



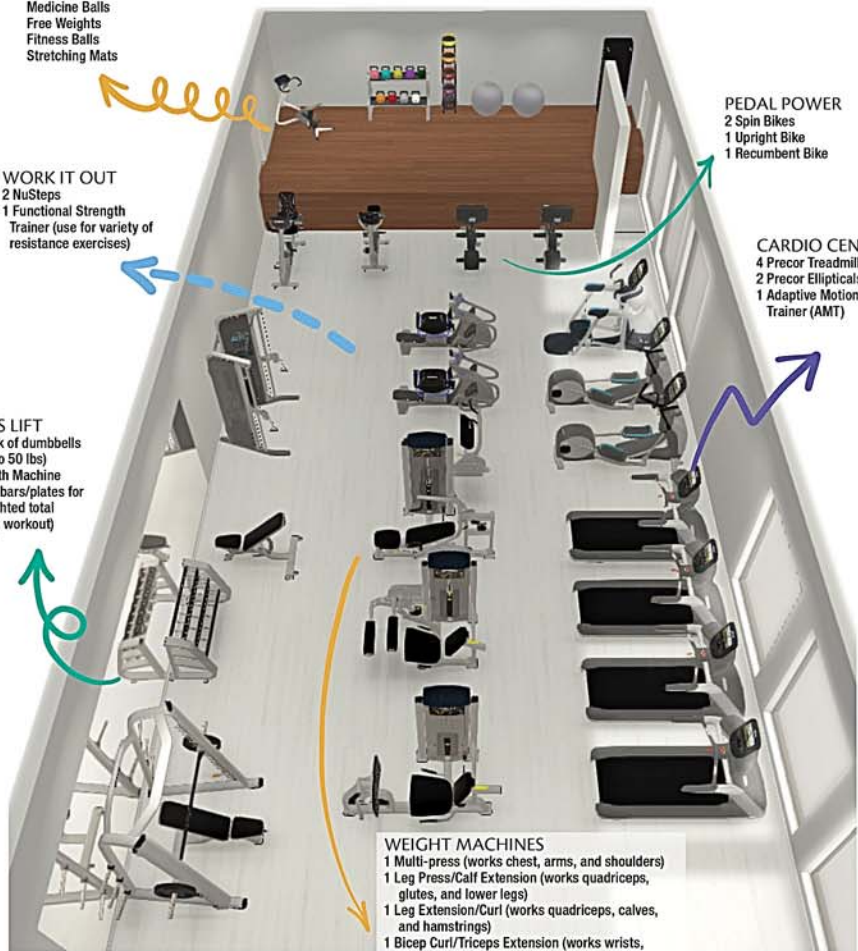
# NOVEMBER 2017 Board Report

## GLENCOE FITNESS

**STRETCH IT OUT**  
 Stretch Trainer  
 Medicine Balls  
 Free Weights  
 Fitness Balls  
 Stretching Mats

**WORK IT OUT**  
 2 NuSteps  
 1 Functional Strength  
 Trainer (use for variety of  
 resistance exercises)

**LET'S LIFT**  
 1 Rack of dumbbells  
 (up to 50 lbs)  
 1 Smith Machine  
 (use bars/plates for  
 weighted total  
 body workout)



**PEDAL POWER**  
 2 Spin Bikes  
 1 Upright Bike  
 1 Recumbent Bike

**CARDIO CENTER**  
 4 Precor Treadmills  
 2 Precor Ellipticals  
 1 Adaptive Motion  
 Trainer (AMT)

**WEIGHT MACHINES**  
 1 Multi-press (works chest, arms, and shoulders)  
 1 Leg Press/Calf Extension (works quadriceps,  
 glutes, and lower legs)  
 1 Leg Extension/Curl (works quadriceps, calves,  
 and hamstrings)  
 1 Bicep Curl/Triceps Extension (works wrists,  
 biceps, triceps, lats, and forearms)





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, November 21, 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 October 17, 2017 Regular Board Meeting
  - B. Minutes of November 7, 2017 Committee of the Whole Meeting
  - C. Approval of Surplus Property Ordinance No. 875
  - D. Approval of the Bills
- IV. Matters from the Public
- V. Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2017
- VI. Approval of Ordinance No. 876: Levying the Taxes for the 2017 Tax Year
- VII. Financial Report
- VIII. Partnership with Friends of the Green Bay Trail, Village, and Park District on Green Bay Trail Landscape Restoration
- IX. Discussion on the Breakwater Sculpture
- X. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety and Wellness Committee
- XI. Executive Director Report
- XII. Action Items
  - A. Approval of Wellness Policy
  - B. Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan
  - C. Approval of the Breakwater Sculpture Action Plan
- XIII. Matters from the Public
- XIV. Other Business
- XV. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XVI. 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](mailto: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  
November 2017 Board Meeting

MINUTES OF OCTOBER 17, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:16 p.m. and roll was called.

Commissioners present:

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

Staff present:

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

Commissioner via Phone Conference:

Josh Lutton, Treasurer

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

Approval for Chair Lutton to Attend via Phone Conference: A motion was made by Commissioner Brooks to approve Commissioner Lutton to attend the meeting via phone conference. Commissioner Gaines seconded. No further discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk  
NAYS: None  
ABSENT: None

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the September 19, 2017 Regular Board meeting, October 3, 2017 Finance Committee of the Whole meeting, October 3, 2017 Special Projects and Facilities Committee 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: Director of Finance/Human Resources Mensinger stated we are seven month into the year. Down a bit in Beach/Boating combined but not a lot. Everything is looking good.

Presentation of the 2017 Glencoe Lakefront Annual Report: Director Collins presented the Glencoe Lakefront Annual Report attached to these minutes. Discussion with the Board ensued.

Takiff Center rentals were reviewed.

Discussion of Removal of Breakwater Sculpture: Executive Director Sheppard explained that we received notice from PDRMA that the sculpture was deteriorating and needed to be fixed or removed. The Board indicated to staff that they preferred to have it removed based on cost. President Onderdonk took it upon himself to find a new home without a positive outcome. During that search, the artist was found and contacted. The sculptor also tried to find a new home unsuccessfully and then offered a proposal to remove the sculpture, store it, and then the artist would try to find a new home in the future. A reduced negotiated rate was agreed upon after the Board packet was distributed. Removal and move off-site would cost the District \$3,720 plus site renovation costs. To scrap the sculpture would cost the District \$2,000 plus site renovation costs. The Board was asked for staff direction on one, if the sculpture should be saved and two, if the sculpture should be removed.

The Board directed staff, based on discussion of the Board, for the sculptor to save the sculpture and remove it for \$3,720 at District cost.

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

Directors Mensinger and Leiner had nothing further to add to their Board reports.

Director Collins reviewed special events, the boathouse closed on Sunday, getting Watts ready booking ice and training staff, thanked the Wild Child for sponsoring the Disc Golf Tournament with \$500 in prizes, the three School Day Off programs were run at full capacity, and staff are getting ready for budgeting and the fitness area.

New Disc Golf Course signs and baskets and the possibility of expanding the course were reviewed. A follow up to a visitor at the October Board meeting, the tennis backstop will be installed in spring and the Binghamms will be contacted.

Commissioner Gaines asked about Harvest Fest. The Park District has not been involved in Harvest Fest for two years. It is not happening this year because GYS & GJHP decided not to hold the festival. The Park District was informed after the brochure had gone out that they did not want to do the event. Instead, the District decided to do a "Merry and Bright" festival the day before Thanksgiving. It was too late to change gears and put on Harvest Fest instead.

Director Leiner reviewed great construction weather, fitness center moving ahead, and seasonal maintenance at Watts upon request from the Board.

Manager Maassen reported on gearing up for fitness, special events, and the winter brochure.

Executive Director Report: Executive Director Sheppard shared that the fitness area is on schedule to be completed in December; with equipment delivery on November 17 based on completion of the parking lot addition. The main parking lot is scheduled to be

completed October 31, then they will move to the back parking lot. Pathways will be finished now; plantings will be done in spring.

Watts basketball court resurfacing began this past Monday and should be complete by Thanksgiving, weather permitting. The Boating Beach water line relocation project begins this November.

Executive Director Sheppard reminded the Board that we plan to have Committee meetings the first Tuesday, with the exception of January which will be on the 9<sup>th</sup>. Commissioner Boron will be attending via phone conference.

Three playground designs will be shared at the December 5 committee meeting. There will be changes based on feedback, then the January 9 committee meeting will be designs based on changes.

Commissioner Lutton exited the phone conference at 8:20pm.

Action Items:

Approval of Resolution No. 874: Truth in Taxation: A motion was made by Commissioner Onderdonk to approve Resolution No. 874 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk  
NAYS: None  
ABSENT: Lutton

Approval of the Health Insurance recommendation for 2018: A motion was made by Commissioner Gaines to approve the Health Insurance recommendation for 2018 as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk  
NAYS: None  
ABSENT: Lutton

Approval of the Auditor Services Agreement: A motion was made by Commissioner Gaines to approve the agreement for audit services with Lauterbach and Amen as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk  
NAYS: None  
ABSENT: Lutton

Approval of the Financial Policy and Procedures Manual: A motion was made by Commissioner Gaines to approve the Financial Policy and Procedures Manual as presented. Commissioner Boron seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk

NAYS: None  
ABSENT: Lutton

Approval of the Credit Card Policy: A motion was made by Commissioner Brooks to approve the Credit Card Policy as presented. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk  
NAYS: None  
ABSENT: Lutton

Approval of the Glencoe Beach and Bluff Restoration Feasibility Study: A motion was made by Commissioner Gaines to approve the Glencoe Beach and Bluff Restoration Feasibility Study for \$71,750 plus expenses with the contract to be executed by the Executive Director as presented. Commissioner Brooks seconded the motion. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Onderdonk  
NAYS: None  
ABSENT: Lutton

Approval to Change the December 19 Regular Board Meeting to December 12: A motion was made by Commissioner Gaines to approve to change the date of the December 19 Regular Board meeting to December 12. Commissioner Boron seconded the motion, which passed by unanimous voice vote with the exception of Commissioner Lutton who was absent. No discussion ensued.

Approval of IAPD Annual Meeting Delegates: A motion was made by Commissioner Gaines to appoint Lisa Sheppard, Executive Director as delegate and Carol Mensinger as alternate delegate to the IAPD Annual Meeting. Commissioner Brooks seconded the motion, which passed by unanimous voice vote with the exception of Commissioner Lutton who was absent. No discussion ensued.

Other Business: Another reminder to make sure the committee meeting dates are in your calendars.

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

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:24 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

# 2017 GLENCOE LAKEFRONT ANNUAL REPORT



10/17/2017

The following document provides a summary and analysis of the 2017 operation of the Glencoe Boathouse and Glencoe Beach.



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## INTRODUCTION

The Glencoe Beach is one of the premier lakefront facilities in the north shore region of Chicago on Lake Michigan. The beach sits below a towering bluff and spans almost a quarter mile of shoreline. The beach is accessible by two access roads leading down the bluff as well as a flight of stairs from the “halfway house” which acts as a check-in point for guests when a cashier is staffed. The Glencoe Beach is comprised of the south side of the beach featuring a swimming area and beach house and the north end, which features boat storage as well as a boathouse. The beach is divided by the Glencoe Public Works Water Plant.

## FACILITY IMPROVEMENTS

Prior to the start of the season, a multitude of upgrades were made to the swimming beach, beach house, boathouse and halfway house.

At the halfway house, staff trenched and installed the necessary infrastructure to support the new computerized point of sale system, which allowed patrons to use credit cards at the facility. Minor repairs to the stone stairs and retaining walls were also completed. Major landscaping was done on the bluff areas to remove invasive species and overgrown material.

At the swimming beach, new boat and paddleboard racks were built by the parks department, picnic tables replaced, pier railings painted, and staff custom installed a small drainage system to move water away from the toe of the bluff and onto the beach to prevent the trellis areas from flooding

At the beach house, staff discovered a break in the water main inside the beach facility; repairs brought the existing water main up to code, ensuring easier seasonal transitions. The Parks Department painted the inside of the beach house and concession stand. Additional improvements were also done in the concession stand which included replacing the ice machine, freezer air curtains, and upgrades to electrical system to support the concession vendor.

On the boating beach, staff completed a major facility facelift to the boathouse. Updates include new bathroom tile, lockers, windows, interior painting, as well as new LED light fixtures replaced old out of date fixtures. Additionally, two interior facility doors and frames were replaced. Working with the Recreation Team, the inside of the boathouse was reconfigured to maximize space and develop a class room area for the new aquatics camp.

This was all in addition to the preseason tasks completed every season.

## MARKETING

### Traditional Marketing

Staff included beach articles and information in the Spring/Summer Brochure, the summer Glencoe Quarterly issue, and the Summer Sampler, our 4-page mailer to residents. A jumbo postcard was mailed to season pass holders from the last three years. Information on pass sales, special events, and classes was also promoted on the Park District TVs, flyers, posters, website, at special events, and on signage at the beach.

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We did a beach towel giveaway to promote the first day of pass sales, and are offering an early bird discount through May 9, along with special “fast track” times to purchase beach passes.

Glencoe Beach was in the news a number of times. In addition to the Glencoe News and Glencoe Anchor, the beach was mentioned in Time Out Chicago, Crain's Chicago Business, Daily North Shore, and Hula Frog. We also purchased ads in the Chicago North Shore Convention and Visitor Bureau Visitor's Guide as well as a targeted ad in the Chicago Botanic Garden seasonal magazine.

## Signage

This year, we focused on clear information and a focus on rentals and beach. A new water trail map was added for renters and ads for our new sailing/aquatics camps, along with a significant number of informational signs replaced. This was done to update pricing and date information, as well as to create a uniform identity in accordance with our branding standards.

## Social Media

On social media, we focused on the visual beauty of Glencoe Beach. Utilizing Facebook, Twitter, Instagram, and Pinterest, we worked to curate user content and share stunning images of Glencoe Beach. The content is curated throughout the year, with a greater focus on sharing in the months leading up to the official start of the season.

In addition to the Glencoe Park District's general Facebook page, Glencoe Beach has its own business page. To date, the page has 1,645 likes (up from 1,168 in 2016). On a daily basis, the page is tagged with people's beach photos and check-ins. The page has also become a customer service channel, with Facebook users opting to use the private message service to inquire about beach conditions and rental services.

On Instagram and Facebook, we shared user's images on a weekly basis, generating more likes and fulfilling the very nature of social media.

We also purchased a one month Facebook and Instagram ad campaign, designed to capture new email addresses. The campaign reached 6,267 people, generating 8,201 impressions and resulting in 116 clicks to our email form. We also did a beach rental promotion, which included beach events, on Facebook and Instagram, which reached 357 people and resulted in nine post engagements.

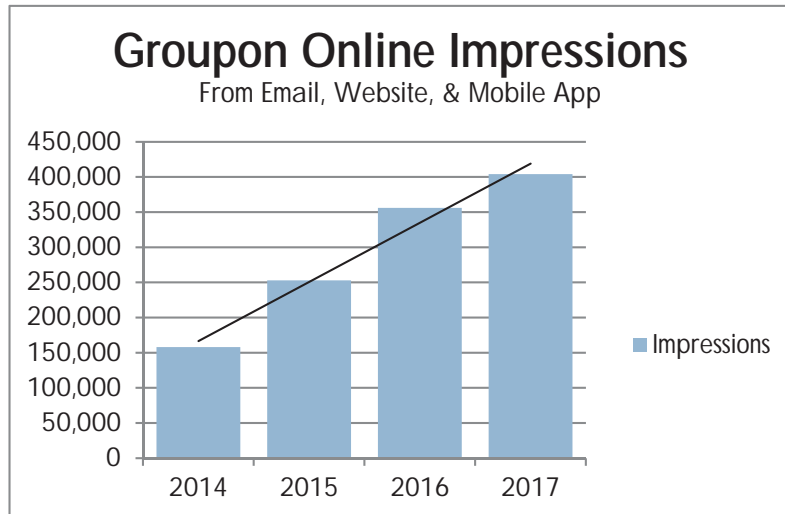
## Online Marketing

Staff sent seventeen targeted email blasts to promote early bird pass sales, general beach passes, aquatics/sailing camps, beach fitness classes, beach rentals, and special events. The average open rate for beach emails was 33.81%.

We used Google AdWords to drive paid search traffic, specifically targeting popular keywords like “best beaches”, “park district”, “lake Chicago beach”, “closest beach to”, etc. The ad was viewed by 2,532 people, resulting in 576 website clicks and 331 map clicks for directions.

Once again, a Groupon was offered for kayaking/ paddleboarding at the beach. This is the fourth year we offered the deal, and we can start to see some

trends. The deal generated \$1,970.84, which is a significant decrease from the \$3,054.40 we earned in 2016. The deal is intended to generate awareness outside the Glencoe community of our rental offerings, which it successfully did with 47% of sales to new customers. The number of online impressions increased this year by over 48,200, which is generated from Groupon email blasts, displays on the Groupon mobile app use, and displays on the Groupon website.



	Groupons Sold	Redeemed	Revenue	Impressions
2017	94	45 (47.87%)	\$1,970.84	404,200
2016	184	95 (52%)	\$3,054.40	356,000
2015	105	29 (28%)	\$1,524.58	253,055
2014	79	21 (26%)	\$1,188.73	158,134

## STAFFING AND TRAINING

### Staffing

Seasonal summer beach staffing continues to be an industry wide issue on the North Shore, with many facilities struggling to recruit staff with high level qualifications. A total number of 61 employees were hired in 2017 compared to 44 in 2016. Of that group, 24 of those employees were returning while 37 were new to the Park District. With the difficulty of hiring, a focus was placed on increasing the flexibility of staff. As a result, 19 staff members were cross trained in multiple jobs and were capable of working two or more positions at either beach.

## Staffing Levels by Position

	Total Staff	Operations Manager	Beach/Boat Manager	Lifeguards	Beach Services	Boat Guards	Camp Staff
2017	61	2	8	26	21	27	9
2016	44	1	9	26	15	25	7
2015	55	2	8	14	12	13	6

Due to the cross training, major staff shortages were not experienced during the regular season. Cross training and job rotation also helps improve staff morale by reducing fatigue, developing new skills and enhances communication between the boating and swimming beach.

## Training

### Lifeguard training

In addition to successfully completing the Red Cross Instructor Trainer class, Paul Kuhns, Jack Dittrich, Bobby Collins, and Jackson Brownlee led 16 hours of preseason training at Centennial pool in Wilmette. During this training, guards were required to demonstrate their swimming abilities by passing a 550 yard swim, treading water for 2 minutes and swim a timed event. Guards also practiced rescue techniques and watched videos on active/passive/multiple/submerged victim rescues, water entries and back boarding.

During on land training staff reviewed emergency action plans, bloodborne pathogen training, first aid, and CPR with AED training. Operating protocols were discussed in detail. Guards also completed 6 hours of training at the beach. During this training guards were walked through an average day at the beach, learned how to administer swim tests, practiced for "Code Adam" situations, performed deep water line searches, and practiced activating the EAP. At the end of this training all guards were required to pass a waterfront exam, practical exam, and written exam.

Additional training held during the season in the form of two-hour in-services that guards were required to attend twice a month. During these in-services guards practiced all the skills they learned in training to ensure they were always ready to respond to an emergency.

### Boathouse training

Boat guards and sailing instructors were all required to complete nine hours of training at the Glencoe boathouse prior to the season starting. During this training staff learned about the daily operations of the boathouse, safety equipment, water/medical emergencies, "Code Adam", and radio use.

New boat guards also took an 18 hour powerboat training course led by Bobby Collins. During this training, guards first learned about boat safety/parts, safety equipment, docking, storage, and rescue equipment. After learning these basic skills, guards were then taught how to drive and dock the boats used for boater assistance. At the end of this course all participating boat guards were required to pass both a written and practical exam.

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This training course is recommend by PDRMA and is a Coast Guard recognized qualification. Any staff member who operates a Park District motorized vessels must complete the course.

All lead sailing and camp staff either obtained or renewed their US Sailing instructor qualifications. The program is a 40 hour training course that focuses on running safe sailing classes, developing teaching skills and creating a fun learning environment for students. This qualification is required for our head sailing instructor and strongly encouraged for all sailing staff.

### **Beach Services**

Beach services staff engaged in four hours of preseason training that took place at the Glencoe Beach. During this training, staff were taught the basic functions of the beach house, how to use the new computer system, credit card processing, beach rules/regulations, customer service skills, and were run through a normal shift. Staff members who were qualified to drive the golf cart underwent additional training.

### **Manager Training**

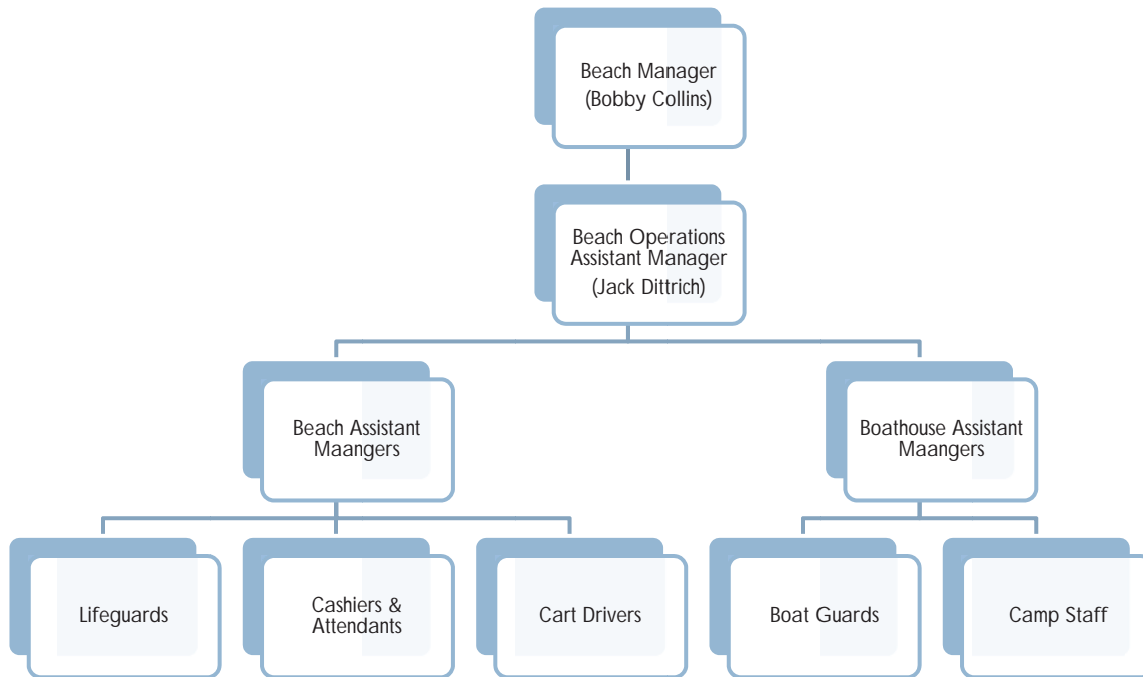
A new manager training was developed and led by Bobby Collins to improve staff knowledge of policies and procedures. Mike Lushniak conducted leadership and customer service training for all beach and boathouse managers. The focus of the training was to develop leadership skill in managers and help them troubleshoot common staffing conflict.

### **Camp Staff Training**

Camp staff spent approximately four hours training on location at the boathouse. Led by the aquatics camp director and the facility supervisor, staff training focused on daily operations at the boathouse, emergency procedures, as well as camp curriculum. Staff reviewed procedures for inclement weather, beach closure, and special accommodations for campers. Any aquatics camp counselors operating a Park District powerboat obtained their powerboat certification from Bobby Collins. Any aquatics camp counselors directly supervising children in the water obtained or renewed their American Red Cross lifeguard certificate with waterfront skills module.

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## Beach Organizational Chart



## SWIMMING BEACH OPERATION

### Swimming Beach Overview

The swimming beach is staffed from Memorial Day to Labor Day. Outside of those dates the beach is still accessible to the public, but visitors are not charged and lifeguards are not staffed. The swimming beach uses the Paul and Ada Safran Beach House as its hub. This facility features men's and women's changing rooms, customer service desk, manager's office, staff break room, maintenance closet, and a concession stand which is contracted out to local vendor, North Shore Catering. The swimming beach also features a designated swimming area, playground in the sand, large trellis, five sun shelters available to rent, two volleyball nets, pier, and boardwalk.

### Daily Operations and Usage

#### Dates and Hours of Operation

**Preseason:** May 27-29 & June 2-4 | 10:00am-7:00pm

**Regular Season:** June 5-July 30 | 10:00am-8:00pm

Fourth of July Holiday Hours | CLOSED

**Post Season:** July 31-August 20, August 26-27 & September 2-4 | 10:00am – 7:00pm

#### Customer Service

Weekends and holidays are traditionally high traffic days for the swimming beach. To improve the quality of customer service, on weekends a front desk cashier was staffed at the beach house. This position increased the level of customer service by reducing the number different staff interactions necessary to help the customer.

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After Labor Day, the beach house was opened on warm days to accommodate beach goers. The bathrooms were accessible but no staff was on site. On weekends with nice weather, an attendant would maintain the beach house.

### **Facility Cleaning**

During peak times, cleanliness of the bathrooms, trellis, and sun shelter were identified as an area to continue focus. Beach services and supervisors made diligent efforts to ensure that these areas were attended to on a regular basis.

After the beach closed at 8:00pm during the regular season, many patrons would remain on the beach until 10:00pm when they were required to leave. To increase beach cleanliness, the Parks Team continued early morning beach grading and cleaning to ensure that the beach was ready for residents and patrons who utilize the facility early in the morning and that the beach was ready for daily opening.

### **Revenue Collection**

In previous years, one of the most common requests by patrons was to have the ability to process credit card payments. In order to address the issue, a new POS system and pass software were installed allowing patrons to pay with credit cards. This change resulted in an increase in customer satisfaction and revenue as patrons without cash were still able to pay admission. 44% of all daily admission transactions were credit card payments.

### **Private Fitness Classes**

Private fitness classes utilizing the Glencoe Park District beach facilities are now required to purchase season permit at a cost of \$75 and produce a Certificate of Insurance. This was implemented to formalize relationships with local fitness businesses and reduce the potential liability to the Park District. Staff continues to be vigilant with the enforcement of these permits.

### **Outside Camps and Swim Testing**

Visiting camps love coming to the Glencoe Beach and often comment on their positive experience. Statistically, camps visiting a beach facility increase the risk of potential rescues and other emergencies at that facility. To continually improve the level of safety, management staff worked with PDRMA to develop operating standards necessary to ensure camper, counselor, and staff safety. All camps, both internal and external are required to check in with the manager on duty on each visit to the beach to ensure the head counselor was aware of swim test procedures, safety concerns, and facility rules. In addition to talking to the head counselor, staff talked to all the campers about beach rules and meeting locations.

