



# March 2017 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, March 21, 2017 - 7:00pm  
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

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of February 28, 2017 Regular Board Meeting
  - B. Minutes of March 2, 2017 Public Meeting on Lakefront Park
  - C. Minutes of March 7, 2017 Special Projects and Facilities Committee Meeting
  - D. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Approval of Resolution No. 860 to Support the Welcoming and Inclusive Community Pledge
- VII. Approval of Resolution No. 861: Rose Pepe 10 Year Service Resolution
- VIII. Approval of Resolution No. 862: Tom McDonald 20 Year Service Resolution
- IX. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
- X. Executive Director Report
- XI. Action Items
  - A. Approval of Fiscal Year 2017/18 Budget
  - B. Approval of Precor as the Brand of Fitness Equipment in our Fitness Area
  - C. Approval of the Landscaping Bid
  - D. Approval for Purchase of Parks Department Vehicles
  - E. Approval for Purchase of Recreation Department Vehicle
  - F. Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21)
- XII. Other Business
- XIII. Takiff Report
- XIV. The Board Will Enter Closed Session to Discuss:
  - A. Personnel 6ILCS 120/2 (c)(1)
- XV. 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@glencoe parkdistrict.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  
March 2017 Board Meeting

MINUTES OF FEBRUARY 28, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

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

Staff present:

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

Members of the public in attendance who signed in or spoke: Nicole Batson, Eleanor Black, Dan Dorfman, Alexandra Greenwald, Josh Lutton, Laurie Morse

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the December 6, 2016 Special Projects and Facilities Committee Meeting, January 17, 2017 Personnel and Policy Committee Meeting, January 17, 2017 Regular Board Meeting, January 31, 2017 Finance Committee of the Whole Meeting, February 13, 2017 Special Projects and Facilities Committee Meeting, February 21, 2017 Special Projects and Facilities Committee Meeting, Surplus Disposal Ordinance No. 857, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None

ABSENT: None

Matters from the Public: Laurie Morse shared positive opinions on brochure and beach.

Financial Report: Director of Finance/Human Resources Mensinger gave an update to the financial projections as of the fiscal year ended February 28, 2017. Watts did close early due to weather, which resulted in lost revenue due to refunds on classes and rink rentals. For the first time, the District will project a positive surplus at the Beach and Boathouse. The District also made up some of the anticipated "lost" Kindergarten revenues in other expanded programming areas. Overall, FY 2016/17 looks good financially; our auditors will be in for fieldwork in March and April.

Commissioner Palatnik arrived at 7:04 p.m.

Follow Up to the Finance Committee of the Whole Meeting: Director Mensinger gave an update on items added since the First Draft of the Proposed FY2017/18 Budget. She further indicated a recommendation to commit additional funds from Corporate and Recreation Funds to Master Plan projects, and noted that the District will still meet fund balance reserve guidelines. Director Mensinger requested approval of a revision to the

Fund Balance Policy which was last updated in 2012. These reserve guidelines allows for a conservative approach, which is important due to the potential property tax freeze and ongoing Kindergarten impact.

Executive Director Sheppard indicated that \$40,000 of the remaining Berlin Park donation would be allocated to purchase equipment to maintain Berlin Field along with other athletic fields. The donor also agreed to the use of funds in this manner along with allowing us to secure donations for equipment, by accepting donations for dedicated stadium seats at the park.

Director Mensinger continued with technological projects including upgrading our Excalibur contract to Platinum level service, our IT service provider since 2012, as the last of four phases of our IT Strategic Plan consulted by Gary Viccaro. Other projects include Halfway House point of sale and networking to use credit cards and RecTrac passes, technology in the Fitness Area, and reconfiguration of our front desk. Excalibur will provide more enhanced service, consulting, labor, and phone support. It will maintain and keep us going in the right direction along with disaster recovery, replication servers, and confidence that we are covered if something should happen. Several workstations will be replaced this year. Training with new software and new staff is scheduled with RecTrac. It is possible to go backward in our plan if warranted. Discussion ensued.

Director Leiner stated that the budget was increased for landscaping service after completing an RFP and competitive bid process. This is due to increase in the bid, not an increase in the amount service they will provide.

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

Director Lushniak shared upcoming events including the Daddy Daughter Dance, Teddy Bear Tea, Watts Program participants that participated in the Blackhawks game half-time program. Lushniak also reported on the early closure of Watts due to unseasonable warm weather.

Director Mensinger had nothing to add to her previous reports.

Director Leiner reported that unseasonable warm weather has increased park use and has also allowed staff to complete invasive plant removal on the Bluff, landscaping, Boathouse preparations, Beach cleanup, and playground inspections.

President Gaines requested that in the future staff identify solutions to the Beach stair conditions and modifications for the ice rinks to extend use during warmer days.

Takiff parking congestion solutions were reviewed including moving a number of staff to the Parks Department area, asking other staff to park in the lot behind the gym and increasing awareness of the Takiff Recreation entrance close to front entrance off of Green Bay Road.

The leak this evening in the Community Hall wing during the storm was not the roof, but a drain plugged on our HVAC system. The clock certification process will take place this

week, which includes setting the correct time and verifying proper installation. We are expecting to make the final payment for the roof next week.

Manager Maassen shared that the spring/summer brochure and Glencoe Quarterly are out.

The Safety Committee reported we now have AED/First Aid training in house with Mike, Liz, and Paul trained to teach and upcoming trainings scheduled.

Executive Director Report: Executive Director Sheppard stated that the playground at Vernon and Jefferson is a wooden play structure that had significant rot in the decks over the winter. Staff have closed the playground. PDRMA inspected it and recommended the playground be removed immediately. The swing sets are fine and will remain. While we noted to the Board that all of our wooden playgrounds are at risk of failing in the next 3- 5 years this was unexpected and not budgeted for replacement this year. Staff recommends removing the playground and then installing a sign indicating the other 3-4 playgrounds within a half mile. In June, when we talk about next year's capital projects, we can discuss a new playground for 2018 projects. It is a high usage park with calls coming in about the closing.

The Village Sustainability Committee asked if we would like to take part in a transportation study with the Village and School District to look into safe routes to schools and parks. Sheppard added \$5,000 for this study for the community initiatives budget. The total project cost estimated at \$40,000 with remaining funds coming from the Village, School District, and grants.

Watts Ice Center closed a week early due to warm weather, but the Beach was getting a lot of use during that time. Executive Director Sheppard provided an update on completed FY2016/2017 Goals and indicated that staff did a fantastic job in parks, programs, marketing, and finances. Session notes from the IPRA/IAPD Conference were included in the Board packet.

Directors Leiner, Mensinger, and Lushniak, Manager Maassen and the Board congratulated Sheppard for winning the IPRA Professional of the Year from a statewide pool of professionals.

#### Action Items:

Approval of Glencoe Youth Services Stipend Request: A motion was made by Commissioner Palatnik to approve the Glencoe Youth Services Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Onderdonk seconded the motion. Executive Director Sheppard brought the Board up to date on the condition of the GYS building. A facility assessment showed a number of factors that will need improvement in the near future. The District is currently doing cosmetic work to the building. The District threshold is up to \$2,000, at which point GYS would be responsible to pay for repairs. If a catastrophic failure occurred, the District would communicate with GYS regarding the

cost of the repair for them to remain in the building. The Board would also be made aware. If not, we have an agreement that they would move to Takiff Center. A request was made to remove pages of attendance with children's names from the packet on the website. Any third party rental use would need approval from the Park District. Health Department guidelines need to be followed for food service including homemade food, however they can order pizza, Chinese, etc. Roll call vote taken:

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

Approval of SNAP Stipend Request: A motion was made by Commissioner Lerman to approve the SNAP Stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Glencoe Jr High Project Stipend Request: Two years ago, the request increased in regards to Misner Theater being closed and a possible loss of ticket revenue. Misner is still being used for performances, so this concern no longer exists. Commissioners discussed going back to the original \$10,000 donation as opposed to the \$12,000 given in the last two years. Discussion ensued. A motion was made by Commissioner Lerman to approve the Glencoe Jr High Project Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA. Commissioner Brooks seconded the motion. Roll call vote taken:

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

Approval of West Park Design Concepts: A video was presented of West School children's positive reaction to the designs. Approval today would be for designs and for staff to move forward with the bidding process. Once the bids are secured, they will be brought to the Board for approval. The project will also include an asphalt area but is not part of the shared playground cost and will be paid solely by the school district. A motion was made by Commissioner Lerman to approve the Design Concepts for West Park as presented. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Approval of Astor Place Park Design Concepts: Executive Director Sheppard stated that at the Special Projects and Facilities Committee meeting, the Board preferred Option 2 with the wishbone sandbox and the playground and swing set flipped. The updated drawings showing the flipped orientation and new ADA accessible sidewalk were reviewed. The sandbox arches were eliminated due to space constraints. Approval today is for designs and for staff to move forward with the bidding process. Once bids are secured, they will be brought to the Board for approval. A motion was made by Commissioner Lerman to approve the Design Concepts to include option 2 with the

“wishbone” sandbox concept for Astor Place Park as presented. No further discussion ensued. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Approval of Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity: The law has changed and the proposed changes brings the District up to date with the current law. A motion was made by Commissioner Palatnik to approve Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of the Policy on Third Party Construction on Park District Property: Executive Director Sheppard read the memo included in the packet. A motion was made by Commissioner Onderdonk to approve the Policy on Third Party Construction on Park District Property as presented. Commissioner Palatnik seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Upgrade IT TSS Plan: A motion was made by Commissioner Palatnik to approve the Upgrade IT TSS Plan as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Revised Fund Balance Policy: A motion was made by Commissioner Brooks to approve the Revised Fund Balance Policy as presented. No discussion ensued. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Approval of Resolution No. 859 to Commit Additional Funds to the Master Plan Capital Project Fund (69): A motion was made by Commissioner Brooks to approve Resolution No. 859 to Commit Additional Funds to the Master Plan Capital Project Fund (69) as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

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



Approval of Architectural Services of Wight and Company: A motion was made by Commissioner Lerman to approve staff entering into a contract with Wight and Company for Architectural Services for Takiff Fitness Area and Front Desk reconfiguration contract not to exceed \$30,000 as presented. Commissioner Palatnik seconded the motion. This would include the conceptual drawings with two showers, front desk reconfiguration, and architectural engineering requirements and designs for the fitness area. This approval includes \$22,500 for the construction drawings, design for the fitness area, and reconfiguration of one shower room. The feasibility of the second shower would cost \$3,500 and \$2,500 for configuration of the front desk. No further discussion ensued. Roll call vote taken:

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

Other Business: Meeting packets are available on our website and Glencoe ranked high on availability of information and transparency. A timeline was created for all our projects and project tasks and is available on the website as well.

The Board is not required to attend the upcoming Public Meeting on Lakefront Park on March 2 as meeting minutes and audio will be available. The meeting will be run by Altamanu to gather ideas for Lakefront Park.

Altamanu will also be at the next Special Projects and Facilities Committee meeting on March 7 to discuss Lakefront Park and Takiff's parking lot.

Adjourn to Closed Session: At 8:19 p.m., Commissioner Palatnik moved to adjourn into closed session to discuss personnel as mandated by Section 2.06. 5 ILCS 120/2 (c)(1) Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Return to Open Session: Commissioner Onderdonk moved to return to open session at 8:46 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during or after closed session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:47 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF MARCH 2, 2017 PUBLIC MEETING ON LAKEFRONT PARK  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting began at 6:30 p.m.

Board Members present to observe:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Mike Lushniak, Director of Recreation/Facilities  
Paul Goedjen, Takiff Manager

Landscape Architects present:

John McManus, AltaManu  
Josephine Bellalta, AltaManu

Attendees who signed in or spoke: Stefanie Boron, Debbie Dresner, Lori Goldberg, Ed Goodale, Rita Grassel-Shefa, M. Gourlay, JoAnn Kimzey, Phil Kiraly, Scott Kogen, Josh Lutton, Anne Pearlstein, John Ruderman, Bart Schneider, Cathy Secionle, Eileen Sirkin, Jack Smyth, Tracy Sprayregen, Sharon Zulkie

The meeting opened with a welcome and introduction from President Gaines. President Gaines indicated that the purpose of this Public Meeting was to discuss Lakefront Park only and that the Beach, Bluff, Water Plant, and Boating Beach were not part of tonight's discussion in order to keep us on track.

Executive Director Sheppard then welcomed everyone and expressed that the Board and staff came with an open mind to gather information on the revitalization of this park as we honor the past and update the park for the future. Sheppard also indicated that the Board has had preliminary discussion on this park and wanted to let the residents present to know up front some amenities they have indicated they are not interested in including in this update of the park. Those items included no shelters, amphitheater, washroom structure, spray pad, or lighted tennis courts. Sheppard also indicated that they are aware that there are water tanks under the tennis courts and there limitations on what we can do with that area. Staff has already begun talks with the Village about what can and cannot be done in this area.

John McManus and Josephine Bellalta from AltaManu provided a presentation on their firm, work they have done, and a history and information on Lakefront Park. They also asked residents to put a dot on a Glencoe map when they arrived to indicate where they reside. The presentation is attached to the minutes.

Mr. McManus and Ms. Bellalta then facilitated discussion and ideas from the audience. The ideas included:

- Redo the tennis courts: one resident wanted clay courts but recognized the maintenance issue, suggested they be made regulation size
- Some questioned if we need tennis courts and if the playground could be there
- One resident did an informal survey from neighbors and indicated that the playground gets used a lot and could be enlarged.
- More swings
- Pathways around the park need to be updated
- Against putting a pathway through the park
- Make one of the tennis courts a pickle ball court
- Add Bocce Ball
- Don't put in anything that obscures the view
- Not too much hard scape
- Dull in the winter, add plants with winter interest
- Use native plantings
- Consider more items that residents could make a donation to (dedicated items)
- Signage: more natural looking
- No big bushes over 5 feet tall
- Consider a dedicated barbeque area in the park, so that people don't bring their own grills and then dump coals by tree roots.
- Fix the drainage
- Add a 2 - 12 playground (current playground is a 2 - 5)
- Artwork in the park (like when ceramics did the fairy houses)
- Keep the dedicated benches

Executive Director Sheppard asked about how they felt about a small meandering pathway that did a small loop that would allow for individuals with mobility issues the ability to picnic under the tree canopy. She indicated pathways do not have to intersect the entire park. There was support for that type of pathway.

Executive Director Sheppard than thanked the residents for their input and explained that the Special Projects and Facilities Committee will be meeting next week on Tuesday at 6:30pm to have further discussion. These meetings are open to the public. We will also post our meeting information and future designs on our website. Sheppard indicated that if they would like to be kept informed of meetings to leave their email address on the sign in sheet and they will be updated when plans are presented to the committee.

The meeting ended at 7:30 p.m.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# LAKEFRONT PARK

March 2<sup>nd</sup> 2017





Delighted to be Here!!!

# Tonight

- Start with: Who We Are?
- A Little History
- Brief Analysis of the Park and Existing Conditions
- Potential Projects that Should/Must Take Place
- Discussion

**Most Important: Here to Listen to Your Ideas**

# Altamanu: Who are we?

## Altamanu

Josephine Bell ALTA and John Mac MANUs

Planning, Urban Design, Landscape Architecture, Arboriculture, and Soils.



Josephine



John



Phil



Jane



Orenthal

Team for Glencoe

# Who are we?



**Jerry M. Pilipowicz**  
Principal & Managing Member

**Education:**

B.Sc. Civil Engineering, University of Manitoba, WPG, MB, CAN  
B. Env. Design, Architecture, University of Manitoba, WPG, MB, CAN

**Licenses/Certifications:**

Professional Engineer, IL  
Professional Engineer, OH  
Professional Engineer, MD



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## SMP GROUP

### Engineering and Storm Water Management

- Experienced in park design
- Creative and Accomplished at community outreach
- Worked together on multiple park projects



# Origins



London and Santiago Chile



Ireland

# Altamanu: All types of Public Open Space, Historic to Contemporary



# Performance Spaces and Destination Skate and Dog Parks



# Creating Places: New Award Fulton Market Congress for New Urbanism



# And Last Year Batavia River Street Woonerf/Shared Street Congress for New Urbanism



# Van Vlissingen Prairie Environmental Park



135 acre Park - Restoration and Natural Play

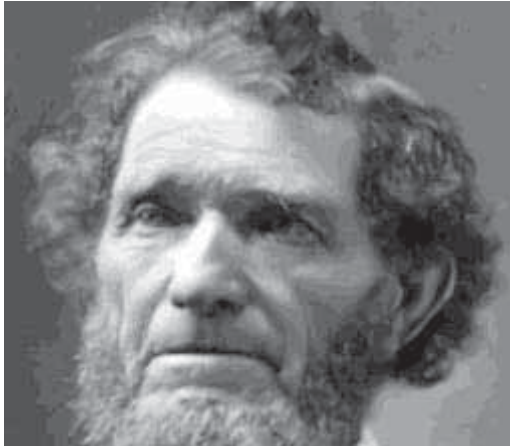
# Altamanu Relevant Projects

12 Master Plans, 14 Park Projects & 4 Historic Parks in Oak Park Alone



Also streets, medians and planters for the Village

# Lakefront Park Notes on History



Opinion about the origins of the village's name is divided; Some say it is named after Matthew Coe (Glen Coe); others say it is named for Glencoe of Scotland (*Gleann Comhann*)

“in 1835 a man named Anson Taylor, a carpenter from Connecticut, who traded in furs came north with his family and built a harbor into the lake”.

Development came in earnest with the arrival of Dr. Alexander Hammond who along with early founders set aside land for use as a park that was *dedicated Lakefront Park in 1867*

The Park District was established in 1912

The approaches and beach house were built in 1928 under the supervision of Paul Battey.

A two million gallon underground reservoir was added in 1961





# Lakefront Park Notes on History

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The original Reservoir project had a green asphalt top for tennis courts.

Tennis Courts redone in 1970's

The Artificial Turf to be seen today is the 2<sup>nd</sup> such covering

It cost \$4,000 to clean in 2012

# Lakefront Park Previous Plans

A plan from 1997

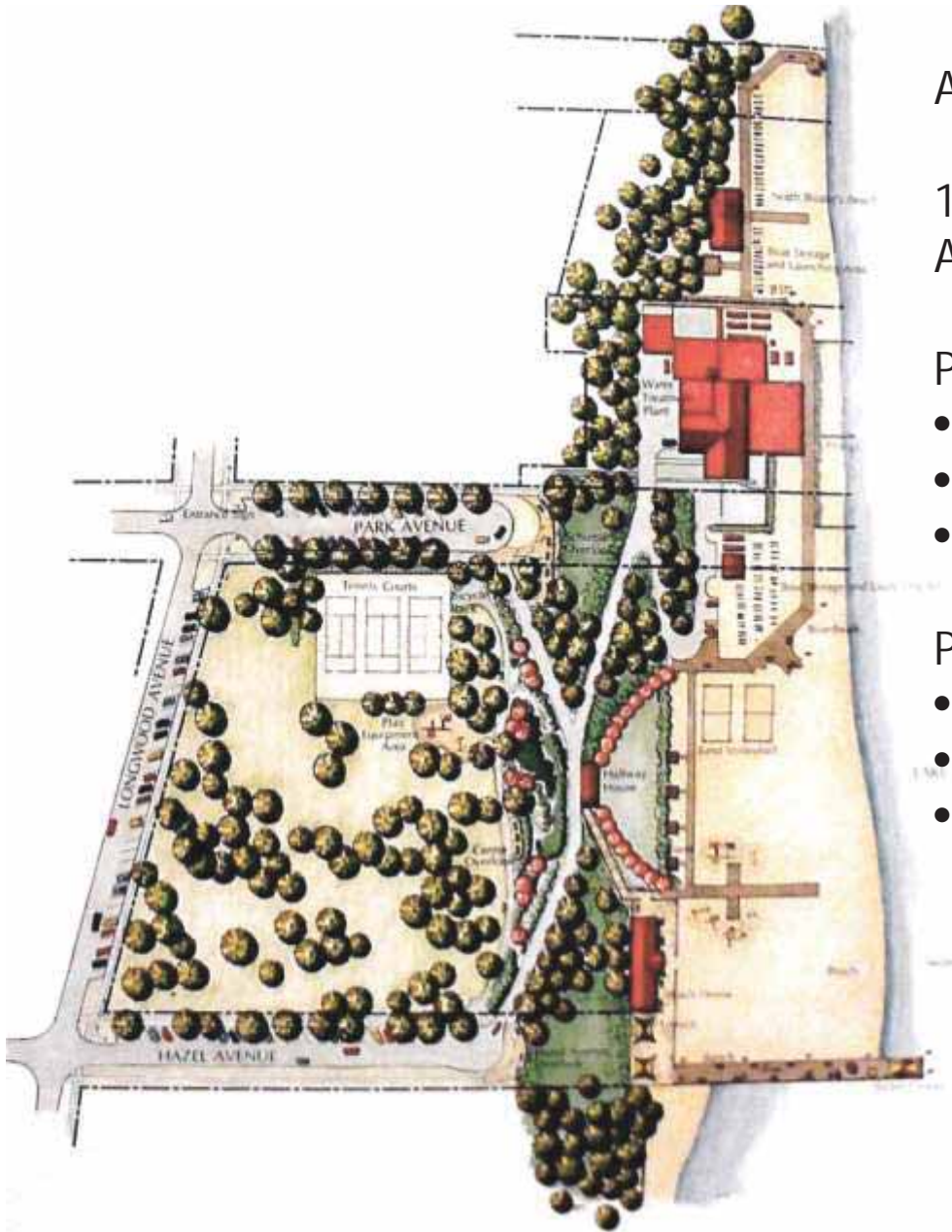
1<sup>st</sup> phase earned an Open Space Land Acquisition & Development Grant.

Phase 1

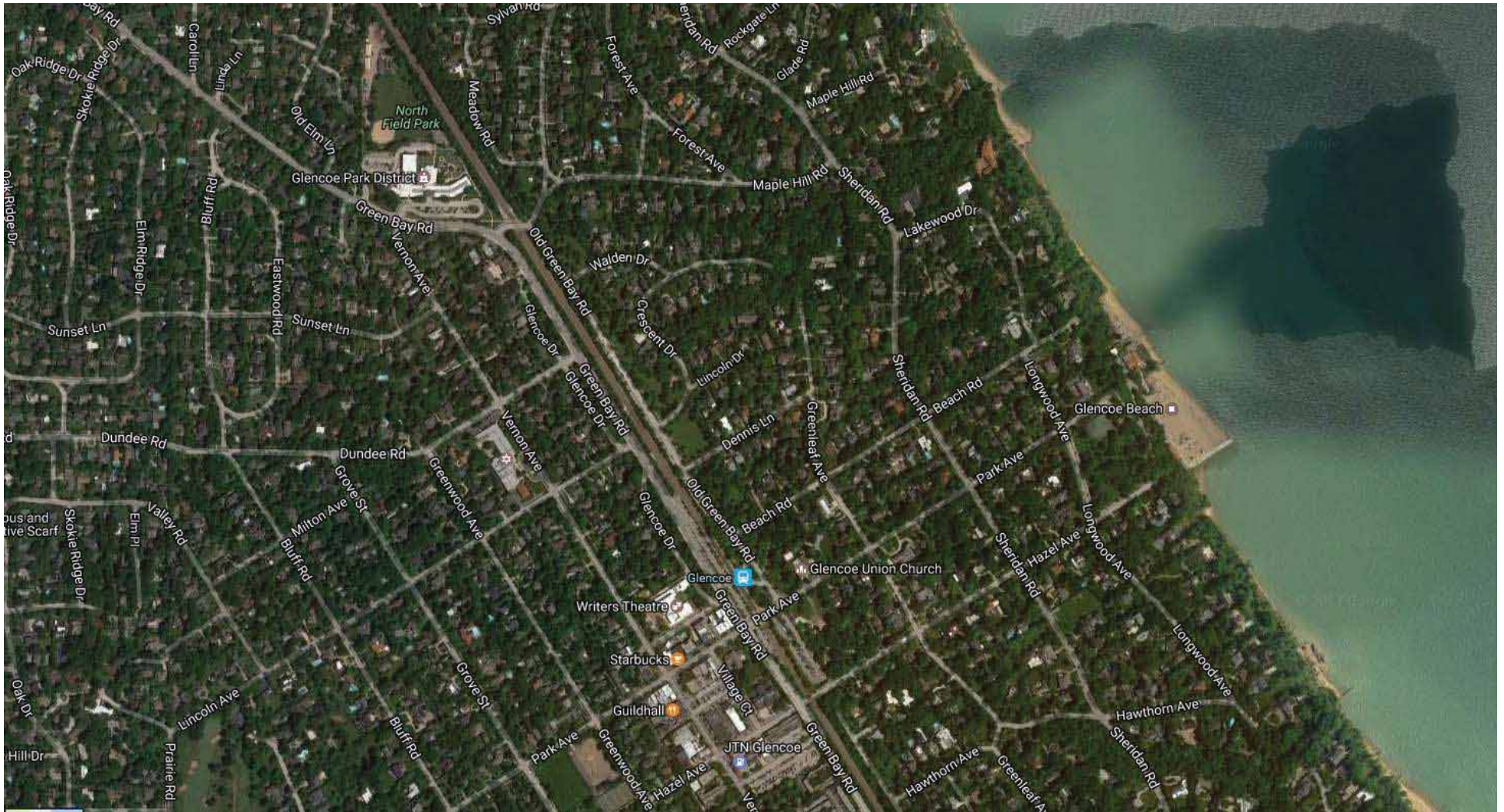
- 1928 beach house was updated/repaired
- Added playground and wood pergola,
- Added handicap access to the beach

Phase II

- Added native plants on the bluffs
- Added interpretive signs.
- Pathways updated and Play Equipment added



# Lakefront Park Context



# Lakefront Park Context



# Lakefront Park Context: Major Public Beach



# Lakefront Park Context: 2 Major Roadways Act as Boundaries



# 2 Regional Roadways, No Coastal Road, & Longwood is Local



# Lakefront Park Context: The Park is in a Local Location

Local in Location But it is also a Regional Park





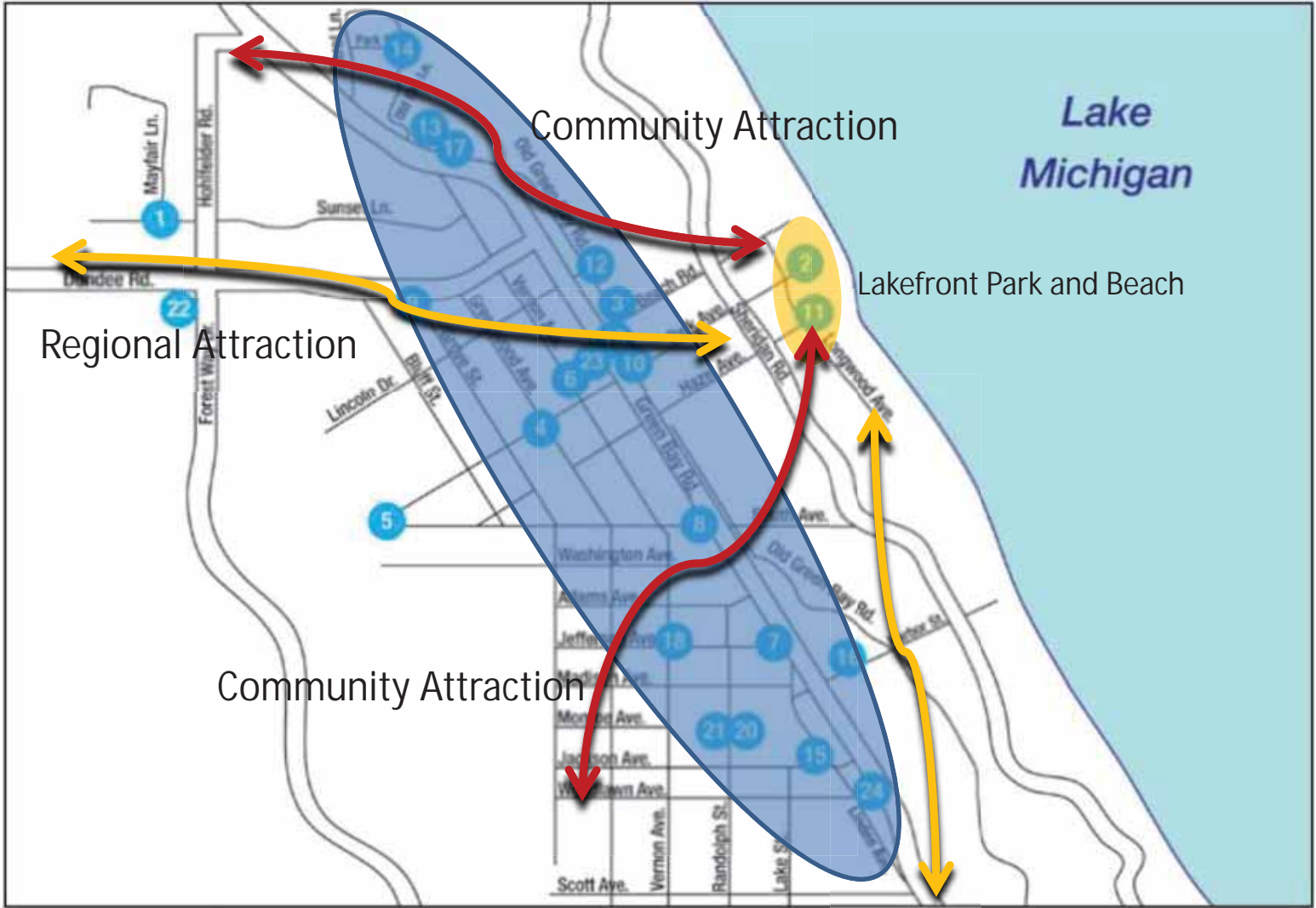
# Lakefront Park Context: Other Park Locations



