately 1.25 miles).

[Register](#)

The registration fee increases to \$35 on September 15. Learn more about the event [here](#).



GLENCOE'S YOUTH OBSTACLE RACE

Altamanu  Inc.
 landscape architecture + urban design + planning



Connect with us





Back to Nature | Thursday, August 17 | 6-7 PM | Shelton Park

This week, we're exploring nature at Shelton Park with our friends from Glencoe Community Garden and enjoying a storywalk with the Glencoe Public Library. Drop in for an hour of fun! *In the event of rain, Park-N-Play will be canceled.*

[More](#)

END OF SUMMER FIRE PARTY

Saturday, August 26 | 7-9 PM | Glencoe Beach

Star light, star bright...let's enjoy the night by fire light! Join us at Glencoe Beach for a fire dancing show, s'mores, and glow-in-the-dark fun! Bring a picnic to enjoy or purchase dinner from our concession stand. Children must be accompanied by an adult. Lifeguards will not be on duty; swimming is prohibited. [Registration required.](#)

[Register](#)



Connect with us



PLAY ON PASSPORT



COMPLETE 6 PHYSICAL LITERACY CLASSES
TO EARN A FREE **PLAY ON** T-SHIRT!

It's time to get your play on!

Our new [Play On](#) program highlights classes designed to give you an active start to physical literacy, which is the ability, confidence, and desire to be physically active for life. By participating in programs which focus on sharpening each of these skills, our kids will be on their way to becoming more physically literate and, ultimately, active for life. That is the **POWER** of Play.



Physically literate kids are more likely to be active for LIFE!

The program is simple.

Participate in a variety of physical literacy programs listed below and become part of the [Glencoe Play](#) movement! Collect all 6 symbols to win a **Play On** t-shirt!

Speed & Agility



[The Great Mud Run \(9/16\)](#)
[Flag Football](#)
[K-Fun with Football](#)
[Basketball](#)
[Karate](#)
[Tennis](#)
[Watts Ice Center open skate pass](#)



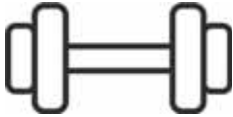
Rhythm & Coordination

[Youth & Teen Rowing](#)
[Mini-Cheer & Cheer](#)
[Ballet](#)
[Jazz Dance](#)
[Hip Hop](#)
[Modern Dance](#)
[Tap](#)
[Party Dance](#)

Cognitive



[Kids Club](#)
[School Day Off: Zoo Trip \(10/9\)](#)
[Magic Class \(9/25 or 11/1\)](#)
[Amazing Minds](#)
[Chess Scholars](#)
[Intro To STEM with Legos](#)
[Mad Science](#)
[Mobile App Development](#)
[Superhero Engineering with Lego](#)
[Video Game Coding](#)
[Babysitter Training \(10/9\)](#)
[Ceramics](#)



Power

[Youth & Teen Rowing](#)
[After School Soccer, Basketball & Hockey](#)
[Floor Hockey/Arena Football](#)
[Performance Dance](#)
[Karate](#)
[Watts Ice Center Open Hockey/Broomball pass](#)

Hand-Eye Coordination



[School Day Off: Bowling \(9/21 or 11/22\)](#)
[Magic Class \(9/25 or 11/1\)](#)
[Amazing Art](#)
[Ciao Bella Sewing](#)
[Fencing](#)
[SNAG Golf](#)
[Basketball](#)
[Ceramics](#)
[Ballet](#)
[Jazz Dance](#)
[Hip Hop](#)
[Modern Dance](#)
[Tap](#)
[Party Dance](#)
[Musical Theatre Dance](#)
[Karate](#)
[Tennis](#)



Balance & Core

[Kids Club](#)
[School Day Off: Pump It Up \(11/9\)](#)
[Mini-Cheer & Cheer](#)
[Tumbling](#)
[Yoga Fit](#)
[Basketball](#)
[Ballet](#)
[Jazz Dance](#)
[Hip Hop](#)
[Modern Dance](#)
[Tap](#)
[Party Dance](#)
[Musical Theatre Dance](#)
[Karate](#)
[Watts Open Skate pass](#)
[Watts Open Hockey/Broomball pass](#)



Participants can only receive one symbol on their [passport](#) per class. If a class has multiple symbols associated with it, participants may choose which symbol gets initialed at the end of a class. If you participate in the same class multiple times, you can get a different symbol each time.



Connect with us



let's learn!

preschool art, drama, movement & more enrichments

Let's learn! Limited space is still available for select preschool enrichments, designed to get your child moving and learning!

[Learn More](#)

MONDAY classes

[Parent & Tot Preschool \(12-24 Months\)](#)
Socialize with other toddlers and parents while encouraging movement and free play!

[Lunchtime Stories \(MWF, Age 2\)](#)
Enjoy lunch as we explore literature in a new way!

[Tiny Footlighters \(Age 3\)](#)
Develop creativity and confidence both onstage and off!

[Jr. Travelers \(Age 4\)](#)
Each week explore a different country or culture!

TUESDAY classes

[Lunchtime Stories \(Tu/TH, Age 2\)](#)
Enjoy lunch as we explore literature in a new way!

[Music & More \(Age 3\)](#)
Learn how music is the key to learning!

WEDNESDAY classes

[Cooks & Books \(Age 3\)](#)
Enjoy a story followed by a homemade snack!

[Mini Footlighters \(Age 4\)](#)
Develop creativity and confidence both onstage and off!

THURSDAY classes

[Mitey Movement \(Age 3\)](#)
Games, dances, and imaginative play introduce little ones to the art of movement!

[NEW! Sticky Fingers Cooking \(Age 3-6\)](#)
Let your child release their inner chef!

[NEW! Budding Little Artists \(Age 4-5\)](#)
Create unique projects using unexpected materials.

WEEKEND classes

DAY OFF programs

Spend your day off with us!

We'll explore new ideas and spaces in a fun environment! Fee includes all activities, lunch, and transportation. (Ages 3-4)

Rosh Hashanah (9/21): [Fun with Letters](#)
Teacher Institute Day (10/6): [Colorful Cooking](#)
Columbus Day (10/9): [Didier Farms](#)
Veteran's Day (11/9): [Dino Kids](#)
Veteran's Day (11/10): [Once Upon a Time](#)

Summer's End

CAMPS & ACTIVITIES



Celebrate the end of summer with camps, activities, and outdoor fun!



Summer's End Camp

Kids will have a blast as they participate in a multitude of activities including sports, arts and crafts, cooking, swimming, and outdoor activities. Campers should bring a swimsuit, towel, and sunscreen every day. We provide refrigeration for lunches when on site.

[Register](#)



Extra Innings Baseball Camp

Wrap up your summer with baseball fun. Players will improve their skills by revisiting fundamentals with new and challenging drills. We will also be playing plenty of daily baseball games. You can sign up for one or two weeks and stay active, spend time with friends and enjoy the wonderful game of baseball. Players will be divided by age and ability level.

[Register](#)



End of Summer Fire Party

Star light, star bright...let's enjoy the night by fire light! Join us at Glencoe Beach for a fire dancing show, s'mores, and glow-in-the-dark fun! Bring a picnic to enjoy or purchase dinner from our concession stand. Children must be accompanied by an adult. Lifeguards will not be on duty; swimming is prohibited.

[Registration required.](#)



Takiff Center Closed 8/21 - 8/27



The Takiff Center will be closed August 21 - August 27 for maintenance and deep cleaning. No programming or fitness classes will take place during this time.

Classes will resume as scheduled the week of August 28.

If you have any questions please contact the Glencoe Park District customer service team at 847-835-3030.

For more fitness classes, visit our [website](#).

[Check Out Our Fitness Classes](#)



See what's happening on our social sites





We're celebrating the Grand Opening of West Park on September 5!

The Park District partnered with Glencoe School District 35 to expand the school playground and add a Nature Discovery area at West Park.

The joint project includes a natural play area for 2-5 year olds as well as a large, universally-accessible playground with slides and play panels for 5-12 year olds.

“From start to finish, the West School playground project has been a stellar example of intergovernmental cooperation to support the needs of our community. We have been so pleased to work closely with the team at the Park District to ensure the new resources provide engaging new experiences for the children and parents of Glencoe,” said Catherine Wang, Superintendent of District 35.

“Our goal was to create a multi-sensory smorgasbord of opportunities for kids to engage in free play through sight, sound, touch, and smell,” said Lisa Sheppard, Park District Executive Director.

Join us as we officially open West Park with a ribbon cutting ceremony on Tuesday, September 5 at 6 pm.



Grand Opening Celebration

LOCATION

West School, 1010 Forestway Drive, Glencoe

DATE AND TIME

09/05/17 6:00pm

Join us for ice cream and fun on the new playground as we celebrate the re-opening of West Park!

I'll
be
there!

Maybe

I
can't
make
it



SAFETY COMMITTEE MEETING

Agenda and Minutes

Wednesday, July 19, 2017 / 11:00 a.m.

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

1. Call to order at 11:06 a.m.

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

2. Review of the Minutes: The Safety Committee Minutes from June 29, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there were four (4) minor accident/incident reports.
4. Open Claims: Carol reported that there was one property claim still open: (1) First Student bus hit a bollard.
5. Carry Over Items:
 - a) 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.
 - b) 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. Note: This will be conducted during our "All Staff Training," which is scheduled for August 17, 2017.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis.
7. New Items:
 - a) **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 on Tuesday, July 25, 2017.
 - b) Mike asked about needed documentation being requested by Northwestern University for their winter events. **Paul** is going to double check with PDRMA on this.
 - c) **Mike** would like to give kudos to the Beach Staff and Counselors for doing a great job when the Beach was audited on July 11, 2017.
 - d) **Paul** stated that Public Safety will be reviewing the Intruder Plan and will be talking about it at our Staff Safety Training, scheduled for August 17, 2017.

Adjourn: 11:15 a.m.

Due to the Staff Safety Training that will take place on Thursday, August 17, 2017, the next Safety Committee Meeting is scheduled for Wednesday, September 20, 2017 at 11:00 a.m.

IX. Executive Director Report

Glencoe Park District
September 2017 Board Meeting

Glencoe Park District Executive Director's Report September 2017

Camp

We had amazing Summer Camp sessions! Stephani Briskman, Chris Pietrini, and Naomi Garvett will be presenting the final camp report to the Board, which is included in the packet.

Early Childhood

The preschool year is off to a great start and Children Circle resumed with a lot of new participants after a one week vacation in August. We thought this would be a perfect time to present to the Board the Early Childhood report.

Staff Training

The business, recreation, and facility managers and other key staff participated in a four day training with VSI. Now that staff is familiar with the basics of our registration software we wanted to do a more in depth training so that staff can utilize all of the software's potential to be more effective and efficient in their positions.