Lifeguards and supervisors are trained in swim test procedures and wristband coloring system recommend by PDRMA. Last year, the yellow band (identifying weak swimmers) was removed. Swimmers are identified as swimmer (green band) and non-swimmers (red band). Swim tests were only administered to Glencoe Park District camps. External camps were required to pre-swim test their campers and maintain accurate lists of swimmers and non-swimmers.



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## Swim Area

This year the width of the swim area was consistent with last year. Three long white buoys define the swim area, which was 50 feet into the lake and spanned 175 feet of sand. This designated space has proven to be more than adequate in accommodating swimmers on even the busiest of days and still provides a 40 second response time to the farthest corner of the swim area by our lifeguards. The size of a swim area is tested each year to ensure Glencoe Park District lifeguards can meet PDRMA requirements.

## Water Testing

A high bacteria count is difficult to predict and unfortunately the testing methods currently used to test for bacteria takes 24 hours to complete. This is the current testing method required by the Illinois Department of Health. Staff has continued to stay current with the Lake Michigan Federation, the Illinois Department of Public Health, the U.S. and Illinois Environmental Protection Agency, as well as the Metropolitan Water Reclamation District in order to share information on new methods for water testing and to prevent closures.

The water was closed seven times in 2017 due to water quality issues. The bacteria count threshold is 235, at which point the water is closed for the day. The beach may remain open but patrons are not permitted in the water.

### History of Beach Closures (bacteria) by Season

	2017	2016	2015	2014	2013	2012	2011	2010
High Bacteria Closures	7	2	9	11	7	8	22	7

*Note: In accordance with the grant for water testing, the District is required to have water test results before the facility opens to the public.*

## Beach Risk Management and Lifeguard Audit

The safety of swimmers and boaters at the Glencoe Beach is a top priority. Staff invests countless hours ensuring the safety of the facility, equipment, and water as well as dedicating numerous hours to development, training, and implementation of safety policies, processes, and procedures. The Park District Risk Management Agency (PDRMA) provides a set of operating standards and safety recommendations for both swimming beaches and boating beaches. Staff reviews those guidelines well in advance of the season then translates them into trainings, facility setup, and operational manuals to ensure implementation throughout the season.

PDRMA made an onsite visit on July 26. The PDRMA representative for the Glencoe Park District met with staff to review beach operations as well as review processes and make recommendations to enhance safety practices even further. During the meeting, staff received praise for detailed and consistent documentation including facility checklists, training logs, camp procedures, and overall knowledge of the beach operation.

Because the Red Cross does not visit sites and provide lifeguard audits, PDRMA offers a program where another lifeguard certification company, Jeff Ellis and Associates, will provide an audit of the

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lifeguards to ensure staff are trained proactively to prevent emergencies before they occur or to respond appropriately in the event of emergency. This summer, the beach was audited on July 11. Staff was secretly videotaped while scanning the water so that a realistic representation of that skill could be captured. Staff was also asked to perform skills like first aid and a simulated CPR scenario. Staff performed admirably during this audit and received praise from the auditor.

## Rentals

### Trellis Rentals

The trellis is a covered outdoor structure located on the south side of the Safran Beach House. The trellis is available for rent daily during the beach season from 5:00-10:00pm to both residents and nonresidents. It typically can hold 75-100 people. Peak rental times are Saturday and Sunday evenings in July and August. The Park District uses the area for special events including the beach camp out and fire party.

Typical parties that rent the trellis are birthdays, weddings, family reunions, church groups, and corporate functions. The rental price for the trellis includes admission to the beach for up to 75 guests. The beach house and trellis are staffed with one manager and one attendant for the duration of the rental who keeps the facility and restrooms clean during the party. For an additional fee of \$25 an hour, patrons can pay for a staff member to operate the golf cart for the evening to transport their guests after the beach closes. Parties are eligible to purchase an alcohol liability insurance policy for \$175. Approximately 50% of parties purchase the alcohol permit.

In 2017, the trellis was rented 36 times generating \$13,564 compared to 26 times and \$9,986 in 2016.

### Sun Shelters

Five sun shelters are located on the north side of the beach house between the stairs and ramp. There are four 12 person shelters and one 24 person shelter. They are available to rent in three hour increments. Reservations can be taken in advance and walk-ins are subject to availability. Staff is investigating the ability to reserve the shelter online for the 2018 season.

The shelters are generally rented for small family gatherings or birthday parties. Each sun shelter is equipped with its own grill. Renters are responsible for bringing their own grill supplies and food. Alcohol is not allowed in the shelters. Rental of a shelter does not include admission to the beach. A group admission rate of \$6 per person is available to parties of 10 or more.

The resident rates are \$20/\$40 for residents compared to \$40/\$80 per time slot for nonresidents. Peak rental times are generally Saturday and Sunday in July and August. Internal and external camps use the shelter on weekday visits to the beach. In 2017, sun shelter revenue was \$13,034 compared to \$8,577 in 2016.

### Equipment Rentals

Patrons can rent chairs for \$4, umbrellas for \$3, or \$6 for both. Revenue from beach rentals this summer was \$2,879 compared to \$2,617 in 2016.

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## BOATING BEACH OPERATION

The boating beach opens in early May each season and operates into mid-October. Patrons are able to store their boats on the boating beach for a fee both in-season and during the winter. Boats that are stored include Hobie Catamarans, Hobie Waves, Qubas, kayaks, and paddleboards. Larger boats are stored on the sand in designated spots, whereas smaller crafts are stored in racks. The Pearlman Boathouse consists of a manager's office, restrooms, storage areas, and is utilized as a place where boaters can congregate, regattas can be organized, or sailing lessons can be held. The Glencoe Park District rescue fleet is also stored in the boathouse. The boathouse staff organizes the rentals of sailboats, catamarans, kayaks, and paddleboards. Boathouse staff also assists boaters in moving, rigging, and repairing their boats as well as offering boater assistance up to one mile out into the lake.

### Boat Storage

As with most other beaches in North Chicago, sand erosion is a continuing problem on the boating and swimming beaches. This year was very problematic as a significant portion of the north beach was lost. In addition to the sand erosion, Lake Michigan water levels are elevated. With this elevated water level the number of sand spots has been reduced by approximately 10 on both beaches. Currently there are no available sand spots to new boaters. Looking towards 2018 boat storage, the beach is at full capacity and spots may not be filled as they become vacant. Staff will be identifying ways to optimize boat storage.

Given last year's need for additional storage, new kayak and SUP racks were installed on the south beach and an additional SUP rack on the north beach. Revenue for boat storage was up \$10,498 compared to last year. This can be attributed to the new racks, price increases, and optimizing storage spaces.

There are currently no abandoned boats on the beach. Staff's boat identification process has been very successful in preventing delinquent boats. A paperless master grid was created and is stored on the cloud for controlled access and version control. Important information such as model and color of boat, serial number, and unique features are now being collected. Lockers and sail storage numbers are being tracked and linked to specific boats and owners on the grid. The boathouse, sail tubes, and storage barns were completely cleared out and cleaned. Staff has sent out winter storage forms and has started to collect and process applications.

### Boat Rental Spaces by Boat Type

	Kayaks & SUPS	Lasers, Sunfish, Others	Catamaran	Total
2017	100	6	66	172
2016	83	5	66	154
Change	+17	+1	+0	18

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## Daily Operations

### Dates and Hours of Operation

**Preseason Hours:** May 6-June 4 | Saturdays & Sundays, Memorial Day | 11:00am-6:00pm

**Regular Season Hours:** June 5-August 13 | Monday-Thursday | 11:30am-7:30pm

Friday-Sunday | 10:00am-8:00pm

Fourth of July Holiday Hours | 10:00am-6:00pm

**Post Season Hours:** August 18-October 15 | Friday-Sunday | 12:00am-6:00pm

### Powerboats

The Park District maintains three support boats, which are inflatable Zodiac motorboats. These support boats are used for rental and boater assistance, sailing classes, camps, regattas, and other various beach maintenance tasks. All three boats are stored inside the boathouse and launched as needed. A winch retrieval system brings them back to the boathouse.

A new Zodiac Milpro was purchased for the 2017 season and was a great addition to the fleet. The smaller grey Zodiac had its 9.9 hp engine replaced last season due to reliability issues. It was replaced with a new 9.9 hp Mercury engine. The old engine was rebuilt and is kept as a backup motor to ensure maximum uptime for the fleet. The red Zodiac experienced significant downtime this season due to the age of the boat and having its engine replaced.

### Boat Valet, Boater Assistance, and Safety

The boathouse is staffed with boat guards and a manager. Boat guards maintain the boathouse and beach; they offer boater and rental assistance while maintaining surveillance and a boat valet service. This valet service helps boaters move their boats to and from the water. Catamarans are heavy and two or more people are needed to move them. This valet service is highly valued by boating beach patrons.

Boater assistance is a high priority for boating beach patrons. Boat guards maintain surveillance for boaters only within the sailing boundary. That boundary stretches north to south from Tower Road Beach to Highland Park Beach, and east of Glencoe Beach one mile or line of sight. That one mile is signaled by a marker buoy placed one mile east of the boathouse. If boater assistance is required for a boater outside of the boundary, boat guards will call the Coast Guard to assist the boater. The Coast Guard was involved with two incidents in 2017.

Safety training and the safety of patrons is of the highest priority. Boat guards are trained in boater assistance through a 16-hour US Powerboating program (Safe Powerboat Handling and Safety and Rescue). Staff consistently receives in-service training. Beach facility manager Bobby Collins is a U.S. Sailing powerboat instructor and sailing instructor trainer. Bobby conducts a majority of the safety training.

### Regattas

The Glencoe Boat Club co-hosted a three regatta series that constituted the George Cup. The boathouse provides staff and equipment necessary to run the regattas, including race officials, racing marks, safety boats, and drivers. A fourth regatta called the Golden Lifejacket was hosted for the second year due to demand and challenging weather conditions during the other regattas. The

average attendance of each regatta was between 10 and 15 boats. After each regatta, social events were held at the boathouse. Feedback from competitors was very positive. Staff was praised for their organization and professionalism in running the events.

## Kayak, Paddleboard, and Sailboat Rentals

Providing patrons with access to enjoy the water improves the beach experience and attracts new and returning patrons to the beach. The extra revenue generated from rentals offsets some of the expenses for the boathouse. The rental equipment can also be used for camps and recreation programs, such as aquatics camp and stand-up paddleboard yoga. Four new paddleboards and three kayaks were purchased and integrated into the rental fleet in 2017 to improve the quality of rentals.

In 2016, staff developed new operating procedures to improve the rental experience. Building on last year's success, staff was able to make additional improvements by offering patrons the ability to pay by credit card. New signage was created to identify a one-hour water trail that renters could explore.

Revenue for 2017 was \$17,215 compared to \$25,210 in 2016 and \$6,325 in 2015. Rental revenue fluctuates depending on lake conditions, weather, and the volume of patrons at the beach. This year offered more challenging conditions and resulted in less rental activity.

Stand-up paddleboarding was the most popular activity, accounting for 42% of rental revenue with kayaking similar at 40%. Sailboat rentals account for 18% of rental revenue, but sailboats are utilized for adult sailing and beach camps. Peak rental times are Sunday afternoons, with long waitlists experienced on nice weather days.

### Lake Rental Revenue by Craft

	Kayak	Paddleboard	Hobie	Quba	Total
<b>Total Revenue</b>	\$6,830	\$7,205	\$2,890	\$290	\$17,215
<b>% of Total Revenue</b>	40%	42%	17%	1%	100%

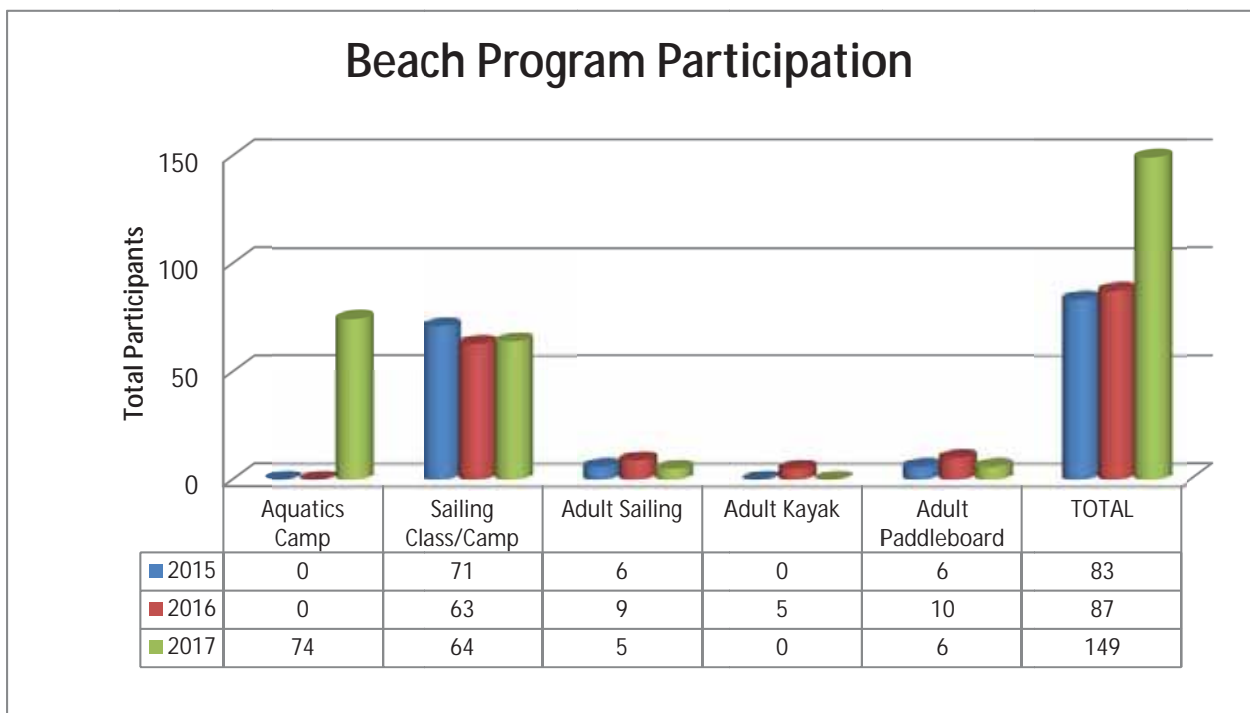
## Beach Programming

A new program added this year was Aquatics Camp. Unlike other park district camps, the Aquatics Camp is operated and administered by beach staff. Day to day activities include kayaking, paddleboarding, sailing, beach volleyball, along with many other outdoor beach activities. The camp is available for 1 week and 2 week sessions and runs from 9:30am-12:00pm Monday through Friday. Total enrollment for 2017 was 74 participants.

This year, the beginner and intermediate sailing classes were combined and replaced by Sailing Camp. This camp operates Monday through Friday from 12.30-3.30pm. Participants were divided into two groups based on skill levels. Classes were lengthened from 1 or 2 weeks to mirror the industry standard and match up with other Park District camp schedules. Total enrollment for 2017 was 64 participants compared to 63 in 2016. The camp classes ran every other week starting in early June until early August. Participants could extent their day at the beach by signing up for both camps.

Four week adult learn to sail class were offer this year. In 2017, five participants were enrolled. Class schedules for 2018 will offer more flexible options. Continuing from last year, paddleboard and kayak fitness classes were offered. The paddleboard class enrollment for 2017 was six participants compared to 10 participants in 2017. There were no participants enrolled in the adult kayak class compared to five participants in 2016.

2017/18 Beach Program Revenue	
Budget	\$49,096
Actual	\$41,621



## SPECIAL EVENTS

### June 8 – GJHP Beach Bash

Approximately 200 children from Central School registered for the annual GJHP Beach Bash held at Glencoe Beach on Friday, June 8. The weather was perfect for the end of school celebration. Most of the participants came directly from Central School to attend the event from 2:30-6:00pm. The Grand offered catering for the event. The event also featured a deejay.

### June 24 – Cardboard Regatta

Participants ages 6-18 were tasked with building a boat solely out of cardboard and duct tape to race around two buoys and back to the beach. This was the first year this event took place and it was very successful as we had five teams show up to race. At the end of the event, awards were presented for both speed and team spirit.

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### **Fourth of July Celebration**

The Fourth of July event and activities were a big success. The evening festivities at Lakefront Park kicked off with a Food Truck Fest at 6:00pm which included North Shore Catering, 5411 Empanadas, and Piko Street Kitchen, followed by the band, Empty Pockets, starting at 6:30pm. The fireworks were set off from the beach by Melrose Pyrotechnics. Staff received many compliments about the fireworks display. During the day, staff was positioned at the bluff entrances to ensure no one was allowed down while fireworks set-up was going on. The stairs leading to the water plant were open so that the boathouse could operate on an adjusted schedule for the day.

### **July 28-29 – Beach Camp Out**

The Beach Camp Out was a lot fun! It was a bit cold and windy that night but the event had great attendance with 53 families registered. The event featured a big bonfire, dinner provided by North Shore Catering, s'mores, and the movie Finding Nemo on a large 35' screen. Families enjoyed breakfast consisting of assorted cereal and coffee Saturday morning before packing up and heading out.

### **August 28 – End of Summer Fire Party**

This new event at the beach featured a fire dancing show, bonfire, s'mores, and glow in the dark fun. Dinner was provided by North Shore Catering. A total of 98 patrons registered for this event.

### **September 17 and 23 – Doggie Dip**

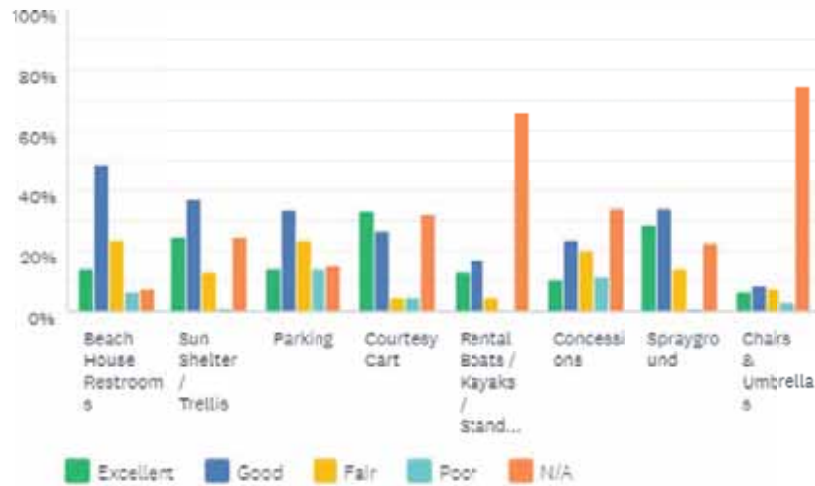
Well over 50 dogs and their owners/families attended the events. Staff had doggie give-a-ways including tennis balls, bandanas, and Frisbees. Staff also had crafts for the kids, but the big hit was the dogs being able to swim and run along the shore with their families and other dogs.

## **FEEDBACK AND SURVEY RESULTS**

Each year a survey is sent to beach token holders as well as individuals who rent boat spaces to solicit feedback on their experience. Staff appreciates this invaluable information to assess areas of strength or potential areas for improvement. This year there were 93 responses collected. Noted areas of concern included concessions operation, facility cleanliness, and parking. When asked about overall experience, 78% of responses marked either excellent or good, while swimmer safety received 92%. Other areas scoring high marks included staff friendliness, attentiveness, and responsiveness, spray ground, and lake rentals. Below are some of the overall survey statistics.

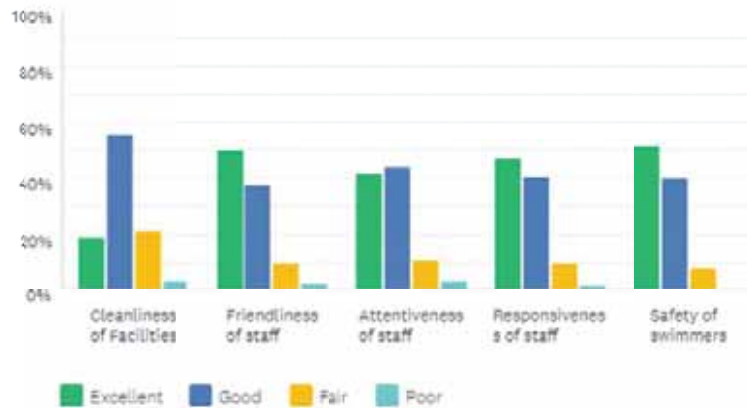
Please rate the following Glencoe Beach amenities. If you did not use a particular amenity, please mark N/A for not applicable.

Answered: 94 Skipped: 0



When thinking about the beach staff, including lifeguards, beach attendants, cart drivers, and management, please rate the following attributes:

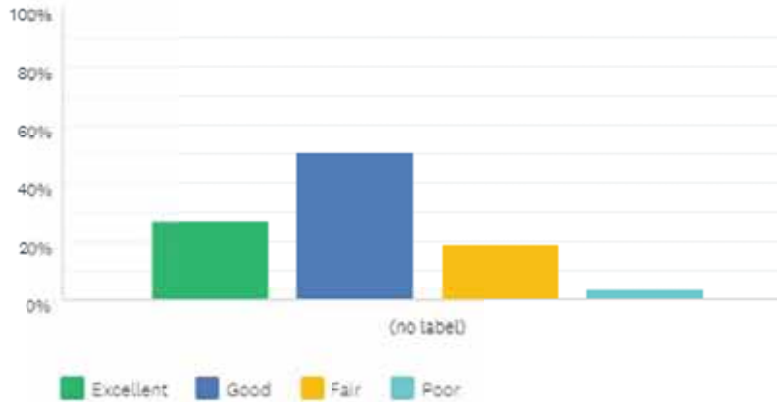
Answered: 89 Skipped: 5





## Please rate your overall satisfaction with the Glencoe Beach during the 2017 season. (Select one)

Answered: 59 Skipped: 5



## FINANCIALS AND FUTURE PLANNING

Weather patterns in 2017 were not consistent with what the beach experienced in 2016. This season the beach witnessed lower attendance compared to 2016 attributed to the mixed weather conditions. When comparing average temperatures for August 2017, it 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.

Given the weather challenges, the Glencoe Beach still had a very strong summer both operationally as well as financially. Both the swimming beach and boating beach exceeded budgetary expectations, with revenue and expenses in line with past seasons. It is worth noting that trellis and sun shelter rentals were strong this season, with a noticeable increase in the number of rentals through the season.

The implementation of the new POS system provides valuable information on customer flows and demographics. Staff will use this information to perform operational analysis and track longer term trends. The addition of credit card processing and the new pass system was well received and streamlined the beach entry process.

At the boathouse, boat storage revenue increased due to price increases, the addition of extra rack storage, and the utilization of existing space. Staff expects storage revenue to be lower in 2018, due to the high water level and beach erosion experienced this season, which will reduce the number of sand spaces available. There are currently no abandoned boats on the beach.

Beach program revenue was strong in 2017 due to the addition of aquatics camps. Staff expects this camp to be popular in 2018 and is exploring ways to expand the camp and its offerings.

Staff will look to continue to build on the successes of the 2017 season. At the boathouse, staff will look to replace older racks on the north beach and design these new racks to be more space efficient. Staff will investigate the feasibility of upgrading equipment including rental paddleboards, kayaks,

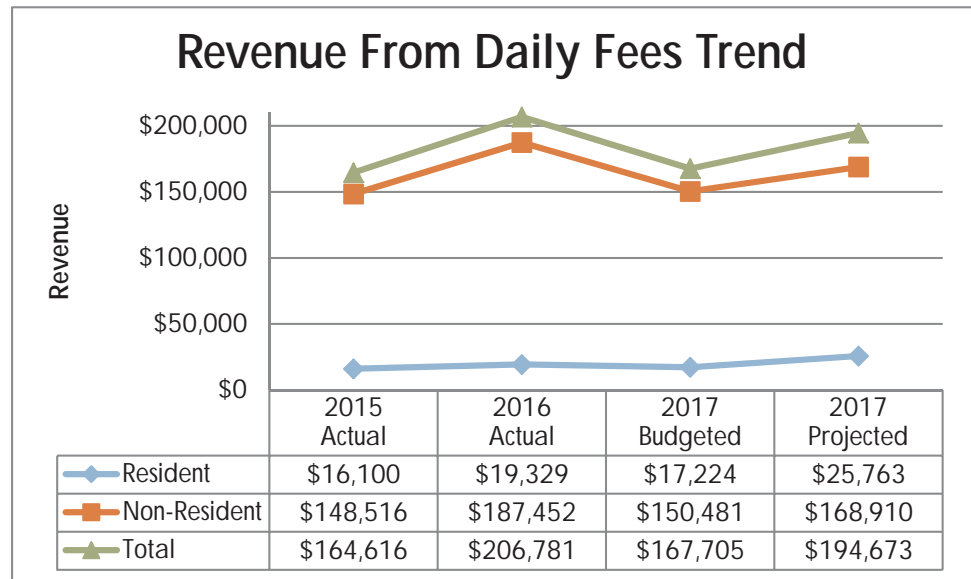
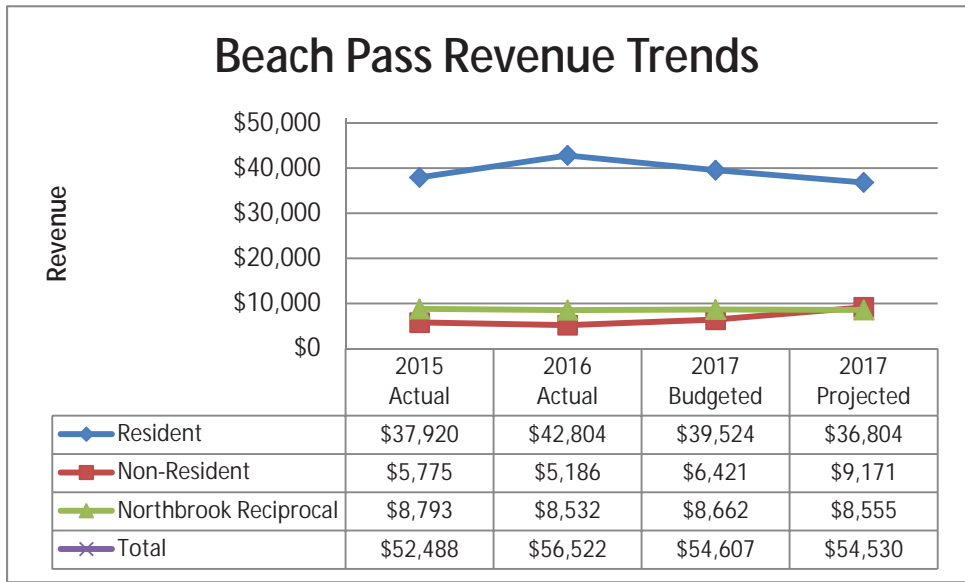
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and sailboats by adding more vessels to the fleet and replacing those that are nearing the end of their lifecycle.

