



# JULY 2017 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, July 18, 2017 - 7:00 p.m.  
Takiff Center - Community Hall**

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of June 20, 2017 Finance Committee of the Whole Meeting
  - B. Minutes of June 20, 2017 Regular Board Meeting
  - C. Minutes of June 20, 2017 Personnel and Policy Committee Meeting
  - D. Minutes of July 10, 2017 Special Projects and Facilities Committee Meeting
  - E. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety Committee
- VII. Executive Director Report
- VIII. Presentation of the Adult Recreation Report
- IX. Action Items
  - A. Approval of Resolution No. 873: A Resolution for the Commitment of \$500,000 of the Corporate Fund Balance and \$500,000 of the Recreation Fund Balance for Future Capital Projects of the Glencoe Park District
  - B. Approval of the Annual Treasurer's Report
  - C. Approval of Investment Policy
  - D. Approval to move August Board to Thursday, August 17 at 7:00pm
  - E. Approval of Glencoe Fitness Area and Takiff Center Registration Desk Bids
  - F. Approval of Astor Landscape Plan
  - G. Approval of Revised Policy on Recreation and Facility Discounts for Employees and Commissioners
  - H. Approval of 3-Year PDRMA Health Insurance Commitment
  - I. Approval of Glencoe Junior Kindergarten Agreement
  - J. Approval of Temporary Lights at West Sports Field from September - November
- X. Other Business
- XI. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XII. Adjournment

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

### III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
July 2017 Board Meeting

MINUTES OF JUNE 20, 2017 FINANCE COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:17 p.m. and roll was called.

Commissioners present:

Josh Lutton, Chair/Treasurer  
Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Stefanie Boron, Commissioner  
Steve Gaines, 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: Ron Amen of  
Lauterbach and Amen

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

Discussion of FY2016/2017 Annual Audit Report, Management Letter, Other: Director Mensinger introduced Ron Amen, managing partner of Lauterbach and Amen, the park district's audit firm. Mr. Amen presented the FY2016/2017 Annual Audit Report and Management Letter. Board discussion with Mr. Amen and Director Mensinger ensued.

Chair Lutton directed staff, based on discussion of the committee, to move the FY2016/17 Annual Audit forward for approval at the June regular board meeting.

Discussion on Reserve a Portion of Current Fund Balance for Future Capital: Director Mensinger recommended to the board that the park district transfer monies exceeding fund balance guideline levels in both Recreation and Corporate Funds. A sample resolution was provided to the board for review with possible action to be taken at the July regular board meeting. The amounts recommended to the board to transfer to Fund 69 are \$500,000 from the Corporate Fund and \$500,000 from the Recreation Fund to fund future Master Plan or capital projects. Discussion ensued.

Wages of part-time, seasonal, non-prevailing wage services were reviewed, in response to a question of what could impact future fund balance transfers to Fund 69.

Chair Lutton directed staff, based on discussion of the committee, to move reserving a portion of current fund balance for future capital forward for approval at the July 18 regular board meeting.

Proposed/Revised Investment Policy: Director Mensinger stated that the current policy was reviewed as part of Distinguished Agency as it was initially written in 1999. The proposed policy was reviewed by auditors and is written per the park district code.

Upon request by the board, Director Mensinger agreed to include a paragraph on "net" cost of investment in the policy.

As chair, Treasurer Lutton directed staff, to move the revised Investment Policy, with additional paragraph on “net cost” as the committee discussed, forward for approval at the July 18 regular board meeting.

Discussion of Preliminary 2016 Final Tax Extension: Per the preliminary final 2016 tax information given by the county, total EAV is expected to increase 22%. The EAV has actually decreased in five of the last six years prior to 2016. The dollar value of extended real estate taxes is limited, as we are limited by the CPI of tax legislation. Final information will come forth from the county, and our website will be updated accordingly.

At the July 10, 2017 Committee meeting, the Committee will review staff recommendations on Master Plan projects for the next three years.

Other Business: Our renter from our Linden property has just vacated. Holding the rental deposit due to pet damage and discussion with our realtor was discussed.

Gold Medal NRPA travel plans were shared.

Adjourn: Chair Lutton moved to adjourn the meeting at 6:55 p.m. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JUNE 20, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
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: Kevin Batson, Nicole Batson, Dan Dorfman, Alexandra Greenwald, Shayna Plankar

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the May 16, 2017 Special Projects and Facilities Committee Meeting, May 16, 2017 Regular Board Meeting, June 6, 2017 Committee of the Whole Meeting, Ordinance No. 871 Surplus Property Disposal, and Approval of the Bills. Commissioner Lutton seconded the motion. Roll call vote taken:

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

Matters from the Public: Nicole Batson commented on the Astor Park Plan in regards to green space and bench locations.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months or 25% into the new fiscal year at which point it is too early to make good comparisons. Recreation surplus is even, although with lost Kindergarten revenues, we are probably above what we were last year. It is too early in the beach season to compare current beach revenue.

New integrated reporting capability and credit card option are helping tremendously at the beach. Nearly 60% of revenue the first weekend were from credit cards. There were a couple technical issues, but staff handled it well. Wi-Fi will not be added due to high expense and support of unplug & play.

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

Director Mensinger had nothing further to add to following her finance report above.

Director Lushniak shared results of the Children's Circle app test to communicate better with parents. The Bright Wheel app will be rolled out in time for fall preschool. The

teachers loved it and parents supported the teacher's choice. Camp started this week marking the end of almost 100 hours of recreation staff training. Aquatic campers and parents shared positive reviews of the new camp.

Executive Director Sheppard reviewed the ELC air conditioning issue. Window units were used to temporarily cool the rooms. A temporary fix to the HVAC system will get us through the summer with permanent repairs scheduled after the season is over.

Director Leiner highlighted that Dan Edwards is our new a full-time parks team member. Pier railing painting is complete. Drainage was not a component of Kalk's renovations and due to pooling over an area of sidewalk, the parks team installed a French drain system in-house with pumping only needed when there is extreme rainfall. Berlin Park showed major improvements in color and turf following a late season fertilizer application along with adjustments to the irrigation system. Wyman Green is part of shared services with the village, and is mowed by park district and maintained by staff to the standards of a high profile park.

Manager Maassen reminded that the Gold Medal video is posted on our website. Actors from our Broadway Bound program and another 100 children were in the video from Kid's Club, ELC, and various after school programs. The other finalists posted their videos on YouTube.

The Safety Committee did not have a report.

Executive Director Report: Executive Director Sheppard shared that our seasonal training, "The Pursuit of Park District Knowledge" included learning district policy and procedures through a game solving clues hidden around town.

Capital project updates included that West and Astor Park construction are underway, Takiff parking plan is on the agenda for approval tonight, Kalk Park repairs were already discussed, the fitness area is out to bid, and Takiff parking will go out to bid once the plan is approved. Berlin Park and Kalk Park's grass browning occurred and with adjustments is looking better.

Glencoe Beach and Lakefront Advisory Group application deadline extended to July 30. At this point, we have more apps than spots. The next meeting is Wednesday, July 19 at 6:30p.m.

The French Market is a cooperative effort between the park district, chamber, and village. It is now open on Saturdays from 8:00am-1:00pm.

The Fourth of July events are mostly run by the park district. The village organizes the parade and provides necessary support for road closures, traffic control, and safety inspections for the fireworks.

Commissioner Onderdonk did a phenomenal job representing the district at the Memorial Day event.

Revenue in Children's Circle remains consistent to last year, however our expenses are a little higher. Identified areas of higher expenses included two salary adjustments based on recommendations from the salary survey and our infant care room was holding spaces without payment. Our policy now requires payment of 50% to hold a spot when there is an opening until the baby attends. All other spots are full in that program. In addition, the restructuring of rooms due to DCFS regulations took a couple enrollment spots away. Finally, the ratio is lower and staff in the infant room always has to maintain full coverage ratios, even when children are napping.

Our next committee meeting is Monday, July 10 (rescheduled from the 11<sup>th</sup>) at 6:30pm, the start of capital project planning for the next three years. Outlook meeting invites were sent.

Traditionally, without pressing matters, the August committee and regular meetings are cancelled. We recommend cancelling this year and it would need to be approved at the July regular board meeting.

Action Items:

Approval of Fiscal Year 2016/17 Annual Audit: A motion was made by Commissioner Lutton to approve the Fiscal Year 2016/17 Annual Audit as presented. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Ordinance No. 872: An Ordinance Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics, and Other Workers Performing Construction of Public Works in the Glencoe Park District, Cook County, Illinois: A motion was made by Commissioner Gaines to approve Ordinance No. 872 as presented. Commissioner Boron seconded the motion. Director Mensinger informed that this is a required annual approval and rates typically change. Roll call vote taken:

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

Approval of Public Participation Guidelines during Board and Committee Meetings: A motion was made by Commissioner Lutton to approve public participation guidelines during board and committee meetings as presented. Commissioner Gaines seconded the motion, which passed by voice vote. No discussion ensued.

Approval of Plan for Takiff Center Parking Lot to include Concept Plan A, Phase A & B with Concept Plan B Sustainable Element Bioswale: A motion was made by Commissioner Gaines to approve Phase A and B and Concept Plan B bioswale (TYP) by Phase A. To also include designing the pathways in concrete with an alternative bid to include asphalt and designing the Concept Plan B bioswale by the staff parking area



as an alternative bid as presented. Commissioner Brooks seconded the motion. Executive Director Sheppard clarified that the committee recommended forwarding this agenda item for approval, a bigger optional bioswale is added in the back and will probably be over budget, and the front bioswale is part of the plan. Roll call vote taken:

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

Approval of Contract with Altamanu for Takiff Center Parking Project: A motion was made by Commissioner Gaines to approve the contract with Altamanu Inc. for additional architectural design services for the Takiff Center parking/pathway project for the amount of \$41,392 which brings the total design fees for the project to \$72,000. Note this does not include additional specified professional services and meetings as outlined in their proposal. The board further directs and authorizes the executive director to fully develop and execute the terms of the contract. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of District Park Sign Design: Executive Director Sheppard explained that, as seen during the park tour, the largest sign was only used at major parks – Kalk and Berlin Parks. The two smaller signs will be used at all other parks. Posts were changed to a simple design per board request. A motion was made by Commissioner Gaines to approve the park ID sign guidelines as presented. Commissioner Boron seconded the motion. The sign policy requires board approval to use the largest sign in future. The board indicated their preference of a flush post not to extend over the top of the sign. Roll call vote taken:

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

Other Business: Astor Park preliminary landscaping plans were reviewed. Plantings around the green space are narrow and the village restricts plant heights near roads. Nicole and Kevin Batson commented on green space, fencing, and bench locations.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:34 p.m. Commissioner Lutton seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JUNE 20, 2017 PERSONNEL AND POLICY COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 8:37 p.m. and roll was called.

Committee Members present:

Steve Gaines, Chair/Commissioner  
Lisa Brooks, Vice President  
Dudley Onderdonk, President

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Carol Mensinger, Director of Finance/HR

Commissioners present:

Stefanie Boron, Commissioner  
Josh Lutton, Commissioner

Members of the Public in attendance who signed in or spoke: No members of the public were in attendance.

Review Policy on Recreation Program Discounts for Employees: Executive Director Sheppard explained we are in the process of reviewing all our policies for accreditation. Current and recommended discounts were reviewed including passes, recreation programs, and daycare programs including Children's Circle, ELC, and camp. Extra services discounts, for example, ice skate rentals, food, kayak rentals, etc. were reviewed. Taxable programs were examined as well as a backup plan if staff children are registered in daycare and there is a waitlist. Discussion ensued.

Our legal counsel recommended that commissioners do not receive a discount on programs. Discussion ensued.

Chair Gaines, based on committee discussion, requested staff to forward the policy on recreation program discounts forward for approval.

Discussion of Additional Three-Year PDRMA Health Insurance Commitment: Director Mensinger explained that we have a three-year commitment with PDRMA who pools over 4,000 individuals from different districts allowing for a lower, more competitive rate than our district would get alone. Rate increases, along with PDRMA as a resource and a forum for issues, good coverage, and the new wellness component were reviewed. Discussion ensued.

Chair Gaines, based on committee discussion, asked for the additional three-year PDRMA Health Insurance commitment to be moved forward for approval.

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

Other Business: There was no other business.

Adjourn: Commissioner Brooks moved to adjourn the meeting at 9:00 p.m. Chair Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JULY 10, 2017 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and roll was called.

Committee Members present:  
Lisa Brooks, Chair/Commissioner  
Stefanie Boron, Commissioner  
Steve Gaines, Commissioner

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  
Erin Maassen, Manager of Marketing/Comm.

Commissioners present:  
Josh Lutton, Treasurer  
Dudley Onderdonk, President

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

Temporary Field Lights at West Park due to Parking and Trail Construction at Takiff:  
Executive Director Sheppard explained that due to parking lot renovations, Reinsdorf Field needs to be shut down during construction displacing many programs and rentals including American Youth Soccer Organization, Scottish Soccer, North Shore Football, Team One Lacrosse, and Glencoe Baseball Association. Staff brought a plan before the board to accommodate this programming at West Field by installing temporary lighting. Nearby homes, lighting type, self-contained power, cost, timeframe, noise from park users, and maintenance were reviewed. Discussion ensued.

As chair, Commissioner Brooks directed staff, based on the discussion of the Committee, to forward the use of temporary field lights at West Park due to parking and trail construction at Takiff for approval at the July regular meeting.

Review of Three-Year Capital Project Plan Discussion: Staff proposed a three-year capital project plan as a starting point for discussion with the board. The plan is a fluid document based on need and funds. Each project listed on the plan was discussed including safety, remaining life, cost, source of funds, fund reserves, and priority. Discussion ensued and adjustments made to the plan.

As chair, Commissioner Brooks directed staff, based on the discussion of the Committee, to revisit this in committee meeting in September and then list it for approval at the September regular board meeting. Based on schedules, the committee meeting was changed to Tuesday, October 3, 2017 at 7:00pm with approval at the October regular board meeting.

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

Other Business: There was no other business.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 8:37pm.  
Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 06/17/2017 - 07/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	06/27/2017	6287	25-00-000-5321	Website Management/Hostin	738.75
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>738.75</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	06/20/2017	6254	10-00-000-2170	Supplemental Aflac Coverage	376.00
<b>Vendor 10098 - AFLAC Total:</b>					<b>376.00</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	07/11/2017	6386	25-00-000-5210	Takiff Fiber Internet - June	1,486.49
<b>Vendor 10739 - Airespring Total:</b>					<b>1,486.49</b>
<b>Vendor: 10113 - Alison Faith</b>					
Alison Faith	07/05/2017	6352	25-25-785-5300	Contractual - Yoga Classes	458.56
<b>Vendor 10113 - Alison Faith Total:</b>					<b>458.56</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	06/20/2017	6255	25-26-000-5387	Nurse Svcs - Day Care	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	06/28/2017	6331	25-00-000-5355	Takiff HVAC Mo Maint - Augu	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>742.17</b>
<b>Vendor: 10143 - Amalgamated Bank of Chicago</b>					
Amalgamated Bank of Chicag	07/11/2017	6387	40-00-000-5331	Paying Agent Fees - 2010 Bon	475.00
<b>Vendor 10143 - Amalgamated Bank of Chicago Total:</b>					<b>475.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	06/27/2017	6288	10-14-000-5420	General Supplies - Beach	32.84
Amazon Capital Services	06/27/2017	6288	10-15-000-5420	General Supplies - Boat	35.69
Amazon Capital Services	06/27/2017	6288	25-00-000-5420	General Supplies - Rec	128.59
Amazon Capital Services	06/27/2017	6288	25-25-801-5400	Sun Fun Supplies	533.50
Amazon Capital Services	06/27/2017	6288	25-25-803-5400	Kinder Korner Camp Supplies	346.69
Amazon Capital Services	06/27/2017	6288	25-25-810-5400	Camp Adv Supplies	88.49
Amazon Capital Services	06/27/2017	6288	25-25-812-5400	Bears Camp Supplies	53.23
Amazon Capital Services	06/27/2017	6288	25-25-813-5400	Bears Camp Supplies	202.98
Amazon Capital Services	06/27/2017	6288	25-25-835-5400	Aquatic Camp Supplies	250.00
Amazon Capital Services	06/27/2017	6288	25-25-836-5400	Sailing Camp Supplies	249.99
Amazon Capital Services	06/27/2017	6288	25-25-910-5400	4th of July Supplies	392.04
Amazon Capital Services	06/27/2017	6288	25-26-000-5403	Day Care Program Supplies	198.88
Amazon Capital Services	06/27/2017	6288	65-00-017-5560	Lacrosse Goals	458.00
Amazon Capital Services	07/11/2017	6388	10-14-000-5420	Beach General Supplies	82.83
Amazon Capital Services	07/11/2017	6388	10-15-000-5360	Boathouse Marketing	55.59
Amazon Capital Services	07/11/2017	6388	10-15-000-5420	Boathouse General Supplies	30.55
Amazon Capital Services	07/11/2017	6388	25-00-000-5360	Marketing	162.99
Amazon Capital Services	07/11/2017	6388	25-25-803-5400	Kinder Korner Supplies	150.30
Amazon Capital Services	07/11/2017	6388	25-25-811-5400	Teddies Camp Supplies	20.98
Amazon Capital Services	07/11/2017	6388	25-25-910-5400	4th of July Supplies	80.51
Amazon Capital Services	07/11/2017	6388	25-25-944-5400	Park & Play Supplies	55.54
Amazon Capital Services	07/11/2017	6388	25-25-952-5400	Summer Special Events Suppli	96.40
Amazon Capital Services	07/11/2017	6388	25-26-000-5403	Day Care Program Supplies	116.11
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>3,822.72</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	06/20/2017	6258	25-25-801-5400	Camp Tee Shirts - Sun Fun	1,877.39
American Outfitters, Ltd.	06/20/2017	6258	25-25-810-5400	Camp Tee Shirts - Camp Adv	1,877.38
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>3,754.77</b>

Voucher List of Bills

Payment Dates: 06/17/2017 - 07/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10152 - American Red Cross</b>					
American Red Cross	06/20/2017	6259	10-14-000-5340	Beach Training	280.00
American Red Cross	07/05/2017	6354	45-00-000-5420	First Aid/CPR Cards for Staff	1,107.00
<b>Vendor 10152 - American Red Cross Total:</b>					<b>1,387.00</b>
<b>Vendor: 10717 - Applied Controls, Inv.</b>					
Applied Controls, Inv.	06/28/2017	6332	25-00-000-5352	HVAC Repairs - Takiff	589.50
<b>Vendor 10717 - Applied Controls, Inv. Total:</b>					<b>589.50</b>
<b>Vendor: 10970 - Aquarius Sail of Wisconsin</b>					
Aquarius Sail of Wisconsin	06/20/2017	6260	10-15-000-5420	Catamaran Parts for Rentals/S	1,000.00
Aquarius Sail of Wisconsin	06/20/2017	6260	10-15-000-5584	Catamaran Parts for Rentals/S	691.93
Aquarius Sail of Wisconsin	06/20/2017	6260	25-25-836-5400	Catamaran Parts for Rentals/S	400.00
<b>Vendor 10970 - Aquarius Sail of Wisconsin Total:</b>					<b>2,091.93</b>
<b>Vendor: 10161 - Arthur Clesen Inc.</b>					
Arthur Clesen Inc.	07/05/2017	6355	10-12-000-5492	Trees/Shrubs	317.00
Arthur Clesen Inc.	07/05/2017	6355	10-12-000-5496	Athletic Field Maint Supplies	422.88
<b>Vendor 10161 - Arthur Clesen Inc. Total:</b>					<b>739.88</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	06/20/2017	6261	10-13-000-5210	Phone Svc - Watts	41.00
AT & T	06/20/2017	6261	25-00-000-5210	Phone Svc - Takiff	582.09
AT & T	06/27/2017	6289	10-12-000-5210	Phone Svc - Parks	50.68
AT & T	06/27/2017	6289	25-00-000-5210	Phone Svc - Takiff	983.51
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,657.28</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	07/11/2017	6389	10-14-000-5210	DSL Service - Beach	165.00
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>165.00</b>
<b>Vendor: 10516 - Belson Outdoor, Inc</b>					
Belson Outdoor, Inc	07/05/2017	6356	69-00-000-5519	Benches - Astor Park Renovati	3,584.33
Belson Outdoor, Inc	07/05/2017	6356	69-00-000-5527	Benches - West Park Renovati	3,584.33
<b>Vendor 10516 - Belson Outdoor, Inc Total:</b>					<b>7,168.66</b>
<b>Vendor: 10176 - Biltmore Refrigeration Service</b>					
Biltmore Refrigeration Service	06/27/2017	6290	10-14-000-5367	Freezer Repair - Beach	383.45
<b>Vendor 10176 - Biltmore Refrigeration Service Total:</b>					<b>383.45</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	06/27/2017	6291	10-11-000-5340	Admin - Traning/Conferences	120.00
BMO Harris Bank N.A.	06/27/2017	6291	10-11-000-5342	Board Mtg Supplies/Luncheon	935.53
BMO Harris Bank N.A.	06/27/2017	6291	10-12-000-5585	Fountain Parts - Parks	145.64
BMO Harris Bank N.A.	06/27/2017	6291	10-14-000-5360	Beach Banner	52.72
BMO Harris Bank N.A.	06/27/2017	6291	10-14-000-5420	General Supplies - Beach	176.26
BMO Harris Bank N.A.	06/27/2017	6291	10-14-000-5450	Equipment Supplies - Beach	1,518.92
BMO Harris Bank N.A.	06/27/2017	6291	10-14-000-5588	Microwave @ Concession Sta	299.14
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5321	Online Marketing	390.31
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5340	Training Supplies - Rec	21.19
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5342	Retirement Supplies	323.88
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5360	Marketing/Graphic Elements	515.55
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5362	Stock Photos	294.00
BMO Harris Bank N.A.	06/27/2017	6291	25-00-000-5420	General Supplies - Rec	164.90
BMO Harris Bank N.A.	06/27/2017	6291	25-25-401-5300	ELC Breakfast Mtg	151.02
BMO Harris Bank N.A.	06/27/2017	6291	25-25-801-5300	Contractual - Camp Field Trip	330.00
BMO Harris Bank N.A.	06/27/2017	6291	25-25-801-5400	Camp Supplies	14.26
BMO Harris Bank N.A.	06/27/2017	6291	25-25-803-5400	Camp Supplies	14.26
BMO Harris Bank N.A.	06/27/2017	6291	25-25-825-5300	Contractual - Summer's Beg C	100.00
BMO Harris Bank N.A.	06/27/2017	6291	25-25-825-5300	Contractual - Summer's Beg C	761.18
BMO Harris Bank N.A.	06/27/2017	6291	25-25-833-5300	Contractual - AQ Camp Trip	50.00
BMO Harris Bank N.A.	06/27/2017	6291	25-25-833-5400	Camp Supplies	14.28
BMO Harris Bank N.A.	06/27/2017	6291	25-25-951-5400	Cookie Decorating Supplies	34.29
BMO Harris Bank N.A.	06/27/2017	6291	25-26-000-5340	EC Training	425.00
BMO Harris Bank N.A.	06/27/2017	6291	25-26-000-5361	Job Posting - EC	265.00
BMO Harris Bank N.A.	06/27/2017	6291	25-26-000-5403	Supplies - Infant Room	40.28

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	06/27/2017	6291	45-00-000-5587	CPR Training Books	188.66
BMO Harris Bank N.A.	06/27/2017	6291	65-00-017-5584	USB Splitters for Halfway Hou	49.98
BMO Harris Bank N.A.	06/27/2017	6291	69-00-000-5532	Dropbox Subscription - Parks	45.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>7,441.25</b>
<b>Vendor: 10180 - Bob's Refrigeration, Inc.</b>					
Bob's Refrigeration, Inc.	06/20/2017	6262	10-14-000-5367	Freezer Repairs - Beach	950.00
Bob's Refrigeration, Inc.	06/20/2017	6262	25-00-000-5351	Fridge Repairs - Takiff	385.00
<b>Vendor 10180 - Bob's Refrigeration, Inc. Total:</b>					<b>1,335.00</b>
<b>Vendor: 10091 - Brian Wismer Entertainment</b>					
Brian Wismer Entertainment	06/20/2017	6263	25-00-000-5340	Camp Training Speaker	695.00
Brian Wismer Entertainment	06/27/2017	6293	25-25-910-5300	Contractual - July 4th Entertai	595.00
<b>Vendor 10091 - Brian Wismer Entertainment Total:</b>					<b>1,290.00</b>
<b>Vendor: 11111 - Brookfield Zoo</b>					
Brookfield Zoo	06/27/2017	6294	25-25-803-5300	Contractual - Kinder Korner Fi	855.00
<b>Vendor 11111 - Brookfield Zoo Total:</b>					<b>855.00</b>
<b>Vendor: 10656 - Call One</b>					
Call One	07/11/2017	6390	25-00-000-5210	Watts T1 Service	326.21
<b>Vendor 10656 - Call One Total:</b>					<b>326.21</b>
<b>Vendor: 10187 - Cawley Company</b>					
Cawley Company	06/20/2017	6265	10-11-000-5420	Employee Name Tags	25.19
Cawley Company	07/05/2017	6357	25-00-000-5420	Name Tags - Rec	35.19
<b>Vendor 10187 - Cawley Company Total:</b>					<b>60.38</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	07/11/2017	6415	25-25-315-5400	Supplies - Adult Ceramics	263.43
Ceramic Supply Chicago, Inc.	07/11/2017	6415	25-25-615-5400	Supplies - Youth Ceramics	91.68
Ceramic Supply Chicago, Inc.	07/11/2017	6415	25-25-615-5400	Supplies - Youth Ceramics	470.00
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>825.11</b>
<b>Vendor: 10058 - Chicago Loves Dance</b>					
Chicago Loves Dance	07/05/2017	6358	25-25-328-5300	Contractual - Ballroom Dance	850.50
Chicago Loves Dance	07/05/2017	6358	25-25-757-5300	Contractual - Cheer Classes	4,926.60
<b>Vendor 10058 - Chicago Loves Dance Total:</b>					<b>5,777.10</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	06/20/2017	6267	10-11-000-5311	Legal Notices	11.49
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>11.49</b>
<b>Vendor: 10422 - Christian Eck</b>					
Christian Eck	06/20/2017	6268	25-25-761-5300	Contractual - Disc Golf Classes	1,228.00
<b>Vendor 10422 - Christian Eck Total:</b>					<b>1,228.00</b>
<b>Vendor: 11118 - Citi Cards</b>					
Citi Cards	06/27/2017	6295	10-14-000-5420	General Supplies - Beach	585.83
Citi Cards	06/27/2017	6295	25-25-835-5400	Aquatic Camp Supplies	181.89
<b>Vendor 11118 - Citi Cards Total:</b>					<b>767.72</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	06/27/2017	6296	10-13-000-5210	Internet Svc - Watts	128.07
<b>Vendor 10505 - Comcast Total:</b>					<b>128.07</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	07/05/2017	6359	10-12-000-5230	Electricity - Parks	21.38
Commonwealth Edison	07/05/2017	6359	10-13-000-5230	Electricity - Watts	963.13
Commonwealth Edison	07/05/2017	6359	10-14-000-5230	Electricity - Beach	186.84
Commonwealth Edison	07/05/2017	6359	10-15-000-5230	Electricity - Boat	568.77
Commonwealth Edison	07/05/2017	6359	25-00-000-5230	Electricity - Takiff	10,861.51
Commonwealth Edison	07/11/2017	6391	10-12-000-5230	Electricity - Parks	465.97
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>13,067.60</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	07/05/2017	6360	10-12-000-5486	Plumbing Supplies - Parks	11.26
Craftwood Lumber Company	07/05/2017	6360	10-14-000-5481	Construction Supplies - Beach	199.71
Craftwood Lumber Company	07/05/2017	6360	10-14-000-5482	Hardware - Beach	23.96



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Craftwood Lumber Company	07/05/2017	6360	10-14-000-5484	Electrical Supplies - Beach	46.00
Craftwood Lumber Company	07/05/2017	6360	10-14-000-5486	Plumbing Supplies - Beach	23.96
Craftwood Lumber Company	07/05/2017	6360	10-14-000-5487	Hand Tools - Beach	75.53
Craftwood Lumber Company	07/05/2017	6360	25-00-000-5412	Cleaning Supplies - Takiff	87.94
Craftwood Lumber Company	07/05/2017	6360	25-00-000-5481	Construction Supplies - Takiff	76.72
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>545.08</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	06/20/2017	6269	25-00-000-5360	Printing - Summer Sampler Br	1,489.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>1,489.00</b>
<b>Vendor: 10322 - Custom Sign Consultants, Inc.</b>					
Custom Sign Consultants, Inc.	07/05/2017	6361	25-00-000-5420	Office Name Plate	21.00
<b>Vendor 10322 - Custom Sign Consultants, Inc. Total:</b>					<b>21.00</b>
<b>Vendor: 10626 - Deborah L Krohn</b>					
Deborah L Krohn	06/27/2017	6297	25-25-803-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/27/2017	6297	25-25-811-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/27/2017	6297	25-25-812-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/27/2017	6297	25-25-813-5300	Contractual - Camp Entertain	70.00
Deborah L Krohn	06/27/2017	6297	25-26-000-5386	Contractual - Day Care Entert	70.00
<b>Vendor 10626 - Deborah L Krohn Total:</b>					<b>350.00</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	06/20/2017	6270	25-00-000-5420	Staff Training Supplies	67.96
Domino's Pizza	06/27/2017	6298	25-25-825-5400	Summer's Beg Camp Friday Lu	116.88
Domino's Pizza	07/05/2017	6362	25-25-825-5400	Summer's Beg. Lunch	116.98
Domino's Pizza	07/11/2017	6392	25-25-801-5400	Sun Fun Pizza	27.58
Domino's Pizza	07/11/2017	6392	25-25-833-5400	Action Quest Pizza	198.77
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>528.17</b>
<b>Vendor: 10337 - Elk Grove Park District</b>					
Elk Grove Park District	06/27/2017	6299	25-25-813-5300	Contractual - Koalas Field Trip	157.50
Elk Grove Park District	06/27/2017	6299	25-26-000-5386	Contractual - Day Care Field T	157.50
<b>Vendor 10337 - Elk Grove Park District Total:</b>					<b>315.00</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	07/05/2017	6363	10-11-000-5355	Add'l TSS License - PC	69.00
Excalibur Technology Corpora	07/11/2017	6393	10-11-000-5355	TSS - August	6,611.84
Excalibur Technology Corpora	07/11/2017	6393	25-00-000-5321	WebTrac Hosting	259.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>6,939.84</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	07/05/2017	6364	25-25-801-5300	Contractual - Camp Overnight	420.00
FAMOS! DJ Entertainment	07/05/2017	6364	25-25-810-5300	Contractual - Camp Overnight	420.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>840.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	06/20/2017	6271	25-25-402-5300	Contractual - ELC Field Trip Bu	191.37
First Student	06/27/2017	6300	25-25-825-5300	Contractaul - Summer's Beg C	151.87
First Student	06/27/2017	6300	25-25-932-5300	Contractaul - Spring Break Bu	626.72
<b>Vendor 10405 - First Student Total:</b>					<b>969.96</b>
<b>Vendor: 11123 - FoodService Safe, LLC</b>					
FoodService Safe, LLC	07/05/2017	6365	25-26-000-5340	DCFS Food Sanitation Course	210.00
<b>Vendor 11123 - FoodService Safe, LLC Total:</b>					<b>210.00</b>
<b>Vendor: 10906 - Forestry Suppliers, Inc.</b>					
Forestry Suppliers, Inc.	06/20/2017	6272	10-12-000-5496	Athletic Field Maintenance	850.00
Forestry Suppliers, Inc.	06/27/2017	6301	65-00-017-5564	Utility Locator - Parks	850.00
<b>Vendor 10906 - Forestry Suppliers, Inc. Total:</b>					<b>1,700.00</b>
<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co	06/28/2017	6334	25-00-000-5451	Emergency R-22 Purchase/Kit	2,694.00
G & O Thermal Supply Co	06/28/2017	6334	25-00-000-5487	Emergency R-22 Purchase	345.98
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>3,039.98</b>

