



*get* **FIT**  
GO FURTHER  
**GLENCOE**  
**FITNESS**



**GLENCOE**  
**PARK DISTRICT**

**DECEMBER 2017**  
**Board Report**





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, December 12, 2017 – 6:00pm  
Takiff Center - Community Hall**

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of November 21, 2017 Regular Board Meeting
  - B. Minutes of December 5, 2017 Special Board Meeting
  - C. 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
- VII. Executive Director Report
- VIII. Action Items
  - A. Approval of Ordinance No. 877: An Ordinance Establishing an Updated Sexual Harassment Policy for the Glencoe Park District in Order to Comply with Public Act 100-0554
- IX. Strategic Plan Workshop
- X. Matters from the Public
- XI. Other Business
- XII. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XIII. 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  
December 2017 Board Meeting

MINUTES OF NOVEMBER 21, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

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  
Bobby Collins, 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: Cameron Avery, Lynn Donaldson, Dan Dorfman, Diane Greening, Betsy Leibson, Todd Marver

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of The October 17, 2017 Regular Board Meeting, November 7, 2017 Committee of the Whole Meeting, Surplus Property Ordinance No. 875, and Approval of the Bills. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2017: President Onderdonk opened the hearing. Director Mensinger stated the Ordinance allows us to collect taxes and must be filed with the County Clerk's office by the end of December. We will not know the final extension until July when we will find out what the tax increase will be. The Budget and Appropriations Ordinance in March is the next step allowing us to spend the money. No members of the public asked questions or offered comments. President Onderdonk closed the hearing.

Approval of Ordinance No. 876: Levying the Taxes for the 2017 Tax Year: A motion was made by Commissioner Gaines to approve Ordinance No. 876 – Levying the Taxes for the 2017 Tax Year as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Financial Report: Director Mensinger stated we are eight months into the fiscal year. No surprises, we are consistent with the last few fiscal years. Recreation department and daycare revenues are up, too early to tell with Watts, and the Beach did not generate as much revenue as last year, although last year had amazing weather.

Partnership with Friends of the Green Bay Trail, Village, and Park District on Green Bay Trail Landscape Restoration: Betsy Leibson, Cameron Avery, and Diane Greening of Friends of the Green Bay Trail reviewed the restoration project that they will be working on with the Park District and Village. The restoration project is the area from the tennis courts at the north end of the Community Garden to South Avenue. They reviewed handouts provided in the packet, which included the history of the project, land ownership, stipulations for project success, project detail, cost, and stewardship.

The Park District will work with FOGBT, Village, and a contractor in evasive removal, replanting, and ongoing stewardship. The Park District and Village agreed to each pay for half of the stewardship for five years, not to exceed \$10,000 a year. The current estimate is less than \$5,000 per entity per year.

Executive Director Sheppard stated this would be included in the Park District budget this year. We will have a community meeting on December 13 to share the presentation with the neighbors.

Discussion on the Breakwater Sculpture: Executive Director Sheppard informed the Board that a news article on the sculpture put us in touch with the original donor. Following discussion with the donor, Sheppard and President Onderdonk acquired an approximate restoration cost from Barry (Barry Tinsley, "Breakwater" artist) for which the donor offered to pay up to \$5,000 for a restoration effort.

Director Leiner reported that Barry recommended welding all joints that are currently bolted, resetting the south end of the structure on the existing footings, and welding rusted out weep holes.

Sheppard stated she spoke to PDRMA about the restoration. As long as the piece is restored back to its original integrity when it was donated, the restoration would meet their requirements. The artist's estimates the fixes will last another 40 years. The sculpture is currently 35 years old. There are no engineering costs in addition to the price quoted. The refurbishment timeframe estimate is a week, but there may be additional work needed if they discover further decay during restoration. The artist will waive his fee if the work takes longer than a week. His price has been negotiated down from the first proposal and we believe it is a reasonable rate. Discussion ensued.

The Board reached consensus for the Executive Director to spend up to \$4,000 on "Breakwater" sculpture repairs.

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

Director Mensinger shared the busy time of year with budget and capital projects in progress. TimeClock Pro is a process to setup, but we have achieved hurdles.