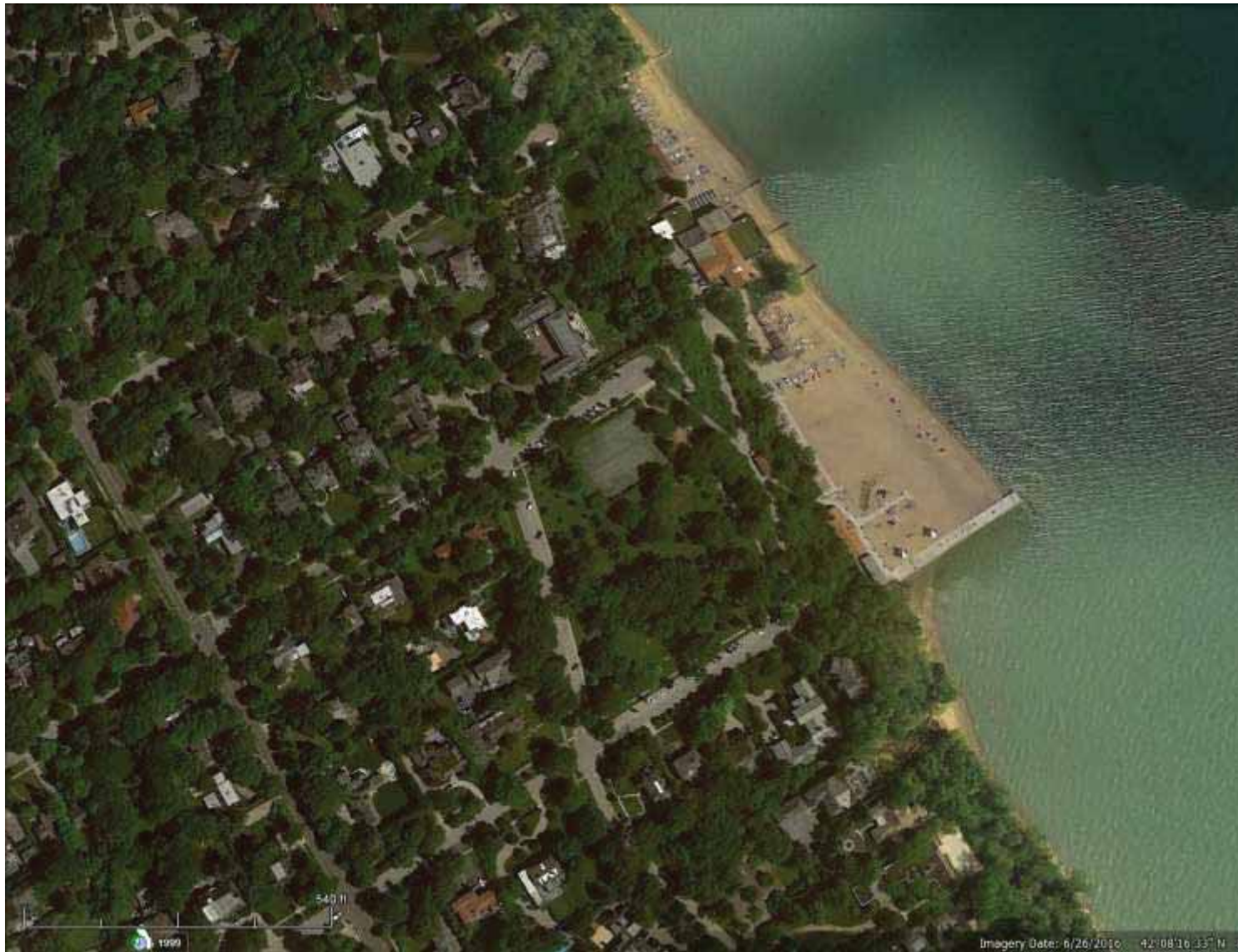
# Lakefront Park Context: Nearly All are West of Sheridan Road



# All of this Heightens Local v Regional Differing Perceptions



# Lakefront Park: Local Context



# Lakefront Park: Local Context



# Lakefront Park: Local Context



# 12 Houses Face the Park Directly



# 12 Houses Also Face the Local Edge (Diagram is not Literal)





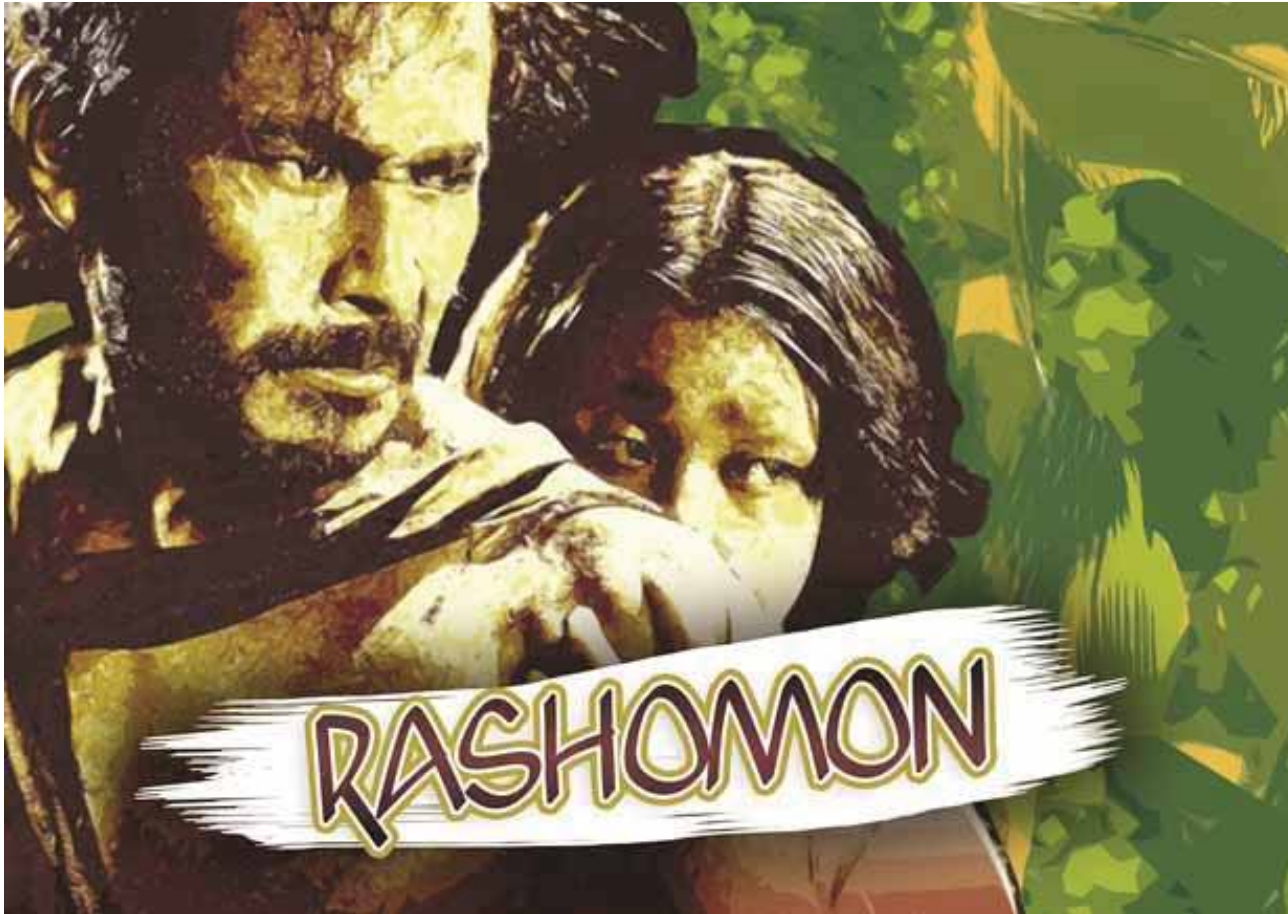
# Lakefront Park Regional Use (Diagram is not Literal)



# This Results in Rashomon

Akira Kurasowa:

Characters give alternate and contradictory views of the same incident



**Locals:**

**It's Our Park!!!**

**Region & Rest of  
Glencoe:**

**It's a Public Park!!!**

**Park District:??**

# Park District

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**HARD  
PLACE**



# Lakefront Park: What's in the Park



# Lakefront Park: trees layout "Rain Spotting"



# Lakefront Park: Existing Conditions

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# Lakefront Park: Storm Water & Drainage



# Lakefront Park: Storm Water & Drainage

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Tennis Courts and Swing

Looking E to SE



# Lakefront Park: Storm Water & Drainage

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Looking SE from further into the park towards Entry Road on SE Corner

# Lakefront Park: Storm Water & Drainage

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Looking South along Bluff-Side Path Water Flows Across Paths at Bench

# Lakefront Park: Storm Water & Drainage

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Water Flows Across Paths in Park and Along Hazel Ave

# Lakefront Park: Storm Water & Drainage

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Water Flows Across Paths in Park and Along Hazel Ave

# Lakefront Park: Storm Water & Drainage



Water Flows Across Paths and Mostly Passes Catch Basin in Park: Need a Delicate Regrade

# Lakefront Park: Storm Water & Drainage



Water Flows Across Paths and Mostly Passes Catch Basin in Park: Need a Delicate Regrade

# Lakefront Park: Tennis Courts

Reservoir is below the tennis courts



Views along Park Avenue

# Lakefront Park: Tennis Courts

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Views along Park Avenue



# Lakefront Park: Storm Water & Drainage

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View Looking SE



Storm Water Ponds Close to the Reservoir Access Hatch

# Lakefront Park: Tennis Courts



Detail of planting along fence



View From Park

# Lakefront Park Swing and Play Equipment

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# Lakefront Park Swing and Play Equipment



# Lakefront Park Signage and Benches

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# Lakefront Park: ADA Compliant Path

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“Shouldn’t there be some access so we can experience the trees?”

# Lakefront Park: Potential Projects



# Drainage and Concealing Paths in the landscape

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How we could introduced paths as in other historic parks



# Lakefront Park: Discussion



## Something to think about in the Long Term : Small Exhibit Wetlands



Consider adding a wetland for stormwater  
and to provide a landscape exhibit for the kids  
And habitat for birds and butterflies

MINUTES OF MARCH 7, 2017 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:33 p.m. and roll was called.

Committee Members present:

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

Staff present:

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

Commissioners present:

Dudley Onderdonk, Commissioner  
Seth Palatnik, Commissioner

Members of the Public in attendance who signed in or spoke: Laurie Morse, Peter Mulvaney, Eileen Sirkin

Matters from the Public: Laurie Morris inquired about the replacement status of Jefferson and Vernon Playground. Chair Lerman asked staff to comment on question. Executive Director Sheppard reported that the playground had unexpected damage as a result of the age of the equipment and type of material and it could not be safely fixed. Staff would be removing the main piece of equipment, but leaving the swing set. Staff will be installing a sign at the site directing residents to our website for updates on replacement and the location of three playgrounds within a half-mile radius.

Executive Director Sheppard stated that replacement of the park is slated for the June agenda when the Board begins talks for capital replacement projects for the next fiscal year, unless directed by the Committee to advance discussion of replacement sooner. We currently have no money budgeted for this unexpected replacement.

Discussion on Lakefront Park: Executive Director Sheppard shared that there was about 25 attendees at the Public Meeting on Lakefront Park and excellent input was received. AltaManu did a presentation on their firm, work done on historic parks and a history on Lakefront Park. Sheppard reviewed the notes of ideas that were given at the meeting. The floor was opened to Commissioners to ask any questions from staff or AltaManu and provide input on the park. Overall, the Board wanted a Park for reflection that addresses the drainage issues and is sustainable. Ideas included modest interpretative signage that may be changed seasonally, meandering pathway improvements exploring the use of concrete and other options that are ADA compliant, play area with a similar footprint, improve tennis courts and possibly mark them for pickle ball, add fitness equipment elements on part of the tennis court, more bike racks, make pathway transitions easier for bikes, limited hardscape, swing benches are very popular, fix the drainage area, explore an elevated deck as an overlook to the water,

add native plants that have appeal in the winter, chess tables, and keep a natural feel. Josephine Bellalta and John McManus asked if the Committee would consider exploring having two tennis courts and a non-traditional playground. They would also like to find a way to draw people into the park from all areas. They will also look at tree placement for the future. The Committee was open to exploring these ideas.

Discussion ensued.

Chair Lerman, based on the discussion by the Committee, directed Park District staff and AltaManu to develop conceptual designs for Lakefront Park to include concepts discussed in today's meeting and to provide various options for consideration.

Presentation on Takiff Parking: Executive Director Sheppard discussed different sites that we could add parking lots at Takiff. This includes the area where the former Director of Parks house/parks area was and the area where the skate park was. Our contract with AltaManu includes conceptual designs for both parking areas but does not include two parking lots and sustainability designs for construction and bid documents. If the Board decides to go in that direction, we would have to expand the contract to include those items.

John McManus and Josephine Bellalta, gave a presentation showing the potential parking areas and issues, different construction methods including sustainability methods which is attached.

In response to a question from Commissioner Gaines, Executive Director Sheppard stated there are 35 parking spots in the ELC lot, 45 in the main lot, and 40 in spots behind the gym. Takiff has fewer spots than is recommended for a facility its size.

Executive Director Sheppard also indicated to the Committee that the main lot does have ADA issues that will have to be addressed in the future and there will be a need for a site plan.

John McManus and Josephine Bellalta also addressed a question on the cost difference between traditional parking lots and lots with sustainability. Ms. Bellalta explained that she could not give those figures at this time, but an estimated budget will be provided with conceptual designs.

Commissioner Brooks commented on the challenges in entering and leaving the lot at certain times of the day. She asked if we could address traffic flow.

Commissioner Gaines inquired about other things AltaManu can consider in the parks department to gain a few more spots.

Discussion ensued.

Chair Lerman, based on the discussion by the Committee, directed Park District staff and AltaManu to develop conceptual designs for two Takiff parking sites to include concepts discussed in today's meeting and to provide traditional parking lot and various sustainable options for consideration.

Matters from the Public: Laurie Morris thanked staff for keeping the activity door open for access from the ELC lot and also recommended that the Village parking spots along old Green Bay Road be used by staff.

Trustee Mulvaney thanked the Board and staff for having the discussion on sustainability and commented on the fact that sustainability does not have to be binary; it does not have to be one or another.

Other Business: The next Special Projects and Facilities Committee meeting is April 6 at 6:00pm. President Gaines indicated that he will not be able to attend and requested an excused absence. Chairman Lerman request that the time be changed to 6:30pm. Committee members were in favor of this. Chair Lerman, based on the discussion by the Committee, directed Park District staff to change time to 6:30pm.

Adjourn: Commissioner Brooks moved to adjourn the meeting at 8:29 p.m. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# Voucher List of Bills

## By Vendor Set

Payment Dates 02/25/2017 - 03/17/2017

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	03/14/2017	5716	10-12-000-5353	Trash/Recycling - Parks (Marc)	718.00
Advanced Disposal Services	03/14/2017	5716	10-13-000-5353	Trash/Recycling - Watts (Marc)	106.00
Advanced Disposal Services	03/14/2017	5716	25-00-000-5353	Trash/Recycling - Takiff (Marc)	322.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>1,146.00</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	03/03/2017	5597	10-00-000-2170	AFLAC Contributions-3/3/17	376.00
<b>Vendor 10098 - AFLAC Total:</b>					<b>376.00</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	03/14/2017	5699	25-00-000-5210	Fiber Internet (Feb 2017)	1,486.49
<b>Vendor 10739 - Airespring Total:</b>					<b>1,486.49</b>
<b>Vendor: 10113 - Alison Faith</b>					
Alison Faith	03/06/2017	5649	25-25-786-5300	Contractual Yoga Class - Feb 2	248.45
<b>Vendor 10113 - Alison Faith Total:</b>					<b>248.45</b>
<b>Vendor: 10438 - All In Athletics</b>					
All In Athletics	02/28/2017	5606	25-25-740-5300	Entry Fee - Girls Travel Basket	475.00
All In Athletics	02/28/2017	5606	25-25-740-5400	Uniforms - Girls Travel Basket	1,020.00
<b>Vendor 10438 - All In Athletics Total:</b>					<b>1,495.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	03/14/2017	5717	69-00-000-5517	Design Svcs - Astor Park	6,141.24
Altamanu, Inc.	03/14/2017	5717	69-00-000-5520	Design Svcs - Lakefront Park	4,286.52
Altamanu, Inc.	03/14/2017	5717	69-00-000-5522	Design Svcs - Lakefront Park C	2,430.00
Altamanu, Inc.	03/14/2017	5717	69-00-000-5525	Design Svcs - West Playgroun	10,223.81
Altamanu, Inc.	03/14/2017	5717	69-00-000-5530	Design Svcs - Takiff Parking Lo	244.72
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>23,326.29</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	03/01/2017	5633	25-00-000-5355	HVAC Mo Maint Takiff - Marc	742.17
Althoff Industries, Inc.	03/14/2017	5718	25-00-000-5355	HVAC Takiff Mo Maint - April	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,484.34</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	03/06/2017	5650	25-00-000-5406	Hakafa Supplies	49.52
Amazon Capital Services	03/06/2017	5650	25-00-000-5420	General Supplies - Takiff	21.41
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>70.93</b>
<b>Vendor: 10551 - American Carnival Mart/Party Land</b>					
American Carnival Mart/Party	03/14/2017	5719	25-25-905-5400	Spring Egg Hunt Supplies	1,000.15
<b>Vendor 10551 - American Carnival Mart/Party Land Total:</b>					<b>1,000.15</b>
<b>Vendor: 10898 - American Leak Detection</b>					
American Leak Detection	03/14/2017	5700	65-00-016-5520	Watts Rink Leak Testing Svcs -	500.00
<b>Vendor 10898 - American Leak Detection Total:</b>					<b>500.00</b>
<b>Vendor: 10117 - Amy Rubenstein</b>					
Amy Rubenstein	03/14/2017	5720	25-00-000-5305	Contractual - Chocolate Birth	1,000.00
<b>Vendor 10117 - Amy Rubenstein Total:</b>					<b>1,000.00</b>
<b>Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefter P.C.</b>					
Ancel, Glink, Diamond, Bush,	03/14/2017	5701	10-11-000-5310	Legal Svcs - Feb 2017	102.50
<b>Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefter P.C. Total:</b>					<b>102.50</b>
<b>Vendor: 10970 - Aquarius Sail of Wisconsin</b>					
Aquarius Sail of Wisconsin	03/07/2017	5684	65-00-017-5582	Hobie Sailboat	8,974.00
<b>Vendor 10970 - Aquarius Sail of Wisconsin Total:</b>					<b>8,974.00</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Grou	02/28/2017	5607	65-00-016-5502	Final Due - Infrastructure Ass	4,925.00
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>4,925.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	03/01/2017	5634	10-12-000-5210	Phone Svc March 2017 - Parks	53.04
AT & T	03/01/2017	5634	10-13-000-5210	Phone Svc March 2017 - Watt	39.32
AT & T	03/01/2017	5634	25-00-000-5210	Phone Svc March 2017 - Takif	1,273.39
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,365.75</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	03/07/2017	5674	10-14-000-5210	DSL Service - Beach (March 20	105.00
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>105.00</b>
<b>Vendor: 10167 - Banner Life Insurance Co.</b>					
Banner Life Insurance Co.	03/07/2017	5675	10-11-000-5600	Add'l Life Insurance - Ex Dir	245.00
<b>Vendor 10167 - Banner Life Insurance Co. Total:</b>					<b>245.00</b>
<b>Vendor: 10131 - Blast Zone</b>					
Blast Zone	02/28/2017	5608	25-25-932-5300	Contractual - School Day Off F	360.00
<b>Vendor 10131 - Blast Zone Total:</b>					<b>360.00</b>
<b>Vendor: 10182 - BSN Sports</b>					
BSN Sports	02/28/2017	5609	25-25-707-5400	Basketballs for House League	95.62
BSN Sports	02/28/2017	5609	25-25-708-5400	Basketballs for House League	95.62
BSN Sports	02/28/2017	5609	25-25-711-5400	Basketballs for House League	95.62
<b>Vendor 10182 - BSN Sports Total:</b>					<b>286.86</b>
<b>Vendor: 10656 - Call One</b>					
Call One	03/14/2017	5721	25-00-000-5210	T1 Svc - Watts (March 2017)	335.36
<b>Vendor 10656 - Call One Total:</b>					<b>335.36</b>
<b>Vendor: 10058 - Chicago Loves Dance</b>					
Chicago Loves Dance	03/06/2017	5651	25-00-000-5305	Dance Birthday Parties (Feb 2	500.00
<b>Vendor 10058 - Chicago Loves Dance Total:</b>					<b>500.00</b>
<b>Vendor: 10751 - Chicago North Shore Convention &amp; Visitors Bureau</b>					
Chicago North Shore Conventi	03/01/2017	5635	25-00-000-5360	Membership Dues - 2017	400.00
<b>Vendor 10751 - Chicago North Shore Convention &amp; Visitors Bureau Total:</b>					<b>400.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	03/14/2017	5702	10-11-000-5311	Legal Notices (Feb 2017)	100.36
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>100.36</b>
<b>Vendor: 11071 - Chicago White Sox</b>					
Chicago White Sox	03/07/2017	5676	25-25-833-5300	Contractual - White Sox Camp	457.00
<b>Vendor 11071 - Chicago White Sox Total:</b>					<b>457.00</b>
<b>Vendor: 10589 - Chicago Women's Basketball Operations, LLC</b>					
Chicago Women's Basketball	03/07/2017	5677	25-25-833-5300	Contractual - Chicago Sky Ca	903.00
<b>Vendor 10589 - Chicago Women's Basketball Operations, LLC Total:</b>					<b>903.00</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	02/28/2017	5632	69-00-000-5502	Payout #9 - Berlin Park Proj	21,517.25
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>21,517.25</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	03/14/2017	5722	10-12-000-5210	Internet Svc - Parks (March)	84.90
Comcast	03/14/2017	5722	10-12-000-5210	Internet Svc - Parks (March 20	97.60
<b>Vendor 10505 - Comcast Total:</b>					<b>182.50</b>
<b>Vendor: 10876 - Comdata</b>					
Comdata	03/14/2017	5703	10-11-000-5342	Board Meeting Supplies - Feb	13.97
Comdata	03/14/2017	5703	25-25-312-5400	Adult Meet & Greet Supplies -	11.00
Comdata	03/14/2017	5703	25-25-401-5400	ELC Supplies - Feb	12.55
Comdata	03/14/2017	5703	25-25-402-5400	Presch Enrich Supplies - Feb	16.85
Comdata	03/14/2017	5703	25-25-403-5400	ELC Supplies - Feb	12.55
Comdata	03/14/2017	5703	25-25-411-5400	Presch Enrich Supplies - Feb	9.67
Comdata	03/14/2017	5703	25-25-413-5400	Presch Enrich Supplies - Feb	19.41
Comdata	03/14/2017	5703	25-25-422-5400	Presch Enrich Supplies - Feb	15.37

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Comdata	03/14/2017	5703	25-25-428-5400	Presch Enrich Supplies - Feb	11.07
Comdata	03/14/2017	5703	25-25-903-5400	Dad/Daughter Dance Supplies	1,065.46
Comdata	03/14/2017	5703	25-25-932-5400	School Day Off Supplies - Feb	43.57
Comdata	03/14/2017	5703	25-26-000-5340	Day Care Conf/Training Suppli	54.49
Comdata	03/14/2017	5703	25-26-000-5403	Day Care Pgm Supplies - Feb	12.57
<b>Vendor 10876 - Comdata Total:</b>					<b>1,298.53</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	03/06/2017	5652	10-12-000-5230	Electricity - Parks (Feb 2017)	140.83
Commonwealth Edison	03/06/2017	5652	10-13-000-5230	Electricity - Watts (Feb 2017)	6,873.64
Commonwealth Edison	03/06/2017	5652	10-14-000-5230	Electricity - Beach (Feb 2017)	78.42
Commonwealth Edison	03/06/2017	5652	25-00-000-5230	Electricity - Takiff (Feb 2017)	7,053.66
Commonwealth Edison	03/14/2017	5704	10-12-000-5230	Electricity - Parks (Feb 2017)	328.00
Commonwealth Edison	03/14/2017	5704	10-15-000-5230	Electricity - Boathouse (Feb 2	1,087.84
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>15,562.39</b>
<b>Vendor: 11069 - Costco Wholesale</b>					
Costco Wholesale	03/07/2017	5678	25-00-000-5730	Costco Annual Memberships (	165.00
<b>Vendor 11069 - Costco Wholesale Total:</b>					<b>165.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	03/06/2017	5653	10-12-000-5481	Construction Supplies - Parks	238.24
Craftwood Lumber Company	03/06/2017	5653	25-00-000-5412	Cleaning Supplies - Takiff (Fe	29.86
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>268.10</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	02/28/2017	5611	25-00-000-5360	Spring Brochure Printing	5,557.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>5,557.00</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	02/28/2017	5612	25-25-401-5400	Preschool Supplies	700.00
Discount School Supply	02/28/2017	5612	25-25-402-5400	Preschool Supplies	950.00
Discount School Supply	02/28/2017	5612	25-25-403-5400	Preschool Supplies	460.00
Discount School Supply	02/28/2017	5612	25-25-421-5400	Preschool Supplies	100.00
Discount School Supply	02/28/2017	5612	25-25-428-5400	Preschool Supplies	200.00
Discount School Supply	02/28/2017	5612	25-25-444-5400	Preschool Supplies	600.00
Discount School Supply	02/28/2017	5612	25-25-480-5400	Preschool Supplies	300.00
Discount School Supply	02/28/2017	5612	25-26-000-5403	Day Care Pgm Supplies	849.27
Discount School Supply	03/14/2017	5705	25-26-000-5403	Day Care Program Supplies (F	23.47
Discount School Supply	03/14/2017	5723	25-25-940-5400	Family Fun Fest Supplies	159.96
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>4,342.70</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	03/14/2017	5724	10-12-000-5489	Dog Bags - Parks	117.00
Dog Waste Depot	03/14/2017	5724	10-12-000-5585	Dog Bag Stations & Bags - Par	476.00
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>593.00</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	03/14/2017	5706	25-25-933-5400	Pizza for Teen Night (Jan 2017	187.17
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>187.17</b>
<b>Vendor: 10337 - Elk Grove Park District</b>					
Elk Grove Park District	03/07/2017	5679	25-25-833-5300	Contractual Camp Field Trip D	360.00
<b>Vendor 10337 - Elk Grove Park District Total:</b>					<b>360.00</b>
<b>Vendor: 10964 - Erin Cooper</b>					
Erin Cooper	03/06/2017	5654	25-25-785-5300	Contractual Fitness Class - Fe	42.38
<b>Vendor 10964 - Erin Cooper Total:</b>					<b>42.38</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	03/06/2017	5655	10-11-000-5355	TS Phone Support - Feb 2017	46.72
Excalibur Technology Corpora	03/07/2017	5680	65-00-017-5553	Add'l NAS - P/C Back-UPS	2,418.95
Excalibur Technology Corpora	03/07/2017	5685	65-00-017-5550	Erin's Printer FY17/18	4,736.00
Excalibur Technology Corpora	03/07/2017	5685	65-00-017-5584	Beach POS Laptops (2) FY17/1	5,308.75
Excalibur Technology Corpora	03/14/2017	5725	10-11-000-5355	Diamond TSS	5,852.84
Excalibur Technology Corpora	03/14/2017	5725	25-00-000-5321	WebTrac Hosting - March	259.00
Excalibur Technology Corpora	03/14/2017	5725	10-11-000-5355	Diamond TSS	5,852.84