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<b>Vendor: 10354 - Germania Seed Company</b>					
Germania Seed Company	06/20/2017	6273	10-12-000-5490	Flowers/Plantings	861.82
<b>Vendor 10354 - Germania Seed Company Total:</b>					<b>861.82</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	06/20/2017	6274	25-25-471-5300	Payment #4 - 17/18 School Ye	6,124.08
Glencoe Junior Kindergarten	06/20/2017	6274	25-25-472-5300	Payment #4 - 17/18 School Ye	25,588.10
Glencoe Junior Kindergarten	06/20/2017	6274	25-25-473-5300	Payment #4 - 17/18 School Ye	44,856.20
Glencoe Junior Kindergarten	06/20/2017	6274	25-25-474-5300	Payment #4 - 17/18 School Ye	43,483.58
Glencoe Junior Kindergarten	06/20/2017	6274	25-25-476-5300	Payment #4 - Camp	5,357.78
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>125,409.74</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	06/27/2017	6302	25-25-801-5400	Bears Camps Supplies	186.72
Gordon Food Service, Inc.	06/27/2017	6302	25-25-803-5400	Bears Camps Supplies	81.96
Gordon Food Service, Inc.	06/27/2017	6302	25-25-811-5400	Bears Camps Supplies	81.96
Gordon Food Service, Inc.	06/27/2017	6302	25-25-812-5400	Bears Camps Supplies	81.96
Gordon Food Service, Inc.	06/27/2017	6302	25-25-813-5400	Bears Camps Supplies	81.96
Gordon Food Service, Inc.	06/27/2017	6302	25-26-000-5409	Day Care Food Supplies	81.99
Gordon Food Service, Inc.	06/27/2017	6302	25-26-000-5460	Day Care Food Equipment	83.75
Gordon Food Service, Inc.	07/11/2017	6394	25-26-000-5409	Internal Food Svc - Day Care	808.24
Gordon Food Service, Inc.	07/11/2017	6394	25-26-000-5460	Internal Food Supplies - Day C	58.61
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>1,547.15</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	06/28/2017	6335	10-12-000-5421	Cleaning Supplies - Parks	400.00
Grainger Inc.	06/28/2017	6335	10-12-000-5481	Construction Supplies - Parks	339.18
Grainger Inc.	06/28/2017	6335	10-12-000-5488	Power Tools - Parks	105.92
Grainger Inc.	06/28/2017	6335	10-12-000-5582	Maintenance Equipment - Par	432.42
Grainger Inc.	06/28/2017	6335	25-00-000-5422	Uniforms - Rec	93.80
Grainger Inc.	06/28/2017	6335	25-00-000-5430	First Aid Supplies - Takiff	42.45
Grainger Inc.	06/28/2017	6335	25-00-000-5451	Building Parts - Takiff	345.96
Grainger Inc.	06/28/2017	6335	65-00-017-5564	Commercial Socket Set - Parks	1,065.24
Grainger Inc.	07/05/2017	6366	10-15-000-5588	Building Improvements - Boat	209.69
Grainger Inc.	07/11/2017	6395	25-00-000-5430	First Aid Supplies - Takiff	17.44
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>3,052.10</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	06/28/2017	6336	25-26-000-5409	Milk - Day Care	95.68
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>95.68</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	07/05/2017	6367	25-00-000-5451	R-22 - Takiff	4,554.30
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>4,554.30</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	06/27/2017	6303	10-12-000-5486	Plumbing Supplies - Parks	28.97
Home Depot Credit Services	06/27/2017	6303	10-12-000-5582	CREDIT - Maint. Equip	-92.99
Home Depot Credit Services	06/27/2017	6303	10-14-000-5420	General Supplies - Beach	300.00
Home Depot Credit Services	06/27/2017	6303	10-14-000-5450	Equipment Parts - Beach	156.18
Home Depot Credit Services	06/27/2017	6303	10-14-000-5481	CREDIT - Construction Supplie	-5.54
Home Depot Credit Services	06/27/2017	6303	10-14-000-5481	Construction Supplies - Beach	120.05
Home Depot Credit Services	06/27/2017	6303	10-14-000-5588	Building Improvements - Beac	49.92
Home Depot Credit Services	06/27/2017	6303	25-00-000-5420	General Supplies - Rec	61.82
Home Depot Credit Services	06/27/2017	6303	25-26-000-5580	General Equipment - Day Car	278.00
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>896.41</b>
<b>Vendor: 11122 - Hot Ground Gym</b>					
Hot Ground Gym	07/05/2017	6368	25-25-801-5300	Contractual - Camp In-House	450.00
Hot Ground Gym	07/05/2017	6368	25-25-810-5300	Contractual - Camp In-House	450.00
<b>Vendor 11122 - Hot Ground Gym Total:</b>					<b>900.00</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	06/23/2017	DFT0000474	10-00-000-2110	IL State Tax W/H	4,064.49

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IL Dept of Revenue	07/07/2017	DFT0000481	10-00-000-2110	IL State Tax W/H	5,441.44
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>9,505.93</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	06/23/2017	DFT0000476	10-00-000-2150	IMRF Contribution - June	32,710.41
Illinois Municipal Retirement	06/23/2017	DFT0000476	10-00-000-2155	IMRF VAC Contribution - June	1,600.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>34,310.41</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	06/23/2017	DFT0000472	10-00-000-2120	Social Security W/H	14,840.74
IRS/Dept of Treasury	06/23/2017	DFT0000473	10-00-000-2130	Medicare	3,470.74
IRS/Dept of Treasury	06/23/2017	DFT0000475	10-00-000-2100	Fed Income Tax W/H	11,549.35
IRS/Dept of Treasury	07/07/2017	DFT0000479	10-00-000-2120	Social Security W/H	19,529.50
IRS/Dept of Treasury	07/07/2017	DFT0000480	10-00-000-2130	Medicare	4,567.42
IRS/Dept of Treasury	07/07/2017	DFT0000482	10-00-000-2100	Fed Income Tax W/H	15,221.14
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>69,178.89</b>
<b>Vendor: 10947 - Jaffe Films</b>					
Jaffe Films	06/20/2017	6275	25-00-000-5360	Balance Due - Promotional Vi	2,750.00
<b>Vendor 10947 - Jaffe Films Total:</b>					<b>2,750.00</b>
<b>Vendor: 10601 - Jamie Martin</b>					
Jamie Martin	06/20/2017	6276	25-25-908-5300	Contractual - Tots & Tunes M	900.00
Jamie Martin	06/27/2017	6304	25-25-803-5300	Contractual - Camp Entertain	110.00
Jamie Martin	06/27/2017	6304	25-25-811-5300	Contractual - Camp Entertain	110.00
Jamie Martin	06/27/2017	6304	25-25-812-5300	Contractual - Camp Entertain	110.00
Jamie Martin	06/27/2017	6304	25-25-813-5300	Contractual - Camp Entertain	110.00
Jamie Martin	06/27/2017	6304	25-26-000-5386	Contractual - Day Care Entert	110.00
<b>Vendor 10601 - Jamie Martin Total:</b>					<b>1,450.00</b>
<b>Vendor: 10905 - Josh Solomon</b>					
Josh Solomon	06/27/2017	6305	25-25-910-5300	Contractual - July 4th Music (	1,500.00
<b>Vendor 10905 - Josh Solomon Total:</b>					<b>1,500.00</b>
<b>Vendor: 10401 - Ken's Quick Print Inc.</b>					
Ken's Quick Print Inc.	06/20/2017	6277	25-00-000-5420	Business Cards - Bobby	289.75
Ken's Quick Print Inc.	07/11/2017	6398	25-26-000-5360	Staff Business Cards	229.95
<b>Vendor 10401 - Ken's Quick Print Inc. Total:</b>					<b>519.70</b>
<b>Vendor: 10403 - Kohl Children's Museum</b>					
Kohl Children's Museum	06/27/2017	6306	25-25-803-5300	Contractual - Kinder Korner Fi	420.00
<b>Vendor 10403 - Kohl Children's Museum Total:</b>					<b>420.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	07/11/2017	6399	10-11-000-5355	Copy Machine Qrtly Maint -	420.84
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>420.84</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	06/27/2017	6307	25-25-803-5400	Kinder Korner Camp Supplies	16.54
Lakeshore Learning Material	07/11/2017	6400	25-25-803-5400	Camp Supplies	48.42
Lakeshore Learning Material	07/11/2017	6400	25-25-813-5400	Camp Supplies	48.41
Lakeshore Learning Material	07/11/2017	6400	25-26-000-5403	Day Care Program Supplies	199.00
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>312.37</b>
<b>Vendor: 10408 - Lamb's Farm</b>					
Lamb's Farm	06/27/2017	6308	25-25-813-5300	Contractual - Lamb's Farm Fie	24.50
Lamb's Farm	06/27/2017	6308	25-26-000-5386	Contractual - Lamb's Farm Fie	24.50
<b>Vendor 10408 - Lamb's Farm Total:</b>					<b>49.00</b>
<b>Vendor: 11124 - Landmark Ford</b>					
Landmark Ford	07/05/2017	6370	65-00-017-5555	F-250 Parks Truck	33,698.00
Landmark Ford	07/05/2017	6370	65-00-017-5556	Dump Truck - Parks	46,279.00
<b>Vendor 11124 - Landmark Ford Total:</b>					<b>79,977.00</b>
<b>Vendor: 10148 - Laser Quest - Arlington Heights</b>					
Laser Quest - Arlington Height	06/27/2017	6309	25-25-825-5300	Contractual - Summer's Beg C	645.45
<b>Vendor 10148 - Laser Quest - Arlington Heights Total:</b>					<b>645.45</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10075 - Lauterbach &amp; Amen, LLP</b>					
Lauterbach & Amen, LLP	06/27/2017	6310	55-00-000-5330	Final Balance Due - Audit Serv	2,000.00
<b>Vendor 10075 - Lauterbach &amp; Amen, LLP Total:</b>					<b>2,000.00</b>
<b>Vendor: 10902 - Leah Shoshanah Cowen</b>					
Leah Shoshanah Cowen	07/11/2017	6401	25-26-000-5386	Music Class for Day Care	450.00
<b>Vendor 10902 - Leah Shoshanah Cowen Total:</b>					<b>450.00</b>
<b>Vendor: 10158 - Magnificent Events</b>					
Magnificent Events	06/27/2017	6311	25-25-910-5300	Contractual - Stage Rental Jul	950.00
<b>Vendor 10158 - Magnificent Events Total:</b>					<b>950.00</b>
<b>Vendor: 10615 - Marek Piotr Stepien</b>					
Marek Piotr Stepien	06/27/2017	6312	25-25-765-5300	Contractual - Fencing Camp	2,289.00
<b>Vendor 10615 - Marek Piotr Stepien Total:</b>					<b>2,289.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	07/05/2017	6371	25-25-785-5300	Contractual - Adult Fitness Cla	774.85
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>774.85</b>
<b>Vendor: 10174 - MCI</b>					
MCI	07/05/2017	6372	25-00-000-5210	Long Distance Phone Svc	66.87
<b>Vendor 10174 - MCI Total:</b>					<b>66.87</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	07/05/2017	6373	10-12-000-5497	Playground Surfaces	212.22
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>212.22</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	07/11/2017	6402	10-12-000-5370	Rental Equipment - Parks	240.80
Mutual Ace Hardware	07/11/2017	6402	10-12-000-5481	Construction Supplies - Parks	60.25
Mutual Ace Hardware	07/11/2017	6402	10-12-000-5486	Plumbing Supplies - Parks	8.50
Mutual Ace Hardware	07/11/2017	6402	10-12-000-5491	Greenhouse Supplies	45.49
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>355.04</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	06/27/2017	6313	25-25-615-5400	Reimbursement - Ceramics Su	126.45
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>126.45</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	07/07/2017	6348	10-00-000-2160	IMRF Life-#03298	80.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>80.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	06/27/2017	6314	10-12-000-5590	Tree Trimming - Parks	3,860.00
Nels J. Johnson Tree Experts I	06/27/2017	6314	69-00-000-5528	Tree Trimming - Over Playgro	1,485.00
Nels J. Johnson Tree Experts I	07/05/2017	6374	10-12-000-5590	Tree Trimming	145.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>5,490.00</b>
<b>Vendor: 10220 - Nickel City</b>					
Nickel City	06/27/2017	6315	25-25-825-5300	Contractual - Summer's Beg Fi	480.75
<b>Vendor 10220 - Nickel City Total:</b>					<b>480.75</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	07/05/2017	6375	10-12-000-5220	Gas/Heat - Parks	124.29
North Shore Gas Company	07/05/2017	6375	10-14-000-5220	Gas/Heat - Beach	56.27
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>180.56</b>
<b>Vendor: 10340 - Northshore Omega</b>					
Northshore Omega	07/11/2017	6403	45-00-000-5335	Pre Placement Exam - A. Avile	274.00
<b>Vendor 10340 - Northshore Omega Total:</b>					<b>274.00</b>
<b>Vendor: 10776 - Nutoys</b>					
Nutoys	07/11/2017	6404	69-00-000-5502	Berlin Trash Cans	1,259.00
Nutoys	07/11/2017	6404	70-56-000-5570	Beach Tables	5,167.00
<b>Vendor 10776 - Nutoys Total:</b>					<b>6,426.00</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	06/20/2017	6278	25-26-000-5386	Contractual - Day Care Spanis	200.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>200.00</b>

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<b>Vendor: 10233 - Orkin Pest Control</b>						
Orkin Pest Control	06/28/2017	6338	25-00-000-5355	Mo Takiff Exterminator - July	178.25	
					<b>Vendor 10233 - Orkin Pest Control Total:</b>	<b>178.25</b>
<b>Vendor: 10235 - Otis Elevator Company</b>						
Otis Elevator Company	06/27/2017	6316	25-00-000-5355	Takiff Mo Elevator Maint - Jul	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	06/27/2017	6317	10-11-000-5600	FSA Plan Fees - July	77.00	
					<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>	<b>77.00</b>
<b>Vendor: 10237 - Park District of Highland Park</b>						
Park District of Highland Park	06/27/2017	6318	25-25-801-5300	Contractual - Sun Fun Field Tri	1,282.50	
					<b>Vendor 10237 - Park District of Highland Park Total:</b>	<b>1,282.50</b>
<b>Vendor: 10238 - Par-King Skill Golf</b>						
Par-King Skill Golf	06/27/2017	6319	25-25-810-5300	Contractual - Camp Adv Field	539.00	
					<b>Vendor 10238 - Par-King Skill Golf Total:</b>	<b>539.00</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>						
Partnership Financial Credit U	06/23/2017	6250	10-00-000-2180	#110123400 J. Barchenger	100.00	
Partnership Financial Credit U	06/23/2017	6250	10-00-000-2180	#86720 Janis	30.00	
Partnership Financial Credit U	06/23/2017	6250	10-00-000-2180	#95910 Mensinger	275.00	
Partnership Financial Credit U	06/23/2017	6250	10-00-000-2180	#880010320 Stowick	20.00	
Partnership Financial Credit U	07/07/2017	6349	10-00-000-2180	#110123400 J. Barchenger	100.00	
Partnership Financial Credit U	07/07/2017	6349	10-00-000-2180	#86720 Janis	30.00	
Partnership Financial Credit U	07/07/2017	6349	10-00-000-2180	#95910 Mensinger	275.00	
Partnership Financial Credit U	07/07/2017	6349	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	06/27/2017	6320	10-11-000-5600	Health Insurance - June	34,751.76	
PDRMA	06/27/2017	6320	25-26-000-5600	Health Insurance - June	7,938.44	
PDRMA	07/05/2017	6376	45-00-000-5650	Member Insurance Contrib	24,591.84	
PDRMA	07/05/2017	6376	45-00-000-5651	Member Insurance Contrib	12,070.50	
PDRMA	07/05/2017	6376	45-00-000-5651	Member Insurance Contrib	732.66	
PDRMA	07/05/2017	6376	45-00-000-5652	Member Insurance Contrib	4,191.66	
PDRMA	07/05/2017	6376	50-00-000-5655	Member Insurance Contrib	19,730.16	
					<b>Vendor 10242 - PDRMA Total:</b>	<b>104,007.02</b>
<b>Vendor: 11116 - Personalized Awards</b>						
Personalized Awards	06/27/2017	6321	25-25-952-5400	Awards for Cardboard Regatt	55.42	
					<b>Vendor 11116 - Personalized Awards Total:</b>	<b>55.42</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>						
Postmaster Glencoe	07/05/2017	6377	25-00-000-5301	Fall Brochure Postage	1,000.00	
					<b>Vendor 10374 - Postmaster Glencoe Total:</b>	<b>1,000.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>						
Pride Dojo Inc.	06/20/2017	6279	25-25-725-5300	Contractual - Spring Karate Cl	2,669.39	
					<b>Vendor 10090 - Pride Dojo Inc. Total:</b>	<b>2,669.39</b>
<b>Vendor: 10897 - Progressive Business Publications</b>						
Progressive Business Publicati	07/05/2017	6378	10-11-000-5402	Admin Professional Newslette	299.00	
					<b>Vendor 10897 - Progressive Business Publications Total:</b>	<b>299.00</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>						
Purchase Advantage Card	06/20/2017	6280	25-00-000-5342	Supplies - Rec Meeting	18.99	
Purchase Advantage Card	06/20/2017	6280	25-25-401-5400	Supplies - ELC	6.00	
Purchase Advantage Card	06/20/2017	6280	25-25-402-5400	Supplies - ELC	142.09	
Purchase Advantage Card	06/20/2017	6280	25-26-000-5409	Supplies - Day Care	16.98	
					<b>Vendor 10398 - Purchase Advantage Card Total:</b>	<b>184.06</b>
<b>Vendor: 10259 - Quill Corporation</b>						
Quill Corporation	06/20/2017	6281	25-00-000-5401	Office Supplies - Rec	666.30	
Quill Corporation	06/20/2017	6281	25-00-000-5412	Cleaning Supplies - Rec	4.83	
Quill Corporation	06/28/2017	6339	10-11-000-5420	General Supplies - Admin	59.98	

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Quill Corporation	06/28/2017	6339	25-00-000-5401	Office Supplies - Rec	280.58
Quill Corporation	06/28/2017	6339	25-25-833-5400	Action Quest Supplies	82.93
Quill Corporation	06/28/2017	6339	25-26-000-5401	Office Supplies - Day Care	162.96
Quill Corporation	07/05/2017	6379	25-00-000-5351	Equipment Repairs - Rec	56.39
Quill Corporation	07/05/2017	6379	25-00-000-5401	Office Supplies - Rec	774.16
Quill Corporation	07/05/2017	6379	25-00-000-5401	CREDIT - GPD Pens	-240.00
Quill Corporation	07/05/2017	6379	25-00-000-5412	Cleaning Supplies - Rec	9.99
Quill Corporation	07/05/2017	6379	25-00-000-5420	General Supplies - Rec	140.35
Quill Corporation	07/05/2017	6379	25-26-000-5401	Office Supplies - Day Care	65.13
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,063.60</b>
<b>Vendor: 10597 - Ready Refresh by Nestle</b>					
Ready Refresh by Nestle	06/20/2017	6282	25-00-000-5420	Staff Drinking Water	47.37
<b>Vendor 10597 - Ready Refresh by Nestle Total:</b>					<b>47.37</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	06/27/2017	6322	10-12-000-5494	Sod	579.80
Red's Garden Center Inc.	07/11/2017	6405	10-12-000-5490	Plantings - Parks	200.00
Red's Garden Center Inc.	07/11/2017	6405	10-12-000-5492	Shrubs - Parks	510.00
Red's Garden Center Inc.	07/11/2017	6405	10-12-000-5494	Sod - Parks	370.60
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>1,660.40</b>
<b>Vendor: 10265 - Reinders, Inc.</b>					
Reinders, Inc.	06/28/2017	6340	10-12-000-5450	Equipment Parts - Parks	113.80
Reinders, Inc.	07/05/2017	6380	10-12-000-5450	Equipment Parts - Parks	161.27
<b>Vendor 10265 - Reinders, Inc. Total:</b>					<b>275.07</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	07/11/2017	6406	10-12-000-5353	Portable Toilets - Parks	511.00
Rite Portable Restrooms	07/11/2017	6406	10-14-000-5353	Portable Toilets - Beach	204.50
Rite Portable Restrooms	07/11/2017	6406	25-25-910-5300	Portable Toilets - 4th of July	1,990.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>2,705.50</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	06/28/2017	6341	10-13-000-5357	Watts Refrig Mo Maint - July	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>265.00</b>
<b>Vendor: 10271 - Russo's Power Equipment Inc.</b>					
Russo's Power Equipment Inc.	06/28/2017	6342	10-12-000-5582	2 Hedge Trimmers - Parks	963.98
<b>Vendor 10271 - Russo's Power Equipment Inc. Total:</b>					<b>963.98</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	07/05/2017	6381	25-25-785-5300	Contractual - Adult Rowing Cl	263.40
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>263.40</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	06/20/2017	6283	25-25-312-5300	Contractual - Adult Improv Cl	1,482.00
Sarah Hall	07/05/2017	6382	25-25-822-5300	Contractual - Summer Playho	2,868.75
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>4,350.75</b>
<b>Vendor: 10787 - School Health Corp</b>					
School Health Corp	06/28/2017	6343	25-00-000-5430	First Aid Supplies - Takiff	35.00
School Health Corp	07/05/2017	6383	25-00-000-5430	First Aid Supplies - Takif	77.02
School Health Corp	07/11/2017	6407	25-00-000-5430	First Aid Supplies - Takiff	166.27
<b>Vendor 10787 - School Health Corp Total:</b>					<b>278.29</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	07/11/2017	6408	10-14-000-5483	Paint - Beach	40.08
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>40.08</b>
<b>Vendor: 10716 - SiteOne Landscape Supply</b>					
SiteOne Landscape Supply	06/27/2017	6323	10-12-000-5496	Athletic Field Maintenance	1,037.09
<b>Vendor 10716 - SiteOne Landscape Supply Total:</b>					<b>1,037.09</b>
<b>Vendor: 10282 - Six Flags Great America</b>					
Six Flags Great America	06/28/2017	6344	25-25-833-5300	Contractual - Action Quest Fie	3,110.00
<b>Vendor 10282 - Six Flags Great America Total:</b>					<b>3,110.00</b>

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<b>Vendor: 10283 - Skokie Park District</b>					
Skokie Park District	07/11/2017	6409	25-25-801-5300	Contractual - Sun Fun Field Tri	1,350.00
<b>Vendor 10283 - Skokie Park District Total:</b>					<b>1,350.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	07/11/2017	6411	45-00-000-5335	Criminal Background Checks -	1,387.50
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>1,387.50</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	06/23/2017	6251	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	07/07/2017	6350	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	06/27/2017	6324	25-25-803-5300	Contractual - Kinder Korner Fi	540.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>540.00</b>
<b>Vendor: 10291 - Swank Motion Pictures, Inc</b>					
Swank Motion Pictures, Inc	06/20/2017	6284	25-25-928-5300	Contractual - Movies On the	453.00
<b>Vendor 10291 - Swank Motion Pictures, Inc Total:</b>					<b>453.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	06/20/2017	6285	10-14-000-5420	Halfway House Phone Adapte	58.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>58.00</b>
<b>Vendor: 10640 - The Grove</b>					
The Grove	06/27/2017	6325	25-25-813-5300	Contractual - Koala Bears Cam	200.00
<b>Vendor 10640 - The Grove Total:</b>					<b>200.00</b>
<b>Vendor: 10517 - Timothy Dane Bowen</b>					
Timothy Dane Bowen	06/27/2017	6326	25-25-594-5300	Contractual - Spring Mine Cra	1,638.00
<b>Vendor 10517 - Timothy Dane Bowen Total:</b>					<b>1,638.00</b>
<b>Vendor: 10297 - Trolley Car &amp; Bus Company</b>					
Trolley Car & Bus Company	06/27/2017	6327	25-25-910-5300	Contractual - July 4th Trolly (B	925.00
<b>Vendor 10297 - Trolley Car &amp; Bus Company Total:</b>					<b>925.00</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	07/05/2017	6384	10-13-000-5220	Bulk Energy - Watts	56.05
Vanguard Energy Service, LLC	07/05/2017	6384	25-00-000-5220	Bulk Energy - Takiff	1,520.27
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>1,576.32</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	06/23/2017	6252	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	07/07/2017	6351	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	07/11/2017	6412	25-00-000-5210	Cell Phone Service	1,763.89
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>1,763.89</b>
<b>Vendor: 10310 - Vernon Hills Park District</b>					
Vernon Hills Park District	06/27/2017	6328	25-25-801-5300	Contractual - Sun Fun Field Tri	1,147.50
Vernon Hills Park District	06/27/2017	6328	25-25-810-5300	Contractual - Camp Adv Field	654.50
<b>Vendor 10310 - Vernon Hills Park District Total:</b>					<b>1,802.00</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	07/11/2017	6413	10-12-000-5240	Sewer/Water - Parks	36.67
Village of Glencoe	07/11/2017	6413	10-12-000-5480	Gasoline - Parks	1,380.12
Village of Glencoe	07/11/2017	6413	25-00-000-5240	Sewer/Water - Parks	689.93
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>2,106.72</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	06/27/2017	6329	25-25-401-5400	ELC Supplies	19.84
Walmart Community	06/27/2017	6329	25-25-414-5400	Presch Enrichment Supplies	43.22
Walmart Community	06/27/2017	6329	25-25-444-5400	Presch Enrichment Supplies	17.73
Walmart Community	06/27/2017	6329	25-25-785-5400	Fitness Pgm Supplies	19.87
Walmart Community	06/27/2017	6329	25-25-801-5400	Sun Fun Supplies	250.00
Walmart Community	06/27/2017	6329	25-25-803-5400	Kinder Korner Camp Supplies	100.00
Walmart Community	06/27/2017	6329	25-25-806-5400	Safety Town Supplies	50.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Walmart Community	06/27/2017	6329	25-25-811-5400	Bears Camp Supplies	49.35
Walmart Community	06/27/2017	6329	25-25-812-5400	Bears Camp Supplies	100.00
Walmart Community	06/27/2017	6329	25-25-813-5400	Bears Camp Supplies	100.00
Walmart Community	06/27/2017	6329	25-25-951-5400	Spring Events Supplies	36.01
Walmart Community	06/27/2017	6329	25-26-000-5409	Day Care Internal Food Svc	101.22
<b>Vendor 10314 - Walmart Community Total:</b>					<b>887.24</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	06/20/2017	6286	25-00-000-5360	Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	06/27/2017	6330	25-25-801-5300	Contractual - Sun Fun Field Tri	1,417.50
Wheeling Park District	06/27/2017	6330	25-25-810-5300	Contractual - Camp Adv Field	808.50
Wheeling Park District	07/05/2017	6385	25-25-810-5300	Contractual - Camp Adv Field	461.00
Wheeling Park District	07/11/2017	6414	25-25-810-5300	Contractual - Camp Adv Field	461.00
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>3,148.00</b>
<b>Vendor: 11102 - Wight &amp; Company</b>					
Wight & Company	06/28/2017	6345	65-00-017-5551	Pro Design Svcs - Takiff Reg D	2,500.00
Wight & Company	06/28/2017	6345	69-00-000-5535	Proj Design Svcs - Fitness Cent	2,500.00
Wight & Company	06/28/2017	6345	69-00-000-5537	Community Mtg - Fitness Cen	1,200.00
<b>Vendor 11102 - Wight &amp; Company Total:</b>					<b>6,200.00</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	06/23/2017	DFT0000477	10-00-000-2111	WI Monthly Withholding	223.60
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>223.60</b>
<b>Vendor Set AP Vendors Total:</b>					<b>590,731.56</b>



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 9273 - Alyson Weber</b>					
Alyson Weber	06/20/2017	6256	25-25-825-5400	Reimbursement - Summer's B	193.69
<b>Vendor 9273 - Alyson Weber Total:</b>					<b>193.69</b>
<b>Vendor: 5964 - Amanda Nach</b>					
Amanda Nach	06/20/2017	6257	25-25-801-5400	Reimbursement - Sun Fun Sup	59.70
Amanda Nach	07/05/2017	6353	25-25-801-5400	Reimbursement - Camp Suppl	38.62
Amanda Nach	07/05/2017	6353	25-25-810-5400	Reimbursement - Camp Suppl	38.62
<b>Vendor 5964 - Amanda Nach Total:</b>					<b>136.94</b>
<b>Vendor: 5667 - Carol Mensinger</b>					
Carol Mensinger	06/20/2017	6264	10-11-000-5341	Mileage Reimbursement	31.13
Carol Mensinger	06/28/2017	6333	45-00-000-5765	Reimbursement - Staff Cust S	67.01
<b>Vendor 5667 - Carol Mensinger Total:</b>					<b>98.14</b>
<b>Vendor: 5894 - Jennifer Munck</b>					
Jennifer Munck	07/11/2017	6396	25-25-402-5400	Reimbursement - Classroom S	19.40
<b>Vendor 5894 - Jennifer Munck Total:</b>					<b>19.40</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	07/05/2017	6369	10-11-000-5341	Mileage Reimbursement	25.15
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>25.15</b>
<b>Vendor: 8170 - Jessica Stockl</b>					
Jessica Stockl	07/11/2017	6397	25-26-000-5403	Reimbursement - Day Care Su	102.80
<b>Vendor 8170 - Jessica Stockl Total:</b>					<b>102.80</b>
<b>Vendor: 5052 - Mary Krueger</b>					
Mary Krueger	06/28/2017	6337	25-25-813-5400	Reimbursement - Bears Camp	13.47
<b>Vendor 5052 - Mary Krueger Total:</b>					<b>13.47</b>
<b>Vendor: 4984 - Sonja Anderson</b>					
Sonja Anderson	07/11/2017	6410	25-25-803-5400	Kinder Korner Supplies	40.12
<b>Vendor 4984 - Sonja Anderson Total:</b>					<b>40.12</b>
<b>Vendor Set Employees Total:</b>					<b>629.71</b>

Voucher List of Bills

Payment Dates: 06/17/2017 - 07/14/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount	
<b>Vendor Set: Refunds - Refunds</b>						
<b>Vendor: 000002973-136 - Alison Murphy</b>						
Alison Murphy	06/29/2017	6346	25-00-000-2580	Actv 114101-03 Class Refund	150.00	
					<b>Vendor 000002973-136 - Alison Murphy Total:</b>	<b>150.00</b>
<b>Vendor: 000002973-137 - Alison Murphy</b>						
Alison Murphy	06/29/2017	6347	25-00-000-2580	Actv 114101-03 Class Refund	150.00	
					<b>Vendor 000002973-137 - Alison Murphy Total:</b>	<b>150.00</b>
<b>Vendor: 000003501-134 - Yaji Bian</b>						
Yaji Bian	06/20/2017	6253	25-00-000-2580	Actv 908545-01 Class Refund	275.00	
					<b>Vendor 000003501-134 - Yaji Bian Total:</b>	<b>275.00</b>
					<b>Vendor Set Refunds Total:</b>	<b>575.00</b>
					<b>Grand Total:</b>	<b>591,936.27</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	185,752.69
25 - RECREATION FUND	235,642.71
40 - BOND & INTEREST FUND	475.00
45 - LIABILITY INSURANCE FUND	44,610.83
50 - WORKERS COMP FUND	19,730.16
55 - AUDIT FUND	2,000.00
65 - CAPITAL PROJECTS FUND	84,900.22
69 - MASTER PLAN CAPITAL PROJECTS	13,657.66
70 - SPECIAL TRUST/DONATION FUND	5,167.00
<b>Grand Total:</b>	<b>591,936.27</b>

### Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	26,770.49
10-00-000-2110	IL STATE WITHHOLDING	9,505.93
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	34,370.24
10-00-000-2130	MEDICARE WITHHOLDING	8,038.16
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHHOLDING	32,710.41
10-00-000-2155	IMRF VAC WITHHOLDING	1,600.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
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
10-11-000-5311	LEGAL NOTICES	11.49
10-11-000-5340	CONFERENCES AND TRA	120.00
10-11-000-5341	MILEAGE REIMBURSEM	56.28
10-11-000-5342	OFFICIALS/MEETING EXP	935.53
10-11-000-5355	MAINTENANCE SERVICE	7,101.68
10-11-000-5402	BOOKS/PUBLICATNS/SU	299.00
10-11-000-5420	SUPPLIES - GENERAL	85.17
10-11-000-5600	HEALTH INSURANCE PRE	34,828.76
10-12-000-5210	TELEPHONE/INTERNET	50.68
10-12-000-5220	FUEL/HEAT	124.29
10-12-000-5230	ELECTRICITY	487.35
10-12-000-5240	WATER	36.67
10-12-000-5353	DISPOSAL/PORTOLET SE	511.00
10-12-000-5370	RENTAL - EQUIPMENT	240.80
10-12-000-5421	SUPPLIES - UNIFORMS	400.00
10-12-000-5450	SUPPLIES - EQUIPMENT	275.07
10-12-000-5480	GASOLINE/LUBRICANTS	1,380.12
10-12-000-5481	SUPPLIES-CONSTRUCTIO	399.43
10-12-000-5486	SUPPLIES-PLUMBING	48.73
10-12-000-5488	SUPPLIES-POWER TOOL	105.92
10-12-000-5490	SUPPLIES-PLANTINGS/FL	1,061.82
10-12-000-5491	SUPPLIES-GREENHOUSE	45.49
10-12-000-5492	SUPPLIES-TREES/SHRUB	827.00
10-12-000-5494	SUPPLIES-SEED/SOD	950.40
10-12-000-5496	SUPPLIES-ATHLETIC MAI	2,309.97
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	212.22
10-12-000-5582	EQUIPMENT - MAINTEN	1,303.41
10-12-000-5585	PAVEMENT & SITE DEVE	145.64
10-12-000-5590	TREE TRIM/WORK-Outsi	4,005.00
10-13-000-5210	TELEPHONE/INTERNET	169.07
10-13-000-5220	FUEL/HEAT	56.05
10-13-000-5230	ELECTRICITY	963.13

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-14-000-5210	TELEPHONE/INTERNET	165.00
10-14-000-5220	FUEL/HEAT	56.27
10-14-000-5230	ELECTRICITY	186.84
10-14-000-5340	CONFERENCES AND TRA	280.00
10-14-000-5353	DISPOSAL/PORTOLET SE	204.50
10-14-000-5360	PRINTING/MARKETING/	52.72
10-14-000-5367	REPAIRS-CONCESSION E	1,333.45
10-14-000-5420	SUPPLIES - GENERAL	1,235.76
10-14-000-5450	SUPPLIES - EQUIPMENT	1,675.10
10-14-000-5481	SUPPLIES-CONSTRUCTIO	314.22
10-14-000-5482	SUPPLIES-HARDWARE	23.96
10-14-000-5483	SUPPLIES-PAINT	40.08
10-14-000-5484	SUPPLIES-ELECTRICAL/B	46.00
10-14-000-5486	SUPPLIES-PLUMBING	23.96
10-14-000-5487	SUPPLIES-POWER TOOL	75.53
10-14-000-5588	BUILDING IMPROVEME	349.06
10-15-000-5230	ELECTRICITY	568.77
10-15-000-5360	PRINTING/MARKETING/	55.59
10-15-000-5420	SUPPLIES - GENERAL	1,066.24
10-15-000-5584	EQUIPMENT - RECREATI	691.93
10-15-000-5588	BUILDING IMPROVEME	209.69
25-00-000-2580	BALANCE ON ACCOUNT-	575.00
25-00-000-5210	TELEPHONE/INTERNET	5,209.06
25-00-000-5220	FUEL/HEAT	1,520.27
25-00-000-5230	ELECTRICITY	10,861.51
25-00-000-5240	WATER	689.93
25-00-000-5301	POSTAGE	1,000.00
25-00-000-5321	CONSULTING-ONLINE/O	1,388.06
25-00-000-5340	CONFERENCES AND TRA	716.19
25-00-000-5342	OFFICIALS/MEETING EXP	342.87
25-00-000-5351	REPAIRS - EQUIPMENT	441.39
25-00-000-5352	REPAIRS - BUILDINGS	589.50
25-00-000-5355	MAINTENANCE SERVICE	1,372.45
25-00-000-5360	PRINTING/MARKETING/	5,078.96
25-00-000-5362	PHOTOGRAPHY	294.00
25-00-000-5401	OFFICE SUPPLIES	1,481.04
25-00-000-5412	CUSTODIAL/CLEANING S	102.76
25-00-000-5420	SUPPLIES - GENERAL	956.93
25-00-000-5422	SUPPLIES-UNIFORMS, B	93.80
25-00-000-5430	SUPPLIES - FIRST AID	338.18
25-00-000-5451	SUPPLIES - BUILDING PA	7,594.26
25-00-000-5481	SUPPLIES-CONSTRUCTIO	76.72
25-00-000-5487	SUPPLIES-POWER TOOL	345.98
25-25-312-5300	CONTRACTL-ADULT WO	1,482.00
25-25-315-5400	SUPPLIES-ADULT CERAM	263.43
25-25-328-5300	CONTRACTL-BALLROOM	850.50
25-25-401-5300	CONTRACTL-ELC 3YR	151.02
25-25-401-5400	SUPPLIES-ELC 3YR	25.84
25-25-402-5300	CONTRACTL-ELC 4YR	191.37
25-25-402-5400	SUPPLIES-ELC 4YR	161.49
25-25-414-5400	SUPPLIES-EXPL N DISCVR	43.22
25-25-444-5400	SUPPLIES-4YR ELC ENRIC	17.73
25-25-471-5300	CONTRACTL-GJK PLAYTI	6,124.08
25-25-472-5300	CONTRACTL-GJK TRANSI	25,588.10
25-25-473-5300	CONTRACTL- GJK 3'S	44,856.20
25-25-474-5300	CONTRACTL-GJK 4'S	43,483.58
25-25-476-5300	CONTRACTL-GJK CAMPS	5,357.78

## Account Summary

Account Number	Account Name	Payment Amount
25-25-594-5300	CONTRACTL-LEGO/ALL A	1,638.00
25-25-615-5400	SUPPLIES-YOUTH CERA	688.13
25-25-725-5300	CONTRACTL-KARATE CL	2,669.39
25-25-757-5300	CONTRACTL-CHEERLEAD	4,926.60
25-25-761-5300	CONTRACTL-FRISBEE GO	1,228.00
25-25-765-5300	CDNTRACTL-FENCING	2,289.00
25-25-785-5300	CONTRACTL-GPD FITNES	1,496.81
25-25-785-5400	SUPPLIES-GPD FITNESS	19.87
25-25-801-5300	CONTRACTL-SUN FUN C	6,397.50
25-25-801-5400	SUPPLIES-SUN FUN CAM	2,987.77
25-25-803-5300	CONTRACTL-KINDER KO	1,995.00
25-25-803-5400	SUPPLIES-KINDER KORN	798.29
25-25-806-5400	SUPPLIES-SAFETY TOWN	50.00
25-25-810-5300	CONTRACTL-CAMP ADV	3,794.00
25-25-810-5400	SUPPLIES-CAMP ADVEN	2,004.49
25-25-811-5300	CONTRACTL-TEDDY BEA	180.00
25-25-811-5400	SUPPLIES-TEDDY BEAR C	152.29
25-25-812-5300	CONTRACTL-PANDA BEA	180.00
25-25-812-5400	SUPPLIES-PANDA BEAR	235.19
25-25-813-5300	CONTRACTL-KOALA BEA	562.00
25-25-813-5400	SUPPLIES-KOALA BEAR C	446.82
25-25-822-5300	CONTRACTL-ACTING W	2,868.75
25-25-825-5300	CONTRACTL-SUMMERS	2,139.25
25-25-825-5400	SUPPLIES-SUMMERS EN	427.55
25-25-833-5300	CONTRACTL-ACTION QU	3,160.00
25-25-833-5400	SUPPLIES-ACTION QUES	295.98
25-25-835-5400	SUPPLIES-AQUATIC CAM	431.89
25-25-836-5400	SUPPLIES-SAILING CAMP	649.99
25-25-908-5300	CONTRACTL-SUMMER C	900.00
25-25-910-5300	CONTRACTL-4TH OF JUL	5,960.00
25-25-910-5400	SUPPLIES-4TH OF JULY	472.55
25-25-928-5300	CONTRACTL-MOVIES ON	453.00
25-25-932-5300	CONTRACTL-SCHOOL DA	626.72
25-25-944-5400	SUPPLIES-PARK N PLAY	55.54
25-25-951-5400	SUPPLIES-SPRING SPEC E	70.30
25-25-952-5400	SUPPLIES-SUMMER SPE	151.82
25-26-000-5340	CONFERENCES AND TRA	635.00
25-26-000-5360	PRINTING/MARKETING/	229.95
25-26-000-5361	PRINTING - EMPLOYME	265.00
25-26-000-5386	SERVICES-DAYCARE PRO	1,012.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	228.09
25-26-000-5403	DAYCARE PROGRAM SU	657.07
25-26-000-5409	SUPPLIES-INTERNAL FO	1,104.11
25-26-000-5460	SUPPLIES-FOOD EQUIP	142.36
25-26-000-5580	EQUIPMENT - GENERAL	278.00
25-26-000-5600	HEALTH INSURANCE PRE	7,938.44
40-00-000-5331	PAYING AGENT/REGISTR	475.00
45-00-000-5335	WELLNESS/PRE-PLACEM	1,661.50
45-00-000-5420	GENERAL SUPPLIES	1,107.00
45-00-000-5587	SAFETY/SECURITY EQUIP	188.66
45-00-000-5650	PROPERTY INSURANCE	24,591.84
45-00-000-5651	GENERAL LIABILITY INSU	12,803.16
45-00-000-5652	EMPLOYMT PRACTICES I	4,191.66
45-00-000-5765	SAFETY INCENTIVE AWA	67.01
50-00-000-5655	WORKER COMP INSURA	19,730.16
55-00-000-5330	AUDIT FEES	2,000.00
65-00-017-5551	RE-CONFIG FRONT DESK	2,500.00

**Account Summary**

Account Number	Account Name	Payment Amount
65-00-017-5555	F-250 PICKUP W/ LIFTGA	33,698.00
65-00-017-5556	F-450 DUMP TRUCK	46,279.00
65-00-017-5560	COMMUNITY INITIATIVE	458.00
65-00-017-5564	GENERAL PARKS EQUIP	1,915.24
65-00-017-5584	BEACH POS/INTERNET-H	49.98
69-00-000-5502	CENTRAL PROJ-Construc	1,259.00
69-00-000-5519	ASTOR PARK-Owner lte	3,584.33
69-00-000-5527	WEST PLAYGROUND-Ow	3,584.33
69-00-000-5528	WEST PLAYGROUND-Dis	1,485.00
69-00-000-5532	TAKIFF PARKING-Owner	45.00
69-00-000-5535	TAKIFF FITNESS-Design S	2,500.00
69-00-000-5537	TAKIFF FITNESS-Owner I	1,200.00
70-56-000-5570	CAPITAL-SAFRAN PROJE	5,167.00
	<b>Grand Total:</b>	<b>591,936.27</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	591,936.27
<b>Grand Total:</b>	<b>591,936.27</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 \_\_\_\_\_ 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  
July 2017 Board Meeting

Glencoe Park District  
 Monthly Funds Report  
 June 2017

**Corporate and Other Funds:**

	<u>May 2017</u>	<u>June 2017</u>
Harris Bank Corporate Account - 0.20%	375,638.11	387,092.50
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.73%	3,460,402.18	3,168,983.38
The Illinois Fund (Public Treasurers' Investment Pool) - 0.87%	2,956,286.27	2,958,405.64
Harris Payroll Account - 0.20%	8,804.33	11,343.57
PMA Financial Account - 0.72%	607,478.68	607,898.89
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(121,228.59)	(258,707.59)
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	0.00
2 CDs at \$248,000 each maturing October 17, 2017 0.95% net)	496,000.00	496,000.00
1 CDs at \$247,800 each maturing February 7, 2018 (1.10% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	0.00	492,000.00
PMA Certificates of Deposit:		
2 CDs at \$248,900 each maturing July 24, 2017 (0.86% net)	497,800.00	497,800.00
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	247,600.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	741,600.00	741,600.00
1 CDs at \$246,900 each maturing April 20, 2018 (1.22% net)	246,900.00	246,900.00
<b>Grand Total</b>	<b>\$11,986,680.98</b>	<b>\$11,570,316.39</b>





# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 6/30/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,567,553.46	(82,267.56)	2,485,285.90	
25-00-000-1000	CASH/INVESTMENTS	4,124,550.91	(149,724.97)	3,974,825.94	
30-00-000-1000	CASH/INVESTMENTS	245,327.90	(67,243.54)	178,084.36	
35-00-000-1000	CASH/INVESTMENTS	348,922.78	(27,779.88)	321,142.90	
36-00-000-1000	CASH/INVESTMENTS	134,100.94	(19,326.82)	114,774.12	
40-00-000-1000	CASH/INVESTMENTS	729,632.55	31,994.85	761,627.40	
45-00-000-1000	CASH/INVESTMENTS	185,821.71	(4,708.96)	181,112.75	
50-00-000-1000	CASH/INVESTMENTS	60,576.59	(149.65)	60,426.94	
55-00-000-1000	CASH/INVESTMENTS	13,607.60	(12,339.00)	1,268.60	
65-00-000-1000	CASH/INVESTMENTS	418,944.77	(46,801.80)	372,142.97	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	3,075,938.40	(38,058.90)	3,037,879.50	
70-00-000-1000	CASH/INVESTMENTS	73,703.37	41.64	73,745.01	
75-00-000-1000	CASH/INVESTMENTS	8,000.00	0.00	8,000.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>11,986,680.98</b>	<b>(416,364.59)</b>	<b>11,570,316.39</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	260,176.72	(123,491.01)	136,685.71	
99-00-000-1012	Operating PR Account	3,037.13	5.64	3,042.77	
99-00-000-1013	IL Funds	2,956,286.27	2,119.37	2,958,405.64	
99-00-000-1014	IPDLAF CD's	2,470,000.00	(4,000.00)	2,466,000.00	
99-00-000-1015	IPDLAF MM	3,460,402.18	(291,418.80)	3,168,983.38	
99-00-000-1016	PMA CD's	2,229,300.00	0.00	2,229,300.00	
99-00-000-1017	PMA MM	607,478.68	420.21	607,898.89	
<b>TOTAL CASH IN BANK</b>		<b>11,986,680.98</b>	<b>(416,364.59)</b>	<b>11,570,316.39</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	11,986,680.98	(416,364.59)	11,570,316.39	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>11,986,680.98</b>	<b>(416,364.59)</b>	<b>11,570,316.39</b>	
Claim on Cash	11,570,316.39	Claim on Cash	11,570,316.39	Cash in Bank	11,570,316.39
Cash in Bank	11,570,316.39	Due To Other Funds	11,570,316.39	Due To Other Funds	11,570,316.39
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District  
Monthly Financial Analysis  
June 2017

	<u>As of</u> <u>6/30/2015</u>	<u>As of</u> <u>6/30/2016</u>	<u>As of</u> <u>6/30/2017</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,928,586	1,896,310	1,876,778
Wages	(155,222)	(178,844)	(144,720)
Contractual	(723,346)	(644,942)	(682,034)
Supplies	(23,937)	(36,829)	(32,819)
Net Surplus	1,026,081	1,035,695	1,017,205
<b><u>Day Care Department</u></b>			
Revenue	262,937	320,280	309,282
Expense	(204,433)	(232,351)	(225,706)
Net Surplus/(Deficit)	58,504	87,929	83,576
<b><u>Beach Department</u></b>			
Revenue	86,688	135,469	140,464
Expense	(86,607)	(99,980)	(93,969)
Net Surplus/(Deficit)	81	35,489	46,495
<b><u>Boating Department</u></b>			
Revenue	51,164	68,752	85,244
Expense	(41,786)	(39,840)	(49,803)
Net Surplus/(Deficit)	9,378	28,912	35,441
<b>Beach/Boating Dept Total</b>	9,459	64,401	81,936
<b><u>Watts Department</u></b>			
Revenue	4,629	781	2,113
Expenses	(41,684)	(37,972)	(43,193)
Net Surplus/(Deficit)	(37,055)	(37,191)	(41,080)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	9,828	9,925	11,495
Expense	(318,667)	(349,450)	(387,963)
Net Surplus/(Deficit)	(308,839)	(339,525)	(376,468)
<b><u>Parks Department</u></b>			
Revenue	8,492	779	755
Expense	(317,574)	(344,002)	(322,980)
Net Surplus/(Deficit)	(309,082)	(343,223)	(322,225)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	573,791	585,651	613,659
Expenses	(1) (1,226,135)	(798,644)	(1,674,015)
Net Surplus/(Deficit)	(652,344)	(212,993)	(1,060,356)

## **VI. Staff Reports**

Glencoe Park District  
July 2017 Board Meeting

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

**Fall Program Registration**

The fall brochure is expected to be delivered to residents during the week of July 10. Residents will be able to register online starting at 7:00am on a first come-first serve basis on Wednesday, August 2. Non-residents will be able to begin registering for programs on August 7. Preliminary planning meetings with staff will be held two weeks prior to registration.

**FY 2016/17 Annual Audit Report Follow-up**

Since the board officially accepted the FY2016/17 Annual Audit Report at last month's board meeting, the document has been posted to the district's website, was filed with the Cook County Clerk's Office, and was uploaded to both the Cook County Treasurer's website and the EMMA website (for continuing disclosure on our outstanding bond issues). It also has been put on reference at the Glencoe Public Library.

**FY 2016/17 Annual Treasurer's Report**

The Annual Treasurer's Report is no longer required to be published – just a notice of publication stating that the Annual Audit Report is available for review. However, the Annual Treasurer's Report must still be completed and approved. It is included in your packet and will be posted to the district's website after the board's approval.

**2016 Final Tax Extension**

Preliminary final draft information for the 2016 Real Estate Taxes that was distributed to the board for the Finance Committee of the Whole last month has now been finalized by the county. Second installment tax bills were mailed and are due August 1.

**3-Year Master Plan Project**

Staff has assisted in the updating of financial information that will be presented to the board for the July 10 meeting on future master plan projects.

**Distinguished Agency Accreditation**

Staff has worked on gathering and organizing information required for the finance and business operations section of the Accreditation Standards in preparation for the initial meeting with our mentor on July 26.

**Proposed Fitness Membership Pass Types, Fees, Forms**

In the last month, staff has worked with recreation/facility staff, as well as with Erin, in drafting proposed pass types for set-up in the RecTrac registration system. Staff has also been part of the discussion on the proposed fees and membership forms/language.

**Timeclock Management System**

Staff from all departments of the district have been involved in onsite demonstrations from two prominent timeclock management systems (TimePro and Timeclock Plus) this past month. Staff will be evaluating current vendors and will look to provide a recommendation on a future purchase of a system. Currently, the Capital Fund budget includes \$30,000 for a timeclock management system, which will eliminate the current manual timecard/timesheet system.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Michael Lushniak**

The recreation department continues to provide a wide variety of exceptional experiences this summer. There is no better example of this than the Glencoe July 4<sup>th</sup> Celebration which provides a full day of fun for residents of all ages. This year’s celebration went off without a hitch including a new mini-golf tournament in addition to a fun run, preschool games, talent show, parade, and fireworks display.

Camps continue on as they reach the midpoint of the eight week season. Campers have been enjoying time onsite with theme days such as “gold rush day” and “carnival day” while also going on field trips to places like Great America and Hot Ground Gym, a Ninja Warrior inspired location. Camps have also each had their first of two overnight events; Action Quest was confined to Takiff instead of camping on the beach for their first campout due to weather, but a good time was still enjoyed by those in attendance.

Staff continues to balance summer program and event execution with fall program planning. With registration for the fall brochure on August 2, program managers are working to prepare that the first day of registration goes smoothly by finalizing details with fall contractors and instructors for fall programs.

I would also like to congratulate Jessica Stockl, the newest member of the recreation leadership team, on her new role as the Early Childhood Program Supervisor. Jess has served as the infant teacher in the Jellyfish room of Children's Circle for the last year, but was recently promoted into her new position. She brings with her a passion for her profession as well as a strong background as a teacher and early childhood administrator.

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

As of July 3, 2017, Kinder Korner Camp enrollment is up by 16 children in 2017 compared to 2016. Overall camp enrollment numbers are strong and consistent with expectations. Staff and campers alike are enjoying a fabulous summer by spending time exploring outdoors and learning indoors.

As of July 3, 2017, camp enrollment is as follows:

<b>Camp Enrollment</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Teddy Bears	22	19	24
Panda Bears	26	39	31
Koala Bears	48	56	29
Kinder Korner	69	53	40
<b>Total</b>	<b>165</b>	<b>167</b>	<b>124</b>

*\*Capacity of panda bear camp has been reduced due to increase in Kinder Korner camp.*

Children’s Circle enrollment is currently at forty-three participants. Enrollment has dropped due to summer camps and parents taking the summer off. Families are able to hold a spot in the

Children's Circle program for the summer with only a small one-time fee as opposed to being required to make full monthly payments as usual. Enrollment will return to at or near capacity in September. The Jellyfish (infant) classroom has two children starting in July and three starting in August. The Frog (toddler) classroom has two children leaving in August. The Starfish (junior preschool) room has two children starting in August.

In the fall of 2017, there are fifteen infants enrolled with a waitlist of two infants. The maximum capacity is twelve per day so there are a few part-timers who are sharing spots in the classroom. The Frogs (toddlers) classroom has ten enrolled with a waiting list of four children. Staff is hopeful to hire a strong third teacher for that room so that enrollment can be opened to fifteen children. Starfish (junior preschool) has eighteen enrolled beginning in the fall with three M/W/F spots open. Belugas are registered at eighteen children as well with two full-time spots and one T/TH space available.

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

Action Quest Teen Camp has had a great start to the summer. This camp is off-site on field trips almost every day. New field trips to The Zone for parkour, Hot Ground Gym and Bartlett Water Park have been very popular and provided new experiences to campers. Action Quest will be visiting The Zone and Bartlett Waterpark again in the second four weeks of camp. The first overnight campout was on Friday, June 30. Unfortunately, the campout had to be moved inside to Takiff due to weather. Participants were able to go to the beach for free play and cooked s'mores around a camp fire. The committed camp staff works through the night and sleeps in shifts to make sure the campers are safe. The day after the campout, an early breakfast is served and campers are dismissed.

The Counselor in Training program continues to be a popular program and one that prepares young teens for their first job. Each CIT receives pre-camp training, are given weekly points of emphasis, and bi-weekly performance reviews. This year, a focus has been placed on providing more coaching and training throughout the summer to prepare the next generation of camp counselors. This camp also takes time for fun. They accompany the camps they work at on field trips, and also go on one of their own field trips each 4-week session.

The number of camp participants has increased for Action Quest as summer has gone on. The total number is now two above enrollment for 2016. The Counselor in Training program is also on par with the 2016 camp season. There has been greater interest in the second four weeks of the program, leading to more balanced numbers overall.

<b>Camp Enrollment</b>	<b>Age Group</b>	<b>2016</b>	<b>2017</b>
Action Quest	Grade 6-9	75	77
Counselor in Training	Grade 7-10	43	42

Staff attended the North Suburban Basketball League preseason meeting. The boys travel teams will be rejoining the league now that they have rescinded a rule that requires all communities with a single team to play in the most competitive level of the league. This ensures that Glencoe teams will be given a better chance to compete with communities closer to us in size and ability

level. Chris P. will be reaching out to other communities that have left this league because of this rule as well to encourage them to rejoin to improve the proximity of away games for our teams.

**Youth & Arts: Stephani Briskman**

The Playhouse Summer Theatre Program had 11 campers participate this summer. They performed an original piece that students helped write called “All Summer in a Play”. The performance took place on Saturday, June 24 at Takiff Center. Where approximately 75 people watched these budding actors and actresses display this skills learned in camp.

The Summer’s Beginning camp ran the week leading up to our regular camp season. Similar to 2016, enrollment in this “pre-camp” week was very strong with 50 participants each day. Participants went on field trips to places like Pinstripes Bowling in Northbrook, Laser Quest in Arlington Heights, and Nickel City in Northbrook. Campers also had a tie-dye day and ended the week with a beach trip to Glencoe Beach.

Sun Fun and Camp Adventure camps are also going well as they near the halfway point of the summer. Camp Adventure has seen a strong increase in participation compared to the summer of 2016 while Sun Fun as remained consistent with a small decrease. Pre-season training for camp staff has paid dividends, as this year’s counselors have shown a strong focus on safety, engagement with the campers, enthusiasm, and created positive memorable experiences. The Sun Fun Camp has begun their weekly swim lessons at the Park District of Highland Park.

<b>Sun Fun Enrollment (as of 7/7/2017)</b>	<b>First Session</b>	<b>Second Session</b>
Grade 1	79	78
Grade 2	80	78
Grade 3	85	63
<b>2017 Total</b>	<b>244</b>	<b>219</b>
<b>2016 Total</b>	<b>288</b>	<b>261</b>

<b>Camp Adventure Enrollment (as of 7/7/2017)</b>	<b>First Session</b>	<b>Second Session</b>
Grade 4	59	42
Grade 5	58	34
<b>2017 Total</b>	<b>117</b>	<b>76</b>
<b>2016 Total</b>	<b>80</b>	<b>66</b>

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

The first summer Park-N-Play took place at Lakefront Park on June 15. The theme of the event was “Games & More”. Those that attended had a lot of fun playing outdoor yard games such as giant Jenga, Tic-Tac-Toe, Ring Toss, Toss-a-Chicken, and Yardzee. Participants also enjoyed creating masterpieces yard artwork masterpieces.

On Friday, June 16 in cooperation with the library, the first Tots-N-Tunes concert with Jim Gill was held at Wyman Green. Jim entertained the young crowd and got them up on their feet dancing and singing. The second Tots-N-Tunes concert was held at Kalk Park and led by Miss

Jamie and her Farmhands on a beautiful Tuesday morning. Over 150 adults and children attended the concert, including a number of Park District campers.

Saturday, June 24 was the Park District’s first Cardboard Regatta at Glencoe Beach. Six teams registered, five of which competed on the day of the event. Teams made boats using only cardboard and duct tape and “sailed” them around a course that was set up. Several boats had some issues early on, but two of the teams finished the race and were presented awards. Many spectators watched the event and are eager to participate in next year’s event.

<b>Special Event Attendance</b>	<b>2017</b>	<b>2016</b>
July 4 - Preschool Games	~400 (adults & kids)	~300 (adults & kids)
July 4 - Mini Golf	~200 (adults & kids)	n/a
July 4 - Glencoe’s Got Talent	13 acts	10 acts
July 4 - Fireworks	~2000	~2000
July 7 - Tots-N-Tunes at Wyman Green	~150	n/a
July 15 – Takiff Express Train Day	60 (adults & kids)	n/a

Upcoming summer events:

- July 20 – Park-N-Play at Kalk Park
- July 22 – Meet the Machines at Downtown Glencoe / Village Public Works
- July 25 – Tots-N-Tunes concert at Kalk Park
- July 28-29 – Beach Camp Out at Glencoe Beach
- Aug 3 – Kidbucks Game Show at Kalk Park
- Aug 4 – Tots-N-Tunes concert at Wyman Green
- Aug 17 – Park-N-Play at Shelton Park
- Aug 26 – Summer Fire Party at Glencoe Beach

**Takiff Center/Fitness: Paul Goedjen**

June saw a variety of activities at Takiff Center. Staff was very busy with internal trainings for seasonal employees, which required a number of room set-ups and reservations in addition to the normal usage load at the Takiff Center. In addition to booking space for trainings, Paul also assisted in the camp training and let two CPR/AED/First Aid certification trainings.

Summer camps began during the first half of June. The camps use multiple areas within the Takiff Center, such as the multipurpose room, activity room, gym, and various community rooms. Facility staff works diligently to provide as much space as is needed for camps, while still serving its regular customers.

On June 2<sup>nd</sup>, Central School held their 8<sup>th</sup> grade graduation party in the Community Hall. Central School’s party planning committee planed a great event for the kids consisting of a DeeJay, dancing, food truck, snow cone vendor, within a beautifully decorated room.

Takiff Center was used by multiple charitable and not for profit organizations over last month. NSSRA, Na ‘Amat, North Shore Exchange, The Women’s Library Club of Glencoe, and Share



Our Spare all hosted meetings, trainings, and fundraisers at the Takiff Center. Facility staff has already been preparing for the Takiff facility shut down, which will take place August 21-25.

<b>June Rentals</b>	<b>2017</b>	<b>2016</b>
Birthday Parties	\$1,502.00	\$1,695.00
Facility Rentals	\$4,632.62	\$2,830.25
<b>Total</b>	<b>\$6,134.62</b>	<b>\$4,525.25</b>
<b>Difference</b>	<b>\$1,609.62</b>	

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

The beach has completed its first month of operation for the 2017 season. Weather continues to be inconsistent and has resulted in some low attendance days and some very busy days during the month. However, the daily admission revenue continues to be in line with 2016. Weekend traffic continues to be strong, but staff has noticed lower weekday attendance, potentially attributed to changes in admission pricing.

The new universal pass system and credit card processing system has been well received by patrons. Over 50% of all transactions processed are now paid by credit card. June also saw the start of the new Aquatics and Sailing Camp. Enrollment has been encouraging and staff will look to build these programs in the future. The beach camp schedule has been designed so that campers can participate in Aquatics Camp in the morning from 9:30am-12:00pm, Sailing Camp in the afternoon from 12:30pm-3:00pm, or can register for them both and spend the whole day in the beach and on the water.

As of July 1, beach financials continue to look healthy. With the variable weather, daily admissions will continue to fluctuate. Boat storage is considerably ahead of 2016 partly due to the addition of extra paddleboard racks and the increase in non-revenue rates. The majority of revenue has been collected and the beach is at maximum capacity for sand spots.

On July 1, the Glencoe Boat Club marked the 50th anniversary of the club with a regatta followed by a party at the beach. On July 28, the beach will host the popular Beach Campout. Staff expects attendance to be similar to 2016.

<b>Revenue (as of July 1)</b>	<b>2017</b>	<b>2016</b>	<b>Variance</b>
Summer Boat Storage	\$81,154	\$62,314	\$18,840
Boat Rentals	\$4,090	\$6,135	(\$2,045)
Trellis Rentals	\$7,191	\$5,279	\$1,912
Daily Admissions	\$69,118	\$65,001	\$4,117
Beach Passes	\$50,465	\$53,570	(\$3,105)
Sailing Camp/Youth Sailing	\$11,906	\$11,771	\$135
Aquatics Camp (New 2017)	\$13,051	n/a	\$13,051
<b>Total Revenue</b>	<b>\$236,975</b>	<b>\$204,070</b>	<b>\$32,905</b>

Submitted by:  
Mike Lushniak, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with Altamanu relating to the West Park, Astor Park and Takiff Parking projects. I am coordinating with ACG to begin the lead paint testing and assessment study for the Takiff Center. We have begun the initial process of developing a plan to assess the conditions of the beach, bluff and retaining walls at Lakefront Park. A construction update will appear in the Executive Director's report.

**Grounds/Horticulture**

The landscape crews have been out in full force completing plantings throughout the district. Lakefront Park was heavily groomed in preparation for the 4<sup>th</sup> of July festivities. Trees were trimmed, landscaping was trimmed and beds were weeded.