Director Collins informed the Board that Adam Wohl will start next week as our Takiff/Watts Facility Manager. He will concentrate on getting fitness, personal training, etc. ready for Glencoe Fitness to open. Adam stood out in the pool of candidates with a vast facility and recreation background. Watts is ready to open on Friday. The Parks Team did a phenomenal job to make sure the facility was ready for a week of training for new Zamboni drivers. There have been no mechanical issues so far. We are hoping for cold, cloudy weather at about 30-35 degrees. Adam's background does not include ice rink management, but he did run two outdoor pools.

Director Leiner said it is a fun time of year getting the ice rink open for the season and wrapping up at the beach, athletic fields, and parks. The fitness area was carpeted this week, equipment delivery is scheduled for early December, bathrooms are coming together, and the feeling is completely different from a performing arts space. Parking lot projects are preparing to have asphalt installed on the east parking lot next week adding 35 parking spots once complete.

While working on the back lot last week, we discovered an underground storage tank that was previously used to hold either heating oil or gasoline. There are mandatory state reporting expectations to execute prior to removing the tanks and we are working with PDRMA to accomplish this. There is no delay at this point other than weather. Based on discussion with former staff it has been out of service since before 1974. Run of the mill change orders like electric lines relocated, thickened concrete, and tree stumps under the skate park asphalt have been executed.

The Village is wrapping up the beach project in regards to moving the pipe. There will be refurbishing of lockers due to the construction.

Manager Maassen reported that the winter brochure went out today. The Merry and Bright special event is tomorrow from 4:00-6:00pm with live music, pony rides, face painting, hay mazes, etc. New wayfinding signs are displayed both inside and out with more to come.

The Safety and Wellness Committee reported that the committee keeps meeting and holding safety training with staff throughout the course of the year. A name change to Safety and Wellness Committee including wellness for both staff and the community mirrors what the committee already executes. All staff are trained on AED and first aid.

Executive Director Report: Executive Director Sheppard shared that Bobby and Chris's teams are doing a lot of work to get Watts Ice Center up and running despite staffing issues. Late falling leaves followed by rain is proving a challenge in making good ice this year. This Friday is our Black Ice Friday special event at Watts.

Glencoe Fitness will be Adam's biggest focus. Equipment will be delivered December 14, staff will be trained on the equipment on December 15 and preview dates will be on

December 16 from 11:00am-2:00pm, December 18 from 9:00am-7:00pm, and December 27 from 9:00am-7:00pm. Group tours on other dates can be scheduled. The opening celebration is on Saturday, December 30. The first 100 who sign up will get a free T-shirt. Tuesday, January 2 will be open in full operation open Monday-Friday 5:30a-9:00p and Saturday-Sunday 7:00a-5:00p with childcare Monday-Friday from 9:00a-noon. Reserve childcare timeslots online from 9-10:30a and 10:30a-12:00p for \$9 per 1.5 hours or a 10 punch pass for \$60. Parents must remain in the building. Members get a discount on group exercise classes. All age groups have been joining 14 and up. Members will get a free month in January 2018 if they join during December.

Our Staff appreciation party is on December 15 at Deerfield Golf Club.

Conference is January 18-20; the early bird registration deadline is December 4. The expo hall is open Thursday and Friday.

Director Collins reviewed Watts concession operations and found it hard to succeed financially at the location. It is more cost effective to offer a Keurig Machine and sell coffee and hot chocolate pods and have a vending machine for chips and candy.

#### Action Items:

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

Approval of the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan: Executive Director Sheppard stated that in the September 19 Board meeting we approved the Master Plan capital projects including Phase D, discussion ensued at the June 6, July 10, and September 5 meetings, and finally, the parking master plan was presented May 16. Sheppard reviewed the purpose for Phase D parking improvements including site walk-ability, bike parking, and ADA improvements as required in the ADA Transition Plan, drop off flow and congestion relief with a dedicated drop off/pickup lane, and improved wayfinding. A site analysis and existing conditions were reviewed. A milling and overlay of asphalt for the lot will be included in Phase D. Discussion ensued.

Sheppard has also had preliminary discussions with the Village to add a traffic light to help participants safely cross the road to our center. The Village will be reviewing this option for the future. More bike racks will be added up front.

The District is ready to move into the next phase which is to have them develop our design and construction document.

Director Leiner reviewed the timeline. Designs would go to the Board for approval before going out to bid. At that point, there would be concrete cost estimates versus the conceptual estimates.