Seasonal Employee Survey

We conducted our third annual employee survey to provide seasonal staff an opportunity to share their opinion and provide feedback about their employment at the Glencoe Park District. All seasonal recreation and facility employees were asked to complete this survey. Out of approximately 100 seasonal staff, 78 responded. The constructive feedback is important in evaluating how the Park District is doing as an employer and is an essential tool for future changes/improvements. We had more staff that indicated this was their first summer. As with every survey, we gathered useful information to improve our services to not only our staff, but also those who attend our programs. We will take notes of the areas that we could improve on when budgeting and planning staff training next year. Attached is a summary of the survey results.

West Park

West Park opened with great reviews earlier this month. This park is unique, inspires play and also has areas for creative art or just sitting and thinking. This park is also a model in intergovernmental cooperation. Together as a community we can accomplish great things.

Building Improvements

During the August one week closure a great deal was accomplished. A new awning was installed at the west entrance of the building to encourage foot traffic through that entrance, the new registration desk was installed to facilitate easier conversations with our customer service staff, new shelves were installed in the ceramics room, construction on washrooms and fitness area began, a new opening for easier access from the registration area to the fitness area was installed, other smaller projects were completed and the new floor was installed and painting completed at the Watts Ice Center. Construction for the Glencoe Fitness Area and shower rooms have begun with estimated completion by November. Construction on the parking area and walking trail will begin on September 18. Due to the parking lot construction, we have moved 25 GJK and ELC

staff to the Old Green Bay Road train lot. The remainder of staff on site will have their parking spots moved though out the course of the fall. We are developing a system where staff is notified via text in the morning if their spot has changed and where they will need to park. This may require staff to park on the street or other remote locations and walk or be shuttled in. We will be staging construction staff and equipment on the fields as much as possible and then complete restoration work after the project is complete. We acknowledge that the parking situation will be difficult on staff throughout the fall and appreciate their patience.

Intergovernmental Cooperation

- **Village Wide Active Transport Plan**

I am pleased to report that the Village Board has concurred with the Village Staff's recommendation to engage in an Active Transportation Plan with the Active Transportation Alliance for the Village of Glencoe, in partnership with School District 35 and the Glencoe Park District. The proposed biking and walking study will provide a detailed and resident prioritized action plan for potential improvements to biking, walking, and transit in the Village of Glencoe. Such recommended improvements could include the following: infrastructure improvements to sidewalk networks, path and trail expansions to tie us into the extensive regional trail network, and targeted recommended improvements to provide for safe travel for Glencoe children to and from parks and schools. This item will be placed before the Village Board for formal consideration at the September 21 Village Board meeting. Upon the approval of that Agreement, planning meetings for the parties involved will begin. The Park District's financial commitment for study is \$5,000.

- **Steering Committee Workshop on Tudor Court**

As you may recall, the Village of Glencoe recently approved the Downtown Plan and it strongly emphasized the importance of the public spaces for their contributions to Downtown Glencoe as a special place. The Downtown Plan recommended that consideration be given to create a "special environment" streetscape treatment on the Tudor Court in order to emphasize the arts hub and retail environment that compliments the new Writers Theater. The opportunity before them right now is to look to creative approaches to the physical attributes of the Tudor Court including pavement, curb lines, sidewalk, public lighting as well as ways to enhance users' experience.

With this in mind, at their meeting the Village approved an agreement with Teska Associates to consider opportunities to design that special environment. They developed a stakeholder focus group to consider and evaluate a wide range of design alternatives and I happily agreed to serve on this focus group when asked to participate. As you are aware, Tudor Court is home to Friends Park and WLC Park. I will keep you up to date on the process as we move forward.

- **Sustainability Committee**

Chris Leiner continues to be the liaison to the Village wide sustainability committee. Commissioner Onderdonk also serves on that committee.

- **School Partnerships**

With the start of the school year it is important to acknowledge our partnership with the

school district. The District allows us to use their facilities for afterschool and athletic programs in return we maintain the field areas around the schools. This and the partnership with West Park are examples of great partnerships we have developed with the school district.

Goal Update – six month

Attached is the six month goal update. As you can tell we have been busy this month and a lot is getting accomplished.

Strategic Planning

The last Strategic plan that the District approved was a plan for 2011- 2015. It is time to embark on a new strategic planning process. The action item's attached information outlines the proposed process by Heller and Heller Consulting, LLC (HHC). A Strategic Plan is different from a Master Plan. A Master Plan deals primarily with physical assets, or the bricks and mortar of a district, including parks and facilities. A strategic plan focuses on an agency's leadership infrastructure, or the strategic direction of the organization, in alignment with the mission and vision. Strategy can include areas related to staffing and structure, future requirement for organizational competencies, the need for increasing business sophistication and technology, service deliver, operational excellence, and how to position the district in alignment with changing demographics and industry trends.

Barbara Heller from Heller and Heller Consulting lead the Master Plan process for our agency. She is familiar with Glencoe because of that extensive process and I feel that her insight is critical to the success of the plan. In addition Barbara is well known throughout the parks and recreation industry for her expertise in leadership, innovation, and best practices. She frequently appears at state and national conferences and has a reputation for delivering excellent content with passion and energy.

Barbara was director of two park districts in the Chicago area and worked for large park systems in Maryland, Virginia, Texas, and Illinois where she was renowned for her leadership qualities and successfully designing work cultures that created high performance. While with the Elk Grove Park District, Barbara won the Lincoln Award Commitment to Excellence, a Malcom Baldrige state quality award program.

Barbara holds a Master of Public Administration from the American University, Washington, D.C., and a Bachelor of Science in Recreation and Parks, from Pennsylvania State University.

In addition to owning her own company, Barbara has also joined SGR as Sr. Vice President in the company's new Boston office as SGR expands its footprint into the New England area. Barbara's focus will be on Servant Leadership Implementation, Strategic Planning, I-OPT Workshops, Parks and Recreation Recruitment, and Live Training.

I have completed reference check on seen past work and she comes highly recommended.

The entire process should take four months and will require additional meetings with both the Board and the public.

I am looking for a commitment to the Strategic Planning process and to move ahead with Heller and Heller Consulting to provide direction and consultation in this process.

Freedom of Information Report

There was one FOIA request this month from SmartProcedure requesting purchasing records. This was received on Tuesday, August 15 and responded to on Friday, August 18.

Staff News

I am happy to announce that Bobby Collins will be our new Director of Recreation and Facilities. We had many qualified candidates for this position and Bobby rose to the top. You are all aware of his ability to problem solve, innovate, and develop positive relationships with stakeholders along with his superb day to day management of the Beach and Watts. Previous to Glencoe, Bobby was the Sailing School Director for the Chicago Yacht Club. While leading the Yacht Club's aquatic program, he grew the program by 50% and supervised full-time staff. Included in his responsibilities was the logistics, management, and customer service of over 400 youth traveling throughout the United States. He has a finance degree from the University College Dublin and the first few years of his career, he worked with the COO of a bank on their restructuring plan. Budgeting, financial, and strategic planning were core to his role at the bank and a strength that he will bring to this position. He then realized his passion lay more in recreation. With his programming and management experience combined with his analytical skills we believe he will make invaluable contributions to safety, leadership, and programming at the Glencoe Park District. Being an internal candidate, we also have the added bonus of continuing the foundation that Mike and I have built in the department. Bobby has intangible skills that you just cannot teach such as innovation, accountability, attitude, and hard working. Bobby will officially transition into his new role at the Park District on September 11 and his first task will be replacing his position.

GPD Annual Community Give-Back Day

GPD Annual Community Give-Back day is scheduled for Sunday, October 1 from 1:00-4:00pm. This is a first annual event and is in conjunction with The Night Ministry. This day is meant to be a day of Education and Impact and is recommended for grades 6 – adult. This day will empower our kids, ourselves, and our community to learn about issues related to homelessness in Chicago and the suburbs. This day will include viewing an award winning documentary, participate in expert-led discussion sessions, tour the Night Ministry's custom-designed outreach bus and prepare meals for The Night Ministry's Outreach program. At the end of the day, we will have a pizza party and a band from the School of Rock! I hope the Board can join me on that day!

Items that you may want to add to your calendar

- September 17 & 23: Doggie Dip at Glencoe Beach 2:00-3:00pm
- September 16: The Great Mud Run at Watts Park 9:00-11:00am
- September 26: NRPA Gold Medal Announcement!
- October 1: GPD Annual Community Give Back at Takiff Center 1:00-4:00pm
- October 3: Finance and Special Projects Committee Meetings at Takiff Center 7:00pm
- October 15: Mother & Son Date Night at Takiff Center 5:00-7:00pm
- October 17: Finance Committee of the Whole and Board Meeting at Takiff Center 7:00pm

- October 26: Boo Bash at Takiff Center 5:00-7:30pm
- November 18: Snoopy Thanksgiving at Takiff Center 10:00-11:30am
- November 22: Merry and Bright Holiday Celebration at Kalk Park 4:00-6:00pm
- November 24: Black Ice Friday at Watts Park 6:00-8:00pm

Action Items

- A. Approval of FY 2018/19 Master Plan Capital Projects
- B. Approval to Proceed with Glencoe Park District 3-Year Strategic Plan
- C. Approval to Change Time of October 17 Regular Board Meeting
- D. Approval of a Web Based Time Clock Management Software System
- E. Approval of the Altamanu, Inc. Contract for Playground Design Services for 2018/2019 Capital Projects

Submitted by:
Lisa Sheppard, CPRP
Executive Director

**2017 Glencoe Park District
Summer Employee Survey Results**

Question	Yes	No	Total Responses
I received Proper training to perform my job well.	87.18%	12.82%	68
I have the tools and resources I need to perform my job well.	93.59%	6.41%	73
I am treated with courtesy, respect, and dignity by my coworkers.	97.40%	2.60%	75
My work environment is safe.	100.00%	0.00%	77
Overall, our parks and facilities are clean and in good condition.	98.72%	1.28%	77
I am treated with courtesy, respect, and dignity by my immediate supervisor.	97.44%	2.56%	76
I am treated with courtesy, respect, and dignity by my program/facility manager.	94.87%	5.13%	74
I receive useful and constructive feedback from my immediate supervisor.	91.03%	8.97%	71
I receive useful and constructive feedback from my program/facility manager.	84.62%	15.38%	66
I feel valued at work.	88.31%	11.69%	68
There is a strong feeling of teamwork and cooperation in my department.	94.81%	5.19%	73
Glencoe Park District maintains a high standard of customer service.	100.00%	0.00%	77

Question	Excellent	Good	Fair	Poor	Total Responses
How well were you trained to perform your job responsibilities?	44.16%	48.05%	6.49%	1.30%	77
How would you rate the effectiveness of your orientation?	31.17%	42.86%	22.08%	3.90%	77
What was your confidence level related to performing your duties after your training?	48.05%	46.75%	5.19%	0.00%	77
Did you have clear expectaitons of your role and responsibilities after training?	44.16%	46.75%	6.49%	2.60%	77