Weeding has continued to be a top priority in July, with weeding work done out front of Takiff and at Friends and Shelton Parks.

**Parks Maintenance & Construction**

Staff is working to refresh all the playground safety chips throughout the district as well as adding new play sand to each sand box.

Staff recently made repairs to the turf at Watts soccer field by replacing the goal mouths with new sod. In addition, new sod was installed at Central Soccer Field and Kalk Park.

Park maintenance crews performed the demolition of the Astor Park playground.

The tennis courts at Lakefront Park have been power washed. We are also power washing Shelton and Central West Tennis Courts.

Per state law, backflow preventer inspections have taken place throughout the entire park district.

Two of the three standing spring riders at Friends Park were damaged during the 4<sup>th</sup> of July weekend. This is the third time in two years this equipment was broken. Based on the frequency of damage and potential for misuse we have opted to remove the two damaged pieces of equipment rather than continue to repair.

Staff continues to groom baseball fields, and the softball field. We are balancing the project load against completing routine tasks such as turf repairs, emptying trash, and weed control.

**Facilities**

Facilities staff has begun Watts ice rink preparation by scrubbing boards and touch up painting throughout the building. Facilities staff has begun to prepare for the Takiff Center annual shutdown in August. Scheduled maintenance includes gym floor refinishing, counter top

installation, painting, and heavy cleaning. Work is scheduled to begin on the fitness area in late August pending board approval.

The process of updating the Takiff Center BAS System has begun. In early June, the roof top air conditioner supplying the ELC wing went down and required repairs. Temporary repairs were made with the intent of doing a detailed analysis and repair process in the fall when air conditioning is not required. Daycare classrooms were kept cool with temporary air conditioning.

### **Equipment**

The park district has taken delivery of a new F-250 pickup truck and F-450 dump-truck.

### **Shared Services**

- The Village of Glencoe has continued to support the park district by performing maintenance on vehicles. All mowers received preventative maintenance this month, the boat house ATV was repaired, and repairs were made to two fleet trucks.
- I am currently managing tree maintenance on District 35 property with our contractor. The school district is reimbursing the park district for all costs.
- Village staff completed significant repairs to two district vehicles, replacing break lines, tires, compressor, gas tank, and other non-routine items.
- We have continued to cut all Village of Glencoe grass per the shared services agreement.
- Staff worked well together to manage 4<sup>th</sup> of July festivities throughout Glencoe.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report July 18, 2017

### Social Media/Email

We ended the month of June with 45,325 Facebook impressions (in 2016, we ended the month with 70,502 impressions). We now have 1288 followers on Facebook, 744 followers on Twitter and 739 followers on Instagram. Glencoe Beach has 1478 followers on Facebook. We also sent out ten targeted email blasts:

Time Sent	Campaign Name	Total Sent	Open Rate	Mobile Open Rate	Desktop Open Rate	Click Through Rate
July 1	Reminder July 4, 2017	4657	31.90%	71.20%	28.80%	7.60%
June 29	Learn to Sail	4661	23.70%	53.50%	46.50%	2.30%
June 28	Glencoe's got talent 2017	585	27.50%	60.40%	39.60%	5.10%
June 27	July 4th Info	4654	29.50%	56.00%	44.00%	6.90%
June 22	Cardboard Regatta Reminder	2572	25.90%	58.00%	42.00%	3.50%
June 21	Tots-N-Tunes Tuesday: Miss Jamie's Farm	432	41.30%	62.10%	37.90%	9.10%
June 16	Cardboard Regatta	563	30.40%	70.40%	29.60%	8.30%
June 11	Lakefront Advisory Group Members Wanted	4661	27.50%	64.40%	35.60%	3.40%
June 9	Free Summer Fun Starts NOW!	549	44.20%	68.50%	31.50%	8.80%
June 8	Tennis Push	718	32.40%	69.00%	31.00%	5.20%

### Fourth of July

To promote our Independence Day Celebration, I sent out two email blasts to the general public. Information was also included in the spring and summer issues of Glencoe Quarterly, flyers distributed to special event participants and campers, as well as posted in the Village and Kalk Park kiosks, on the Village website, on the Village mini-kiosks, and in Park District facilities. Banners were posted at Lakefront Park, the Halfway House, and the ramp/street entrances in advance of the event. I also worked with the Winnetka Park District to create an alternate location map for beachgoers.

### Fall Brochure

I worked closely with staff to finalize the fall brochure using ProofHQ and InDesign. The fall brochure will be mailed to residents the week of July 10. Real-Time Registration for fall programs will start at 7:00am on Wednesday, August 2.

### Glencoe Beach

I am working with staff to promote the beach. Promotion methods include information in the Summer Sampler mailing, a jumbo postcard mailing to season pass holders, information spring brochure, graphics on our website and TVs, internal posters, and flyers. Email blasts were sent in May and June to promote beach amenities/programs. We purchased an ad in the summer issue of *Keep Growing*, the Chicago Botanic Garden's member publication to promote the beach's

proximity to the gardens. We also purchased a one month Facebook and Instagram ad campaign, designed to capture new email addresses. The campaign reached 6,267 people, generating 8,201 impressions and resulting in 116 clicks to our email form. We also did a beach rental promotion, which included Beach events, on Facebook and Instagram which reached 357 people and resulted in 9 post engagements. We also have a Google Adwords campaign, which is triggered when anyone within 15 miles of Glencoe Beach searches for phrases like best beaches, park district, public beaches, Lake Michigan beach, beaches around, north shore beaches, etc.

Submitted by:

Erin Maassen, Manager of Marketing and Communications

# PARK-N-PLAY



**Park-N-Play | Thursday, June 15 | 6-7 PM | Lakefront Park**

It's game night at Lakefront Park! We're bringing outdoor Yahtzee, giant Jenga, Tic Tac Toe, Twister and more games designed to get you moving! Drop in for an hour of fun! *In the event of rain, Park-N-Play will be canceled.*

[More](#)



**Tots-N-Tunes | Friday, June 16 | 10-10:45 AM | Wyman Green**

Your tot will be dancing and singing along as Jim Gill takes the stage! Each of Jim's concerts is an active sing-along and clap-along. He bangs out energetic rhythms on his banjo while everyone claps, jumps, dances and even sneezes along. The concert is filled, of course, with songs and stories from Jim's award-winning recordings and books for young children. *Tots-N-Tunes is co-sponsored by the Glencoe Park District and the Friends of the Glencoe*

The   
**FRIENDS**  
of the Glencoe  
Public Library

*Public Library. In the event of rain, Tots-N-Tunes will take place at the Takiff Center.*

[More](#)



Connect with us



Limited spaces are still available for Glencoe's Got Talent acts!



**Glencoe's Got Talent**  
**12 PM | Tuesday, July 4 | Kalk Park**

*Limited Space Available for Glencoe's 9th Annual  
Talent Show Acts!*

Are you a singer? Dancer? Musician? Or do you have another talent you would like to showcase?  
If so, be sure to sign up for the Ninth Annual *Glencoe's Got Talent* showcase.

This is your chance to show your talent to your friends and neighbors! Participants will perform on stage at Kalk Park. The show is free and open to the public. Apply by Friday, June 30 for the Independence Day show, which will start at 12 pm on Monday, July 4 at Kalk Park. *Glencoe's Got Talent* is limited to fifteen acts, so apply today! Open to all performers age 18 or younger.

**APPLY NOW!**

*Registration Deadline: Friday, June 30*  
To learn more about Glencoe's July 4th celebration, including a fun run, games, live music, and fireworks, [click here!](#)





## *Celebrate July 4th in Glencoe!*

July 4th is a great time to get together with family, friends and neighbors. In Glencoe, residents of all ages can take part in a full day of festivities on Tuesday, July 4.

**[VIEW ACTIVITIES](#)**

---

### **Rotary 2-Mile Fun Run**

*8 AM | Glencoe Train Station*

Meet at the Glencoe Train Station and race down Old Green Bay Road! The race is free, but advance registration is encouraged. Prizes will be awarded for each age group at the end of the race. [Register](#)



Please consider making a donation to Glencoe Rotary on the day of the race. When you give to Rotary, you support the work we do in our community and around the world. Rotary is a responsible organization that uses nearly 90% of funding for program expenses.

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### **Preschool Games**

*10-11:30 AM | Kalk Park*

Play wacky games, jump in the bounce house, and watch crazy tricks by Wizz the Clown!



## Mini-Golf Tournament

11 AM | Kalk Park

Show us your best putt! Our new mini-golf tournament at Kalk Park is designed for golfers of all skill levels! No skills or equipment necessary, just show up at 11 AM ready to play!



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## Glencoe's Got Talent

12 PM | Kalk Park

Are you a singer? Dancer? Musician? Or do you have another talent you would like to showcase? If so, be sure to [sign up](#) for the Ninth Annual Glencoe's Got Talent showcase. Please fill out an entry form and drop it off at the Takiff Center. Admission is free and open to all; the deadline for registration is June 30 by 5 PM. Participants will perform onstage July 4 at Kalk Park. [Register](#) today-only a few performance spaces are still available!



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## 4th of July Parade

2 PM | Downtown Glencoe

Watch our hometown parade, which starts at Central School and marches through downtown Glencoe.



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## Park-N-Ride Trolley

6-10 PM | Stops at Glencoe Train Station, Village Parking Lot & Lakefront Park

Park at the Glencoe Train Station or Village parking lots and then take a ride on our trolley to Lakefront Park. Trolleys will be running through out the evening to shuttle residents to and from Lakefront Park.



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## NEW! Food Truck Fest

6 PM-9 PM | Lakefront Park

Enjoy a picnic dinner at Lakefront Park! Try homemade, baked Argentine empanadas from [5411 Empanadas](#), sample modern Asian street food from [Piko Street Kitchen](#), enjoy American favorites from [North Shore Catering & Events](#), grab a treat from [Beaver's Coffee + Donuts](#) or pick up an ice cream treat from [Depidy Dawg Ice Cream](#). The food trucks will be parked on Park Avenue



throughout the evening for you to enjoy.

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## Live Music: *The Empty Pockets Band*

6:30-9 PM | Lakefront Park

With a repertoire of rock and original hits, *The Empty Pockets* will kick off festivities at Lakefront Park. *The Empty Pocket's* fun mix of music will have you dancing in the park!



---

## Fireworks Show

9 PM | Lakefront Park

To cap off the July 4th festivities, a spectacular fireworks show will be launched from the sand at 9 PM. You can watch the enhanced show at Lakefront Park!



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### PLEASE NOTE:

As a safety precaution, Glencoe Beach will be CLOSED on July 4 in order to prepare for the fireworks show. Glencoe Beach season passes will be honored at Maple Avenue and Elder Lane beaches in Winnetka. Glencoe Park District residents without passes will be assessed the Winnetka Park District resident rate (\$5) with proof of residency required. All non-resident guests will be required to pay the non-resident fee (\$10).

The following street closures and parking restrictions will be in effect on July 4:

- Hazel and Park Avenue (up to Longwood)
- Longwood (between Hazel and Park Avenue)

Other parking restrictions may be posted by the Village of Glencoe.

For the safety and well-being of your pets, we ask that you leave your pets at home during the fireworks show.

In the event of inclement weather, events may be canceled. Please check [www.glencoeParkDistrict.com](http://www.glencoeParkDistrict.com) or call (847) 835-7720 for weather updates.



Glencoe Park District | 847.835.3030 | [info@glencoeParkDistrict.com](mailto:info@glencoeParkDistrict.com)  
[www.glencoeParkDistrict.com](http://www.glencoeParkDistrict.com)





## Volunteer for the Beach & Lakefront Advisory Group!

Glencoe Park District's Beach and Lakefront Advisory Group is looking for volunteers!

The group is composed of individual who volunteer in an advisory capacity to ensure beach programs and operations best serve the needs of the Glencoe community. Members advise Park District staff and provide input to the Park Board on programming, facilities, operation, and the environment. The group meets approximately four times per year, with weekday evening meetings that last 60-90 minutes.

[Download Application](#)

To be considered for appointment to the Advisory Group for a four-year term, download the [application](#) and submit it to Lisa Sheppard at [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com) or you may drop the form off at the Takiff Center (999 Green Bay Road) or fax it to (847) 835-7279.



Connect with us





## Learn to Sail This Summer!

Our instructors are committed to helping you learn to sail, familiarizing you with basic seamanship, introducing you to the wonderful sailing community of Lake Michigan, and taking special care that you learn safely and enjoy your new experience. You can expect to learn some basic knots, basic sailing maneuvers, safety procedures, wind-sensing, right-of-way, nautical terms, and the joy of sailing. [Learn more](#)

### Weekend Class

9:30 AM-12 PM

Saturday & Sunday, July 8-30

\$289/360 R/NR | Activity: 101702-02

[Register](#)

### Evening Class

6-8:30 PM

Tuesday & Thursday, July 11-August 3

\$289/360 R/NR | Activity: 101702-04

[Register](#)



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# Cardboard Regatta



**4-5 PM | Saturday, June 24 | Glencoe Beach**  
\$10/15 R/NR per team | [Activity #120824-01](#) | Ages 6-18

Let's see you turn paper into a seaworthy vessel! Build a cardboard boat at home and bring it to the beach to race against other boats! Awards will be presented for speed, and team spirit.

[Register](#)

We will have supplies available for late additions and repairs. Teams of two to four must have at least two people sail in the boat. For a complete list of rules, [click here](#).



## TAKE 20% Adult Tennis Classes!

The weather is heating up and we're celebrating with a sale on adult tennis classes! Save 20% on all adult group tennis classes now through June 12!

### **Advanced Drill + Play**

9:30 AM | Saturdays | Watts

WAS \$222/244

**NOW \$178/196**

[REGISTER NOW](#)

### **Intermediate Drill + Play**

9:30 AM | Wednesdays | Watts

WAS \$185/204

**NOW \$148/163**

[REGISTER NOW](#)

### **Intermediate Drill + Play**

9:30 AM | Mondays | Watts

WAS \$185/204

**NOW \$148/163**

[REGISTER NOW](#)

### **Advanced Beginner**

11 AM | Wednesdays | Watts

WAS \$125/137

**NOW \$100/110**

[REGISTER NOW](#)

### **Advanced Beginner**

11 AM | Mondays | Watts

WAS \$125/137

**NOW \$100/110**

[REGISTER NOW](#)

### **Advanced Drill + Play**

9:30 AM | Thursdays | Watts

WAS \$185/204

**NOW \$148/163**

[REGISTER NOW](#)

### **Intermediate Drill + Play**

9:30 AM | Mondays | Watts

WAS \$185/204

**NOW \$148/163**

[REGISTER NOW](#)

### **Beginner**

11 AM | Thursdays | Watts

WAS \$125/137

**NOW \$100/110**

[REGISTER NOW](#)

### **Beginner**

11 AM | Tuesdays | Watts

WAS \$100/110

**NOW \$80/88**

[REGISTER NOW](#)

[Register Now!](#)

*Sale price is already calculated on the online registration page. Discount valid until June*







## Tots-N-Tunes | Tuesday, June 27 | 10-10:45 AM | Kalk Park

Your tot will be dancing and singing along as Miss Jamie from the Farm takes young kids and their families on an imaginative musical adventure to her "farm," where they learn values like hard work, healthy eating, and being kind to animals and each other. With the help of farm animal puppets and songs both familiar and new, Miss Jamie's Farm kids music show will leave everyone stomping their boots and hollering for more fruits & veggies!

More

*Tots-N-Tunes is co-sponsored by the Glencoe Park District, Glencoe Public Library, and the Friends of the Glencoe Public Library.*

*In the event of rain, Tots-N-Tunes will take place at the Takiff Center. Visit [www.glencoe park district.com](http://www.glencoe park district.com) for inclement weather updates.*



[Watch clips from Miss Jamie's 2016 Tots-N-Tunes concert!](#)



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## SAFETY COMMITTEE MEETING

### Agenda and Minutes

Wednesday, June 29, 2017 / 11:00 a.m.

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

1. Call to order at 11:03 a.m.

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

2. Review of the Minutes: The Safety Committee Minutes from May 17, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there were fifteen (15) minor accident/incident reports, mostly related to camp. There were also two (2) worker's comp claims, both minor in nature.
4. Open Claims: Carol reported that there were three (3) property claims: (1) boat motor damage, (2) First Student bus hit a bollard and (3) a garbage can was set on fire. Carol further mentioned that the claim form dated 2/10/17, for damage on the Beach retaining wall, was denied.
5. Carry Over Items:
  - a) Carol asked Chris about lead testing. **Chris** stated that an outside firm will be testing all water at the Takiff Center, as well as other areas. This testing will take place sometime in July of 2017.
  - b) Lorise asked about the Safety Manual and asked if we could possibly review the manual to see what should and should not be in it. It was decided by all that **the Safety Committee members** would review the Safety Manual, via section, in October 2017. It is at that time we will take an in-depth look at what should be mutually included in the manual.
  - c) Lorise asked if, and when, we will be having a tornado or severe weather drill, in addition to a Facility Lockdown drill. It was decided that **Chris, Carol and Mike** will follow-up with this question at the next A-Team meeting. Note: This will be conducted during our "All Staff Training."
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis.
7. New Items:

No new items.

Adjourn: 11:17 a.m.

**The next meeting is scheduled for Wednesday, July 19, 2017 at 11:00 a.m.**

## **VII. Executive Director Report**

Glencoe Park District  
July 2017 Board Meeting

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

**Fourth of July Celebration!**

Our team did an outstanding job working seamlessly to provide a wonderful community event for the Fourth of July Celebration! The fireworks were easily viewed throughout Lakefront Park, where we estimated over 2000 individuals in attendance. There were also many private parties and boats on the lake who also viewed the fireworks. Many compliments were communicated throughout the day. We did have some, mostly nonresidents; visit to use the beach on Saturday. Those who did stop by were appreciative of the option to use Winnetka beaches and the map provided.

<u>Fourth of July Line Up</u>	<u>Participation Numbers</u>
• 8:00am Fun Run	250 participants
• 10:00am Preschool Games at Kalk Park	400 participants
• 11:00am Mini Golf Tournament	200 adults and kids
• Noon Glencoe's Got Talent at Kalk Park Gazebo	13 acts
• 4:30pm Concessions by North Shore Catering and Food Trucks	
• 6:30pm Entertainment: Empty Pockets	
• 9:15pm Fireworks (fired off the Beach)	

In addition to the park district sponsored activities the village staff organized and hosted the Glencoe parade at 2:00pm and provided logistical, traffic, and safety support in addition to contributing to the cost of the fireworks.

Attached to this report is the cost analysis for the event.

**Construction Update**

West Playground: Construction is progressing at West Playground; we are currently awaiting the arrival of the playground equipment on July 20. The plan is to complete as much as possible before the arrival of the equipment. We are expecting the asphalt installation at the end of this week. Elanar Construction is confident that they can meet the deadline we have set of August 16 for the playground to open to the public.

Astor Playground: Construction is progressing at Astor Playground as well. During the construction phase some of the existing green space will be manipulated to allow for the pouring of curbs, footings, and the stock piling of material. So it may appear that green space has been lost, when the site is completely graded, the excavations filled back in and the existing bushes removed we will have approximately the same square footage of green space as was currently there. We are also requesting approval of the landscape concept at Astor Park. Our goal will be to maintain as much of the green space as possible while providing trees for shade, a park district sign, decorative plantings and fencing. The board directed staff to contract PDRMA on the need for fencing along the neighbor's driveway that abuts the park. Due to vacations, we have not received the recommendation in time for the board packet, but I will have PDRMA's recommendation at the board meeting.

Takiff Fitness Area: Bids have been received for the Takiff Fitness Area and registration desk remodeling. A memo of staff recommendation is available in the action item section of the packet. Construction will begin the week of August 21 with a completion date by late October (if not sooner).

Bluff GeoTech: Staff is currently working with Altamanu in selecting the firm to do the bluff GeoTech. Staff will bring the recommendation to the September Board meeting. Watts basketball court and tennis court crack filling projects are going to be delayed until fall. We solicited bids for these projects, but did not receive any bids. When we asked the contractors why they did not bid the response was that May-July have been so rainy they are behind in their school district work and could not take a new project at this time; asphalt installers were not interested based on other projects; the volume of work this season is about five times greater than in the last five years; and the Pritzker foundation donated 1 million dollars to Chicago Park Foundation for the CPD to use for tennis court maintenance. This significantly increased the number of projects this season.

### **Takiff Center Site Improvements**

The bids for the Takiff Center site improvements were due on July 12. As of last week, three bidders had suggested that they would be submitting bids, but in actuality no bids were received. Altamanu made inquiries to the prospective contractors. Attached is a memo from Altamanu. Our next step will be to rebid the project on July 20. With the intent of streamlining the bidding process and attracting the maximum number of qualified bidders. It would be beneficial for the board to determine the material for pathway construction prior to bidding. Having an additional alternate can make the project more difficult to bid and less desirable to contractors. Regarding the choice between concrete and asphalt for the pathway, staff is recommending concrete, the higher quality material resulting in a long life, and ease of maintenance and aesthetic qualities. Asphalt pathways will deteriorate much faster than concrete, tend to crumble/settle on the sides, need on-going seal coating, and are not as aesthetically appealing over time. A new asphalt pathway will require maintenance within 3-5 years costing between \$3,000-\$7,500 every two to three years after that. An asphalt pathway will need to be ground and re-poured at least four times over the next forty years. Forty years is a conservative estimate for the life of a concrete pathway. Maintaining asphalt pathways is challenging due to the nature of the equipment being primarily configured for parking lot/road way use. The maintenance process is disruptive and it can be challenging to manage the closing of an entire park. While the initial costs are more for concrete (about \$40,000-\$50,000) asphalt will continue to have long-term costs over the lifespan of the amenity.

I request that the board make a determination so that staff can include one material in the bid package.

### **Fall Program Registration**

The recreation, marketing, and registration teams have been busy preparing for fall. The fall brochure is expected to be delivered to residents on or around July 18. Residents will be able to register starting at 7:00am on a first come-first serve basis on August 2. Nonresidents will be able to begin registering for programs on August 9. The recreation and facility team have been very creative in their offerings.

## **Programs**

Summer programs and facilities are going very well. Mike and his team have hired exceptional staff that have been trained very well for the important jobs that they are hired to do. The Glencoe Beach lifeguards had a surprise audit of their skills done by Jeff Ellis and Associates, which is known for its International Lifeguard Training Program. The staff that were audited did an excellent job. Some items of note were that lifeguards observed were attentive to the zone and provided swimmer surveillance, supervisor was active and visible on the beach, simulated emergencies were well managed with great examples of teamwork and communication, necessary documents were present, and equipment maintained. Staff who participated in the audit were Bobby Collins, Maggie Desmond, Benjamin Newcomb, Cameron Leveille and Jack Dittrich.

Our team continues to prepare operationally for the fitness area. Attached are the membership fees for the fitness area. Staff is working on the logistics of offering a babysitting service in the morning for our fitness participants.

## **Takiff Maintenance**

We will be closing Takiff Center the week of August 21-August 25 for building maintenance and the start of the construction projects.

## **Customer Service Committee**

The customer service committee has been busy planning. Below is the outline of their plan for the Glencoe Park District customer appreciation day and staff appreciation day.

### **Tuesday July 25 – Glencoe Park District Customer Appreciation Day**

- A table will be set-up in the early childhood lobby and Takiff Center main lobby with coffee/donut holes in the morning and snacks in the afternoon with banner saying “thanks for being a Glencoe Park District customer!”
- Camp staff (pre-k camps/Sun Fun/Camp Adventure) will hand out small bottles of water to all parents waiting in camp pick-up car lines with a note that says “thanks for being a Glencoe Park District customer!”
- Glencoe beach cashiers will hand out a coupon to all residents visiting the beach that day, good for a free item at the concession stand. The coupon will say “thanks for being a Glencoe Park District customer!”

### **Thursday August 3 – Glencoe Park District Staff Appreciation Day**

- The customer service committee will hand out Gatorades to part-time, full-time, and seasonal staff for staff appreciation day. Gatorades will be wrapped with special labels thanking everyone for all their hard work this summer.

## **Distinguished Agency Accreditation**

We continue gathering and organizing information required for Accreditation Standards in preparation for the initial meeting with our mentor on July 26.

**August Board Meeting**

We now have an action item that needs to be approved. I am requesting to move the board meeting to Thursday, August 17 at 7:00pm.

**Glencoe Beach and Lakefront Advisory Group Meeting**

The next Lakefront Advisory Group meeting will be held on July 19 at Glencoe Beach. We are accepting applications for future advisory group members until July 30.

**Vacation**

I will be out of town for vacation July 20-July 24. Carol will be the acting director during my vacation. I will be out of the state, but will have my cell phone with me should I need to be reached for any emergencies.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

## 2017 Estimated Actual - Fourth of July

(as of 7/6/17)

### REVENUE

Village of Glencoe/Patriotic Day Committee		7,000.00
Food Vendors and Glow Vendors	5 @ \$100 each	500.00
		<u>7,500.00</u>

### EXPENSES

#### ESTIMATED RECREATION WAGES

46 Recreation Part-Time Staff	\$13/hour for average of 6 hrs	<u>3,588.00</u>
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#### CONTRACTUAL

Fireworks	Melrose Pyrotechnics Inc.	16,000.00
Band	Empty Pockets	3,000.00
Stage rental		1,900.00
Trolley		1,850.00
Clown/Balloon	Brian Wizmer	595.00
Bounce House		250.00
Portable Washrooms		1,520.00
Portable Washrooms		470.00
Lighting & Generator		1,800.00
Radio Rental		<u>365.00</u>
Total		<u>27,750.00</u>

#### SUPPLIES

Race bibs		168.43
Prizes & Supplies (Preschool Games)		150.00
Water, snacks, bug spray, sunblock, flashlights		312.00
Add'l lanyards		27.35
Bins		45.26
Eye wash - first aid		46.69
Pop, D-batteries, wipes		91.84
Food (FT Staff)		397.96
Add'l mics & cords (Glencoe's Got Talent)		200.00
Medals (Fun Run)		<u>75.00</u>
Total		<u>1,514.53</u>

#### ESTIMATED ACTUAL EXPENSES

32,852.53

#### ESTIMATED NET LOSS

-25,352.53



<b>Full-time Staff Estimated Hours Associated with Fourth of July</b>	<b>Total</b>
Parks Labor Hours (Salary)	32
Parks Labor Hours (Hourly)	56
Recreation staff (Salary)	56
Administration & Registration (Salary)	48
Recreation Part-Time Staff	276
<b>Total Hours Worked</b>	<b>468</b>

<b>Average Beach Revenue/Expense Information</b>	
<b>Estimate of revenue lost when beach closed on Fourth of July</b>	
*Average revenue for weekend day	\$4,995
Average staff expense for weekend day	\$979

*\* Calculated using Average 2016/2017 May, June, July weekend day revenues*

## MEMO

**To:** Chris Leiner  
Director of Parks and Maintenance, Glencoe Park District

**Re:** Takiff Center Site Improvements Bids

**From:** Josephine Bellalta, Principal, Altamanu, Inc.

**Date:** July 12, 2017

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Chris,

As you know, the Bids for the Takiff Center Site Improvements were due today, July 12<sup>th</sup>, 2017 at 10:00 am. As of last week, three bidders had suggested that they would be submitting bids, but in actuality no bids were received this morning.

We have made some inquiries with prospective contractors into the reasons they did not bid and have found the following:

- The larger General Contractors said the project was too small for them to bid on.
- Paving Contractors commented that they were too busy to bid on the project at this time, but would be interested if the project bids were due later in the season.
- Landscape contractors contacted—some said they did not see the bid request, too far away, too busy. Again a couple have so far shown interest in bidding if the project were to be re-bid later in the season.

We recommend that we re-bid the project for a later ground breaking date in September of 2017 and a project delivery date in the Spring of 2018 to allow for new interest and more time to complete the project.

We also suggest that GPD consider fewer Alternates in the project re-bid to simplify the project and encourage more bidders. GPD has already given us direction to remove the sealcoating Alternate.

We suggest the following revised Schedule for the Re-Bid:

- Bid Advertisement Thursday July 20<sup>th</sup>, 2017
- Bid Pickup Starts Friday July 21<sup>st</sup>, 2017
- Bid Opening Friday August 11<sup>th</sup>, 2017
- Bid Review finalized by Wednesday August 16<sup>th</sup>, 2017
- Board approves after August 16<sup>th</sup> and approved by August 21<sup>st</sup>, 2017
- Construction begins Monday September 11<sup>th</sup>, 2017
- Substantial Completion November 30<sup>th</sup>, 2017
- Planting Completion by June 15<sup>th</sup>, 2018



# GLENCOE FITNESS

## OPENING IN NOVEMBER!

# GET FIT AT TAKIFF!

This fall, Glencoe Fitness will open at the Takiff Center! In addition to group fitness classes, Glencoe Fitness will have 13 pieces of Precor cardio equipment and 6 strength machines. Free weights, dumbbells, kettle bells, and medicine balls will also be available for self-guided fitness enthusiasts.

### \$0 INITIATION FEE

The \$125 initiation fee will be waived if you join before January 1, 2018!

Our inviting, unintimidating, and pristine fitness area meets all your training needs in a compact environment. You can even track your progress with our state-of-the-art Preva cloud-based fitness app.

Personal training and group fitness classes will be offered for an additional fee.

Get in on the ground floor of fitness at the Glencoe Park District by becoming a member TODAY! Discounted memberships are available now with no initiation fee!



**CELEBRATE THE GRAND OPENING IN NOVEMBER !**

MEMBERSHIP TYPE	MEMBERSHIP LENGTH	GLENCOE RESIDENT	NON-RESIDENT
INDIVIDUAL	1-YEAR MEMBERSHIP	\$350	\$525
	6-MONTH MEMBERSHIP	\$270	\$405
	PAY-PER-MONTH MEMBERSHIP (1 YEAR COMMITMENT REQUIRED FOR FIRST YEAR)	\$40 PER MONTH	\$60 PER MONTH
ADDITIONAL FAMILY MEMBER  Family members must reside in the same household to purchase a family pass.	1-YEAR MEMBERSHIP (EACH ADDITIONAL FAMILY MEMBER)	\$300	\$450
	6-MONTH MEMBERSHIP (EACH ADDITIONAL FAMILY MEMBER)	\$250	\$375
	PAY-PER-MONTH MEMBERSHIP (EACH ADDITIONAL FAMILY MEMBER; 1 YEAR COMMITMENT REQUIRED FOR FIRST YEAR)	\$35 PER MONTH	\$53 PER MONTH
SENIOR/ STUDENT  Students: Age 14-22* Seniors: Age 65+* *ID required.	1-YEAR MEMBERSHIP	\$215	\$525
	PAY-PER-MONTH SENIOR/STUDENT (1 YEAR COMMITMENT REQUIRED FOR FIRST YEAR)	\$25	\$60
	WINTER BREAK STUDENT MEMBERSHIP	\$35	\$53
DROP-IN	DAILY FEE	\$10	\$15



**HOURS OF OPERATION**  
**5:30 AM-9 PM**  
 Monday-Friday  
**7 AM-5 PM**  
 Saturday & Sunday



## **VIII. Adult Recreation Report**

Glencoe Park District  
July 2017 Board Meeting



# 2017 Adult Recreation Report

Adult Programming and Recreational Opportunities

Mike Lushniak: Director of Recreation and Facilities

Paul Goedjen: Takiff Center Manager

Liz Visteen: Special Events & Active Adults Program Manager

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## Introduction

The Glencoe Park District works to fulfil its mission of enriching lives and creating memorable experiences by providing recreational opportunities to people of all ages. While some people might think of the Park District as only serving younger age demographics, agency staff also takes great pride in its continued effort to meet the needs of adults. The recreational landscape is quickly evolving when it comes to services and opportunities that recreational agencies are offering to adults. Terms like “senior programming” have been replaced with “active adult programming”, and active adult programming is giving way to the very general term of simply “adult programming”.