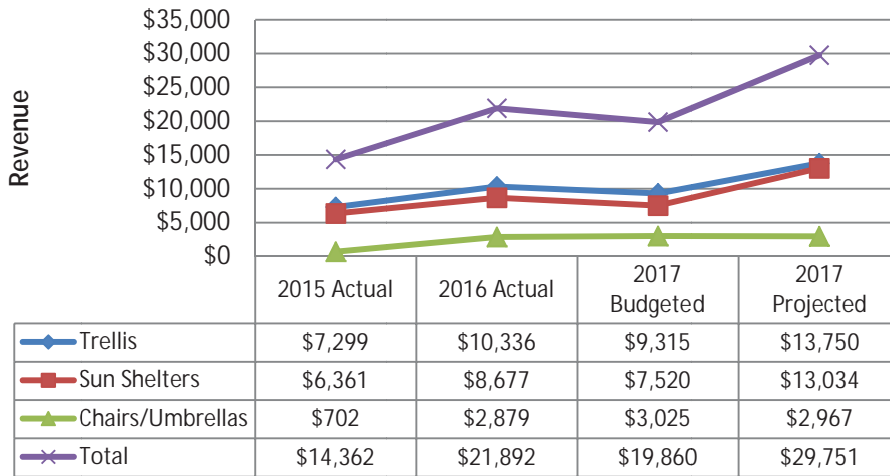
There are also a number of improvements staff is hoping to make to the swimming beach as well. Staff is hoping to offer online pass sales and renewals in 2018. A focus will be placed on improving facility cleanliness and continuing to ensure lifeguards exceed the industry standard. Staff will continue to review and refine processes and procedures to ensure efficient operation and a great experience for guests.

# APPENDICIES

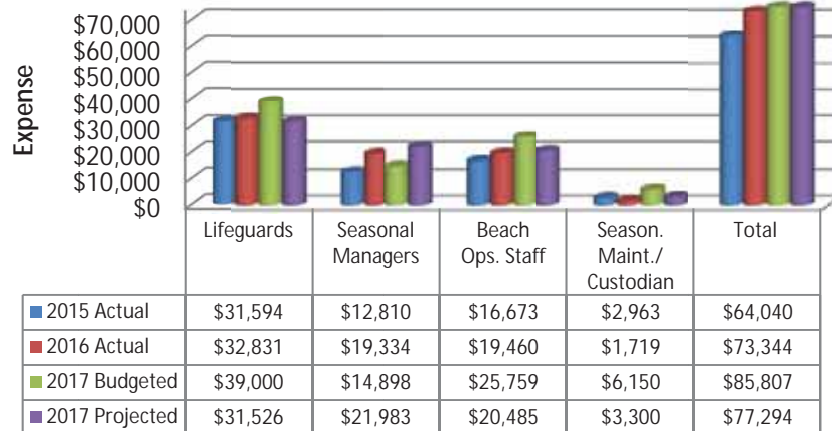
## Appendix A – Detailed Financial Trends



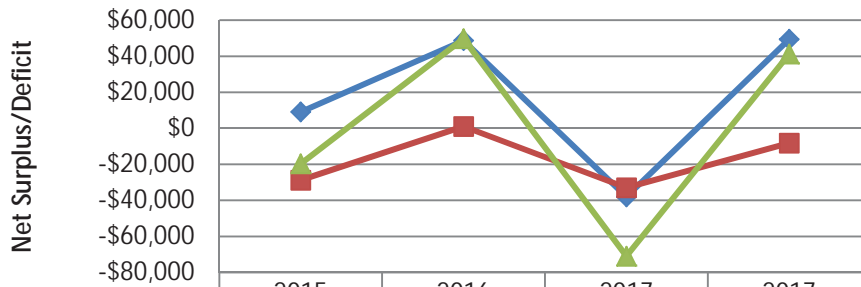
## Beach Facility and Equip. Rental Trends



## Seasonal Staffing Expense Trends

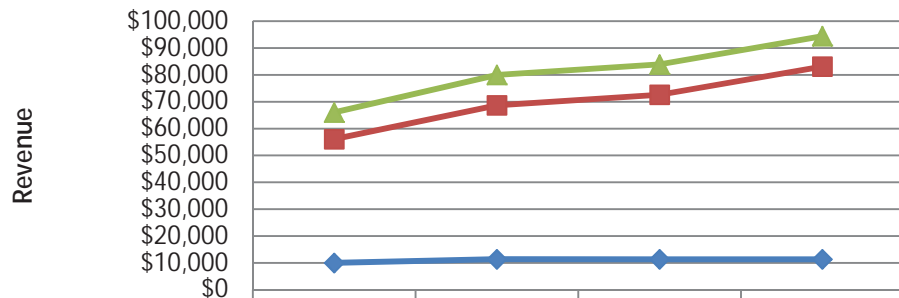


## Overall Financial Trends



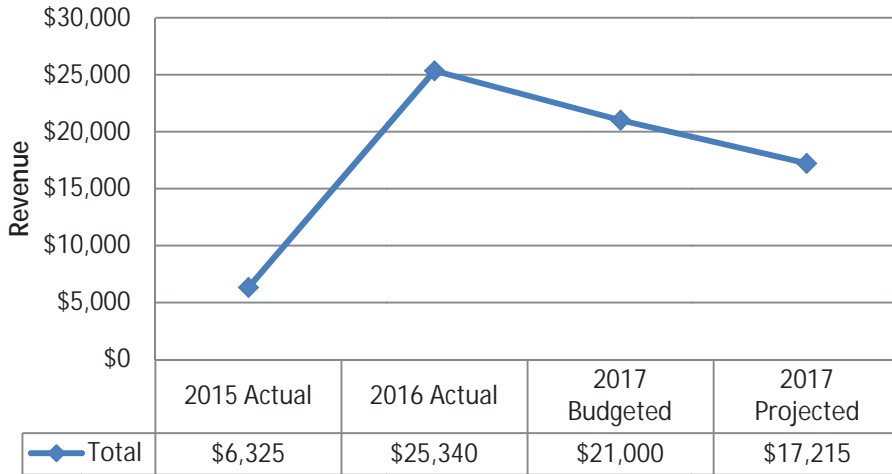
	2015 Actual	2016 Actual	2017 Budgeted	2017 Projected
Swimming (14)	\$9,097	\$48,692	-\$38,033	\$49,442
Boating (13)	-\$28,789	\$1,053	-\$32,958	-\$8,194
Total	-\$19,692	\$49,745	-\$70,991	\$41,248

## Boathouse Storage Revenue Trends



	2015 Actual	2016 Actual	2017 Budgeted	2017 Projected
Winter Storage	\$9,965	\$11,338	\$11,299	\$11,300
Summer Storage	\$56,082	\$68,678	\$72,623	\$83,121
Total	\$66,047	\$80,016	\$83,922	\$94,421

### Boat, Kayak, Paddleboard Rental Trends



### Boathouse Staff Expense Trend



## Appendix B – Pricing Comparisons

### Standard Daily Admissions and Passes

Town	Hours	Daily Fees Res/NR	Individual Pass Res/NR	Family Pass (4 passes) Res/NR
Glencoe	10:00am–8:00pm	Adult \$7/\$14 Child \$5/\$10	\$76/\$106	\$106/\$184
Wilmette	9:00am–8:00pm	Adult \$5/\$9.75 Child \$5/\$9.75 Daily Parking \$14/\$18	\$44/\$111 Parking Pass \$20/\$120	\$111/\$262 Parking Pass \$20/\$120
Winnetka	9:00am–7:00pm	Adult \$5/\$10 Child \$5/\$10	\$60/\$95	\$90/\$140
Evanston	10:30am–7:30pm	Adult \$8/\$8 Child \$6/\$6	\$34/\$58	\$136/\$232

#### Last Daily Rate Increase:

- 2002: \$1 increase for nonresident only; resident rate remained \$4/\$6
- 2012: \$1 increase for nonresident adult fee only to \$10
- 2017: \$1 increase for residents, \$4 increase for nonresidents

#### Last Season Pass Increase:

- 2010: \$5 increase to all pass types
- 2012: New rate created for seniors (age 65 and older)
- 2017: \$26 decrease for resident first member and \$22 decrease for non-resident first member

Note: Due to Illinois Department of Natural Resources and the OSLAD Grant the District received in 1996, the nonresident rates/fees for the beach are not allowed to be more than twice the resident rate.

## Sun Shelter and Trellis Rentals

Town	Sun Shelter (12 person) 3 Hour Rental Res/NR	Sun Shelters (24 person) 3 Hour Rental Res/NR	Trellis (75-100 person) 5 Hour Rental Res/NR
Glencoe	\$20 / \$40	\$40 / \$80	M-Th \$225 / \$338 F-Su \$360 / \$540
Wilmette	Free / \$30	Free / \$60	Not Available
Winnetka	Not Available	Not Available	\$120 / \$240
Evanston	Not Available	Not Available	Not Available

## Lake Rentals\*

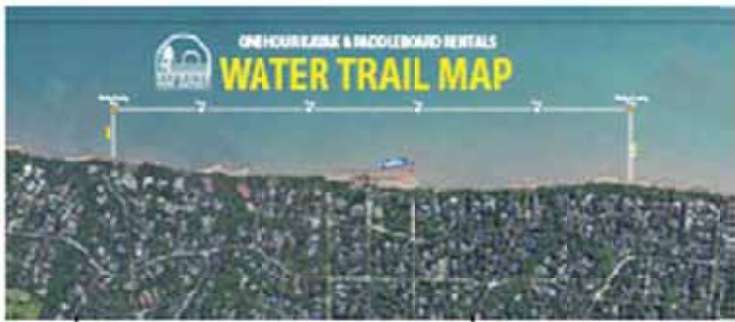
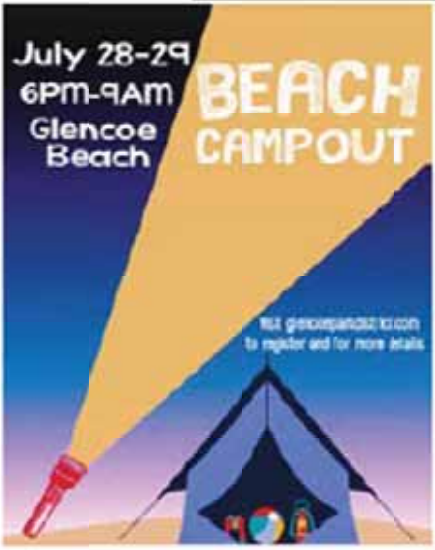
Town	Kayak Res/NR	Paddleboard Res/NR	Sailboat Rental Res/NR
Glencoe	\$25 / \$30	\$25 / \$30	\$40 / \$50
Wilmette	M-F \$40/\$40 Sat-Sun \$50/\$50	M-F \$26/\$26 Sat-Sun \$36/\$36	M-F \$63/\$63 Sat-Sun \$71/\$71
Winnetka	M-F Not Available Sat-Sun \$20/\$20	M-F Not Available Sat-Sun \$25/\$25	Not Available
Evanston (45 min rentals)	M-F \$25/\$35 Sat-Sun \$25/\$35	M-F \$25/\$35 Sat-Sun \$25/\$35	M-F \$50/\$60 Sat-Sun \$50/\$60

\*Prices per hour

## Boat Storage Spaces

Town	Sand Res/NR	Rack Res/NR	Winter Sand Res/NR	Winter Rack Res/NR
Glencoe	\$589/\$883	\$344/\$516	\$241/\$301	\$124/\$186
Wilmette	\$653/\$925	\$380/\$634	\$282/\$282	\$196/\$196
Winnetka	\$375/\$750	\$335/\$670	\$100/\$150	\$100/\$150
Evanston	\$370/\$500	\$230/\$290	Not Available	Not Available







MINUTES OF NOVEMBER 7, 2017 COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary

Consultant:

Barbara Heller, Heller and Heller Consulting

Members of the Public who signed in or spoke: There was no one from the public in attendance.

Members of the Public in attendance who signed in or spoke: There was no one in attendance wishing to address the Board.

Strategic Plan Discussion: Lisa Sheppard, Executive Director introduced Barbara Heller of Heller and Heller Consulting, who guided the commissioners through the Strategic Planning process. Ms. Heller also posed a series of questions to get an internal perspective of the District's future direction. She indicated that she met with four other staff groups this afternoon. The questions included:

- What are examples of organizational strengths that we need to make sure we build on for the development of a strategic plan?
- What opportunities are there for improvements that we should keep in mind that should be addressed as a part of establishing strategic direction?
- What do you consider to be the most significant issues facing the Park District in the next three to five years?
- Any ideas about how the District can integrate its strategic direction with other Glencoe government partners?
- What do you consider the Board's role to be in the development of strategy?
- How would you assess the District's efforts in communicating with its residents? How would you assess the District's brand and image?
- When you think of social/recreation/economic trends, are there any opportunities you can think of the District should take advantage of and determine if they should pursue it?
- Do you have any ideas for how the District can successfully implement the Plan? How do we ensure the Plan becomes a document that is meaningful to the District and the community?

- Can you think of any questions I have not covered or any additional information you would like to share?

Discussion ensued.

Other Business: Executive Director Sheppard announced that the next Strategic Plan discussion would take place at the end of the December Board meeting.

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

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:28pm Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

**GLENCOE PARK DISTRICT  
ORDINANCE No. 875**

**AN ORDINANCE DECLARING AS SURPLUS AND  
AUTHORIZING THE SALE OR OTHER CONVEYANCE OR  
DISPOSAL OF SURPLUS PERSONAL PROPERTY OF THE  
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

**WHEREAS**, the Glencoe Park District, Cook County, Illinois (“Park District”) owns personal property used in connection with the operation of the Park District and described as follows:

<u>Asset Tag</u>	<u>Description</u>	<u>Serial Number</u>
420006270018	Swing Bench – Park 13s	n/a
420006270020	Drinking Fountain – Park 13s	n/a
A2006026	Playstructure – Park 13s	n/a
420007010010	Swing 3 Seat – Park 15s	n/a
420007010011	Bouncer Horse – Park 15s	n/a
420007010012	Bouncer Motorcycle – Park 15s	n/a
A2014058	Garbage Boxes Wooden, Multiple – Park 16s	n/a
420006270016	Swing 4 Seat – Park 19s	n/a
420006270017	Group of Minor Park Equipment – Park 19s	n/a
420006210026	Group of Minor Park Equipment – Park 21s	n/a
420006220023	Swing 4 Seat – Park 24s	n/a
420006220024	Drinking Fountain - Park 24s	n/a
420006220025	Bouncer – Park 24s	n/a
420006220026	Bouncer – Park 24s	n/a
420006220027	Spinning Top – Park 24s	n/a
420006220028	Swing Bench – Park 24s	n/a
420006220029	Group of Minor Park Equipment – Park 24s	n/a
00802299A	Playstructure – Park 24s	n/a
420006210032	Backstop – Park 3n	n/a
420006210021	Landscaping– Parks 4n & 5n	n/a
420006210022	Group of Paving/Asphalt – Parks 4n & 5n	n/a
420006220054	Swing Tire – Parks 4n & 5n	n/a
420006220055	Swing 2 Seat – Parks 4n & 5n	n/a
420006220056	Bouncer House – Parks 4n & 5n	n/a
420006220057	Bouncer Train – Parks 4n & 5n	n/a
420006220058	Swing Bench – Parks 4n & 5n	n/a
420006220059	Group of Minor Park Equipment – Parks 4n & 5n	n/a
00802699A	Playstructure – Parks 4n & 5n	n/a
A2007010	Refrigerator – Park 9n	n/a
TC03090071	Group Misc Minor Equipment – Park 9n	n/a
420006220003	Swing Bench – Park 10n	n/a
420006220007	Drinking Fountain – Park 10n	n/a
420006220009	Group of Split Rail Fencing – Park 10n	n/a
A2005030	Playstructure – Park 10n	n/a
420006220038	Swing 4 Seat – Park 19n	n/a

420006220039	Group of Minor Equipment – Park 19n	n/a
00803999A	Playstructure – Park 19n	n/a
420006270036	Group of Paving/Asphalt – Park 21a-s	n/a
420006270001	Sign – Park 1s	n/a
420006220020	Backstop – Park 15s	n/a
420007150001	Defibrillator – Agilent Heartstream	0201024319
420006290056	Group of Chairs/Tables – Park 15s	n/a
420006290076	Zamboni 8hp Edger	0168
420007010005	Group of Chain Link Fencing – Park 15s	n/a
420007010009	Group of Asphalt Paving – Park 15s	Playcourt
420006270035	Group of Asphalt Paving Driveway – Park 22s	n/a
420006270013	Sign – Park 1n	n/a
A2007001	CPR Training Dummies	n/a
A2007009	Defibrillator/AED Portable Heartstart FR2+	0605155378
420006280088	Defibrillator/AED Portable Agilent Heartstream	0301026521
420004140009	Bannerman Aerator	62-1292
A2011031	Notebook Computer-Dell Latitude 2.3GHZ	CJBC5S1
420004140046	KIFCO Sprinkler/Water Reel	381045WRB2
420004140047	KIFCO Sprinkler/Water Reel B100	10898
420006280003	Group of Asphalt Paving – Park 9n Maint Yard	n/a
420007220007	Drinking Fountain – Park 9n	n/a
A2009017	Parking Pad for Emergency Vehicle Use – Park 9n	n/a
A2010024	Garbage Cans – Takiff – 2	n/a
420006270028	Group on Minor Park Equipment – Park 17n	n/a
420006290010	Sailboat Rack – Park 18n	n/a
420006290011	Boathouse Boardwalk – Park 18n	n/a
A20040004	Re-Deck Boat Launch Area – Park 18n	n/a
A2011024	Boathouse Boardwalk Decking – Park 18n	n/a
A2014001	Boat Winching System, Decking – Park 18n	n/a
420006270036	Group of Asphalt Paving, Driveway – Park 21s	n/a
420007010029	Barnett Sailboat	BRBA1426G202
A20040025	Barnett Sailboat B1400	BRBA1458E404
A2010012	Barnett Sailboat 1400	BRBA1582M809
A2010014	Barnett Sailboat 1400 with Trailer	n/a

hereinafter known as the “Property”; and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising; and

**WHEREAS**, the Board of Park Commissioners of the Park District (“Board”) has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in the following manner: to trade, otherwise convey, or dispose.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of in the following manner: by trade in subject to the execution by the purchaser of an appropriate instrument whereby the purchaser acknowledges that the purchaser is purchasing the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with the Purchaser's use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers and employees against and from any and all such liabilities or by trade in, or disposal.

**Section 3.** The Board authorizes and directs the Executive Director of the Park District to take such action necessary to sell, or otherwise convey or dispose of the Property as herein authorized.

**Section 4.** This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 21<sup>st</sup> day of November 2017 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

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Dudley Onderdonk, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 875:

**AN ORDINANCE DECLARING AS SURPLUS AND  
AUTHORIZING THE SALE, CONVEYANCE OR DISPOSAL  
OF SURPLUS PERSONAL PROPERTY OF THE  
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 21<sup>st</sup> day of November 2017.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 21<sup>st</sup> day of November 2017.

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

[SEAL]





# Voucher List of Bills

## By Vendor Set

Payment Dates 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	10/17/2017	6975	10-12-000-5353	Trash/Recycling - Parks	726.00
Advanced Disposal Services	10/17/2017	6975	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	10/17/2017	6975	25-00-000-5353	Trash/Recycling - Takiff	322.00
Advanced Disposal Services	10/17/2017	6975	69-00-000-5536	Dumpster - Fitness Renovatio	353.00
Advanced Disposal Services	11/15/2017	7139	10-12-000-5353	Trash/Recycling - Parks	927.00
Advanced Disposal Services	11/15/2017	7139	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	11/15/2017	7139	25-00-000-5353	Trash/Recycling - Takiff	322.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>2,862.00</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	11/07/2017	7079	10-00-000-2170	Supplemental Aflac Coverage	376.00
<b>Vendor 10098 - AFLAC Total:</b>					<b>376.00</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	10/17/2017	6976	25-00-000-5210	Fiber Internet - Sept & Oct	3,876.35
Airespring	11/07/2017	7080	25-00-000-5210	Takiff Fiber Internet - Novem	2,182.39
<b>Vendor 10739 - Airespring Total:</b>					<b>6,058.74</b>
<b>Vendor: 10113 - Alison Faith</b>					
Alison Faith	11/07/2017	7081	25-25-787-5300	Contractual - Yoga Classes	342.72
<b>Vendor 10113 - Alison Faith Total:</b>					<b>342.72</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	10/17/2017	6977	25-26-000-5387	Day Care Nurse Services	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>
<b>Vendor: 11097 - Allegra Marketing</b>					
Allegra Marketing	11/07/2017	7082	25-27-000-5360	Marketing Fitness Brochure	560.00
<b>Vendor 11097 - Allegra Marketing Total:</b>					<b>560.00</b>
<b>Vendor: 10667 - Alliance for Early Childhood</b>					
Alliance for Early Childhood	11/07/2017	7083	25-26-000-5340	Day Care Conference	125.00
<b>Vendor 10667 - Alliance for Early Childhood Total:</b>					<b>125.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	10/17/2017	6978	69-00-000-5525	Design/Const Management -	967.17
Altamanu, Inc.	10/17/2017	6978	69-00-000-5530	Design/Const Management -	3,540.58
Altamanu, Inc.	11/07/2017	7084	69-00-000-5530	Takiff Parking Design Svc	5,778.10
Altamanu, Inc.	11/15/2017	7140	69-00-000-5538	Design Svcs - Woodlawn	3,506.04
Altamanu, Inc.	11/15/2017	7140	69-00-000-5544	Design Svcs - Jefferson	1,168.68
Altamanu, Inc.	11/15/2017	7140	69-00-000-5547	Design Svcs - Old Elm	1,168.68
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>16,129.25</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	10/24/2017	7021	25-00-000-5355	Takiff HVAC Mo Maint - Nov	742.13
Althoff Industries, Inc.	11/15/2017	7141	25-00-000-5352	HVAC Maintenance - Takiff	358.00
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,100.13</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	10/17/2017	6979	25-25-401-5400	ELC Supplies	52.18
Amazon Capital Services	10/17/2017	6979	25-25-402-5400	ELC Supplies	44.98
Amazon Capital Services	10/17/2017	6979	25-25-904-5400	Mom/Son Event Supplies	54.55
Amazon Capital Services	10/17/2017	6979	25-26-000-5403	Day Care Program Supplies	548.88
Amazon Capital Services	10/17/2017	6979	25-26-000-5412	Cleaning Supplies - Day Care	53.00
Amazon Capital Services	11/07/2017	7085	25-00-000-5360	Marketing	316.28
Amazon Capital Services	11/07/2017	7085	25-00-000-5584	Fitness Supplies	699.92
Amazon Capital Services	11/07/2017	7085	25-25-401-5400	ELC Supplies	62.95
Amazon Capital Services	11/07/2017	7085	25-25-403-5400	ELC Supplies	35.00

Voucher List of Bills

Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	11/07/2017	7085	25-25-913-5400	Boo Bash Supplies	388.98
Amazon Capital Services	11/07/2017	7085	25-26-000-5403	Day Care Program Supplies	716.19
Amazon Capital Services	11/07/2017	7085	45-00-000-5765	Safety Incentive Award	299.97
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>3,272.88</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	11/07/2017	7086	25-25-941-5400	Mud Run Tee Shirts	1,233.00
American Outfitters, Ltd.	11/15/2017	7142	10-11-000-5420	Staff Apparel - Admin	353.70
American Outfitters, Ltd.	11/15/2017	7142	10-12-000-5421	Staff Apparel - Parks	40.95
American Outfitters, Ltd.	11/15/2017	7142	25-00-000-5421	Staff Apparel - Rec	45.50
American Outfitters, Ltd.	11/15/2017	7142	25-00-000-5422	Staff Apparel - Building Atten	81.75
American Outfitters, Ltd.	11/15/2017	7142	25-25-315-5400	Staff Apparel - Ceramics	73.50
American Outfitters, Ltd.	11/15/2017	7142	25-25-601-5400	Staff Apparel - Kid's Club	168.75
American Outfitters, Ltd.	11/15/2017	7142	25-25-740-5400	Travel Basketball Uniforms	1,302.20
American Outfitters, Ltd.	11/15/2017	7142	25-26-000-5420	Staff Apparel - Day Care	424.30
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>3,723.65</b>
<b>Vendor: 10152 - American Red Cross</b>					
American Red Cross	10/24/2017	7022	25-25-605-5300	Contractual - Babysitter Traini	90.00
<b>Vendor 10152 - American Red Cross Total:</b>					<b>90.00</b>
<b>Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Kreftheft P.C.</b>					
Ancel, Glink, Diamond, Bush,	10/17/2017	6980	10-11-000-5310	Legal Services - Sept	1,397.50
Ancel, Glink, Diamond, Bush,	11/15/2017	7143	10-11-000-5310	Legal Svcs - Oct	1,050.00
<b>Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Kreftheft P.C. Total:</b>					<b>2,447.50</b>
<b>Vendor: 10717 - Applied Controls, Inv.</b>					
Applied Controls, Inv.	11/15/2017	7144	65-00-017-5572	Takiff BAS Replacement	5,413.50
<b>Vendor 10717 - Applied Controls, Inv. Total:</b>					<b>5,413.50</b>
<b>Vendor: 11140 - Applied GeoScience Inc.</b>					
Applied GeoScience Inc.	11/07/2017	7087	69-00-000-5531	Subgrade Inspections - Takiff	2,550.00
<b>Vendor 11140 - Applied GeoScience Inc. Total:</b>					<b>2,550.00</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	10/17/2017	6981	10-12-000-5450	Equipment Parts - Parks	39.62
Arlington Power Equipment	11/15/2017	7145	10-12-000-5351	Equipment Repairs - Parks	232.07
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>271.69</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	10/31/2017	7058	10-12-000-5210	Phone Service - Parks	51.93
AT & T	10/31/2017	7058	10-13-000-5210	Phone Service - Watts	41.97
AT & T	10/31/2017	7058	25-00-000-5210	Phone Service - Takiff	593.03
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>686.93</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	11/07/2017	7088	10-14-000-5210	DSL Service - Beach	165.90
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>165.90</b>
<b>Vendor: 10163 - Atlas Bobcat, LLC</b>					
Atlas Bobcat, LLC	11/15/2017	7146	10-12-000-5450	Equipment Parts - Parks CRED	-209.00
Atlas Bobcat, LLC	11/15/2017	7146	10-12-000-5450	Equipment Parts - Parks	213.50
<b>Vendor 10163 - Atlas Bobcat, LLC Total:</b>					<b>4.50</b>
<b>Vendor: 10164 - Automatic Doors, Inc.</b>					
Automatic Doors, Inc.	11/07/2017	7089	25-00-000-5352	Automatic Door Maintenance	345.00
Automatic Doors, Inc.	11/15/2017	7147	25-00-000-5352	Auto Door Maintenance - Taki	645.00
<b>Vendor 10164 - Automatic Doors, Inc. Total:</b>					<b>990.00</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	10/24/2017	7023	10-11-000-5340	Staff Training/NRPA Expenses	2,771.70
BMO Harris Bank N.A.	10/24/2017	7023	10-11-000-5342	Staff Luncheon/Celebration	449.67
BMO Harris Bank N.A.	10/24/2017	7023	10-11-000-5404	SSL and Domain Name Renew	393.97
BMO Harris Bank N.A.	10/24/2017	7023	10-12-000-5340	NRPA Expenses - Parks	648.24
BMO Harris Bank N.A.	10/24/2017	7023	10-12-000-5582	Grader Box - Parks	701.88
BMO Harris Bank N.A.	10/24/2017	7023	10-14-000-5420	Beach Scheduling Pgm	480.00
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5321	Email Marketing	90.31
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5340	Staff Training/NRPA Expenses	892.88