Bollard options were discussed and Altamanu will bring a couple options. The current bollards can be knocked over easily.

Three to four parking spots will be lost for bike parking and a cue line. There was a study done on bike racks that we will refer to and add a couple spaces for buggies.

Ongoing maintenance sealcoating was discussed.

This project would start the day after 2018 camp ends giving the project the whole month of August with a total of six-nine weeks of work. Contractors are good at working in open lots. Wayfinding signs will help get patrons to the back lots during construction.

A motion was made by Commissioner Gaines to approve the Altamanu, Inc. agreement for the schematic design, design development, construction documents, and construction management support for Phase D of the Takiff Center Parking Master Plan for a total of \$48,520 as presented. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

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

Director Leiner entertained the option for solar lights in the back lot along the walkway. The Board stated that it was needed for safety. Solar lights are more economical than electric lights and are more sustainable.

Approval of the Breakwater Sculpture Action Plan: Not needed due to dollar amount.

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

Other Business: A letter was sent to the residents requesting a tennis backboard at the October Board meeting.

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

Adjourn: Commissioner Lutton moved to adjourn the meeting at 8:32 p.m. Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



MINUTES OF DECEMBER 5, 2015 SPECIAL BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 8:59 p.m. and roll was called.

Commissioners present:

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

Staff present:

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

Commissioners absent:

Josh Lutton, Treasurer

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

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

Action Items:

Approval of Change Order for Removal of Underground Storage Tanks at Takiff:

Executive Director Sheppard shared additional research received since the last meeting. There are two thousand gallon unregistered underground storage tanks that go past 1978 before former Director of Parks Rick Bold's time and not noted in the 1989 PDRMA survey. They need to be removed. Sheppard approved, within her purview, \$18,000 to remove the tanks, haul them away, permits, and finally, fill the area. The unknown is tank leakage, which will not be confirmed until excavation occurs.

Director Leiner stated that the state fire marshal evaluates the tanks during removal and then determines the course of action going forward including: area soil samples and return of test results. The marshal establishes who will supervise removal of the tanks, which will determine if we are good to go or need additional work down the road.

Sheppard put forth before the Board a contingency to get work done without stoppage. Remediation could happen immediately after tank removal with a contingency amount of \$45,000. Based on the soil density, one may speculate little migration of material. The marshal is looking to see if the bottom of the tank rotted out. Staff does not feel the full \$45,000 will be used; this amount is only to be used for remediation.

In response to a commissioner question, Leiner disclosed that the tanks are evaluated and registered with the State of Illinois, soil samples taken, and are waiting for approval to move forward with tank removal. The removal should happen in the next four to six weeks. The remediated area will be covered with stone and asphalt installed in spring.

A motion was made by Commissioner Gaines to approve a change order in the amount not to exceed \$45,000 for any required remediation after the removal of the underground storage tanks at Takiff as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

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

Approval of Employee Program and Facility Discounts: Sheppard imparted that staff found a need to discuss part-time and commissioner discounts for our fitness center after she received many requests from part-time staff. Staff recommend a 50% discount keeping in mind that this is a policy. Procedurally, we will not allow staff to impact community use of the fitness area. Membership at our fitness center increases staff wellness and will attract quality applicants, as well as wellness for our commissioners.

Commissioner comments included benefit of wellness to staff, priority of members over staff for peak time usage, revisit commissioner discount in a year, commissioner membership is justified now as the center is new and commissioner experience and feedback is important. This discount would not apply to past commissioners.

All staff would receive 50% off; full-time staff would receive their fees back if they use the fitness center on an average of three times per week throughout the year as a wellness award. The refunded fees would be paid back from our PDRMA savings.

Commissioners confirmed to leave in the commissioner discount and revisit once review of the success of the fitness center is complete.