Gone are the days of park districts offering classes like bingo and basket weaving to meet the needs of aging populations within communities. Current industry trends necessitate a wider variety of adult programming that focuses on working adults, adults with families, active older adults entering retirement, and the more traditional senior programming. The challenge is to change the way people think about, and the way the Glencoe Park District offers adult recreation. This report will highlight not only traditional active adult programs, but delve into other recreational opportunities that are available to adults, but may not be what people think of when they hear the words “adult programming”.

For the purpose of this report, an adult will be considered anyone age 21 or older, youth programs will include anyone age 18 and below, and active adults or seniors will be considered anyone over the age of 55. While some of the Glencoe Park District adult programs target adults of any age, some specifically target older adults age 55 and above.

## Promotion

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

Marketing staff also uses flash sales to promote adult programs. These short-sales offer a limited time 20% discount and are promoted on email and social media as a benefit to our subscribers. The email/social media links are trackable, with a clear correlation from email/social media posts to program enrollment.

In addition, TV screens at Watts and Takiff display advertising messages for new or low-enrollment programs. Staff also uses boosted social media posts on Twitter, Instagram, and Facebook to advertise low-enrollment and new programs. Programs are also cross-marketed to patrons using email blasts; for example, an ELC parent may receive email notifications about adult ceramics or parent night out programs.

42% of residents find out about programs from word of mouth. Knowing this, our customer support and recreation teams take extra care in providing excellent customer service to our participants. In addition to

in-person customer service, staff is expected to respond to email and social media messages promptly in relation to specific programs.

Marketing staff is also working on a flyer/poster program to promote upcoming adult programs in area businesses. We have developed a series of templates for the Adult Programming Manager to update and are working on identifying business contacts to display the flyers.

## Adult Programming

### Classes

The park district offers a variety of adult classes to the community including Ceramics, Ballroom Dance, Dog Obedience, and Improvisation. Class enrollment and popularity have fluctuated over the last few years. Some programs have decreased in enrollment while others have increased. Fluctuation can result from many reasons such as a change in instructors, recreational trends, and variations in local competition.

The Adult Ceramics program has been slowly building in enrollment and is now the most popular adult program. The park district offers four adult ceramics classes per week, all of which are open to beginners through intermediate students. The biggest contributor to the success of this program is the lead instructor, Natalie Steinmetz. Since Natalie was hired in 2011, the program has built a reputation of excellence. She has developed relationships with her adult students, several of which have been taking classes with her since she started at the district. Staff continues to look for ways to continue to improve the ceramics program by adding new pieces of equipment, new clay bodies and glazes, and keeping materials, equipment, and the studio in good working condition. The majority of the adults who have enrolled in a ceramics class continue taking classes with the park district. Another reason for the success of the program is the open studio hours offered to adult students. Also included in class enrollment, the park district allows adult students to utilize the studio when there are no classes taking place. Many students take advantage of this added bonus and find the studio a relaxing and calming place to work on their pieces. In addition to their class time, students have access to over thirty hours a week of open studio time.

One limitation to expanding the adult ceramics program is lack of space. Classes can accommodate more students; however, the studio is very full in regards to storing students' ceramic pieces. Staff plans to investigate expanding the ceramics program into the Art Room across the hall in order to accommodate more students and their artwork. In the short term, staff is looking into reorganizing and maximizing the current





space. Trying things like build shelving in the Ceramics Studio in order to store more student work might alleviate space issues in the short term. Several other park districts and organizations in the neighboring communities offer ceramics classes; however, Highland Park Art Center is the biggest competitor. The Art Center offers several adult ceramic classes a week and has the ability to accommodate more students and storage. This location also has a gas kiln, which is a big draw for their facility and program.

Dog Obedience was once a very popular adult program; however, participation has declined since 2014. Previously, the park district offered beginner and intermediate level obedience classes. A potential reason for the decline in enrollment may be due to the health of the previous instructor. The previous dog obedience instructor was well known and highly regarded within the community, however there were some sessions in which she could not teach for personal health reasons. With last minute class cancellations and an unreliable instructor, the reputation of the Glencoe Park District dog obedience class lost prominence. Another reason for the decline may be the increased number of dog training options in the community offered by pet stores, private companies, and even dog trainers who come to people's homes to train. This past February, the park district successfully ran a Beginner Dog Obedience class with eleven participants under the direction of a new instructor.



Ballroom Dance is one of the newest park district classes offered for adults. First offered in fall 2016 this class now has a steady group of committed participants. It is currently offered as a beginner and continuing class but if interest continues, the park district may offer an intermediate level or additional types of dance classes. This program has helped to grow the recreational programming portfolio for adults beyond mainly art-focused classes.

Painting on Canvas is another adult program that has seen ebbs and flows of enrollment in recent years. Like many of the art programs offered for adults at the Glencoe Park District, this class has competition from both private companies, such as Signature of Art in downtown Glencoe, and neighboring senior centers and park districts. Another reason for Painting on Canvas's varying success could be the space used for this class. The program is currently offered in the art room at the Takiff Center; however, staff frequently received feedback about the lack of natural light in this space. In an effort to expand the adult art program the park district is offering Drawing and Water Colors classes this fall.

Mah Jongg is another adult program which has had mixed success. The park district started offering this program in fall of 2014; however, since the initial offering it has had limited enrollment. Staff will be eliminating this program from its portfolio beginning this fall. The Women's Library Club offers this program as a free drop-in program for its members, so park district staff will be working with the WLC to cross promote programs such as this when offered by other partners in the community.

A consistent challenge for all adult Park District programs is changing the perception that the park district only offers programs for youth and families. This reduces the probability that adults will look through the brochure

for their own recreational needs. In order to combat this, staff is looking to create a flyer template that can be updated on a monthly or seasonal basis. This flyer can be posted at local businesses, the Glencoe Public Library, and possibly mailed directly to older adults in the community.

Staff is always looking to offer new programs for adults in an effort to develop a consistent following and bring people into the Takiff Center. Several new classes are being offered this fall including The Plays The Thing, which is an play reading class for adults, Sewing, Drawing, and Water Colors. Staff is hoping that by continually offering new classes more adults will be drawn to the park district and expose them to other opportunities already offered.

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## Trips

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The park district began offering one-day trips during the spring of 2016 in an effort to reach active adults who might have limitations getting to destinations outside the community or those looking for social interaction. Unfortunately, thus far day trips have had minimal interest and are frequently cancelled due to low enrollment. Staff continues to offer day trips to new and different locations in hopes of finding destinations that pique the interest of residents. Staff has moved from more expensive day trips to more open trip destinations such as the Chicago River Walk. Through conversations with adults, staff has found that active adults simply take the ability to go on day trips into their own hands by planning and transporting themselves. According to the Lyric group sales representative, many Glencoe residents have regular subscriptions to the Lyric Opera House, however when the trip was planned to this destination, it was unsuccessful.

Competition and ease of access will continue to make offering day trips a challenge. With community access to the Metra, active adults may plan their own trips, or be taking advantage of local cultural arts opportunities such as Writers Theatre. There are also a number of senior centers that already have an established following that offer similar trips. The Highland Park Senior Center, the North Shore Senior Center in Northfield, and the Northbrook Park District Senior Center are open to all and offer a variety of programs including day trips. Staff is looking into partnering with other organizations such as the Women's Library Club and Family Service of Glencoe to generate interest in these programs and engage Glencoe residents to raise awareness of offerings within the community.

New this fall, the park district is now offering extended travel trips through American Classic Tours. In partnering with a travel agency/touring company, staff is hoping to create a new offering that may provide yet another opportunity to expose residents to other Glencoe Park District adult program offerings. Fall 2017 trips include Cape Cod in September, Door County in October, and Nashville in November. All travel, hotel, and meals are included in the fee. Trips planned for winter 2018 include Florida Keys & Miami in February, Savannah, Charleston, Hilton Head and Jekyll Island in March, and North Carolina in April.



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## Workshops and One Day Offerings

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Based on their success, the park district continues to offer more one-day programs and workshops including Paint & Sip, Sculpt & Sip, and CPR/AED classes. Many multi-week classes have resulted in inconsistent registration possibly due to busier schedules for adults; however, one-day classes have grown in popularity.

Some one-day programs require a registration fee while others are free of charge such as the monthly drop-in Breakfast Club program, which started in fall 2016. The Glencoe Breakfast Club was initiated as an opportunity for staff to meet adults from the community, find out what programs would be welcome additions, and expose adults to the variety of programming the Park District currently offers. While this monthly gathering event had a slow start, attendance has been increasing. Starting this fall, a presentation component will be added to the monthly Breakfast Club program that will provide an educational opportunity for adults about a variety of topics such as Medicare or taking care of an elderly parent.

The park district also partners with community groups such as Glencoe Community Garden and Friends of the Green Bay Trail to provide and promote free presentations to the community. Some programs offered this year included How to Build a Vertical Garden, Food Mood Connection, Grow-Your-Own Garden, Made for the Shade: Native Plants to Brighten Up Your Landscape, and Pollinator Plant Sale. Staff has found success in working with partner organizations to offer these classes. Using community groups allows them to use their relationships within the community to spread word of mouth about these program offerings.

Several other organizations in the community offer workshops and one-day presentations including the Glencoe Public Library, Women's Library Club, and North Shore Senior Center. Park district staff has started communicating with these organizations to eliminate duplication and competition. The hope is through these efforts the park district will establish partnerships with these organizations to serve the residents of Glencoe.

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## Fitness Programming

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### Fitness classes

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The Glencoe Park District offers a variety of fitness class opportunities for adult recreation to Glencoe residents. Classes currently offered at the Takiff Center include Moving with Weights, Werq, Hatha Yoga, Adult Jazz Dance, Row & Go Circuit, Rowing Fundamentals, and Beginner Yoga. During the summer, fitness programming also takes place at the Glencoe Beach and in the parks. Classes offered at the beach include Paddle Board Fitness, Paddle Board Yoga, and Beach Bootcamp. Staff is also attempting to utilize the new fitness pod at Shelton Park by offering a Fitness in the Park circuit exercise class.

The most popular classes the park district currently offers are Hatha Yoga, Moving with Weights, Adult Jazz Dance, and the rowing programs. These classes all are led by instructors that have a strong following in the area. A strong selling point for the fitness classes moving forward will be the addition of the Takiff Center Fitness Area.

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Staff offers new fitness classes with the release of the brochure three times a year; however, it has been difficult to introduce new classes to the adult fitness portfolio with strong enrollment. Participation in new fitness classes has been low, as current students tend to remain on a consistent schedule with classes they are currently taking. Unless an instructor is able to offer a new class with an established following, minimums are seldom met. Staff is hopeful that the addition of the Takiff Center Fitness area will help to increase attendance at classes and draw adults who are looking for a local, unimimidating fitness opportunity.

The instructors for the park district's fitness classes are a mix of independent contractors and part-time employees. Notable instructors that have been teaching classes at the park district for many years are Alison Faith who teaches Hatha Yoga, Marianne Nicolosi who teaches Moving with Weights, and Julie Kaplan who teaches Adult Jazz Dance. Staff will be working with these instructors, as well as new staff members, to develop classes that are offered at attractive times and serve as a compliment to the new Glencoe Fitness Area.

A main challenge for the park district's fitness programming is the competition from other private and public fitness agencies. There are endless options for adults looking for fitness opportunities such as larger neighboring park districts and other not for profit fitness centers, large corporate fitness centers, and personal training opportunities within Glencoe such as Bora Fitness. To combat the competition, the park district will continue to work and develop its niche within the community. Staff will focus on integrating fitness classes and marketing them to the new Glencoe Fitness Area members and continuing to add unique and innovative classes to stay abreast of current fitness trends.

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## Personal Training Rentals

In addition to the adult fitness classes the Glencoe Park District offers, instructors also rent the fitness studios to hold private and small group trainings. These private rentals offer additional fitness opportunities for patrons in a smaller more private type of atmosphere. Allowing instructors to offer private and small group trainings helps to bring people into the Takiff Center and expose them to other Glencoe Park District offerings. These small private group classes also fill the fitness studios during "non-peak" hours of the day. As the new fitness area opens, staff will be working to offer its own small group classes and personal training to capture this demographic that is currently using the facility.

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## The Future of Glencoe Park District Fitness

Beginning in August 2017, the park district will begin renovating the Aiken Activity Room into a new fitness area. This area will house cardio, strength, and stretching equipment for residents of Glencoe as well as non-residents. When the Glencoe Fitness Area is completed, staff anticipates that it will aid in the growth of attendance of fitness classes.

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In addition to the new fitness area, the park district will work to grow and expand on its current class offerings. New and innovative classes will be added and staff will continue to develop its current offerings. A focus will be placed to grow unique class offerings such as rowing, paddle board classes, beach fitness, and outdoor fitness classes. By making the Takiff Center a “one stop shop” for fitness, featuring free weights, cardio machines, strength machines, group classes, and personal training, staff is hoping to reach a new section of the Glencoe adult community.

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## Partnerships & Collaboration

### Family Service of Glencoe

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Family Service of Glencoe’s mission is to promote a stronger community by meeting individual and family needs through services that identify, prevent, and resolve social and emotional problems. They provide counseling services, parent consultations, youth and family outreach, crisis intervention, scholarship assessment for the park district and district 35 schools, assistance to seniors through the Committee for Senior Housing Aid, and provide information and referral services.

The park district partners with Family Service of Glencoe to offer an annual event called Family Fun Fest. The event has been an annual staple for several years. The event includes a variety of family activities such as games, crafts, program presentations, face painting, balloon artist, and refreshments. This event also welcomes other organizations such as Women’s Library Club and Glencoe Community Garden to assist with activities and showcase what they do in the community.

The park district and Family Service of Glencoe have recently collaborated to explore new ideas and opportunities to engage the active adult population in the community. Both agencies initiated a project in 2016 to gather information about the older adults living in the community and what types of services and offerings they were interested in through one-on-one interviews and focus groups. In order to launch this project and introduce our organizations to the community, the park district and Family Service of Glencoe co-sponsored a Spaghetti Dinner in February 2017. Approximately fifteen adults attended the free event which included a brief presentation introducing each agency and the services each organization provides. During the dinner, staff from both organizations was able to meet with attendees and hear their feedback. Staff is hopeful that both organizations will continue collaborative efforts to engage the adult population allowing them to participate in more events and activities.

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### Women’s Library Club

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The Women’s Library Club of Glencoe, now headquartered within the Writers Theatre building, began in 1872 as a small group of friends who gathered to read and discuss classical and contemporary literature. As their collection of books grew, they made them available to the public, operating out of their first clubhouse on 654 Greenwood. This community service continued until 1908 when the club donated the entire collection to be the nucleus of the new Glencoe Public Library. The club carries on its tradition of service by supporting numerous philanthropic causes and partnering with many organizations within Glencoe to form a stronger community. This organization organizes luncheons, book club, Bridge, Mah Jongg, dining out trips, lectures/presentations, and many other programs for its members.

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The park district's partnership with the Women's Library Club is used to promote and jointly offer adult programs and trips. Initial conversations began in 2016 and staff continues to be an active member of Women's Library Club by attending the annual Women's Library Club meeting and attending other events sponsored by this organization.

## Glencoe Public Library

The Glencoe Public Library's mission is to enrich the lives of Glencoe residents by providing the library materials and services needed to meet their informational and recreational interests; to act as a responsive resource for independent, lifelong learning; to encourage use of the library by patrons of all ages as a vital center of community life; and to support the principles of intellectual freedom.

The park district and the public library recently formed a partnership to coordinate and promote youth and adult programs. Discussions began in February to discover what programs are offered, if duplication can be eliminated, and the potential of working together on future adult events or programs. As a result of these meetings, the park district and library have partnered on branding and marketing the summer Tots-N-Tunes concerts together. In addition, the library will be providing a Story Walk element to the park district's Park-N-Play program. Both organizations are now beginning to coordinate adult programs and will share speakers for fall presentations. The park district will continue to foster this relationship in order to offer more programs together and eliminate duplication within the community.

## Other Groups & Partners

The park district also partners with Glencoe Community Garden and Friends of the Green Bay Trail to offer programs to the residents of Glencoe. Many of these organizations offer programs on park district property including Shelton Park, Greenhouse, or Takiff Center. The park district markets these programs in the seasonal brochure and promotes these programs via social media. In return, the park district increases its exposure to these residents and is able to provide services to them outside of traditional programming.

The park district also works with a variety of other adult based groups such as Reach Yoga of Glencoe to offer collaborate fitness classes, the Glencoe/Glenview League of Women Voters, and the North Shore New Horizon Band which uses space weekly in the Takiff Center. Partnerships are also formed with other park districts in the area to benefit adults. Reciprocal agreements with the Winnetka Park District for paddle tennis, the Park District of Highland Park for indoor tennis, and the Northbrook Park District for aquatic facilities provide three additional ways for adults to recreate.



# Adult Recreational Opportunities

## Glencoe Boating & Swimming Beach



The Glencoe Beach and Pearlman Boating Beach are two Glencoe Park District facilities that provide another means for adults to recreate within the community. These facilities offer drop-in opportunities, programs, pass options, and rentals that serve adults of all ages.

In the summer of 2017, 42% of beach passes sold were to adults age 21 and older and 33 senior passes were sold to participants age 55 and older. The average age of a beach pass holder is 30 years old. These statistics show

that the Glencoe Beach is a place that adults visit and use to recreate. In addition to these passes, the beach accepts hundreds of adult daily admissions each week, making it a very popular recreational opportunity to both adults and active adults.

In addition to just visiting the beach, adults take advantage of the amenities at this facility. Both youth and adults alike are seen renting paddleboards, kayaks, and sailboats. Additionally, groups of adults are seen playing beach volleyball both during the early morning hours and when the beach is open. Adults also use the sun shelters to host family gatherings, parties, or simply barbeque with friends. Similarly, the Trellis is reserved for rent almost every weekend of the summer for events like graduation parties, special events, and even weddings.

The Pearlman Boating Beach is another facility that provides the opportunity to recreate for adults. The boat house allows people to store kayaks, paddleboards, and sailboats at the beach. The owners of these vessels are adults of all ages. These customers find more than a storage space at this facility that allows them to use their watercraft in a safe environment with the help of park district staff. They also have the option to register for adult sailing lessons, take part in regattas, or join in boat club social outings that take place throughout the summer.

## Watts Ice Center

The Watts Ice Center provides outdoor winter recreation to all ages. Adults have the ability to get involved in hockey and skating based recreation in a number of ways.

Rink passes for drop-in hockey and open skating times are one way that the Glencoe Park District serves the adult population. The park district offers Adult Scrub Hockey (pick-up games) on Sunday mornings, adult open hockey times throughout the week, and public skate for all ages seven days a week during the season. In 2017, of the 175 rink passes sold for open skate or drop-in hockey, 109 (62%) were sold to individuals who were age 21 or older. Of those 109 passes, 20 were sold to active adults who were over the age of 55, showing that even the active adult population takes advantage of this community facility to recreate. Similar to the beach, the ice rink also takes dozens of admissions per week for adults who come to use open hockey and open skate times through the Watts season.



In addition to drop-in hockey and skating times, adult rental groups make up a portion of ice usage at this facility. Each week there are eight adult hockey rentals that serve adult hockey players. The ice is rented to an individual who

organizes pick-up hockey games for other adults. These groups often have players of varying skills and ages, with younger adults recreating side by side with older ones. Other rentals allow youth to recreate with adults and parents to recreate with their children. Private ice rentals for birthday parties or parent/child hockey games are popular and commonplace at this facility.

Watts Ice Center has also offered adult hockey lessons and skating lessons for a number of years, however these programs have struggled to gain enrollments or meet minimums to run in recent history. Staff continues to alter program times, days, and content to meet the needs of the residents.

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## Facility Rentals and User Groups

The Glencoe Park District offers many rental opportunities to the adult population of Glencoe and the surrounding area. Patrons currently have the opportunity to rent multiple spaces within Takiff Center including the gym, community rooms, activity room, multipurpose room, lobby, and community hall. Each year, Takiff Center houses birthday parties, weddings, mitzvahs, anniversaries, business meetings, in addition to many other types of events. Allowing the adults of the Glencoe area to rent space allows the park district to reach this population with a more passive approach.

The most notable active adult facility rental that uses Takiff Center weekly is the New Horizons Band. The New Horizons Band is a non-profit organization dedicated to providing seniors an exciting and educational opportunity to make music, regardless of ability or experience. They welcome those who have not played for years, as well as those who never found the time to begin learning how to play musical instruments. Members hail from Winnetka, Wilmette, Evanston, Skokie, Northbrook, Highland Park, Glencoe, Deerfield, Glenview, Riverwoods, Morton Grove, Chicago, Vernon Hills and Lake Bluff. By providing a space for this group to practice, it allows residents and nonresidents alike to use Takiff Center and once again exposes them to other offerings within the park district.

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Takiff Center also serves other adults by providing space for businesses such as @Properties, a weekly Glencoe Rotary Club meeting space, and a place for social gatherings. A common misconception is that facility rentals for events and parties are youth based events. Instead, Takiff Center has been host to 50<sup>th</sup> birthday parties, adult social club events, and themed parties for Glencoe residents.

## Adult Athletics

The Glencoe Park District works to provide recreational opportunities to adults through athletic programs. Currently, the park district offers an Adult Softball League, Adult Tennis Classes, and Adult Karate Classes.

The Men's Adult Softball program plays at Reinsdorf Field on Thursday nights in the spring and summer. Teams play with a 12" ball and play a ten game regular season followed by playoffs. Participation has been consistent in recent history, with the number of teams each season ranging from 5 to 7. The industry trend has seen a decrease in the popularity of adult men's softball, so staff is pleased to continue to offer this program given the small population of Glencoe and the competition of softball leagues in almost every community.



With approximately 15 people per team this program serves 75 to 80 players, with about two thirds of the participants being residents of Glencoe. This program is another unique opportunity for adults of all ages to recreate with one another with young adults playing side by side with active adults.

Adult Tennis Lessons are another athletic offering for adults through the Glencoe Park District. Adult tennis lessons are offered in co-ed classes for beginner, intermediate, and advanced players. While this program has a strong participation base, it has seen a decline in participation over the past 3 years. For the summer of 2017, staff will be offering new classes, times, and a new program structure in an attempt to revive the program and reverse the trending decline. In the summer of 2017, staff has also introduced private tennis lessons that are run through the Glencoe Park District. Interested participants can register for private tennis lessons through the RecTrac registration program used by the district and can be connected to an instructor who will work to find a date and time to provide the private lesson. In addition to park district run tennis lessons, the Glencoe Park District works to reserve court time with a community tennis club who arranges matches against surrounding communities. Similar to softball, a high level of neighboring tennis competition exists with indoor facilities located in Winnetka, Northbrook, and Highland Park that can offer year round lessons.

Another area of adult athletics that has been a new program offering is Adult Karate. The youth karate program has been strong at the park district for a number of years, however recently adult classes have been added and seen strong enrollments. Currently 9 people between the ages of 18 and 55 are participating in karate classes that take place on Mondays, Tuesdays, and Saturdays at Takiff Center.

## Special Events and Family Programs

The family aspect of adult recreation is not one that can be overlooked. The Glencoe Park District prides itself on serving adults through family based recreational opportunities. The Park District offers many special events each year that are intended for families. Some of the bigger family events include Watts Below Zero, the Spring Egg Hunt, the Fourth of July Celebration, Beach Camp Out, and the Boo Bash. Each of these events offer valuable time for parents to spend with their children and often times join in the fun. Parent & child events are also offered annually by the Glencoe Park District. These events include the Daddy Daughter Dance, Mother Son Date Night, and Mommy & Me Tea. These events serve adults with children and allow them unique experiences to spend time with one another. Parents are often seen having more fun than their children do at these popular events by participating in activities and dancing or socializing with other parents.

In 2016, the park district started offering more adult only BYO (bring your own) special events including Paint & Sip and Sculpt & Sip. These events are well received with strong enrollment.

## Passive Park Use

Throughout the 100 acres that make up the Glencoe Park District park system, there is significant adult park use. The park system offers many amenities heavily used by adults, including tennis at one of the district's many courts, or outdoor basketball at Watts Park and Kalk Park.

Often walkers can be seen in Shelton Park, Lakefront Park, and Kalk Park. The bluff at Lakefront Park is a favorite location for walkers and joggers to exercise. The site receives significant use often numbering in the hundreds each week. While Friends Park is primarily a playground for children, the site provides the perfect atmosphere to enjoy a cup of coffee and catch up with friends while supervising children on the playground. This park site is used by hundreds of adults and children every week.

The park district's section of the Green Bay Trail in Shelton Park is used by hundreds of adults on a daily basis enjoying fitness activities and enjoying nature. From the most intense workouts to a leisurely pace, this section of the trail is very popular for adults of all ages. The district has a bike repair station and a water bottle filling station at this location in an effort to enhance the experience for the user. While just a small portion of the trail, the park district has partnered with the Village of Glencoe and the Friends of Green Bay Trail to keep it in optimal condition for bikers, runners, joggers, and walkers. While the park district does not own the trail, staff frequently assists the village and volunteers in maintaining it. From growing plant material in the greenhouses at Takiff, to a monthly mowing of the trail, the park district is strong municipal partner in managing this community asset.



Frisbee golf at Watts Park is also an outdoor activity regularly frequented by adults and teenagers. The course offers a picturesque location and nearby parking to anyone interested in playing a round of Frisbee Golf regardless of age.

The park system in Glencoe offers a multitude of amenities to provide recreation to adults of varying intensity from the most intense workouts to a shaded place to read a book or enjoy the outdoors.

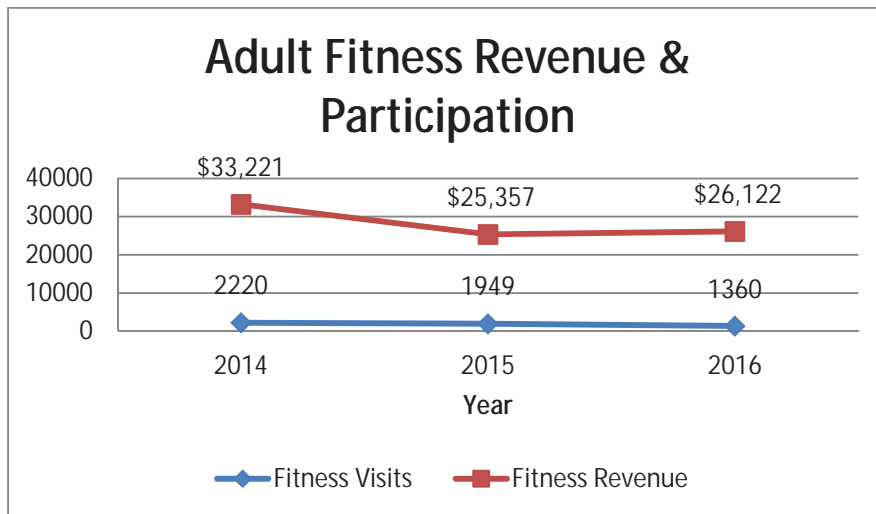
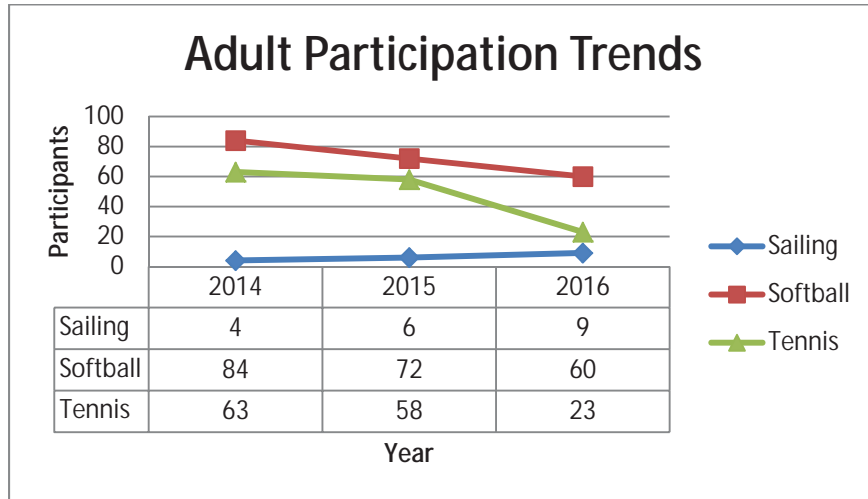
## Conclusion

The Glencoe Park District is a place for adults to recreate. Staff is constantly evaluating traditional adult program offerings to adjust times, program logistics, or content to meet the needs of adult residents. While programs work to directly engage adults by teaching them a new skill, introducing them to a new experience, or offering social interaction in a recreation setting, passive adult recreation is an important part of what is also offered. The Glencoe Park District is fortunate to offer a beach, boathouse, tennis courts, trails, open space, and other amenities that allow adults in Glencoe to interact with one another and utilize park district services.

Staff will continue to engage the adult residents of Glencoe to ensure that desired recreational opportunities are being met. In 2016, the Glencoe Park District officially began a volunteer program, which encourages adults to get involved by supporting current program offerings. That program has expanded into a service trip for youth and adults that will be offered in the fall of 2017. Adults are also able to get involved in the park district and community through numerous citizen committees including the Lakefront Advisory Group, the Watts Ice Center Advisory Group, the Early Childhood Committee, and other task forces.

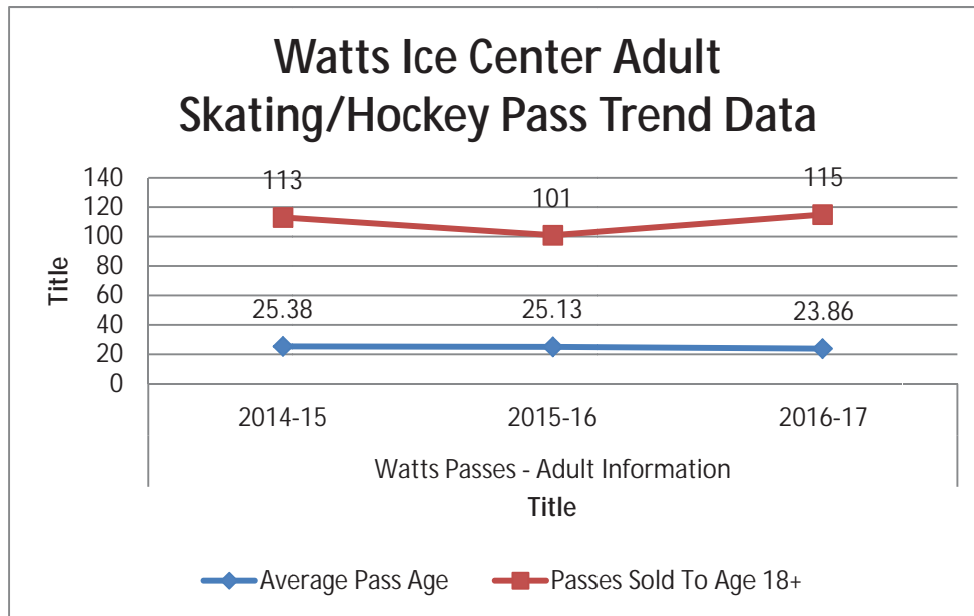
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# Appendix A - Trends and Data



## 5 Year History of Active Adult Program Offerings

	2017	2016	2015	2014	2013
Ceramics	37	66	56	33	23
Dog Obedience	11	cancelled	14	20	66
Painting on Canvas	cancelled	3	8	2	
Mah Jongg	cancelled	cancelled	4	4	
Ballroom Dance (reg as couples)	12	4			
Breakfast Club (Meet & Greet)	7	0			
Improvisation	8				
Spring Bulbs Workshop	cancelled				
Art Institute trip	cancelled				
CPR/AED Cert.	5			16	
Photography Workshop	cancelled	cancelled	cancelled	cancelled	
Yoga & Wine	cancelled				
Magnificent Mile trip	cancelled				
Herb Gardens Workshop	pending				
Chicago Riverwalk trip	pending				
Intro to Flower Design	cancelled				
Paint & Sip	7	cancelled			
Sculpt & Sip	10				
Snowshoeing Workshop	cancelled				
Emergency Preparedness	cancelled				
Beginner Knitting		4	cancelled		
Succulent Gardens Workshop		9			
From Field to Table Workshop		cancelled			
Art & Wellness		cancelled			
The Artist's Way / Art of Play			cancelled	cancelled	
Spring Awakenings wksp.		cancelled			
Farmer's Market Bouquets		cancelled			
Field Museum trip		cancelled			
The King & I trip		cancelled			
Long Grove - Chocolate Fest		cancelled			
Chicago River Cruise		cancelled			
Hand Tied Bouquets		cancelled			
Handmade Journal		cancelled	cancelled		
Book Page Wreath		cancelled			
Crochet Wire Necklace			cancelled		
Field to Table Centerpiece			cancelled		
Terrarium Workshop			cancelled		
Essential Oils workshop			1	2	
Painting Partners			cancelled		
Visual Journaling			cancelled		
Language of Color (floral)			cancelled	cancelled	
Winter Whites (floral)			cancelled		
Food & Film: Today's Special			cancelled		
Food & Film: Big Night			cancelled		
Fall Harvesting				2	
Crawl Into Plays				cancelled	
Private Cooking Parties				cancelled	cancelled
A Taste of Italy				cancelled	
Foreign Film Series					cancelled
Flower Arranging					cancelled
Adult Pickleball					cancelled
Alicia, My Story (lecture)					cancelled
A Night at the Oscars (lecture)					cancelled
Love is a Rose (floral)					cancelled
Winter Elegance (floral)					cancelled
Super "Bowl" Sunday (ceramic)					cancelled
Ceramic Night Out					6
Sunset Painting Workshop					cancelled
Parents Night Out					cancelled
Mother/Daughter Self-Defence					cancelled
	97	86	83	79	95



## 2017 Beach Pass Sale Information

The average age of a beach pass holder is 29.