Voucher List of Bills

Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5342	A Team Luncheon	90.39
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5360	Marketing	1,731.97
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5362	Photography	98.00
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5401	Office Supplies - Rec	18.12
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5420	General Rec Supplies	260.27
BMO Harris Bank N.A.	10/24/2017	7023	25-00-000-5584	12 ft Movie Screen	1,229.99
BMO Harris Bank N.A.	10/24/2017	7023	25-25-315-5400	Ceramics Supplies	72.86
BMO Harris Bank N.A.	10/24/2017	7023	25-25-401-5400	EC Supplies	101.95
BMO Harris Bank N.A.	10/24/2017	7023	25-25-402-5300	EC Staff Inservice	140.00
BMO Harris Bank N.A.	10/24/2017	7023	25-25-402-5400	EC Supplies	101.95
BMO Harris Bank N.A.	10/24/2017	7023	25-25-403-5400	EC Supplies	77.34
BMO Harris Bank N.A.	10/24/2017	7023	25-25-432-5400	Preschool Day Off Lunches	80.57
BMO Harris Bank N.A.	10/24/2017	7023	25-25-615-5400	Ceramics Supplies	411.76
BMO Harris Bank N.A.	10/24/2017	7023	25-25-913-5400	Boo Bash Supplies	213.93
BMO Harris Bank N.A.	10/24/2017	7023	25-25-932-5300	Day Off Field Trip - Contractu	1,041.40
BMO Harris Bank N.A.	10/24/2017	7023	25-25-941-5400	Mud Run Supplies	259.26
BMO Harris Bank N.A.	10/24/2017	7023	25-25-954-5400	Thanksgiving Event Supplies	179.99
BMO Harris Bank N.A.	10/24/2017	7023	25-26-000-5340	EC Staff Lunch/Conference	217.64
BMO Harris Bank N.A.	10/24/2017	7023	25-26-000-5402	Day Care Books	24.23
BMO Harris Bank N.A.	10/24/2017	7023	25-26-000-5403	Day Care Program Supplies	102.37
BMO Harris Bank N.A.	10/24/2017	7023	25-26-000-5404	Bright Wheel App - Day Care	175.00
BMO Harris Bank N.A.	10/24/2017	7023	25-26-000-5425	Staff Welcome Breakfast	100.57
BMO Harris Bank N.A.	10/24/2017	7023	65-00-017-5555	Truck Bed Lining	530.00
BMO Harris Bank N.A.	10/24/2017	7023	69-00-000-5515	Digital Contract Docs	59.98
BMO Harris Bank N.A.	10/24/2017	7023	69-00-000-5532	Cloud Document Storage	45.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>13,793.19</b>
<b>Vendor: 10183 - Buck Bros., Inc.</b>					
Buck Bros., Inc.	10/17/2017	6982	10-12-000-5351	Equipment Repairs - Parks	2,367.89
<b>Vendor 10183 - Buck Bros., Inc. Total:</b>					<b>2,367.89</b>
<b>Vendor: 10184 - Burriss Equipment Company</b>					
Burriss Equipment Company	10/17/2017	6983	69-00-000-5531	Light Rental - Takiff Constructi	1,918.00
Burriss Equipment Company	11/07/2017	7090	69-00-000-5531	Field Light Rental	1,800.00
<b>Vendor 10184 - Burriss Equipment Company Total:</b>					<b>3,718.00</b>
<b>Vendor: 10656 - Call One</b>					
Call One	10/17/2017	6984	25-00-000-5210	T1 Service - Watts	326.52
Call One	11/15/2017	7148	25-00-000-5210	T1 Svc - Watts	326.52
<b>Vendor 10656 - Call One Total:</b>					<b>653.04</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	11/15/2017	7149	10-11-000-5311	Legal Notices	19.49
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>19.49</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	11/07/2017	7091	69-00-000-5531	Takiff Parking Lot Constructio	119,757.96
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>119,757.96</b>
<b>Vendor: 10115 - Clowing Around Entertainment</b>					
Clowing Around Entertainm	10/24/2017	7027	25-25-913-5300	Contractual - Bal Due Entertai	639.50
Clowing Around Entertainm	11/07/2017	7092	25-25-953-5300	Contractual - Merry & Bright	452.00
Clowing Around Entertainm	11/15/2017	7150	25-00-000-5990	Contractual - Bal Due Entertai	335.00
Clowing Around Entertainm	11/15/2017	7150	25-25-953-5300	Contractual - Bal Due Entertai	452.00
<b>Vendor 10115 - Clowing Around Entertainment Total:</b>					<b>1,878.50</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	10/17/2017	6985	10-12-000-5210	Internet - Parks	182.49
Comcast	10/24/2017	7028	10-13-000-5210	Internet - Watts	128.05
Comcast	11/15/2017	7151	10-12-000-5210	Internet - Parks	182.50
<b>Vendor 10505 - Comcast Total:</b>					<b>493.04</b>
<b>Vendor: 10876 - Comdata Corporation</b>					
Comdata Corporation	10/17/2017	6986	10-11-000-5342	Meeting Expenses - Admin	52.29
Comdata Corporation	10/17/2017	6986	10-11-000-5401	Office Supplies - Admin	4.49
Comdata Corporation	10/17/2017	6986	25-00-000-5342	Meeting Expenses - Rec	42.92

Voucher List of Bills

Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Comdata Corporation	10/17/2017	6986	25-25-312-5400	Adult Workshop Supplies	11.98
Comdata Corporation	10/17/2017	6986	25-26-000-5340	Day Care Meeting Supplies	49.49
Comdata Corporation	10/17/2017	6986	25-26-000-5403	Day Care Program Supplies	5.06
Comdata Corporation	10/17/2017	6986	25-26-000-5409	Day Care Food Supplies	106.12
Comdata Corporation	11/15/2017	7152	10-11-000-5342	Admin Meeting Supplies	8.48
Comdata Corporation	11/15/2017	7152	25-00-000-5420	General Rec Supplies	62.39
Comdata Corporation	11/15/2017	7152	25-25-312-5400	Adult Workshop Supplies	11.28
Comdata Corporation	11/15/2017	7152	25-25-602-5400	Kids Club Supplies	5.99
Comdata Corporation	11/15/2017	7152	25-26-000-5403	Day Care Pgm Supplies	65.30
Comdata Corporation	11/15/2017	7152	25-26-000-5409	Day Care Food Supplies	235.69
<b>Vendor 10876 - Comdata Corporation Total:</b>					<b>661.48</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	11/07/2017	7093	10-12-000-5230	Electricity - Parks	358.18
Commonwealth Edison	11/07/2017	7093	10-13-000-5230	Electricity - Watts	701.46
Commonwealth Edison	11/07/2017	7093	10-14-000-5230	Electricity - Beach	304.75
Commonwealth Edison	11/07/2017	7093	10-15-000-5230	Electricity - Boathouse	85.39
Commonwealth Edison	11/07/2017	7093	25-00-000-5230	Electricity - Takiff	9,441.16
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>10,890.94</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	11/07/2017	7094	10-12-000-5481	Construction Supplies - Parks	10.99
Craftwood Lumber Company	11/07/2017	7094	10-12-000-5484	Electrical Supplies - Parks	47.50
Craftwood Lumber Company	11/07/2017	7094	10-13-000-5484	Electrical Supplies - Watts	49.04
Craftwood Lumber Company	11/07/2017	7094	25-00-000-5481	Construction Supplies - Takiff	126.37
Craftwood Lumber Company	11/07/2017	7094	25-00-000-5483	Paint - Takiff	13.35
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>247.25</b>
<b>Vendor: 10324 - Decatur Blueprint, Inc.</b>					
Decatur Blueprint, Inc.	10/17/2017	6987	25-00-000-5360	Park Events Banners	664.27
<b>Vendor 10324 - Decatur Blueprint, Inc. Total:</b>					<b>664.27</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	11/15/2017	7154	25-26-000-5430	First Aid Supplies - Day Care	696.42
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>696.42</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	10/24/2017	7029	25-25-401-5400	Supplies - ELC	211.50
Discount School Supply	10/24/2017	7029	25-25-403-5400	Supplies - ELC	300.50
Discount School Supply	10/24/2017	7029	25-25-615-5400	Supplies - Ceramics	103.98
Discount School Supply	10/24/2017	7029	25-25-913-5400	Supplies - Boo Bash	45.98
Discount School Supply	10/24/2017	7029	25-26-000-5403	Supplies - Day Care	211.13
Discount School Supply	11/07/2017	7095	25-26-000-5403	Day Care Program Supplies	479.58
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,352.67</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	11/07/2017	7096	25-25-904-5400	Pizza for Mom/Son Event	117.93
Domino's Pizza	11/07/2017	7096	25-25-913-5400	Pizza for Boo Bash	545.33
Domino's Pizza	11/15/2017	7155	25-26-000-5403	Day Care Pgm Supplies	152.54
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>815.80</b>
<b>Vendor: 11177 - Equipment Depot of Illinois, Inc.</b>					
Equipment Depot of Illinois, I	10/17/2017	6988	65-00-017-5558	Used Forklift	16,500.00
<b>Vendor 11177 - Equipment Depot of Illinois, Inc. Total:</b>					<b>16,500.00</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	10/24/2017	7030	65-00-017-5584	Pre Payment - 2 Add'l Beach P	5,266.65
Excalibur Technology Corpora	11/15/2017	7156	10-11-000-5355	TSS December	6,855.50
Excalibur Technology Corpora	11/15/2017	7156	25-00-000-5321	WebTrac Hosting	249.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>12,371.15</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	11/07/2017	7097	25-25-901-5300	Contractual - DJ Deposit - Win	217.00
FAMOS! DJ Entertainment	11/07/2017	7097	25-25-903-5300	Contractual - DJ Deposit - Prin	317.00
FAMOS! DJ Entertainment	11/07/2017	7097	25-25-943-5300	Contractual - DJ Deposit - NYE	222.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>756.00</b>

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<b>Vendor: 10344 - FedEx</b>					
FedEx	11/07/2017	7098	25-00-000-5301	Shipping - Rec	27.05
<b>Vendor 10344 - FedEx Total:</b>					<b>27.05</b>
<b>Vendor: 11139 - Fiore Nursery &amp; Landscape Supply</b>					
Fiore Nursery & Landscape Su	11/15/2017	7157	10-12-000-5492	Trees/Shrubs	16.00
<b>Vendor 11139 - Fiore Nursery &amp; Landscape Supply Total:</b>					<b>16.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	10/17/2017	6989	25-25-932-5300	Contractual - School Day Off B	247.12
<b>Vendor 10405 - First Student Total:</b>					<b>247.12</b>
<b>Vendor: 10069 - Fleck's Landscaping</b>					
Fleck's Landscaping	11/07/2017	7099	10-12-000-5348	Shared Services - Mowing	2,575.00
Fleck's Landscaping	11/07/2017	7099	10-12-000-5349	Horticulture	15,410.00
<b>Vendor 10069 - Fleck's Landscaping Total:</b>					<b>17,985.00</b>
<b>Vendor: 10570 - FP Mailing Solutions</b>					
FP Mailing Solutions	10/17/2017	6990	10-11-000-5370	Rental Equipment - Postage	152.85
<b>Vendor 10570 - FP Mailing Solutions Total:</b>					<b>152.85</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	10/24/2017	7031	25-25-904-5400	Supplies - Mom & Son Nite	28.68
Fun Express	10/24/2017	7031	25-25-913-5400	Supplies - Boo Bash	453.70
<b>Vendor 10346 - Fun Express Total:</b>					<b>482.38</b>
<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co	11/07/2017	7100	10-13-000-5450	Equipment Parts - Watts	246.64
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>246.64</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	10/31/2017	7060	10-12-000-5484	Electrical Supplies - Parks	269.67
Glenbrook Auto Parts Inc.	11/15/2017	7158	10-12-000-5496	Athletic Field Maintenance	29.94
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>299.61</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	10/24/2017	7032	25-25-472-5300	Payment #6 - Preschool 17/18	8,938.85
Glencoe Junior Kindergarten	10/24/2017	7032	25-25-475-5300	Payment #2 - Fall Enrichment	932.20
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>9,871.05</b>
<b>Vendor: 11189 - Gold Medal - Chicago</b>					
Gold Medal - Chicago	10/24/2017	7033	25-25-913-5400	Popcorn Machine Supplies	30.80
Gold Medal - Chicago	10/24/2017	7033	65-00-017-5560	Large Pop Corn Machine	1,078.53
<b>Vendor 11189 - Gold Medal - Chicago Total:</b>					<b>1,109.33</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	11/07/2017	7101	25-26-000-5409	Day Care Food Service	1,314.44
Gordon Food Service, Inc.	11/07/2017	7101	25-26-000-5460	Day Care Food Supply	235.81
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>1,550.25</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	10/24/2017	7034	10-12-000-5430	First Aid Supplies - Parks	171.56
Grainger Inc.	10/24/2017	7034	10-12-000-5481	Construction Supplies - Parks	315.56
Grainger Inc.	10/24/2017	7034	10-12-000-5486	Plumbing Supplies - Parks	36.78
Grainger Inc.	10/24/2017	7034	10-14-000-5486	Plumbing Supplies - Beach	36.78
Grainger Inc.	10/24/2017	7034	10-15-000-5486	Plumbing Supplies - Boat	36.78
Grainger Inc.	10/24/2017	7034	25-00-000-5412	Cleaning Supplies - Takiff	1,000.55
Grainger Inc.	10/24/2017	7034	25-00-000-5484	Electrical Supplies - Takiff	2,618.59
Grainger Inc.	10/24/2017	7034	25-00-000-5486	Plumbing Supplies - Takiff	103.88
Grainger Inc.	10/24/2017	7034	25-26-000-5412	Cleaning Supplies - Day Care	121.00
Grainger Inc.	10/24/2017	7034	69-00-000-5526	West Playground Constructio	225.40
Grainger Inc.	11/07/2017	7102	10-12-000-5585	Site Develop - Parks	2,563.60
Grainger Inc.	11/07/2017	7102	65-00-017-5551	Takiff Front Desk Door Locks	475.93
Grainger Inc.	11/15/2017	7159	10-13-000-5481	Construction Supplies - Watts	432.11
Grainger Inc.	11/15/2017	7159	69-00-000-5536	Fitness Area LED Lights	885.60
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>9,024.12</b>

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<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	10/31/2017	7061	25-26-000-5409	Milk - Day Care	143.52
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>143.52</b>
<b>Vendor: 11178 - Happ Builders, Inc.</b>					
Happ Builders, Inc.	10/17/2017	6991	65-00-017-5551	Takiff Fitness and Bathroom C	15,390.00
Happ Builders, Inc.	10/17/2017	6991	69-00-000-5536	Takiff Fitness and Bathroom C	58,967.10
<b>Vendor 11178 - Happ Builders, Inc. Total:</b>					<b>74,357.10</b>
<b>Vendor: 11180 - Hard Rock Concrete Cutters, Inc.</b>					
Hard Rock Concrete Cutters, I	10/17/2017	6992	65-00-017-5569	Watts Rink Floor Repairs	1,880.00
<b>Vendor 11180 - Hard Rock Concrete Cutters, Inc. Total:</b>					<b>1,880.00</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	10/24/2017	7035	10-13-000-5484	Electrical Supplies - Watts	134.80
HD Supply Facilities Maintena	10/24/2017	7035	10-13-000-5484	Electrical Supplies - CREDIT	-91.90
HD Supply Facilities Maintena	10/24/2017	7035	10-13-000-5588	Building Improvements - Watt	1,614.05
HD Supply Facilities Maintena	10/24/2017	7035	25-00-000-5588	Building Improvements - Takif	3,228.10
HD Supply Facilities Maintena	10/24/2017	7035	69-00-000-5536	Takiff Fitness Renovation	1,614.05
HD Supply Facilities Maintena	11/07/2017	7103	10-12-000-5480	Gasoline/Lubricants - Parks	97.02
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>6,596.12</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	10/24/2017	7036	25-00-000-5482	Hardware - Takiff	9.92
Home Depot Credit Services	10/24/2017	7036	25-00-000-5582	Maintenance Equipment - Tak	398.00
Home Depot Credit Services	10/24/2017	7036	25-25-941-5400	Mud Run Supplies	474.55
Home Depot Credit Services	10/24/2017	7036	65-00-017-5566	Disc Golf Upgrades	365.49
Home Depot Credit Services	10/24/2017	7036	65-00-017-5569	Rink Floor Repair	752.94
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,000.90</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	10/24/2017	7037	25-00-000-5305	Contractual - April Birthday P	875.00
Hot Shots Sports	10/31/2017	7062	25-00-000-5305	Contractual - Sports Birthday	175.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>1,050.00</b>
<b>Vendor: 10386 - Hufcor-Chicago, Inc.</b>					
Hufcor-Chicago, Inc.	11/07/2017	7104	25-00-000-5351	Gym Curtain Maintenance	464.00
<b>Vendor 10386 - Hufcor-Chicago, Inc. Total:</b>					<b>464.00</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	10/24/2017	7038	69-00-000-5532	Construction Signs - Takiff Par	600.00
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>600.00</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	11/07/2017	7105	10-13-000-5484	Electrical Supply - Watts	67.24
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>67.24</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	10/27/2017	DFT0000535	10-00-000-2110	IL State Tax W/H	4,610.32
IL Dept of Revenue	11/10/2017	DFT0000542	10-00-000-2110	IL State Tax W/H	4,673.09
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>9,283.41</b>
<b>Vendor: 10391 - Illinois Arborist Association</b>					
Illinois Arborist Association	10/31/2017	7063	10-12-000-5340	Arborist Annual Conference	390.00
<b>Vendor 10391 - Illinois Arborist Association Total:</b>					<b>390.00</b>
<b>Vendor: 10477 - Illinois Department of Agriculture</b>					
Illinois Department of Agricult	11/07/2017	7106	10-12-000-5344	Pesticide Applicator/Operator	50.00
Illinois Department of Agricult	11/15/2017	7160	10-12-000-5344	Applicator License Renewal	20.00
<b>Vendor 10477 - Illinois Department of Agriculture Total:</b>					<b>70.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	10/31/2017	DFT0000537	10-00-000-2150	IMRF Contribution - Oct	35,034.14
Illinois Municipal Retirement	10/31/2017	DFT0000537	10-00-000-2155	IMRF Contribution - Oct	2,020.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>37,054.14</b>
<b>Vendor: 10411 - ILSTMA</b>					
ILSTMA	11/15/2017	7161	10-12-000-5730	ILSTMA Membership	45.00
<b>Vendor 10411 - ILSTMA Total:</b>					<b>45.00</b>

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<b>Vendor: 10429 - Indecor, Inc</b>					
Indecor, Inc	11/15/2017	7162	25-00-000-5352	Window Shade Maintenance -	460.00
<b>Vendor 10429 - Indecor, Inc Total:</b>					<b>460.00</b>
<b>Vendor: 11181 - Innova Disc Golf</b>					
Innova Disc Golf	10/17/2017	6993	25-25-761-5400	Discs for Disc Golf Tournamen	582.12
<b>Vendor 11181 - Innova Disc Golf Total:</b>					<b>582.12</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	10/27/2017	DFT0000533	10-00-000-2120	Social Security W/H	12,450.30
IRS/Dept of Treasury	10/27/2017	DFT0000534	10-00-000-2130	Medicare	3,040.36
IRS/Dept of Treasury	10/27/2017	DFT0000536	10-00-000-2100	Fed Income Tax W/H	10,713.11
IRS/Dept of Treasury	11/10/2017	DFT0000540	10-00-000-2120	Social Security W/H	12,471.20
IRS/Dept of Treasury	11/10/2017	DFT0000541	10-00-000-2130	Medicare	3,079.96
IRS/Dept of Treasury	11/10/2017	DFT0000543	10-00-000-2100	Fed Income Tax W/H	11,322.41
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>53,077.34</b>
<b>Vendor: 11191 - JMS Environmental Assoc.</b>					
JMS Environmental Assoc.	10/31/2017	7064	45-00-000-5321	Drinking Water Testing	13,630.00
<b>Vendor 11191 - JMS Environmental Assoc. Total:</b>					<b>13,630.00</b>
<b>Vendor: 10877 - Judith Roin</b>					
Judith Roin	11/07/2017	7108	25-25-787-5300	Contractual - Yoga Class	42.68
<b>Vendor 10877 - Judith Roin Total:</b>					<b>42.68</b>
<b>Vendor: 11176 - Julie Kaufmann-Gordon</b>					
Julie Kaufmann-Gordon	10/24/2017	7039	25-25-785-5300	Contractual - Yoga Classes	44.93
<b>Vendor 11176 - Julie Kaufmann-Gordon Total:</b>					<b>44.93</b>
<b>Vendor: 11152 - JW Turf, Inc.</b>					
JW Turf, Inc.	10/17/2017	6995	10-12-000-5450	Equipment Parts - Parks	139.91
<b>Vendor 11152 - JW Turf, Inc. Total:</b>					<b>139.91</b>
<b>Vendor: 10520 - Keyth Technologies</b>					
Keyth Technologies	11/15/2017	7163	65-00-017-5568	Watts Exterior Bathroom Aut	2,825.00
<b>Vendor 10520 - Keyth Technologies Total:</b>					<b>2,825.00</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	11/14/2017	7138	25-25-614-5300	Contractual - Fall Crafting Clas	3,872.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>3,872.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	11/07/2017	7109	25-00-000-5355	Monthly Copier Maint - Octob	91.53
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>91.53</b>
<b>Vendor: 11169 - Kristen Saunders</b>					
Kristen Saunders	11/07/2017	7110	25-25-787-5300	Contractual - Rowing Classes	33.83
<b>Vendor 11169 - Kristen Saunders Total:</b>					<b>33.83</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	11/15/2017	7164	10-12-000-5482	Hardware - Parks	9.00
Lowe's Business Acct/GEMB	11/15/2017	7164	10-12-000-5585	Site Development - Parks	4,761.50
Lowe's Business Acct/GEMB	11/15/2017	7164	10-13-000-5588	Bldg Improvements - Watts	2,961.18
Lowe's Business Acct/GEMB	11/15/2017	7164	25-00-000-5420	General Rec Supplies	271.26
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>8,002.94</b>
<b>Vendor: 10353 - Maggie Speaks</b>					
Maggie Speaks	11/15/2017	7165	25-25-953-5300	Contractual - Music for Winte	1,000.00
<b>Vendor 10353 - Maggie Speaks Total:</b>					<b>1,000.00</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	11/07/2017	7111	25-25-638-5300	Contractual - Magic Class	120.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>120.00</b>
<b>Vendor: 10615 - Marek Piotr Stepien</b>					
Marek Piotr Stepien	10/24/2017	7041	25-25-765-5300	Contractual - Fencing Classes	2,793.00
<b>Vendor 10615 - Marek Piotr Stepien Total:</b>					<b>2,793.00</b>

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<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	11/07/2017	7112	25-25-787-5300	Contractual - Fitness Classes	798.49
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>798.49</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	11/07/2017	7113	25-00-000-5305	Liquor Liability Insurance	175.00
<b>Vendor 10160 - Market Access Total:</b>					<b>175.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	11/07/2017	7114	25-00-000-5210	Long Distance Phone Svc	85.08
<b>Vendor 10174 - MCI Total:</b>					<b>85.08</b>
<b>Vendor: 10932 - Memory Lane Stables</b>					
Memory Lane Stables	11/15/2017	7166	25-00-000-5990	Contractual - Pony Rides for	606.00
<b>Vendor 10932 - Memory Lane Stables Total:</b>					<b>606.00</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	10/17/2017	6997	10-12-000-5585	Site Development - Parks	747.42
Menoni & Mocogni	10/17/2017	6997	25-25-941-5400	Mud Run Supplies	630.00
Menoni & Mocogni	11/07/2017	7115	65-00-017-5569	Watts Rink Floor Repairs	81.84
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>1,459.26</b>
<b>Vendor: 10567 - Monster Entertainment</b>					
Monster Entertainment	10/31/2017	7065	25-00-000-5305	Contractual - Birthday Party D	550.00
<b>Vendor 10567 - Monster Entertainment Total:</b>					<b>550.00</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	10/17/2017	6998	25-25-615-5400	Reimbursement - Ceramics Su	14.57
Natalie Steinmetz	10/31/2017	7066	25-25-315-5400	Reimbursement - Ceramics Su	123.91
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>138.48</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	11/10/2017	7075	10-00-000-2160	IMRF Life-#03298	80.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>80.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	10/17/2017	6999	69-00-000-5537	Tree Removal - Parks Drive	405.00
Nels J. Johnson Tree Experts I	10/24/2017	7043	10-12-000-5590	Tree Trimming	2,220.00
Nels J. Johnson Tree Experts I	11/07/2017	7116	10-12-000-5590	Tree Trimming	1,440.00
Nels J. Johnson Tree Experts I	11/15/2017	7167	10-12-000-5590	Tree Trimming	9,910.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>13,975.00</b>
<b>Vendor: 10220 - Nickel City</b>					
Nickel City	11/15/2017	7168	25-25-932-5300	Contractual - School Day Off T	463.00
<b>Vendor 10220 - Nickel City Total:</b>					<b>463.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	11/07/2017	7117	10-12-000-5220	Gas/Heat - Parks	40.87
North Shore Gas Company	11/07/2017	7117	10-14-000-5220	Gas/Heat - Beach	36.87
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>77.74</b>
<b>Vendor: 10226 - Northshore Photography Inc.</b>					
Northshore Photography Inc.	10/24/2017	7044	25-00-000-5362	Photography	735.00
<b>Vendor 10226 - Northshore Photography Inc. Total:</b>					<b>735.00</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	11/07/2017	7118	25-25-402-5300	Contractual - ELC Spanish Clas	250.00
Ole Spanish Services LLC	11/07/2017	7118	25-26-000-5386	Contractual - Day Care Spanis	200.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>450.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	11/07/2017	7119	25-00-000-5355	Takiff Mo Exterminator - Nov	180.92
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>180.92</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	10/24/2017	7045	25-00-000-5355	Elev Maint-Takiff - Nov	467.63
Otis Elevator Company	11/07/2017	7120	25-00-000-5355	Takiff Elevator Maintenance	750.00
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>1,217.63</b>