Question	Strongly Agree	Agree	Disagree	Strongly Disagree	Total Responses
I am satisfied with my job.	38.46%	57.69%	3.85%	0.00%	78
I know my role in fulfilling Glencoe Park District's mission.	58.97%	37.18%	2.56%	1.28%	78
Glencoe Park District does an excellent job of keeping employees informed about matters affecting us.	42.31%	50.00%	5.13%	2.56%	78
Glencoe Park District has a positive image to my friends and family.	61.54%	30.77%	7.69%	0.00%	78
My job makes a difference in the lives of others.	61.54%	30.77%	7.69%	0.00%	78
Overall, I had a positive work experience at Glencoe Park District.	55.13%	43.59%	1.28%	0.00%	78

Question	Yes	No	Total Responses
Would you encourage a friend to apply for a job at Glencoe Park District?	85.90%	14.10%	78

2017 Glencoe Park District Summer Employee Survey Results

Question	Beach	Boat	Camp	Rec Programs	Total Responses			
What is your primary area of summer employment? Select one answer	20.51%	6.41%	73.08%	0.00%	78			
Question	1 Summer	2-3 Summers	4-5 Summers	5+ Summers	Total Responses			
How many summers have you worked at Glencoe Park District?	62.34%	31.17%	5.19%	1.30%	77			
Question			Yes	No	Total Responses			
Do you supervise any summer employees?			13.16%	86.84%	76			
Question	16-18	19-22	23-34	35-44	45-54	55+	Total Responses	
What is your age?	67.11%	27.63%	3.95%	0.00%	1.32%	0.00%	76	
Question	Sun Fun/ Camp Adventure	Action Quest	Beach	Bears/ ELC Camp	Other	CIT	Boat	Total Responses
Employee Type	43.59	8.97	20.51%	15.38%	5.13%	0.00%	6.41%	78



**PARK DISTRICT
ANNUAL GOALS FOR FY 2017/2018**

GOAL STATUS:

NOT STARTED

HOLD

COMPLETED

STARTED

PARK DISTRICT
ANNUAL GOALS FOR FY 2017/2018

1	Goal: Deliver Innovative Programs and Services that align with current and future needs of the community.			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Develop a new “Aquatics Camp” program to attract new beach goers	Bobby	Completed	8/17
2	Restructure and re-brand the youth sailing program to “Sailing Camp” to grow enrollment	Bobby	Completed	8/17
3	Offer more flexible and frequent adult sailing classes Offered but did not impact enrollment	Bobby	Completed	8/17
4	Meet all deadlines necessary to support staff in opening the fitness center. Coordinate contractor access to the facility and act as owners representative in absence of Director of Parks	Bill		12/17
5	Use focus groups and survey results to determine the course for Travel Basketball	Chris P	Completed	12/17
6	Restructure the Counselor In Training program to provide more training and coaching opportunities to develop future staff.	Chris P	Completed	8/17
7	Offer five (5) new small special events to the 2017-18 Glencoe Park District calendar. <ul style="list-style-type: none"> • Teddy Bear Picnic – March 2017 • Open Mic Night – March 2017 - CANCELED • Mommy & Me Tea – May 2017 - CANCELED • Cookie Decorating – May 2017 • Cardboard Regatta – June 2017 • Kids Bucks Game Show – August 2017 Upcoming events... <ul style="list-style-type: none"> • Teen Game Night – October 2017 • Feed My Starving Children – October 2017 • Nerf Battle – November 2017 • Snoopy Thanksgiving – November 2017 • Gingerbread House Decorating – December 2017 	Liz V	Started	2/18
8	Create and implment new annual event: The Great Mud Run (Youth Obstacle Race). Event scheduled for 9/16	Liz V, Mike L, and Parks Team	Started	2/18
9	Introduce a wellness and physical literacy program spanning across the entire agency program portfolio raising awareness for healthy lifestyles and encouraging participants to diversify program enrollments. Included in the Fall 2017 brochure: See Pay On Passport	Mike and Recreation Team	Started	2/18
10	To add 1 new early childhood event per year to encourage families with young children to visit and be part of Takiff center early childhood community. Takiff Train Day! Very successful.	Naomi	Started	2/18

11	Provide and run a parent workshop. This workshop will provide parent awareness of the importance of play at home and in the classroom. Researching	Naomi	Started	2/18
12	Research nature based programming in order to create a nature play area. This is a continued goal with a plan to present a nature Play presentation at IPRA conference in 2019 or 2020. Attended seminars at Chicago Botanical Gardens and planted vegetables in ELC playground and purchased nature based play equipment.	Naomi	Started	2/18
13	Provide enrichments to neighboring communities and preschools, utilizing bus services to transport children to the Takiff Center. Marketed in fall 2017 brochure – target Highland Park, Am Shalom & Sacred Heart	Naomi	Started	2/18
14	Open a fitness center within the Takiff Center and acquire 250 memberships within the first 12 months of operation	Paul/Bobby/Lisa	Started	2/18
15	Create and implement new summer camp program: Zombie Camp Planning for Summer 2018	Stephanie	Started	2/18
16	Offer two (2) new technology classes each brochure cycle: Offered in all brochures thus far with much success	Stephanie	Started	2/18

2	Goal: Maintain and enhance standards of excellence in parks and facilities.			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
	Become an IPRA/IAPD Distinguished Accredited Agency Meet with representative from DA team. Legal, Sec 1 and 2 have been reviewed.	Lead: Lisa Dept. Heads, Managers, Jenny, Liz S.	Started	1/19
	Become a National Gold Medal Finalist!	A-Team	Completed	3/17
1	Oversee the planning , bidding and construction process for West Park.	Chris L and Lisa S	Completed	8/17
2	Oversee the planning , bidding and construction process for the Takiff Parking Improvements.	Chris L and Lisa S	Started	12/17
3	Oversee the completion of the “by owner” tasks during the renovation of Astor & West Park	Anthony	Started – West Completed	8/17
4	Develop a maintenance plan to ensure Berlin Park is maintained to high standards.	Anthony	Started	11/30
5	Make “By Owner” repairs to plumbing fixtures to ensure compliance with 2017 clean water act. Coordinate this with Building Maintenance Supervisor and Director of Parks.	Anthony and Bill	Started	11/17
6	Work to provide support and communication to the Recreation & Facilities department during the Takiff parking upgrades.	Bill	Started	12/17

7	Act as the “owner representative” in the replacement process of the BAS system at the Takiff Center.	Bill	Started	2/18
8	Oversee the planning , bidding and construction process for Lake Front Park.	Chris L and Lisa S	On-Hold	2/18
9	Oversee the planning , bidding and construction process for the Takiff Fitness Area	Chris L and Lisa S	Started	2/18
10	Oversee the planning , bidding and construction process for Astor Park.	Chris L and Lisa S	Started	10/17

3 Goal: Enhance Customer Service				
Fiscal Year: 17-18				
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Create better communication between teachers and parents by better utilizing technology, such as communication apps Brightwheel implemented on 7/31/17	Mike L, Naomi and Jessica	Completed	10/17
2	Implement new beach pos/pass system at beach halfway house for the 2017 season	Carol, Mike, Bobby, Chris	Completed	8/17
3	Create new annual benefit letter for full-time employees to see true value of all benefits received as part of employment	Carol, Liz	Completed	3/17
4	Assist with fitness area project, as needed Fitness Passes set up Equipment Purchased Marketing Started Construction Started	Carol, Paul, Mike, Lorise, Chris	Started	1/18
5	Perform cross-training in specific areas of the Main Registration desk to enhance customer service and provide competent back-up/coverage.	Lorise, Lauren, and Autumn	Started	2/18
6	Evaluate all pass types (Watts, Beach and Fitness) to ensure RecTrac procedures necessitate that all three pass types are being processed similarly to accommodate online renewal.	Lorise, Lauren, Autumn, Bobby, and Paul	Completed	2/18
7	To maximize the potential of RecTrac by allowing for renewal rink, beach, and fitness pass sales on-line as well as the booking of facilities at Watts, Takiff, and the beach on-line.	Recreation and Business teams	Started	2/18
8	Create a facility rental / birthday party evaluation form and collect 75 completed evaluations. Created – collecting responses	Paul	Started	2/18

4 Goal: Sustain Long Term Financial Strength				
Fiscal Year: 17-18				
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Move ice reservation dates for Watts forward by 6 months to maximise ice rentals and reduce 'dead ice'. Currently we start accept rentals starting in October but have patrons booking ice with other rinks in April.	Bobby	Completed	11/17
2	Restructure the tennis program to provide more flexibility for participants and to increase net profit by 10%. Created private lessons and one day classes – has not impacted revenue positively	Chris P	Started	11/17
3	Begin gfoa certificate of achievement in financial reporting application process for fy2017/18 audit Samples of statistic date secured.	Carol	Started	2/18
4	Review/update current policies, and create new financial policies as needed Financial Policy Manual Completed	Carol	Completed	2/18
	Research, purchase and implement new timeclock management software systsem Research done, Picked software, pending board approval to purchase.	Carol and Liz	Started	2/18

5 Goal: Enhance Glencoe Park District through effective marketing				
Fiscal Year: 17-18				
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Evaluate Park Signs with approval from Park Board for future signs.	Erin and Lisa	Completed	2/18
2	Develop special event survey and collect 100 surveys each quarter Survey created- collecting responses	Mike/Liz V.	Started	1/18
3	Develop signage system for Fitness area	Erin, Paul, Mike and Lisa	Started	11/17
4	Effectively communicate beach season pass changes to previous pass holders	Bobby/Erin	Completed	5/17
5	Expand marketing program to increase the Park District's visibility within the community by Create a calendar of 2017-18 marketing themes & priorities	Erin	Started	2/18
6	Incorporate video and live event feeds into social media platforms Created "Get Your Play On" videos to promote programs; increasingly use video to promote events	Erin	Started	2/18

7	Incorporate Unplug & Play themes into marketing pieces (Brochure, Glencoe Quarterly, social media) Shifted to “Get Your Play On” theme for Summer 2017	Erin	Completed	2/18
8	Mentor marketing intern by teaching key graphic design/social media skills	Erin	Completed	2/18
9	Present monthly reports to the park board on different areas of the recreation department. Use reports to keep the community informed about agency operation and improve agency perception in the community	Mike and Erin and Recreation team	Completed	2/18