Over 850 passes were sold to adults age 18-64

93 passes were sold to active adults age 65+

58% of all beach passes were sold to adults age 18 and over.

## Appendix B - Related Research

### ***Play Is Important For Adults Too***

*Pittsburg Post-Gazette*

By: Jennifer Wallace

May 22, 2017

*Soccer icon David Beckham has said that he plays with Lego pieces to control stress. Comedian Ellen DeGeneres playfully pranks her television guests. While serving as Britain's prime minister, David Cameron was known to decompress at the end of a long day with the video game "Angry Birds." The importance of play for children is well documented. Now researchers are turning their attention to its benefits for adults. What they're finding is that play isn't just about goofing off; it can also reduce stress and contribute to overall well-being.*

*Play is easy to recognize in children and animals — such as, say, an impromptu game of tag or chase — but what does it look like in adults? How we play is "as unique to an individual as a fingerprint" and could mean collecting stamps, tossing a football, reading a book or climbing Mount Everest, says psychiatrist Stuart Brown, founder of the National Institute for Play in Carmel Valley, Calif. "What all play has in common," Dr. Brown says, "is that it offers a sense of engagement and pleasure, takes the player out of a sense of time and place, and the experience of doing it is more important than the outcome." Although some people may appear more playful than others, researchers say that we are all wired by evolution to play.*

*Peter Gray, a research professor of psychology at Boston College, says, "Play primarily evolved to teach children all kinds of skills, and its extension into adulthood may have helped to build cooperation and sharing among hunter-gathers beyond the level that would naturally exist in a dominance-seeking species." In other words, for our earliest ancestors, play wasn't just about adding fun to their lives, it may have been a way of keeping the peace, which was critical for survival. There's a reason adult play exists in modern society, says Lynn Barnett, a professor of recreation, sports and tourism at the University of Illinois at Urbana-Champaign. One theory is that we play because it's therapeutic — and there's research to back that up, she says. "At work, play has been found to speed up learning, enhance productivity and increase job satisfaction; and at home, playing together, like going to a movie or a concert, can enhance bonding and communication."*

*Playful adults have the ability to transform everyday situations, even stressful ones, into something entertaining, Ms. Barnett says. She co-authored a study that found highly playful young adults — those who rated themselves high on personality characteristics such as being spontaneous or energetic, or open to "clowning around" — reported less stress in their lives and possessed better coping skills. Perhaps they have these attributes because they are better able to keep stress in perspective, Ms. Barnett theorizes. "Highly playful adults feel the same stressors as anyone else, but they appear to experience and react to them differently, allowing stressors to roll off more easily than those who are less playful," she says.*

*Being a playful adult may also make us more attractive to the opposite sex, according to a study from Penn State University. Researchers there asked 250 students to rate 16 characteristics that they might look for in a long-term mate. "Sense of humor" came in first among the males and second among the females, "fun-loving" came in third for both, and being "playful" placed fourth for women and fifth for men.*

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*Lead researcher Garry Chick speculates that the attraction to playfulness may be rooted in evolution and what we value in a mate. “In men, playfulness signals nonaggressiveness, meaning they’d be less likely to harm a mate or an offspring,” he said, “and in women, it signals youth and fertility.” Not all adults play alike, of course. In a study published in April in the journal *Personality and Individual Differences*, researchers examined the complexities of adult playfulness in an effort to tease out patterns of behavior.*

*The researchers identified four types of playful adults: those who outwardly enjoy fooling around with friends, colleagues, relatives and acquaintances; those who are generally lighthearted and not preoccupied by the future consequences of their behavior; those who play with thoughts and ideas; and those who are whimsical, exhibiting interest in strange and unusual things and are amused by small everyday observations.*

*Lead researcher Rene Proyer, a professor of psychology at the Martin Luther University Halle-Wittenberg in Germany, says that by showing how varied playfulness can be, he hopes that people will be encouraged to become more playfully engaged with others. “A less playful person can learn to be more playful, much like an introvert can learn to be a better speaker by observing the techniques extroverts use,” he says. “Play is a basic human need as essential to our well-being as sleep, so when we’re low on play, our minds and bodies notice,” Dr. Brown says. Over time, he says, play deprivation can reveal itself in certain patterns of behavior: We might get cranky, rigid, feel stuck in a rut or feel victimized by life. To benefit most from the rejuvenating benefits of play, he says, we need to incorporate it into our everyday lives, “not just wait for that two-week vacation every year.”*

*To identify the kind of play that would be most meaningful to you, Dr. Brown suggests thinking back to the play you enjoyed as a child and trying to connect that to your life now. For example, a person who was very active as a child may be wise to engage in recreational sports as an adult. “Play has the power to deeply enrich your adult life, if you pay attention to it,” Dr. Brown says.*

*Brittany Rouille, a 28-year-old travel blogger in Hood River, Ore., says she made a point of incorporating more play into her life a few years ago after her then stressful and rigid lifestyle left her depressed. “It wasn’t until I re-introduced play into my life that I started to feel like myself again,” she says. “Now I play every day, whether it’s roller blading, painting or playing my harmonica, even if it’s only for an hour, because I know how important it is for me to let go and not think about anything except for the fun thing I’m doing in that moment,” Ms. Rouille says. “I find play so crucial to my well-being that I have built my life around playing outside.”*

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## **Older Adults: Exploring Their Changing Demographics and Health Outlook**

*National Recreation and Parks Association Magazine*

By: M. Jean Keller

December 30, 2016,

*Senior centers have been operating in the United States for nearly 75 years. The first center was introduced in New York City in 1943 to help older adults remain in their community by offering educational and recreational programs along with case management services. The Older Americans Act (OAA) of 1965, which was reauthorized in 2016, funded early senior centers and, today, centers are recognized by the Administration on Aging (AoA) as one of the most widely used services among older Americans.*

*The National Council on Aging (NCOA) estimates 11,400 senior centers serve more than 1 million older adults every day. While there are many ways to define senior centers, for purposes of this article they will be defined as a community focal point, under the direction of municipal parks and recreation departments, where older adults gather to fulfill many of their social, physical, emotional and intellectual needs and interests. Much like senior centers, older adults can be defined in numerous ways. For our purposes, they will be defined as Americans 60 years or older, unless specifically noted.*

*In coming years, with the older population increasing annually and with 69 percent of working Americans retiring before age 65, communities where park and recreation agencies host senior centers and programs will see increased participation in municipal recreation, fitness and wellness programs. Are your senior adult facilities and services ready to meet the needs of this ever-expanding and changing older population? Let's explore the demographics along with the health and wellness needs of this segment of the U.S. population.*

### **Older Adults by the Numbers**

*Research shows that the older adult segment of the population is diverse and very interested in health and wellness. Community recreation leaders need to be aware of the diversity among older adults in their communities to effectively serve them. The following statistics demonstrate that diversity with regard to income, education, employment status as well as race and ethnicity.*

*According to the AoA, since 2004, the number of Americans 65 and older has increased by 10 million and, as of 2015, stands at 46 million. In that same period, the number of Americans 60 years and older increased 33 percent, from 49 to 65 million, respectively, and is projected to reach 98 million by 2040. This older population is itself increasingly older. In 2014, the 65–74 age group (26 million) was more than 12 times larger than it was in 1900, the 75–84 group (14 million) was more than 17 times larger and the 85+ group (6 million) was 50 times larger. Racial and ethnic minority older adult populations have also increased — from 6.5 million in 2004 to 10 million in 2014 (a 22 percent increase) — and are projected to reach 21 million by 2030. Between 2014 and 2030, the white (non-Hispanic) population 65 and over is projected to increase by 46 percent compared with 110 percent for older racial and ethnic minority populations, including Hispanics (137 percent), African-Americans (non-Hispanic) (90 percent), American Indian and Native Alaskans (non-Hispanic) (93 percent) and Asians (non-Hispanic) (104 percent).*

**Marital Status** — *In general, older men are much more likely to be married than older women (70 percent of men compared to 45 percent of women). In 2014, there were 26 million older women and 20 million older men, or a male to female ratio of 127 women for every 100 men. There are more than three times as many widows (9 million) as widowers (2 million), and in 2015, 15 percent of all older adults indicated they were divorced or separated. This percentage has increased since 1980, when approximately 5 percent of the older population was divorced or separated. Single older adults often have different recreation, health, and wellness needs and interests than those who are coupled. For example, on overnight trips, individuals may need help with roommates to keep rates reasonable if pricing is based on*

*double occupancy. Today, the primary users of senior centers are single, well-educated, Caucasian females in their mid-70s.*

**Retirement** — *More than 50 percent of Americans ages 61 to 69 years have fully retired and about 15 percent is now finished with work. Among this group, according to the LIMRA Secure Retirement Institute, the presence of a traditional pension or retirement plan is often what separates those considered income-rich from those who are not. Retired Americans receive \$1.3 trillion in income, the vast majority of which comes from Social Security (42 percent) and traditional pension and retirement plans (30 percent). Traditional pensions remain fairly common for those over 75 years, according to LIMRA.*

**Education** — *Along with their numbers, the educational level of the older population is increasing. Between 1970 and 2015, the percentage of older persons who had completed high school rose from 28 percent to 84 percent, but this percentage varied considerably by race and ethnic origin. In 2015, about 27 percent held a bachelor's degree or higher, and education and income are positively correlated. In 2014, households containing families headed by persons 65 and over reported a median income of \$54,838 and 35 percent of those households had incomes of \$75,000 or higher. However, that same year, more than 4.5 million people in this age range (10 percent) were reported to be living below the poverty level.*

**Health Outlook** — *According to AoA, between 2012 and 2014, 44 percent of community-dwelling older adults assessed their health as excellent or very good, with slightly more than 43 percent of 65–74 year olds and 27 percent of those 75-year-olds and older reporting that they engaged in regular leisure-time physical activity. Most have at least one chronic condition and many have multiple conditions. Among the most frequently occurring conditions mentioned were diagnosed arthritis (49 percent), all types of heart disease (30 percent), and cancer (24 percent), diagnosed diabetes (roughly 21 percent), and hypertension (high blood pressure or taking antihypertensive medication) (roughly 71 percent). In addition, about 30 percent of older adults reported height/weight combinations that placed them among the obese.*

*For older adults, the average life expectancy is an additional 19 years (21 years for females and 18 years for males). A child born in 2014 could expect to live to be 79 years of age, about 30 years longer than a child born in 1900. Concerns have been raised about future increases in life expectancy in the United States compared to other high-income countries, primarily because of past smoking habits and current obesity levels, especially for women age 50 and over.*

### **Older Adults' Needs and Interests**

*According to research conducted by the NCOA in 2015, older adults who participate in senior centers learn to manage and delay the onset of chronic disease and experience measureable improvement in their physical, social, spiritual, emotional and economic well-being. The majority of them also report receiving helpful information, lifelong learning, and acquiring new skills that contribute to their continued independence. A survey of 734 senior center participants from six states illustrated the important roles senior centers play in the physical and mental health of older adults. Twenty-five percent of those surveyed indicated they regularly felt down or depressed. Yet, when engaged at a senior center, nearly half (46 percent) reported feeling less lonely, laughing more often (49 percent), having reduced levels of stress (48 percent), feeling more satisfied with life (43 percent) and having increased or started regularly exercising (40 percent). Research also indicates social support is a key determinant of successful aging. In this same study, more than 90 percent of the respondents indicated they developed close friendships at their senior centers and engaged in social activities both inside and outside of the centers. Single females in the study indicated that the senior centers offered opportunities for social interactions, friendships and the emotional support they lacked and that senior center participation successfully countered social isolation and loneliness.*

*Three key components of successful aging as identified by authors J.W. Rowe and R. L. Kahn are (1) low risk of disease and disease-related disability, (2) maintaining a high level of mental and physical functioning, and (3) active engagement with life. These overarching areas for successful aging are sound starting places to determine the needs and interests of community-dwelling older adults and today's senior*

centers are challenged with designing recreation, wellness and fitness programs and services to meet their needs.

#### **Four Service and Programming Models**

There are four models for senior center service and programming that should be considered to meet the needs of this highly diverse and growing population: *café, technology, lifelong learning and fitness/wellness.*

The **café model** is an updated, multipurpose center that has an inviting storefront. This concept is designed to welcome younger-older adults (age 50 and older) by starting with a cup of coffee or tea and once they're in the door, offering them a menu of adventures that include entertainment, educational programs and wellness-related activities. This model has been shown to result in a 65 percent increase in community engagement and outreach and a 57 percent increase in participant involvement. It offers great opportunities for partnerships with community gardens and culinary and other academic programs at secondary or postsecondary educational institutions, libraries, businesses and intergenerational groups.

Some of the challenges in getting older adults to avail themselves of the services and programs that are offered include lack of time and transportation and health barriers. In that case, the **technology model** may be the solution. Some centers offer telephone topics — daily calls where older adults listen to conversations and learn and share pertinent and beneficial information. Other centers have created virtual programs where interactive experiences can be shared just about anywhere. Senior centers often offer courses to expose older adults to new technology and software, as well as how to use them. It is likely this model will grow in the future.

The **lifelong-learning model** supports computer literacy, second career training, hobby development or expansion, travel, study groups, and volunteering and mentoring. Senior centers are responding to newly retired older adults' needs with high-profile re-employment and civic engagement offices to support career transition and retirement-alternative lifestyles. Various art studios are being developed along with partnerships for volunteering and mentoring.

The **fitness/wellness model** in senior centers is expanding and focuses on six dimensions of wellness: emotional, spiritual, intellectual, social, physical and occupational. To every extent possible, senior centers are encouraged to use evidence-based programs to ensure that measurable outcomes are achieved in the various areas of health and wellness. For example, *EnhanceFitness*, developed by the University of Washington's Health Promotion Research Center, is a physical activity program for older adults that has served more than 60,000 older adults in 39 states and has been shown to improve health among participants. This program was supported by the Centers for Disease Control and Prevention. The NCOA shares evidence-based programs to prevent falls. Multiple evidence-based programs that have been proven to help older adults reduce their risks of falling, such as *A Matter of Balance*, *FallsTalk*, *FallScape*, and *Stepping On*, are available for implementation in senior centers. Recreation agencies have established innovative partnerships with physical therapy clinics, hospitals and corporate wellness programs to expand their health and fitness programs and facilities to older adults.

Senior centers remain a community focal point for older adults. The challenge is how they will serve a changing and growing population with changing and growing needs and interests. Senior center leaders need to work to remain relevant to this changing population and provide meaningful, innovative and needed programs and services that are evidence-based and that will attract not only public and private partners but also older adults to their facilities.

**IX. Action Item A**  
**Approval of Resolution No. 873**  
**A Resolution for the Commitment of**  
**\$500,000 of the Corporate Fund Balance and**  
**\$500,000 of the Recreation Fund Balance for**  
**Future Capital Projects of the Glencoe Park**  
**District**

Glencoe Park District  
July 2017 Board Meeting



To: Board of Park Commissioners  
From: Lisa Sheppard, Executive Director, and Carol Mensinger  
cc:

Date: July 12, 2017

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**SUBJECT: Reserving Portion of Fund Balance for Future Capital**

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During the FY2017/18 budget discussions earlier this year, staff proposed that a portion of the current Corporate Fund and Recreation Fund fund balance reserves be earmarked for future capital (to be identified in the master planning process). As was done in the previous five years, staff also suggested that we await final audited fund balances to make a determination on the exact amount to be committed for this purpose.

Per the District's current Fund Balance Policy, guidelines for the Corporate Fund and Recreation Fund minimum fund balance levels are as follows:

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks, and greenhouse, Watts Ice Center, and Beach operations, and all financial resources except those that are accounted for in another fund.
1. Each year a portion of the spendable fund balance will be determined as follows:
    - a. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
    - b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.
    - c. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.

**B. Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.

1. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

- a. The restricted fund balance for this fund will be targeted at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service and interfund transfers.
- b. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.

As of February 28, 2017, the audited *unassigned* fund balance reserve in the Corporate Fund was \$1,884,485, which represents approximately 70% of current budgeted FY2017/18 annual expenditures in the fund. With a proposed \$500,000 commitment to future capital, the remaining fund balance reserve would remain at just over 50% of annual budgeted expenditures (\$2,701,962).

As of February 28, 2017, the audited fund balance reserve committed for recreation purposes in the Recreation Fund was \$2,826,499 which represents approximately 66% of current budgeted FY2017/18 annual expenditures in the fund. With a proposed \$500,000 commitment to future capital, the remaining fund balance would remain at 55% of annual budgeted expenditures (\$4,254,770).

### **Staff Recommendation**

Based on the District's current Fund Balance Policy, staff recommends that an amount of \$500,000 be committed in the Corporate Fund to "Future Capital Projects" AND that an amount of \$500,000 be committed in the Recreation Fund to "Future Capital Projects". These amounts keep the Corporate and Recreation Funds minimum requirements within the policy to hedge against emergencies/unforeseen expenditures, and yet still allow the District to plan for the future. With these new committed amounts, the District will have committed a total of \$4.8 million for future capital projects from the master plan. (This is *in addition* to the \$1 million donation for Berlin Park.)

**GLENCOE PARK DISTRICT  
RESOLUTION No. 873**

**A RESOLUTION FOR THE COMMITMENT OF \$500,000 OF THE CORPORATE  
FUND BALANCE AND \$500,000 OF THE RECREATION FUND BALANCE  
FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

**WHEREAS**, the Board of Park Commissioners (the “*Board*”) of the Glencoe Park District, has a Fund Balance Policy which was adopted by the Board in December 2011 and amended in August 2012 and again in February 2017;

**WHEREAS**, the District has more than the 50% required fund balance reserve in the Corporate Fund of the District and more than 50% required fund balance reserve in the Recreation Fund; and

**WHEREAS**, as the District has completed its master plan process which identifies future capital needs of the District;

**NOW THEREFORE**, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that

**Section 1:** In the current Fiscal Year 2017/2018, the Park District will designate an amount of \$500,000 in the Corporate Fund and an additional \$500,000 in the Recreation Fund as “committed fund balance” to be used specifically for “Future Capital Projects of the District” as specifically outlined in the Master Plan.

**Section 2:** The Resolution shall be in full force and effect from after its adoption as provided by law.

Adopted by roll call vote on July 18, 2017:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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Josh Lutton, Treasurer  
Board of Park Commissioners

ATTEST:

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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. 873:

**A RESOLUTION FOR THE COMMITMENT OF \$500,000 OF THE CORPORATE FUND BALANCE AND \$500,000 OF THE RECREATION FUND BALANCE FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

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 18<sup>th</sup> day of July 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 18<sup>th</sup> day of July 2017.

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

[SEAL]



**IX. Action Item B**  
**Approval of the Annual Treasurer's Report**

Glencoe Park District  
July 2017 Board Meeting

**GLENCOE PARK DISTRICT  
ANNUAL TREASURER'S REPORT and  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FY 2016/17**

**REVENUES:**

**Corporate Fund**

Administration

Property Tax	\$ 2,032,818	
Interest	\$ 24,805	
Bldg License/Rentals	\$ 45,895	
Misc/Unclassified	\$ 1,786	
Interfund Transfers	\$ 1,044,019	
Sub-total		\$ 3,149,323

Park Maintenance

Donations	\$ 7,600	
Misc/Unclassified	\$ 23,999	
Sub-total		\$ 31,599

Watts Ice Center

Membership Pass/Punchcards	\$ 23,691	
Daily Fees	\$ 12,219	
Sales and Rentals	\$ 88,219	
Sub-total		\$ 124,129

Beach/Boathouse

Membership Passes	\$ 56,543	
Daily Fees	\$ 206,781	
Sales & Rentals	\$ 162,335	
Grants	\$ 4,000	
Misc/Unclassified	\$ 1,652	
		\$ 431,311

Total Revenue-Corporate		\$ 3,736,362
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**Recreation Fund**

Administration

Property Tax	\$ 965,769	
Replacement Tax	\$ 23,034	
Interest	\$ 24,801	
Rental/Sales/Misc	\$ 220,302	
Donation	\$ 2,498	
Miscellaneous	\$ 762	
Sub-total		\$ 1,237,166

Recreation			
Program Revenue			\$ 3,200,384
Daycare			
Program Revenue	\$	875,187	
Misc/Unclassified	\$	946	
Sub-total			\$ 876,133
Total Revenue-Recreation			\$ 5,313,683
<b><u>Special Recreation Fund</u></b>			
Property Tax			\$ 198,974
<b><u>IMRF Retirement Fund</u></b>			
Property Tax	\$	315,411	
Replacement Tax	\$	2,188	
Interest	\$	1,501	
Sub-total			\$ 319,100
<b><u>Social Security Fund</u></b>			
Property Tax	\$	224,983	
Interest	\$	520	
Sub-total			\$ 225,503
<b><u>Debt Service Fund</u></b>			
Property Tax	\$	1,190,027	
Interest	\$	3,358	
Sub-total			\$ 1,193,385
<b><u>Liability Insurance Fund</u></b>			
Property Tax	\$	155,536	
Interest	\$	820	
Misc/Unclassified	\$	1,500	
Sub-total			\$ 157,856
<b><u>Workers Compensation Fund</u></b>			
Property Tax	\$	39,065	
Interest	\$	250	
Sub-total			\$ 39,315
<b><u>Audit Fund</u></b>			
Property Tax			\$ 12,296
<b><u>Capital Projects Fund</u></b>			
Interest	\$	2,700	
Interfund Transfer	\$	500,000	
Sub-total			\$ 502,700

**Master Plan Projects Fund**

Interfund Transfer	\$ 424,040	
Donations	\$ 10,100	
Interest	\$ 925	
Sub-total		\$ 435,065

**Impact Fee Fund**

Developer Donations		\$ 8,000
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**Restricted Donations Fund**

Interest		\$ 335
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<b>Grand Total Revenue-ALL FUNDS</b>		<b>\$ 12,142,574</b>
<b>Less: Interfund Transfers</b>		<b>\$ 1,968,059</b>
<b>Net Total Revenue-ALL FUNDS</b>		<b>\$ 10,174,515</b>

**EXPENDITURES:****Corporate Fund**

## Administration

Salaries/Wages	\$ 507,368	
Utilities/Contractual Services	\$ 132,541	
Supplies	\$ 12,789	
Insurance & Fixed Charges	\$ 391,321	
Interfund Transfer	\$ 650,000	
Sub-total		\$ 1,694,019

## Park Maintenance

Salaries/Wages	\$ 347,873	
Utilities/Contractual Services	\$ 192,773	
Supplies	\$ 99,467	
Fixed Charges	\$ 4,068	
Capital Improvements	\$ 70,749	
Interfund Transfer	\$ 292,321	
Sub-total		\$ 1,007,251

## Watts Ice Center

Salaries/Wages	\$ 91,857	
Utilities/Contractual Services	\$ 61,164	
Supplies	\$ 17,012	
Capital Improvements	\$ 31,302	
Interfund Transfer	\$ 41,759	
Fixed Charges/Miscellaneous	\$ 5,534	
Sub-total		\$ 248,628

Beach/Boathouse		
Salaries/Wages	\$ 211,933	
Utilities/Contractual Services	\$ 31,157	
Supplies	\$ 27,751	
Capital Improvements	\$ 27,253	
Interfund Transfer	\$ 73,081	
Miscellaneous	\$ 10,392	
Sub-total		\$ 381,567
Total Expenditures-Corporate		\$ 3,331,465

**Recreation Fund**

Administration		
Salaries/Wages	\$ 641,390	
Utilities/Contractual Services	\$ 453,698	
Supplies	\$ 104,169	
Fixed Charges	\$ 27,131	
Capital Improvements	\$ 18,888	
Interfund Transfers	\$ 854,978	
Sub-total		\$ 2,100,254
Recreation		
Salaries/Wages	\$ 619,625	
Contractual Services	\$ 1,214,365	
Supplies	\$ 116,652	
Sub-total		\$ 1,950,642
Day Care		
Salaries/Wages	\$ 414,138	
Utilities/Contractual Services	\$ 79,448	
Supplies	\$ 31,329	
Insurance & Fixed Charges	\$ 147,962	
Interfund Transfer	\$ 31,880	
Sub-total		\$ 704,757
Total Expenditures-Recreation		\$ 4,755,653

**Special Recreation Fund**

Contractual Services/Fixed Chgs	\$ 164,846	
Capital	\$ 150,000	
Total Expenditures		\$ 314,846

**IMRF Pension Fund**

Retirement		\$ 299,805
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**Social Security Fund**

Social Security and Medicare Contributions		\$ 213,223
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**Debt Service Fund**

Principal & Interest	\$ 860,000	
Interest/Fiscal Charges	\$ 315,329	
Total Expenditures		\$ 1,175,329

**Liability Insurance Fund**

Salaries/Wages	\$ 28,629	
Contractual Services & Other	\$ 8,522	
Insurance/Unemployment	\$ 100,528	
Capital	\$ 1,497	
Total Expenditures		\$ 139,176

**Workers Compensation Fund**

Insurance		\$ 36,632
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**Audit Fund**

Audit Services		\$ 11,600
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**Capital Projects Fund**

Capital Improvements		\$ 685,231
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**Master Plan Capital Fund**

Capital Improvements		\$ 1,414,928
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**Restricted Donations Fund**

Capital Improvements		\$ 24,437
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**Impact Fee Fund**

Interfund Transfer		\$ 24,040
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<b>Grand Total Expenditures-All Funds</b>		<b>\$ 12,426,365</b>
<b>Less: Interfund Transfers</b>		<b>\$ 1,968,059</b>
<b>Net Total Expenditures-All Funds</b>		<b>\$ 10,458,306</b>

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Lisa Sheppard, Exec Dir/Secretary  
Board of Park Commissioners  
Glencoe Park District

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Josh Lutton, Treasurer  
Board of Park Commissioners  
Glencoe Park District



Vendor Name	Vendor Number	Total Payments
A-1 Radon Measurements, Inc.	10849	3,200.00
A-1 Roofing Co.	10863	377,791.70
ABT TV and Appliance	10132	4,562.75
Advanced Disposal Services	10136	23,874.43
AFLAC	10098	3,556.60
Airespring	10739	17,664.67
Alison Faith	10113	3,800.99
All In Athletics	10438	2,515.00
Altamanu, Inc.	10973	21,836.19
Althoff Industries, Inc.	10140	21,064.84
Amalgamated Bank of Chicago	10143	860,350.00
Amazing Minds	10056	3,348.00
American Leak Detection	10898	2,500.00
American Outfitters, Ltd.	10147	18,999.15
American Red Cross	10152	3,600.00
Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C.	10050	14,780.63
Applied Controls, Inv.	10717	9,114.21
Architectural Consulting Group, Ltd	10733	61,585.00
Arthur Clesen Inc.	10161	21,068.79
AT & T	10162	15,719.43
Aztec Tents	10824	3,464.20
Becker Arena Products	10172	21,754.54
Belson Outdoor, Inc	10516	15,069.45
BMO Harris Bank N.A.	10473	142,221.98
Call One	10656	3,979.30
Carole K Pearlman	10441	5,886.00
Ceramic Supply Chicago, Inc.	10190	5,286.31
Chess Scholars	10062	11,650.00
Chicago Blackhawks	10896	5,850.00
Chicago Loves Dance	10058	3,505.80
Christian Eck	10422	2,593.50
Cintas Corporation #22	10409	5,543.00
Clauss Brothers Inc.	10802	756,884.42
Clowning Around Entertainment	10115	8,133.00
Comcast	10505	3,642.04
Computer Explorers	10067	6,450.00
County Line Nurseries & Landscaping	10831	7,673.76
Craftwood Lumber Company	10215	8,290.84
Creekside Printing	10216	18,072.81
DeMuth Inc.	10925	2,500.00
Discount School Supply	10334	11,169.93
Elanar Construction	10820	615,512.00
Excalibur Technology Corporation	10341	68,132.15
F.E. Moran, Inc.	10207	9,300.00
F.J. Kerrigan Plumbing Co.	10402	7,287.61
FAMOS! DJ Entertainment	10673	4,297.50
First Student	10405	26,290.66
Fleck's Landscaping	10069	110,592.00
Fun Express	10346	3,887.42
Galassini and Ori Construction	10348	13,860.00
Glencoe Junior High Project	10361	12,000.00
Glencoe Junior Kindergarten	10076	624,530.00
Glencoe Youth Services	10364	11,000.00
Global Equipment Co.	10363	12,605.12
Goodmark Nurseries, LLC.	10367	9,640.00