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<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	10/24/2017	7046	10-00-000-2175	FSA Plan Contributions - Parti	2,196.20
PACT Administrative Services	11/07/2017	7121	10-11-000-5600	FSA Plan Fees - Nov	77.00
PACT Administrative Services	11/13/2017	7136	10-00-000-2175	FSA Plan Contributions - Nov/	3,461.60
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>5,734.80</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	10/27/2017	7018	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	10/27/2017	7018	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	10/27/2017	7018	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	10/27/2017	7018	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	11/10/2017	7076	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	11/10/2017	7076	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	11/10/2017	7076	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	11/10/2017	7076	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>850.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	10/31/2017	7067	10-11-000-5600	Health Insurance - October	33,000.21
PDRMA	10/31/2017	7067	25-26-000-5600	Health Insurance - October	5,638.94
PDRMA	10/31/2017	7068	10-12-000-5340	Playground Maint. Training	300.00
PDRMA	10/31/2017	7068	25-00-000-5340	HELP Training - Bobby	199.00
PDRMA	10/31/2017	7068	25-26-000-5340	HELP Training - Jessica	199.00
<b>Vendor 10242 - PDRMA Total:</b>					<b>39,337.15</b>
<b>Vendor: 10246 - Petty Cash</b>					
Petty Cash	10/25/2017	7057	25-25-913-4200	Boo Bash Cash Bank	200.00
Petty Cash	10/31/2017	7069	10-00-000-1001	Watts Cash Bank	800.00
<b>Vendor 10246 - Petty Cash Total:</b>					<b>1,000.00</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	10/17/2017	7000	10-12-000-5585	Site Development - Parks (Sw	357.48
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>357.48</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	11/15/2017	7169	25-00-000-5321	Winter Brochure Postage	1,000.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,000.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	10/24/2017	7047	25-25-725-5300	Contractual - Fall Karate Class	969.95
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>969.95</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	10/17/2017	7001	25-25-401-5400	ELC Program Supplies	46.78
Purchase Advantage Card	10/17/2017	7001	25-26-000-5409	Day Care Program Supplies	55.26
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>102.04</b>
<b>Vendor: 10256 - Pure Power</b>					
Pure Power	10/24/2017	7048	25-00-000-5355	Maintenance Service Agreem	679.45
<b>Vendor 10256 - Pure Power Total:</b>					<b>679.45</b>
<b>Vendor: 11193 - Quality Lift Truck Service, Inc.</b>					
Quality Lift Truck Service, Inc.	11/07/2017	7122	25-00-000-5350	Lift Maintenance	275.00
<b>Vendor 11193 - Quality Lift Truck Service, Inc. Total:</b>					<b>275.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	10/17/2017	7002	10-11-000-5342	Meeting Supplies - Admin	6.99
Quill Corporation	10/17/2017	7002	10-11-000-5420	General Supplies - Admin	43.98
Quill Corporation	10/17/2017	7002	10-12-000-5401	Office Supplies - Parks	201.98
Quill Corporation	10/17/2017	7002	25-00-000-5351	Equipment Repairs - Rec	23.82
Quill Corporation	10/17/2017	7002	25-00-000-5401	Office Supplies - Rec	413.88
Quill Corporation	10/17/2017	7002	25-00-000-5420	General Supplies - Rec	118.75
Quill Corporation	10/17/2017	7002	25-25-414-5400	Preschool Enrichment Supplie	36.72
Quill Corporation	10/17/2017	7002	25-26-000-5401	Office Supplies - Day Care	191.62
Quill Corporation	11/07/2017	7123	10-11-000-5420	General Supplies - Admin	46.99
Quill Corporation	11/07/2017	7123	10-12-000-5420	General Supplies - Parks	46.99
Quill Corporation	11/07/2017	7123	25-00-000-5401	Office Supplies - Rec	604.35

Voucher List of Bills

Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	11/07/2017	7123	25-00-000-5412	Cleaning Supplies - Rec	8.99
Quill Corporation	11/07/2017	7123	25-00-000-5420	General Supplies - Rec	47.74
Quill Corporation	11/07/2017	7123	25-25-401-5400	ELC Supplies	5.63
Quill Corporation	11/15/2017	7170	25-00-000-5401	Office Supplies - Rec CREDIT	-33.99
Quill Corporation	11/15/2017	7170	25-00-000-5401	Office Supplies - Rec	402.99
Quill Corporation	11/15/2017	7170	25-00-000-5420	General Supplies - Rec	16.70
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,184.13</b>
<b>Vendor: 11198 - R. Scott Javore &amp; Asso.</b>					
R. Scott Javore & Asso.	11/15/2017	7171	69-00-000-5990	Contingency - Linden House	1,120.00
<b>Vendor 11198 - R. Scott Javore &amp; Asso. Total:</b>					<b>1,120.00</b>
<b>Vendor: 10638 - Reach</b>					
Reach	11/07/2017	7124	25-00-000-5321	TV Screen Marketing	588.00
<b>Vendor 10638 - Reach Total:</b>					<b>588.00</b>
<b>Vendor: 10597 - Ready Refresh by Nestle</b>					
Ready Refresh by Nestle	10/24/2017	7049	25-00-000-5420	Staff Drinking Water	21.90
<b>Vendor 10597 - Ready Refresh by Nestle Total:</b>					<b>21.90</b>
<b>Vendor: 10375 - Record-A-Hit</b>					
Record-A-Hit	10/24/2017	7050	25-25-913-5300	Contractual - Bal Due Photo S	500.00
<b>Vendor 10375 - Record-A-Hit Total:</b>					<b>500.00</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	11/15/2017	7172	69-00-000-5531	Takiff Drinking Fountain	4,970.00
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>4,970.00</b>
<b>Vendor: 11173 - Rick's AutoCare &amp; Collision Repair</b>					
Rick's AutoCare & Collision Re	10/31/2017	7070	25-00-000-5990	Collision Repair - Rec Van	3,145.00
<b>Vendor 11173 - Rick's AutoCare &amp; Collision Repair Total:</b>					<b>3,145.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	11/07/2017	7125	10-12-000-5353	Portable Toilet Service - Parks	852.00
Rite Portable Restrooms	11/07/2017	7125	10-15-000-5353	Portable Toilet Service - Boat	204.50
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>1,056.50</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	11/07/2017	7126	65-00-017-5569	Watts Rink Pipe Repairs	4,668.50
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>4,668.50</b>
<b>Vendor: 10271 - Russo's Power Equipment Inc.</b>					
Russo's Power Equipment Inc.	11/07/2017	7127	10-12-000-5582	Maintenance Equipment - Par	106.60
<b>Vendor 10271 - Russo's Power Equipment Inc. Total:</b>					<b>106.60</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	10/31/2017	7071	25-25-761-5400	Supplies - Disc Golf	62.28
Sam's Club Direct Commercial	10/31/2017	7071	25-25-904-5400	Supplies - Mom/Son Nite	23.46
Sam's Club Direct Commercial	10/31/2017	7071	25-25-913-5400	Supplies - Boo Bash	58.13
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>143.87</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	11/07/2017	7128	25-25-787-5300	Contractual - Rowing Classes	247.37
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>247.37</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	10/17/2017	7003	25-25-312-5300	Contractual - Adult Acting Cla	468.75
Sarah Hall	10/17/2017	7003	25-25-312-5300	Contractual - Adult Acting Cla	1,088.25
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>1,557.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	10/17/2017	7004	25-26-000-5386	Contractual - Day Care Music	150.00
Shaun Christopher Whitley	10/31/2017	7072	25-26-000-5386	Contractual - Day Care Music	300.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>450.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	11/07/2017	7129	10-13-000-5417	Watts Boards/Glass	205.77
Sherwin-Williams Company	11/07/2017	7129	10-13-000-5483	Paint - Watts	226.28

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Sherwin-Williams Company	11/07/2017	7129	25-00-000-5483	Paint - Takiff	480.46
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>912.51</b>
<b>Vendor: 11194 - Sound of Music &amp; Video Systems</b>					
Sound of Music & Video Syste	11/07/2017	7130	69-00-000-5536	Contractual - Fitness Center T	1,363.76
<b>Vendor 11194 - Sound of Music &amp; Video Systems Total:</b>					<b>1,363.76</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	11/07/2017	7131	45-00-000-5335	Background Checks - October	37.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>37.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	10/27/2017	7019	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	11/10/2017	7077	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 11190 - Target Supplies</b>					
Target Supplies	10/31/2017	7073	10-12-000-5493	Fertilizer - Parks	128.52
<b>Vendor 11190 - Target Supplies Total:</b>					<b>128.52</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	10/24/2017	7052	10-11-000-5355	Mitel Phone Assurance Rene	1,007.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>1,007.00</b>
<b>Vendor: 10301 - Tyler Business Forms</b>					
Tyler Business Forms	11/07/2017	7132	25-00-000-5401	2017 Tax Forms	447.98
<b>Vendor 10301 - Tyler Business Forms Total:</b>					<b>447.98</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	10/27/2017	7020	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vantagepoint Trf Agents-457	11/10/2017	7078	10-00-000-2140	ICMA - A/C#301403	1,084.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>2,169.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	11/07/2017	7133	25-00-000-5210	Cell Phone Svc	912.76
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>912.76</b>
<b>Vendor: 10310 - Vernon Hills Park District</b>					
Vernon Hills Park District	10/17/2017	7007	25-25-801-5300	Contractual - Sun Fun Field Tri	2,790.00
<b>Vendor 10310 - Vernon Hills Park District Total:</b>					<b>2,790.00</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	10/17/2017	7008	10-12-000-5240	Water/Sewer - Parks	35.67
Village of Glencoe	10/17/2017	7008	25-00-000-5240	Water/Sewer - Takiff	793.91
Village of Glencoe	11/07/2017	7134	10-12-000-5480	Fuel/Gasoline - Parks	1,313.20
Village of Glencoe	11/15/2017	7173	10-12-000-5240	Water/Sewer/Trash - Linden	114.49
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>2,257.27</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	10/31/2017	7074	25-25-401-5400	ELC Supplies	28.13
Walmart Community	10/31/2017	7074	25-25-402-5400	ELC Supplies	19.70
Walmart Community	10/31/2017	7074	25-25-403-5400	ELC Supplies	22.71
Walmart Community	10/31/2017	7074	25-25-761-5400	Disc Golf Supplies	9.23
Walmart Community	10/31/2017	7074	25-26-000-5403	Day Care Pgm Supplies	42.99
Walmart Community	10/31/2017	7074	25-26-000-5409	Day Care Food Service	134.01
Walmart Community	10/31/2017	7074	25-26-000-5430	First Aid Supplies - Day Care	116.79
Walmart Community	10/31/2017	7074	25-26-000-5460	Day Care Food Equipment	18.80
<b>Vendor 10314 - Walmart Community Total:</b>					<b>392.36</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	10/24/2017	7054	25-00-000-5360	Welcome Wagon Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11085 - West Marine Pro</b>					
West Marine Pro	10/24/2017	7055	10-15-000-5480	Gas/Lube - Boathouse	92.92
<b>Vendor 11085 - West Marine Pro Total:</b>					<b>92.92</b>

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Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	10/17/2017	7009	25-25-809-5300	Contractual - CIT Field Trip	157.50
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>157.50</b>
<b>Vendor: 11102 - Wight &amp; Company</b>					
Wight & Company	10/24/2017	7056	69-00-000-5535	Construction - Takiff Fitness	1,719.36
<b>Vendor 11102 - Wight &amp; Company Total:</b>					<b>1,719.36</b>
<b>Vendor: 10823 - Wilmar</b>					
Wilmar	11/15/2017	7174	25-00-000-5482	Hardware - Takiff	135.48
<b>Vendor 10823 - Wilmar Total:</b>					<b>135.48</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	10/27/2017	DFT0000538	10-00-000-2111	WI Mo Withholding	223.60
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>223.60</b>
<b>Vendor Set AP Vendors Total:</b>					<b>603,977.39</b>

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Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 5667 - Carol Mensinger</b>					
Carol Mensinger	10/24/2017	7026	10-11-000-5341	Mileage Reimbursement - Sep	84.42
<b>Vendor 5667 - Carol Mensinger Total:</b>					<b>84.42</b>
<b>Vendor: 2126 - Daniel Edwards</b>					
Daniel Edwards	11/15/2017	7153	10-12-000-5421	Reimbursement - Uniform	84.00
<b>Vendor 2126 - Daniel Edwards Total:</b>					<b>84.00</b>
<b>Vendor: 3089 - Daniel Jaros</b>					
Daniel Jaros	10/19/2017	7010	10-00-000-2095	Re-Issue Stale-Dated P/R Chk	271.72
<b>Vendor 3089 - Daniel Jaros Total:</b>					<b>271.72</b>
<b>Vendor: 7441 - Hannah Richard</b>					
Hannah Richard	10/19/2017	7011	10-00-000-2095	Re-Issue Stale-Dated P/R Che	302.21
<b>Vendor 7441 - Hannah Richard Total:</b>					<b>302.21</b>
<b>Vendor: 5894 - Jennifer Munck</b>					
Jennifer Munck	10/17/2017	6994	25-25-401-5400	Reimbursement - ELC Classro	24.84
Jennifer Munck	11/07/2017	7107	25-25-401-5400	Reimbursement - ELC Supplie	48.45
<b>Vendor 5894 - Jennifer Munck Total:</b>					<b>73.29</b>
<b>Vendor: 5305 - Katie Lofdahl</b>					
Katie Lofdahl	10/19/2017	7012	10-00-000-2095	Re-Issue Stale-Dated P/R Chk	136.73
<b>Vendor 5305 - Katie Lofdahl Total:</b>					<b>136.73</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	10/17/2017	6996	25-25-414-5400	Reimbursement - Presch Enric	25.00
Kerri Ringel	10/19/2017	7013	10-00-000-2095	Re-Issue Stale Date P/R Check	817.04
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>842.04</b>
<b>Vendor: 2478 - Lily Erickson</b>					
Lily Erickson	10/19/2017	7014	10-00-000-2095	Re-Issue Stale-Dated P/R Chk	271.72
<b>Vendor 2478 - Lily Erickson Total:</b>					<b>271.72</b>
<b>Vendor: 5052 - Mary Krueger</b>					
Mary Krueger	10/24/2017	7042	25-26-000-5341	Mileage Reimbursement	47.73
<b>Vendor 5052 - Mary Krueger Total:</b>					<b>47.73</b>
<b>Vendor: 1739 - Natalie Daverman</b>					
Natalie Daverman	10/19/2017	7015	10-00-000-2095	Re-Issue Stale-Dated P/R Che	504.78
Natalie Daverman	10/19/2017	7015	10-00-000-2095	Re-Issue Stale-Dated P/R Che	91.83
Natalie Daverman	10/19/2017	7015	10-00-000-2095	Re-Issue Stale-Dated P/R Che	481.56
<b>Vendor 1739 - Natalie Daverman Total:</b>					<b>1,078.17</b>
<b>Vendor: 7697 - Randy Satovitz</b>					
Randy Satovitz	10/19/2017	7016	10-00-000-2095	Re-Issue Stale-Dated P/R Chk	135.98
<b>Vendor 7697 - Randy Satovitz Total:</b>					<b>135.98</b>
<b>Vendor: 1518 - Robert Collins</b>					
Robert Collins	10/24/2017	7051	25-00-000-5340	Athletic Business Conf - Cash	295.00
<b>Vendor 1518 - Robert Collins Total:</b>					<b>295.00</b>
<b>Vendor: 7776 - Roland Scott</b>					
Roland Scott	10/19/2017	7017	10-00-000-2095	Re-Issue Stale-Dated P/R Chk	148.86
<b>Vendor 7776 - Roland Scott Total:</b>					<b>148.86</b>
<b>Vendor: 4984 - Sonja Anderson</b>					
Sonja Anderson	10/17/2017	7005	25-25-402-5400	Reimbursement - ELC Classro	200.27
<b>Vendor 4984 - Sonja Anderson Total:</b>					<b>200.27</b>
<b>Vendor: 7406 - Stacey Resnick</b>					
Stacey Resnick	10/17/2017	7006	25-25-401-5400	Reimbursement - ELC Classro	39.99
<b>Vendor 7406 - Stacey Resnick Total:</b>					<b>39.99</b>
<b>Vendor: 5578 - Tom McDonald</b>					
Tom McDonald	10/24/2017	7053	10-12-000-5421	Reimbursement - Uniform	100.00
<b>Vendor 5578 - Tom McDonald Total:</b>					<b>100.00</b>
<b>Vendor Set Employees Total:</b>					<b>4,112.13</b>

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Payment Dates: 10/14/2017 - 11/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
Vendor: 000001811-43 - Cathy Koehler					
Cathy Koehler	10/31/2017	7059	25-00-000-2580	Reissue Stale-Dated AP Check	295.00
Vendor 000001811-43 - Cathy Koehler Total:					295.00
<b>Vendor: 000000541-142 - Kimberly Conte</b>					
Kimberly Conte	11/08/2017	7135	25-00-000-2580	Actv 211420-05 Class Refund	40.00
Vendor 000000541-142 - Kimberly Conte Total:					40.00
Vendor Set Refunds Total:					335.00
Grand Total:					608,424.52

## Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	220,696.05
25 - RECREATION FUND	104,049.66
45 - LIABILITY INSURANCE FUND	13,966.97
65 - CAPITAL PROJECTS FUND	55,228.38
69 - MASTER PLAN CAPITAL PROJECTS	214,483.46
<b>Grand Total:</b>	<b>608,424.52</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1001	PETTY CASH	800.00
10-00-000-2095	OUTSTANDING CHECK P	3,162.43
10-00-000-2100	FEDERAL WITHHOLDING	22,035.52
10-00-000-2110	IL STATE WITHHOLDING	9,283.41
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	24,921.50
10-00-000-2130	MEDICARE WITHHOLDING	6,120.32
10-00-000-2140	ICMA DEF COMP WITHO	2,169.22
10-00-000-2150	IMRF WITHHOLDING	35,034.14
10-00-000-2155	IMRF VAC WITHHOLDING	2,020.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHHOLDING	376.00
10-00-000-2175	FSA PLAN WITHHOLDIN	5,657.80
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	2,447.50
10-11-000-5311	LEGAL NOTICES	19.49
10-11-000-5340	CONFERENCES AND TRA	2,771.70
10-11-000-5341	MILEAGE REIMBURSEM	84.42
10-11-000-5342	OFFICIALS/MEETING EXP	517.43
10-11-000-5355	MAINTENANCE SERVICE	7,862.50
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5401	OFFICE SUPPLIES	4.49
10-11-000-5404	COMPUTER PROGRAMS	393.97
10-11-000-5420	SUPPLIES - GENERAL	444.67
10-11-000-5600	HEALTH INSURANCE PRE	33,077.21
10-12-000-5210	TELEPHONE/INTERNET	416.92
10-12-000-5220	FUEL/HEAT	40.87
10-12-000-5230	ELECTRICITY	358.18
10-12-000-5240	WATER	150.16
10-12-000-5340	CONFERENCES AND TRA	1,338.24
10-12-000-5344	LICENSES	70.00
10-12-000-5348	SHARED SVCS-CONT MO	2,575.00
10-12-000-5349	CONTRACTL-HORT/LAN	15,410.00
10-12-000-5351	REPAIRS - EQUIPMENT	2,599.96
10-12-000-5353	DISPOSAL/PORTOLET SE	2,505.00
10-12-000-5401	OFFICE SUPPLIES	201.98
10-12-000-5420	SUPPLIES - GENERAL	46.99
10-12-000-5421	SUPPLIES - UNIFORMS	224.95
10-12-000-5430	SUPPLIES - FIRST AID	171.56
10-12-000-5450	SUPPLIES - EQUIPMENT	184.03
10-12-000-5480	GASOLINE/LUBRICANTS	1,410.22
10-12-000-5481	SUPPLIES-CONSTRUCTIO	326.55
10-12-000-5482	SUPPLIES-HARDWARE	9.00
10-12-000-5484	SUPPLIES-ELECTRICAL/B	317.17
10-12-000-5486	SUPPLIES-PLUMBING	36.78
10-12-000-5492	SUPPLIES-TREES/SHRUB	16.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	128.52

## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5496	SUPPLIES-ATHLETIC MAI	29.94
10-12-000-5582	EQUIPMENT - MAINTEN	808.48
10-12-000-5585	PAVEMENT & SITE DEVE	8,430.00
10-12-000-5590	TREE TRIM/WORK-Outsi	13,570.00
10-12-000-5730	DUES/MEMBERSHIPS	45.00
10-13-000-5210	TELEPHONE/INTERNET	170.02
10-13-000-5230	ELECTRICITY	701.46
10-13-000-5353	DISPOSAL/PORTOLET SE	212.00
10-13-000-5417	SUPPLIES-BOARDS/GLAS	205.77
10-13-000-5450	SUPPLIES - EQUIPMENT	246.64
10-13-000-5481	SUPPLIES-CONSTRUCTIO	432.11
10-13-000-5483	SUPPLIES-PAINT	226.28
10-13-000-5484	SUPPLIES-ELECTRICAL/B	159.18
10-13-000-5588	BUILDING IMPROVEME	4,575.23
10-14-000-5210	TELEPHONE/INTERNET	165.90
10-14-000-5220	FUEL/HEAT	36.87
10-14-000-5230	ELECTRICITY	304.75
10-14-000-5420	SUPPLIES - GENERAL	480.00
10-14-000-5486	SUPPLIES-PLUMBING	36.78
10-15-000-5230	ELECTRICITY	85.39
10-15-000-5353	DISPOSAL/PORTOLET SE	204.50
10-15-000-5480	GASOLINE/LUBRICANTS	92.92
10-15-000-5486	SUPPLIES-PLUMBING	36.78
25-00-000-2580	BALANCE ON ACCOUNT-	335.00
25-00-000-5210	TELEPHONE/INTERNET	8,302.65
25-00-000-5230	ELECTRICITY	9,441.16
25-00-000-5240	WATER	793.91
25-00-000-5301	POSTAGE	27.05
25-00-000-5305	PARTY RENTAL ENTERM	1,775.00
25-00-000-5321	CONSULTING-ONLINE/O	1,927.31
25-00-000-5340	CONFERENCES AND TRA	1,386.88
25-00-000-5342	OFFICIALS/MEETING EXP	133.31
25-00-000-5350	MAINTENANCE SERVICE	275.00
25-00-000-5351	REPAIRS - EQUIPMENT	487.82
25-00-000-5352	REPAIRS - BUILDINGS	1,808.00
25-00-000-5353	DISPOSAL/PORTOLET SE	644.00
25-00-000-5355	MAINTENANCE SERVICE	2,911.66
25-00-000-5360	PRINTING/MARKETING/	2,873.94
25-00-000-5362	PHOTOGRAPHY	833.00
25-00-000-5401	OFFICE SUPPLIES	1,853.33
25-00-000-5412	CUSTODIAL/CLEANING S	1,009.54
25-00-000-5420	SUPPLIES - GENERAL	799.01
25-00-000-5421	SUPPLIES - UNIFORMS	45.50
25-00-000-5422	SUPPLIES-UNIFORMS, B	81.75
25-00-000-5481	SUPPLIES-CONSTRUCTIO	126.37
25-00-000-5482	SUPPLIES-HARDWARE	145.40
25-00-000-5483	SUPPLIES-PAINT	493.81
25-00-000-5484	SUPPLIES-ELECTRICAL/B	2,618.59
25-00-000-5486	SUPPLIES-PLUMBING	103.88
25-00-000-5582	EQUIPMENT - MAINTEN	398.00
25-00-000-5584	EQUIPMENT - RECREATI	1,929.91
25-00-000-5588	BUILDING IMPROVEME	3,228.10
25-00-000-5990	CONTINGENCY	4,086.00
25-25-312-5300	CONTRACTL-ADULT WO	1,557.00
25-25-312-5400	SUPPLIES-ADULT WORK	23.26
25-25-315-5400	SUPPLIES-ADULT CERAM	270.27
25-25-401-5400	SUPPLIES-ELC 3YR	622.40
25-25-402-5300	CONTRACTL-ELC 4YR	390.00



## Account Summary

Account Number	Account Name	Payment Amount
25-25-402-5400	SUPPLIES-ELC 4YR	366.90
25-25-403-5400	SUPPLIES-ELC 2YR	435.55
25-25-414-5400	SUPPLIES-EXPL N DISCVR	61.72
25-25-432-5400	SUPPLIES-PRESCHOOL D	80.57
25-25-472-5300	CONTRACTL-GJK TRANSI	8,938.85
25-25-475-5300	CONTRACTL-GJK ENRICH	932.20
25-25-601-5400	SUPPLIES-AFTERSCHOOL	168.75
25-25-602-5400	SUPPLIES-BEFORESCHO	5.99
25-25-605-5300	CONTRACTL-FIRST AID/B	90.00
25-25-614-5300	CONTRACTL-YOUTH MIX	3,872.00
25-25-615-5400	SUPPLIES-YOUTH CERA	530.31
25-25-638-5300	CONTRACTL-PRESTO MA	120.00
25-25-725-5300	CONTRACTL-KARATE CL	969.95
25-25-740-5400	SUPPLIES-TRAVELING BA	1,302.20
25-25-761-5400	SUPPLIES-DISC GOLF	653.63
25-25-765-5300	CDNTRACTL-FENCING	2,793.00
25-25-785-5300	CONTRACTL-GPD FITNES	44.93
25-25-787-5300	CONTRACTL-GENERAL FI	1,465.09
25-25-801-5300	CONTRACTL-SUN FUN C	2,790.00
25-25-809-5300	CONTRACTL-COUNSELO	157.50
25-25-901-5300	CONTRACTL-WINTER CA	217.00
25-25-903-5300	CONTRACTL-DAD/DAUG	317.00
25-25-904-5400	SUPPLIES-MOTHER/SON	224.62
25-25-913-4200	REV-HALLOWEEN PARTY	200.00
25-25-913-5300	CONTRACTL-HALLOWEE	1,139.50
25-25-913-5400	SUPPLIES-HALLOWEEN P	1,736.85
25-25-932-5300	CONTRACTL-SCHOOL DA	1,751.52
25-25-941-5400	SUPPLIES-YOUTH OBSTA	2,596.81
25-25-943-5300	CONTRACTL-ITTY BITTY	222.00
25-25-953-5300	CONTRACTL FALL SPEC E	1,904.00
25-25-954-5400	SUPPLIES-WINTER SPEC	179.99
25-26-000-5340	CONFERENCES AND TRA	591.13
25-26-000-5341	MILEAGE REIMBURSEM	47.73
25-26-000-5386	SERVICES-DAYCARE PRO	650.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	191.62
25-26-000-5402	BOOKS/PUBLICATNS/SU	24.23
25-26-000-5403	DAYCARE PROGRAM SU	2,324.04
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	1,989.04
25-26-000-5412	SUPPLIES-CLEANING/CU	174.00
25-26-000-5420	SUPPLIES - GENERAL	424.30
25-26-000-5425	SUPPLIES-STAFF RECOG	100.57
25-26-000-5430	SUPPLIES - FIRST AID	813.21
25-26-000-5460	SUPPLIES-FOOD EQUIP	254.61
25-26-000-5600	HEALTH INSURANCE PRE	5,638.94
25-27-000-5360	MARKETING/ADVERTISI	560.00
45-00-000-5321	CONSULTING-SAFETY/L	13,630.00
45-00-000-5335	WELLNESS/PRE-PLACEM	37.00
45-00-000-5765	SAFETY INCENTIVE AWA	299.97
65-00-017-5551	RE-CONFIG FRONT DESK	15,865.93
65-00-017-5555	F-250 PICKUP W/ LIFTGA	530.00
65-00-017-5558	USED FORKLIFT	16,500.00
65-00-017-5560	COMMUNITY INITIATIVE	1,078.53
65-00-017-5566	FRISBEE GOLF UPGRADE	365.49
65-00-017-5568	REPLACE WATTS EXT CL	2,825.00
65-00-017-5569	COOLING SYS/RINK FLO	7,383.28
65-00-017-5572	AUTOMATED BLDG SYS	5,413.50

**Account Summary**

Account Number	Account Name	Payment Amount
65-00-017-5584	BEACH POS/INTERNET-H	5,266.65
69-00-000-5515	WATTS BB COURT PROJE	59.98
69-00-000-5525	WEST PLAYGROUND-De	967.17
69-00-000-5526	WEST PLAYGROUND-Co	225.40
69-00-000-5530	TAKIFF PARKING-Ph 1-D	9,318.68
69-00-000-5531	TAKIFF PARKING-Ph 1-C	130,995.96
69-00-000-5532	TAKIFF PARKING-Ph1-O	645.00
69-00-000-5535	TAKIFF FITNESS-Design S	1,719.36
69-00-000-5536	TAKIFF FITNESS-Constru	63,183.51
69-00-000-5537	TAKIFF FITNESS-Owner I	405.00
69-00-000-5538	PLAYGRD-WOODLAWN-	3,506.04
69-00-000-5544	PLAYGRD-VERNON/JEFF-	1,168.68
69-00-000-5547	PLAYGRD-OLD ELM-Desi	1,168.68
69-00-000-5990	CONTINGENCY	1,120.00
	<b>Grand Total:</b>	<b>608,424.52</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	608,424.52
<b>Grand Total:</b>	<b>608,424.52</b>

**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 November 21, 2017 and you are hereby authorized to pay them from the appropriate funds.