6	Goal: Create a system to maintain and improve operational processes			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Create a process for beach operations, cashier training and equipment maintenance related to the new Rectrac and credit card procedures at the beach.	Bobby	Completed	8/17
2	Create a process by which Watts Ice Passes can be renewed online for the 2017-2018 Watts winter season.	Lorise, Lauren, Autumn, Bobby and Erin	Completed	11/17
3	Create a process by which patrons can renew boat storage spaces online, as an activity; currently, the process is very labor intensive for staff and patrons.	Lorise, Lauren, Autumn, Bobby and Erin	Completed	8/17
4	In Children Circle, achieve Bronze Circle Accreditation through Excel Rate.	Amanda	Hold	2/18
5	Create a comprehensive CIT (Counselor In Training) manual	Chris P	Started	6/17
6	Hold quarterly staff meetings to coordinate schedules, solicit feedback and conduct any trainings that staff would need.	Chris P	Started	2/18
7	Upgrade pc workstations/equipment of district ft supervisory staff Inventory completed. Ongoing.	Carol	Completed	2/18
8	Prepare new business department operations manual	Carol	Completed	2/18
9	Organize files for simple, timely and more efficient use by employees and Business Department staff.	Liz S	Started	2/18
10	Work closely with the Recreation staff to develop a list of Frequently Asked Questions, as a go-to point of reference (for internal use) to help ensure consistency in the area of processes and procedures	Lorise, Lauren, Autumn, Tricia, and Rec Staff	Started	2/18

	when working with clients and the multitude of diverse situations that will come up during the course of any season.			
11	Reorganize both the Children's Circle and Early Learning Center documents that are currently located on the P:Drive.	Tricia, Naomi and Jessica	Started	2/18
12	Create and implement new Special Event Check List.	Liz V	Started	2/18
13	Use technology advances to increase Marketing Department efficiencies; Utilize Google Analytics goals to increase website traffic; Create set of templates for Rec staff to use to promote smaller programs Templates completed; working on analytics	Erin	Started	2/18
14	Coordinate a quarterly meeting for instructors and contractors to review agency expectations and procedures including safety, customer service, and sign in/sign out. done in spring & planned for fall	Mike	Started	2/18
15	Create a digital log for all Glencoe Park District keys.	Paul	Completed	
16	To create a comprehensive Fitness Center Operations Plan that explains all areas of the fitness center. The plan will include equipment operations, rec trac, employee trainings, marketing, etc.	Paul	Started	2/18
17	Implement 85% of ACA standards to prepare of American Camp Association (ACA) accreditation 50% implementation for 2017	Stephani	Started	2/18
18	Create and implement new Kids Club Operations Manual	Stephani	Started	2/18
19	Become NAEYC accredited in the next 3 years Investigating feasibility	Naomi	Started	2/20

7	Encourage Environmental Sustainability Practices District-Wide			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Inventory and asses the districts outdoor lighting systems not related to facilities. Assess function and whether LED fixtures could be installed.	Anthony	Started	12/17
2	Install bottle fill drinking fountains at the Takiff Center	Bill	Started	2/18
3	Work with Village of Glencoe, FOGBT and UP to begin phase one of the natural area restoration North of the Shelton Park Tennis Courts.	Chris L	Started	2/18

4	Explore the SEDAC Energy Audit Process with goal of auditing Takiff/Watts	Chris L	Not Started	2/18
5	Oversee testing all of the district's potable water sources for lead contamination. Make recommendations to Executive Director after tests are complete.	Chris L	Started	10/17
6	Communicate the green practices taking place throughout the District: create a "Gong Green" column for Glencoe Quarterly	Erin	Not started	2/18
7	Communicate the green practices taking place throughout the District: Showcase green efforts in applicable marketing materials Highlighted green efforts in Gold Medal application and video	Erin	Started	2/18
8	Replace Dog Waste Stations with bags that are biodegradable (vegetable based)		Completed	
9	Install sunscreen dispensers at the Safran Beach house and Boat House	Chris and Mike	Completed	5/17
10	Work with Village Sustainability committee to complete a Transportation study and safe passages to school and parks : study approved by Village Park District contributing \$5,000 study and will serve on committee	Lisa	Started	2/18

8	Goal: Continue to foster good community and intergovernmental relations to maximize District effectiveness			
	Fiscal Year: Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Work with Village of Glencoe, FOGBT and and other community groups on resoration of park property	Chris L	Started	2/18
2	Work with Glencoe Baseball Association, AYSO and renters to improve the communication and field booking process and have less than 5 last minute field bookings.	Chris P	Started	2/18
3	Partner with local government agencies and/or community groups to offer three (3) active adult programs or special events in FY 2017-18.	Liz V	Started	2/18
4	Highlight Park District benefits in relationship to community's healthy lifestyles, sustainable environment, thriving economy, and engagement Used Gold Medal video/application to highlight NRPA's three pillars	Erin	Started	2/18
5	Collaborate with school district 35 on West Playground grand opening and Youth Obstacle Course race	Mike	Started	2/18

6	Continue to look at ways to collaborate with other Governmental Agencies to make our organizations more efficient and fiscally responsible	Lisa Department Heads	Started	2/18
7	Work with Village Sustainability Committee on Park Board approved initiatives.	Lisa and Chris	Started	

9	Goal: Encourage professional development in full-time staff			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Status Update 9/2017	Completion Date
1	Develop a training program for newly purchased equipment. Forklift, dump truck, field striper	Anthony	Started	9/17
2	Attend an Ellis lifeguard training class possible for spring 2018	Bobby	Not Started	8/17
3	Become an active member of the Great Lakes Water Safety Consortium's (GLWSC) Lifeguarding Committee	Bobby	Completed	8/17
4	Become a Certified Parks & Recreation Professional	Chris L	Started	2/18
5	Attend Professional Development School – Year 2 Naomi - registered	Chris P and Naomi	Naomi - completed	12/17
6	Maintain CPRP status by attending conferences/trainings related to my position	Lisa S and Carol	Lisa: Completed Carol: Started	2/18
7	Enhance understanding of accounting procedures and HR regulations/tasks, as they relate to accounting manager position.	Liz	Started	2/18
8	Enable the staff to expand their job knowledge by allowing them to attend a work-related course(s) off-site, or some type of in-house training	Lorise and Lauren	Lauren: Completed Lorise: Started	2/18
9	Attend Special Event Committee Meetings and Recreation Section meetings	Liz V	Started	2/18



September 14, 2017

Board of Trustees
Village of Glencoe
675 Village Court
Glencoe, IL 60022

Dear Trustees of Glencoe Village Board,

The Glencoe Park District supports the initiative presented by the Sustainability Committee and Village staff to engage in an Active Transportation Plan with the Active Transportation Alliance for the Village of Glencoe, in partnership with School District 35 and the Village of Glencoe. We understand the proposed biking and walking study provides a detailed and resident-prioritized action plan for potential improvements to biking, walking, and transit in the Village of Glencoe.

The Glencoe Park District will commit \$5,000 to this plan and look forward to working together to develop infrastructure improvements that will provide safe travel through our parks, schools and Village.

Sincerely,

Lisa Sheppard, CPRP
Executive Director

Cc: Glencoe Park District Board of Park Commissioners

X. Appointment of Members to the Beach and Lakefront Advisory Group

Glencoe Park District
September 2017 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: GLENCOE BEACH AND LAKEFRONT ADVISORY GROUP
DATE: 8/30/17
CC:

After requesting applications for over two months, Staff and Commissioner Onderdonk reviewed many qualified applications for the Glencoe Beach and Lakefront Advisory Group. We look for diversity in the selection of the advisory group members so we have a wide range of opinions in the group. The Advisory Group has four openings and we received eight applications. The meeting is open to the public so the individuals not chosen to be on the Advisory Committee are still welcome to attend the meetings. After reviewing the many qualified applications the President Onderdonk plans to appoint at the Board meeting the following individuals to the Advisory Group:

- Steve Varick
- Lawrence R. Smith
- John Satter
- Harrie Hughes

XI. Action Item A
Approval of FY2018/19 Master Plan Capital
Projects

Glencoe Park District
September 2017 Board Meeting



To: Board of Commissioners

Date: 9/11/17

From: Lisa Sheppard, Executive Director

SUBJECT: Approval of the FY2018/19 Master Plan Capital Projects

The Special Projects and Facilities Committee discussed in two consecutive committee meetings staff's recommendation for Fund 69 Master Plan Capital Projects for FY2018/19 – 2020/21. The entire Board participated tour of the parks throughout Glencoe. It was the recommendation of the Committee to advance for approval the Master Plan Capital Projects. Attached is the three-year Capital Plan. We are only approving the FY2018/2019 projects, but the committee did discuss the future year's projects. By forecasting three years out, this gives the Board and Community an idea of improvements we are considering for the future.

Approval of the Master Plan Capital Projects indicates that the Board approves moving forward on these projects and authorizes staff to begin the planning process for the projects, which includes agreements with Altamanu, design meeting, public input meeting, and plan development.

It is also important to note that there are projects from other District funds that will be discussed and approved as part of the normal budget process.

September 19, 2017

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>Later</u>	<u>Notes</u>
Estimated Beginning Balance, 3/1/xx	1,628,882	1,061,882	256,882	691,882	
Funding Sources:					
Transfer from Corp Fund	500,000	300,000	300,000	300,000	For past 6 FYE, ave of \$325,000/Impact of Tax Freeze, Min Wage?
Transfer from Recreation Fund	500,000	300,000	300,000	300,000	For past 5 FYE, ave of \$570,000/Impact of Tax Freeze, Min Wage?
Transfer from Impact Fund	8,000	-	-	-	Must be used in areas near development
Sale of Linden house	Unknown				
Interest Income	10,000	10,000	10,000	10,000	
Annual ADA monies - Special Recreation Fund	125,000	125,000	125,000	125,000	These monies will be incorporated in total project costs below
New bonds (Non-Referendum -- replace Watts debt being retired)			TBD		Unknown; placeholder only based on bond issue amount
Total Funds Available	2,771,882	1,796,882	991,882	1,426,882	
Projects To Be Funded:					
Shelton Park Master Plan Pathways implementation phase A	20,000	70,000			Flooded pathway not useable in spring and fall
Playground Replacement- Lincoln & Crescent	225,000				Safety and ADA Driven
Playground Replacement - Vernon & Jefferson	225,000				Safety and ADA Driven
Lakefront Park - Tennis Court		150,000			Remove or Replace
Playground Replacement - Old Elm	225,000				Safety and ADA Driven
Takiff Parking Lot-Phase D	455,000				Safety and ADA Driven
Playground Replacement - Lakefront Park		225,000			Safety and ADA Driven
Playground Replacement - Woodlawn	300,000				Safety and ADA Driven
Secret Garden Park and WLC Park Retaining Walls		200,000			High Profile Park - Downtown tune-up
Everly Wildflower Sanctuary - move to operating					
Playground Replacement-Milton Park and pathway		130,000			Safety and ADA Driven
Playground Replacement-Takiff Early Childhood		400,000			Safety and ADA Driven
Playground Improvements-Friends Park Phase 2	25,000		300,000		Safety and ADA Driven
Park Maintenance Garage			TBD		Safety and Operational Efficiency Driven
Lakefront Park Master Plan-Phase 3				TBD	
Bluff Stabilization				TBD	
Beach Renovation				TBD	
Reinsdorf Athletic Field				800,000	
Watts Ice Rink				TBD	
Clara Dietz Bird Sanctuary				50,000	
Old Green Bay Linear Parks Master Plan and Phase A	35,000	365,000			
Replacement Skate Park - TBD				350,000	
Kalk Park - Phase 2				300,000	
Sports Fields at West Park				800,000	
Sports Fields at Watts Park				350,000	
Takiff Parking Lot-Phase E				385,000	
Takiff Parking Lot-Phase F				415,000	
Veterans Park				275,000	
Contingency/High Impact playground equipment - board directive	200,000				
Dog Park - Only if Donation Secured/Site Located					
Total Projects	1,710,000	1,540,000	300,000	3,725,000	
Ending balance, 2/28/xx	1,061,882	256,882	691,882	(2,298,118)	