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Excalibur Technology Corpora	03/14/2017	5725	25-00-000-5321	WebTrac Hosting	259.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>24,734.10</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	02/28/2017	5614	25-25-903-5400	Dad/Daughter Prom Supplies	200.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>200.00</b>
<b>Vendor: 10344 - FedEx</b>					
FedEx	03/06/2017	5656	25-00-000-5360	Shipping Charges - (Feb 2017)	31.66
<b>Vendor 10344 - FedEx Total:</b>					<b>31.66</b>
<b>Vendor: 10405 - First Student</b>					
First Student	03/14/2017	5726	25-25-401-5300	Contractual - ELC Bus Svc	151.87
First Student	03/14/2017	5726	25-25-402-5300	Contractual - ELC Bus Svc	141.74
<b>Vendor 10405 - First Student Total:</b>					<b>293.61</b>
<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co	02/28/2017	5615	10-12-000-5486	Plumbing Supplies - Parks	35.86
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>35.86</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	03/14/2017	5727	10-12-000-5450	Equipment Supplies - Parks	140.01
Glenbrook Auto Parts Inc.	03/14/2017	5727	10-15-000-5480	Gas/Lubricants - Boathouse	68.22
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>208.23</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	02/28/2017	5616	25-25-475-5300	Payment #2 - Winter Enrichm	1,910.22
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>1,910.22</b>
<b>Vendor: 10500 - Glencoe PTO</b>					
Glencoe PTO	03/14/2017	5728	25-00-000-5360	Glencoe PTO Donation Ad Spa	75.00
<b>Vendor 10500 - Glencoe PTO Total:</b>					<b>75.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	02/28/2017	5617	25-25-601-5400	Kids Club Supplies	37.75
Gordon Food Service, Inc.	02/28/2017	5617	25-26-000-5409	Day Care Internal Food Svc	487.14
Gordon Food Service, Inc.	02/28/2017	5617	25-26-000-5460	Day Care Food Supplies	101.83
Gordon Food Service, Inc.	03/14/2017	5729	25-25-401-5400	Supplies - ELC	249.22
Gordon Food Service, Inc.	03/14/2017	5729	25-25-402-5400	Supplies - ELC	249.22
Gordon Food Service, Inc.	03/14/2017	5729	25-25-403-5400	Supplies - ELC	249.23
Gordon Food Service, Inc.	03/14/2017	5729	25-26-000-5409	Internal Food Svc - Day Care	249.22
Gordon Food Service, Inc.	03/14/2017	5729	25-26-000-5460	Food Equipment - Day Care	350.00
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>1,973.61</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	03/14/2017	5730	10-12-000-5486	Plumbing Supplies - Parks	63.16
Grainger Inc.	03/14/2017	5730	10-14-000-5486	Plumbing Supplies - Beach	79.28
Grainger Inc.	03/14/2017	5730	10-15-000-5486	Plumbing Supplies - Boathous	384.20
Grainger Inc.	03/14/2017	5730	10-12-000-5430	First Aid Supplies - Parks	233.32
Grainger Inc.	03/14/2017	5730	10-15-000-5486	Plumbing Supplies - Boathous	227.71
Grainger Inc.	03/14/2017	5730	25-00-000-5430	First Aid Supplies - Takiff	393.40
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>1,381.07</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	02/28/2017	5618	25-26-000-5409	Milk - Day Care	143.52
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>143.52</b>
<b>Vendor: 10094 - Haley Stone</b>					
Haley Stone	03/06/2017	5657	25-25-786-5300	Contractual Fitness Classes - F	345.77
<b>Vendor 10094 - Haley Stone Total:</b>					<b>345.77</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	02/28/2017	5619	10-12-000-5481	Construction Supplies - Parks	1,377.26
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>1,377.26</b>
<b>Vendor: 10388 - IAPD</b>					
IAPD	03/01/2017	5636	10-11-000-5730	Annual Membership Dues - 2	6,326.90
IAPD	03/02/2017	5648	10-11-000-5342	Fee for Distinguished Agency	500.00
<b>Vendor 10388 - IAPD Total:</b>					<b>6,826.90</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	03/06/2017	5658	25-00-000-5360	Signs (Oct/Dec/Jan)	723.28
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>723.28</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	03/03/2017	DFT0000406	10-00-000-2110	IL State Tax W/H	1,607.61
IL Dept of Revenue	03/03/2017	DFT0000410	10-00-000-2110	IL State Tax W/H	147.99
IL Dept of Revenue	03/03/2017	DFT0000415	10-00-000-2110	IL State Tax W/H	1,870.64
IL Dept of Revenue	03/03/2017	DFT0000420	10-00-000-2110	IL State Tax W/H	283.36
IL Dept of Revenue	03/17/2017	DFT0000425	10-00-000-2110	IL State Tax W/H	3,396.38
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>7,305.98</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	02/28/2017	DFT0000417	10-00-000-2150	IMRF Contribution - Feb 2017	33,537.80
Illinois Municipal Retirement	02/28/2017	DFT0000417	10-00-000-2155	IMRF Contribution - Feb 2017	1,580.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>35,117.80</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	03/03/2017	DFT0000404	10-00-000-2120	Social Security W/H	6,072.76
IRS/Dept of Treasury	03/03/2017	DFT0000405	10-00-000-2130	Medicare	1,420.26
IRS/Dept of Treasury	03/03/2017	DFT0000407	10-00-000-2100	Fed Income Tax W/H	6,704.10
IRS/Dept of Treasury	03/03/2017	DFT0000408	10-00-000-2120	Social Security W/H	743.62
IRS/Dept of Treasury	03/03/2017	DFT0000409	10-00-000-2130	Medicare	173.92
IRS/Dept of Treasury	03/03/2017	DFT0000411	10-00-000-2100	Fed Income Tax W/H	659.95
IRS/Dept of Treasury	03/03/2017	DFT0000413	10-00-000-2120	Social Security W/H	6,908.42
IRS/Dept of Treasury	03/03/2017	DFT0000414	10-00-000-2130	Medicare	1,615.68
IRS/Dept of Treasury	03/03/2017	DFT0000416	10-00-000-2100	Fed Income Tax W/H	4,271.55
IRS/Dept of Treasury	03/03/2017	DFT0000418	10-00-000-2120	Social Security W/H	992.00
IRS/Dept of Treasury	03/03/2017	DFT0000419	10-00-000-2130	Medicare	232.00
IRS/Dept of Treasury	03/03/2017	DFT0000421	10-00-000-2100	Fed Income Tax W/H	1,626.42
IRS/Dept of Treasury	03/17/2017	DFT0000423	10-00-000-2120	Social Security W/H	12,660.10
IRS/Dept of Treasury	03/17/2017	DFT0000424	10-00-000-2130	Medicare	2,960.80
IRS/Dept of Treasury	03/17/2017	DFT0000426	10-00-000-2100	Fed Income Tax W/H	10,534.41
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>57,575.99</b>
<b>Vendor: 11066 - John Talbot</b>					
John Talbot	02/27/2017	5605	25-00-000-2580	Refund for Cancelled Watts R	1,025.00
<b>Vendor 11066 - John Talbot Total:</b>					<b>1,025.00</b>
<b>Vendor: 10399 - Jorson &amp; Carlson Company Inc.</b>					
Jorson & Carlson Company In	02/28/2017	5621	10-13-000-5356	Zamboni Maintenance	67.35
<b>Vendor 10399 - Jorson &amp; Carlson Company Inc. Total:</b>					<b>67.35</b>
<b>Vendor: 10877 - Judith Roin</b>					
Judith Roin	03/06/2017	5659	25-25-785-5300	Contractual Yoga Class - Feb 2	61.73
<b>Vendor 10877 - Judith Roin Total:</b>					<b>61.73</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	03/14/2017	5708	25-00-000-5355	Copy Machine Maint (Feb 201	148.99
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>148.99</b>
<b>Vendor: 10071 - Kwamell Laseter</b>					
Kwamell Laseter	03/01/2017	5637	25-25-707-5300	Contractual - Basketball Refer	117.00
Kwamell Laseter	03/01/2017	5637	25-25-708-5300	Contractual - Basketball Refer	78.00
Kwamell Laseter	03/07/2017	5686	25-25-707-5300	Basketball Referee - 3/11/17	117.00
<b>Vendor 10071 - Kwamell Laseter Total:</b>					<b>312.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	03/06/2017	5660	25-26-000-5403	Day Care Prgm Supplies (Feb	104.97
Lakeshore Learning Material	03/14/2017	5709	25-26-000-5403	Day Care Program Supplies (F	1,052.19
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>1,157.16</b>
<b>Vendor: 10968 - Laura K Friedman</b>					
Laura K Friedman	03/07/2017	5687	25-25-785-5300	Contractual - Yoga Classes	69.46
<b>Vendor 10968 - Laura K Friedman Total:</b>					<b>69.46</b>
<b>Vendor: 10096 - Lawrence Wayne</b>					
Lawrence Wayne	03/01/2017	5638	25-25-707-5300	Contractual - Basketball Refer	78.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Lawrence Wayne	03/01/2017	5638	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	03/01/2017	5638	25-25-711-5300	Contractual - Basketball Refer	156.00
Lawrence Wayne	03/07/2017	5688	25-25-707-5300	Basketball Referee - 3/11/17	39.00
Lawrence Wayne	03/07/2017	5688	25-25-708-5300	Basketball Referee - 3/11/17	78.00
Lawrence Wayne	03/07/2017	5688	25-25-740-5300	Basketball Referee - 3/11/17	78.00
Lawrence Wayne	03/14/2017	5731	25-25-707-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	03/14/2017	5731	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	03/14/2017	5731	25-25-711-5300	Contractual - Basketball Refer	156.00
<b>Vendor 10096 - Lawrence Wayne Total:</b>					<b>702.00</b>
<b>Vendor: 10902 - Leah Shoshanah Cowen</b>					
Leah Shoshanah Cowen	03/06/2017	5661	25-26-000-5386	Children's Circle Music/Yoga	400.00
<b>Vendor 10902 - Leah Shoshanah Cowen Total:</b>					<b>400.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	03/14/2017	5710	10-12-000-5581	Building Equipment - Parks (F	1,929.40
Lowe's Business Acct/GEMB	03/14/2017	5710	25-00-000-5420	General Supplies - Takiff (Feb)	915.73
Lowe's Business Acct/GEMB	03/14/2017	5710	25-00-000-5483	Paint - Takiff Gym (Feb)	10.57
Lowe's Business Acct/GEMB	03/14/2017	5732	10-12-000-5588	Bldg Improvements - Parks	190.00
Lowe's Business Acct/GEMB	03/14/2017	5732	10-15-000-5483	Paint - Boathouse	91.46
Lowe's Business Acct/GEMB	03/14/2017	5732	10-15-000-5588	Bldg Improvements - Boathou	1,000.00
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>4,137.16</b>
<b>Vendor: 10080 - Mad Science of N. Illinois</b>					
Mad Science of N. Illinois	03/14/2017	5711	25-25-617-5300	Contractual - Mad Science Cla	1,430.00
<b>Vendor 10080 - Mad Science of N. Illinois Total:</b>					<b>1,430.00</b>
<b>Vendor: 10158 - Magnificent Events</b>					
Magnificent Events	03/14/2017	5733	25-25-910-5300	Contractual - July 4th Stage D	950.00
<b>Vendor 10158 - Magnificent Events Total:</b>					<b>950.00</b>
<b>Vendor: 10615 - Marek Piotr Stepien</b>					
Marek Piotr Stepien	02/28/2017	5622	25-25-765-5300	Contractual - Fencing Class	1,351.90
<b>Vendor 10615 - Marek Piotr Stepien Total:</b>					<b>1,351.90</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	03/06/2017	5662	25-25-785-5300	Contractual Fitness Classes - F	626.11
Marianne Nicolosi	03/06/2017	5662	25-25-786-5300	Contractual Fitness Classes - F	28.00
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>654.11</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	03/06/2017	5663	10-13-000-5305	Liquor Liability Ins - Watts	175.00
Market Access	03/06/2017	5663	25-00-000-5305	Liquor Liability Ins - Takiff	195.00
<b>Vendor 10160 - Market Access Total:</b>					<b>370.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	03/06/2017	5664	25-00-000-5210	Long Distance Phone Svc - Tak	69.38
<b>Vendor 10174 - MCI Total:</b>					<b>69.38</b>
<b>Vendor: 10437 - Midwest Trading Horticultural Supplies, Inc.</b>					
Midwest Trading Horticultural	03/14/2017	5734	10-12-000-5490	Supplies - Flowers/Plantings	766.36
Midwest Trading Horticultural	03/14/2017	5734	10-12-000-5491	Supplies - Greenhouse	1,000.00
<b>Vendor 10437 - Midwest Trading Horticultural Supplies, Inc. Total:</b>					<b>1,766.36</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	03/14/2017	5712	10-12-000-5370	Rental Equip - Parks (Feb)	56.00
Mutual Ace Hardware	03/14/2017	5712	10-12-000-5450	Equip Supplies - Parks (Feb)	43.17
Mutual Ace Hardware	03/14/2017	5712	10-12-000-5480	Gas/Lubricants- Parks (Feb)	53.97
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>153.14</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	03/03/2017	5598	10-00-000-2160	IMRF Life-#03298	64.00
NCPERS-IL IMRF	03/03/2017	5601	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>128.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	02/28/2017	5623	10-12-000-5220	Heat/Gas - Parks	596.91
North Shore Gas Company	02/28/2017	5623	10-13-000-5220	Heat/Gas - Watts	283.79

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
North Shore Gas Company	02/28/2017	5623	25-00-000-5220	Heat/Gas - Takiff	1,526.11
North Shore Gas Company	03/06/2017	5665	10-12-000-5230	Gas/Heat - Parks (Feb 2017)	653.24
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>3,060.05</b>
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	03/01/2017	5639	10-11-000-5342	NSSRA Awards Banquet - Apr	90.00
<b>Vendor 10228 - NSSRA Total:</b>					<b>90.00</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	03/06/2017	5666	25-26-000-5386	Children's Circle Spanish Class	200.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>200.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	03/07/2017	5681	25-00-000-5355	Mo Exterminator Takiff - Mar	178.25
Orkin Pest Control	03/14/2017	5713	10-13-000-5355	Exterminator - Watts (Feb 20	700.00
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>878.25</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	03/01/2017	5640	25-00-000-5355	Elevator Mo Maint - March 20	452.03
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>452.03</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	03/01/2017	5641	10-11-000-5600	FSA Plan Fees - March 2017	82.50
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>82.50</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	03/03/2017	5599	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/03/2017	5599	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	03/03/2017	5602	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	03/03/2017	5602	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/17/2017	5696	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	03/17/2017	5696	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/17/2017	5696	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	03/17/2017	5696	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	02/28/2017	5625	10-11-000-5600	Health Insurance - Feb 2017	35,896.36
PDRMA	02/28/2017	5625	25-26-000-5600	Health Insurance - Feb 2017	12,781.13
<b>Vendor 10242 - PDRMA Total:</b>					<b>48,677.49</b>
<b>Vendor: 10246 - Petty Cash</b>					
Petty Cash	03/14/2017	5735	25-25-933-4200	Cash Bank for Teen Night	200.00
<b>Vendor 10246 - Petty Cash Total:</b>					<b>200.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	02/28/2017	5626	25-00-000-5401	Office Supplies - Takiff	294.60
Quill Corporation	02/28/2017	5626	25-00-000-5420	General Supplies - Takiff	43.97
Quill Corporation	03/06/2017	5667	25-00-000-5351	Equipment Repairs - Takiff	13.99
Quill Corporation	03/06/2017	5667	25-00-000-5420	General Supplies - Takiff (Feb	46.58
Quill Corporation	03/14/2017	5736	10-14-000-5401	Office Supplies - Beach	180.62
Quill Corporation	03/14/2017	5736	25-00-000-5351	Equip Repairs - Takiff	13.44
Quill Corporation	03/14/2017	5736	25-00-000-5401	Office Supplies - Takiff	480.50
Quill Corporation	03/14/2017	5736	25-00-000-5412	Cleaning Supplies - Takiff	33.99
Quill Corporation	03/14/2017	5736	25-00-000-5420	General Supplies - Takiff	69.31
Quill Corporation	03/14/2017	5736	25-26-000-5401	Office Supplies - Day Care	35.18
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>1,212.18</b>
<b>Vendor: 10121 - Quiyann Laseter</b>					
Quiyann Laseter	03/01/2017	5642	25-25-707-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	03/01/2017	5642	25-25-708-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	03/07/2017	5689	25-25-707-5300	Basketball Referee - 3/11/17	117.00
Quiyann Laseter	03/07/2017	5689	25-25-711-5300	Basketball Referee - 3/11/17	39.00
<b>Vendor 10121 - Quiyann Laseter Total:</b>					<b>351.00</b>
<b>Vendor: 10073 - Raymond Laseter II</b>					
Raymond Laseter II	03/01/2017	5644	25-25-740-5300	Contractual - Basketball Refer	92.00

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Raymond Laseter II	03/07/2017	5691	25-25-707-5300	Basketball Referee - 3/11/17	117.00
<b>Vendor 10073 - Raymond Laseter II Total:</b>					<b>209.00</b>
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	03/01/2017	5643	25-25-707-5300	Contractual - Basketball Refer	153.00
Raymond Laseter	03/01/2017	5643	25-25-708-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	03/01/2017	5643	25-25-711-5300	Contractual - Basketball Refer	153.00
Raymond Laseter	03/01/2017	5643	25-25-740-5300	Contractual - Basketball Refer	118.00
Raymond Laseter	03/07/2017	5690	25-25-707-5300	Basketball Referee - 3/11/17	219.00
Raymond Laseter	03/07/2017	5690	25-25-711-5300	Basketball Referee - 3/11/17	204.00
Raymond Laseter	03/14/2017	5737	25-25-707-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	03/14/2017	5737	25-25-708-5300	Contractual - Basketball Refer	51.00
Raymond Laseter	03/14/2017	5737	25-25-711-5300	Contractual - Basketball Refer	255.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>1,357.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	03/14/2017	5738	10-12-000-5353	Portolet Svc - Parks	183.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>183.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	02/28/2017	5627	10-13-000-5990	Glycol Pump Repair - Watts	278.00
RMC Inc.	03/01/2017	5645	10-13-000-5357	Watts Refrig Mo Maint - Marc	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>543.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	02/28/2017	5628	25-00-000-5420	General Supplies - Takiff	48.48
Sam's Club Direct Commercial	02/28/2017	5628	25-00-000-5730	Membership Fee	245.00
Sam's Club Direct Commercial	02/28/2017	5628	25-25-903-5400	Supplies - Dad/Daughter Pro	203.98
Sam's Club Direct Commercial	02/28/2017	5628	25-25-933-5400	Supplies - Teen Nite	46.60
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>544.06</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	03/06/2017	5668	25-25-786-5300	Contractual Fitness Class - Fe	329.56
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>329.56</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	03/06/2017	5669	45-00-000-5335	Background Checks - Feb 201	55.50
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>55.50</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	03/03/2017	5603	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	03/17/2017	5697	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: 10289 - Sunshine Arts &amp; Crafts</b>					
Sunshine Arts & Crafts	03/14/2017	5714	25-25-659-5300	Contractual - Winter Youth Ar	2,112.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>2,112.00</b>
<b>Vendor: 10720 - Tebon's Gas Station</b>					
Tebon's Gas Station	03/06/2017	5670	10-13-000-5480	Gas for Zamboni (Feb 2017)	258.00
<b>Vendor 10720 - Tebon's Gas Station Total:</b>					<b>258.00</b>
<b>Vendor: 10297 - Trolley Car &amp; Bus Company</b>					
Trolley Car & Bus Company	03/14/2017	5740	25-25-910-5300	Contractual - July 4th Trolley R	925.00
<b>Vendor 10297 - Trolley Car &amp; Bus Company Total:</b>					<b>925.00</b>
<b>Vendor: 10300 - Tyler Technologies, Inc.</b>					
Tyler Technologies, Inc.	03/01/2017	5646	10-11-000-5355	Incode Annual Maint - FY17/1	5,435.36
<b>Vendor 10300 - Tyler Technologies, Inc. Total:</b>					<b>5,435.36</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	03/06/2017	5671	10-13-000-5220	Bulk Energy - Watts	582.16
Vanguard Energy Service, LLC	03/06/2017	5671	25-00-000-5220	Bulk Energy - Takiff	4,320.08
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>4,902.24</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	03/03/2017	5600	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vantagepoint Trf Agents-457	03/03/2017	5604	10-00-000-2140	ICMA - A/C#301403	100.00

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Vantagepoint Trf Agents-457	03/17/2017	5698	10-00-000-2140	ICMA - A/C#301403	1,184.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>2,369.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	03/07/2017	5682	25-00-000-5210	Cell Phone Svc - March 2017	877.66
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>877.66</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	03/06/2017	5672	10-12-000-5480	Fuel - Parks (Feb 2017)	495.95
Village of Glencoe	03/06/2017	5672	25-00-000-5360	Glencoe Quarterly (Feb 2017)	556.62
Village of Glencoe	03/07/2017	5683	25-00-000-5355	Elevator Inspection Licenses (	200.00
Village of Glencoe	03/14/2017	5715	10-12-000-5240	Water/Sewer - Parks	218.58
Village of Glencoe	03/14/2017	5715	10-13-000-5240	Water/Sewer - Watts	2,630.22
Village of Glencoe	03/14/2017	5715	10-14-000-5240	Water/Sewer - Beach	44.58
Village of Glencoe	03/14/2017	5715	10-15-000-5240	Water/Sewer - Boathouse	44.58
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>4,190.53</b>
<b>Vendor: 10458 - Village of Glencoe-Shared Svcs</b>					
Village of Glencoe-Shared Svc	03/06/2017	5673	10-12-000-5347	Shared Svcs - Forestry FY16/1	6,398.00
Village of Glencoe-Shared Svc	03/06/2017	5673	10-12-000-5452	Shared Svcs - Fleet Maint FY1	5,426.00
<b>Vendor 10458 - Village of Glencoe-Shared Svcs Total:</b>					<b>11,824.00</b>
<b>Vendor: 10312 - VJ Killian Co.</b>					
VJ Killian Co.	02/28/2017	5630	10-12-000-5352	Replaced Furnace Circuit Boar	650.61
<b>Vendor 10312 - VJ Killian Co. Total:</b>					<b>650.61</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	02/28/2017	5631	25-25-401-5400	ELC Supplies	226.34
Walmart Community	02/28/2017	5631	25-25-402-5400	ELC Supplies	263.99
Walmart Community	02/28/2017	5631	25-25-403-5400	ELC Supplies	226.37
Walmart Community	02/28/2017	5631	25-25-421-5400	Preschool Enrichment Supplie	425.00
Walmart Community	02/28/2017	5631	25-25-444-5400	Preschool Enrichment Supplie	137.92
Walmart Community	02/28/2017	5631	25-25-933-5400	Teen Night Supplies	8.52
Walmart Community	02/28/2017	5631	25-26-000-5403	Day Care Pgm Supplies	213.78
Walmart Community	02/28/2017	5631	25-26-000-5409	Day Care Food Svc Internal	86.72
Walmart Community	02/28/2017	5631	25-26-000-5460	Day Care Food Supplies - Equi	2.97
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,591.61</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	02/27/2017	DFT0000398	10-00-000-2111	WI Mo Withholding	223.60
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>223.60</b>
<b>Vendor: 11068 - Women's Library Club</b>					
Women's Library Club	03/01/2017	5647	25-00-000-5730	Membership Fee - WLC 2017	150.00
<b>Vendor 11068 - Women's Library Club Total:</b>					<b>150.00</b>
<b>Vendor Set AP Vendors Total:</b>					<b>351,659.35</b>

Voucher List of Bills

Payment Dates: 02/25/2017 - 03/17/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	02/28/2017	5610	25-00-000-5341	Mileage Reimbursement	180.34
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>180.34</b>
<b>Vendor: 7347 - Elizabeth Stowick</b>					
Elizabeth Stowick	02/28/2017	5613	10-11-000-5341	Mileage Reimbursement - Jan	49.53
<b>Vendor 7347 - Elizabeth Stowick Total:</b>					<b>49.53</b>
<b>Vendor: 0808 - Jared Barchenger</b>					
Jared Barchenger	02/28/2017	5620	10-12-000-5421	Uniform Reimbursement	200.00
<b>Vendor 0808 - Jared Barchenger Total:</b>					<b>200.00</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	03/14/2017	5707	25-25-414-5400	Reimbursment - Presch Enrich	14.00
Kerri Ringel	03/14/2017	5707	25-25-444-5400	Reimbursement - Presch Enrich	5.99
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>19.99</b>
<b>Vendor: 3183 - Paul Goedjen</b>					
Paul Goedjen	02/28/2017	5624	25-00-000-5341	Mileage Reimbursement - Feb	28.46
<b>Vendor 3183 - Paul Goedjen Total:</b>					<b>28.46</b>
<b>Vendor: 6989 - Rose Pepe</b>					
Rose Pepe	03/07/2017	5692	10-11-000-5342	10 Year Anniversary Gift	100.00
<b>Vendor 6989 - Rose Pepe Total:</b>					<b>100.00</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	02/28/2017	5629	25-25-707-5300	Mileage Reimbursement - Bas	30.00
Terry Miskowicz	02/28/2017	5629	25-25-707-5300	Mileage Reimbursement - Bas	30.00
Terry Miskowicz	02/28/2017	5629	25-25-708-5300	Mileage Reimbursement - Bas	18.65
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>78.65</b>
<b>Vendor: 5578 - Tom McDonald</b>					
Tom McDonald	03/14/2017	5739	10-11-000-5342	Employee Anniversary Gift	200.00
<b>Vendor 5578 - Tom McDonald Total:</b>					<b>200.00</b>
<b>Vendor Set Employees Total:</b>					<b>856.97</b>
<b>Grand Total:</b>					<b>352,516.32</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	203,848.07
25 - RECREATION FUND	76,906.51
45 - LIABILITY INSURANCE FUND	55.50
65 - CAPITAL PROJECTS FUND	26,862.70
69 - MASTER PLAN CAPITAL PROJECTS	44,843.54
<b>Grand Total:</b>	<b>352,516.32</b>

### Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	23,796.43
10-00-000-2110	IL STATE WITHHOLDING	7,305.98
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	27,376.90
10-00-000-2130	MEDICARE WITHHOLDING	6,402.66
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHHOLDING	33,537.80
10-00-000-2155	IMRF VAC WITHHOLDING	1,580.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	128.00
10-00-000-2170	AFLAC WITHHOLDING	376.00
10-00-000-2180	CREDIT UNION WITHOL	850.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	102.50
10-11-000-5311	LEGAL NOTICES	100.36
10-11-000-5341	MILEAGE REIMBURSEM	49.53
10-11-000-5342	OFFICIALS/MEETING EXP	903.97
10-11-000-5355	MAINTENANCE SERVICE	17,187.76
10-11-000-5600	HEALTH INSURANCE PRE	36,223.86
10-11-000-5730	DUES/MEMBERSHIPS	6,326.90
10-12-000-5210	TELEPHONE/INTERNET	235.54
10-12-000-5220	FUEL/HEAT	596.91
10-12-000-5230	ELECTRICITY	1,122.07
10-12-000-5240	WATER	218.58
10-12-000-5347	SHARED SVCS-FORESTRY	6,398.00
10-12-000-5352	REPAIRS - BUILDINGS	650.61
10-12-000-5353	DISPOSAL/PORTOLET SE	901.00
10-12-000-5370	RENTAL - EQUIPMENT	56.00
10-12-000-5421	SUPPLIES - UNIFORMS	200.00
10-12-000-5430	SUPPLIES - FIRST AID	233.32
10-12-000-5450	SUPPLIES - EQUIPMENT	183.18
10-12-000-5452	SHARED SVCS-FLEET MA	5,426.00
10-12-000-5480	GASOLINE/LUBRICANTS	549.92
10-12-000-5481	SUPPLIES-CONSTRUCTIO	1,615.50
10-12-000-5486	SUPPLIES-PLUMBING	99.02
10-12-000-5489	SUPPLIES-TRASH BAGS	117.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	766.36
10-12-000-5491	SUPPLIES-GREENHOUSE	1,000.00
10-12-000-5581	EQUIPMENT - BLDG/HO	1,929.40
10-12-000-5585	PAVEMENT & SITE DEVE	476.00
10-12-000-5588	BUILDING IMPROVEME	190.00
10-13-000-5210	TELEPHONE/INTERNET	39.32
10-13-000-5220	FUEL/HEAT	865.95
10-13-000-5230	ELECTRICITY	6,873.64
10-13-000-5240	WATER	2,630.22
10-13-000-5305	PARTY RENTAL ENTERM	175.00
10-13-000-5353	DISPOSAL/PORTOLET SE	106.00
10-13-000-5355	MAINTENANCE SERVICE	700.00
10-13-000-5356	MAINT SERVICE - ZAMB	67.35



## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5480	GASOLINE/LUBRICANTS/	258.00
10-13-000-5990	CONTINGENCY	278.00
10-14-000-5210	TELEPHONE/INTERNET	105.00
10-14-000-5230	ELECTRICITY	78.42
10-14-000-5240	WATER	44.58
10-14-000-5401	OFFICE SUPPLIES	180.62
10-14-000-5486	SUPPLIES-PLUMBING	79.28
10-15-000-5230	ELECTRICITY	1,087.84
10-15-000-5240	WATER	44.58
10-15-000-5480	GASOLINE/LUBRICANTS	68.22
10-15-000-5483	SUPPLIES-PAINT	91.46
10-15-000-5486	SUPPLIES-PLUMBING	611.91
10-15-000-5588	BUILDING IMPROVEME	1,000.00
25-00-000-2580	BALANCE ON ACCOUNT-	1,025.00
25-00-000-5210	TELEPHONE/INTERNET	4,042.28
25-00-000-5220	FUEL/HEAT	5,846.19
25-00-000-5230	ELECTRICITY	7,053.66
25-00-000-5305	PARTY RENTAL ENTERM	1,695.00
25-00-000-5321	CONSULTING-ONLINE/O	518.00
25-00-000-5341	MILEAGE REIMBURSEM	208.80
25-00-000-5351	REPAIRS - EQUIPMENT	27.43
25-00-000-5353	DISPOSAL/PORTOLET SE	322.00
25-00-000-5355	MAINTENANCE SERVICE	2,463.61
25-00-000-5360	PRINTING/MARKETING/	7,343.56
25-00-000-5401	OFFICE SUPPLIES	775.10
25-00-000-5406	HAKAFA AGREEMENT S	49.52
25-00-000-5412	CUSTODIAL/CLEANING S	63.85
25-00-000-5420	SUPPLIES - GENERAL	1,145.48
25-00-000-5430	SUPPLIES - FIRST AID	393.40
25-00-000-5483	SUPPLIES-PAINT	10.57
25-00-000-5730	DUES/MEMBERSHIPS	560.00
25-25-312-5400	SUPPLIES-ADULT WORK	11.00
25-25-401-5300	CONTRACTL-ELC 3YR	151.87
25-25-401-5400	SUPPLIES-ELC 3YR	1,188.11
25-25-402-5300	CONTRACTL-ELC 4YR	141.74
25-25-402-5400	SUPPLIES-ELC 4YR	1,480.06
25-25-403-5400	SUPPLIES-ELC 2YR	948.15
25-25-411-5400	SUPPLIES-CREATIVE CO	9.67
25-25-413-5400	SUPPLIES-COOKS & BOO	19.41
25-25-414-5400	SUPPLIES-EXPL N DISCVR	14.00
25-25-421-5400	SUPPLIES-FANTASY PLAY	525.00
25-25-422-5400	SUPPLIES-MUSIC & MOR	15.37
25-25-428-5400	SUPPLIES-ALPHABET AN	211.07
25-25-444-5400	SUPPLIES-4YR ELC ENRIC	743.91
25-25-475-5300	CONTRACTL-GJK ENRICH	1,910.22
25-25-480-5400	SUPPLIES-PRESCHOOL/T	300.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	37.75
25-25-617-5300	CONTRACTL-MAD SCIEN	1,430.00
25-25-659-5300	CONTRACTL-SUNSHINE	2,112.00
25-25-707-5300	CONTRACTL-BOYS HSE B	1,275.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	95.62
25-25-708-5300	CONTRACTL-GIRLS HSE B	483.65
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	95.62
25-25-711-5300	CONTRACTL-PEE WEE B	963.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	95.62
25-25-740-5300	COTNRACTL-TRAVELING	763.00
25-25-740-5400	SUPPLIES-TRAVELING BA	1,020.00

**Account Summary**

Account Number	Account Name	Payment Amount
25-25-765-5300	CDNTRACTL-FENCING	1,351.90
25-25-785-5300	CONTRACTL-GPD FITNES	799.68
25-25-786-5300	CONTRACTL-FITNESS DR	951.78
25-25-833-5300	CONTRACTL-ACTION QU	1,720.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	1,469.44
25-25-905-5400	SUPPLIES-SPRING EGG H	1,000.15
25-25-910-5300	CONTRACTL-4TH OF JUL	1,875.00
25-25-932-5300	CONTRACTL-SCHOOL DA	360.00
25-25-932-5400	SUPPLIES-SCHOOL DAYS	43.57
25-25-933-4200	REV-TEEN SCENE	200.00
25-25-933-5400	SUPPLIES-TEEN SCENE	242.29
25-25-940-5400	SUPPLIES-FAMILY FUN F	159.96
25-26-000-5340	CONFERENCES AND TRA	54.49
25-26-000-5386	SERVICES-DAYCARE PRO	600.00
25-26-000-5401	OFFICE SUPPLIES	35.18
25-26-000-5403	DAYCARE PROGRAM SU	2,256.25
25-26-000-5409	SUPPLIES-INTERNAL FO	966.60
25-26-000-5460	SUPPLIES-FOOD EQUIP	454.80
25-26-000-5600	HEALTH INSURANCE PRE	12,781.13
45-00-000-5335	WELLNESS/PRE-PLACEM	55.50
65-00-016-5502	INFRASTRUCTURE ASSE	4,925.00
65-00-016-5520	TESTING SVCS-WATTS LE	500.00
65-00-017-5550	HP DESIGNJET PRINTER-	4,736.00
65-00-017-5553	ANNUAL HARDWARE RE	2,418.95
65-00-017-5582	HOBIE SAILBOAT	8,974.00
65-00-017-5584	BEACH POS/INTERNET-H	5,308.75
69-00-000-5502	CENTRAL PROJ-Construc	21,517.25
69-00-000-5517	ASTOR PARK-Design Svc	6,141.24
69-00-000-5520	LAKEFRONT PARK-Desig	4,286.52
69-00-000-5522	LAKEFRONT PARK-Owne	2,430.00
69-00-000-5525	WEST PLAYGROUND-De	10,223.81
69-00-000-5530	TAKIFF PARKING-Design	244.72
	<b>Grand Total:</b>	<b>352,516.32</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	352,516.32
<b>Grand Total:</b>	<b>352,516.32</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 March 21, 2017 and you are hereby authorized to pay them from the appropriate funds.

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

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

# V. Financial Report

Glencoe Park District  
March 2017 Board Meeting

Glencoe Park District  
 Monthly Funds Report  
 February 2017

**Corporate and Other Funds:**

	<u>Jan 2017</u>	<u>Feb 2017</u>
Harris Bank Corporate Account - 0.050%	249,690.61	416,553.87
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.64%	3,275,061.90	3,604,617.80
The Illinois Fund (Public Treasurers' Investment Pool) - 0.62%	3,135,555.38	2,937,034.55
Harris Payroll Account - 0.050%	82,210.48	84,449.80
PMA Financial Account - 0.60%	844,518.10	353,303.03
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(174,764.93)	(31,932.44)
IPDLAF Certificates of Deposit:		
2 CDs at \$247,000 each maturing July 21,2017 (1.00% net)	494,000.00	494,000.00
2 CDs at \$248,000 each maturing June 12, 2017 (0.75% net)	496,000.00	496,000.00
1 CDs at \$247,800 each maturing February 7, 2018 (1.10% net)	0.00	246,000.00
PMA Certificates of Deposit:		
1 CDs at \$247,800 each maturing February 6, 2017 (0.85% net)	247,800.00	0.00
2 CDs at \$247,650 each maturing March 17, 2017 (0.93% net)	495,300.00	495,300.00
2 CDs at \$248,900 each maturing July 24, 2017 (0.86% net)	497,800.00	497,800.00
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	247,600.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	0.00	741,600.00
<b>Grand Total</b>	<b>\$10,386,171.54</b>	<b>\$11,077,726.61</b>



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 2/28/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>CLAIM ON CASH</u></b>					
10-00-000-1000	CASH/INVESTMENTS	2,692,489.02	219,813.30	2,912,302.32	
25-00-000-1000	CASH/INVESTMENTS	4,701,478.38	277,788.84	4,979,267.22	
30-00-000-1000	CASH/INVESTMENTS	174,016.15	(12,386.25)	161,629.90	
35-00-000-1000	CASH/INVESTMENTS	274,690.57	29,885.73	304,576.30	
36-00-000-1000	CASH/INVESTMENTS	78,152.56	20,986.26	99,138.82	
40-00-000-1000	CASH/INVESTMENTS	264,962.91	177,774.08	442,736.99	
45-00-000-1000	CASH/INVESTMENTS	141,133.02	11,842.31	152,975.33	
50-00-000-1000	CASH/INVESTMENTS	39,814.82	6,127.15	45,941.97	
55-00-000-1000	CASH/INVESTMENTS	7,416.60	1,826.00	9,242.60	
65-00-000-1000	CASH/INVESTMENTS	338,909.26	1,216.06	340,125.32	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,563,230.23	(43,353.44)	1,519,876.79	
70-00-000-1000	CASH/INVESTMENTS	73,565.02	35.03	73,600.05	
75-00-000-1000	CASH/INVESTMENTS	36,313.00	0.00	36,313.00	
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>		<b>10,386,171.54</b>	<b>691,555.07</b>	<b>11,077,726.61</b>	
<b><u>CASH IN BANK</u></b>					
99-00-000-1011	Operating Corporate Account	79,811.58	314,492.12	394,303.70	
99-00-000-1012	Operating PR Account	77,324.58	(2,557.05)	74,767.53	
99-00-000-1013	IL Funds	3,135,555.38	(198,520.83)	2,937,034.55	
99-00-000-1014	IPDLAF CD's	990,000.00	246,000.00	1,236,000.00	
99-00-000-1015	IPDLAF MM	3,275,061.90	329,555.90	3,604,617.80	
99-00-000-1016	PMA CD's	1,983,900.00	493,800.00	2,477,700.00	
99-00-000-1017	PMA MM	844,518.10	(491,215.07)	353,303.03	
<b>TOTAL CASH IN BANK</b>		<b>10,386,171.54</b>	<b>691,555.07</b>	<b>11,077,726.61</b>	
<b><u>DUE TO OTHER FUNDS</u></b>					
99-00-000-2400	Due To Other Funds	10,386,171.54	691,555.07	11,077,726.61	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>10,386,171.54</b>	<b>691,555.07</b>	<b>11,077,726.61</b>	
Claim on Cash	11,077,726.61	Claim on Cash	11,077,726.61	Cash in Bank	11,077,726.61
Cash in Bank	11,077,726.61	Due To Other Funds	11,077,726.61	Due To Other Funds	11,077,726.61
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District  
 Monthly Financial Analysis  
 February 2017

	<u>As of</u> <u>2/28/2015</u>	<u>As of</u> <u>2/29/2016</u>	(*1) <u>As of</u> <u>2/28/2017</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	3,096,729	3,307,207	3,156,131
Wages	(520,560)	(625,110)	(619,625)
Contractual	(1,369,048)	(1,346,557)	(1,177,543)
Supplies	(89,788)	(88,464)	(102,696)
Net Surplus	1,117,333	1,247,076	1,256,267
<b><u>Day Care Department</u></b>			
Revenue	800,415	810,366	890,119
Expense	(621,470)	(654,974)	(716,240)
Net Surplus	178,945	155,392	173,879
<b><u>Beach Department</u></b>			
Revenue	324,505	259,395	324,303
Expense	(337,948)	(250,086)	(275,425)
Net Surplus/(Deficit)	(13,443)	9,309	48,878
<b><u>Boating Department</u></b>			
Revenue	N/A	72,372	107,008
Expense	N/A	(100,660)	(104,788)
Net Surplus/(Deficit)	N/A	(28,288)	2,220
<b>Beach/Boating Department Total:</b>		(18,979)	51,098
(for comparison to prior years)			
<b><u>Watts Department</u></b>			
Revenue	129,023	125,224	124,142
Expenses	(242,009)	(235,669)	(234,988)
Net (Deficit)	(112,986)	(110,445)	(110,846)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	25,965	28,458	31,537
Expense	(978,563)	(1,048,455)	(1,074,174)
Net Surplus/(Deficit)	(952,598)	(1,019,997)	(1,042,637)
<b><u>Parks Department</u></b>			
Revenue	7,427	17,280	31,599
Expense	(924,712)	(959,405)	(989,936)
Net (Deficit)	(917,285)	(942,125)	(958,337)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,180,001	1,180,464	1,233,905
Expenses	(1,877,110)	(2,435,783)	(2,039,328)
Net Surplus/(Deficit)	(697,109)	(1,255,319)	(805,423)

\*1: The amounts this month do not reflect accrued payables that will be paid in March that will be recorded in FY2016/17.

# **VI. Approval of Resolution No. 860 to Support the Welcoming and Inclusive Community Pledge**

Glencoe Park District  
March 2017 Board Meeting



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** PRESIDENT GAINES  
**SUBJECT:** RESOLUTION NO. 860 AND GLENCOE WELCOMING AND INCLUSIVENESS PLEDGE  
**DATE:** 3/9/17  
**CC:** LISA SHEPPARD, EXECUTIVE DIRECTOR

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On Thursday, March 9, I received this message from Village President Levin and also feel that this is important statement for our Village to endorse and would recommend the Park District join the Village of Glencoe, other Glencoe governing bodies and our neighbors in Lake County in passing the attached Resolution and Pledge.

“As friends and heads of Glencoe’s key governing bodies, I wanted to share with you an important civic matter. At last night’s Northwest Municipal Conference Meeting, I shared a statement urging Cook County communities to adopt a Welcoming and Inclusiveness Pledge that was recently championed by our neighbors in Lake County. I have asked my Village Manager, Phil Kiraly, to add this topic to our Village Board agenda for next week’s Thursday meeting. We have prepared the attached resolution and Glencoe Welcoming and Inclusiveness Pledge for the Board’s consideration on Thursday, proclaiming our Village’s pledge and to recognize that we enjoy a wonderful diversity of people and ideas. It has never been more important than now to cast a bright light on our commitment to providing a safe, welcoming environment for all who live, work, and visit our community. I hope you will join me in supporting this important statement and action.” Glencoe Village President Levin



## **Statement made by Glencoe President, Larry Levin, to the Northwest Municipal Conference Meeting on March 8, 2017**

In our changing world, more and more of us have become acutely aware of threats to our communities, and to some of those that live, work, worship, and spend time for any reason in our cities and villages. Just yesterday, a Jewish Day Care center in the Edgewater neighborhood was evacuated due to a phoned-in bomb threat. These threats, and those like them, are being made against many different groups of individuals, and the threats will no doubt continue.

In this light, I would like to commend our neighbors in Lake County for their recent acceptance and adoption of the Lake County Welcoming and Inclusive Community Pledge. This pledge joins together all Lake County communities in accepting, celebrating and protecting the diversity that exists in their localities. I was so pleased to see this pledge taken up by our neighboring communities, many of which are represented by the Northwest Municipal Conference.

Last night, I was privileged to attend a meeting with Cook County State's Attorney Kim Foxx, a meeting that was hosted by Cook County Commissioner Larry Suffredin. The meeting was an excellent opportunity to get to know the new State's Attorney, and what struck me was her desire to partner with our communities to underscore the very tenets espoused in the Lake County Welcoming and Inclusiveness Pledge. I think it's time for us to make a positive statement together with our Lake County neighbors.

Therefore, I believe it in our mutual interest as leaders of our communities to think about and focus on ways to make all of our cities and villages places that are safe for everyone. With this in mind, I would like to recommend to the NWMC that those member communities outside of the corporate boundaries of Lake County likewise take up and consider this pledge with our Village Boards and City Councils. We owe it to those who call our communities home to ensure that they are keenly aware of our desire to support and protect them.

I am planning to discuss this with my Village Board, and hope to be joined by other members of the Northwest Municipal Conference in doing so.

## **Lake County's Welcoming and Inclusive Community Pledge ·**

I pledge to stand against hate and discrimination and affirm that Lake County should be a welcoming community for all.

I am proud of Lake County's diversity. I recognize that at every level of American society, people of all backgrounds contribute to our democracy, culture, and economy. We must advance the fundamental rights and principles upon which the United States was founded, establishing the equality and dignity of all people regardless of their background.

I condemn any verbal or non-verbal attacks, harassment, or intimidation based on race, ethnicity, color, immigration or refugee status, religion or creed, gender or sexual orientation, age, mental or physical disability, veteran status, or other social identities, as well as discourse that disrespects or degrades people's identities, needs, and beliefs. From our schools to our neighborhoods and our government buildings, Lake County must be a place that respects our differences and believes that diverse perspectives create better outcomes.

**GLENCOE PARK DISTRICT  
RESOLUTION No. 860**

**A RESOLUTION TO SUPPORT  
THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE**

**WHEREAS**, the Glencoe Park District supports and serves all residents of Glencoe regardless of their background; and

**WHEREAS**, the Glencoe Park District supports **THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE** and commits to calling out hate and discrimination; and

**WHEREAS**, the Glencoe Park District commits to helping promote the core American value that no one should be targeted because of their racial, ethnic, immigration or refugee status, religion, sexual orientation, or other social identities; and

**WHEREAS**, as public servants the Glencoe Park District has an even greater responsibility to speak out against discrimination, xenophobia, and hatred because when the unacceptable becomes the norm in society, human rights for all are threatened; and

**WHEREAS, THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE** inspires a positive perception of all people and engages individuals to help build a greater capacity for understanding others.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Park Commissioners of the Glencoe Park District, Illinois, publically endorse **THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE** and agree to support and serve all Glencoe residents and families regardless of their background; and

**FURTHER**, the Glencoe Park District encourages all residents to sign **THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE**.

**ADOPTED** this 21<sup>st</sup> day of March 2017 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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Steve Gaines, President  
Board of Park Commissioners

ATTEST:

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

### **Glencoe's Welcoming and Inclusivity Pledge**

I pledge to stand against hate and discrimination and affirm that Glencoe should be and is a welcoming community for all.

I am proud of Glencoe's and our Country's diversity. I recognize that at every level of American society, people of all backgrounds contribute to our democracy, culture, and economy. We must advance the fundamental rights and principles upon which the United States was founded, establishing the equality and dignity of all people regardless of their background.

I condemn any verbal or non-verbal attacks, harassment, or intimidation based on race, ethnicity, color, immigration or refugee status, religion or creed, gender or sexual orientation, age, mental or physical disability, veteran status, or other social identities, as well as discourse that disrespects or degrades people's identities, needs, and beliefs. From our schools to our neighborhoods and our government buildings, Glencoe must be a place that respects our differences and believes that diverse perspectives create better outcomes.

STATE OF ILLINOIS     )  
                                  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 860:

**A RESOLUTION TO SUPPORT  
THE WELCOMING AND INCLUSIVE COMMUNITY PLEDGE**

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 March 2017.

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

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

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

[SEAL]

## **VII. Approval of Resolution No. 861: Rose Pepe 10 Year Service Resolution**

Glencoe Park District  
March 2017 Board Meeting

**GLENCOE PARK DISTRICT  
10 YEAR SERVICE RESOLUTION No. 861**

**WHEREAS**, Rose Pepe was employed by the Glencoe Park District on the staff of the Children's Circle program beginning on March 21, 2006;

**WHEREAS**, Rose has been a vital part of the Children's Circle staff in which she has, over the years, brought new ideas and perspective to the Glencoe Park District; and

**WHEREAS**, her service, passion, and mentoring abilities have been an asset to the Children's Circle program and Glencoe Park District; and

**WHEREAS**, Rose has served the Glencoe Park District in a loyal and faithful manner for 10 years;

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

**ADOPTED** this 21<sup>st</sup> day of March 2017 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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Steve Gaines, President  
Board of Park Commissioners

ATTEST:

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 861:

**10 YEAR SERVICE RESOLUTION No. 861**

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 March 2017.

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

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

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]



# **VIII. Approval of Resolution No. 862: Tom McDonald 20 Year Service Resolution**

Glencoe Park District  
March 2017 Board Meeting

**GLENCOE PARK DISTRICT  
20 YEAR SERVICE RESOLUTION No. 862**

**WHEREAS**, Tom McDonald was employed by the Glencoe Park District on the staff of the Parks and Facilities Team beginning on February 10, 1997;

**WHEREAS**, Tom has been a vital part of the Parks and Facilities Team in which he has, over the years, provided thoughtful stewardship and conservation to natural spaces of the Glencoe Park District; and

**WHEREAS**, his service, passion, and skill as the Park District Horticulturalist has been an asset to the Glencoe Park District; and

**WHEREAS**, Tom has served the Glencoe Park District in a loyal and faithful manner for 20 years;

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

**ADOPTED** this 21<sup>st</sup> day of March 2017 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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Steve Gaines, President  
Board of Park Commissioners

ATTEST:

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 862:

**20 YEAR SERVICE RESOLUTION No. 862**

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 March 2017.

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

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

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

# **IX. Staff Reports**

Glencoe Park District  
March 2017 Board Meeting

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

**FY 2017/18 Budget**

Based on final FY2016/17 year-to-date amounts, as well as the Board's approval of items discussed at the Finance Committee of the Whole meeting on January 31, and further discussion at the Special Projects Committee Meeting on February 21, staff has incorporated all changes into the FY2017/18 Approval Budget. The Approval Draft of the FY2017/18 Budget is included in your packet, and is scheduled to be approved at the Regular Board Meeting on March 21. Following the public hearing on April 18, the Budget and Appropriations Ordinance (BAO) will be approved at the Regular Board Meeting on that same evening. The BAO will then get filed with the County Clerk's Office; well before the May 31 filing deadline.

**FY 2016/17 Audit**

Staff has been busy preparing final adjusting journal entries to "close" FY2016/17, as well as preparing audit confirmations, and all work papers/schedules that are required for the annual audit. The District's audit firm, Lauterbach & Amen LLP, is scheduled to begin their preliminary fieldwork at our District offices on March 28, and will return for final fieldwork on April 24-28.

**Performance Evaluations**

Performance evaluations for all full-time staff and permanent part-time staff were conducted. Merit-based salary adjustments have now been allocated for the new fiscal year, and are reflected in the FY2017/18 Budget-Approval Draft.

**Health Risk Assessment Screening**

On March 15, full-time staff members will go through the onsite health screening portion of the PDRMA Wellness Program, which is promoted by the PDRMA Health Program. This is a free program offered to all insured staff at the District, as well as their adult dependents. This is the ninth year that the District has participated in the program, and employees are eligible to receive up to \$400 from PDRMA Health as an incentive for employees to be proactive with their health and wellness.

Submitted by:  
Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Michael Lushniak**

I am pleased to announce that the Glencoe Park District has secured a grant from the Illinois Association of Park Districts for the Kid’s Club before and after school program! I as well as Stephani Briskman and Erin Maassen submitted an application for this \$1000 grant last month and received word that we will receive funding to purchase healthy initiative supplies for this program. Staff already has equipment picked out to ensure children in this program have the opportunity to participant in a wide variety of physical activities that promote a healthy lifestyle.

Boaters will soon be able to secure boat storage at the Pearlman Boating Beach for this summer. Letters have already gone out with information to returning boaters. New this year, boaters can now renew space online or in-person. Returning boaters will have priority to renew their boat storage space, followed by Glencoe residents, and a final registration window open to non-residents.

Beach passes also go on sale at the end of March using our new beach pass system. Residents will now be able to use the same universal pass that exists at Watts for unlimited beach access. A full list of beach pricing is listed below.

<b>Passes</b>	<b>2016 Price</b>	<b>2017 Price</b>	<b>Summer Boat Storage</b>	<b>2016 Price</b>	<b>2017 Price</b>
Individual Resident	\$102	\$95	Rack Storage - Resident	\$344	\$354
Two Person Resident	\$122	\$105	Sand Storage - Resident	\$572	\$589
Additional Resident	\$20	\$15	SUP Storage - Resident	\$344	\$344
Family Resident (4)	\$162	\$135	Rack Storage - Non-Resident	\$458	\$531
Senior Pass Resident	\$52	\$54	Sand Storage - Non-Resident	\$744	\$883
Individual Non-Resident	\$128	\$132	SUP Storage - Non-Resident	\$458	\$516
Two Person Non-Resident	\$153	\$158	<b>Lake Rentals</b>	<b>2016 Price</b>	<b>2017 Price</b>
Additional Non-Resident	\$25	\$26	SUP - Weekday	\$20	N/A
Family Non-Resident (4)	\$203	\$209	SUP - Weekend	\$25	R - \$25/NR - \$30
Senior Pass Non-Resident	\$67	\$69	Kayak - Weekday	\$20	N/A
<b>Daily Admission</b>	<b>2016 Price</b>	<b>2017 Price</b>	Kayak - Weekend	\$25	R - \$25/NR - \$30
Adult Resident	\$6	\$7	Barnett/Sunfish - Weekday	\$25	N/A
Child Resident (age 2-14)	\$4	\$5	Barnett/Sunfish - Weekend	\$40	R - \$30/NR - \$40
Adult Non-Resident	\$10	\$14	Hobie Cat - Weekday	\$35	N/A
Child Non-Res. (age 2-14)	\$7	\$10	Hobie Cat - Weekend	\$50	R - \$40/NR - \$50
Senior Resident	\$2	\$5	<b>Sun Shelters</b>	<b>2016 Price</b>	<b>2017 Price</b>
Senior Non-Resident	\$4	\$10	#1-4 Same Day - Resident	\$15	\$20
Twilight/High Bacteria – All	\$2-5	\$3	#1-4 Same Day - Non-Resident	\$30	\$40
Group	\$5	\$6	#5 Same Day - Resident	\$30	\$40
Under 2	Free	Free	#5 Same Day - Non-Resident	\$60	\$80

Staff is also preparing for spring break camp and the spring session of classes, which begin the week of April 3. Summer camp preparation also continues with staff hiring and field trip booking. Current summer camp registration revenue is exceeding numbers from 2015-2016 at this time.

**Early Childhood: Naomi Garvett and Amanda Michael**

Children’s Circle enrollment is currently at 56 children. Beginning fall 2017, we have 12 infants (Jellyfish) enrolled with only two full-time spots left. The toddlers (Frogs) classroom has 10 children enrolled with only one full-time spot left , Starfish (2-3.5 year olds) have 13 enrolled with only three full-time spots left and the Belugas classroom is full at 20 children. All classes have a waiting list at least three children long.

Early Learning Center registration has been open since December. Staff expects many more registrations between now and the start of the school year, however are ecstatic that registration has almost already equaled totals from 2016-17.