## A/P Vendor Publication Report

Payment Date Range: 03/01/2016 - 02/28/2017

Vendor Name	Vendor Number	Total Payments
Gordon Food Service, Inc.	10837	17,336.97
Grainger Inc.	10370	38,728.98
HD Supply Facilities Maintenance	10379	3,635.11
Helen's Ultimate Fitness Inc.	10083	177,509.14
Highland Park Electric Inc.	10381	3,031.55
Hitchcock Design Group	10596	97,119.35
Home Depot Credit Services	10384	32,076.89
Hot Shots Sports	10068	24,482.00
IAPD	10388	6,326.90
IL Dept of Employment Security	10557	18,783.91
IL Dept of Revenue	10100	94,985.21
Illinois Baseball Academy	10088	5,184.35
Illinois Municipal Retirement Fund	10101	406,179.87
Illuminator Wholesale	10711	6,551.87
International Bronze	10857	3,929.62
IPRA	10397	4,109.00
IRS/Dept of Treasury	10106	716,062.26
Jaffe Films	10947	2,500.00
John R. Green Company	10817	3,983.70
Julie Ratowitz	10070	6,285.00
Kim Bloomberg Designs, Inc	10558	6,390.00
Konica Minolta Business Solutions USA Inc.	10404	3,000.00
Lakeshore Learning Material	10406	7,760.96
Laser Quest - Arlington Heights	10148	2,708.50
Lauterbach & Amen, LLP	10075	11,600.00
Lenny Hoffman Excavating Inc.	10149	10,532.00
Lowe's Business Acct/GEMB	10360	14,679.05
Maggie Speaks	10353	3,500.00
Marek Piotr Stepien	10615	9,441.80
Marianne Nicolosi	10082	8,626.21
Market Access	10160	5,325.00
Maul Enterprises, Inc.	10859	6,605.00
Mays Chemical	10171	8,330.32
Melrose Pyrotechnics Inc.	10181	16,000.00
Menoni & Mocogni	10191	2,868.26
Metro Professional Products	10195	5,322.67
Michiana, LLC	10636	8,496.00
MidAmerican Energy	10553	175,069.82
Midwest Groundcovers	10197	3,497.50
Mutual Ace Hardware	10213	6,473.40
Nels J. Johnson Tree Experts Inc.	10217	87,884.00
New Trier Township High School	10792	2,750.00
North Shore Gas Company	10224	24,006.58
Northshore Truck & Equipment	10225	3,200.00
NSSRA	10228	148,994.10
Nutoys	10776	20,383.00
Otis Elevator Company	10235	5,656.09
PACT Administrative Services Corp	10110	17,359.86
Park District of Highland Park	10237	9,471.00
Partnership Financial Credit Union	10104	10,570.00
PDRMA	10242	692,071.28
Performance Food Group	10244	3,755.52
Petty Cash	10246	3,005.77
Pioneer Manufacturing Co.	10249	6,369.50
Port Supply	10250	3,885.79
Postmaster Glencoe	10374	3,415.00
Pride Dojo Inc.	10090	60,428.78
Quality Catering For Kids	10258	17,439.18
Quill Corporation	10259	24,596.26
Raymond Laseter	10072	3,144.00
Real V LLC	10966	2,916.00



**A/P Vendor Publication Report**

**Payment Date Range: 03/01/2016 - 02/28/2017**

Vendor Name	Vendor Number	Total Payments
Recreation Accessibility Consultants, LLC	10796	16,340.00
Reese Recreation Products	10264	3,275.00
Reinders, Inc.	10265	3,403.81
Replacement Window Services	10797	2,680.00
Rite Portable Restrooms	10767	7,938.00
RMC Inc.	10269	44,789.72
Rubino Engineering Inc	10724	4,141.00
Russo's Power Equipment Inc.	10271	4,741.80
Rydin Decal	10272	2,755.75
Sam's Club Direct Commercial Account Program	10275	6,081.69
Sandra K Culver	10654	4,636.73
Sarah Hall	10515	28,165.93
Sculptures in Ice, Inc.	10051	3,283.13
Sherwin-Williams Company	10279	2,719.99
Sign Palace	10803	13,645.00
Signs Now	10280	7,618.84
Six Flags Great America	10282	4,611.00
South Branch Nurseries Inc	10789	3,415.50
Southeastern Security Consultants, Inc	10706	3,256.00
Specialty Floors, Inc.	10285	2,728.00
State Disbursement Unit	10108	5,193.13
Sunbelt Rentals	10753	6,846.70
Sunshine Arts & Crafts	10289	4,304.00
Telcom Innovations Group	10294	5,864.40
The Mulch Center	10209	7,764.00
Timothy Dane Bowen	10517	8,958.00
Trugreen Chemlawn	10298	12,180.00
Tyler Technologies, Inc.	10300	5,224.15
UMB Bank NA	10705	314,978.85
Vanguard Energy Service, LLC	10307	23,211.77
Vantagepoint Trf Agents-457	10099	31,899.86
Verizon Wireless	10309	12,624.73
Vermont Systems, Inc.	10308	8,679.81
Village of Glencoe	10457	33,752.50
Village of Glencoe-Shared Svcs	10458	12,994.80
Vortex Commercial Flooring	10903	12,541.00
Walmart Community	10314	11,079.00
Warehouse Direct Workplace Solutions	10700	11,515.40
Wheeling Park District	10316	6,307.75
Winnetka Hockey Club	11061	5,520.00
Wisconsin Dept of Revenue	10102	3,085.25
YBA Shirts	10957	2,844.15
Zodiac of North America, Inc.	10901	7,200.00
<b>Grand Total:</b>	<b>7,930,613.74</b>	



Glencoe Park District

# P/R Employee Publication Report

By Employee Name

Payroll Set: Glencoe PD - Glencoe Park District

For Date Range 03/01/2016-2/28/2017

Employee Name	Employee Number	Department Name	Category	Type	Salary
Acosta, Carmen	0067	09-Daycare-Amanda	Part Time	Hourly	\$6,889.20
Acosta, Raul	0068	06-Facility Maint-Bill	Part Time	Hourly	\$15,447.26
Adams, Emerson	0083	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,102.99
Adams, Nicholas	0093	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,812.45
Ali, Lauren	0321	07-Athletics-Chris P	Part Time	Hourly	\$2,802.62
Alter, Nathaniel	0356	13-Watts Ice-Bobby	Part Time	Hourly	\$4,121.16
Anderson, Wyatt	0414	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,687.57
Andrews, Katherine	0419	07-Athletics-Chris P	Part Time	Hourly	\$3,395.79
Aviles, Rogelio	0623	06-Facility Maint-Bill	Full Time	Hourly	\$40,846.68
Bailey, Alexandra	0758	13-Watts Ice-Bobby	Part Time	Hourly	\$200.06
Bailey, Samantha	0766	13-Watts Ice-Bobby	Part Time	Hourly	\$3,435.97
Barchenger, Jared	0808	02-Parks-Chris	Full Time	Hourly	\$42,540.35
Barrios, Maximino	0822	06-Facility Maint-Bill	Full Time	Hourly	\$34,126.01
Barrios, Yoselin	0825	14-Takiff Ctr-Paul	Part Time	Hourly	\$1,725.07
Bercu, Dylan	912	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,857.19
Bleadon, Joseph	0996	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,217.01
Bobrow, Clair	1004	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,592.18
Bond, Avigail	1021	11-Early Childhood-Nao	Part Time	Hourly	\$1,267.66
Boraiko, Olivia	804	11-Early Childhood-Nao	Part Time	Hourly	\$61.63
Bornstein, Bradley	1031	13-Watts Ice-Bobby	Part Time	Hourly	\$938.77
Boudreaux, Patricia	1035	11-Early Childhood-Nao	Part Time	Hourly	\$17,731.70
Briskman, Stephani	1834	05-Arts/Youth-Stephani	Full Time	Salary	\$48,083.04
Brownlee, Jackson	1123	04-Beach/Boating-Bobb	Part Time	Hourly	\$3,951.56
Budniak, Jennifer	1144	01-Admin	Full Time	Salary	\$10,110.24
Burris, Charlene	1175	09-Daycare-Amanda	Part Time	Hourly	\$910.00
Cagen, Dana	1235	11-Early Childhood-Nao	Part Time	Hourly	\$873.47
Cantagallo, Toni	1279	13-Watts Ice-Bobby	Part Time	Hourly	\$3,123.17
Chapman, Caitlin	1368	13-Watts Ice-Bobby	Part Time	Hourly	\$1,016.82
Clark, Harrison	1450	07-Athletics-Chris P	Part Time	Hourly	\$2,908.13
Cohen, Marsha	1499	09-Daycare-Amanda	Full Time	Hourly	\$38,599.73
Cohn, Sarah	1500	04-Beach/Boating-Bobb	Part Time	Hourly	\$817.50
Collins, Robert	1518	13-Watts Ice-Bobby	Full Time	Salary	\$57,005.57
Cotter, Dylan	1578	13-Watts Ice-Bobby	Part Time	Hourly	\$2,800.40
Creatura, Michael	1607	04-Beach/Boating-Bobb	Part Time	Hourly	\$716.88
Cunningham, Jaclyn	1646	09-Daycare-Amanda	Full Time	Hourly	\$15,882.22
Curi, Paul	1643	16-Cust Service-Lorise/P	Part Time	Hourly	\$7,133.35
Daverman, Natalie	1739	11-Early Childhood-Nao	Part Time	Hourly	\$11,677.18
DeCosmo, Samuel	1784	07-Athletics-Chris P	Part Time	Hourly	\$2,838.13
Diaz, Eliseo	1836	04-Beach/Boating-Bobb	Part Time	Hourly	\$543.70
Diaz, Luis	1835	13-Watts Ice-Bobby	Part Time	Hourly	\$11,014.33
Dinham, Cynthia	1858	11-Early Childhood-Nao	Part Time	Hourly	\$9,599.89
Dittrich, Jack	1864	13-Watts Ice-Bobby	Part Time	Hourly	\$18,584.01
Dominguez, Jose	1892	06-Facility Maint-Bill	Part Time	Hourly	\$5,007.00
Dore, Kevin	1901	09-Daycare-Amanda	Part Time	Hourly	\$17,279.02
Dunbar, Jill	1953	11-Early Childhood-Nao	Part Time	Hourly	\$2,907.50
Eberwein, Autumn	2053	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,261.00
Edwards, Daniel	2126	02-Parks-Chris	Part Time	Hourly	\$7,608.33
Eiserman, Chase	2255	04-Beach/Boating-Bobb	Part Time	Hourly	\$855.32
Eldridge, William	2321	06-Facility Maint-Bill	Full Time	Salary	\$84,521.64
English, Alexa	2392	13-Watts Ice-Bobby	Part Time	Hourly	\$2,579.14
Erickson, Lily	2478	11-Early Childhood-Nao	Part Time	Hourly	\$1,379.23
Estrella, Clara	2517	16-Cust Service-Lorise/P	Part Time	Hourly	\$12,444.53
Falduto, Dave	2737	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,398.91
Falduto, Nicholas	2739	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,549.54
Faliks, Irina	2736	05-Arts/Youth-Stephani	Part Time	Hourly	\$900.00
Fay, Daniel	2758	13-Watts Ice-Bobby	Part Time	Hourly	\$3,212.08
Fay, Joseph	2759	13-Watts Ice-Bobby	Part Time	Hourly	\$553.63

Employee Name	Employee Number	Department Name	Category	Type	Salary
Fiesel, Cuyler	2815	04-Beach/Boating-Bobb	Part Time	Hourly	\$782.25
Fitzpatrick, Rebecca	2846	05-Arts/Youth-Stephani	Part Time	Hourly	\$92.70
Ford, Morgan	2888	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,826.26
Gallo, Matthew	3026	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,608.88
Garcia, Leonardo	3036	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,734.75
Garvett, Naomi	5019	11-Early Childhood-Nao	Full Time	Salary	\$61,145.74
Gaudet, Matthew	3052	06-Facility Maint-Bill	Part Time	Hourly	\$15,005.04
Glasberg, Danielle	3158	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,017.13
Goedjen, Paul	3183	14-Takiff Ctr-Paul	Full Time	Salary	\$46,413.60
Goettsche, Stephanie	3184	11-Early Childhood-Nao	Part Time	Hourly	\$528.00
Goldman, Marissa	3192	13-Watts Ice-Bobby	Part Time	Hourly	\$175.31
Gottshall, Lucas	3215	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,574.64
Groner, Emma	3298	11-Early Childhood-Nao	Part Time	Hourly	\$1,857.38
Grumet-Morris, Yardena	3299	09-Daycare-Amanda	Part Time	Hourly	\$9,501.00
Handelman, Joshua	3431	07-Athletics-Chris P	Part Time	Hourly	\$114.44
Harris, Lucas	3481	09-Daycare-Amanda	Part Time	Hourly	\$6,705.85
Harrison, Thomas	3484	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,304.76
Hayes, Rachel	3523	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,970.64
Head, Madeline	3529	05-Arts/Youth-Stephani	Part Time	Hourly	\$4,949.32
Heavenrich, Rebecca	3531	11-Early Childhood-Nao	Part Time	Hourly	\$1,767.50
Hernandez, Esteban	3582	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,277.07
Hernandez, Ian	3581	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,809.77
Hibben, Timothy	3604	07-Athletics-Chris P	Part Time	Hourly	\$5,495.00
Huels, Christian	3791	13-Watts Ice-Bobby	Part Time	Hourly	\$4,680.89
Ingleby, Nicholas	4226	02-Parks-Chris	Full Time	Hourly	\$23,847.26
Ioffe, Ilya	4251	06-Facility Maint-Bill	Full Time	Hourly	\$44,655.33
Ivaska, Darius	4408	07-Athletics-Chris P	Part Time	Hourly	\$2,910.00
Iverson, Thomas	4412	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,200.00
Jabbari, Perry	4539	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,959.75
Jacobson, Marla	4555	16-Cust Service-Lorise/P	Part Time	Hourly	\$2,802.57
Janis, Bradley	4577	02-Parks-Chris	Full Time	Hourly	\$46,545.91
Jaros, Daniel	4580	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,643.60
Johnson, Cameron	4690	09-Daycare-Amanda	Part Time	Hourly	\$2,365.00
Johnson, Charles	4691	07-Athletics-Chris P	Part Time	Hourly	\$1,350.00
Johnson, David	4675	01-Admin	Full Time	Salary	\$3,685.41
Johnson, Logan	4684	05-Arts/Youth-Stephani	Part Time	Hourly	\$6,631.55
Kalter, Natalie	4824	13-Watts Ice-Bobby	Part Time	Hourly	\$136.13
Kaplan, Julie	4828	14-Takiff Ctr-Paul	Part Time	Hourly	\$2,250.00
Keefe, Karen	4851	02-Parks-Chris	Part Time	Hourly	\$20,829.83
Keehn, Samuel	4852	13-Watts Ice-Bobby	Part Time	Hourly	\$2,072.25
Kehoe, Charlie	4859	13-Watts Ice-Bobby	Part Time	Hourly	\$824.26
Kelly, Caroline	4872	15-Adult/Spec Event-Liz	Part Time	Hourly	\$552.00
Kendall, Jonee	4853	14-Takiff Ctr-Paul	Part Time	Hourly	\$68.64
Kingsbury, Sabrina	4950	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,933.58
Kinsey, Lauren	4955	10-Regis Office-Lorise	Full Time	Hourly	\$34,478.59
Kirrish, Anthony	4964	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,215.71
Klevenow-Anderson, Sonja	4984	11-Early Childhood-Nao	Part Time	Hourly	\$20,990.62
Klonowski, Maria	4989	09-Daycare-Amanda	Part Time	Hourly	\$22,730.81
Kochvar, Andrew	5005	04-Beach/Boating-Bobb	Part Time	Hourly	\$4,612.64
Koenig, Miriam	5008	07-Athletics-Chris P	Part Time	Hourly	\$17,479.62
Kohan, Talia	5011	05-Arts/Youth-Stephani	Part Time	Hourly	\$5,259.00
Kozelka, Jacqueline	5029	11-Early Childhood-Nao	Part Time	Hourly	\$27,415.58
Kozelka, Natalie	5030	11-Early Childhood-Nao	Part Time	Hourly	\$2,991.12
Kraemer, Kathleen	5032	11-Early Childhood-Nao	Part Time	Hourly	\$19,549.82
Krueger, Mary	5052	11-Early Childhood-Nao	Part Time	Hourly	\$17,946.03
Kuhns, Paul	5065	13-Watts Ice-Bobby	Part Time	Hourly	\$7,328.91
Kurniniec, Michael	5059	07-Athletics-Chris P	Part Time	Hourly	\$337.50
Larmore, Matthew	5147	07-Athletics-Chris P	Part Time	Hourly	\$7,588.37
Lauer, Matt	5164	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,527.41
Lazar, Katherine	5176	11-Early Childhood-Nao	Part Time	Hourly	\$2,295.29
LeDuc, Autumn	5186	10-Regis Office-Lorise	Part Time	Hourly	\$13,243.75
Leiner, Christopher	5202	01-Admin	Full Time	Salary	\$95,691.04
Lerner, Harris	5213	13-Watts Ice-Bobby	Part Time	Hourly	\$923.88
Lesniak, Caroline	5214	15-Adult/Spec Event-Liz	Part Time	Hourly	\$499.50

Employee Name	Employee Number	Department Name	Category	Type	Salary
Lesniak, Lisa	5215	11-Early Childhood-Nao	Part Time	Hourly	\$845.25
Liberatore, Venturino	5248	15-Adult/Spec Event-Liz	Part Time	Hourly	\$1,155.00
Liebovich, Giulia	5251	13-Watts Ice-Bobby	Part Time	Hourly	\$4,871.80
Litchman, Hannah	5276	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,830.52
Lofdahl, Katie	5305	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,456.28
Lotsoff, Ava	5331	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,100.76
Lushniak, Michael	5373	01-Admin	Full Time	Salary	\$88,130.78
Lustbader, Samantha	5375	04-Beach/Boating-Bobb	Part Time	Hourly	\$952.88
Maassen, Erin	5415	01-Admin	Full Time	Salary	\$72,227.84
Macklin, Emily	5422	11-Early Childhood-Nao	Part Time	Hourly	\$2,869.84
Maher, Charles	5438	04-Beach/Boating-Bobb	Part Time	Hourly	\$3,343.00
Maiworm, Callen	5443	14-Takiff Ctr-Paul	Part Time	Hourly	\$6,336.68
Maiworm, Camden	5441	05-Arts/Youth-Stephani	Part Time	Hourly	\$13,474.66
Marinovska, Natalia	5462	09-Daycare-Amanda	Full Time	Hourly	\$40,004.61
Markham, Kirsten	5461	11-Early Childhood-Nao	Part Time	Hourly	\$2,069.39
Marron Meza, Raul	5466	02-Parks-Chris	Full Time	Hourly	\$15,391.26
Martinez, Ashley	5459	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,503.17
Marx, Anthony	5488	02-Parks-Chris	Full Time	Salary	\$53,821.90
Mata, Antonio	5497	06-Facility Maint-Bill	Part Time	Hourly	\$14,239.62
McCarthy, William	5538	07-Athletics-Chris P	Part Time	Hourly	\$2,857.15
McDonald, Thomas	5578	02-Parks-Chris	Full Time	Salary	\$60,149.08
Mehlman, Rachel	5656	13-Watts Ice-Bobby	Part Time	Hourly	\$1,087.84
Meier, Matthew	5658	04-Beach/Boating-Bobb	Part Time	Hourly	\$97.30
Meier, Patrick	5657	04-Beach/Boating-Bobb	Part Time	Hourly	\$307.85
Mensingher, Carol	5667	01-Admin	Full Time	Salary	\$136,530.00
Meyers, Andrew	5691	11-Early Childhood-Nao	Part Time	Hourly	\$1,857.27
Michael, Amanda	5700	09-Daycare-Amanda	Full Time	Salary	\$44,002.20
Miskowicz, Terry	5748	07-Athletics-Chris P	Part Time	Hourly	\$16,188.75
Mitchell, Jessica	5753	09-Daycare-Amanda	Part Time	Hourly	\$3,784.95
Morris, Sophia	5847	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,294.15
Moskowitz, Jacob	5857	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,891.10
Munck, Jennifer	5894	11-Early Childhood-Nao	Part Time	Hourly	\$10,186.52
Murphy, Elizabeth	5905	07-Athletics-Chris P	Part Time	Hourly	\$3,624.81
Nelson, Taylor	6028	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,368.25
Nitzkin, Erica	6086	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,597.48
Nixon, Kristi	6089	11-Early Childhood-Nao	Part Time	Hourly	\$560.00
Nussbaum, Aaron	6158	06-Facility Maint-Bill	Part Time	Hourly	\$5,611.44
O'Connor, Scott	6264	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,271.13
O'Malley, Mary	6528	13-Watts Ice-Bobby	Part Time	Hourly	\$4,905.16
Osmitz, Kevin	6669	04-Beach/Boating-Bobb	Part Time	Hourly	\$112.50
O'Sullivan, Mary	6682	13-Watts Ice-Bobby	Part Time	Hourly	\$3,705.78
Packer, Sarah	6876	05-Arts/Youth-Stephani	Part Time	Hourly	\$22,173.24
Pepe, Cristina	6988	09-Daycare-Amanda	Part Time	Hourly	\$8,164.89
Pepe, Rose	6989	09-Daycare-Amanda	Full Time	Hourly	\$36,266.88
Petrucci, Timothy	7025	02-Parks-Chris	Full Time	Hourly	\$35,851.00
Pickrell, Constance	7071	09-Daycare-Amanda	Part Time	Hourly	\$3,776.50
Pietrini, Christopher	7073	07-Athletics-Chris P	Full Time	Salary	\$56,850.10
Piolla, Daniela	7082	07-Athletics-Chris P	Part Time	Hourly	\$2,220.73
Pollack, Grant	7127	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,952.00
Pranian, Jon	7171	07-Athletics-Chris P	Part Time	Hourly	\$39,764.07
Pranian, Riley	7172	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,225.28
Pressler, Rachel	7177	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,121.71
Purcell, David	7224	07-Athletics-Chris P	Part Time	Hourly	\$4,068.77
Rackow, Jill	7319	09-Daycare-Amanda	Part Time	Hourly	\$210.00
Reilly, Meghan	7391	11-Early Childhood-Nao	Part Time	Hourly	\$3,374.28
Reiner, Lynn	7394	11-Early Childhood-Nao	Part Time	Hourly	\$742.50
Resis, Cari	7405	05-Arts/Youth-Stephani	Part Time	Hourly	\$39,170.12
Resnick, Stacey	7406	09-Daycare-Amanda	Part Time	Hourly	\$686.26
Richard, Hannah	7441	13-Watts Ice-Bobby	Part Time	Hourly	\$2,035.32
Ringel, Kerri	7467	11-Early Childhood-Nao	Part Time	Hourly	\$16,305.99
Robinson IV, Everett	7519	07-Athletics-Chris P	Part Time	Hourly	\$535.50
Robinson, Everett	7518	07-Athletics-Chris P	Part Time	Hourly	\$2,478.19
Ross, Brian	7580	05-Arts/Youth-Stephani	Part Time	Hourly	\$4,064.59
Rossen, Alexandra	7589	04-Beach/Boating-Bobb	Part Time	Hourly	\$353.25

Employee Name	Employee Number	Department Name	Category	Type	Salary
Runkel, Jennifer	7621	01-Admin	Full Time	Salary	\$62,354.60
Sammamn, Blake	7698	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,942.30
Sammann, Tyler	7699	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,583.29
Sampson, Debra	7919	15-Adult/Spec Event-Liz	Part Time	Hourly	\$2,572.50
Sapienza, Johannah	7707	11-Early Childhood-Nao	Part Time	Hourly	\$477.00
Satovitz, Randy	7697	07-Athletics-Chris P	Part Time	Hourly	\$200.00
Scales, Emmet	7723	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,643.51
Schiller, Grayson	7733	04-Beach/Boating-Bobb	Part Time	Hourly	\$243.38
Schofield, Chloe	7743	07-Athletics-Chris P	Part Time	Hourly	\$2,563.25
Schweitz, Paul	7757	06-Facility Maint-Bill	Part Time	Hourly	\$1,719.00
Scott, Christopher	7766	13-Watts Ice-Bobby	Part Time	Hourly	\$2,216.39
Seiden, Lexi	7801	11-Early Childhood-Nao	Part Time	Hourly	\$1,074.38
Sexton, Claire	7819	13-Watts Ice-Bobby	Part Time	Hourly	\$1,449.50
Shapiro, Nathan	7828	11-Early Childhood-Nao	Part Time	Hourly	\$1,066.32
Sheppard, Lisa	7851	01-Admin	Full Time	Salary	\$144,445.20
Shore, Roberta	7879	11-Early Childhood-Nao	Part Time	Hourly	\$18,619.09
Shrier, Clara	7884	04-Beach/Boating-Bobb	Part Time	Hourly	\$693.77
Shumate, Natalie	7888	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,575.28
Siebert, Sophie	7902	13-Watts Ice-Bobby	Part Time	Hourly	\$1,594.32
Sklansky, Maxwell	7970	04-Beach/Boating-Bobb	Part Time	Hourly	\$2,782.88
Slater, Tatyana	7980	09-Daycare-Amanda	Part Time	Hourly	\$6,895.32
Slovy, Adrienne	7985	09-Daycare-Amanda	Part Time	Hourly	\$1,402.50
Slowey, Grace	7895	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,147.17
Slowey, Kevin	7986	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,838.04
Smith, CJ Appelson	7996	11-Early Childhood-Nao	Part Time	Hourly	\$31,403.30
Spencer, Ana	8062	15-Adult/Spec Event-Liz	Part Time	Hourly	\$7,560.00
Springman, Lonnie	8075	07-Athletics-Chris P	Part Time	Hourly	\$3,844.63
Steindler, Dina	8122	09-Daycare-Amanda	Part Time	Hourly	\$25,403.28
Steinmetz, Natalie	8125	15-Adult/Spec Event-Liz	Part Time	Hourly	\$44,281.78
Stern, Sharon	8133	11-Early Childhood-Nao	Part Time	Hourly	\$15,870.50
Sternberg, Leah	8130	11-Early Childhood-Nao	Part Time	Hourly	\$2,025.00
Stockl, Jessica	8170	09-Daycare-Amanda	Full Time	Hourly	\$21,143.48
Stowick, Elizabeth	7347	01-Admin	Full Time	Salary	\$45,741.31
Sublett, Jane	8207	01-Admin	Part Time	Hourly	\$10,406.25
Sundaram, Arun	8221	13-Watts Ice-Bobby	Part Time	Hourly	\$6,734.20
Sussman, Allyson	8225	04-Beach/Boating-Bobb	Part Time	Hourly	\$293.61
Taves, Susan	8327	11-Early Childhood-Nao	Part Time	Hourly	\$2,623.39
Thomas, Elinor	8403	15-Adult/Spec Event-Liz	Part Time	Hourly	\$3,000.00
Torre, Matthew	8506	13-Watts Ice-Bobby	Part Time	Hourly	\$6,472.75
Valvassori, Christopher	8962	13-Watts Ice-Bobby	Part Time	Hourly	\$123.48
Valvassori, Michael	8957	04-Beach/Boating-Bobb	Part Time	Hourly	\$1,450.25
Vasiliadis, Fotios	8977	04-Beach/Boating-Bobb	Part Time	Hourly	\$206.25
Visteen, Elizabeth	9041	15-Adult/Spec Event-Liz	Full Time	Salary	\$61,999.92
Wallace, Patricia	9203	10-Regis Office-Lorise	Part Time	Hourly	\$22,652.63
Wang, Blair	9215	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,654.44
Weber, Alyson	9273	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,425.27
Weil, Lorise	9282	10-Regis Office-Lorise	Full Time	Salary	\$72,028.16
Wexler, Zoe	9329	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,323.16
Whalen, Tammie	9335	04-Beach/Boating-Bobb	Part Time	Hourly	\$16,033.28
White, Fatmata	9364	09-Daycare-Amanda	Part Time	Hourly	\$876.00
Wilneff, Landon	9439	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,877.76
Winter, Rachael	9471	11-Early Childhood-Nao	Part Time	Hourly	\$2,051.25
Wissig, Rick	9481	07-Athletics-Chris P	Part Time	Hourly	\$6,529.63
Woodson, Kevin	9537	13-Watts Ice-Bobby	Part Time	Hourly	\$2,102.38
Yates, Polly	9686	15-Adult/Spec Event-Liz	Part Time	Hourly	\$450.00
Zidron, Therese	9877	11-Early Childhood-Nao	Part Time	Hourly	\$28,697.61

# **IX. Action Item C**

## **Approval of the Investment Policy**

Glencoe Park District  
July 2017 Board Meeting



To: Board of Park Commissioners

Date: July 10, 2017

From: Carol Mensinger, Director of Finance/HR

cc: Lisa Sheppard, Executive Director

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SUBJECT: Proposed/Revised Investment Policy

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The District's current Investment Policy was approved by the Board in 1999. Given the Distinguished Agency process, staff felt that a review and revision of this policy be undertaken. Please see attached for the new proposed policy, with new paragraph added and highlighted in red, per discussion at the Finance Committee Meeting of the Whole on June 20. This policy has been reviewed by Lauterbach & Amen.

# Glencoe Park District Investment Policy

*Approved by the Board of Park Commissioners: December 21, 1999*

*Revisions Proposed to the Board of Park Commissioners (not approved): June 20, 2017 & July 18, 2017*

## **Introduction**

The purpose of the Investment Policy of the Glencoe Park District is to define the parameters within which funds of the District are to be managed. In methods, procedures and practices, the policy formalizes the framework for the District's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of those funds. The guidelines are intended to be broad enough to allow staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of District's funds in accordance with the Public Funds Investment Act [30 ILCS 235].

## **Objectives**

The primary objectives, in priority of order, of the investment activities shall be:

- 1) **Legality** – The investment activities will conform to federal, state and local legal requirements.
- 2) **Safety** – The preservation of capital and protection of investment principal shall be the primary concern in the selection of investments, investment strategies and depositories. Investments shall be undertaken in a manner that seeks to ensure preservation of capital.
- 3) **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated. This can be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.
- 4) **Yield** – Investment activity shall seek to obtain a competitive investment return that is consistent with the objective of preservation of capital while maintaining a reasonable level of portfolio risk. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall not be sold prior to maturity with the following exceptions:
  - Security with declining credit may be sold early to minimize loss of principal.
  - Liquidity needs of the portfolio require that the security be sold.

## **Standards of Care**

The standard of prudence to be used by the Glencoe Park District shall be the “prudent person” standard and shall be applied in the context of managing the District's overall portfolio. Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital, as well as the probable income to be derived.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio. Individuals acting on behalf of the Glencoe Park District in the investment of funds who are acting within in accordance of governing statutes, the Policy and any written procedures developed to carry out this Policy, and who are exercising appropriate due diligence, shall be relieved of personal responsibility in carrying out delegated responsibilities and personal liability for individual security's credit risk or market changes.



### **Delegation of Authority**

The establishment of the investment policy is the responsibility of the Board of Park Commissioners. The management and administrative responsibility is delegated to the Director of Finance/HR as it relates to the following duties:

- Selection of investment securities
- Selection of investment advisors, depositories or other investment service providers
- Reinvestment of investment income whether through interest, dividends or maturity of principal
- Establishment of appropriate procedures to carry out the intent of this Policy

The Board of Commissioners shall exercise continuing oversight of the investments of the District through the Finance Committee of the Whole. The Director of Finance/HR shall report periodically to the Park Board via regular board meetings on the holdings, performance and any failures to meet expectations on the part of investments, investment advisors, depositories, or other investment service providers.

### **Authorized Investment Advisors, Broker/Dealers & Financial Institutions**

The policy of the Glencoe Park District shall be to select financial institutions for individual investment, to act as a depository, or to provide other financial services based upon, but not limited to, the following considerations:

- Security – The organizations shall not keep or invest funds that are not covered by the Federal Deposit Insurance Corporation (FDIC). In addition, no funds will be kept or invested in institutions not willing or capable of posting required collateral for funds in excess of the FDIC limits.
- Services and Fees – Fees for banking services shall be mutually agreed upon by the depository bank and the Director of Finance/HR. Whenever possible, the organizations shall cover fees for services by means of compensated balances.

Investment advisor and broker/dealers shall be selected based upon overall experience with Illinois governmental agencies and the ILCS as it relates to the Investment of Public Funds Act [30 ILCS 235]. Any institution or individual acting as an investment advisor shall be legally registered, have appropriate insurance or bonding, and accept fiduciary responsibility for the funds they so advise. In addition, broker/dealers shall be selected on the basis of credit worthiness as well as their ability to obtain competitive prices on securities purchased or sold on behalf of the Glencoe Park District. Additional criteria for the selection or evaluation of an investment, a depository, an advisor or other provider of investment services shall be determined by the Director of Finance/HR based upon the specific purpose required. The Glencoe Park District will take into consideration security, size, location, financial condition, service, fees, competitiveness and local community relations involvement of the financial institution when considering depositories.

All approved depositories must provide the District with their audited financial statements.

### **Authorized Investments**

Any type of security that is allowed for in the Public Funds Act [30 ILCS 235] as summarized below:

- a) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America
- b) Bonds, notes, debentures, or other similar obligation of the United States of America or its agencies
- c) Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits constituting direct obligations of the bank as defined by the Illinois Bank Act [205 ILCS 5].