XI. Action Item B
Approval to Proceed with Glencoe Park
District 3-Year Strategic Plan

Glencoe Park District
September 2017 Board Meeting



Heller and Heller Consulting, LLC

Strategic Planning Process

"The proper and ethical task of a strategic planning consultant is to build client independence, not dependence on the consultant." Clark Crouch

The Glencoe Park District desires to embark on a strategic planning process. The following information outlines the proposed process by Heller and Heller Consulting, LLC (HHC). The list of tasks will be refined according to District needs. The framework for the development of the Plan will include approaches consisting of the Malcolm Baldrige Quality Criteria for Performance Excellence and the Balanced Scorecard, which emphasizes both strategic planning and the measurement of organizational performance.

The goals of the process are to transfer knowledge in creating a strategy focused organization, and the development of a process that becomes institutionalized within the District. Furthermore, the process creates future vision for the agency. The process will emphasize simplicity and brevity in its approach and will result in a plan that is understandable and easy to embrace. The intent is to make this a meaningful exercise for the District.

The Glencoe Park District recently completed a Comprehensive Master Plan. The information included in this project approach is a strategic plan. *Master plans* deal primarily with physical assets, or the bricks and mortar of a district, including parks and facilities. A *strategic plan* focuses on an agency's leadership infrastructure, or the strategic direction of the organization, in alignment with the mission and vision. Strategy can include areas related to staffing and structure, future requirement for organizational competencies, the need for increasing business sophistication and technology, service delivery, operational excellence, and how to position the district in alignment with changing demographics and industry trends. The Park District Master Plan will be reviewed to ensure this document informs the strategic plan.

Project Approach

Phase 1

1. **Kick Off Meeting**—this will be a brief meeting that includes the scope of services, review of the process, client expectations, requirements, outcomes, communication, timeframe, and meeting schedule. This will also include a focus group discussion relating to strategic ideas, intended for key Departmental leaders. This meeting can be done remotely or part of the first visit of the process.

2. Data Review – one of the most important elements of strategic planning includes the consultant's ability to have a breadth of knowledge about the organization in order to collaboratively work with the District in the creation of robust strategic initiatives. As a result, time will be dedicated toward a review of the organizational structure, website, program guide, existing planning documents such as the Comprehensive Master Plan, budget documents and other items of importance provided by District staff.

3. Employee and Board Focus Groups – it is always worthwhile to get employees and Board members immediately engaged in the process. As a result, two to three employee focus groups and one Board group will be scheduled to get internal perspectives of the District's future direction. This will result in a summary report and will be used as part of the discussion for the following workshop. Barbara Heller will facilitate the meetings and will provide questions ahead of time for staff review. The Department will be responsible for scheduling the meetings and notifying participants. **(Visit 1: kick off meeting and all focus groups)**

Also, if desired, an online survey can be developed to provide the community at large with an opportunity to provide input. This will be a brief one-page survey distributed through the Park District database.

Phase 1 Deliverable: Meeting notes from kick off meeting and a summary of focus groups.

An additional option includes a day long series of meetings with key leaders such as Village, school, and community group officials. These meetings will be with one to three individuals at a time to discuss their thoughts about the District's vision as well as sharing their vision. These meetings will provide community leaders with an opportunity to participate in the creation of the District's future direction as well as assist in building community support for the District's strategic direction.

Phase 2

1. Workshop Facilitated Discussion – the key areas described below represent the major agenda items for strategic plan discussion. This workshop is typically a two to three-hour session. This workshop should include Park Board members and key District leaders. The initial discussion will include exploration of influencers of strategy and current District performance. District staff will be asked to prepare a brief overview of organizational performance such as financial results, customer satisfaction results, programs and service review, operational review, master plan results, etc. Strategic direction should be built upon the District's current performance. This information will be presented to workshop participants.

As a result of mission, vision, and values having recently been developed, we will quickly review these elements with an explanation of how they were derived and key words we need to keep in mind for strategic development.

The workshop discussion items will include:



Key Factors Influencing Strategy:

- a. Strengths, weaknesses, opportunities, and threats
- b. Shifts in technology, markets, customer preferences, and industry trends
- c. Long term organizational sustainability
- d. Organizational competencies
- e. Demographic changes
- f. Ability to execute the Plan

Organizational Performance Review:

- a. Review of financial, customer, and other metrics of performance
- b. Identification of customers, customer segments, and trends
- c. Work culture and employee satisfaction

Mission and Vision

- a. Key words of mission and vision to keep in mind for future direction

Strategic Platform

- a. Education about the Balanced Scorecard approach to strategy development

The final piece of this initial workshop will include the development of strategic themes or goals, which represent a macro approach to strategy. Strategic themes will connect to four perspectives of the Balanced Scorecard:

- Customer
- Financial

- Internal Business Support
- Learning and Growth

The strategic themes represent the highest level of strategy, or the most macro approach to strategy development. At a subsequent workshop, strategic objectives and initiatives will be developed by staff.

Agenda items will include:

- Brief overview of strategic planning framework
- Organizational performance review
- Strategy influencers
- Review of mission, vision, and values
- Development of Strategic Themes

2. Community Visioning Meeting—As part of the process, a community visioning meeting will be held, which will be an interactive workshop for invited leaders. This can include athletic affiliates, civic organizations, faith based organizations, government agency officials, etc. The meeting format can allow for 50-75 attendees who will work in groups to discuss their future vision of the Park District. **(Visit 2)**

Deliverable: Meeting notes including details of all the elements listed above and strategic themes.

Phase 3

1. Second Workshop Discussion--this will be a half-day session and will include development of strategic objectives, and initiatives, developed by staff. This should be held within a month of the first workshop. The framework used will include cause and effect relationships among customer, financial, internal business processes, and organizational learning and growth perspectives. Strategic objectives support the previously developed strategic themes or goals.

This workshop will result in a strategy map for the District. The map will include the strategic themes, objectives and initiatives. The ultimate goal will be to develop all of this information into a strategic visioning, or strategic plan that clearly identifies the future direction of the District.

This workshop will include two components: the first half of the meeting will involve a small group of key leaders and the second half will include all management staff and any additional staff desired by leadership, up to a maximum of about 30 staff. The leadership group will develop the strategic objectives, and the additional staff will be involved in developing strategic initiatives. It is helpful to have a representative number of staff involved as they will be responsible for strategy implementation. It's critical to engage staff upstream in the process. **(Visit 3)**

Deliverable: Meeting notes detailing all agenda items from the workshop, Strategy Map including Strategic Themes, Objectives, and Initiatives

2. Staff Review -- following the second workshop, an additional staff review will be held during a conference call to reflect and verify the strategic recommendations to ensure there is good understanding and consensus of the initiatives. This will take approximately 1-2 hours. The staff review will also include discussion of key performance indicators that will be used to measure the plan's progress.

3. Draft and Final Plan—a draft plan will be developed for staff review. The edits from staff comments will be incorporated into a second draft for a final review from staff. The plan will then be presented to the Board and staff. At this time, there will also be an implementation meeting with District leadership to discuss how to best deploy and institutionalize the strategic planning process. Subsequently, a final plan will be developed, with a final round of edits.

Deliverable: Draft Strategic Plan Document and presentation to staff and Board. Following the presentation of the draft Plan, a final plan will be prepared. An electronic version of the report will be prepared as well as twelve hard copies. **(Visit 4)**

Timeframe: The process will take approximately four months to complete.

Fees: Fees for the process as outlined above will be \$19,500 and includes all expenses. The fees for an optional day of key leader meetings will be an additional \$1,800.

XI. Action Item C
Approval to Change Time of October 17
Regular Board Meeting

No Documents

Glencoe Park District
September 2017 Board Meeting

XI. Action Item D
Approval of a Web Based Time Clock
Management Software System

Glencoe Park District
September 2017 Board Meeting



To: Board of Park Commissioners

Date: 9/11/2017

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

SUBJECT: Staff Recommendation – Timeclock Software System

As part of the final phase of the District's IT System Plan, which was approved by the Board in August 2012, there was an amount of \$30,000 included in this year's FY2017/18 Capital Project Fund (65) budget for the purchase of a timeclock software system. The goal of implementing this system was to move away from the current system of paper-based timesheets/timecards which is cumbersome to input, and can be an inefficient use of supervisory time to calculate time worked for the payroll process, especially in the busy summer months when total payroll can increase 100% due to the numerous seasonal camp and beach staff that are employed.

Staff began their preliminary research on this system in late spring and concentrated efforts on vendors that are currently being utilized by other park districts in the Chicagoland area. Based on that research, there were three vendors that were investigated, and subsequently onsite demonstrations and webinars were scheduled and presented in July to the District's supervisory managers.

The three vendors that were investigated were as follows:

ExcuTime: This company was purchased in 2016 by Tyler Technologies, who also owns the District's current financial software system, Incode.

TimePro: This system is owned by Commeg Systems Inc. and is based locally in Villa Park, Illinois. This system has been utilized by several park districts over the past 15-20 years. Per their sales representative, all park districts purchased the premise version of the TimePro software.

TimeClock Plus: This is a relatively new system to the Illinois park district world (within the past 3 years). While they are new and are based in San Angelo, Texas, they are very quickly building client base in the Chicagoland area, and seem very devoted to increasing their presence even more so.

Please see attached cost information for all three systems – both for web-based (cloud) version and an onsite premise version. You will note both the year one initial cost, as well as a year one to seven cost shown. Please note, given the fact that the premise option would also increase costs to our current network infrastructure, staff feels that the web-based option is a better fit for the long-term needs of the District.