A motion was made by Commissioner Brooks to approve the updated Employee Program and Facility Discounts Policy as presented. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

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

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

Other Business: There is a Regular Board Meeting next week, which will include strategic planning. The Board meeting will be short with only written reports. The only action item is a state mandated update to our sexual harassment policy and ordinance, which needs to be passed before January 15, 2018.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:13 p.m. 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 11/17/2017 - 12/08/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 11204 - Adam's Northfield Electric</b>					
Adam's Northfield Electric	12/05/2017	7249	69-00-000-5531	Electric Investigation - Takiff P	157.00
<b>Vendor 11204 - Adam's Northfield Electric Total:</b>					<b>157.00</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	12/05/2017	7250	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	12/05/2017	7251	25-00-000-5210	Fiber Internet - December	1,587.70
<b>Vendor 10739 - Airespring Total:</b>					<b>1,587.70</b>
<b>Vendor: 000004319-143 - Alana Berish</b>					
Alana Berish	11/28/2017	7215	25-00-000-2580	Dep Rfnd: 007271 RMMP TA	450.00
<b>Vendor 000004319-143 - Alana Berish Total:</b>					<b>450.00</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	11/17/2017	7175	25-26-000-5386	Nurse Services-10/24/17	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	12/05/2017	7252	69-00-000-5530	Construction Mgmt - Takiff Pa	3,578.90
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>3,578.90</b>
<b>Vendor: 10143 - Amalgamated Bank of Chicago</b>					
Amalgamated Bank of Chicag	11/28/2017	DFT0000544	40-00-000-5000	Principal & Interest Due - Seri	110,000.00
Amalgamated Bank of Chicag	11/28/2017	DFT0000544	40-00-000-5010	Principal & Interest Due - Seri	9,400.00
<b>Vendor 10143 - Amalgamated Bank of Chicago Total:</b>					<b>119,400.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	12/05/2017	7253	10-13-000-5401	Office Supplies - Watts	13.11
Amazon Capital Services	12/05/2017	7253	25-00-000-5360	Marketing	193.38
Amazon Capital Services	12/05/2017	7253	25-00-000-5420	General Rec Supplies	112.47
Amazon Capital Services	12/05/2017	7253	25-00-000-5580	General Rec Equipment	41.80
Amazon Capital Services	12/05/2017	7253	25-00-000-5584	Rec Equipment	344.99
Amazon Capital Services	12/05/2017	7253	25-25-203-5400	Learn to Skate Supplies	77.27
Amazon Capital Services	12/05/2017	7253	25-25-310-5400	Adult Art Supplies	164.75
Amazon Capital Services	12/05/2017	7253	25-25-401-5400	ELC Supplies	61.04
Amazon Capital Services	12/05/2017	7253	25-25-403-5400	ELC Supplies	67.09
Amazon Capital Services	12/05/2017	7253	25-25-601-5400	Kids Club Supplies	66.38
Amazon Capital Services	12/05/2017	7253	25-25-932-5400	School Day Off Supplies	355.00
Amazon Capital Services	12/05/2017	7253	25-25-953-5400	Merry & Bright Supplies	481.84
Amazon Capital Services	12/05/2017	7253	25-26-000-5403	Day Care Program Supplies	297.08
Amazon Capital Services	12/05/2017	7253	25-26-000-5580	Day Care Equipment	546.67
Amazon Capital Services	12/05/2017	7253	45-00-000-5765	Safety Incentive Award	450.41
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>3,273.28</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	11/21/2017	7179	10-13-000-5421	Watts Uniforms	450.82
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>450.82</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	11/21/2017	7180	10-13-000-5210	Phone Svc - Watts	41.90
AT & T	11/21/2017	7180	25-00-000-5210	Phone Svc - Takiff	590.22
AT & T	11/28/2017	7216	10-12-000-5210	Internet/Phone Svc - Parks	49.76
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>681.88</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5340	IPRA Hotel Deposit	183.14
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5342	Meeting Expenses	87.85