- d) Interest bearing bonds of a park district or any county, township, city, village, incorporated town, municipal corporation or school district. The bonds must be registered in the name of the District or held under custodial agreement at a bank. The bonds shall be rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and political subdivisions.
- e) Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraphs (a) and (b) of this section
- f) Repurchase agreements, subject to the requirements and limitations set forth in 30 ILCS 235/2
- g) Illinois Park District Liquid Asset Fund Plus (IPDLAF), the investment pool sponsored by the Illinois Association of Park Districts and Illinois Park and Recreation Association
- h) Illinois Funds, the Local Government Investment Pool (LGIP) operated by the Illinois State Treasurer's Office
- i) Additional investments may be added to this list as changes to the statutes occur.
- j) Investment in derivative securities is not permitted.

### **Investment Guidelines/Selection**

Glencoe Park District investments shall be limited to those authorized by state or public statute, 30 ILCS 235/2 as listed above. When evaluating potential investment alternatives on the purchase date, the net rate of return on any investment shall be taken into consideration. As such, applicable fees for the transactions should be known and taken into account.

In general, the investment philosophy of the Park District is to invest in only secured (essentially risk free), liquid and short-term investments. Maturity dates are based on anticipated cash requirements for the future. Investment alternatives shall be reviewed to determine the best investment with the highest net yield that is consistent with the investment policy objectives of the district. All investments when issued will be in the name of the Glencoe Park District and held in safekeeping by the issuing financial institution.

### **Collateralization**

Funds on deposit in checking accounts and certificates of deposit in excess of FDIC insurance limits must be secured by some form of collateral, witnessed by a written agreement and held in the name of the Glencoe Park District at an independent/third party institution. The Glencoe Park District will accept any of the following assets as collateral:

- U.S. Government Securities
- Obligations of Agencies of the U.S. Government
- Obligations of the State of Illinois
- Any other collateral acceptable for use by the Treasurer of the State of Illinois

The amount of collateralization will not be less than 102% of the fair market value of the net amount of the public funds being secured. A review of the fair value will be secured at least quarterly. Additional collateral will be requested when the ratio declines below the level requested.

### **Diversification**

To the best of its abilities, the Glencoe Park District shall diversify the investments based upon the type of funds invested as well as the individual securities and organizations selected and the cash flow needs of the entities.

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in this Policy.

- Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

### **Maturity Scheduling**

Maturity scheduling of the organizations' investments shall be timed according to anticipated need. Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account operational expenditures, approaching capital projects, timely payments of principal and interest payments, as well as sizable allotments of anticipated revenue. Maturities shall not exceed one (1) year.

### **Application of Investment Income**

Except for cash in certain restricted funds, the District will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds on a monthly basis on the basis of their respective balances and in accordance with generally accepted accounting principles.

### **Reporting Requirements**

The Director of Finance shall provide a written report to the Board of Park Commissioners monthly at its regular board meeting detailing all District investments by type, issuer, interest rate, maturity and cost.

### **Internal Controls**

The Director of Finance shall be responsible for establishing and maintaining an internal control structure designed to insure that the assets of the Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived, and 2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority
- Custodial safekeeping
- Written confirmations of transactions for investments and wire transfers
- Authorizations of wire transfers

### **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose to the Board of Park Commissioners any material interest in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Park District.

**IX. Action Item D**  
**Approval to Move the August 15, 2017**  
**Regular Board Meeting to August 17, 2017**

**No Documents**

Glencoe Park District  
July 2017 Board Meeting

**IX. Action Item E**  
**Approval of Glencoe Fitness Area and Takiff**  
**Center Registration Desk Bids**

Glencoe Park District  
July 2017 Board Meeting



To: Board of Commissioners

Date: 7/6/17

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

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**SUBJECT: Fitness Area/Restroom Renovation/ Front Desk Improvement Bid Results**

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On Thursday, July 6, bids were opened for the Takiff Center Fitness Room/Restroom Addition and Front Desk Improvement Project. Five bids were submitted for the project. The working construction budgets are as follows:

Total Construct Budget of \$325,000

- Fitness Area/Restroom Improvements: \$290,000
- Front Desk Improvement: \$35,000

Bid Results are listed below:

2017 Fitness Improvement Bid Results			
Contractor	Base Bid	Alternate 1	Total
Happ Builders	\$214,000.00	\$5,100.00	\$219,100.00
Plata	\$230,640.00	\$9,088.00	\$239,728.00
Kerksy Construction	\$237,400.00	\$6,500.00	\$243,900.00
PF Group	\$254,000.00	\$2,400.00	\$256,400.00
CCDS	\$317,148.00	\$8,040.00	\$325,188.00

The lists of alternates listed above include:

Alternate 1: Drinking Fountain Infrastructure

Per the bid document we are awarding the contract based on the lowest qualified bidders. The results are as follows:

- Fitness Area/Restroom Addition \$194,000
- Front Desk Renovation \$20,000
- Alternate 1 Drinking Fountain \$5,100

Total Bid: \$219,100

Reference checks were completed and based on reference checks and bid evaluation staff is recommending the approval of the lowest responsible bidder, Happ Builders of Waukegan Illinois including alternate 1 for a total of \$219,100.

Construction will begin the week of August 21.

# **IX. Action Item F**

## **Approval of Astor Landscape Plan**

Glencoe Park District  
July 2017 Board Meeting



To: Board of Commissioners

Date: 7/6/17

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

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**SUBJECT: Astor Park**

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Attached is the Landscape Plan for Astor Park. We have minimized the plantings to allow for maximum amount of green space for the site and have added trees for additional shade. Beautification plantings will take place at the playground entrance and by the park district sign. The park sign will be placed as close to the road as we can and still comply with village regulations.

PDRMA reviewed the site plans for the playground and noted two border concerns, as defined by Consumer Product Safety Commission Public Playground Handbook, that need to be addressed.

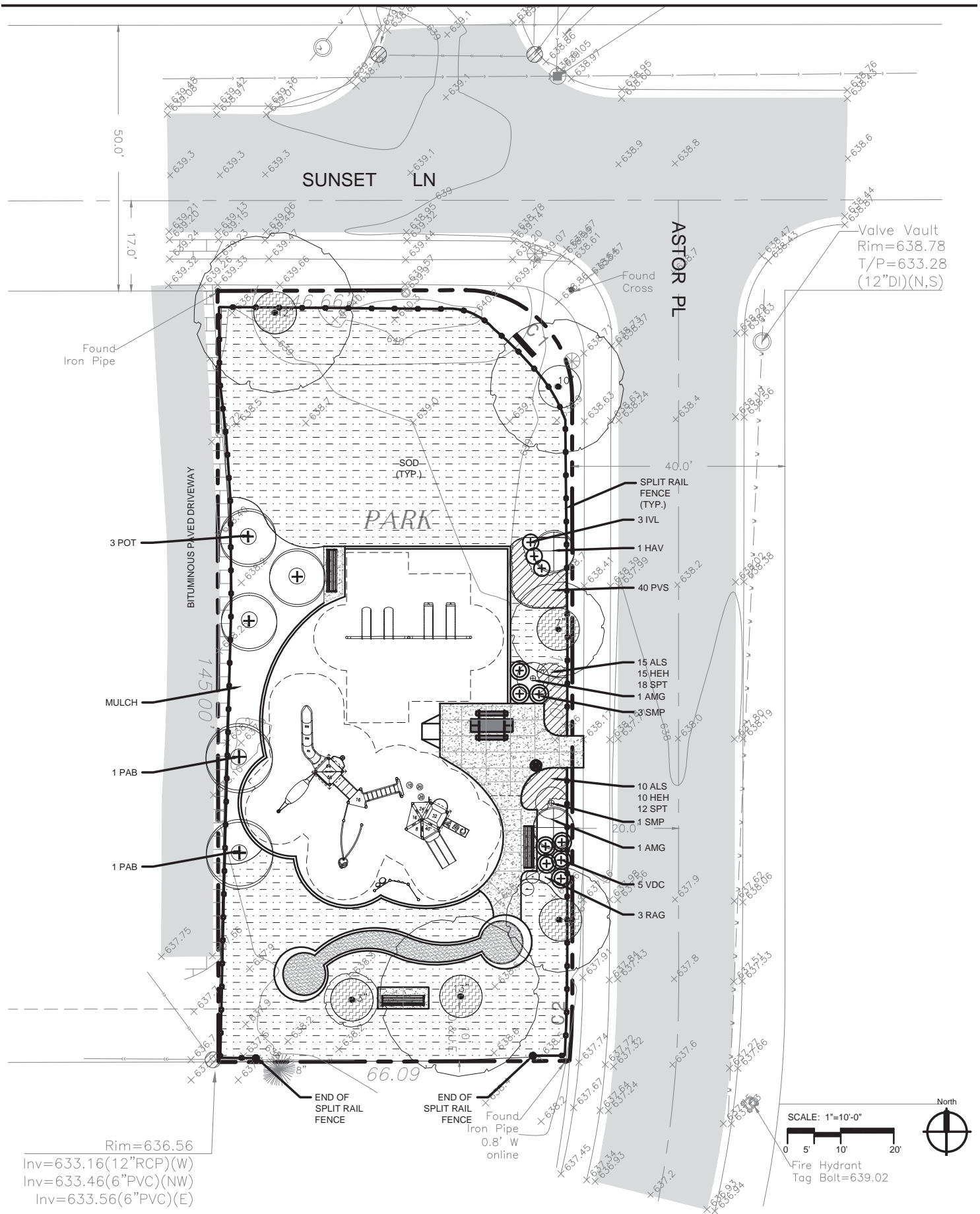
- 1) The adjacent roadways of Astor Place and Sunset Lane. The district plans indicate the use of a fence to address this border concern.
- 2) The adjacent homeowner driveway poses a significant border concern. It is recommended that a fence and/or dense vegetation be provided for this border concern.

Staff is recommending the split rail fencing for couple of reasons:

- Dense vegetation may infringe on the open space.
- Dense vegetation is considerably more expensive to purchase and install.
- Dense vegetation is more expensive to maintain.
- Split rail fencing acts as a barrier to make children stop and look at their surrounding before proceeding, yet they can still climb over or under to retrieve a ball.

**Staff Recommendation:** To approve the Landscape Plan for Astor Park including the split rail fence around park as indicated in the plan and PDRMA's recommendation.





50.0'

17.0'

SUNSET LN

ASTOR PL

Valve Vault  
Rim=638.78  
T/P=633.28  
(12"DI)(N,S)

Found  
Iron Pipe

Found  
Cross

BITUMINOUS PAVED DRIVEWAY

SOD  
(TYP.)

PARK

3 POT

SPLIT RAIL  
FENCE  
(TYP.)

3 IVL

1 HAV

40 PVS

MULCH

15 ALS  
15 HEH  
18 SPT  
1 AMG  
3 SMP

1 PAB

10 ALS  
10 HEH  
12 SPT  
1 SMP

1 PAB

1 AMG  
5 VDC  
3 RAG

END OF  
SPLIT RAIL  
FENCE

END OF  
SPLIT RAIL  
FENCE

Found  
Iron Pipe  
0.8' W  
online

SCALE: 1"=10'-0"  
0 5' 10' 20'

Fire Hydrant  
Tag Bolt=639.02



Rim=636.56  
Inv=633.16(12"RCP)(W)  
Inv=633.46(6"PVC)(NW)  
Inv=633.56(6"PVC)(E)

**IX. Action Item G**  
**Approval of Revised Policy on Recreation  
and Facility Discounts for Employees and  
Commissioners**

Glencoe Park District  
July 2017 Board Meeting

**TO: Board of Park Commissioners**

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

**DATE: July 13, 2017**

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**SUBJECT: Evaluation of District's Recreation Program Discount for Employees**

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Currently, our district provides eligible employees with a discount on the cost of recreation programs for not only the employee, but also for their immediate families. The actual discount for full-time employees is 100% for non-contractual programs and 50% for Children Circle daycare, and either 50% or 30% for part-time employees based on the number of hours they work. There are not restrictions on how many programs employees can sign up for, or any maximum dollar limit.

Per IRS guidelines, employees are now subject to pay withholding taxes on this discount amount, less a 20% exclusion, as these discounts are considered taxable fringe benefits. Per our current policy, the district allows employees to sign up immediately for these programs, i.e., they do not have to wait until the class starts to see if there is an open spot. Additionally, the district is directly liable to also pay Social Security and Medicare on the value of the discount, which equates to 7.65% of the discount amount. For example, a total of \$50,000 in taxable program discount, the cost of Social Security and Medicare payable to the IRS by the district on this amount would equal \$3,835. In addition, it is recommended not to allow program discounts for commissioners over 20% because we would then have to issue a 1099 and tax them on the programs. There is no taxing on facility memberships.

Given this information, staff did a quick survey of other park districts to research what their policies are, and to see if we are still in line and competitive with what other park districts are doing.

Based on our review, there is only one district that responded (Winnetka) that offers 100% discount to their employees with no restrictions.

Staff and commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to report back on the operations, customer service and program content.

With all the information we reviewed, staff recommends a change in the current policy effective on programs that start after September 1, 2017. Since preschool registration and Children Circle registration have already occurred for the upcoming year, the policy for those two programs will go into effect for programs that start after June 1, 2018. The recommended change in policy is attached.

We feel this change still offers a benefit for employees and keeps us competitive with other employers to enable us to attract the best and the brightest. Another very positive benefit is that our staff get a first-hand view of our program operations. This is instrumental in finding ways to improve our services. We would require all staff that takes a program benefit to fill out a program evaluation form.

Commissioner Gaines, chair of the personnel and policy committee directed staff, based on the discussion of the committee, to move the policy on recreation program discounts for employees forward for approval at the July 18 regular board meeting.

*Excerpts from the Full-time Personnel Manual, Part-time Personnel Manual, and Board Policy Manual...*

## **Full-Time Employee Program and Facility Discounts**

### 1.25.3 Use of Programs and Facilities

#### 1.25.3.1 Facilities

All full-time employees receive complimentary ~~seasonal tokens~~ pass to the Glencoe Beach and Watts Ice Center for themselves and their immediate family. For purposes of this paragraph, "immediate family" includes your spouse and your minor children, stepchildren, or minor children over whom the employee is a guardian residing with you in your household. All full-time employees receive a 50% discount on an individual pass to the Glencoe Fitness Area, but employee will be reimbursed the 50% paid if the employee uses the fitness area 150 times annually.

There will be no point of sale discount for employees at Glencoe Beach/Boating or Watts Ice Center.

All full-time employees receive Class 2 Usage/Rental rates for Takiff or Watts.

#### 1.25.3.2.1 Recreation Programs

All full-time employees will be given the discount off the resident rate. Registration fees for recreation programs for themselves and their immediate family, excluding contractual programs, will be as follows:

- 20% discount on all non - contractual recreation programs including ELC Preschool, GPD Summer Camp, Kids Club Before/After School program. Employee can register on the first day of real-time registration to receive this discount. \*This discount is not taxed.
- 50% discount on all non-contractual recreation programs including ELC Preschool, GPD Summer Camp, Kids Club. Employee must wait 5 days after resident registration to register. \*This discount is partially taxed.
- 100% discount on all non-contractual general recreation programs if on the day the program begins there are openings. This discount excludes ELC, GPD Day Camp, Kids Club, Days Off School Trips and contractual programs. \*This discount is not taxed.

For purposes of this paragraph, "immediate family" includes your spouse and your minor children, stepchildren, or minor children over whom the employee is a guardian residing with you in your household. Any variance of this policy based on special circumstances is at the approval of Executive Director.

\*Please contact the Director of Finance/Human Resources for additional information.(see 1.25.3.4 Tax Status of Discounted Park District Programs)

### 1.25.3.3 Children's Circle Full Day Preschool

Grade 1 full-time employees may enroll their children in the **Children's Circle Full Day Preschool** at 50% of the published fee. (see 1.25.3.4 Tax Status of Discounted Park District Programs) **Due to the fact that Children Circle Full Day Preschool stipulates that no tax monies be used for the operation of Children Circle, the intent is to not take revenue from the program. Therefore, if one child is on the waitlist for a classroom that an employee's child is currently enrolled in, a transfer from Corporate Fund to the Recreation Fund/Day Care Department, for the amount of that discounted revenue. This item will be budgeted annually in the G & A Department.**

### 1.25.3.4 Tax Status of Discounted Park District Programs

As part of the Glencoe Park District benefit package, park district employees can receive a discount on recreation programs offered by the District. These programs include camp, daycare, preschool, and enrichment-type classes. The discount varies based on whether you are full-time or part-time, and if you are part-time, how many hours you worked in the previous year.

In order to comply with current IRS regulations on taxable fringe benefits, effective September 1, 2016, the District began taxing employees on the applicable portion of their discounted program costs as required by law. This portion is considered a taxable fringe benefit to employees and is subject to withholding.

District policy allows employees to enroll in programs offered by the District at the same time they are offered to the general public (i.e., you do not have to wait until the enrollment period has expired) AND employees can enroll no matter what the enrollment numbers are, thus the "Employee Discount Exclusion" applies. This exclusion allows for the District to exclude 20% of the program discount from wages, and thus the remaining percentage of the discount becomes taxable as a fringe benefit, unless enrollment is secured on the first day of class.

The taxable discount amount is added to your gross wages as a taxable benefit so that Federal withholding, State withholding, Social Security and Medicare (not IMRF) is paid on that benefit.

## **Part-Time Employee Program and Facility Discounts**

### 1.25.4 Benefit Levels for Part-Time Employees

Grades 2 and 6 Employees	+After one year of employment, shall get <u>sick/ personal leave</u> equivalent to three of his normal work days to be used in a program year with an additional (fourth) day after 15 years of service
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### 1.25.5 Benefits Based on Hours Worked

<b>1 - 499 hours/year</b>	+complimentary <b>individual</b> beach and skating passes
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**500 - 999 hours/year**  
(17 - 19 hours/week)

**1,000 + hours/year**  
(over 20+ hours/week)

+complimentary family beach and skating pass  
+10% discount on non-contractual Park District programs for self  
+Mandatory participation in the Illinois Municipal Retirement Fund (IMRF) beginning on date of employment  
+50% discount on non-contractual park district programs for self and immediate family for the year beginning on date of employment  
+Complimentary family season beach and skating pass  
10% discount for use of Children Circle Child Care center.  
+100% discount on all non-contractual general recreation programs if on the day the program begins there are openings. This discount excludes ELC, GPD day camp, Kids Club, Days Off School Trips and contractual programs.

There will be no point of sale discount for employees at Glencoe Beach/Boating or Watts Ice Center.

Any variance of this policy based on special circumstances is at the approval of Executive Director.

## Commissioner Program and Facility Discounts

### E. District Programs and Facilities

Commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of these facilities and programs. When interested in a scheduled program, the Commissioner shall notify the Executive Director at least seven days prior to the scheduled event to determine if there are any openings. If openings exist on the day the program starts, the Commissioner or immediate family member shall be free to attend the program. A Commissioner shall not use a park district facility or participate in a Park District program if such use or participation will have the effect of excluding a paying resident. The Board encourages the commissioner, upon completion of the activity, to provide the Executive Director with feedback concerning the experience. Such first-hand experiences and interactions with users provide Commissioners with valuable background information to supplement customer evaluations and staff analyses.

Therefore, while in office, Commissioners are entitled to:

1. **Commissioners** and their immediate family members will receive complimentary **passes** to the Watts Ice Center and the Glencoe Beach.
2. Since some programs can only be experienced through the participation of family members, the program fee discount is extended to the Commissioner's immediate family. For purposes of this section, immediate family means the Commissioner's spouse/partner and dependent children living in the same household as set forth in the IRS code. These benefits are intended for Park District Commissioners' personal use only and do not apply to groups, organizations, or clubs that the Commissioners may be associated with.

**IX. Action Item H**  
**Approval of 3-Year PDRMA Health Insurance**  
**Commitment**

Glencoe Park District  
July 2017 Board Meeting



**TO: Board of Park Commissioners**  
**FROM: Carol Mensinger, Director of Finance/HR**  
**DATE: June 16, 2017**  
**cc: Lisa Sheppard, Executive Director**

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**SUBJECT: Health Insurance Commitment-Additional 3 Year Commitment**

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In December 2005, the Park District Board approved the District's initial participation in the PDRMA Health Program for health insurance coverage, effective January 1, 2006. This participation required a three-year commitment, and the District renewed its commitment to PDRMA Health for another 3-year period in 2008, 2011 and 2014. This December will mark the end of this latest commitment period. Furthermore, PDRMA Health Program requires a four-month notice of termination, which must be served via a resolution of the Board – this means that **if** the Board does **not** wish to continue participation, notice must be given to PDRMA Health Program by August 31, 2017. The absence of any notification would then mean that the District would be committing to another three-year period.

Below are the annual PDRMA Health Program renewal premium increases for the current year and the past ten years:

<u>Year</u>	<u>PDRMA Health Increase</u>
2017	0%
2016	5.0%
2015	11.2%
2014	10.2% (portion of increase is for new Affordable Healthcare Act fees)
2013	7.0%
2012	6.6%
2011	10.1%
2010	1.8%
2009	9.5%
2008	9.0%
2007	1.5%

In "commitment years" prior to 2014 and prior to the Affordable Care Act, staff used to utilize an independent broker to provide potential quotes from other (i.e. traditional) insurance companies. There was, however, an obvious down side to obtaining comparative quotes at that time because those traditional insurance companies were providing a quote well in advance of the effective date of coverage.

The rates quoted did not take into account the current specific health history of our group. There was also a risk that any type of large claim that was incurred in those last six months of the

calendar year would drastically impact the actual premium cost. Actual premium cost could not be guaranteed until the underwriting process was actually completed in late fall, which is well beyond the time we have to give notice to PDRMA.

PDRMA Health Program cannot give staff any indication for the 2018 renewal increase at this time. Their actuaries use actual claim data as of July 31, 2017 to estimate losses, as well as medical and Rx trends to set 2018 premium rates. The earliest the new rate information would be available is late September/early October. Please see previous page for the history of actual PDRMA increases that we made.

Staff recommends **continuing with the PDRMA Health Plan** for another three-year commitment for the following reasons:

1. Rates quoted by other companies are not guaranteed. They are based only on current Census information, and do not take into account specific health issues of our group.
2. Actual premiums as of January 1, 2018 will be based on claims incurred through December 31, 2017. One large claim could drastically increase premium cost. Any true savings would not be known until the District went through the underwriting process, at which time, there is no guarantee as to coverage and cost. (If we stay with PDRMA Health, the effect of one large claim incurred would be minimized as there are over 91 agencies with 2,500 employees and over 4,000 total covered lives in the group. By comparison, the Glencoe Park District group is only 31 employees and approximately 55 covered lives.)
3. The District has enjoyed very good service with PDRMA Health Program over the last 10 ½ year period. In addition, they have incorporated a very proactive approach to healthcare by instituting an extensive wellness program, and several opportunities for employees to be proactively healthier.
4. Renewal increases with PDRMA Health have been very reasonable over the past several years, and last year the increase was 0%.
5. Traditional insurance carriers are known to discount premium cost in the first year to “get you in the door” and then give more significant increases in subsequent years.
6. Given the complexity of the Affordable Care Act (ACA), as well as what may come out way as far as a replacement to the ACA, PDRMA Health continues to be an invaluable resource for information to help member agencies implement and understand the new and changing requirements.
7. PDRMA Health is continually striving to find options for health care coverage that meet the needs of its diverse member agencies.
8. Should the District terminate participation in PDRMA Health Program, it could not re-apply for membership for four years.

**As such, staff recommends to the Board of Park Commissioners that no notification be given to PDRMA Health Program regarding termination, and in doing so that the District remain with PDRMA Health Program for another three-year period.**

**IX. Action Item I**  
**Approval of Glencoe Junior Kindergarten**  
**Agreement**

**Confidential Document**  
**The Board received the document in their packet.**

Glencoe Park District  
July 2017 Board Meeting

**IX. Action Item J**  
**Approval of Temporary Lights at West Sports**  
**Field from September-November**

Glencoe Park District  
July 2017 Board Meeting



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** LISA SHEPPARD, EXECUTIVE DIRECTOR  
**SUBJECT:** TEMPORARY LIGHTS AT WEST PARK DUE TO CONSTRUCTION AT TAKIFF  
**DATE:** JULY 13, 2017  
**CC:**

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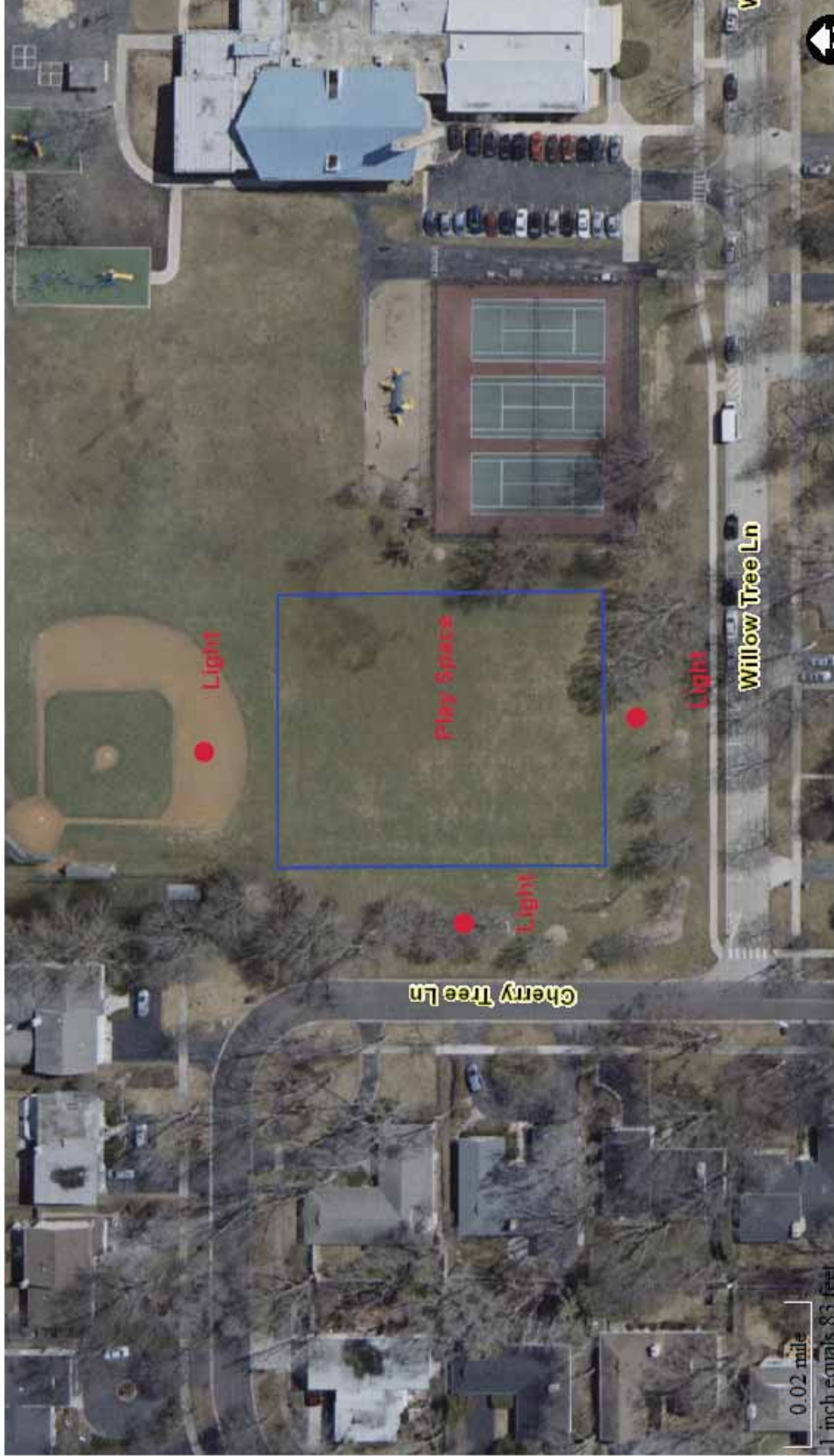
Due to the construction of the parking lots and walking trail at Takiff, it will be necessary to close Reinsdorf Field this fall. We are planning on putting temporary field lights at West Field to accommodate the athletic groups that use Reinsdorf Field.

The lights we are proposing are the same model used at the Fourth of July at Lakefront Park. Attached you will find a proposed diagram of the light locations as well as the specification sheet for the equipment that would be onsite. At this time, we are proposing three units with 4 bulbs each, the model we are looking at, (LTN 6L) has a maximum mast height of 30ft. The sound decibel measurements are included in the specifications. We would run the lights Monday-Friday until 9:00pm as the field schedule requires and direct the lights away from homes.

Recommended motion:

To approve the use of temporary field lights at West Park due to parking and trail construction at Takiff.

### West Park Proposed Lights



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## Light Towers - Narrow Body

Light Towers



Versatile light towers deliver exceptional lighting

The LTN series of narrow body light towers are ideally suited for illuminating general job sites, site prep, concrete pours, specialty events, parking lots road work and bridge work. A 30-foot adjustable tower rotates 360 degrees for optimum lighting flexibility. Quiet operation, the quietest in its class with sound levels as low as 67 dB(A) at 23 feet, offers maximum versatility for almost any applications. Large fuel tank allows for continuous lighting/run time.

- Elliptical light fixtures offer excellent job site illumination that is diffused and more uniform without the harsh spotlight effect of standard light fixtures.
- Lockable impact resistant plastic doors are rust and dent proof. Full-length doors also provide maximum accessibility for easy servicing.
- Four-point jack stands provide for easy leveling, stability on uneven terrain and superior wind stability.
- Mast-mounted base winch can be cranked while the operator is standing (eliminates bending) for improved ergonomics and easy operation. Some models feature dual power winches for quick set-up.
- Fully equipped highway-ready trailer offers a 2-inch ball hitch, 13-inch tires, four ties downs, DOT lighting, VIN number and chains.



Technical specifications

	LTN 6L	LTN 6C	LTN 6K	LTN 8K
<b>Operating data</b>				
L x W x H in	180.4 x 59.3 x 73.2	180.4 x 59.3 x 73.2	180.4 x 59.3 x 73.2	180.4 x 59.3 x 73.2
Operating weight lb	1,693	1,753	1,772	1,820
Shipping weight lb	1,642	1,683	1,721	1,769
Illumination coverage at 5 fc (54 lux) ft <sup>2</sup>	12,960	12,960	12,960	12,960
Lamp type	Metal Halide	Metal Halide	Metal Halide	Metal Halide
Mast height ft	30	30	30	30
Sound level (LwA) at 23 ft (7 m) dB(A)	67	68	68	70
Power kW	6	6	6	8
Frequency Hz	60	60	60	60
Voltage V	120	120	120/240	120/240
Power factor cos Φ 1~	1	1	1	1
<b>Engine / Motor</b>				
Generator model	Brushless	Brushless	Brushless	Brushless
Generator insulation (class)	H	H	H	H
Idle to full load %	10	10	10	10
Voltage control %	6	6	6	6
Engine / Motor manufacturer	Kohler	Caterpillar	Kubota	Kubota
Engine / Motor type	Liquid-cooled 3- cylinder	Liquid-cooled 3- cylinder	Liquid-cooled 3- cylinder	Liquid-cooled 3- cylinder
Fuel type	Diesel	Diesel	Diesel	Diesel
Displacement in <sup>3</sup>	62.7	67	61.1	68.5
Operating performance hp	10.7	15.3	13.1	15.4
at rpm rpm	1,800	1,800	1,800	1,800
Rated performance	ISO 3046 IFN	ISO 3046 IFN	ISO 3046 IFN	ISO 3046 IFN
Tank capacity Oil US qt	2.5	2.5	3.7	3.7
Tank capacity Fuel US gal	32.5	32.5	32.5	32.5
Fuel consumption Prime Load US gal/h	0.45	0.44	0.42	0.41
Runtime Prime Load h	67	68	71	72