<b>ELC Enrollment</b>	<b>2016-2017</b>	<b>2017-2018 (as of 3/7/17)</b>
2’s classes	21	16
3’s classes	30	22
4’s classes	27	37
<b>Total</b>	<b>78</b>	<b>75</b>

Registration continues for Little Bears and Kinder Korner camps. As of March 7, 2017, the enrollment for this summer is listed below:

<b>Camp Enrollment</b>	<b>Teddies</b>	<b>Pandas</b>	<b>Koalas</b>	<b>Kinder Korner</b>
Enrolled	6 M/W/F 8 T/Th	8 M/W/F 8 M-F	38	52*
Spaces Remaining	4	FULL	2	8

*\*A third session of Kinder Korner was opened due to high demand.*

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

Staff met with the Glencoe chapter of the American Youth Soccer Organization and the Glencoe Baseball Association to update their affiliate agreements. Agreements will now span 3 years, with annual meetings to monitor the needs of the organizations. Staff continues to work with these affiliates to foster strong intercommunity relationships and provide exceptional recreation opportunities for the residents.

Summer planning for Action Quest and Counselor In Training (CIT) is ongoing. Staff is planning field trips, securing returning staff, and monitoring registrations. Staff will be spending additional time reviewing and updating the curriculum of the CIT program to add more structure and leadership training to that program.

<b>Camp Comparison</b>	<b>2016</b>	<b>2017</b>
Action Quest	37	51
Counselor In Training	25	21
<b>Total</b>	<b>62</b>	<b>72</b>

SNAG Golf enrollment has hit maximum capacity. Staff worked with instructors to offer new parent/child classes, which will begin in the summer session. Staff has also met with a

representative of the Glencoe Boy Scouts to see if specialized programming could be offered to help scouts achieve different merit badges. Cooperative programming will begin in fall 2017.

With much help from the registration and marketing departments, staff is looking forward to rolling out a new private tennis lesson program. Previously instructors were free to teach private lessons on their own, but now the District will advertise the lessons in the brochure and online, manage registrations, and work with instructors to schedule times.

**Arts and Youth: Stephani Briskman**

Summer 2017 Sun Fun and Camp Adventure planning and interviewing is in progress. The first group interview for camp counselors is scheduled for Saturday, March 18 from 11:00am-12:30pm at Takiff Center. There are already twelve candidates scheduled to attend this group interview. Staff has also extended job offers to three Camp Directors to ensure camp leadership personnel is hired early to assist in planning and receive a thorough and intensive training.

<b>Camp Comparison</b>	<b>2016</b>	<b>2017</b>
Sun Fun	127	114
Camp Adventure	27	59
<b>Total</b>	<b>62</b>	<b>72</b>

During the week of spring break, staff will be offering our Spring Break Camp to participants Monday-Friday to provide childcare for parents and recreational activities for participants. Children enrolled will travel to places such as Libertyville Sports Complex, Enchanted Castle, The Water Works, and Gameworks during this week.

Staff is also excited to announce a number of new classes for the spring session of enrichment classes. New class options include Digital Animator Studio, Jedi Engineering, and Robotics Adventure! Traditionally, popular classes such as Sticky Fingers Cooking and Chess Scholars have already reached class maximums despite registration only beginning last week.

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

There have already been three special events in March. Unfortunately, due to the unseasonably warm weather that forced the early close of Watts Ice Rink, the February 24 Teen Ice Night was cancelled.

The Teddy Bear Picnic on March 4 was a great success! Twenty-four little ones age 2-6 attended. Participants enjoyed teddy bear shaped sandwiches, and other snacks. They also made their own teddy bear trail mix, listened to stories, sang songs, and went on a bear hunt with their favorite furry friend.

<b>March Special Event Attendance</b>	<b>2016</b>	<b>2017</b>
Teddy Bear Picnic   March 4	N/A	24 kids
Adult Sculpt & Sip   March 10	N/A	10

Other special events in March include Family Fun Fest on March 12. This event will feature a sampling of many different spring programs open for registration including tennis, dance, and



yoga. This event will debut the new mini-golf course created by the Parks and Facilities Team. Other events on the horizon include Teen Open Mic & Karaoke Night on March 17 and the Spring Egg Hunt on April 8.

Planning is underway for our new youth obstacle race, The Great Mud Run, which will take place this fall. The course and obstacles have been determined and initial meetings with the Village have been positive. The Village will permit the Park District to close Vernon and Randolph for the event that will feature a two kilometer course littered with muddy obstacles for races to go over, under, and through.

The opening day of registration for spring/summer ceramics and adult programs went very well. Several of the ceramics classes filled the first day of registration.

<b>Winter Enrollment</b>	<b>2016</b>	<b>2017</b>
Adult Ceramics	14	14
Youth Ceramics	58	59
Teen Programs	6	8
Other Adult Programs	3	24

**Takiff Center/Fitness: Paul Goedjen**

On February 14, NSSRA held their Valentine’s Day Dance at the Takiff Center. There were over 200 participants, some traveling from as far away as Plainfield. This was the highlight of a month that featured a number of unique rentals that helped in meeting the 2016-17 fiscal year goal of increasing facility rental and birthday party revenue by 5% from the previous year.

Paul also continues to work on the Takiff Center Fitness Area project. After the Special Projects and Facilities Committee recommended that District staff works with Direct Fitness moving forward, Paul has been busy reviewing equipment and preparing for the next phase in the planning process. He and I have met with room renters to find alternate locations to accommodate the incoming fitness area.

On Tuesday, March 14, Paul will attend a quarterly Charmm’d Leadership Committee meeting. These meetings provide a time for staff members of not-for-profit agencies to meet and discuss new ideas and topics with their peers in order to grow a collaborative peer support network.

<b>Type</b>	<b>February</b>		<b>March (as of 3/9)</b>	
	<b>2016</b>	<b>2017</b>	<b>2016</b>	<b>2017</b>
<b>Birthday Parties</b>	\$2,757.00	\$3,239.00	\$707.00	\$2,244.00
<b>Facility Rentals</b>	\$11,026.41	\$12,354.08	\$10,511.66	\$10,720.87
<b>Total</b>	<b>\$13,783.41</b>	<b>\$15,593.08</b>	<b>\$10,266.41</b>	<b>\$12,964.87</b>
<b>Difference</b>	<b>\$1,809.67</b>		<b>\$2,698.46</b>	

*\*February’s numbers are tentative and will go up by the end of the month*

**Bobby Collins: Beach and Watts Facility Manager**

**Watts:** On Saturday, February 18 Watts Ice Rink closed for the season due to consecutive days of unseasonably warm temperatures. Watts Ice Center is traditionally open from the day after Thanksgiving through the end of February. Rink staff monitored ice conditions and performed ice maintenance consistently throughout the season and with increased frequency the last week, but the warm weather had melted the ice beyond repair. All rentals, classes, drop-in hockey times, and public skate scheduled through Tuesday, February 28 were canceled. Watts was also closed a significant proportion of the week leading up to the closure again due to the unseasonable high temperatures. Other outdoor rinks in the area encountered similar problems and closed early for the season. Below is a breakdown of revenues as of the end of February:

<b>Revenue</b>	<b>As of 2/29/2016</b>	<b>As of 2/28/2017</b>	<b>Variance</b>
Passes: Resident	\$9,927	\$6,813	\$3,114
Passes: Nonresident	\$658	\$798	-\$140
Open Hockey/Scrub	\$9,336	\$7,261	\$2,075
Hockey Passes	\$3,770	\$2,190	\$1,580
Daily Admissions	\$12,219	\$12,302	-\$83

Continuing with the focus to build the Watts skating program, staff worked with the Blackhawks to create a unique and memorable experience for our skaters. On Sunday, February 26, 12 Watts skaters competed in a skills race during the Blackhawks game intermission at United Center. Our skaters proudly represented Glencoe and made it a fiercely contested race in front of over 20,000 spectators.

**Beach:** The Boat House will open for the 2017 season on Saturday, May 6 while the Beach House will open Saturday, May 27. With recent high temperatures and warmer water, staff is expecting boaters to be active in May. Facility upgrades are underway and staff hiring is ongoing.

Beach passes go on sale March 31, with boaters receiving their storage application mid-March. Enrollment for the new Aquatics Camp is strong with 26 participants, while the restructured Sailing Camp is robust with 22 enrollees.

Submitted by:

Mike Lushniak, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with Altamanu Inc. relating to West Park, Astor Park, Lakefront Park, and Takiff parking projects. In early March, representatives from Verdin Clock formally set the time on the Takiff clock tower bringing the roof project to a close. I have continued planning for 2017 capital expenditures. In collaboration with my team, we have developed the spring 2017 athletic field maintenance plan. I completed the bidding process for landscape services. In addition, I have begun working on replacing the Takiff BAS system and Watts's indoor rubber flooring.

**Grounds/Horticulture**

The horticulture crew has continued to perform dormant pruning from the ground throughout the district. Seasonal greenhouse operations have kicked off for the spring of 2017, staff continues to collaborate with multiple volunteer organizations to maximize the output of the Glencoe green houses.

**Parks Maintenance & Construction**

Spring park preparations are in full swing; staff has begun seasonal cleanups at the Beach, playgrounds, and athletic fields. Staff has been working on renovating the clay infield, pitchers mounds, and batters box in the Watts baseball infield.

This month, the Vernon & Jefferson playground structure is scheduled for removal as previously discussed.

A new portolet barrier fence was installed at Shelton to screen the portolet from view. The previous fence rotted out.

Staff has continued working on a much needed exterior update of the Holmes Warming Shelter occupied by GYS at Melvin Berlin Park. This project included soffit maintenance, debris removal, installation of LED outdoor fixtures, and when weather improves an exterior paint job.

Staff made repairs to the bridge in the Everly Wildflower Sanctuary.

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

**Facilities**

Staff has continued to perform off-season work in the facilities. At Takiff Center, staff completed painting in the following areas: hallways, staff offices, program rooms.

With the closure of the Watts Ice Rinks, facility staff has turned their attention toward seasonal Beach preparations. Staff has begun the process of renovating the interior of the boat house.

Look forward to seeing new paint, lockers, LED light fixtures, refreshed bathroom areas, new windows, and new benches on the deck.

Staff has begun the process of seasonally evaluating the stairs for minor repairs and tuck-pointing. The pier decking will require minor repairs and adjustment, but is in good shape.

### **Athletic**

We have begun identifying athletic turf areas which we will target for repair prior to the next outdoor sports season. We are reaching the point in the season when athletic field use will begin to increase. Staff has collected soil samples and sent them for laboratory testing to determine which soil amendments are necessary this year. Affiliate organizations have targeted the first week in April to attempt to begin outdoor programming; weather permitting.

### **Equipment**

Staff has completed servicing the small engine equipment in preparation for the spring 2017 season.

### **Personnel**

No Report.

### **Shared Services**

The Village of Glencoe has continued to support the Park District by performing regular maintenance on fleet vehicles.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report March 2017

### **Social Media/Email**

We ended the month of February with 49,573 Facebook impressions (in 2016, we ended the month with 46,265 impressions). We now have 1173 followers on Facebook, 714 followers on Twitter and 623 followers on Instagram. Glencoe Beach has 1240 followers and Watts Ice Center has 159 followers on Facebook. We sent out several targeted email blasts, primarily focused on special events.

Time Sent	Campaign Name	Total Sent	Open Rate	Mobile Open Rate	Desktop Open Rate	Click Through Rate
Wed, Mar 1	Teddy Bear Picnic Reminder	682	34.10%	59.10%	40.90%	7.40%
Mon, Feb 27	Early Bird Camp Discount Ends tomorrow	4562	23.50%	54.40%	45.60%	7.70%
Fri, Feb 24	Early Bird Camp Discount	4570	25.20%	57.60%	42.40%	6.40%
Thu, Feb 16	Teddy Bear Picnic	683	40.50%	59.20%	40.80%	8.80%
Sat, Feb 4	Daddy Daughter Dance 2017	686	38.40%	71.70%	28.30%	1.20%

### **Special Events**

I worked closely with our Recreation Team to market Teddy Bear Picnic, Family Fun Fest, Early Bird Camp Discount, and the Daddy-Daughter Dance. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

### **Spring Brochure & Glencoe Quarterly**

The spring/summer brochure was mailed to residents the last week of February. The spring Glencoe Quarterly was mailed to residents the first week of March. Both communication pieces feature details on upcoming special events as well as new projects, programs, and services. After the publication of both pieces, I updated our website to match new programming information.

### **Real Time Registration**

I worked with the Customer Service Team, as well as the new Recreation Team members to create talking points, email blasts, graphics, and social media messages for the March 8 Real-Time Registration.

### **Gold Medal Application**

I worked closely with the A-Team to draft essay responses and an executive summary report for the Gold Medal Application, which was due March 13. Finalists will be announced in late April.

### **Special Projects Webpages**

I worked with Accuraty to create new webpages to organize each upcoming special project (Astor, Lakefront, West, and Takiff Fitness). The pages have a blog-like format, so we can post updates as they become available.

Submitted by:

Erin Maassen, Marketing and Communications Manager

The summer countdown is on! [Register](#) before MIDNIGHT on February 28 to lock-in the Early Bird Discount on Glencoe Park District summer camp prices!



**Register for camp by MIDNIGHT on Tuesday, February 28 to lock in the Early Bird Discount!**

### Countdown to Summer Fun!

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

- [Teddy Bears](#) (Age 2) *Limited Spots Available!*
- [Panda Bears](#) (Age 3) *Limited second half Spaces Left!*
- [Koala Bears](#) (Age 4) *Limited Spots Available!*
- [Safety Town](#) (Ages 4-6)
- [Kinder Korner](#) (Entering Kindergarten) *Limited Spaces Left!*
- [Sun Fun](#) (Grades 1-3)
- [New! Aquatics Camp](#) (Ages 9-13)
- [New! Sailing Camp](#) (Ages 9-13)
- [Camp Adventure](#) (Grades 4-6)
- [Action Quest](#) (Grades 6-9)
- [Counselor-in-Training](#) (Grades 7-10)

2



REGISTER NOW



Find out why 95% of parents recommend Glencoe Park District camps.



Glencoe Park District | 999 Green Bay Road, Glencoe, IL 60022

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Try it free today



a magical  
**EVENING**

Daddy Daughter Dance



## Daddy/Daughter Dance

5-7 PM | Sunday, February 12

\$98/108 per couple (\$32 Additional Child) | Takiff Center

Join us for a magical evening! Enjoy a delicious buffet, dance to a DJ, meet your favorite princesses and have fun making memories with your little one!

**[REGISTER NOW!](#)**

Advanced registration required by February 8. Limited spaces are available. Recommended for ages 2-7 years with a parent/guardian.



999 Green Bay Road, Glencoe | 847.835.3030 | [www.glencoe parkdistrict.com](http://www.glencoe parkdistrict.com)



# *Teddy Bear* **PICNIC**

11:30 AM-1:30 PM | Saturday, March 4 | \$8/10 per child

Bring your favorite stuffed friend for a bear-y fun afternoon, with delicious treats, furry-friendly activities, themed crafts, a special story circle! A keepsake photo will be taken of each child and their stuffed friend to take home. Recommended for families with children ages 2-8.

[Register Now](#)

**Registration deadline now March 2!**



Connect with us



Glencoe Park District | 999 Green Bay Road, Glencoe, IL 60022

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# **X. Executive Director's Report**

Glencoe Park District  
March 2017 Board Meeting

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

**2017 Goals and Objectives**

Attached are staff's objectives to the Park District goals that were approved by the Board in December. The goals are based on our Strategic Plan, Road Map, and Board input. More details on how they plan to complete each objective are listed in an internal Goals and Objectives Form that the Department Head keeps to chart their progress. As the year progresses, there will be goals added based on projects that come up throughout the year. I will provide a six-month update on our progress.

**NSSRA Shining Stars Awards and Recognition Banquet**

The annual NSSRA Shining Stars Awards and Recognition Banquet will be held on Friday, April 21 at 6:00pm at the Highland Park Country Club (A facility of the Park District of Highland Park). This is an excellent way to learn more about the wonderful programs, staff, and participants involved in NSSRA. We also were recently notified that we have been awarded the Partner of the Year Award. Please let me know as soon as possible if you would be able to attend this banquet.

**Northbrook Agreement**

We have once again secured a partnership with Northbrook Park District to allow Glencoe residents to receive season passes for resident rates at their aquatic facility and Northbrook residents to receive season passes at resident rates for Glencoe Beach. A five-year analysis of users is shown below. We do not receive any monetary benefit from this relationship; it is a benefit for the residents of both villages. Erin will market this benefit to our residents.

<b>Memberships</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Northbrook Residents at Glencoe	873 \$23,656	103 \$9,520	129 \$13,301	72 \$8,793	93 \$9,316
Glencoe Residents at Northbrook	155 \$8,541	119 \$6,357	101 \$5,492	20 \$3,790	18 \$3,758

**Master Plan Capital Projects**

I appreciate all your input during the recent committee meetings on the Master Plan projects we are working on. Designs for West and Astor Playgrounds were approved last month and detailed specifications and bids are being prepared. The Board will approve the bids for these two playgrounds at a Special Board Meeting on May 2.

The next Special Projects and Facilities Committee meeting is on Thursday, April 2 at 6:30pm and will include the design concepts for Lakefront Park and Takiff Parking Lot. In addition, after our discussion at the March 7 committee meeting, it became apparent to President Gaines, Chris and I that we would benefit from the development of a conceptual site plan for the Community Center Park, parking lot and parks department area. We do not want to do improvements only to alter them down the road when additional changes are needed. I will inform you of the cost estimate for this conceptual site plan once we have it.

**Gold Medal Application**

We submitted our NRPA Gold Medal Application in early March. We will find out in early May if we are a finalist. Once we sat down and really looked at all that has been accomplished over

the years, the Board, staff and community should be very proud of all the hard work, cooperation from community organizations and other governmental agencies that have taken place for the many years leading up to this submittal; regardless of the outcome.

As a reminder, the Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The Gold Medal Award includes seven classes: five by population, one class for Armed Forces Recreation and one for State Parks Systems (in odd-numbered years). The Gold Medal Award is a program of the American Academy for Park and Recreation Administration (Academy) in partnership with NRPA and sponsored by MUSCO Lighting.

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

If an applying agency is selected as a Gold Medal finalist, it signifies that the agency is one of the four best in the country, providing "bragging rights" for citizens, staff members, and elected officials while acknowledging the phenomenal services the agency provides to the public.

Receiving the Gold Medal Grand Plaque Award is the pinnacle for any agency to attain, regardless of size, state, agency budget, or government status.

The application was due mid-March. The Administrative Team worked together on the application, dedicating a Friday, Saturday, and Sunday in February to work on the application. Finalists are announced at the end of April, and the Grand Award recipients are announced at the NRPA Annual Conference in the fall. If chosen as a finalist, the agency must submit a 5-minute video. A panel of five park and recreation professionals reviews and judges all application materials. Judges are chosen for their considerable experience and knowledge in parks and recreation on both local and national levels.

### **Spring/Summer Brochure**

I would like to compliment the staff for producing another outstanding brochure for spring and summer. The community received the brochure the last week of February. In this brochure, we highlight our outstanding day camps, our beautiful beach, and athletic programs. The popular pull out section highlighting summer special events is also included.

### **Watts Ice Center**

The facility was officially closed for the season on Sunday, March 19. This was a week early due to warm temperatures. Both the facility and parks staff provided excellent service to the participants who enjoyed Watts this season. A final report will be presented to the Board at the April meeting.

### **Performance Evaluations**

Performance evaluations for all full-time staff and permanent part-time staff were conducted by Department Heads. Merit-based salary adjustments have now been given in accordance with the approved budget.

### **Joint Dinner Program for Seniors with Family Services of Glencoe**

We held a joint Spaghetti Dinner with Family Services of Glencoe with over 25 seniors attending. The event included dinner and fellowship. The Park District provided the facility, maintenance, and event supplies and FSG provided the meal. The staff of both worked together coordinating and marketing the event.

### **Monthly Report**

Included in the packet is the first Monthly Report that staff will be giving on different areas of operations throughout the District. Please read the Takiff Center report prior to the meeting. Staff will give a presentation and then we will welcome any questions or ideas you may have. At the end, we will also be offering a tour of Takiff for anyone who is interested.

### **Interesting Article**

There was a terrific article from today's NY Times highlighting the social and psychological impacts of neighborhood parks and playgrounds in Chicago and Philadelphia. It states "Cities across the country are making a priority of improving their parks. Housing alone doesn't make a neighborhood," Mayor Rahm Emanuel of Chicago said. The article is included in my report.

### **Bi-Annual Review of Executive Session Minutes**

I will be providing the Board with Executive Session Minutes for review at the meeting. Please arrive at least 5 minutes early to review. If there are no changes or discussion needed, we can approve them. If changes or discussion are needed, we would need to enter into Executive Session to discuss and then go back into Open Session to approve.

### **Freedom of Information Report**

There were no FOIA requests this month.

### **Action Items**

- VI. Approval of Resolution No. 860 to Support the Welcoming and Inclusive Community Pledge
- VII. Approval of Resolution No. 861: Rose Pepe Ten Year Service Resolution
- VIII. Approval of Resolution No. 862: Tom McDonald Twenty Year Service Resolution

### **XI. Action Items**

- A. Approval of Fiscal Year 2017/18 Budget
- B. Approval of Precor as the Brand of Fitness Equipment in our Fitness Area
- C. Approval of the Landscaping Bid
- D. Approval for Purchase of Parks Department Vehicles
- E. Approval for Purchase of Recreation Department Vehicle
- F. Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21)

Submitted by:

Lisa Sheppard, CPRP  
Executive Director



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

**GOAL STATUS:**

NOT STARTED

HOLD

COMPLETED

STARTED

<b>1</b>	<b>Goal: Deliver Innovative Programs and Services that align with current and future needs of the community</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Develop a new "Aquatics Camp" program to attract new beach goers	Bobby	8/17
2	Restructure and re-brand the youth sailing program to "Sailing Camp" to grow enrollment	Bobby	8/17
3	Offer more flexible and frequent adult sailing classes to increase adult sailing revenue by 10%	Bobby	8/17
4	Meet all deadlines necessary to support staff in opening the fitness center; Coordinate contractor access to the facility and act as owners representative in absence of Director of Parks	Bill	12/17
5	Use focus groups and survey results to determine the course for Travel Basketball	Chris P	12/17
6	Restructure the Counselor In Training program to provide more training and coaching opportunities to develop future staff	Chris P	8/17
7	Offer five new small special events to the 2017-18 Glencoe Park District calendar	Liz V	2/18
8	Create and implment new annual event: The Great Mud Run (Youth Obstacle Race)	Liz V/Mike/ Parks Team	2/18
9	Introduce a wellness and physical literacy program spanning across the entire agency program portfolio raising awareness for healthy lifestyles and encouraging participants to diversify program enrollments	Mike/ Recreation Team	2/18
10	Add one new early childhood event per year to encourage families with young children to visit and be part of Takiff Center's early childhood community	Naomi	2/18
11	Provide and run a parent workshop to provide parent awareness of the importance of "play at home" and in the classroom	Naomi	2/18
12	Research nature-based programming in order to create a nature play area; This is a continued goal with a plan to present a nature play presentation at IPRA conference in 2019	Naomi	2/19
13	Provide enrichments to neighboring communities and preschools, utilizing bus services to transport children to Takiff	Naomi	2/18
14	Open a fitness center within the Takiff Center and acquire 250 memberships within the first 12 months of operation	Paul/Mike/Lisa	2/18
15	Create a new summer camp program focusing on outdoor adventure for the summer of 2019	Stephani	2/19
16	Offer two new technology classes each brochure cycle	Stephani	2/18

<b>2</b>	<b>Goal: Maintain and enhance standards of excellence in parks and facilities</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Become an IPRA/IAPD Distinguished Accredited Agency	Lead: Lisa/ Dept. Heads/ Managers/ Jenny/Liz S.	1/19
2	Become a National Gold Medal Finalist!	A-Team	3/17
3	Oversee the planning, bidding and construction process for West Park	Chris L/Lisa	8/17
4	Oversee the planning, bidding and construction process for the Takiff Parking Improvements	Chris L/Lisa	12/17
5	Oversee the completion of the "by owner" tasks during the renovation of Astor & West Park	Anthony	8/17
6	Develop a maintenance plan to ensure Berlin Park is maintained to high standards	Anthony	7/17
7	Make "By Owner" repairs to plumbing fixtures to ensure compliance with 2017 clean water act; Coordinate with Building Maintenance Supervisor and Director of Parks	Anthony/Bill	8/17
8	Work to provide support and communication to Recreation & Facilities Dept. during Takiff parking upgrades	Bill	10/17
9	Act as the "owner representative" in the replacement process of the BAS system at Takiff Center	Bill	2/18
10	Oversee the planning, bidding and construction process for Lakefront Park	Chris L/Lisa	2/18
11	Oversee the planning, bidding and construction process for the Takiff Fitness Area	Chris L/Lisa	2/18
12	Work on rezoning of Linden House property	Chris L/Lisa	2/18

<b>3</b>	<b>Goal: Enhance Customer Service</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Create better communication between teachers and parents by utilizing technology/communication apps	Mike/Naomi/ Amanda	10/17
2	Implement new Beach POS/pass system at Beach Halfway House for the 2017 season	Carol/Mike/ Bobby/Chris L	8/17
3	Create new annual benefit letter for full-time employees to see true value of all benefits received as part of employment	Carol	2/18
4	Assist with fitness area project, as needed	Carol/Paul/ Mike/Lorise/ Chris L	2/18
5	Perform cross-training in specific areas of the Main Registration desk to enhance customer service and provide competent back-up/coverage	Lorise/Lauren/ Autumn	2/18

6	Evaluate all pass types (Watts, Beach and Fitness) to ensure RecTrac procedures necessitate that all three pass types are being processed similarly to accommodate online renewal	Lorise/Lauren/ Autumn/ Bobby/Paul	2/18
7	Maximize potential of RecTrac by allowing for renewal rink, Beach, and fitness pass sales online as well as booking facilities at Watts, Takiff, and the Beach online	Recreation and Business Teams	2/18
8	Create a facility rental / birthday party evaluation form and collect 75 completed evaluations	Paul	2/18

<b>4</b>	<b>Goal: Sustain Long Term Financial Strength</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Move ice reservation dates for Watts forward by 6 months to maximise ice rentals and reduce 'dead ice'; Currently we start accepting rentals in October, but have patrons booking ice with other rinks in April	Bobby	11/17
2	Restructure the tennis program to provide more flexibility for participants and to increase net profit by 10%	Chris P	11/17
3	Begin GFOA certificate of achievement in financial reporting application process for FY2017/18 audit	Carol	2/18
4	Review/update current policies; create new financial policies as needed	Carol	2/18
5	Research, purchase and implement new timeclock management software system	Carol/Liz	2/18

<b>5</b>	<b>Goal: Enhance Glencoe Park District through effective marketing</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Evaluate Park Signs with approval from Park Board for future signs	Erin/Lisa	2/18
2	Develop special event survey and collect 100 surveys each quarter	Mike/Liz V	1/18
3	Develop signage system for Fitness Area	Erin/Paul/ Mike/Lisa	11/17
4	Effectively communicate Beach season pass changes to previous pass holders	Bobby/Erin	5/17
5	Expand marketing program to increase the Park District's visibility within the community by creating a calendar of 2017-18 marketing themes & priorities	Erin	2/18
6	Incorporate video and live event feeds into social media platforms	Erin	2/18
7	Incorporate Unplug & Play themes into marketing pieces (Brochure, Glencoe Quarterly, social media)	Erin	2/18



8	Mentor marketing intern by teaching key graphic design/social media skills	Erin	2/18
9	Present monthly reports to the Park Board on different areas of the recreation department; Use reports to keep the community informed about agency operation and improve agency perception in the community	Mike/Erin/ Recreation Team	2/18
10	Evaluate marketing signage for special events and park improvements	Erin/Chris L/ Liz V	2/18

<b>6</b>	<b>Goal: Create a system to maintain and improve operational processes</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Create a process for beach operations, cashier training and equipment maintenance related to the new RecTrac and credit card procedures at the Beach	Bobby	8/17
2	Create a process by which Watts Ice Passes can be renewed online for the 2017-2018 Watts winter season	Lorise/Lauren Autumn/ Bobby/ Erin	11/17
3	Create a process by which patrons can renew boat storage spaces online, as an activity; currently, the process is very labor intensive for staff and patrons	Lorise/Lauren Autumn/ Bobby/ Erin	8/17
4	In Children Circle, achieve Bronze Circle Accreditation through Excel Rate	Amanda	2/18
5	Create a comprehensive CIT (Counselor In Training) manual	Chris P	6/17
6	Hold quarterly staff meetings to coordinate schedules, solicit feedback and conduct any trainings that staff would need	Chris P	2/18
7	Upgrade PC workstations/equipment of District Full-time supervisory staff	Carol	2/18
8	Prepare new business department operations manual	Carol	2/18
9	Organize files for simple, timely and more efficient use by employees and Business Department staff	Liz S	2/18
10	Work closely with the Recreation staff to develop a list of Frequently Asked Questions, as a go-to point of reference (for internal use) to help ensure consistency in the area of processes and procedures when working with clients and the multitude of diverse situations that will come up during the course of any season	Lorise/Lauren Autumn/ Tricia/Rec Staff	2/18
11	Reorganize both the Children's Circle and Early Learning Center documents that are currently located on the P Drive	Tricia/Naomi/ Amanda	2/18
12	Create and implement new Special Event Checklist	Liz V	2/18