Based on initial costs, the ExecuTime system was eliminated as a possible web-based option. Further, given their relatively recent purchase by Tyler Technologies, they are still in process of fine-tuning their product to meet the needs of park district clients. For example, the ability to import/upload data from a third party scheduling software, such as the type we currently use for the beach/boat house (When To Work), or to utilize their own advanced scheduling software comes with an extremely high additional cost to do so. For most of their standard reports within the system, data fields must currently be re-input to run. And further, their current time off request process can only accommodate one level and does not meet our need.

While TimePro does have many long-term park district clients, their current software platform seems to be somewhat antiquated and clunky. While they are based locally in Villa Park, their customer service team is very limited and based on the current clients I have spoken to, they stated that customer service is very slow and seemed stretched beyond their resources. Furthermore, staff noted additional system limitations – the position limit max is 25, they do not currently offer an advanced scheduling component, nor is there a clear-cut ability to import data from “When To Work”, the third party software we currently use at the beach/boat house.

In evaluating the TimeClock Plus software system, there were numerous positives to the system itself, along with a heavily discounted cost option for the web-based (cloud) version. The following were noted by staff:

- The software platform was recently updated to 7.0 in 2015, and provides a simplified, easy-to-use system for both system administrators and supervisory end users alike.
- The software offers its own advanced scheduling component, and is also easily integrated with the “When To Work” system, should we choose to continue to do so. The software also integrates with several different financial software systems, including our Incode system.
- The system easily allows for the unique requirements of the District’s different employees and for the District’s unique facilities.
- TimeClock Plus has an increased number of support staff despite their location in Texas, including 55 implementation specialists and 50 support staff, and current clients seem very pleased with their level of customer service.
- TimeClock Plus offers a Wi-Fi option for wireless timeclocks, which can encompass pin code, fingerprint, and proximity/scan card options, as well as a mobile app and use of PC web-based clock.
- The system offers Affordable Care Act (ACA) compliance tracking and exempt time-tracking for salaried staff and thus is in compliance with the recent Illinois law that now requires tracking of hours worked.

- The quoted price for the first year of initial system costs includes a discount of \$12,004. Annual software fees paid to TimeClock Plus would be \$4,260/per year and there is no planned or foreseeable increase to this amount.

Recommendation: Given the numerous positives associated with the TimeClock Plus system, staff recommends that the Glencoe Park District enter into a contract with TimeClock Plus for the purchase of their web-based (cloud) timeclock software system at an initial cost not to exceed \$30,000.

	TimeClock Plus (Web-Based)	TimeClock Plus (Premise)	TimePro (Web-Based)	TimePro (Premise)	ExecuTime (Web-Based)	ExecuTime (Premise)
Web-Based System Cost + Setup/Training	\$4,999		\$8,755		\$16,000	
Premise-Based Software + Training Dedicated Support/Implementation	Included - 20 hours	\$34,615		\$17,285		\$33,015
Annual FT Employee Licenses (35)	\$1,260					
Annual PT Employee Licenses (75)	\$2,700					
Annual Seasonal Licenses (150)	\$5,400					
Advance Scheduler (75) - Add'l Fee Module Package	\$600		None available	None available	\$6,000	\$18,725
Import License - Add'l Fee	\$6,304	\$6,927				
	<hr/>					
	\$21,263					
Discounts	(\$12,004)			(\$2,550)		
5 Biometric Time Clocks	\$13,245	\$13,245	\$9,600	\$9,475	\$15,050	\$15,050
Software Maintenance		\$9,261		\$1,895	\$12,428	\$6,748
Hardware Maintenance	\$2,250	\$2,250	\$1,810	\$1,810	\$1,806	\$1,806
	<hr/>					
Year 1 Total Cost	\$24,754	\$66,298	\$18,355	\$26,020	\$51,284	\$75,344
Annual Fees Year 2 and Beyond (Hardware Maint/Software Maint/License)	\$6,510	\$11,511	\$4,260	\$3,705	\$14,234	\$8,554
Total Cost: Years 1-7	\$63,814	\$135,364	\$43,915	\$48,250	\$136,688	\$126,668

P:/Busmgr/Time Clock/Time Clock Vendor Comparison

XI. Action Item E
Approval of the Altamanu, Inc. Contract for
Three Playground Design Services for
2018/19 Capital Projects

Glencoe Park District
September 2017 Board Meeting



To: Board of Commissioners

Date: 9/11/17

From: Lisa Sheppard, Executive Director

SUBJECT: Approval of the Altamanu, Inc. contract for three playground design services for 2018/2019 Capital Projects

Attached is an agreement from Altamanu for services, specifically the schematic design, design development, construction documents, and construction management support for Vernon and Jefferson, Old Elm, and Woodlawn Playgrounds. The intent is to break ground in the spring of 2018. The fee structure represents 11% of the total project budget. Included in this cost is one public input meeting and one Board level meeting. Each additional public meeting will cost \$1,865.

Recommended Motion:

Approval of the Altamanu, Inc. agreement for the playground design services for Vernon and Jefferson, Old Elm, and Woodlawn Playgrounds not to exceed \$ 104,000.

September 13, 2017

Mr. Chris Leiner
Director of Parks and Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

cleaner@glencoe park district.com

RE: Landscape Architecture and Civil Engineering Services for Vernon & Jefferson Playground, Old Elm Playground, and Woodlawn Playground in Glencoe, Illinois,

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Schematic Design, Facilitate a Public Meeting, Prepare Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for Improvements to the Vernon & Jefferson Playground (located at Vernon Ave. & Jefferson Ave.), Old Elm Playground (located at Old Elm Lane & Park Place), and Woodlawn Playground (located at Woodlawn Ave. & Green Bay Road).

We understand that all three of these improvement projects will go out to bid in the spring of 2018. We further understand that the Vernon and Jefferson Playground will have an estimated budget of 225,000, the Old Elm Playground an estimated budget also of 225,000, and that the Woodlawn Playground will have an estimate base budget of \$300,000 and an additional alternate amount of \$200,000 for potential design features for a total of \$500,000.

We understand the overall scope of these projects to include:

- Play equipment updated to include universal accessibility components
- Accessible paths from the public right of way to the playground
- Engineered wood fiber surfacing at the play equipment areas with concrete curb surround
- Update site furnishings
- Plantings
- Possible non-conventional play/discovery features (Woodlawn Playground)

SCOPE OF WORK/PROJECT PLAN

The following is an outline of the "Scope of Work" to be carried out by the Altamanu, Inc./SMP team.

TASK 1: SCHEMATIC DESIGN AND PUBLIC INPUT

Goals: Review existing conditions, project scope, budget, schedule and set a direction for Client expectations and public process.

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map for each of the sites. These maps and surveys will be at a working scale for the preparation of site improvement construction documentation for each of the three sites. The survey will show existing contours, detailed site features, and existing utilities to the center line of adjacent streets. The team will verify if the extents of the survey are sufficient for the intended scope of improvements and advise the Client if any further topographic information is required. Two soil borings and infiltration tests will be required per each of the three sites. The cost for surveys and soil borings/infiltration tests are not part of this proposal and shall be the fiscal responsibility of the Client.
2. Review available zoning and landscape codes and advise client of any requirements. Incorporate requirements into improvements.
3. Review potential MWRD permit requirements for the site improvements of each site.
4. Meet with Client to review the project scope, budget, and schedule for each of the three sites and discuss public meeting dates and expectations. (Meeting #1)
5. Tour the sites with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting).
6. Prepare ppt. presentation for public meeting showing existing conditions and make suggestions for improvements for each of the three sites.
7. Facilitate public meeting to discuss existing conditions, possible concepts and gather input from public for desired/preferred improvements. (Public Meeting #1)
8. Meet with Client to discuss public input and set a direction for the concept design for each of the three sites.(Meeting #2)
9. Prepare up to two (2) concepts for each of the three sites. Conceptual designs may include plans, reference images, elevations, and or perspective renderings.
10. Present concepts to Client. Client to select a preferred concept for each site. (Meeting #3)
11. Make revisions as per Client input of preferred concept.
12. Prepare Rough Opinions of Probable Costs for each of the preferred concepts.
13. Present concepts to GPD Board for input. (Board Presentation #1)
14. Make minor revisions as requested by Board prior to commencing the Design Development Phase.

TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Goals: Finalize relevant design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60%, 90% and 100% review with the Client. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
 - Detailed Final Landscape Plan (1"=20')
 - Layout and Dimension Plan (1"=20')
 - Enlarged Site/Landscape Plans as needed for clarity.
 - Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements
 - Drainage/Utility Details, utility connections, (SMP)
 - Grading and Drainage Plan and Details (SMP)
 - Planting Details, Plant Schedules and General Notes
 - Related Technical Specifications (Altamanu and SMP)
5. Continue to field verify existing conditions as necessary to prepare the CD set.
6. Coordinate design decisions with Client throughout the DD and CD process.
7. Coordinate Landscape Plan with Civil Engineer's Grading/Drainage and Utility Plans.
8. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
9. Submit 60% Construction Set and Outline Specifications to Client for review.
10. Meet with Client to review 60% Construction Set. (Meeting #4)
11. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements. (Meeting #5)
12. Submit 90% Construction Set and Outline Specifications to Client for review.
13. Meet with Client to review 90% Construction Set. (Meeting #6)
14. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
15. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

TASK 3: PERMITTING, BIDDING & BID ASSISTANCE

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with Client and assist in the selection of a contractor(s). Time tables and schedules for construction will be established with selected contractors.

1. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)
2. Provide Client Construction Set prior to bidding for review.
3. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
4. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
5. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #7)
6. Assist Client in preparing Bid Analysis for comparison of proposed bids.
7. Assist Client with the selection(s) of appropriate contractors.
8. Assist in the preparation AIA/GPD Contract between contractors and Glencoe Park District (GPD).
9. Develop Landscape Installation Timetable with Client & Contractor.

TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT

Goal: Provide on-site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site sixteen times (16) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #8 through #23). SMP/Civil

- Engineer will visit the site six times (6) at intervals appropriate to the stage of civil engineering items
2. Make written reports regarding site construction progress for landscape improvements.
 3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
 4. Review and approve samples of materials and shop drawings and assess change order requests.
 5. Review contractor's request for payments.
 6. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #24)
 7. Prepare a Final Punch List prior to final acceptance of job.
 8. Troubleshoot for 2 months until project closeout. (16 hours)

PROFESSIONAL FEES

Fees for the project are broken down by discipline are as follows:

Estimated Landscape Architecture Fees (Altamanu)

Task 1 Schematic Design & Public Input	\$ 19,635.00
Task 2 Design Development & Construction Documents	\$ 41,995.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 4,245.00
Task 4 Construction Administration & Project Closeout	<u>\$ 15,240.00</u>

Estimated Total Landscape Architecture Fees (Altamanu) \$ 81,115.00

Civil Engineering Fees (SMP)

Task 1 Schematic Design & Public Input	\$ 6,200.00
Task 2 Design Development & Construction Documents	\$ 11,000.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 600.00
Task 4 Construction Administration & Project Closeout	<u>\$ 2,200.00</u>

Total Civil Engineering Fees (SMP) \$ 20,000.00

Expenses	
Estimated Expenses - Altamanu	\$ 2,075.00
Estimated Expenses - SMP	\$ 800.00
Total Expenses	\$ 2,875.00
Estimated TOTAL PROFESSIONAL FEES (Altamanu & SMP)	\$ 101,115.00
Estimated TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu & SMP)	\$ 103,990.00

Reimbursable expenses which will be billed at direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

- All base information; site survey, site topography and site utility information, will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2017 format.
- There are no electrical engineering services included in this proposal.
- The project team will make one (1) presentation of preferred concepts to the Board of the Park District only. If further presentations are required the Client will be invoiced for this service at our standard hourly rates.
- The project team will moderate one (1) Public Meeting to gather information. If further public meetings are required the Client will be invoiced for this service at our standard hourly rates.
- This agreement does not include: soils or environmental studies or property surveys.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

If the aforementioned terms are acceptable to you, we would appreciate the execution of this document in the space provided below and the return of a copy for our files.