\_\_\_\_\_  
Treasurer, Park Board of Commissioners

\_\_\_\_\_  
Secretary/Executive Director

**V. Truth in Taxation Hearing: An Ordinance  
Levying the Taxes for the Glencoe Park  
District, Cook County, IL for 2017**

**No Documents**

Glencoe Park District  
November 2017 Board Meeting

# **VI. Approval of Ordinance No. 876: Levying the Taxes for the 2017 Tax Year**

Glencoe Park District  
November 2017 Board Meeting

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 876**

**AN ORDINANCE LEVYING THE TAXES FOR THE GLENCOE PARK DISTRICT,  
COOK COUNTY, ILLINOIS FOR 2017**

**WHEREAS**, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the Committee of the Whole meeting on October 3, 2017; and

**WHEREAS**, the estimate of levy determined that the proposed aggregate levy represents a 4.4% increase over the 2016 extension of the corporate or special purpose taxes that were levied or abated; and

**WHEREAS**, the Board of Park Commissioners held a public hearing on November 21, 2017, regarding a proposed property tax increase at the Takiff Center, 999 Green Bay Road, Glencoe, Illinois 60022, for which the Board caused notice of the public hearing to be published in the *Glencoe News*, an English language newspaper of general circulation published in the taxing district, on November 9, 2017.

**BE IT ORDAINED** by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

**SECTION 1.** The sum of Four Million, Three Hundred Forty Three Thousand, Five Hundred (\$4,343,500), or so much as may be authorized by law, is hereby assessed and levied, for the anticipated objects and purposes specified, against all taxable property within the limits of the Glencoe Park District as the same is assessed and equalized for State and County purposes, for 2017. The said taxes, which are hereby levied, are exclusive of the amounts previously levied for the payment of bonded indebtedness and interest thereon.

**I. GENERAL CORPORATE FUND**

Personnel Services	\$	870,000
Utilities and Other Contractual Services		560,000
Commodities		260,000
Capital Improvements		<u>500,000</u>
<b>Total to be raised by Taxation for Corporate Purposes (70 ILCS 1205/5-1; 5-3 and Public Act 97-974)</b>	<b>\$</b>	<b>2,190,000</b>

**II. RECREATION FUND**

Personnel Services	\$	570,000
Utilities and Other Contractual Services		330,000
Commodities		100,000
Fixed Charges/Dues		20,000
Capital Improvements		<u>25,000</u>
<b>Total to be raised by Taxation for Recreation Fund (70 ILCS 1205/5-2; 5-3a and Public Act 97-974)</b>	<b>\$</b>	<b>1,045,000</b>

<b>III.</b>	<b>SPECIAL RECREATION FUND</b>		
	District's share of expenses of providing recreational programs for the handicapped under joint intergovernmental agreement		<u>\$301,500</u>
	<b>Total to be raised by Taxation for Special Recreation Fund (70 ILCS 1205/5-8)</b>	<b>\$</b>	<b>301,500</b>
<b>IV.</b>	<b>LIABILITY INSURANCE FUND</b>		
	Joint Self-Insurance Premiums	\$	111,000
	Other Risk Management Expenses		<u>45,000</u>
	<b>Total to be raised by Taxation for Insurance Fund (745 ILCS 10/9-107)</b>	<b>\$</b>	<b>156,000</b>
<b>V.</b>	<b>AUDIT FUND</b>		
	Auditing Expenses	\$	<u>15,000</u>
	<b>Total to be raised by Taxation for Audit Services (50 ILCS 310/9)</b>	<b>\$</b>	<b>15,000</b>
<b>VI.</b>	<b>I.M.R.F. FUND</b>		
	Employer IMRF Contributions	\$	<u>350,000</u>
	<b>Total to be raised by Taxation for I.M.R.F. Fund (40 ILCS 5/7-171)</b>	<b>\$</b>	<b>350,000</b>
<b>VII.</b>	<b>SOCIAL SECURITY FUND</b>		
	Cost of participation in the Federal Social Security Insurance and Medicare Program	\$	<u>245,000</u>
	<b>Total to be raised by Taxation for Social Security Fund (40 ILCS 5/21-110)</b>	<b>\$</b>	<b>245,000</b>
<b>VIII.</b>	<b>WORKERS' COMPENSATION INSURANCE FUND</b>		
	Joint Self-Insurance Premiums	\$	<u>41,000</u>
	<b>Total to be raised by Taxation for Workers' Compensation Insurance Fund (745 ILCS 10/9-107)</b>	<b>\$</b>	<b>41,000</b>
	<b>TOTAL AMOUNT TO BE LEVIED-OPERATING FUNDS</b>	<b>\$</b>	<b>4,343,500</b>

SUMMARY

Total Tax Levy for General Corporate Fund .....	\$2,190,000
Total Tax Levy for Recreation Fund .....	1,045,000
Total Tax Levy for Special Recreation Fund .....	301,500
Total Tax Levy for Liability Insurance Fund .....	156,000
Total Tax Levy for Audit Fund .....	15,000
Total Tax Levy for I.M.R.F. Fund .....	350,000
Total Tax Levy for Social Security Fund.....	245,000
Total Tax Levy for Workers' Compensation Insurance Fund .....	<u>41,000</u>

**TOTAL AMOUNT TO BE LEVIED- OPERATING FUNDS      \$4,343,500**

**SECTION 2.** Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning March 1, 2017 and ending February 28, 2018 nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

**SECTION 3.** The unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficit of any item or items in the same general appropriation and levy made by this ordinance. The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

**SECTION 4.** That forthwith upon the passage of this ordinance, the Secretary of this Board is directed to file in the office of the County Clerk of Cook County, Illinois, a copy of this ordinance properly certified by said Secretary as to its enactment accompanied by the certificate of the presiding officer as to compliance with the Truth-in-Taxation Law, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein in accordance with applicable law.

**SECTION 5.** This ordinance shall be in full force and effect from and after its adoption as required by law.

**ADOPTED** this 21st day of November, 2017 pursuant to a roll call vote as follows:

AYES:  
NAYS:  
ABSTENTIONS:  
ABSENT AND NOT VOTING:

\_\_\_\_\_  
Dudley Onderdonk, President  
Board of Park Commissioners

ATTEST:

\_\_\_\_\_  
Lisa Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

**GLENCOE PARK DISTRICT**

**CERTIFICATE OF SECRETARY**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of **AN ORDINANCE LEVYING THE TAXES OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2017**, which was adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 21st day of November, A.D. 2017.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location at which said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 21st day of November, 2017.

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Lisa Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

[SEAL]



**GLENCOE PARK DISTRICT**  
**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, Dudley Onderdonk, hereby certify that I am the presiding officer of the Glencoe Park District, Cook County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2017 levy.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois this 21st day of November, 2017.

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Dudley Onderdonk, President  
Board of Park Commissioners  
Glencoe Park District

[SEAL]

# **VII. Financial Report**

Glencoe Park District  
November 2017 Board Meeting

Glencoe Park District  
 Monthly Funds Report  
 October 2017

**Corporate and Other Funds:**

	<u>Sept 2017</u>	<u>Oct 2017</u>
Harris Bank Corporate Account - 0.20%	517,074.05	451,121.59
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.92%	3,062,359.66	3,306,637.32
The Illinois Fund (Public Treasurers' Investment Pool) - 1.07%	3,721,981.23	3,728,374.51
Harris Payroll Account - 0.20%	19,838.85	7,894.73
PMA Financial Account - 0.90%	616,258.44	132,089.22
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(95,218.14)	(164,506.53)
IPDLAF Certificates of Deposit:		
2 CDs at \$248,000 each maturing October 17, 2017 0.95% net)	496,000.00	0.00
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:		
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	0.00
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
4 CDs totaling \$984,400 maturing October 18, 2017 (1.56% net)	0.00	984,400.00
<b>Grand Total</b>	<b>\$12,534,094.09</b>	<b>\$12,146,410.84</b>



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 10/31/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,877,084.26	(91,861.75)	2,785,222.51	
25-00-000-1000	CASH/INVESTMENTS	4,139,997.67	(47,178.91)	4,092,818.76	
30-00-000-1000	CASH/INVESTMENTS	282,780.36	1,893.00	284,673.36	
35-00-000-1000	CASH/INVESTMENTS	388,564.99	(23,128.84)	365,436.15	
36-00-000-1000	CASH/INVESTMENTS	149,967.78	(13,554.24)	136,413.54	
40-00-000-1000	CASH/INVESTMENTS	1,304,437.46	11,194.14	1,315,631.60	
45-00-000-1000	CASH/INVESTMENTS	197,008.09	(14,674.33)	182,333.76	
50-00-000-1000	CASH/INVESTMENTS	58,318.40	379.04	58,697.44	
55-00-000-1000	CASH/INVESTMENTS	6,149.60	88.00	6,237.60	
65-00-000-1000	CASH/INVESTMENTS	428,406.13	(82,776.60)	345,629.53	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,626,307.92	(128,130.62)	2,498,177.30	
70-00-000-1000	CASH/INVESTMENTS	67,071.43	67.86	67,139.29	
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	
<b>TOTAL CLAIM ON CASH</b>		<u>12,534,094.09</u>	<u>(387,683.25)</u>	<u>12,146,410.84</u>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	438,627.07	(147,190.52)	291,436.55	
99-00-000-1012	Operating PR Account	3,339.41	(266.87)	3,072.54	
99-00-000-1013	IL Funds	3,721,981.23	6,393.28	3,728,374.51	
99-00-000-1014	IPDLAF CD's	2,465,000.00	(496,000.00)	1,969,000.00	
99-00-000-1015	IPDLAF MM	3,062,359.66	244,277.66	3,306,637.32	
99-00-000-1016	PMA CD's	2,226,800.00	489,000.00	2,715,800.00	
99-00-000-1017	PMA MM	616,258.44	(484,168.52)	132,089.92	
<b>TOTAL CASH IN BANK</b>		<u>12,534,365.81</u>	<u>(387,954.97)</u>	<u>12,146,410.84</u>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	12,534,094.09	(387,683.25)	12,146,410.84	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>12,534,094.09</u>	<u>(387,683.25)</u>	<u>12,146,410.84</u>	
Claim on Cash	12,146,410.84	Claim on Cash	12,146,410.84	Cash in Bank	12,146,410.84
Cash in Bank	12,146,410.84	Due To Other Funds	12,146,410.84	Due To Other Funds	12,146,410.84
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District  
 Monthly Financial Analysis  
 October 2017

	<u>As of</u> <u>10/31/2015</u>	<u>As of</u> <u>10/31/2016</u>	<u>As of</u> <u>10/31/2017</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	2,768,718	2,579,591	2,638,784
Wages	(428,412)	(438,258)	(457,610)
Contractual	(1,053,404)	(933,848)	(984,247)
Supplies	(65,006)	(72,281)	(25,441)
Net Surplus	1,221,896	1,135,204	1,171,486
<b><u>Day Care Department</u></b>			
Revenue	502,735	583,878	618,398
Expense	(424,104)	(454,220)	(481,142)
Net Surplus/(Deficit)	78,631	129,658	137,256
<b><u>Beach Department</u></b>			
Revenue	258,971	323,937	318,034
Expense	(198,087)	(223,194)	(220,999)
Net Surplus/(Deficit)	60,884	100,743	97,035
<b><u>Boating Department</u></b>			
Revenue	71,435	105,517	113,338
Expense	(90,675)	(91,540)	(108,905)
Net Surplus/(Deficit)	(19,240)	13,977	4,433
<b>Beach/Boating Dept Total:</b>	41,644	114,720	101,468
<b><u>Watts Department</u></b>			
Revenue	21,410	11,697	5,189
Expenses	(96,843)	(88,312)	(97,109)
Net Surplus/(Deficit)	(75,433)	(76,615)	(91,920)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	19,043	19,940	22,660
Expense	(680,456)	(671,848)	(754,955)
Net Surplus/(Deficit)	(661,413)	(651,908)	(732,295)
<b><u>Parks Department</u></b>			
Revenue	15,231	27,463	2,585
Expense	(689,824)	(688,579)	(737,911)
Net Surplus/(Deficit)	(674,593)	(661,116)	(735,326)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,081,051	1,118,220	1,143,867
Expenses	(1,815,279)	(1,372,929)	(2,296,242) (1)
Net Surplus/(Deficit)	(734,228)	(254,709)	(1,152,375)

(1) Due to \$1,100,000 transfer to Master Plan Fund 69.

# **VIII. Partnership with Friends of the Green Bay Trail, Village, and Park District on Green Bay Trail Landscape Restoration**

Glencoe Park District  
November 2017 Board Meeting



To: Board of Commissioners  
From: Lisa Sheppard

Date: November 15, 2017

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SUBJECT: Partnership with Friends of the Green Bay Trail, Park District, and Village

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The Park District is partnering with the Friends of the Green Bay Trail and Village for Landscape restoration along the Green Bay Trail starting at South Avenue and proceeding to Community Garden/Shelton Park (SOSO). The restoration will take place on both Village and Park District property. Representatives from the Friends of the Green Bay Trail will be on hand to present the plan.

The Friends of the Green Bay Trail have raised a considerable amount of money to completely finance this restoration and have worked with the Village, Park District, Botanical Garden, Landscape Architects, and others to select the proper plantings. The Park District will make a commitment for 5 years to share stewardship costs with the Village that will not exceed \$20,000 for the five years. Village and Park District staff will also help remove buckthorn and other invasive plants and water new plantings for 1 year after installation.

In addition to their presentation to the Park Board, they will also be presenting to the Village Board on December 21 and hold a Community meeting on December 13 at 6:00pm. Neighbors to this area will be notified and be able to provide input.

We have partnered with the Friends of the Green Bay Trail and Village on a similar restoration project on the Green Bay Trail from Harbor Street to Scott Avenue. We have 2 years remaining on that agreement. The remaining funds have been rolled into the 5 year contribution.

This is a great example of community partnership and we are very happy to work with them on this restoration project. We thank them for their fundraising efforts and passion towards invasive plant removal and restoration work.

## Friends of the Green Bay Trail Amounts Donated to Improve Village and Park District Property

61,558	Harbor to Scott 2014-2017
55,000	Estimated remaining cost to complete Harbor to Scott
116,000	Estimated restoration cost SOSO (2018-2019)
1,329	33% swale restoration(shared w/ VoG & GPD)
<u>718</u>	33% swale annual stewardship
\$234,606	Total

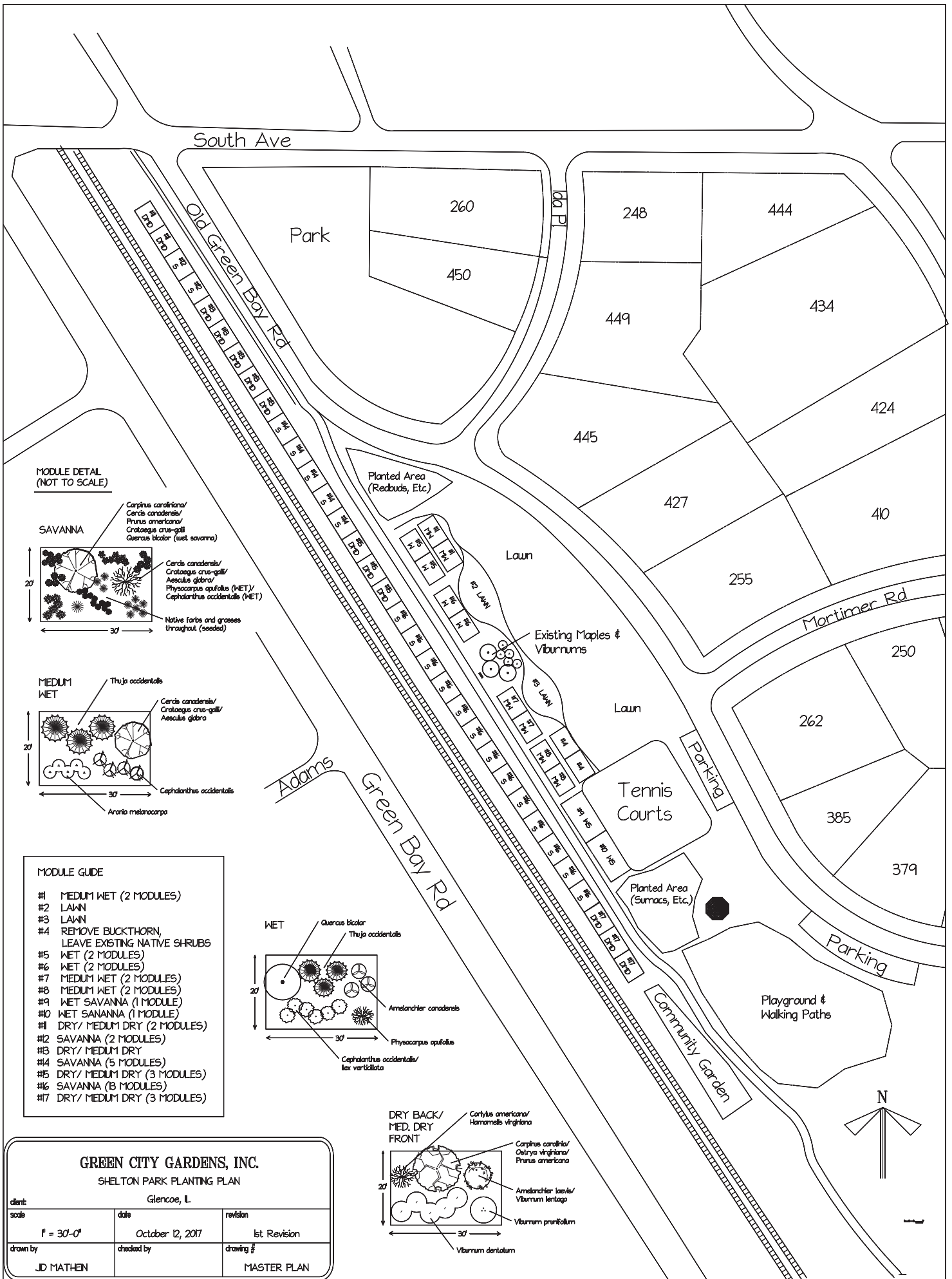


## Requested 5 Year Contribution SOSO and Swale

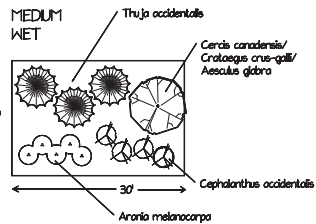
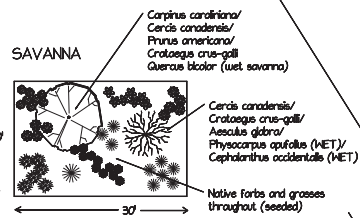
7,700	Annual estimated stewardship cost SOSO
<u>2,145</u>	Annual estimated stewardship cost Swale
\$9,845	Total annual stewardship cost to be shared by VoG & GPD, not to exceed a total of \$20,000.

## One time Expenses

- Water new plantings for 1 year after installation
- Remove cut buckthorn and other invasive plants

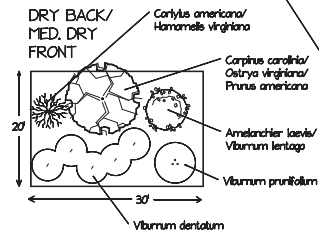
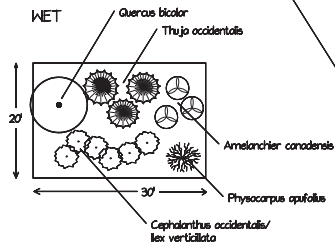


**MODULE DETAIL (NOT TO SCALE)**



**MODULE GUIDE**

- #1 MEDIUM WET (2 MODULES)
- #2 LAWN
- #3 LAWN
- #4 REMOVE BUCKTHORN, LEAVE EXISTING NATIVE SHRUBS
- #5 WET (2 MODULES)
- #6 WET (2 MODULES)
- #7 MEDIUM WET (2 MODULES)
- #8 MEDIUM WET (2 MODULES)
- #9 WET SAVANNA (1 MODULE)
- #10 WET SAVANNA (1 MODULE)
- #11 DRY/ MEDIUM DRY (2 MODULES)
- #12 SAVANNA (2 MODULES)
- #13 DRY/ MEDIUM DRY
- #14 SAVANNA (5 MODULES)
- #15 DRY/ MEDIUM DRY (3 MODULES)
- #16 SAVANNA (8 MODULES)
- #17 DRY/ MEDIUM DRY (3 MODULES)



**GREEN CITY GARDENS, INC.**  
SHELTON PARK PLANTING PLAN

client: Glencoe, IL

scale: 1" = 30'-0"	date: October 12, 2017	revision: 1st Revision
drawn by: JD MATHEN	checked by:	drawing #: MASTER PLAN