13	Use technology advances to increase Marketing Department efficiencies; Utilize Google Analytics goals to increase website traffic; Create set of templates for Rec staff to use to promote smaller programs	Erin	2/18
14	Coordinate a quarterly meeting for instructors and contractors to review agency expectations and procedures including safety, customer service, and sign in/sign out	Mike	2/18
15	Create a digital log for all Glencoe Park District keys	Paul	2/18
16	To create a comprehensive Fitness Area Operations Plan that explains all areas; the plan will include equipment operations, RecTrac, employee trainings, marketing, etc.	Paul	2/18
17	Implement 85% of ACA standards to prepare for American Camp Association (ACA) accreditation	Stephani	2/18
18	Create and implement new Kids Club Operations Manual	Stephani	2/18
19	Investigate NAEYC accreditation; make recommendation to Director of Recreation if we should pursue	Naomi	2/20

<b>7</b>	<b>Encourage Environmental Sustainability Practices District-Wide</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Inventory and asses the District's outdoor lighting systems not related to facilities; Assess function and whether LED fixtures could be installed	Anthony	12/17
2	Install bottle fill drinking fountains at Takiff Center	Bill	2/18
3	Work with Village of Glencoe, FOGBT and UP to begin phase one of the natural area restoration north of the Shelton Park Tennis Courts	Chris L	2/18
4	Explore the SEDAC Energy Audit Process with goal of auditing Takiff/Watts	Chris L	2/18
5	Oversee testing all of the District's potable water sources for lead contamination; Make recommendations to Executive Director after tests are complete	Chris L	8/17
6	Communicate the green practices taking place throughout the District; create a "Going Green" column for Glencoe Quarterly	Erin	2/18
7	Communicate the green practices taking place throughout the District; Showcase green efforts in applicable marketing materials	Erin	2/18
8	Replace Dog Waste Stations with bags that are biodegradable (vegetable based)	Chris	10/17

9	Install sunscreen dispensers at the Safran Beach House and Boat House	Chris and Mike	8/17
10	Work with Village Sustainability Committee to complete a transportation study and safe passages to school/parks	Lisa	2/18
11	Continue to work with IDNR Costal Management Program's Shoreline Management working group	Lisa	2/18

<b>8</b>	<b>Goal: Continue to foster good community and intergovernmental relations to maximize District effectiveness</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Work with Village of Glencoe, FOGBT and and other community groups on resoration of park property	Chris L	2/18
2	Work with Glencoe Baseball Association, AYSO and renters to improve the communication and field booking process and have less than 5 last minute field bookings	Chris P	2/18
3	Partner with local government agencies and/or community groups to offer three active adult programs or special events in FY 2017-18	Liz V	2/18
4	Highlight Park District benefits in relationship to community's healthy lifestyles, sustainable envirnoment, thriving economy, and engagement	Erin	2/18
5	Collaborate with School District 35 on West Playground grand opening and Youth Obstacle Course race	Mike	2/18
6	Continue to look at ways to collaborate with other Governmental Agencies to make our organizations more efficient and fiscally responsible	Lisa/ Dept. Heads	2/18
7	Work with Village Sustainability Committee on Park Board approved initiatives	Lisa/Chris L	2/18

<b>9</b>	<b>Goal: Encourage professional development in full-time staff</b>		
	Fiscal Year: 2017/18		
	<b>Objective</b>	<b>Responsible Person</b>	<b>Completion Date</b>
1	Develop a training program for newly purchased equipment: forklift, dump truck, field striper	Anthony	9/17
2	Attend an Ellis lifeguard training class	Bobby	8/17
3	Become an active member of the Great Lakes Water Safety Consortium's (GLWSC) Lifeguarding Committee	Bobby	8/17
4	Become a Certified Parks & Recreation Professional	Chris L	2/18
5	Attend Year 2 of Professional Development School	Chris P/Paul/ Naomi	12/17
6	Maintain CPRP status by attending conferences/trainings related to my position	Lisa/Carol	2/18

7	Enhance understanding of accounting procedures and HR regulations/tasks, as they relate to accounting manager position	Liz	2/18
8	To enable the staff to expand their job knowledge by allowing them to attend a work-related course(s) off-site, or some type of in-house training	Lorise/ Lauren	2/18
9	Attend Special Event Committee Meetings and Recreation Section meetings	Liz V	2/18
10	Attend no less than four IPRA Recreation Section meetings to increase professional network and stay current on new trends and issues	Mike	2/18

ART & DESIGN | CRITIC'S NOTEBOOK

# In Chicago and Philadelphia, the Difference a Park Makes

By MICHAEL KIMMELMAN MARCH 12, 2017

CHICAGO — Despite the bitter wind, Kim Wasserman showed me around La Villita Park. Occupying 21 acres in the middle of this city's largest Mexican-American neighborhood, called Little Village, the park used to be a brownfield and illegal dump. Back then, the site leached toxins into hundreds of nearby basements. Sickened residents protested for years. The federal cleanup, finally completed in 2012, became the largest urban Superfund project in America.

Ms. Wasserman, executive director of the Little Village Environmental Justice Organization, then helped lobby the city for the park.

She pointed out where residents got the playground, ball fields, skate park and community gardens they wanted. The \$19 million park now hosts city-sponsored sports programs and free concerts. During warm months, Ms. Wasserman said, formerly incarcerated young residents from Little Village help keep an eye on La Villita, discouraging gangs from moving in. "The community feels ownership of the place," she said.

One result in this city known for its murder rate: next to no violent crime in the park, according to Ms. Wasserman.

Chicago is at the forefront of a growing, big-city trend. It has been undertaking a major parks and open space program, upgrading neighborhood playgrounds and recreation centers, scooping up acres of disused land for new green areas and repurposing large swaths of formerly industrial waterfront. Aided by a longstanding tax that goes directly to parks, these efforts to improve public space, begun under the city's former mayor, Richard M. Daley, have gathered steam since Rahm Emanuel took office in 2011.

They have met with some of the usual resistance from state authorities reluctant to finance city improvements and from some aldermen who want money now allocated for parks, trees and after-school programs redirected toward violence-prevention. The mayor has testily noted that after-school programs and parks, like La Villita, provide exactly the sort of safe spaces for young people that help reduce crime.

From Philadelphia to Seattle, other American cities are also banking on parks and public spaces to drive social and economic progress. Parks may not seem particularly urgent compared with the latest gangland murder epidemic; but the effort in Chicago to improve and expand them has, neighborhood by neighborhood, delivered long-term rewards. A few downtown showpieces, like the urbane Riverwalk and glamorous Millennium Park, have reaped immense financial windfalls for the city. Barack Obama's presidential library in Jackson Park promises to become a major new attraction and help rejuvenate that part of the South Side.

Other park projects are not making headlines but are making a difference. I caught up with Mayor Emanuel one afternoon at an arts and recreation center in Ellis Park in Bronzeville, one of the city's historic African-American neighborhoods. The center, on former Chicago Housing Authority land, is a sunny, brightly colored two-story building with big windows and a state-of-the-art indoor pool. It's linked with a network of related improvements to transit, public health and street life in Bronzeville. Like La Villita, it was among various long-percolating community-initiated dreams, realized only lately, thanks to a cocktail of financing the mayor helped mix.

"Urban policy often focuses too much just on housing," Mr. Emanuel told me, grateful to focus on what has become a central plank of his administration and not talk policing or murder rates. "Housing alone doesn't make a neighborhood."

That's a view shared by Mayor Jim Kenney of Philadelphia, who was swept into office last year on a platform committing hundreds of millions of dollars to fixing up some 400 dilapidated green spaces, ball fields, pools, libraries and recreation centers in underserved districts. Philadelphia has the highest poverty rate among the 10 most-populated cities in the United States. The plan focuses on the city's neediest areas.

Hunting Park, in North Philadelphia, is an example. For years, it was a troubled place before its revitalization started in 2009. Since then, crime has plummeted 89 percent, probably not all thanks to improvements to the park, though Philadelphia authorities attribute declines in prostitution and drug dealing to families taking over the park.

I spent an afternoon with the city's parks commissioner, Kathryn Ott Lovell, touring crumbling libraries and rec centers in North and West Philadelphia now scheduled for makeovers. Once great buildings, still bustling with children, they remain critical to their neighborhoods, barely held together today by bubble gum and underpaid, overworked custodians who are among the city's unsung heroes. Changing demographics, new technologies and evolving demands by residents on parks and libraries to be complex community hubs require that these places receive more than just a fresh lick of paint or sod.

They need extensive rethinking. The William Penn Foundation in Philadelphia has pitched in an additional \$100 million to help make all that happen, its biggest grant ever.

"We want every Philadelphian to be able to walk to a place that says, 'You are worth it,'" Ms. Lovell explained.

Chicago is trying to send the same message. East of Little Village, in the Bridgeport neighborhood, Studio Gang, the highly regarded architecture firm, has designed an elegant new zinc-clad public boathouse, with clerestory windows and a jagged roofline (based on stop-action photographs of rowers, the architects say), providing a gateway from Bridgeport to the waterfront. Farther north, the 606, Chicago's version of the High Line, which opened in mid-2015, has turned a defunct rail corridor into a wildly popular pedestrian greenway.

And to the south, near Lake Calumet, in an area of shuttered mills where Chicago approaches wilderness, Big Marsh has lately opened as a public bike park and nature preserve carved from nearly 200 acres. I drove to Big Marsh with Michael P. Kelly, the chief executive of the Chicago Park District, who envisioned it becoming "a major new attraction" for cyclists, then took me to a housing project called Altgeld Gardens Homes in far southeast Chicago.

There, the city has installed playground equipment and spruced up parts of Altgeld Gardens' decrepit 1920's-era rec center, including an indoor swimming pool. At the center, Mr. Kelly introduced Brian Bradley, the park district's supervisor for Altgeld Gardens, a huge, quiet man who, in his spare time, teaches young residents how to box.

"This is a community that fights hard," Mr. Bradley told me. We were standing beside the heated pool, a magnet for older residents and children, with a view onto the playground. "Places like this are where everybody comes together," he said.

Mr. Bradley recalled growing up in a different neighborhood, whose park and rec center became his salvation and second home. He paused.

Tears suddenly welled in his eyes, and he apologized. The Altgeld Gardens rec center still needed repairs. But the park district's improvements so far have sent a message: "Growing up in a place like this you can feel nobody cares," he said.

"These changes tell people they're not forgotten."

*Follow Michael Kimmelman on Twitter at [@kimmelman](#); and on Facebook at [facebook.com/michaelkimmelman](#)*

A version of this article appears in print on March 13, 2017, on Page C1 of the New York edition with the headline: The Difference a Park Can Make.



## **XI. Action Items A**

### **Approval of Fiscal Year 2017/18 Budget**

**Hard copies of the FY2017/18 Budget - Approval Draft  
were distributed to the Board the week of March 13.**

Glencoe Park District  
March 2017 Board Meeting

## **XI. Action Item B**

# **Approval of Precor as the Brand of Fitness Equipment in our Fitness Area**

Glencoe Park District  
March 2017 Board Meeting



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INTEROFFICE MEMORANDUM

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TO: BOARD OF COMMISSIONERS  
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR  
SUBJECT: FITNESS AREA EQUIPMENT  
DATE: MARCH 9, 2017  
CC: MIKE LUSHINAK AND PAUL GOEDJEN

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On February 21, 2017 we conducted a Special Projects and Facilities Committee in regards to the Fitness Area. One of the areas we addressed was the type of fitness equipment for the new Fitness Area.

Chair Lerman, directed staff based on the discussion of the Committee, to advance PRECOR fitness equipment for approval by the Board.

This approval does not commit us at this time to the amount of equipment to be purchased, but to the manufacturer, so that the specification for this equipment may be taken into consideration while renovating the room.

I have included the Direct Fitness presentation and proposal for your review. Precor Equipment is part of the National Joint Powers Alliance, which assures the best pricing, thus eliminating the need to go to bid. The Village of Glencoe, District 35 and many other municipalities are also part of this alliance. We have budgeted \$100,000 so are asking for approval to not exceed that amount.

Recommended Motion: Approval of Precor Fitness Equipment to be used in the new Park District Fitness Area not to exceed \$100,000 in equipment.

The logo for Direct Fitness Solutions features the words "DIRECT" and "FITNESS" in a blue, sans-serif font. Between them is a stylized blue figure of a person running, enclosed within an orange oval. Below this, the word "SOLUTIONS" is written in a larger, blue, sans-serif font.

**DIRECT**  **FITNESS**  
**SOLUTIONS**

PREPARED FOR:  
**Glencoe Parks & Rec**  
Takiff Center 999 Green Bay Rd.  
Glencoe, IL 60022

PREPARED BY:  
**Mike Munson** - Regional Sales Manager  
(847) 691-3559  
[MMunson@DirectFitnessSolutions.com](mailto:MMunson@DirectFitnessSolutions.com)

**Direct Fitness Solutions**  
600 Tower Road  
Mundelein, IL 60060  
[DirectFitnessSolutions.com](http://DirectFitnessSolutions.com)

**NJPA**  
National Joint Powers Alliance

GET EQUIPPED  
FOR PARKS & REC FITNESS



How has Direct Fitness Solutions remained a leading fitness equipment distributor, since 1998?

*Simple, we're equipped to offer our customers more.*

#### EQUIPMENT & FLOORING SALES

- Leading, premium fitness equipment brands
- New & certified pre-owned equipment
- Numerous flooring materials and options

#### FACILITY DESIGN

- Outfitted and designed hundreds of fitness spaces varying in size, budget and market segment
- Ability to create complete visual floor plans with fitness product placement, electrical recommendations and ADA compliance
- 2D and 3D design services

#### DELIVERY/INSTALL

- Nationwide delivery and installation of equipment
- DFS team members are educated on safe and proper installation, including electrical and audio visual
- Move job services that move equipment both on and off site

#### SERVICE

- Fully staffed and certified in-house service department
- 48 hour service request response time
- Preventative maintenance plans

*Direct Fitness Solutions takes great pride in the relationships we have built within the parks and rec community and we welcome the opportunity to work with Glencoe Parks & Rec.*





600 Tower Road . Mundelein . IL 60060  
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

**SALES PROPOSAL**

Quote: 00006613  
 Date: 2/20/2017  
 Expires: 3/22/2017

**Customer Information**

**Sold To:**

Glencoe Parks and Rec  
 Takiff Center 999 Green Bay  
 Road  
 Glencoe, Illinois 60022

**Ship To:**

Glencoe Parks and Rec  
 999 Green Bay Road  
 Glencoe, Illinois 60022

**Direct Fitness Sales Team:**

Mike Munson- Regional Sales Manager  
 Ph: (847) 691-3559  
 Fax: (847) 278-4588  
 mmunson@directfitnesssolutions.com

**Billing Point of Contact:**

Mike Lushniak  
 Ph: (847) 835-7535  
 mlushniak@glencoeoparkdistrict.com

**Delivery Point of Contact:**

Mike Lushniak  
 Ph:(847) 835-7535  
 dfiggins@glencoeoparkdistrict.com

**Holly Stirnichuk- Inside Sales**

Ph: (224) 422-0102  
 Fax: (847) 278-4588  
 hollys@directfitnesssolutions.com

**CARDIO**

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE AMT 865	PRECOR Adaptive Motion Trainer- Open Stride P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 11,395.00	\$ 6,815.00	\$ 6,815.00
4.00	PRE TRM 865	PRECOR Treadmill-P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 10,755.00	\$ 6,510.00	\$ 26,040.00
2.00	PRE EFX 865.V2	PRECOR EFX.V2 Converging Crossramp, Moving Arms, P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 9,495.00	\$ 5,825.00	\$ 11,650.00
1.00	PRE UBK 865	PRECOR Upright Cycle- P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 5,865.00	\$ 3,450.00	\$ 3,450.00
1.00	PRE RBK 865	PRECOR Recumbent Cycle- P62 with Preva 10" Touchscreen/TV, USB/Audio		\$ 6,175.00	\$ 3,690.00	\$ 3,690.00
2.00	NUSTEP T4R	NuStep T4R Recumbent Cross Trainer		\$ 3,995.00	\$ 3,995.00	\$ 7,990.00
1.00	PRE C240 STRETCH	PRECOR Stretch Trainer Experience Titanium		\$ 895.00	\$ 660.00	\$ 660.00

**STRENGTH**

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE PWSRL24NR9919EN	PRECOR C024ES Vitality S-Line Multi Press		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWSRL10NR9919EN	PRECOR C010ES Vitality S-Line Leg Press/Calf Extension		\$ 3,800.00	\$ 2,495.00	\$ 2,495.00



600 Tower Road . Mundelein . IL 60060  
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

**SALES PROPOSAL**

Quote: 00006613  
 Date: 2/20/2017  
 Expires: 3/22/2017

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	PRE PWSRL27NR9919EN	PRECOR C027ES Vitality S-Line Leg Extension/ Curl		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWSRL25NR9919EN	PRECOR C025ES Vitality S-Line Bicep/Tricep		\$ 3,500.00	\$ 2,295.00	\$ 2,295.00
1.00	PRE PWDPL0802	PRECOR DPL0802 Discovery Plate Loaded Smith Machine		\$ 4,200.00	\$ 2,885.00	\$ 2,885.00
1.00	PRE PWSFTSGNR9919EN	PRECOR FTS Glide Functional Strength Trainer		\$ 3,895.00	\$ 2,450.00	\$ 2,450.00
1.00	TAG RCK-HDR	TAG FITNESS 3 Tier Horizontal Dumbbell Rack		\$ 658.00	\$ 475.00	\$ 475.00
2.00	TAG BNCH-FID	TAG FITNESS Flat Incline Decline Bench		\$ 498.00	\$ 355.00	\$ 710.00

**ACCESS**

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	SPRI 07-71018	SPRI Wall Mounted Mat Rack		\$ 29.98	\$ 29.98	\$ 29.98
1.00	TAG HEX 5-50 SET	TAG FITNESS 5-50 lb Rubber HEX Dumbbell Set (10 Pair)		\$ 1,100.00	\$ 750.00	\$ 750.00
6.00	TAG RBR-45	TAG FITNESS 45 lb Rubber Olympic Plate		\$ 90.00	\$ 90.00	\$ 540.00
4.00	TAG RBR-5	TAG FITNESS 5 lb Rubber Olympic Plate		\$ 10.00	\$ 10.00	\$ 40.00
4.00	TAG RBR-10	TAG FITNESS 10 lb Rubber Olympic Plate		\$ 20.00	\$ 20.00	\$ 80.00
4.00	TAG RBR-25	TAG FITNESS 25 lb Rubber Olympic Plate		\$ 50.00	\$ 50.00	\$ 200.00
2.00	TAG RBR-2.5	TAG FITNESS 2.5 lb Rubber Olympic Plate		\$ 5.00	\$ 5.00	\$ 10.00
1.00	TAG MEDBL SET	TAG FITNESS 4 lb-30 lb Deluxe Medicine Ball Set		\$ 792.00	\$ 650.00	\$ 650.00
1.00	TAG ACC-55cm	TAG FITNESS 55 cm Fitness Ball		\$ 28.00	\$ 25.00	\$ 25.00
1.00	TAG ACC-65cm	TAG FITNESS 65 cm Fitness Ball		\$ 30.00	\$ 28.00	\$ 28.00
4.00	TAG ACC-EML	TAG FITNESS Deluxe Eyelet Mat Black 3/8 in x 23 in x 69 in		\$ 50.00	\$ 39.00	\$ 156.00

**FREIGHT**



600 Tower Road . Mundelein . IL 60060  
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

**SALES PROPOSAL**

Quote: 00006613  
Date: 2/20/2017  
Expires: 3/22/2017

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight		\$ 0.00	\$ 4,850.00	\$ 4,850.00

**INSTALL**

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation		\$ 0.00	\$ 3,825.00	\$ 3,825.00

SubTotal	\$ 87,378.98
Estimated Tax	
Grand Total	\$ 87,378.98

**Notes**

NJPA Contract # 120215-PCR





600 Tower Road . Mundelein . IL 60060  
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

**SALES PROPOSAL**

Quote: 00006613  
Date: 2/20/2017  
Expires: 3/22/2017

**Terms & Conditions**

**PAYMENT TERMS:**

*PAYMENT IS DUE IN ADVANCE.* Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.

**ESTIMATED DELIVERY DATE:**

4-6 Weeks from Receipt of Signed Proposal.

**DISCLAIMER:**

No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, Arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 30 days.

**TERMS AND CONDITIONS OF SALE:**

Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a C-Safe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

**Quote Acceptance:**

These prices, specifications and conditions are satisfactory and are hereby accepted.

Payment Terms:

Account Name: Glencoe Parks and Rec

Print Name:

Signature:

Title:

Date:

Company Name: \_\_\_\_\_

Print Name:

Signature:

Title:

Date:

**Email or Fax Signed Proposal To:**

Holly Stirnichuk  
Inside Sales  
Phone: (224) 422-0102  
Fax: (847) 278-4588  
hollys@directfitnesssolutions.com

*\*\*Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*



600 Tower Road . Mundelein . IL 60060  
 Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

**SALES PROPOSAL**

Quote: 00006613  
 Date: 2/20/2017  
 Expires: 3/22/2017

Delivery Information	
Requested Delivery Date: 4/1/2016	Payment Type:
Hours Available to Accept Delivery: 7-5	Purchase Order #:
Ship Via: DFS Truck	Site Survey Date: 10/29/2015
Ship Via Other:	Floor Plan Included: No
Delivery Point of Contact Name: Mike Lushniak	Dimensions of Access Ways: STD
Delivery Point of Contact Phone: (847) 835-7535	Stairs: No
Delivery Point of Contact Email: dfiggins@glencoe parkdistrict.com	Elevator: Yes
Multiple Delivery Locations: No	Color of Upholstery:
Locations:	Color of Frames:
Possible Delays in Delivery Time? No	Trade-In's? No
Delay Reasons:	Third Party Involved? No
	Third Party Purchase Order #:

# GLENCOE PARKS & REC | FITNESS EQUIPMENT

**PRODUCT:** PRECOR 865 AMT  
**QUANTITY:** 1



**PRODUCT:** PRECOR 865 TREADMILL  
**QUANTITY:** 3



**PRODUCT:** PRECOR 865 ELLIPTICAL  
**QUANTITY:** 2



**PRODUCT:** PRECOR 865 UPRIGHT  
BIKE  
**QUANTITY:** 1



**PRODUCT:** PRECOR 865 RECUMBENT  
BIKE  
**QUANTITY:** 1



**PRODUCT:** NUSTEP T4R RECUMBENT  
CROSS TRAINER  
**QUANTITY:** 2



**PRODUCT:** PRECOR STRETCH  
TRAINER  
**QUANTITY:** 1



**PRODUCT:** VITALITY MULTI PRESS  
**QUANTITY:** 1



**PRODUCT:** VITALITY BICEP/TRICEP  
**QUANTITY:** 1



DIRECT  FITNESS  
SOLUTIONS

MIKE MUNSON | (847) 691-3559 | [MMunson@DirectFitnessSolutions.com](mailto:MMunson@DirectFitnessSolutions.com)

# GLENCOE PARKS & REC | FITNESS EQUIPMENT

**PRODUCT:** VITALITY LEG  
EXTENSION/CURL  
**QUANTITY:** 1



**PRODUCT:** VITALITY LEG PRESS/CALF  
EXTENSION  
**QUANTITY:** 1



**PRODUCT:** PRECOR DISCOVERY SMITH  
MACHINE  
**QUANTITY:** 1



**PRODUCT:** PRECOR FTS GLIDE  
**QUANTITY:** 1



**PRODUCT:** TAG 3 TIER DUMBBELL RACK  
W/DUMBBELLS  
**QUANTITY:** 1 RACK/MULTIPLE  
DUMBBELLS



**PRODUCT:** TAG FITNESS FLAT INCLINE  
DECLINE BENCH  
**QUANTITY:** 2



**PRODUCT:** SPRI WALL MOUNTED  
MAT RACK  
**QUANTITY:** 1



**PRODUCT:** TAG RUBBER OLYMPIC PLATES  
**QUANTITY:** MULTIPLE



**PRODUCT:** TAG MEDICINE BALL SET  
**QUANTITY:** MULTIPLE



DIRECT  FITNESS  
SOLUTIONS

MIKE MUNSON | (847) 691-3559 | [MMunson@DirectFitnessSolutions.com](mailto:MMunson@DirectFitnessSolutions.com)

# GLENCOE PARKS & REC | FITNESS EQUIPMENT

**PRODUCT:** TAG FITNESS BALL  
**QUANTITY:** 2



**PRODUCT:** TAG EYELET BLACK MAT  
**QUANTITY:** 4



# GLENCOE PARKS & REC | 3D LAYOUT



DIRECT  FITNESS  
SOLUTIONS

MIKE MUNSON | (847) 691-3559 | [MMunson@DirectFitnessSolutions.com](mailto:MMunson@DirectFitnessSolutions.com)

# GLENCOE PARKS & REC | 3D LAYOUT



DIRECT  FITNESS  
SOLUTIONS

MIKE MUNSON | (847) 691-3559 | [MMunson@DirectFitnessSolutions.com](mailto:MMunson@DirectFitnessSolutions.com)



## References

**Northfield Park District - Bill Byron - (847) 446-4428**

**Skokie Park District - Jennie Bever - (847) 674-1500**

**Glenview Park District - Lynne Brenner - (224) 521-2598**

**Wilmette Park District - Liz Cox - (847) 256-9686**

**Park District of Highland Park - Mitch Carr - (847) 579-4554**

**Schaumburg Park District - Ryan Gangler - (847) 490-7015**



# **XI. Action Item C**

## **Approval of Landscaping Bid**

Glencoe Park District  
March 2017 Board Meeting



3/13/2017

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

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**SUBJECT: Mowing & Landscape Labor Bid Results**

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Bids for a one year contract for mowing and landscape maintenance were opened on Thursday February 16, 2017 at Takiff Center. Three complete bids were received with the lowest qualified bidder being Fleck's Landscaping of Wheeling. The lowest bid was advertised as lowest mowing cost plus lowest hourly rate. It is estimated based on previous seasons that the Park District will use 2480 contractual labor hours this season. Fleck's Landscaping has previously provided services to the Glencoe Park District.

Vendor	Mowing Park District And Shared Services Village Property	Hourly Rate for General Horticulture and Landscape Labor	Estimated Labor Costs based on 2480 labor hours	Total
Flecks Landscaping	\$47,012	\$35	\$86,800	\$133,812
KGI Landscaping	\$63,308	\$35	\$86,800	\$150,108
Langdon Group	\$38,141	\$58	\$143,840	\$181,981

**Recommendation: Approving a one year contract with Fleck's Landscaping which will include \$47,012 for mowing of identified sites and \$35 hourly labor rate at an estimated \$86,800 for general horticulture/landscape labor.**

## **XI. Action Item D**

# **Approval for Purchase of Parks Department Vehicles**

Glencoe Park District  
March 2017 Board Meeting



March 9, 2017

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

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SUBJECT: 2017 Ford F-250, Ford F-450 Dump Truck State Bid Purchase

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As part of our FY2017/18 Capital Budget, we had previously budgeted \$36,000 for the replacement of the 2003 Chevy 1500 pick-up with the District standard F-250 pick-up and \$47,500 to replace the 2003 S-10 pick-up with an F-450 dump truck. We solicited prices for (1) 2017 F-250 pick-up to replace the Chevy 1500 and (1) F-450 dump truck to replace the S-10 through the State of Illinois Central Management Services (Joint Purchase Program for State and Local Government Agencies, thus eliminating the need to go to bid.). As previously discussed, by upgrading the S-10 to a dump truck, we gain greater capabilities in-house and eliminate an inefficient administrative vehicle.