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

EXHIBIT A

SMP GROUP DESIGN ASSOCIATES, LLC

CIVIL ENGINEERING PROPOSAL

for

Improvements to the Vernon & Jefferson Playground (located at Vernon Ave. & Jefferson Ave.),
Old Elm Playground (located at Old Elm Lane & Park Place), and Woodlawn Playground (located
at Woodlawn Ave. & Green Bay Road).

SMP Group Design Associates, LLC
165 N. Canal Street, Ste. 804
Chicago, Illinois 60606



Ms. Josephine Bellalta, PLA, ASLA
Altamanu, Inc
1700 W. Irving Park Road, Suite 202
Chicago, Illinois 60613
773.528.7492
Josephine@altamnau.com

September 12, 2017

**Civil Engineering Proposal
Vernon & Jefferson Playground
Old Elm and Park Place Playground
Woodlawn Playground**

Dear Ms. Bellalta

We are pleased to provide **ALTAMANU** ("Client") with a proposal for civil engineering services for the construction of three playgrounds at three separate sites located within Village of Glencoe. We understand that these projects are owned and maintained by the Glencoe Park District and will be bid as one package with a bid date scheduled for March 1, 2018. The sites are understood to be as follows:

- 1) **Vernon and Jefferson Playground**
- 2) **Old Elm and Park Place Playground**
Approximate budget: \$225,000 for each (\$450k total)
Years 2-12
Engineered wood fiber with curbs
Addition of accessible pathways
- 3) **Woodlawn playground**
Approximate budget: \$300,000 with a \$200,000 alternate "wow factor"
Years 2-12
Engineered wood fiber with curbs
Addition of accessible pathways



Vernon & Jefferson



Old Elm & Park Place



Woodlawn & Green Bay

This fee proposal is based on your recent email request and our previous conversations. We understand that a survey will be completed as part of this proposal and will be made available soon.

Scope of Work

We understand that ALTAMANU will take the lead on the site planning and strategy meetings with the Park District and the Public. This fee does, however; include attendance and support at one public meeting where all three concepts will be presented for public comment. We understand that these projects are under MWRD jurisdiction and we will be responsible for obtaining a letter of determination and any required permitting.

Schematic Design & Public Input

The SD & Public Input Phase is intended to obtain and review all background information available from the Park District, review site constraints and existing conditions in a detailed manner, and develop concept designs to present to the Park District and Public. This phase will begin to identify stormwater management ideas and utility routings to meet the requirements of the local authorities. Tasks Include;

- Site visit to evaluate existing conditions and establish project limits*
- Attend a project kick-off meeting with ALTAMANU and the Park District.*
- Survey review.*
- Complete a MWRD determination application.*
- Develop concept level grading and utility plans.*
- Attend a Public Meeting with Altamanu to present to concept plans.*

Design Development and Construction Documents

This phase of the project builds on the SD Phase and is an expected to produce a permit ready civil engineering drawing set. This phase will begin once schematic design has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This includes intermediate document submittals and coordination with the Park District at a 60% and 90% level to develop a cohesive drawing package. Tasks include;

- Coordinate with ALTAMANU and the Park District to finalize construction documents.*
- Finalize the utility and drainage routing/strategy.*
- Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.*
- Prepare technical specifications in CSI format for Civil Engineering scope items as requested.*
- Assistance with the review of a Cost Opinion.*

Permitting, Bidding and Bid Assistance

This phase works with the documents prepared in the DD/CD Phase and works towards obtaining a building permit. Here, we will work with Altamanu on the preparation of a contract bid package as well as the selection of a contractor. Tasks include;

- Compile the necessary civil drawings to issue for Permit through the Village of Glencoe.*
- Assist with project bidding, contractor RFI's and contractor selection.*

Construction Administration

We propose the following limited scope to assist in technical field questions regarding civil engineering items. Common tasks included with construction administration generally include the following;

- Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*
- Review submittals and shop drawings applicable to engineering construction.*
- Respond to RFI's as requested.*
- Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*
- When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 6 site visits to review and assist with items directly related to civil engineering.*

Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor's request for acceptance of substantial completion.
 Conduct a final walk-through of the project and prepare recommendations regarding the Contractor's request for acceptance of final completion.

Compensation

TASK	FEE
Schematic Design & Public Input	\$6,200.00
Design Development and Construction Documents	\$11,000.00
Permitting, Bidding and Bid Assistance	\$600.00
Construction Administration	2,200.00
Subtotal	\$20,000.00
Reimbursables (estimated)	\$800.00

Limits of Service

Surveying

Earthwork Calculations

Pump Design

Geotechnical/Environmental

Engineering & Testing

Traffic Engineering/Studies

Structural engineering (retaining walls)

Sewer televising

Site Logistics Planning

Landscape Architecture

Flood plain/floodway/wetland mitigation

or delineation or design

Review and sign-off of payment

applications or waivers

Additional Services

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

Acceptance

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work.

If you have any questions or need clarification on any of the above, please do not hesitate to call. We look forward to working with you on this project and sharing the success.

Yours truly,



Jerry Pilipowicz, P.E.
 Civil Engineer

Principal & Managing Member
 SMP Group Design Associates, LLC

j.pilipowicz@smpgroupllc.com

Accepted by

Date: _____

Printed name: _____

Signed name: _____

Title: _____

XI. Action Item F
Approval of the Altamanu, Inc. Contract for
Lincoln and Crescent Playground Design
Services

Glencoe Park District
September 2017 Board Meeting



To: Board of Commissioners

Date: 9/11/17

From: Lisa Sheppard, Executive Director

SUBJECT: Approval of the Altamanu Inc. contract for playground design services for Lincoln & Crescent Playground 2018/2019 Capital Projects

Attached is an agreement from Altamanu for services, specifically the schematic design, design development, construction documents, and construction management support for the Lincoln & Crescent Playground. The design of the Lincoln and Crescent playground will be contingent on the direction given regarding the Old Green Bay Linear Park Master Plan. Due to this fact, construction will be scheduled for fall 2018. Included in this proposal is one Board level presentation. Community input will be coordinated thru the Master Plan meetings. Each additional public meeting will cost \$1,865.

Total costs of proposal represent 13.75% of the project budget; this percentage represents the stand alone nature of the project.

A contract will be developed and put forward to the Board for approval for services for the Old Green Bay Linear Parks Master Plan and the Shelton Master Plan next month.

Recommended Motion:

Approval of the Altamanu, Inc. agreement for the playground design services for Lincoln & Crescent not to exceed \$31,000.

September 13, 2017

Mr. Chris Leiner
Director of Parks and Maintenance
Glencoe Park District
999 Green Bay Road
Glencoe, Illinois 60022

cleaner@glencoe park district.com

RE: Landscape Architecture and Civil Engineering Services for Lincoln and Crescent (Green Bay) Playground in Glencoe, Illinois

Dear Chris,

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Schematic Design, Design Development and Construction Documents, provide Bidding and Permit assistance and Construction Administration Services for improvements to the Lincoln & Crescent Playground (located at Lincoln Drive & Old Green Bay Road).

We assume this project will go out to bid in the fall of 2018 after the Master Plan for the Green Bay Road adjacent open spaces has been completed. The budget for this project is \$225,000.

We understand the overall scope of these project to include:

- Play equipment updated to include universal accessibility components
- Accessible paths from the public right of way to the playground
- Engineered wood fiber surfacing at the play equipment areas with concrete curb surround
- Updated drinking fountain
- Update site furnishings
- Plantings

SCOPE OF WORK/PROJECT PLAN

The following is an outline of the "Scope of Work" to be carried out by the Altamanu, Inc. /SMP team.

TASK 1: SCHEMATIC DESIGN

Goals: Review existing conditions, project scope, budget, schedule and set a direction for Client expectations.

1. Verify existing conditions using available site data such as surveys, aerial photos, and topographic maps. The Client will furnish Altamanu with an accurate base map, site survey and topographic map for the site. This map and survey will be at a working scale that will be used as a basis for the preparation of site improvement construction documents. The survey will show

existing contours, detailed site features, and existing utilities to the center line of adjacent streets. The team will verify if the extent of the survey is sufficient for the intended scope of improvements and advise the Client if any further topographic information is required. Two soil borings and infiltration tests will be required for the site. The cost for surveys and soil borings/infiltration tests are not part of this proposal and shall be the fiscal responsibility of the Client.

2. Review available zoning and landscape codes and advise client of any requirements. Incorporate requirements into the design of the improvements.
3. Review potential MWRD permit requirements for the site.
4. Meet with Client to review the project scope, budget, and schedule for the site and discuss expectations. (Meeting #1)
5. Tour the site with Client to refine scope/goals and to field review existing conditions. (Site meeting at same time as project Kick-Off meeting).
6. Prepare up to two (2) concepts for the site. Conceptual designs may include plans, reference images and elevational drawings.
7. Present concepts to Client. Client to select a preferred concept. (Meeting #2)
8. Make revisions as per Client input of preferred concept.
9. Prepare preliminary Opinion of Probable Costs of the preferred concept.
10. Prepare ppt. presentation for Board Meeting.
11. Present concepts to GPD Board for input. (Board Presentation #1)
12. Make minor revisions as requested by Board prior to commencing the Design Development Phase.

TASK 2: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Goals: Finalize relevant design elements and incorporate Client's comments and produce the final Construction Documents.

1. Prepare Design Development/Construction Documents for a 60%, 90% and 100% review with the Client. The Construction Documents will include the following (it is possible that some of these items will be shown on the same plans):
 - Detailed Final Landscape Plan (1"=20')
 - Layout and Dimension Plan (1"=20')
 - Enlarged Site/Landscape Plans.