GREEN GIANT  
ARBORVITAE

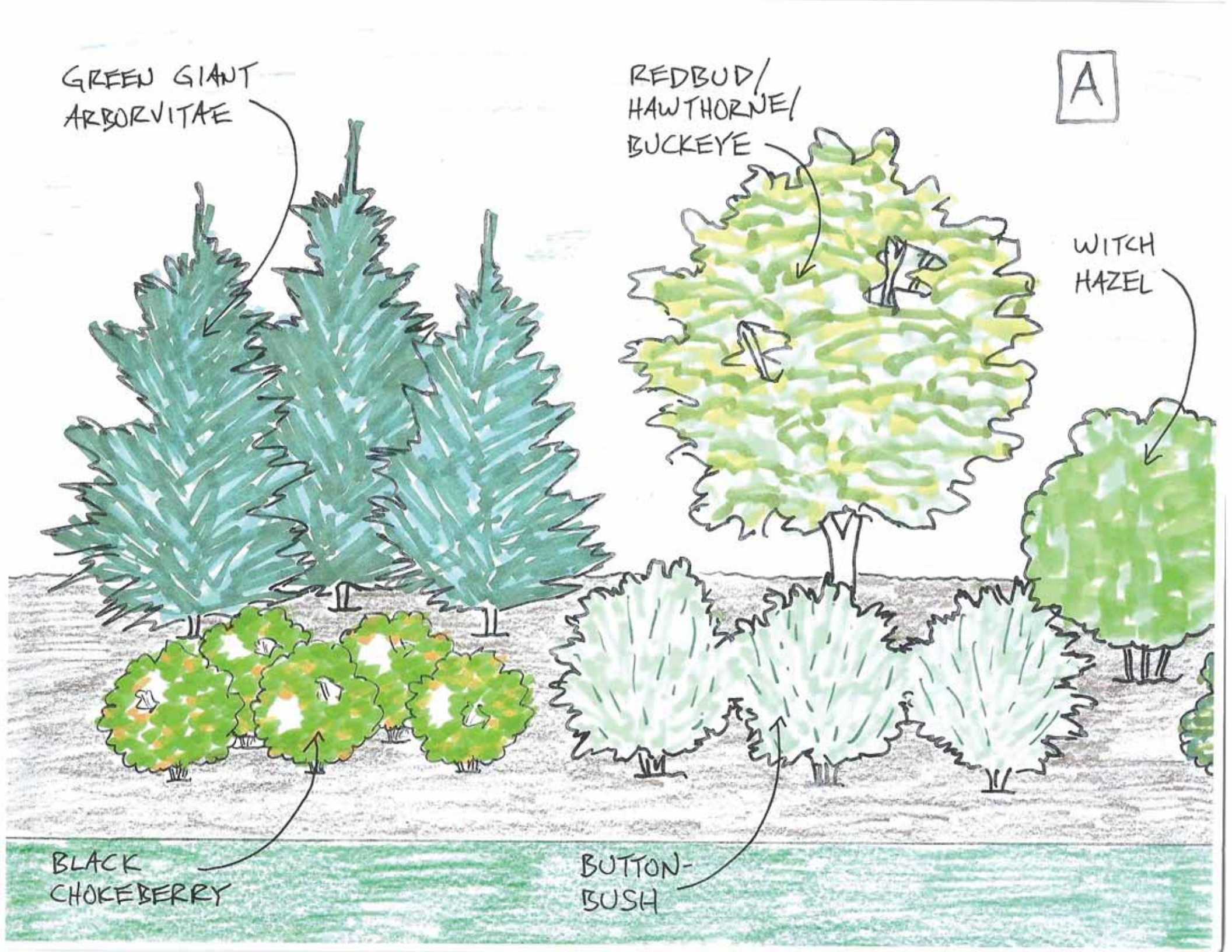
REDBUD/  
HAWTHORNE/  
BUCKEYE

A

WITCH  
HAZEL

BLACK  
CHOKEBERRY

BUTTON-  
BUSH



SWAMP WHITE OAK/  
HACKBERRY

NANNYBERRY/  
VIBURNUM  
HAZELNUT

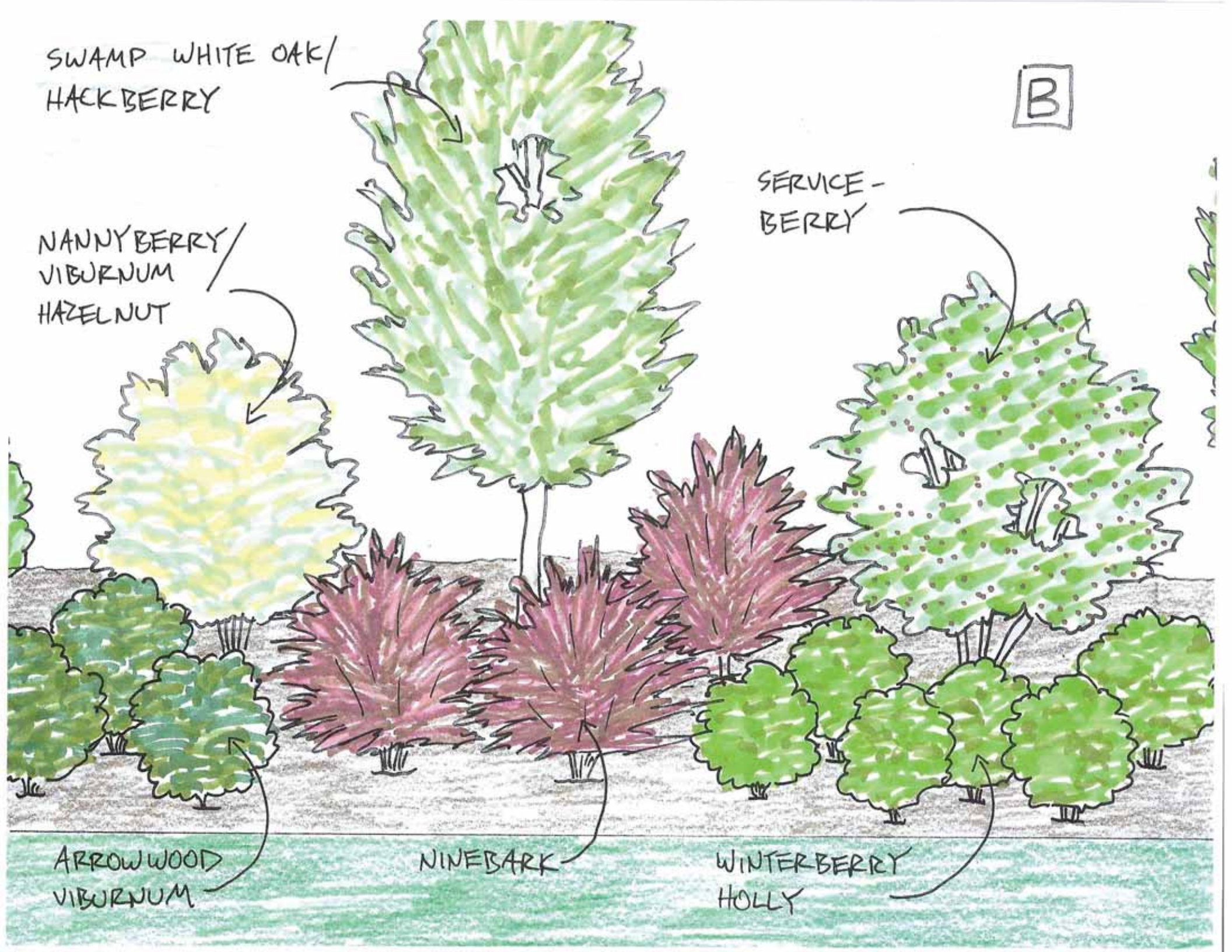
SERVICE-  
BERRY

B

ARROWWOOD  
VIBURNUM

NINEBARK

WINTERBERRY  
HOLLY



SHAGBARK HICKORY/  
AMERICAN LINDEN

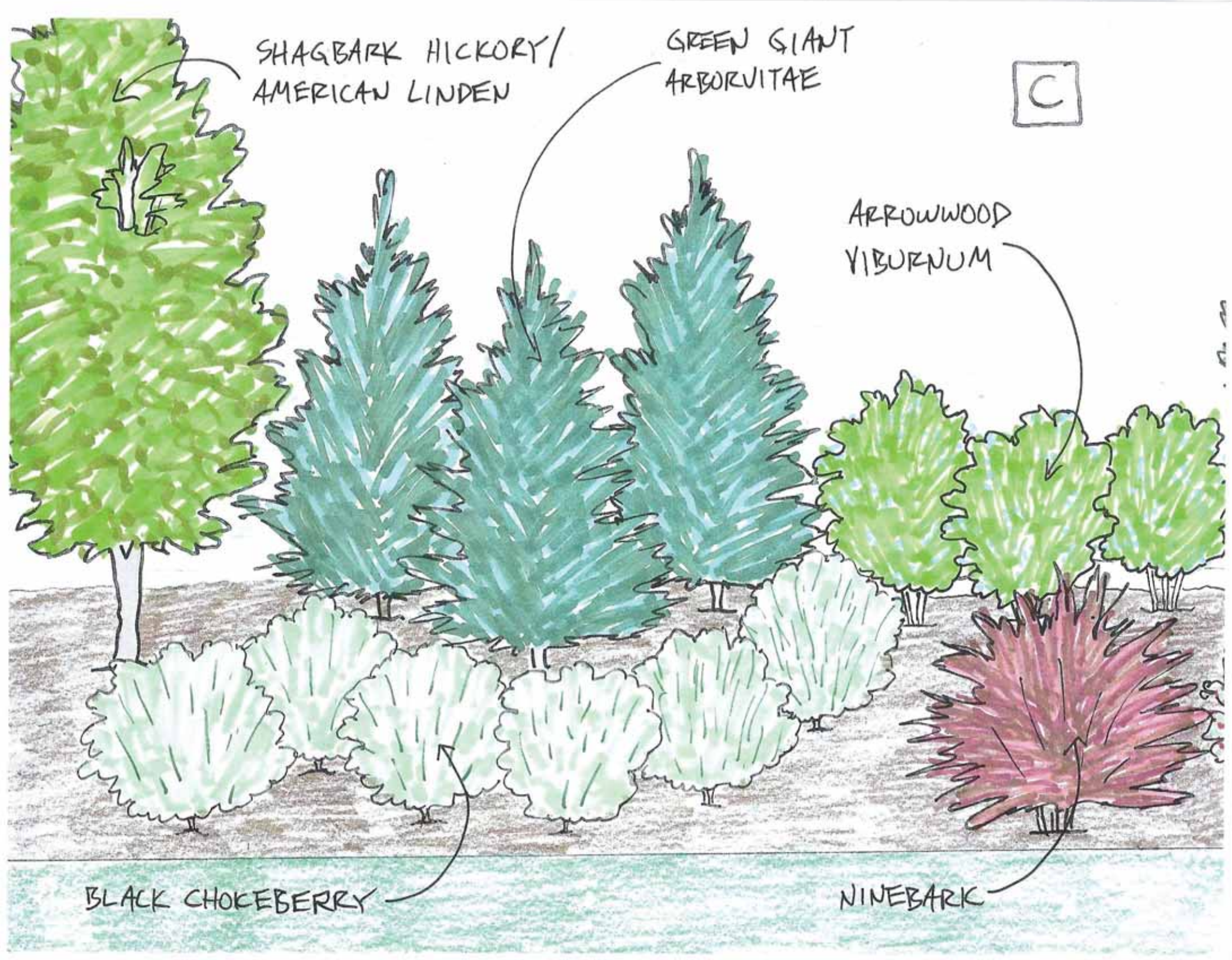
GREEN GIANT  
ARBORVITAE

C

ARROWWOOD  
VIBURNUM

BLACK CHOKEBERRY

NINEBARK



AMERICAN HORNBEAM /  
IRONWOOD /  
BLACK GUM

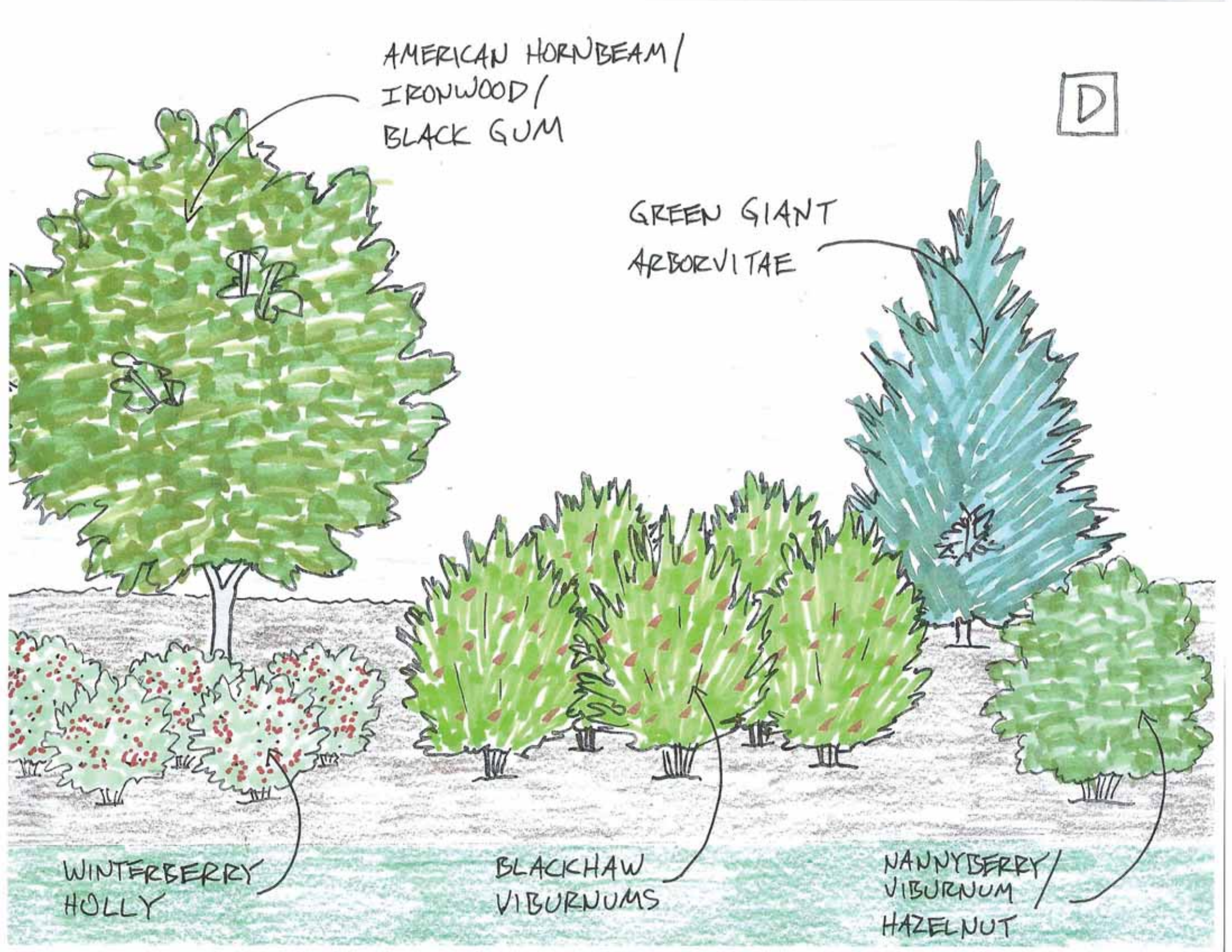
D

GREEN GIANT  
ARBORVITAE

WINTERBERRY  
HOLLY

BLACKHAW  
VIBURNUMS

NANNYBERRY /  
VIBURNUM  
HAZELNUT



# **IX. Discussion on the Breakwater Sculpture**

Glencoe Park District  
November 2017 Board Meeting



To: Board of Park Commissioners  
From: Lisa Sheppard

Date: November 15, 2017

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SUBJECT: Breakwater Sculpture

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After the October Board meeting, an article ran in the paper about the Board's decision to remove the sculpture. I then received a call from the daughter of the donor of the sculpture, giving me his contact information. As you recall, we reached out to the Foundation and had our letters returned last year.

After speaking to the original donor, he indicated that he may be willing to donate funds to repair the sculpture. I then contacted the artist for a quote on a restoration price for Breakwater Sculpture.

The proposal for restoration estimated at \$8,500. The donor is interested in donating \$5,000. The proposal estimated the work to take one week and is based on the inspection of the sculpture. Once the work has commenced he might uncover areas, which may need attention if the repair takes longer than the week then charges will be billed accordingly. If so, a report and images will be provided for the additional work before it is performed. In the artist's eyes, this repair should insure the longevity of "Breakwater" for an additional 40 years.

Based on our discussion with PDRMA, an engineering inspection will not be needed as long as the sculpture is restored to the original integrity to which it was first donated to the park district and stated as such in writing from the artist.

In light of this new information, the **Board should discuss if they would like to stay with its approved course to remove and donate the sculpture or if they would like to accept the donation for partial restoration and pay the additional expense for restoration.** The approved amount for removal that we talked about last week was \$3,720 plus park district time to restore the area (take out concrete footings and return to grass). Therefore, if the restoration only takes one week it will be no more of an expense than removal. The gamble would be that no other deterioration is discovered when the work begins. At that point any additional charges will be billed only for assistants' labor and materials. Ongoing maintenance would be similar to the past, which included graffiti removal.

There were a couple inquiries and calls of disappointment about the removal and, I believe, an informal social media campaign to keep the sculpture.



# Sculpture Sources

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*3405 S. Lowe Avenue, 2B*  
*Chicago, IL 60616*  
773.627-3900  
[wbtinsley@gmail.com](mailto:wbtinsley@gmail.com)

October 5, 2017

Lisa Sheppard, CPRP  
Executive Director  
999 Green Bay Road  
Glencoe, IL 60022

## PROPOSAL FOR RESTORATION OF BREAKWATER

The following proposal is for the restoration of BREAKWATER, a Corten steel sculpture located in the park just East of the Glencoe train station. After a number of inspections, I have determined that the best restoration proposal should involve welding shut all of the connecting joints. This would preclude water collecting between the connector and the steel surface of the sculpture. This would stop corrosion at the joints. There are 30 connectors that need to be welded.

The other issue is the two legs on the south end need to be moved back onto their footings and anchored. This would be done with a steel angle iron, welded to the sculpture and anchored on the footing, using a stainless-steel anchor bolt to prevent corrosion. Also, on the North end, there is a hole about three inches in diameter, that has rusted through which needs to be repaired with new Corten steel.

Cost:

It is estimated that it will take approximately one week at a minimum to do this repair.

My fee: \$640.00 per day for 5 days	\$3,200.00
Assistants: Two men \$960.00 per day for 5 days	4,800.00
Materials: Welding rod, abrasives, Corten steel plate, SS anchors, angle iron	460.00
Welding machine rental for one week	200.00
Total: Revised amount :	\$8,500.00

A deposit of \$4,000.00 is requested before the work begins

The estimation of one week is based on the inspection of the sculpture; once the work has commenced we might uncover areas which may need attention, if the repair takes longer than the week then charges will be billed accordingly but a report and images will be provided of the additional work before it is performed. Any additional charges will be billed only for assistants labor and materials.

Sculpture Sources Company is fully insured. A certificate of insurance is available and also, Workers' Compensation.

This repair should insure the longevity of BREAKWATER for an additional 40 years or longer.

Submitted by Barry Tinsley, President

# **X. Staff Reports**

Glencoe Park District  
November 2017 Board Meeting

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

**2017 Levy Ordinance**

Based on the Board's approval of the aggregate levy amount, the Truth-in-Taxation resolution was approved at last month's board meeting. Based on the 4.4% increase in the operating levy amount, the Levy Ordinance was prepared and reviewed by legal counsel. A copy of the ordinance is included in your packet and is scheduled to be approved by the Board at this November 21 regular meeting after the levy hearing is held. It will then be filed with the County Clerk's Office by the deadline of Tuesday, December 26.

**FY 2018/2019 Budget and Capital Project Proposals**

Staff has been busy preparing, completing, and inputting budget worksheets for the upcoming new budget year. Capital project proposals have also been submitted for consideration, and are in the process of being finalized/prioritized by the executive management team.

**Health Insurance Renewal**

Staff attended the PDRMA Health Program Benefit Coordinator seminar in early October, and staff's recommendation was approved by the Board at the last board meeting. The full-time staff meeting to discuss the 2018 health insurance plan renewal, including plan benefit changes and employee contribution amounts, was conducted with employees on November 1. The open enrollment period for PDRMA Health Program is October 30 – November 21, and staff is assisting employees in completing all required paperwork by the end of this month, as well as answering their questions.

**Front Office Operations**

Effective November 1, residents were allowed to purchase their Watts Ice pass/tokens. New this year, they can renew online if they had a pass last year. Office staff has been gearing up for the Winter/Camp program registration that will kick off with the mailing of the District's Winter/Camp Brochure around November 20. The real-time online winter registration will be on December 6 at 7:00am. Walk up registration will begin at 8:00am.

**Meetings/Events Attended**

October 18 – Charmed leadership seminar  
October 26 – Boo Bash special event  
October 31 – Trunk or Treat special event  
November 2 – PATH Wellness Screening webinar  
November 7 – PDRMA Council Meeting webinar  
November 9 – IAPD Legal Symposium

**Timeclock Plus (TCP) Implementation**

Staff started the kickoff of the project implementation on October 6. Given the setup of the import and export file definitions in the Incode financial software system, it has been a labored process thus far. On a positive note, all physical timeclocks (excluding the beach) have been successfully installed by Anthony Marx and Bill Eldridge, including the proxy reader for the

Early Childhood wing. Additionally, all current active/inactive employees are now in the TCP system, along with all assigned job codes.

**Fitness Area**

Staff has been assisting with opening by confirming setup of all new fitness pass types and daily pass fees in the RecTrac system.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Bobby Collins**

The Recreation Team submitted the first draft of its FY2018/19 budgets to the Finance Department on Wednesday, November 1. Staff also finished the final proof of the winter brochure. New winter programs include an expanded new adult fine arts offering, including mosaics and botanical drawing.

Paul Goedjen resigned as the Takiff Center manager and his last day with the district was November 10. We wish him all the best in his new position with the Blackhawks! We are excited to welcome Adam Wohl as the new Takiff and Watts facility manager. Adam is coming from Deerfield Park District, where he was their aquatic, youth and cultural arts supervisor. His first day will be November 27. Adam brings valuable facility and programming experience and will be a great addition to the team.

Staff is preparing and looking forward to a number of big upcoming events, including Merry & Bright. Preparation for the opening of Watts is ongoing with facility improvements, operations planning, staff training, and equipment purchasing. Watts will open on November 24 with a Black Ice Friday event. Staff is also busy preparing the fitness center to open in December.

**Arts and Youth: Stephani Briskman**

New youth programming this winter session includes robotics and computing classes. Robotics class participants use Legos to create programmable robots. Computing students will bring digital ideas, games, and apps to life. Both of these classes will be offered at the Takiff Center.

School Day Off programs continue to be popular, with three days offered in November. On November 9, participants traveled to Pump It Up in Glenview. By adding additional staff, 10 waitlisted children were accommodated, totaling 50 children. On November 10, 40 children traveled to Nickel City in Northbrook. On November 22, children will go to Pinstripes in Northbrook for turkey themed bowling. There are currently 28 children enrolled in this program.

**Early Childhood: Naomi Garvett and Jessica Stockl**

Children's Circle enrollment is currently at 64 children. The Jellyfish classroom has 15 children enrolled with 7 on the waitlist. The Frogs classroom has 14 children enrolled with 5 on the waitlist. The Starfish classroom has 14 enrolled. The Belugas classroom has 21 children enrolled with one on the waitlist.

The Early Learning Center school year is off to a great start!

<b>Enrollment</b>	<b>2017-2018</b>	<b>2016-2017</b>
<b>2's classes</b>	26	21
<b>3's classes</b>	20	28
<b>4's classes</b>	42	26
<b>Total</b>	88	75

On September 28 & 29, three and four-year-old students in both Children’s Circle and the Early Learning Center participated in vision and hearing screenings. In addition, both programs had picture day on November 1 & 2.

Children’s Circle and Early Learning Center staff participated in an in-service training on October 9. Topics included safety, allergy training by Sarah Valaika from Stay-Away Itch Foods and a Journey through Art workshop by Laura Reischel from the Chicago Children’s Museum.

Preschool families enjoyed a fabulous Halloween celebration. Multiple families decorated a table to create a safe trick-or-treating environment in the Takiff Center gym for ELC and Children’s Circle students.

**Takiff Center/Fitness**

Construction continues on both the fitness center and parking lot improvements. Disruptions to normal operations due to construction have been minimal. The delivery of the fitness equipment has been scheduled for the middle of December. The new way finding signs have been installed throughout Takiff Center. The signs will help improve patron’s ability to navigate the facility.

<b>As of Nov 1</b>	<b>2017</b>	<b>2016</b>
<b>Birthday Parties</b>	\$12,844	\$18,956
<b>Facility Rentals</b>	\$51,666	\$47,795
<b>Total</b>	<b>\$64,510</b>	<b>\$66,751</b>

Facility rentals continue to be in line with last year, but birthday parties continued to trend lower in October, in part due to the loss of the Aiken room and competitive pricing from other community centers.

**Athletics/Sports/Teen Camp: Chris Pietrini**

Staff held parent meetings for travel basketball and attended league wide scheduling meetings in the month of October. Staff has received positive feedback that we are back again competing in a league based in the north shore. Some of the communities that were further away, such as Schaumburg and Grant have left the league, so our longest trip for an away game is Mount Prospect.

As programs transitioned from an outdoor class to an indoor class, numbers have continued to be strong across the board. Fencing has continued to be strong for both sessions and offers a unique option for children looking to try non-traditional sports. Our instructor competed in the 1988 Olympics, and provides the best instruction in the area. Staff attempted to create an additional Little Dribblers class to accommodate the waitlist but was not able to get enough participants.

<b>Fall Programs</b>	<b>2017</b>	<b>2016</b>
<b>SNAG Golf 4-5 year olds*</b>	9	11
<b>SNAG Golf 6-8 year olds*</b>	3	5
<b>Fencing *</b>	31	16
<b>Little Dribblers</b>	24	23
<b>Hot Shots Basketball</b>	12	14

\* 2 sessions in fall

### **Special Events & Active Adults: Liz Visteen**

Mother-Son Date Night took place on Sunday, October 15. Enrollment was down compared to when it was offered in spring 2016, partly due to the price increase. However, we added more activities including DeeJay led activities, reptile show, and a special appearance from the Teenage Mutant Ninja Turtles. This fee increase covered the cost of the additional expenses. Overall, everyone had a great time and the kids especially loved the interactive reptile show.

This year's annual Halloween Boo Bash took place on Thursday, October 26. Attendance was up considerably compared to 2016. This year the team added an inflatable obstacle course, pumpkin painting, candy land trick or treat themed room, and moved carnival games into one of the community rooms to make space for inflatables in the gym. Everyone enjoyed the event.

<b>Special Event Attendance</b>	<b>2017</b>	<b>2016</b>
<b>Oct 15 Mother-Son Date Night</b>	76	112
<b>Oct 21 Feed My Starving Children</b>	10	n/a
<b>Oct 26 Boo Bash</b>	440	313
<b>Nov 4 Nerf Battle</b>	23	n/a

### **Upcoming Fall events:**

Nov 18 – Snoopy Thanksgiving

Nov 22 – Merry & Bright Holiday Celebration

Nov 24 – Black Ice Friday

Dec 8 – Teen Ice Night

Dec 9 – Gingerbread House Decorating

Dec 21 – Winter Solstice

Dec 30 – Glencoe Fitness Opening

Dec 31 – Itty Bitty New Year

Fall classes are doing very well this session. A second fall session of 'The Plays The Thing' was added due to popular demand and a couple other classes ran with higher enrollment the second session including Watercolor, Improvisation, and Ceramics.

<b>Fall Program Enrollment</b>	<b>2017</b>	<b>2016</b>
<b>Adult Ceramics</b>	60	31
<b>Youth Ceramics</b>	54	63
<b>Teen Programs</b>	9	6
<b>Other Adult Programs</b>	38	0
<b>Total</b>	<b>161</b>	<b>100</b>



**Beach and Watts: Bobby Collins**

The Boathouse closed for the season on October 15. The Village started the project to move the water main in the last week of October. All boats have been moved from the north beach and the racks have been removed. Winter storage applications were due on October 16 and staff is following up with unpaid boat owners. Winter storage revenue is expected to be marginally ahead of budget (\$11,299). Any delinquent or abandoned boats will be handled according to the Glencoe Park District policy regarding delinquent and abandoned boats.

Watts opens Friday, November 24 with a special event - Black Ice Friday. Public skate and open hockey will be available from 10:00am-6:00pm on opening day. New this year, skaters can now purchase their season passes on-line, in addition to in-person.

Upcoming Watts's events:

- Nov 24 – Black Ice Friday
- Dec 8 & Feb 2 -Teen Ice Nights
- Jan 15 - Watts Below Zero
- Jan 19 - Blackhawks Night

Staff expects permanent and one off rentals to be in line with last year, with permanent renters booked for the same time slots as 2016/17. Due to the challenge permanent renter's face collecting fees from their individual skaters six weeks before the rink opens, we moved the first payment deadline to mid-November. This is two weeks later than last year. This has impacted the revenue shown in October but this revenue will be collected and reflected in November's financials.