Landmark Ford of Springfield, Illinois was awarded the 2017 State of Illinois bid for Ford F-250 and F-450 Trucks. The cost of the F-250 is \$33,698, the cost of the F-450 dump truck is \$46,279 for a total of \$79,977.

**Recommended Motion: To approve the purchase of a 2017 F-250 pick-up truck for \$33,698 and the purchase of an F-450 dump truck for \$46,279 from Landmark Ford of Springfield Illinois.**

**XI. Action Item E**

**Approval for Purchase of Recreation  
Department Vehicles**

Glencoe Park District  
March 2017 Board Meeting



March 13, 2017

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

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**SUBJECT: 2017 Dodge Grand Caravan State Bid Purchase**

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As part of our FY2017/18 Capital Budget, we had budgeted \$23,000 for the replacement of the Recreation Department's 2000 Grand Cherokee. The Price for (1) 2017 Dodge Grand Caravan was secured through the State of Illinois Central Management Services (Joint Purchase Program for State and Local Government Agencies, thus eliminating the need to go to bid.). As previously discussed, by replacing the Jeep with a mini-van, we will be furthering the capabilities of the Recreation Department and gaining efficiency in our vehicle fleet.

Wright Automotive of Hillsboro, Illinois was awarded the 2017 State of Illinois bid for Dodge Grand Caravans. The cost of the vehicle is \$22,536.

**Recommended Motion: To approve the purchase of a 2017 Dodge Grand Caravan for \$22,536.00 from Wright Automotive of Hillsboro, Illinois.**

## **XI. Action Item F**

### **Bi-Annual Review of Executive Session Minutes 5ILCS 120/2(c)(21)**

**The Executive Director will provide the Board with Executive Session Minutes for review at the meeting. Please arrive at least 5 minutes early to review. If there are no changes or discussion needed, we can approve them. If changes or discussion are needed, we would need to enter into Executive Session to discuss and then go back into Open Session to approve.**

Glencoe Park District  
March 2017 Board Meeting

# **XIII. Takiff Report**

Glencoe Park District  
March 2017 Board Meeting



# Takiff Center Report

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*Recreation Board Report: March 21, 2017*



*Michael Lushniak – Director of Recreation and Facilities*

*Paul Goedjen – Takiff Center Manager*

## Introduction

Takiff Center is an 85,000 square foot community center and the primary recreational and administrative facility of Glencoe Park District. The clock tower portion of the building was constructed in 1928 for its original intended use as a school. In the 1950's the early childhood wing was added to expand the building's footprint. Takiff Center has most recently undergone a substantial renovation in 2008 to get it to the current state it exists in today.



Takiff Center is home to a bevy of different spaces, wings, and uses. The facility greets its visitors with a picturesque lobby, a registration desk, and a 10,000 square foot gymnasium. The arts wing of the facility houses the Aiken Activity Room, ceramics studio, art studio, shower, and staff offices. The community wing is home to four community rooms, a spacious community hall, and administrative staff areas. In the fitness wing, there are three group exercise rooms as well as mechanical and equipment storage areas. The early childhood wing is a fully secured, DCFS licensed area of the building that is home to over 13 classrooms and enrichment areas as well as another reception desk and staff offices.

With the multitude of spaces and different areas, this facility serves any and all demographics within the community. From infant care serving participants as young as 6 weeks old to active adult rentals such as the New Horizons Band, the facility has the ability to serve anyone in the community. The Park District has taken a balanced approach to filling the building with a vibrant array of uses, ensuring that there are opportunities for everyone. A stable combination of Glencoe Park District run programs, contractual programs, community group rentals, special events, and private rentals fill the spaces inside Takiff Center to ensure a sustainable mix of diverse usage throughout the year.

## Maintenance/Facility Upkeep

### Capital Projects Recently Completed

In the 2016/17 Fiscal Year, the main focus of capital work at Takiff Center was related to the replacement of the two peaked roofs as well as the clock tower renovation and gutter improvements. The existing slate roofs were removed, replaced with a rubber membrane, and then covered with asphalt shingles. The two canopy roofs that were original to 1928 and 1955 were replaced with a new membrane polymer material. The gutters had rotted wood replaced and a new custom fabricated, field welded copper insert installed. In addition, new copper downspouts were installed in several areas of the facility based on the architect's recommendations.

The clock tower on the original 1928 building was extensively renovated. First, the existing lead paint was removed per state and county law. After abatement, a major structural overhaul replaced rotted timber and the obsolete clock. A new four-sided atomic clock was hoisted into place and installed by

contractors and staff. In addition, the copper cap on the tower was repaired and a lightning protection system was added.

### Daily Facility Cleaning/Upkeep

Takiff Center is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the 85,000 square foot facility, bathrooms, program rooms, lobbies, offices and the early childhood wing require routine maintenance and regular



predictive maintenance. Staff routinely change light bulbs, clean carpets, service HVAC units and maintain the automatic door system. Additionally, staff sets up and breaks down multiple program rooms per day. This staff also works at the Beach, Watts and throughout the District, as special events require. Typically, large scale events are managed through a team effort between the Parks and Facilities Maintenance Team. The two teams work together as one to eliminate duplication and to maximize efficiency.

### Minor Projects/Facility Improvements

In the 2016/17 fiscal year, several small scale repairs and improvements were made at Takiff Center. During the annual facility shutdown in August, the Early Learning Center parking lot was seal coated, the gym floor was resurfaced and the main entrance lobby was cleaned and sealed. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Other notable improvements this year include the upgrade of exterior light fixtures to LED. Behind the scenes, improvements include the replacement of one of the three automated building system controllers and the replacement of the rolled rubber floor in room 212, which had previously buckled.

### Marketing Efforts

Takiff Center receives substantial support from the Marketing and Communications Department both directly and indirectly. The Marketing and Communications Manager, Erin Maassen, works closely with the entire Recreation Programming Team to ensure classes and events offered at Takiff Center are introduced to the community in as many ways as possible. Avenues for marketing campaigns for programs and events include social media, target demographic emails, cross-promotional marketing among programs, print advertisements such as flyers and posters, three seasonal brochures, and even unique exposures such as television commercials for larger programs.

A focused marketing effort is placed into advertising facility space for rent. This type of facility use is an integral part of the operation, so time is spent to make potential renters aware of different spaces available and different events that can be accommodated. A special "Celebrations and Special Occasions" informational folder has been created to show the diversity of spaces offered and the different types of

room set-ups and themed events that this versatile facility can accommodate. Facility rentals and birthday party packages are featured on specific sites on the Glencoe Park District webpage.

Takiff Center itself is used as a marketing tool of cross promotion and agency branding. Above the main



registration desk, a large TV displays the daily schedule of activities using the REACH digital marketing software. This software also has the ability to deliver a message to those who view it, highlighting an upcoming program, event or other recreational opportunity. Also within the facility are dozens of magazine racks, bulletin boards, and frames for posters. These house seasonal brochures, flyers, and constantly changing marketing materials that work to cross promote programming and events to hundreds of people who come through the facility daily.

## Staffing

### Customer Service Staff

Both the Main and Early Childhood Registration Offices/Front Desks at Takiff Center are supervised by the Registration/Customer Service Manager, Lorise Weil. The main Registration Desk is staffed by our Customer Service Supervisor, Customer Service Assistant, and the (evening) Customer Service Associate from 8:30 am to 9:00 pm, Monday through Friday, and by the second (evening) Customer Service Associate from 8:00 am to 5:00 pm on Saturdays and until 6:00 pm on Sundays. Based on the season, weekend and evening hours may vary. The Early Childhood Registration Desk is staffed by the Early Learning Center Customer Service Assistant from 8:30 am to 4:00 pm, Monday through Friday.

Registrations are processed Monday through Friday, 8:30 am to 5:00 pm. Working closely with Program Managers and teachers, the daytime Registration staff are responsible for greeting and assisting customers, processing registrations and payments, completing transfers and refunds, setting up and processing monthly billing, and keeping both our RecTrac and WebTrac registration systems accurate and up-to-date.

Our Registration staff take their customer service responsibilities seriously, making sure all internal and external customer requests are answered in a timely and thorough manner. Working together as a team is of the utmost importance to them. Each day, Registration staff make every effort to ensure our customers receive the best service possible. They strongly stand by the quote written by Damon Richards, "Your customer doesn't care how much you know until they know how much you care."

## Facility Operations Staff

The Facility Manager, Paul Goedjen, is responsible for scheduling areas in Takiff Center. He works to ensure that a delicate balance of private rentals and programming are properly booked out to ensure appropriate set-up/clean-up times, and that there are no rooms double-booked for two groups simultaneously. This position coordinates with programmers, renters, and the Maintenance Team to



ensure rooms are setup appropriately for their use. The Facility Maintenance Supervisor, Bill Eldridge, oversees building technicians and custodians to ensure that the facility is always clean and in good repair. This position also focuses on facility improvements, as well as the monitoring of building systems such as mechanical, HVAC, alarms, etc.

## Evening and Weekend Staff

Takiff Center does not conform to normal business hours. The facility is usually open until 9:00 or 10:00pm during the week to accommodate meetings, programs, and rentals. The facility is also opened most of the day on the weekends for private rentals or other programs. Because of the high volume of visitors the facility sees on weekends and evenings, the facility is also staffed during that time.

Custodians are always present to keep up with routine cleaning around the building. There is also always a front desk attendant to address any questions from customers or problems that might arise during a rental or program. There is also additional staff utilized for special facility usage or certain programs. For example, during popular open gym times, there is an additional staff member scheduled to ensure admission is being paid for this drop-in program. During large rentals, rental attendants may be scheduled to work more closely with a host to ensure their needs are being met throughout their event. Additional custodians or building staff may also be scheduled to assist with cleaning, facility breakdown, or facility setup, as needed, for special events or other large groups using the facility.

## Room Usage for Programs

### Fall/Winter/Spring

During the school year, different areas of the facility are in use throughout the day. During the day in the mornings and afternoons, the early childhood wing of the building abounds with activity and programming. Almost every early childhood room is full with enrichments, preschool classes, or day care programming. These programs are in session Monday-Friday from 7:00am to 6:30pm. This secured wing of the facility meets the need of the DCFS licensed programs while utilizing some of the other unique spaces in this area such as the prep-kitchen for student lunches, as well as the tot gym for

physical fitness. During after school hours, enrichment rooms are used to run classes for older students who visit Takiff Center for STEM classes. Similar to the early childhood room, the fitness area sees the majority of its usage take place in the morning and afternoon on weekdays with occasional classes offered on evenings and weekends. Karate becomes the main inhabitant of the fitness wing on weekday evenings and weekends.



Community rooms and the activity room see increase in use on evenings and on weekends during the school year. In addition to programming with NSSRA, these rooms are used for after school enrichment classes such as theater and performing arts. Weekends are filled with birthday parties that are booked through the Park District. The ceramics studio, which features drop-in times on weekday mornings, sees a full slate of classes during the week going late into the evening with adult classes. On weekdays, these rooms are home to toddler classes and community group meetings such as the Rotary Club.

## Camps & Summer Programming

During the summer months, camps make Takiff Center their home. KinderKorner camp moves up to the community wing and call Community Room 4 its home. The Bear Camps (preschool-aged camps) take the place of early childhood school year programming in the early childhood wing. These camps use as many rooms as are used in the school year. The daycare program also continues to use their



space throughout the summer. Sun Fun and Camp Adventure programs also use Takiff throughout the summer and utilize the enrichment wing or early childhood, gym, activity room, art room, and open community rooms on days they remain on-site. The only Glencoe Park District Camp that does not house out of Takiff is the Action Quest camp for the oldest campers; located at Watts.

Because of the high volume of camps, very little other programming is possible during weekday mornings and afternoons in the summer. Some fitness classes

remain in the studios for those that wish to continue fitness indoors. Evenings and weekends remain consistent with school year schedules and includes enrichment classes, karate classes, and ceramics classes, which are offered in addition to camps or for those who do not participate in camps.

## Gym

Takiff Center's Gym is one of the most heavily used areas of the facility throughout the year. In the school year, weekday mornings and afternoons are filled with daycare and preschool physical activity space and enrichment classes. Once school ends during the week, basketball programs use the Gym most nights until the facility closes. Weekend Gym usage changes by season, during summer and fall the

most frequent gym activities are birthday parties, rentals, and Sunday adult open gym. During winter and spring, the Gym is used primarily for the Park District's youth house and travel basketball leagues, with birthday parties and rentals sprinkled in whenever possible. The Takiff Center Gymnasium is also used for large-scale special event rentals throughout the year. In the past, this space has hosted large fundraisers, birthday parties, and bar/bat mitzvahs. Every year, staff finds new ways to effectively use this highly sought after space.

## Special Events

Each year Takiff Center hosts multiple large and small special events that the Park District develops. The largest of these special events are:

- Boo Bash
  - Estimated annual attendance for this event is 400 participants.
  - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, and activity room.
- Unplug and Play
  - Estimated annual attendance for this event is 175 participants.
  - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, and activity room.
- Family Fun Fest
  - Estimated annual attendance for this event is 200 participants.
  - The Park District partners with Family Services of Glencoe to put on this event.
  - The event uses multiple rooms within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, multipurpose room, and activity room.



## Facility Rentals

### Consistent Weekly Renters

Takiff Center houses a variety of consistent weekly renters. These renters use the facility for a multitude of activities such as business meetings, religious functions, youth programming, and band practice, among other things. Consistent weekly renters provide a stable revenue source throughout the year and also allow staff and building operations to get into a routine for room set-ups and break downs. The consistent renters at Takiff Center are listed below with a short description of each group and their room usage.

- Congregation Hakafa – a large Jewish congregation that uses Takiff Center mainly for religious educational programs. Hakafa rents on Tuesday evenings and Sundays, occupying almost every usable space in the facility.
- @Properties – a real estate brokerage firm that has offices throughout northwest Illinois including many on the North Shore. This group uses the Takiff Center community wing mainly on Thursday mornings, but also other days throughout the week for meeting spaces.
- North Shore New Horizons Band – a non-profit organization dedicated to providing seniors an exciting and educational opportunity to make music; regardless of ability or experience. The NSNHB uses the activity room at Takiff every Tuesday morning for band practice as well as the occasional special event.
- The Writers – this is an unaffiliated social club that uses space in the community wing on Wednesday mornings. The group meets weekly to discuss and practice a shared passion for the hobby of writing.
- Wiggleworms – The Old Town School of Folk rents Community Room 1 on Wednesday and Friday mornings to run unique musical classes called Wiggleworms for early childhood aged students. The Old Town School of Folk is a music school located in Chicago. They have chosen Takiff as a satellite facility to offer some of their classes.
- Hi-Five Sports Club – A company that offers youth athletics programs with a focus on teamwork, sportsmanship, and fun. This group uses the gym on Tuesdays and Fridays in the morning and afternoon to run youth sports classes, mainly indoor soccer.
- Our Place of New Trier – Located in Wilmette, OPONT is a not-for-profit group that supports teens and adults with developmental disabilities. This group uses the gym Friday evenings for social and athletic events that work to support their mission of helping their participants live meaningful, productive, socially connected lives in their home community



## Special Event Rentals

Each year, Takiff Center houses multiple special event rentals. The most common special event rental are bar / bat mitzvah's; typically there will be approximately three mitzvah's at the center each year. Other special event rentals that patron's use Takiff Center for include wedding receptions, large birthday parties, anniversary parties, and quinceanera's. Parties and special event rentals can vary



from a basic room rental to extravagant galas that require a significant amount of staff coordination and time.

One of the strengths of the Glencoe Park District facility rental program is a willingness to work with larger parties and accommodate unique requests. Staff is able to work with renters who have special requests. From renting the Takiff Center lobby, to coordinating with party planners and caterers, to ensuring unique set-ups and heavy cleaning are completed before and during a rental, staff takes great pride in being very customer-focused and accommodating to ensure renter's events are exactly as they hope.

## **Birthday Parties**

Glencoe Park District offers a variety of birthday party options at Takiff Center. Each year, Takiff Center does approximately \$30,000 in birthday parties. The Park District works with party contractors for all of the party themes that are available to the public. The Park District itself also offers basic birthday party packages using its own staff. The majority of party packages include a Glencoe Park District staff member as a birthday party attendant who assists with set-up, coordination of the party schedule, customer service to the renter, clean up, and loading presents into the renter's car. Packages also include:

- Two hours in a party room
- One hour of a themed activity
- One hour for cake, parent led games, and refreshments
- Tables and chairs

Glencoe Park District offers 22 different themed birthday party packages! They range from sports to parties that capitalize on current popular trends like movies such as Frozen. Currently, the most popular party theme options are...

- Gym Games Galore with Hot Shot Sports (sports themed)
- Animal show with Kenn from the Animal Store
- Magic with Gary Kantor
- Dance Party with Chicago Loves Dance

## **Patron Feedback**

As with every facility and program area, Glencoe Park District thrives off feedback from patrons and users at Takiff Center. Staff solicits feedback to ensure that the facility is meeting the needs of program participants, renters, and drop-in participants.

## **Program Survey Results**

The Glencoe Park District surveys program participants on a quarterly basis to collect feedback about programs. Many of the questions in this survey relate directly to the facility that these programs are housed in. The statistical data provided below is the combination of the last two program survey results and has been filtered to only include programs that have taken place at Takiff Center.

- 41% of program participants selected “convenient location” as one of the reasons they signed up for programs at Takiff Center.
- 97% of program participants agreed or strongly agreed that after they had enrolled in the class they found Takiff Center to be a convenient location for classes.
- 97% of program participants agreed or strongly agreed that Takiff Center was clean and in good condition during the program they attended.
- 93% of program participants in classes at Takiff Center said their overall experience was either “good” or “very good”.

## Facility Rental Feedback

Currently, the feedback for rentals, birthday parties, and drop-in facility users is less formal. The Takiff Center Manager has verbal communication with renters and party planners both before and after a rental. Staff ensures that the facility will meet their needs before they reserve. Staff then works with renters to ensure the set-up meets the needs of the space usage and develops a logistical plan to ensure that the renter is not met with any surprises on the day of the event.

Following special events, the Takiff Center Manager follows-up with the primary contact to ensure that the facility and staff met their needs. The focus is placed on learning from any issues that arose during a rental as well as thanking the renters for choosing Takiff Center as the venue for their event. The Takiff Center Manager is also in constant communication with consistent weekly renters to meet their changing needs. Feedback that has been received from both event renters and consistent weekly renters includes:

- There is inadequate parking available in the parking lots around the facility for larger special events or times when numerous programs and events are occurring at one time.
- Takiff Center staff is knowledgeable, friendly, helpful, and responsive.
- The facility entrance located to the west of the early childhood entrance is not prominent enough and renters/drop-in participants are unaware that it provides access to the building from the front parking lot.
- The variety of unique spaces and packages available for rentals and parties is a selling point of Takiff Center.

Despite this valuable feedback, staff has identified a need to obtain statistical evidence of renter satisfaction. Because of this, staff has created a Takiff Center Rental/Party Satisfaction Survey which started being sent to renters at the beginning of the 2017-18 fiscal year. This survey is located in appendix C and will provide staff with valuable information to improve the rental and party experience moving forward.

## Future Planning

As with any facility, Takiff Center and its staff are constantly evolving to meet the needs of customers, renters, and program participants. Operationally, front desk and program staff have looked for ways to

streamline the guest experience when registering for programs. Staff has utilized current registration software to allow for more on-line program registration and has adopted a “universal pass” in which one membership card can be used at Watts, Glencoe Beach, and for fitness classes. Staff will continue to move forward by utilizing technology wherever possible to simplify the process for the customer. Staff is even investigating the feasibility of the ability of current software to allow the booking of space at Takiff on-line.

## Fitness Center

The largest upcoming change at Takiff Center is the proposed fitness area. The need for this program was identified through the last community survey conducted by Glencoe Park District, in which many residents called for increased fitness opportunities. Park District Board members and staff are currently in the design development phase of a construction project that will convert the Aiken Activity Room into a space that may feature a stretching area, cardio equipment, strength equipment, and a locker nook. The project will also investigate the feasibility and need of an upgraded shower area across the hall from the Aiken Activity Room. Currently, one shower room exists, but consideration is being given to renovating the current shower or potentially adding an additional one.



## Parking Lot

Parking has been an increasing problem at Takiff Center as use of the facility continues to increase. Staff must be cognizant of peak programming times and ensure that multiple special events are not scheduled in the facility or on Reinsdorf Field at the same time. Staff has already made adjustments to parking lot usage for staff to help alleviate some of the issues. Summer camp staff is required to park off-site using the parking spots on Old Green Bay Road north of the train station parking. Additionally on Monday-Friday, full time staff have begun parking nine vehicles in the back parking area near the maintenance yard. While these changes have helped alleviate the problem, a greater solution is needed.

Staff and Board members will be investigating the options for adding more parking to the Takiff Center site. One option is to add more parking near the west side of Reinsdorf Field. Additional spaces there can be created by paving areas that are currently gravel or grass. Another option presented itself only a few months ago as the skate park on the site needed to be removed because of its unsafe condition. This provides another potential area for parking to be expanded. The Board and staff will not only investigate the most efficient way to increase parking, but also environmentally friendly options such as permeable pavers as a parking surface.

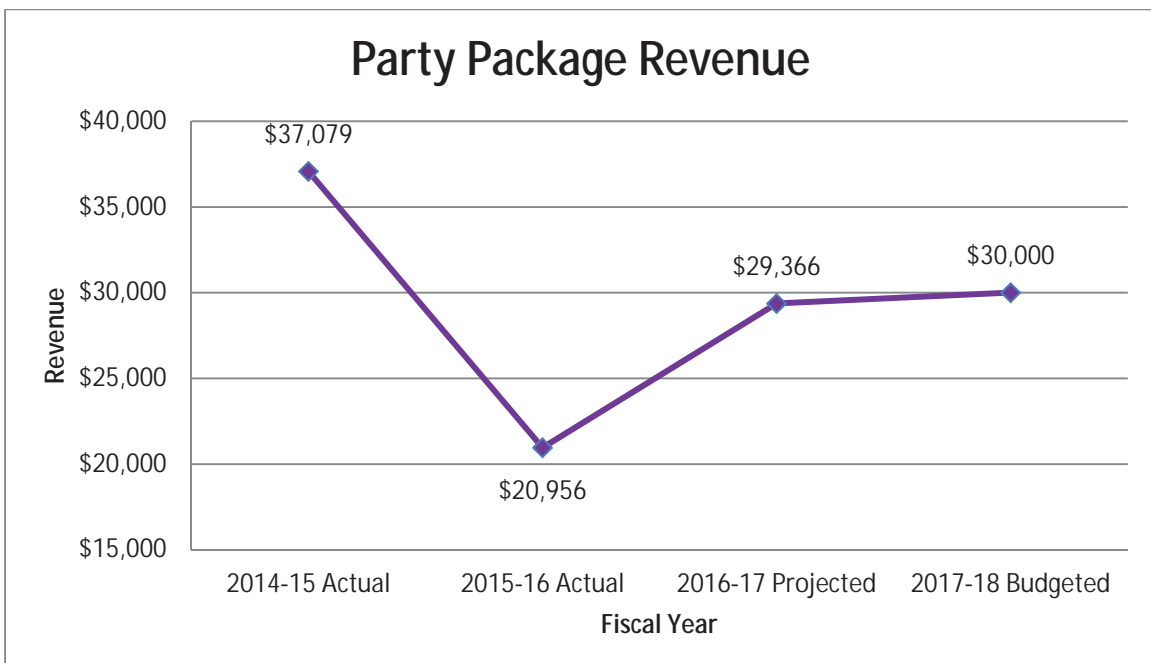
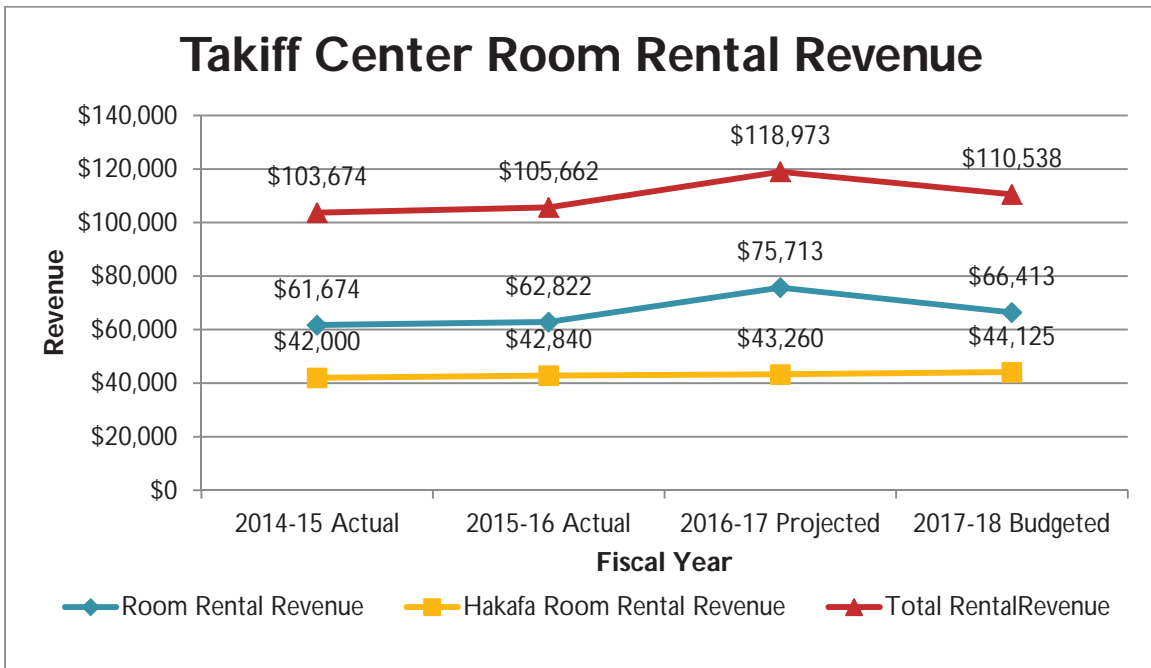
## Finding Additional Space

Moving forward, finding additional programming space at Takiff Center will be a growing challenge. With the Aiken Activity Room being converted into a fitness area, the center will be losing one of its programming rooms. To make up for this loss, programming and facility staff will find existing space within the facility to house growing programs and rental needs. Options that staff will have include using

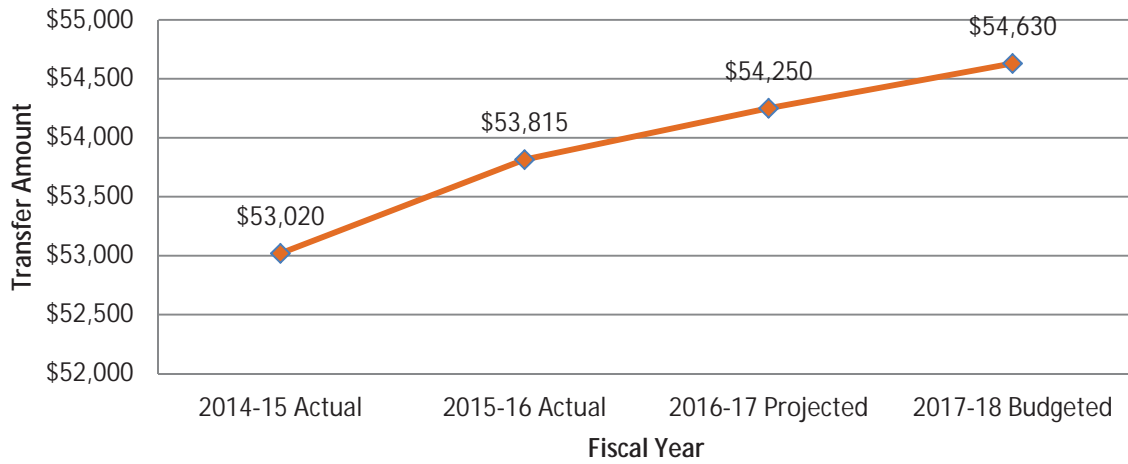
existing spaces in new ways, exploring the possibility of moving programming to Watts Center, and exploring the possibility of changing program days and times based on room availability.