- Site Detail Sheets - Layout/Dimensioned of Related Special Site Elements
 - Drainage/Utility Details, utility connections, (SMP)
 - Grading and Drainage Plan and Details (SMP)
 - Planting Details, Plant Schedules and General Notes
 - Related Technical Specifications (Altamanu and SMP)
5. Continue to field verify existing conditions as necessary to prepare the construction document set.
 6. Coordinate design decisions with Client throughout the DD and CD process.
 7. Coordinate Landscape Plan with Civil Engineer's Grading/Drainage and Utility Plans.
 8. Revise Opinion of Probable Costs to reflect adjustments to Landscape/Engineering Plans.
 9. Submit 60% Construction Set and Outline Specifications to Client for review.
 10. Meet with Client to review 60% Construction Set. (Meeting #3)
 11. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements. (Meeting #4)
 12. Submit 90% Construction Set and Outline Specifications to Client for review.
 13. Meet with Client to review 90% Construction Set. (Meeting #5)
 14. Make revisions and submit 100% Construction Set and Specifications to Client for final review.
 15. Submit Final 100% Construction Documents Package and related Technical Specifications, including SWPP plan for permit, to Client for review and subsequently for bidding.

TASK 3: PERMITTING, BIDDING & BID ASSISTANCE

Goal: Assist in obtaining appropriate approvals as required for construction. Assist in the packaging and distribution of construction drawing sets and specifications to potential contractors. Altamanu will review and assess bids with Client and assist in the selection of a contractor(s). Altamanu together with the Client and Contractor(s) will establish time tables and schedules for construction. Assist Client in submitting Permit Set for appropriate approvals and coordinate with Village of Glencoe on any permit approvals from MWRD. (SMP will manage permit approvals)

1. Provide Client Construction Set prior to bidding for review.
2. Issue addenda as appropriate to interpret, clarify or expand the Construction Documents.
3. Meet with Client to assist in preparation of Bid Packages. Use Site Landscape Construction Bid Form, cover letter and related addenda to include with Bid/Drawing Package. Distribute Bid/Drawing Package to contractors on selected list as vetted by team.
4. Assist the Client in conducting a Pre-Bid Review Meeting with selected Contractors. (Meeting #6)
5. Assist Client in preparing Bid Analysis for comparison of proposed bids.
6. Assist Client with the selection(s) of appropriate contractors.
7. Assist in the preparation AIA/GPD Contract between contractors and Glencoe Park District (GPD).
8. Develop Landscape Installation Timetable with Client & selected contractor.

TASK 4: CONSTRUCTION ADMINISTRATION & PROJECT CLOSEOUT

Goal: Provide on-site review and observation of landscape construction related to the Site Landscape Construction Package and its Related Specifications.

1. Provide on-site observation of site and landscape construction related to the Altamanu-SMP Landscape and Engineering Plans and their related elements. Visit site eight times (8) at intervals appropriate to the stage of landscape construction to review proper construction methods and adherence to the design intent. (Site Meetings #7 through #16). SMP/Civil Engineer will visit the site three times (3) at intervals appropriate to the stage of civil engineering items.
2. Make written reports regarding site construction progress for landscape improvements.
3. Review and respond to contractor's requests for information and provide interpretations and clarifications for the Construction Documents.
4. Review and approve samples of materials and shop drawings and assess change order requests.
5. Review contractor's request for payments.

6. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting #17)
7. Prepare a Final Punch List prior to final acceptance of job.
8. Troubleshoot for 2 months after project closeout. (8 hours)

PROFESSIONAL FEES

Fees for the project are broken down by discipline are as follows:

Estimated Landscape Architecture Fees (Altamanu)

Task 1 Schematic Design	\$ 3,150.00
Task 2 Design Development & Construction Documents	\$ 13,050.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 2,400.00
Task 4 Construction Administration & Project Closeout	<u>\$ 5,325.00</u>

Estimated Total Landscape Architecture Fees (Altamanu) \$ 23,925.00

Civil Engineering Fees (SMP)

Task 1 Schematic Design	\$ 1,500.00
Task 2 Design Development & Construction Documents &	\$ 3,000.00
Task 3 Permitting, Bidding and Bid Assistance	\$ 200.00
Task 4 Construction Administration & Project Closeout	<u>\$ 500.00</u>

Total Civil Engineering Fees (SMP) \$ 5,200.00

Expenses

Estimated Expenses - Altamanu	\$ 1,625.00
Estimated Expenses - SMP	<u>\$ 200.00</u>

Total Expenses \$ 1,825.00

Estimated TOTAL PROFESSIONAL FEES (Altamanu & SMP) \$ 29,125.00

Estimated TOTAL PROFESSIONAL FEES & EXPENSES (Altamanu & SMP) \$ 30,950.00

Reimbursable expenses which will be billed at direct expense. Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Soils Analysis/Consultation

Professional fees and expenses will be billed monthly for work completed and are due within 30 days.

ASSUMPTIONS

- All base information; site survey, site topography and site utility information, will be provided by the Client to Altamanu.
- Site base information will be provided to Altamanu in a form compatible with AutoCAD 2017 format.
- There are no electrical engineering services included in this proposal.
- The project team will make one (1) presentation of preferred concepts to the Board of the Park District only. If further presentations are required the Client will be invoiced for this service at our standard hourly rates.
- This agreement does not include: soils or environmental studies or property surveys.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

If the aforementioned terms are acceptable to you, we would appreciate the execution of this document in the space provided below and the return of a copy for our files.

We at Altamanu Inc. appreciate this opportunity to continue working with the Glencoe Park District.

Very truly yours,



Josephine Bellalta, PLA, ASLA, President Altamanu Inc.

ACCEPTED BY:

Signature

Printed Name

Title

Date

EXHIBIT A

SMP GROUP DESIGN ASSOCIATES, LLC

CIVIL ENGINEERING PROPOSAL

for

Improvements to the Playground at Lincoln and Crescent

SMP Group Design Associates, LLC
165 N. Canal Street, Ste. 804
Chicago, Illinois 60606



Ms. Josephine Bellalta, PLA, ASLA
Altamanu, Inc
1700 W. Irving Park Road, Suite 202
Chicago, Illinois 60613
773.528.7492
Josephine@altamnau.com

September 12, 2017

Civil Engineering Proposal
Lincoln and Crescent Playground

Dear Ms. Bellalta

We are pleased to provide **ALTAMANU** ("Client") with a proposal for civil engineering services for the construction of a playground at park located near the intersection of Crescent and Lincoln Drive. We understand that these projects are owned and maintained by the Glencoe Park District and will be bid in the Fall of 2018, after the completion of a Master Plan that will be prepared by Altamanu. The project is understood to be as follows:

- Crescent and Lincoln Drives Playground**
- Approximate budget: \$225,000 for each (\$450k total)
- Years 2-12
- Engineered wood fiber with curbs
- Addition of accessible pathways
- Upgraded drinking fountains



Crescent and Lincoln Drives

This fee proposal is based on your recent email request and our previous conversations. We understand that a survey will be completed as part of this proposal and will be made available soon.

Scope of Work

We understand that ALTAMANU will take the lead on the site planning and strategy meetings with the Park District and the Public. This fee does not include assistance with developing the Park's Master Plan but does include a preliminary review of major proposed elements and schematic utility routing. We understand that this projects is under MWRD jurisdiction and we will be responsible for obtaining a letter of determination and any required permitting.

Schematic Design

The SD Phase is intended to obtain and review all background information available from the Park District, review site constraints and existing conditions in a detailed manner, and develop a concept design to present to the Park District. This phase will begin to identify stormwater management ideas and utility routings to meet the requirements of the local authorities. Tasks Include;

- Site visit to evaluate existing conditions and establish project limits*
- Attend a project kick-off meeting with ALTAMANU and the Park District.*
- Survey review.*
- Complete a MWRD determination application.*
- Develop concept level grading and utility plans.*

Design Development and Construction Documents

This phase of the project builds on the SD Phase and is an expected to produce a permit ready civil engineering drawing set. This phase will begin once schematic design has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This includes intermediate document submittals and coordination with the Park District at a 60% and 90% level to develop a cohesive drawing package. Tasks include;

- Coordinate with ALTAMANU and the Park District to finalize construction documents.*
- Finalize the utility and drainage routing/strategy.*
- Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.*
- Prepare technical specifications in CSI format for Civil Engineering scope items as requested.*
- Assistance with the review of a Cost Opinion.*

Permitting, Bidding and Bid Assistance

This phase works with the documents prepared in the DD/CD Phase and works towards obtaining a building permit. Here, we will work with Altamanu on the preparation of a contract bid package as well as the selection of a contractor. Tasks include;

- Compile the necessary civil drawings to issue for Permit through the Village of Glencoe.*
- Assist with project bidding, contractor RFI's and contractor selection.*

Construction Administration

We propose the following limited scope to assist in technical field questions regarding civil engineering items. Common tasks included with construction administration generally include the following;

- Attend a pre-construction meeting with the Client and Contractor to review construction schedule.*
- Review submittals and shop drawings applicable to engineering construction.*
- Respond to RFI's as requested.*
- Issue interpretations or clarifications of the documents when requested by the Owner or the Contractor.*
- When requested by ALTAMANU, attend weekly project meetings and prepare site reports during the construction phase as requested. We assume a 3 site visits to review and assist with items directly related to civil engineering.*
- Conduct a punch list review of the engineering construction and prepare recommendations regarding*

*the Contractor's request for acceptance of substantial completion.
 Conduct a final walk-through of the project and prepare recommendations regarding the Contractor's
 request for acceptance of final completion.*

Compensation

TASK	FEE
Schematic Design & Public Input	\$1,500.00
Design Development and Construction Documents	\$3,000.00
Permitting, Bidding and Bid Assistance	\$200.00
Construction Administration	500.00
Subtotal	\$5,200.00
Reimbursables (estimated)	\$200.00

Limits of Service

- | | |
|---|--|
| <i>Surveying</i> | <i>Sewer televising</i> |
| <i>Earthwork Calculations</i> | <i>Site Logistics Planning</i> |
| <i>Pump Design</i> | <i>Landscape Architecture</i> |
| <i>Geotechnical/Environmental</i> | <i>Flood plain/floodway/wetland mitigation</i> |
| <i>Engineering & Testing</i> | <i>or delineation or design</i> |
| <i>Traffic Engineering/Studies</i> | <i>Review and sign-off of payment</i> |
| <i>Structural engineering (retaining walls)</i> | <i>applications or waivers</i> |

Additional Services

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

Acceptance

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work.

If you have any questions or need clarification on any of the above, please do not hesitate to call. We look forward to working with you on this project and sharing the success.

Yours truly,



Jerry Pilipowicz, P.E.
 Civil Engineer

Principal & Managing Member
 SMP Group Design Associates, LLC

j.pilipowicz@smpgroupllc.com

Accepted by

Date: _____

Printed name: _____

Signed name: _____

Title: _____