<b>Projected 2017/18</b>	<b>Total</b>	<b>1st Payment – Mid Nov</b>	<b>2nd Payment - Mid Feb</b>
Permanent Renter Revenue	<b>\$36,407*</b>	\$18,204	\$18,204
Winnetka Hockey**	<b>\$36,300*</b>	\$18,150	\$18,150

\*Subject to weather/cancellations

\*\* First payment due Jan 2, 2018

Watts's manager training began Sunday, November 12. Training will continue until the facility opens November 24. Zamboni operation is a major focus of this year's staff training. All staff will be trained in operational procedures and customer service.

Submitted by:  
Bobby Collins, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with Altamanu relating to the Takiff parking project and future playground replacements. In addition, I have completed initial operating and capital budget submissions.

I have continued coordinating with Wight and Happ Builders on the fitness area project. Construction updates will appear in the Executive Director's report.

**Grounds/Horticulture**

The horticulture crew has been busy performing fall pruning and flower removal throughout the district. Fall flowers were planted at Watts and Takiff.

**Parks Maintenance & Construction**

With the impending cool weather staff has winterized all outdoor water systems district-wide including the boathouse, bathhouse, Beach spray park, Reinsdorf irrigation, Berlin irrigation, Watts soccer irrigation, Watts baseball irrigation, Community Garden and multiple drinking fountains/quick couplers.

Staff is working on repairs to the Reinsdorf field dugouts and backstops. Staff removed all the old fencing material on the dugout, and repaired and painted the frame. Finally, they will install new chain link fence fabric. By doing the project in-house significant resources were saved while improving an existing asset.

Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, leaf mulching, park grooming, and playground inspections.

**Facilities**

Facilities staff has been focusing on seasonal preparations for the opening of the Watts Ice Center. At Watts, staff has been working on exterior building painting, glass repair, signage updates, door locking mechanism repairs, and hockey net repairs.

With the assistance of RMC, the district's ice rink HVAC contractor, staff completed the necessary repairs to the cooling floor on the large ice sheet at Watts. Equipment is up and running well.

**Athletic**

Parks staff has begun fall athletic field maintenance district-wide. Core aeration has taken place on all athletic fields. This month staff will complete fall soil treatments and fertilization. When completed, staff will have spread over 2000 lbs. of athletic grass seed, 4000 lbs. of soil treatments and fertilizers and 1000 lbs. of general sunshade grass seed. The temporary sports field lights were removed from West Park on Monday, November 6.

Windscreens have been secured for the season on district tennis courts. Leaves have been removed from courts on a bi-weekly basis.

**Personnel**

Staff will be attending training to renew their herbicide operator's licenses.

**Shared Services**

Village staff performed repairs on several vehicles and tractors this month.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

# Glencoe Park District Marketing/Communications Report November 2017

## Social Media/Email

We ended the month of October with 55,540 Facebook impressions (in 2016, we ended the month with 46,642 impressions). We now have 1,375 followers on Facebook, 772 followers on Twitter and 811 followers on Instagram. Glencoe Beach has 1,654 and Watts has 171 followers on Facebook. We sent out several targeted email blasts, primarily focused on fall activities and special events.

<b>Time Sent</b>	<b>Campaign Name</b>	<b>Total Sent</b>	<b>Open Rate</b>	<b>Mobile Open Rate</b>	<b>Desktop Open Rate</b>	<b>Click Through Rate</b>
30-Oct	Astor Park Trick or Treat	4963	28.30%	57.30%	42.70%	2.90%
25-Oct	Parking at Boo Bash	130	75.20%	60.70%	39.30%	8.20%
23-Oct	2017 Boo Bash Reminder	4947	24.30%	52.50%	47.50%	5.90%
21-Oct	Basketball	475	38.60%	68.20%	31.80%	12.60%
12-Oct	Boo Bash 2017	4954	26.00%	57.00%	43.00%	2.30%
10-Oct	Mother-Son Date Night	777	35.60%	63.50%	36.50%	8.10%

## Fitness Center Promotion

Marketing for Glencoe Fitness is now underway. We added new wayfinding signs in the Takiff Center to Glencoe Fitness, as well as window advertisements and posters to advertise the opening. I created a membership booklet to give to potential members, along with brochure and webpages.

## Special Events

I worked closely with the Recreation Department to market Mother-Son Date Night and Boo Bash by creating flyers, website graphics, posters, banners, and event signage. I also generated email blasts and social media posts, as well as pitched the events to local reporters.

## Winter Brochure

I am now working on the Winter Brochure, which will be mailed to residents in mid-November. It includes information on Summer Camp programs, winter programs, special events, and Glencoe Fitness information.

## Wayfinding Signs

I worked with the Facilities Team to add a number of way-finding signs to the Takiff Center. The project started with the West Entrance awning, and went on to include door wraps to the Enrichment Wing and Early Childhood wing to make the doors more recognizable. We also added metal flags in several hallways to make finding rooms in the Community Wing and stairways easier to navigate. We also added colored arrows and a number of signs to clarify places in the building. The project is still in progress, but should be done by the end of the year.

Submitted by:

Erin Maassen, Manager of Marketing/Communications



When you are trick-or-treating on Halloween evening, be sure to stop by the new Astor Park for treats from the Glencoe Park District!

In honor of the neighborhood's newest playground, we'll be giving out candy from 4-6 PM (or while supplies last!) on Tuesday, October 31.

Astor Park is located at the corner of Astor Place and Sunset Lane in Glencoe. For more information on the playground project, please visit our [website](#).





## REGISTER FOR BASKETBALL!

Join your friends in our exciting basketball leagues! Our house basketball leagues let you play several positions, develop court skills, and learn good sportsmanship. The early bird deadline is October 22, so sign up now and save!

**REGISTER NOW!**

[Girls, Grades 1-6](#) [Boys, Grades 1-6](#)

**Coaches wanted!** We're still looking for parent volunteers to coach our house league teams. If you are interested, please contact [Chris Pietrini](#), Athletic Program Manager, or select that you are interested while registering online.

**Glencoe Park District**  
847.835.3030  
[www.glencoe park district.com](http://www.glencoe park district.com)

*Enriching lives & creating memorable experiences!*



STAY CONNECTED





**5:30-7 PM | Thursday, October 26 | Takiff Center**

Calling all ghosts and goblins! Enjoy a Boo-tiful evening filled with crafts, carnival games, treats, inflatable fun, entertainment and more. Bring a trick-or-treat bag and wear a costume!

Advanced registration is encouraged. Recommended for children ages 2-8. All children must be accompanied by a paying adult; children 24 months and younger are free. Online registration is available; to save time at the door, please pick up your wristbands in advance at the Takiff Center. No refunds; all sales are final.

**REGISTER NOW**

**\$8 PER PERSON BY OCTOBER 25**  
**\$10 PER PERSON ON OCTOBER 26**  
[ACTIVITY: 220822](#)



Connect with us





# BOO BASH



## BOO BASH PARKING INFORMATION

**Greetings, ghosts & goblins!** We're thrilled you will be joining us at Glencoe Park District's annual Boo Bash! Due to the parking lot construction at the Takiff Center, parking may be limited during the event. We encourage you to walk or bike to the Takiff Center.

We will also have a **free shuttle service** from the Glencoe Metra parking lot running continuously throughout the evening, from 5:15-7:15 PM.

**Invite your friends!** Limited tickets are still available for the Boo-tiful evening filled with crafts, carnival games, treats, inflatable fun, entertainment and more.

Don't forget to bring a trick-or-treat bag and wear a costume!

[REGISTER NOW](#)

Boo Bash is recommended for children ages 2-8. All children must be accompanied by a paying adult; children 24 months and younger are free. No refunds; all sales are final.

**\$8 PER PERSON BY OCTOBER 25**  
**\$10 PER PERSON ON OCTOBER 26**  
[ACTIVITY: 220822](#)





# CALLING ALL SUPERHEROES



## MOTHER-SON DATE NIGHT

Activity # 220460-01



AGES

**2-8**  
with special adult

**5-7 PM**  
**SUNDAY,**  
**OCTOBER 15**

Register at [www.glencoeparkdistrict.com](http://www.glencoeparkdistrict.com)  
\$85/94 R/NR per couple (\$30/33 R/NR per additional child)

GLENCOE PARK DISTRICT

Bring your special someone for a night of fun! Enjoy a buffet dinner, dancing, an interactive reptile show and special guest appearances from your favorite Teenage Mutant Ninja Turtles. Recommended for ages 2-8 and their special guest. Super hero attire encouraged!

**REGISTER NOW**

Advanced registration required by October 12.

## **SAFETY & WELLNESS COMMITTEE MEETING**

### Agenda and Minutes

Friday, October 27, 2017 / 11:00 a.m.

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

1. Call to order at 11:04 a.m.

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

2. Review of the Minutes: The Safety & Wellness Committee Minutes from September 21, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there were approximately four minor accident/incident reports, and four worker's comp claims.
4. Open Claims: Carol reported that there was one property claim still open: (1) First Student bus hit a bollard. **Chris** will follow-up on this.
5. Carry Over Items:
  - a) Lorise inquired 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, after it is updated with the most current information. It is at that time we will take an in-depth look at what should be included in the manual. First and foremost, **Lorise** will get a signed copy of the Crisis Management Plan from Lisa (specifically, page 16), and also follow-up with Jenny to get the most current and updated pages of the Safety Manual.
  - b) Paul inquired about possibly getting an AED next to the fitness studios. Based on this request, Chris authorized **Paul** to purchase one with a cabinet.
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 brought up our upcoming Loss Control Review, which may begin as soon as May of 2018. One online training session on the PDRMA website must be completed every six (6) months by every full-time staff member. In addition, Chris will distribute a "training matrix," since PDRMA needs to see an agency's entire training plan. Each manager will need to populate the matrix for their department, i.e., for every part-time and full-time staff member.
  - b) Carol asked where we are with CPR training dates. **Paul and Liz** will schedule a list for training by November 1, 2017.
  - c) Although we perform Day Care back evaluations, **Carol** noted that we will be modifying our task back evaluations for the Day Care teachers, by doing some additional training on properly lifting, and also placing children into and out of cribs. Naomi stated that the sides on the cribs must be dropped before placing children into the crib and taking children out of the crib, as well.
  - d) Chris mentioned that a reminder went out to staff: Due to the parking lot construction, please be mindful of the shoes you are wearing, making sure that they are comfortable and safe to walk in with uneven pavement.

Adjourn: 11:48 a.m.

**The next Safety & Wellness Committee Meeting is scheduled for Thursday, December 7, 2017 at 11:00 a.m.**

# **XI. Executive Director Report**

Glencoe Park District  
November 2017 Board Meeting

## **Glencoe Park District Executive Director's Report November 2017**

### **Watts Center**

Staff is preparing Watts Ice Center for opening day! Bobby is going through operational procedures and programming with a fine toothcomb. They are also working on a staff training schedule. Chris's team has been busy preparing the facility for the season. This included fixing a small leak in the main rink system and painting. Erin is working with Bobby on signage and promotion of the rink.

Ice is already being made and weather permitting we will open for the season the day after Thanksgiving. We will be holding a Black Ice Friday special event at Watts on Friday, November 24 from 6:00-8:00pm. I hope you all take the time to check out the facility improvements and enjoy the unique and special skating facility.

### **Glencoe Fitness**

Glencoe Fitness shower areas are progressing nicely. We have set our opening dates based on the construction on both the parking lots and the fitness area. Fitness equipment will be delivered on December 14. We will be handing out a new fitness pamphlet at the next meeting, but in the meantime it is available in the lobby! We are also developing a postcard that will be delivered to the community in December. Please note the following important Glencoe Fitness dates:

#### Glencoe Fitness preview dates

- Saturday, December 16 11:00am-2:00pm
  - Monday, December 18 9:00am-7:00pm
  - Wednesday, December 27 9:00am-7:00pm
- (During preview dates, fitness staff will be on hand to give tours, answer questions, and guests can test equipment for free.) Group tours can also be scheduled based on demand.

#### Opening Celebration

- Saturday, December 30 from 9:00am-Noon
- (Free t-shirts to the first 100 individuals to sign up for a fitness membership.)

#### Open in Full Operation

- Tuesday, January 2 from 5:30am-9:00pm

### **Improvements at Takiff**

Erin and staff have spent a considerable amount of time developing wayfinding signage throughout the inside of Takiff. Door wraps, west entrance awning, and directional signage have made navigating Takiff Center a whole lot easier for our guests. The maintenance team has installed bottle water fillers on the drinking fountains at Takiff. This includes a running total of how many plastic bottles are kept out of landfills by using a fillable water bottle.

### **Takiff Parking Lot and Walking Trails**

The parking lots are progressing. We had to remove and haul offsite organic material/debris from under the skate park. When they built the skate park, they cut down a large amount of trees and

never removed the tree trunks and then asphalted on top of it. The thought, I am sure, was that it would not be driven on. We had to remove all that debris and haul it away. We will also have change orders when we start the construction drive back to the parks yard. It was discovered that an old crumbled concrete drive is under the asphalt drive. We will have to remove that prior to laying the new drive. These discoveries are not uncommon with an older site and they have put us a little behind schedule, but should be done by Thanksgiving. The pathways are 99% done and should be completed soon. Then they will begin the back lot. Attached is a memo on the change orders associated with this project to date.

### **Charmm'd Foundation**

Bobby, Chris, Erin, Carol and I attended Charmm'd Foundation's Leadership Event. Charmm'd events are aligned with their mission to strengthen tax-exempt leaders in the communities they serve including Lake Bluff, Lake Forest, New Trier, and Zion-Benton Township. The Charmm'd Foundation Vision: Strong Leaders. Collaborative Organizations. Healthy Communities...Today, Tomorrow and Beyond. The Charmm'd Foundation Mission: Strengthen tax-exempt community leaders through the practice of emotional intelligence and ethical reflection. They have a group of volunteers that help them spearhead initiative projects within their target communities. In addition, they have an active advisory board and a multitude of thought partners throughout North America giving us guidance and sharing best practices while working toward achieving the same goals as the foundation. I am happy to serve on the advocacy board of Charmm'd Foundation.

### **New Facility Manager – Takiff and Watts**

We are happy to welcome Adam Wohl to our park district team. Adam will be the facility manager for Takiff and Watts, including the new fitness center. Adam comes to us from the Deerfield Park District where for the last 5 years he managed their Outdoor Aquatic Center, Afterschool Programs, Cultural Arts and coordinated programming with two school districts. He also led many citizen advisory committees. Adam's first day will be November 27.

### **Staff Appreciation Party**

The Customer Service Committee has been busy planning for our annual agency appreciation party. The event is Friday, December 15 at Deerfield Country Club. We hope to see you there!

### **Freedom of Information Report**

There was one FOIA request this month from American Watchdogs requesting staff and commissioner discount policies. This was received on Friday, November 10 and responded to on Thursday, November 16.

### **IPRA Conference**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel in Chicago on January 18-20, 2017. We welcome commissioners to attend this excellent learning opportunity, even if it is for one day. Details of the conference can be found in the September/October issue of Illinois Park and Recreation magazine. Please let me know if you would like to attend.

**Future Meetings or Events**

November 18	10:00-11:30am	Snoopy Thanksgiving
November 22	4:00-6:00pm	Merry and Bright Celebration
November 24		Watts opens for the season
November 24	4:00-6:00pm	Black Ice Friday at Watts
December 5	7:00pm	Special Projects and Facilities Committee Meeting
December 12	6:00pm	Regular Board Meeting and Strategic Planning Meeting
December 15	6:00pm	Glencoe Park District Appreciation Party
December 30	9:00- Noon	Glencoe Fitness Opening Celebration

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

Quick. Clean. Green.

Filter Status

00000055

Bottles Saved



eZH2O





October 31, 2017

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

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**SUBJECT: Status Update Change Orders/Work Authorizations Takiff Parking**

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Below is a break down of change requests necessary for the Takiff Parking project to date:

1. VOID
2. Removal of unearthed footing \$125.00
3. Adjustment of water vault rims/frames and grading/seeding \$725.00
4. Removal of stone debris under parks driveway; not to exceed \$8000 without additional authorization / PO #11316
5. Thickened curb bike rack \$815
6. Field light electric line reconfigure \$1,750
7. Fence repairs ELC \$1,955
8. Add additional drainage structure to mitigate existing gas line location \$2,079
9. Lower irrigation supply line to accommodate new parks driveway depth \$2,570
10. Remove and haul offsite organic material/debris not to exceed \$15,000 / PO # 11318
11. Furnish and install additional CA-1 stone and fabric as need not to exceed \$15,000 / PO #11319

Total Contract Value @ Bid:	\$570,519
Contract x 10% = contingency:	\$ 57,051
Total Contingency costs to date:	\$ 48,019
Total Project costs to date:	\$618,538
<b>Total Conceptual Construction Cost:</b>	<b>\$686,667</b>



## **XII. Action Item A**

# **Approval of the Wellness Policy**

Glencoe Park District  
November 2017 Board Meeting

## **Glencoe Park District Wellness Policy**

*Proposed to the Board of Park Commissioners: November 21, 2017*

The Glencoe Park District is committed to providing an environment that supports and promotes wellness and a healthy lifestyle, decreases the risk of disease and enhances the quality of life as part of the total work environment for our employees. The Park District will establish and maintain a Safety and Wellness Committee composed of staff members from various departments. The committee will develop, promote, and oversee a multifaceted plan that encourages staff and their families to strengthen their health and well-being through educational opportunities, wellness activities, and self-improvement. The plan will be based on input from park district staff and the district's health insurance agency. The Safety and Wellness Committee will focus on these key areas.

- Provide education and training on a variety of wellness topics
- Maintain and build healthy relationships by creating a supportive environment that encourages open communication and collaboration among staff
- Encourage positive lifestyle habits and physical activity by incorporating opportunities for healthy eating, physical activity and mental relaxation
- Employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions

## **XII. Action Item B**

**Approval of the Altamanu, Inc. agreement  
for the schematic design, design  
development, construction documents, and  
construction management support for Phase  
D of the Takiff Center Parking Master Plan**

Glencoe Park District  
November 2017 Board Meeting



To: Board of Park Commissioners  
From: Lisa Sheppard and Chris Leiner

Date: November 12, 2017

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**SUBJECT: Request for Architectural Design Services – Takiff Parking Project Phase II**

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On September 19, 2017, the Board approved the 2017/18 Master Plan Capital Projects. That plan included executing Phase D of the Takiff Center Parking Master Plan, as presented in the May 16, 2017 Special Projects and Facilities Committee meeting. The goal of Phase D is to improve site walk-ability, bike parking, drop-off flow, and Green Bay Road flow by making improvements in the Community Center lot layout, specifically by shrinking the bio-swales and plaza. Included is the addition of sidewalks on the South side of the lot. Furthermore, the main Takiff lot will be brought up to ADA code standards.

Attached is an agreement from Altamanu for services, specifically the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan. The intent is to break ground in August 2018. The fee structure represents 11% of the total project budget.

**Recommended Motion:**

Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan for a total of \$48,520.

October 26, 2017

Mr. Chris Leiner  
Director of Parks and Maintenance  
Glencoe Park District  
999 Green Bay Road  
Glencoe, Illinois 60022  
[cleiner@glencoe park district.com](mailto:cleiner@glencoe park district.com)

**Re: Takiff Center Parking Lot Master Plan Improvements for Phase D  
Landscape Architecture and Civil Engineering Services--  
Construction Documents and Construction Observation**

Dear Chris:

The Glencoe Park District (GPD/Client) has requested a proposal from the Altamanu and SMP team to prepare Construction Documents and provide Construction Observation Services for Improvements to Phase D (Center Parking Lot) of the Takiff Center Parking Master Plans prepared by Altamanu/SMP in May of 2017. Also to be included in the improvement project will be sealcoating and striping of the existing East Parking lot. We expect to go out to bid in the spring of 2018.

We understand that this project falls under MWRD jurisdiction, but does not require a permit under the WMO as described in the letter of determination obtained during the Master Plan phase.

We understand the scope to include:

- Improvements to Phase D Center Parking Lot at the west portion of the site and is the main parking lot for the Takiff Center visitors. The bio swales in the parking lot will be removed and new grading and drainage patterns added. The parking lot will be re-aligned to include a drop off lane around the parking lot. New plantings and bike racks will also be added.
- The plaza area between the Center Parking Lot and the building entrance will be upgraded to include planting beds surrounded by seating. The existing light bollards are to be removed. It is not certain at this time if new light bollards are to be installed. In the event that the Client requests new light bollards, an electrical engineer will be engaged by the team at that time and their fees are not part of this proposal.
- The east parking lot is to be re-sealed and striped.

#### **SCOPE OF WORK/PROJECT PLAN**

The following is an outline of the "Scope of Work" to be carried out by Altamanu Inc. Please note that work to be carried out by Altamanu unless specifically called out.

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## TASK 1: DETAILED DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

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

1. Verify existing site conditions using available site data such as surveys, aerial photos, topographic maps, The Client will furnish Altamanu with an accurate base map, (site survey and topographic map) at a workable scale for the preparation of site improvement construction documentation. The survey will show existing contours, detailed site features, and existing utilities to the curb line of adjacent streets. The Client has already provided the design team with a current topographic survey dated March 15, 2017. 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.
2. Review available Zoning/Landscape Code.
3. 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 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 1)
11. Coordinate with Village of Glencoe and MWRD (if necessary), and verify permit submission requirements.

12. Submit 90% Construction Set and Outline Specifications to Client for review.
13. Meet with Client to review 90% Construction Set. (Meeting 2)
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 2: 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 selected contractors for pricing. Bids will be reviewed, assessed and clarified with Client to 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 3)
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 3: 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 4 through 11). 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. Provide interpretations and clarifications for the Construction Documents as needed.
4. Review and approve samples of materials and shop drawings and assess change order requests.
5. Review and respond to contractor's requests for information.
6. Review contractor's request for payments.
7. Conduct a final on-site observation/inspection of Landscape Construction with Client and Contractor. (Site Meeting 12)
8. Prepare a Final Punch List prior to final acceptance of job.
9. Troubleshoot for 6 weeks until project closeout. (12 hours)



**PROFESSIONAL FEES**

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

**Landscape Architecture Fees (Altamanu)**

• Task 1 & 2 Design Development & Construction Documents	\$ 24,120.00
• Task 2 Permitting, Bidding and Bid Assistance	\$ 3,400.00
• Task 3 Construction Administration & Project Closeout	\$ 8,440.00
• <b>Total Landscape Architecture Fees (Altamanu)</b>	<b>\$ 35,960.00</b>

**Civil Engineering Fees (SMP)**

• Task 1 Construction Documents	\$ 7,800.00
• Task 2 Bidding & Permitting	\$ 800.00
• Task 3 Construction Administration	\$ 2,200.00
<b>Total Civil Engineering Fees (SMP)</b>	<b>\$ 10,800.00</b>

**Expenses**

• Estimated Expenses - Altamanu	\$ 1,460.00
• Estimated Expenses - SMP	\$ 300.00
• <b>Total Expenses</b>	<b>\$ 1,760.00</b>

<b>TOTAL PROFESSIONAL FEES</b>	<b>(Altamanu &amp; SMP)</b>	<b>\$ 46,760.00</b>
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<b>TOTAL PROFESSIONAL FEES &amp; EXPENSES (Altamanu &amp; SMP)</b>	<b>\$ 48,520.00</b>
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The above estimated fees do not include 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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Transportation/Parking</li> <li>• Reproduction</li> <li>• Special Supplies</li> <li>• Photography</li> </ul> | <ul style="list-style-type: none"> <li>• Copies</li> <li>• Messenger/Delivery</li> <li>• Large Scale Scans</li> <li>• Soils Analysis/Consultation</li> </ul> |
|---|--|

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

**ASSUMPTIONS**

- All base information (architectural building plans, site survey) will be provided by the Client to Altamanu.
- Site base information will be provided to in a form compatible with AutoCAD 2017 format.

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- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This agreement does not include: soils or environmental studies or property surveys.
- 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

TAKIFF CENTER -- Phase D Parking Lot Improvements

DATED

October 1, 2017

**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

October 1, 2017

**Civil Engineering Proposal**  
**Takiff Center – Phase D Parking Lot Improvements**

Dear Ms. Bellalta

We are pleased to provide **ALTAMANU** (“Client”) with a proposal for civil engineering services for the design and construction of Phase D of the Master Plan improvements at the Takiff Center in Glencoe, Illinois. This work will continue our efforts at the Takiff Center that has so far developed that Master Plan and the beginning of Phase A construction. This phase of the project includes the reconfiguration of the existing parking lot outside to entrance to the Center as well the re-stripping to better accommodate traffic flows as well as loading. To accomplish this, the parking lot will be milled and repaved and the existing bio-swales will be removed and replaced with landscaped islands. Some pavement elevations and drainage modifications are anticipated as part of this project. In addition, ADA improvements will be required. Phase D can be described with the following diagram:



This fee proposal is based on your recent email request and our previous conversations. We are in receipt of the survey and understand the project is to go to bid in March of 2018.

### **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 at planning meetings with Park District Staff to initiate the project and provide progress updates. We understand that this project is under MWRD jurisdiction, however; does not required a permit under the WMO as described in the Letter of Determination which was obtained during the Master Planning Phase.

### **Design Development and Construction Documents**

We understand that the Schematic Design and Preliminary Planning for the project was largely completed during the Master Planning Phase and the project will move directly into Design Development and Construction Documents. This phase builds on the work completed in the Master Plan is an expected to produce a permit ready civil engineering drawing set. Construction Documents will begin once the parking lots layout has been completed and the Project Team is confident that no substantial revisions to the site plan will occur. This phase 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.*

*Develop/Finalize the utility and drainage routing/strategy.*

*Prepare final demolition, dimension, grading, utility, erosion & sedimentation control, civil construction detail plans.*

*Anticipated drawings issuance at: 60%, 90%, 100% and Issue for Construction.*

*Prepare technical specifications in CSI format for Civil Engineering scope items as requested.*

*Assistance with the preparation and 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 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**

<b>TASK</b>	<b>FEE</b>
Design Development and Construction Documents	\$7,800.00
Permitting, Bidding and Bid Assistance	\$800.00
Construction Administration	\$2,200.00
	<b>Subtotal</b>
	<b>\$10,800.00</b>
Reimbursables (estimated)	\$300.00

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: \_\_\_\_\_

**XII. Action Item C**  
**Approval of the Breakwater Sculpture**  
**Action Plan**

**See Memo under Agenda Item IX**

Glencoe Park District  
November 2017 Board Meeting