Throughout this process, staff will focus on maintaining a strong balance of Glencoe Park District program usage as well as private rental usage to maintain a balanced facility usage portfolio. Staff will focus on programming lower use times whenever possible to reduce the burden on peak times such as afternoons during the school year when a large number of enrichment programs are being scheduled. Staff has also continued to strengthen the relationship between Glencoe Park District and School District 35. Through this intergovernmental agreement, programmers are able to host classes and programs using South, West, and Central schools to alleviate some of the strain on Takiff Center.

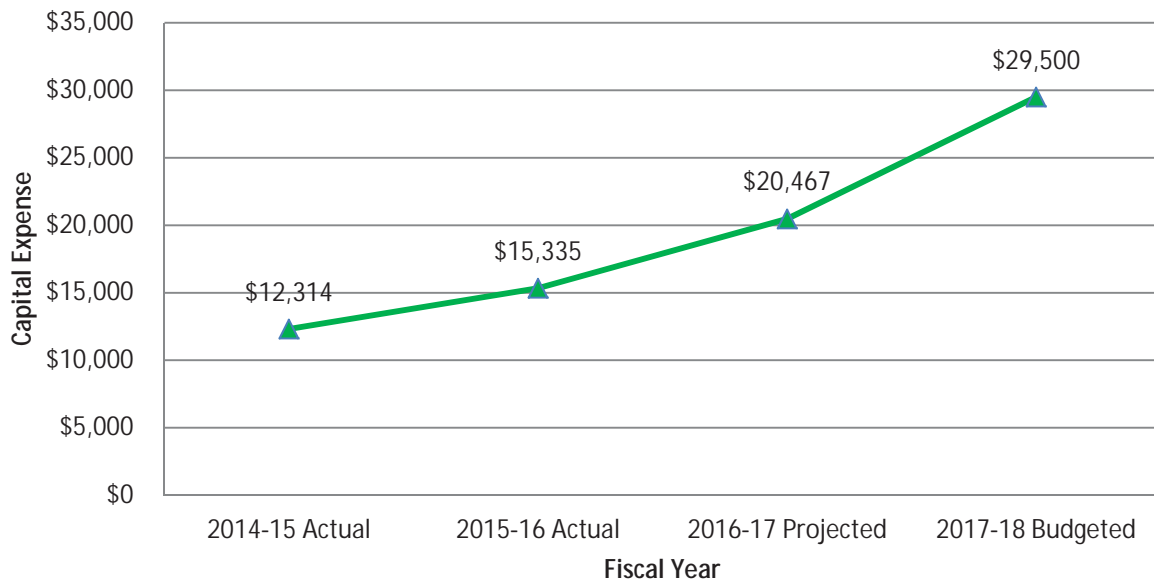
## Financial Data



## Building License Transfers (G&A and Daycare)



## Takiff Center Capital Budget



## Appendix A – Takiff Center Room Usage

Average Hours of Room Usage/Week								
Room	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Gymnasium	7.54	5.56	7.33	5.25	6.25	5.94	4.63	42.50
Community Room 1	3.08	0.83	3.33	3.58	1.88	3.42	3.96	20.08
Community Room 2	2.63	1.00	4.50	1.00	2.29	1.50	2.29	15.21
Community Room 3	2.29	1.46	2.50	1.46	1.00	2.50	2.29	13.50
Community Room 4	1.00	1.17	2.50	1.46	4.54	3.00	2.29	15.96
Community Hall	3.50	4.60	3.44	1.00	1.88	2.92	4.17	21.50
Fitness/Karate Studio	1.00	7.13	5.27	4.50	6.85	3.29	1.50	29.54
Yoga Studio	3.00	3.98	3.17	1.58	5.00	1.58	1.00	19.31
Ceramics Studio	4.38	11.00	11.00	11.00	10.17	10.58	1.46	59.58
Activity Room	3.38	2.17	5.83	4.81	2.75	0.58	3.88	23.40
Multipurpose Room	4.23	2.52	3.21	1.50	4.08	1.92	3.04	20.50
Art Room	2.04	1.00	2.50	1.50	1.88	1.00	1.25	11.17
Early Childhood Rm. 208	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 210	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 212	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 222	3.50	6.50	6.50	6.50	6.50	6.50	0.00	36.00
Early Childhood Rm. 214	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 215	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 217	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 219	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Preschool Enrichment 228	3.50	1.46	3.44	2.96	1.94	1.60	0.00	14.90
Preschool Enrichment 229	3.50	2.08	4.00	2.71	1.88	1.88	0.00	16.04
Preschool Enrichment 230	3.50	2.73	1.00	1.00	1.35	1.67	0.00	11.25
<b>Total</b>	<b>76.56</b>	<b>119.19</b>	<b>133.52</b>	<b>115.81</b>	<b>124.23</b>	<b>113.88</b>	<b>31.75</b>	<b>714.94</b>

- Only rentals and programs currently booked in facility scheduling software are reflected in this chart.
- This chart does not include cancelled programs, set-up time, clean-up time, or unofficial rentals
- Statistics were taken by averages for five typical weeks of Takiff operation
- Building usage between summer and school year was similar in quantity, but varied in peak times used.
- Largest areas for increased usage are:
  - Early Childhood on Saturday
  - Community rooms on Wednesday
  - More utilization of the Art Room
  - Fitness rooms on weekends

## Appendix B - Comparable Room Rental & Birthday Party Information

	Gym	Multipurpose Room	Community Room	Large Room/Hall	Fitness Studio	Birthday Package
<b>Glencoe Park District</b>	\$130	\$67	\$47	\$155	\$67	\$200
<b>Park District of Highland Park</b>	\$75	\$125 - full room \$50/75 - half room	n/a	n/a	\$75	\$300
<b>Winnetka Park District</b>	n/a	n/a	\$25/50	n/a	n/a	\$250
<b>Northfield Park District</b>	\$70/95	\$50/65	\$50/70	n/a	n/a	\$165
<b>Northbrook Park District</b>	\$75/99	\$55/69	\$39/49	n/a	n/a	\$289
<b>Glenview Park District</b>	\$72/91	\$90	\$70	\$220/255	n/a	\$280
<b>Winnetka Community House</b>	\$70	n/a	n/a	\$200	\$60	n/a



## Takiff Center Birthday Party & Rental Satisfaction Survey

### Parties and Rentals

The Glencoe Park District appreciates your input to continue providing exciting party packages and accommodating rentals to the community at the Takiff Center. In the following survey, you are invited to share your comments, suggestions, and/or concerns regarding your experience at the Glencoe Park District. We will use your feedback and comments to make improvements for future parties and rentals.

Thank you again for taking the time to complete our survey and we hope to host your event or group in the future!

#### 1. What was your reason for using the Takiff Center?

- Glencoe Park District Birthday Party Package
- One Time Rental for an Event or Party
- Consistent Facility Renter

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Party Information

\* 2. Which party did you choose for your child's birthday?

- Basic Party Package (includes the room(s) and a park district staff member)
- Basic Toddler Playtime (includes Tot Gym)
- Gym Games Galore (Hot Shots Sports)
- Mad Science
- DJ Dance Party (DJ Kasper)
- Other (if you don't see your party as an option above)

\* 3. What was the age range of your child's party?

- 0-3 years
- 4-6 years
- 7-9 years
- 10-12 years
- 12 and up

\* 4. Approximately how many children attended your child's party?

- Under 10
- 11-20
- 21-25
- 25-30
- 30 and up

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Party Satisfaction

**In this section, you will be asked to rate different aspects of the party package and suggest any additions or changes to the party you chose.**

\* 5. Please rate your experience with the company that led your party activities.

Excellent  Good  Fair  Poor

Additional Comments

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Party Park District Staff Satisfaction

\* 6. Please rate your satisfaction with the following:

	Excellent	Good	Fair	Poor
Ease in getting information/booking your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness in staff answering questions leading up to your party,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friendliness and attentiveness of staff during your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of satisfaction with your party room and set-up.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value of party rental/package price.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Party Questions

**In this section, you will be asked to suggest any additions or changes to the party you chose.**

7. Was there anything that stood out as exceptional about your party experience?

8. Where there any parts of your experience that could have been improved?

9. Are there any other party packages you wish had been offered? If so, please list them below.

\* 10. Would you use the Glencoe Park District's party packages for another birthday in the future?

Yes

No (please explain)

\* 11. Would you recommend the Park District to your friends and family for future room rentals and/or birthday parties?

Yes

No (please explain)

\* 12. How did you learn about party packages offered at the Glencoe Park District?

Word of Mouth

Program Brochure

Flyer

Website

Myself or a family member participate in a program at the Glencoe Park District

Other (please specify)

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Rental Information

13. What event or activity did you use the Takiff Center for?

- Bar/Bat Mitzvah
- Wedding/Rehearsal Dinner
- Baby Shower
- Party/Special Event
- Conference/Meeting
- Educational Event/Program
- Fundraiser
- Recreational Activity
- Religious Event/Activity
- Other (please specify)

14. How many people attended your rental/event?

- 25 or less
- 26-50
- 51-100
- 101-150
- 150 or more

15. What Space(s) did you use for your event/rental?

- Lobby
- Gymnasium
- Aiken Activity Room (room with stage)
- Community Room (small room upstairs)
- Community Hall (large room upstairs)
- Multi-purpose Room (room with windows facing ball field)
- Fitness Room
- Early Childhood Classroom
- Other (please specify)

16. Did you hire caterer and/or your own staff for this event in addition to Park District Staff?

- Caterer
- Additional Staff
- Caterer and Additional Staff
- No Additional Staff Hired



# Takiff Center Birthday Party & Rental Satisfaction Survey

## Rental Satisfaction

17. Please rate your satisfaction with the following areas.

	Excellent	Good	Fair	Poor
Information about booking and facility availability was accessible or quickly provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was staff ability and responsiveness in providing support leading up to your event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The space was set-up and equipment was ready for me as expected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The room was clean when I arrived and as needed throughout my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was responsive and available during my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the price and perceived value of your rental space?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was your overall experience renting space at the Takiff Center?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

## Takiff Center Birthday Party & Rental Satisfaction Survey

### Rental Questions

18. Was there anything that stood out as exceptional during your rental experience?

19. Is there anything your though could have been improved during your rental experience?

20. Would you use the Takiff Center for a rental or event in the future?

- Yes
- No (please explain)

21. Would you recommend the Takiff Center to friends or family who were looking for a place to rent space?

- Yes
- No (please explain)

22. How did you learn about the Takiff Center as a place to host your rental?

- Word of Mouth
- Program Brochure
- Glencoe Park District Website
- Flyer/Written Promotional Material
- My child is current enrolled in a Glencoe Park District Program
- Other (please specify)

## Takiff Center Birthday Party & Rental Satisfaction Survey

Thank You

**Thank you for participating in this survey and providing feedback! We will use this information to ensure positive memorable experiences through parties and rentals in the future. Should you have any questions or other follow-up from your event that you would like to speak with someone about, please do not hesitate to contact us at 847-835-3030.**

**Thanks for choosing the Glencoe Park District!**

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
<b>Thursday March 9th, 2017</b>						
03/09/17 Rsv# 5802	Fitness Studios	Takiff Center	Full Fitness Studio	8:20A	9:20A	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Moving with Weights with Marianne Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM Purpose: 604104-02 (ELC - 4 Year Old AM) Anticipated Headcount: 0					
03/09/17 Rsv# 4219	Enrichment Room	Takiff Center	Preschool Enrich 228	9:15A	11:30A	No Maintenance Comments Exist
	Reservee: 309106-01 Math, Magic and Move Purpose: 309106-01 (Math, Magic and Move) Anticipated Headcount: 0					
03/09/17 Rsv# 4201	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-02 ELC - 2 Yr Old T/Th Purpose: 604102-02 (ELC - 2 Yr Old T/Th) Anticipated Headcount: 0					
03/09/17 Rsv# 6225	Community Wing	Takiff Center	Conference Room	9:30A	11:30A	Special Maintenance Instructions: No Setup Needed
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Administrative Team Meeting Anticipated Headcount: 5					
03/09/17 Rsv# 1343	Fitness Studios	Takiff Center	Full Fitness Studio	9:40A	11:00A	No Maintenance Comments Exist
	Reservee: 317601-01 Jazz - Adult Int/Adv Purpose: 317601-01 (Jazz - Adult Int/Adv) Anticipated Headcount: 0					
03/09/17 Rsv# 5574	Lobby	Takiff Center	Takiff Center Lobby	10:00A	11:00A	No Maintenance Comments Exist
	Reservee: 319746-03 Breakfast Club Purpose: 319746-03 (Breakfast Club) Anticipated Headcount: 0					
03/09/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	3:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0					
03/09/17 Rsv# 5904	Community Wing	Takiff Center	Community Room 4	10:00A	12:00P	Special Maintenance Instructions: classroom style set up with tables and chairs for 25 people. Projector and screen set up at front of room.
	Reservee: Maria Malin H (847)212-9800 Purpose: @Properties "RE101" Meeting Anticipated Headcount: 0					

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5564	Enrichment Room Reservee: 309135-04 Purpose: 309135-04 (Clay Play for 4's) Anticipated Headcount: 0	Takiff Center Clay Play for 4's	Kinder Enrich 229	10:30A	11:30A	No Maintenance Comments Exist
03/09/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center Helen Boris H (847)835-5223	Yoga Rm 126	10:30A	11:40A	No Maintenance Comments Exist
03/09/17 Rsv# 6230	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Costco Rep Anticipated Headcount: 0	Takiff Center Glencoe Park District H (847)835-7545	Staff Break Room	11:00A	1:00P	Special Maintenance Instructions: please set up one 6ft rectangle table in the staff break room
03/09/17 Rsv# 5565	Early Childhood Wing Reservee: 309180-01 Lunchtime Stories Purpose: 309180-01 (Lunchtime Stories) Anticipated Headcount: 0	Takiff Center Lunchtime Stories	ELC Room 208	11:15A	12:15P	No Maintenance Comments Exist
03/09/17 Rsv# 4217	Enrichment Room Reservee: 309135-03 Clay Play for 3's Purpose: 309135-03 (Clay Play for 3's) Anticipated Headcount: 0	Takiff Center Clay Play for 3's	A/S Adventures 230	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5855	Gymnasium Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555 Contact: Danny Tuchman HM: (847)229-9555 Purpose: Hi-Five Sports Class Anticipated Headcount: 0	Takiff Center Danny Tuchman W (847)229-9555 H (847)229-9555	East Gymnasium	11:30A	1:00P	Special Maintenance Instructions: lower middle curtain
03/09/17 Rsv# 5563	Room Multi Purpose Reservee: 309110-01 Mitey Movement Purpose: 309110-01 (Mitey Movement) Anticipated Headcount: 0	Takiff Center Mitey Movement	Multi-Purpose Room	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 6226	Community Wing Reservee: Internal Household Purpose: Cleanup Anticipated Headcount: 0	Takiff Center Internal Household	Conference Room	11:30A	11:45A	No Maintenance Comments Exist
03/09/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center ADV in Learn 4 Yr	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/09/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center ELC - 3-4 Year Old P	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5312	Room Multi Purpose Reservee: GJK GJK H (847)835-7978 Contact: GJK GJK HM: (847)835-7978 Purpose: GJK Program Anticipated Headcount: 0	Takiff Center GJK GJK H (847)835-7978	Multi-Purpose Room	1:00P	3:00P	No Maintenance Comments Exist

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:00P	3:30P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/09/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	Special Maintenance Instructions: half gym curtain down
03/09/17 Rsv# 3949	Arts Wing Reservee: 312502-01 Ceramics - Intermedi Purpose: 312502-01 (Ceramics - Intermedi) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 1344	Fitness Studios Reservee: 316801-07 Karate Pre-Karate Purpose: 316801-07 (Karate Pre-Karate) Anticipated Headcount: 0	Takiff Center	Fitness Rm 123	3:30P	4:15P	No Maintenance Comments Exist
03/09/17 Rsv# 2532	Early Childhood Wing Reservee: 311603-01 World Around Us Purpose: 311603-01 (World Around Us) Anticipated Headcount: 0	Takiff Center		3:30P	4:45P	No Maintenance Comments Exist
03/09/17 Rsv# 1148	Fitness Studios Reservee: 313105-12 Hip Hop Beg/Int 3-4 Purpose: 313105-12 (Hip Hop Beg/Int 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	3:45P	4:40P	No Maintenance Comments Exist
03/09/17 Rsv# 2627	Community Wing Reservee: 311605-02 Video Game Design Purpose: 311605-02 (Video Game Design) Anticipated Headcount: 0	Takiff Center	Community Room 4	3:45P	4:45P	Special Maintenance Instructions: Tables and chairs set up for 12 people aligned with the wall for easy access for the outlets.
03/09/17 Rsv# 1348	Fitness Studios Reservee: 316801-20 Karate White/Yellow Purpose: 316801-20 (Karate White/Yellow) Anticipated Headcount: 0	Takiff Center	Karate Rm 124	4:15P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5541	Gymnasium Reservee: 314512-02 Fencing - Youth Purpose: 314512-02 (Fencing - Youth) Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5745	Room Multi Purpose Reservee: 312507-03 The Plays the Thing Purpose: 312507-03 (The Plays the Thing) Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	4:45P	6:15P	Special Maintenance Instructions: 15 chairs set up
03/09/17 Rsv# 1320	Fitness Studios Reservee: 313508-02 Jazz Gr 3-4 Purpose: 313508-02 (Jazz Gr 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:50P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	5:00P	6:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 1350	Fitness Studios Reservee: 316801-21 Purpose: 316801-21 (Karate Orange & Up) Anticipated Headcount: 0	Takiff Center Karate Orange & Up	Karate Rm 124	5:00P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 4th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:30P	7:00P	Special Maintenance Instructions: see Chris P for specific teams
03/09/17 Rsv# 4300	Fitness Studios Reservee: 316801-31 Purpose: 316801-31 (Karate - Battlefield) Anticipated Headcount: 0	Takiff Center Karate - Battlefield	Full Fitness Studio	5:45P	6:30P	No Maintenance Comments Exist
03/09/17 Rsv# 3958	Arts Wing Reservee: 319715-03 Purpose: 319715-03 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center Ceramics - Adult	Ceramics Studio	6:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5533	Fitness Studios Reservee: 317609-01 Purpose: 317609-01 (Teen Rowing) Anticipated Headcount: 0	Takiff Center Teen Rowing	Karate Rm 124	6:45P	7:30P	Special Maintenance Instructions: close dividing wall
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 6th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	7:00P	8:00P	Special Maintenance Instructions: see Chris P for specific team
03/09/17 Rsv# 5582	Fitness Studios Reservee: 319775-02 Purpose: 319775-02 (Ballroom Dance-Adult) Anticipated Headcount: 0	Takiff Center Ballroom Dance-Adult	Fitness Rm 123	7:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	8:00P	9:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

RESERVATION COUNT FOR 03/09/2017: 42

**Friday March 10th, 2017**

03/10/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	7:15A	8:30A	No Maintenance Comments Exist
03/10/17 Rsv# 5567	Enrichment Room Reservee: 309190-01 Purpose: 309190-01 (Jr. Concoctions) Anticipated Headcount: 0	Takiff Center Jr. Concoctions	A/S Adventures 230	9:00A	11:30A	No Maintenance Comments Exist
03/10/17 Rsv# 4205	Early Childhood Wing Reservee: 604103-02 Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0	Takiff Center	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day					
	Purpose: 604103-02 (ELC - 3 Yr Old 5 Day)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM					
	Purpose: 604104-02 (ELC - 4 Year Old AM)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5900	Fitness Studios	Takiff Center	Full Fitness Studio	9:15A	10:15A	No Maintenance Comments Exist
	Reservee: Cristina Persico H (847)414-7332					
	Contact: Cristina Persico HM: (847)414-7332					
	Purpose: Persico Private Fitness					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5984	Community Wing	Takiff Center	Community Room 1	9:15A	1:15P	Special Maintenance Instructions: open room
	Reservee: Erin Cytrynbaum H (773)728-6000					
	Contact: Erin Flynn Cell: (773)751-3432					
	Purpose: Wiggleworms					
	Anticipated Headcount: 0					
03/10/17 Rsv# 4200	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-01 ELC - 2 Yr Old MWF					
	Purpose: 604102-01 (ELC - 2 Yr Old MWF)					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5855	Gymnasium	Takiff Center	East Gymnasium	9:30A	11:30A	Special Maintenance Instructions: lower middle curtain
	Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555					
	Contact: Danny Tuchman HM: (847)229-9555					
	Purpose: Hi-Five Sports Class					
	Anticipated Headcount: 0					
03/10/17 Rsv# 6078	Room Multi Purpose	Takiff Center	Aiken Activity Room	9:30A	10:30A	No Maintenance Comments Exist
	Reservee: Family Service of Glencoe H (847)835-5111					
	Contact: Bill Hansen					
	Purpose: Family Service of Glencoe - Adult Meditation					
	Anticipated Headcount: 0					
03/10/17 Rsv# 6187	Community Wing	Takiff Center	Community Room 3	9:30A	3:30P	Special Maintenance Instructions: classroom style with tables and chairs for 20 people, one table with two chairs set up at the front of the room
	Reservee: Carole Rosen H (847)242-0810					
	Contact: Carole Rosen Cell: (773)459-7333					
	Purpose: Supportive Housing for People with Disabilities Meeting					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	12:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545					
	Contact: GLENCOE PARK DISTRICT HM: (847)835-7545					
	Purpose: Adult Open Ceramics					
	Anticipated Headcount: 0					
03/10/17 Rsv# 5143	Community Wing	Takiff Center	Community Room 4	10:00A	1:00P	Special Maintenance Instructions: small tables and chairs for 18 kids, all other tables and chairs pushed to walls of the room
	Reservee: NSCI NSCI W (347)835-0724 H (847)835-0724					
	Contact: NSCI NSCI HM: (847)835-0724					
	Purpose: NSCI Enrichment Program					
	Anticipated Headcount: 0					
03/10/17 Rsv# 1601	Fitness Studios	Takiff Center	Yoga Rm 126	10:30A	11:30A	No Maintenance Comments Exist
	Reservee: 313202-02 Ballet Basics 4yr-K					
	Purpose: 313202-02 (Ballet Basics 4yr-K)					
	Anticipated Headcount: 0					



Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 6080	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD CPR Training Anticipated Headcount: 0	Takiff Center	Community Hall	11:00A	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4230	Gymnasium Reservee: 309125-01 Pee Wee Sportsters Purpose: 309125-01 (Pee Wee Sportsters) Anticipated Headcount: 0	Takiff Center	West Gymnasium	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5559	Fitness Studios Reservee: 313101-01 Tiny Ballet Purpose: 313101-01 (Tiny Ballet) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 3959	Arts Wing Reservee: 319715-04 Ceramics - Adult Purpose: 319715-04 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	1:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0	Takiff Center	Ceramics Studio	2:00P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 1526	Gymnasium Reservee: 314401-01 Hot Shots Tumbling Purpose: 314401-01 (Hot Shots Tumbling) Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	3:45P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/10/17 Rsv# 3951	Arts Wing Reservee: 312504-01 Wheel Throwing - Int Purpose: 312504-01 (Wheel Throwing - Int) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:45P	5:45P	No Maintenance Comments Exist
03/10/17 Rsv# 6031	Gymnasium Reservee: New Trier Our Place H (847)630-9840 Contact: Nicole Seidlitz Cell: (847)630-9840 Purpose: Our Place of New Trier Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:00P	5:15P	Special Maintenance Instructions: middle curtain down

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 1273	Fitness Studios Reservee: 314410-01 Cheer-Mini Purpose: 314410-01 (Cheer-Mini) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	5:00P	6:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2574	Fitness Studios Reservee: 314410-02 Cheer Purpose: 314410-02 (Cheer) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	5:30P	6:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5587	Arts Wing Reservee: 320740-01 Sculpt & Sip Purpose: 320740-01 (Sculpt & Sip) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	6:30P	8:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/10/2017: 29						
<b>Saturday March 11th, 2017</b>						
03/11/17 Rsv# 5969	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD Youth Basketball League Games Anticipated Headcount: 0	Takiff Center	Gymnasium	8:00A	3:30P	Special Maintenance Instructions: see chris p for game schedule
03/11/17 Rsv# 6270	Arts Wing Reservee: Betsy Leibson H (847)835-2726 Contact: Betsy Leibson HM: (847)835-2726 Purpose: Friends of the Green Bay Trail Anticipated Headcount: 0	Takiff Center	Art Room	9:00A	12:00P	No Maintenance Comments Exist
03/11/17 Rsv# 6152	Community Wing Reservee: Emily Chaleff H (207)899-2375 Contact: Emily Chaleff Cell: (207)321-9421 Purpose: Camp Alsing Summer Camp Info Meeting Anticipated Headcount: 0	Takiff Center	Community Room 1	10:00A	12:00P	Special Maintenance Instructions: chairs set up for 25 theatre style with projector screen set up at front of the room
03/11/17 Rsv# 1349	Fitness Studios Reservee: 316801-30 Karate - All Levels Purpose: 316801-30 (Karate - All Levels) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	11:45A	12:30P	No Maintenance Comments Exist
03/11/17 Rsv# 5557	Fitness Studios Reservee: 316801-34 SparringConditioning Purpose: 316801-34 (SparringConditioning) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	1:15P	No Maintenance Comments Exist
03/11/17 Rsv# 6090	Room Multi Purpose Reservee: Rose Markovic H (262)853-1973 Contact: Rose Markovic Cell: (262)853-1973 Purpose: Mila's 1st Birthday Party Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	1:00P	5:00P	Special Maintenance Instructions: see diagram
03/11/17 Rsv# 5870	Room Multi Purpose Reservee: Amy Simon H (847)370-2691 Contact: Amy Simon Cell: (847)370-2691 Purpose: Another Door Theatre Project Anticipated Headcount: 0	Takiff Center	Multi-Purpose Room	2:30P	5:00P	Special Maintenance Instructions: open room

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/11/17 Rsv# 5216	Community Wing Reservee: Congregation Hakafa H (847)242-0687 Contact: Bibi Marcell Cell: (847)650-7720 Purpose: Hakafa - Purim Celebration Anticipated Headcount: 0	Takiff Center	Community Wing	3:00P	8:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Gymnasium Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Fitness Studios Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:30P	6:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/11/2017: 10						
<b>Sunday March 12th, 2017</b>						
03/12/17 Rsv# 5543	Gymnasium Reservee: Rob Bond H (312)853-0070 Contact: Rob Bond HM: (312)853-0070 Purpose: Rob Bond Basketball Anticipated Headcount: 0	Takiff Center	Gymnasium	7:30A	9:00A	No Maintenance Comments Exist
03/12/17 Rsv# 4758	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Gym Anticipated Headcount: 0	Takiff Center	Gymnasium	9:30A	11:30A	Special Maintenance Instructions: \$5/6 drop in fee
03/12/17 Rsv# 5531	Fitness Studios Reservee: 317608-02 Yoga Beginner Series Purpose: 317608-02 (Yoga Beginner Series) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	10:00A	11:15A	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Gymnasium	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Lobby Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Takiff Center Lobby	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Art Room	12:30P	4:00P	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Room Multi Purpose Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Hall	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 1	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 2	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 3	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5893	Gymnasium Reservee: Glencoe Baseball H (847)242-9304 Contact: Glencoe Baseball HM: (847)242-9304 Purpose: GBA Batting Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:15P	7:15P	Special Maintenance Instructions: lower batting cage

RESERVATION COUNT FOR 03/12/2017: 15

Run Date: 03/07/17

**Maintenance Schedule**

Run Time: 10:39A

**BY DATE**

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
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TOTAL RECORDS INCLUDED IN SELECTED RANGE: 96

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**SELECTION CRITERIA:**

Beg Date: 03/09/2017 End Date: 03/12/2017

Sort By: DATE

Print Purpose? yes

Print Reservation Comment? yes

Print Amt Due? no

Print Reserver Detail? yes

Print Headcount? Yes (Anticipated)

Print New Page? no

Print Maintenance Image? no

Print Reservation Questions? no

Print Option Range: - ZZZZZ

Event Type Range: - ZZZZZ

Site Type Range: - ZZZZZ

Include: Firm: Yes Tentative: Yes Hold: Yes Maint: Yes Internal: Yes Activity: Yes Actv Hold: Yes Facility: Yes League: Yes Trainer: Yes

Individual Selections: ENRCH TAKIF 228 P,ENRCH TAKIF 229 K,ENRCH TAKIF 2...