Voucher List of Bills

Payment Dates: 11/17/2017 - 12/08/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5342	Meeting Expenses	232.90
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5404	Scheduling Software	61.14
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5420	General Admin Supplies	102.95
BMO Harris Bank N.A.	11/21/2017	7181	10-11-000-5425	Staff Recognition	19.96
BMO Harris Bank N.A.	11/21/2017	7181	10-12-000-5311	Legal Notices - Parks	159.98
BMO Harris Bank N.A.	11/21/2017	7181	10-12-000-5340	Staff Training/NRPA Hotel	319.52
BMO Harris Bank N.A.	11/21/2017	7181	10-12-000-5350	Truck Beds	1,040.00
BMO Harris Bank N.A.	11/21/2017	7181	10-12-000-5421	Cold Weather Gear - Parks	1,205.38
BMO Harris Bank N.A.	11/21/2017	7181	10-12-000-5585	Recycling Bins	835.80
BMO Harris Bank N.A.	11/21/2017	7181	10-13-000-5416	Making Ice - Staff Dinner	156.69
BMO Harris Bank N.A.	11/21/2017	7181	10-13-000-5584	Mascots/Costumes - Watts	800.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5210	iCloud Storage	0.99
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5321	E Blast Services	90.31
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5340	Staff Training - Rec	28.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5341	I-Pass Auto Replenish	30.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5350	Lift Maintenance	275.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5360	Marketing	753.75
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5361	Job Posting - Rec	494.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5362	Photography	245.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5401	Office Supplies - Rec	23.45
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5420	General Rec Supplies	108.14
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5422	Uniforms - Building Staff	700.00
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5584	Fitness Equipment Replaceme	595.09
BMO Harris Bank N.A.	11/21/2017	7181	25-00-000-5990	Petting Zoo - Merry & Bright E	100.00
BMO Harris Bank N.A.	11/21/2017	7181	25-25-315-5400	Ceramics Supplies	111.60
BMO Harris Bank N.A.	11/21/2017	7181	25-25-401-5400	ELC Supplies	159.65
BMO Harris Bank N.A.	11/21/2017	7181	25-25-435-5400	Sports Equipment	250.00
BMO Harris Bank N.A.	11/21/2017	7181	25-25-605-5400	Babysitter Training Supplies	305.09
BMO Harris Bank N.A.	11/21/2017	7181	25-25-615-5400	Ceramics Supplies	381.17
BMO Harris Bank N.A.	11/21/2017	7181	25-25-713-5400	Sports Equipment	189.58
BMO Harris Bank N.A.	11/21/2017	7181	25-25-754-5400	Sports Equipment	250.00
BMO Harris Bank N.A.	11/21/2017	7181	25-25-904-5400	Mom/Son Event Supplies	614.87
BMO Harris Bank N.A.	11/21/2017	7181	25-25-913-5400	Boo Bash Supplies	691.99
BMO Harris Bank N.A.	11/21/2017	7181	25-25-932-5300	Day Off Field Trip - Contractu	100.00
BMO Harris Bank N.A.	11/21/2017	7181	25-25-954-5400	Merry & Bright Supplies	115.97
BMO Harris Bank N.A.	11/21/2017	7181	25-26-000-5360	Job Posting - CC	55.95
BMO Harris Bank N.A.	11/21/2017	7181	25-26-000-5403	Day Care Pgm Supplies	11.87
BMO Harris Bank N.A.	11/21/2017	7181	25-26-000-5404	Brightwheel App	175.00
BMO Harris Bank N.A.	11/21/2017	7181	25-26-000-5580	iPad Chargers - CC	483.35
BMO Harris Bank N.A.	11/21/2017	7181	45-00-000-5587	AED	2,131.00
BMO Harris Bank N.A.	11/21/2017	7181	65-00-017-5569	Ice Rink Tubing Tool	64.34
BMO Harris Bank N.A.	11/21/2017	7181	69-00-000-5515	Temp Construction Fence	1,980.00
BMO Harris Bank N.A.	11/21/2017	7181	69-00-000-5532	Cloud Document Storage	45.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>16,765.47</b>
<b>Vendor: 10183 - Buck Bros., Inc.</b>					
Buck Bros., Inc.	12/05/2017	7255	10-12-000-5351	Equipment Repairs - Parks	638.29
<b>Vendor 10183 - Buck Bros., Inc. Total:</b>					<b>638.29</b>
<b>Vendor: 10441 - Carole K Pearlman</b>					
Carole K Pearlman	11/21/2017	7184	25-25-614-5300	Contractual - Fall Art Class	1,827.00
<b>Vendor 10441 - Carole K Pearlman Total:</b>					<b>1,827.00</b>
<b>Vendor: 10187 - Cawley Company</b>					
Cawley Company	11/21/2017	7185	25-00-000-5420	Staff Name Tags	24.51
Cawley Company	12/05/2017	7256	10-11-000-5420	Staff Name Tags	18.51
<b>Vendor 10187 - Cawley Company Total:</b>					<b>43.02</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	11/21/2017	7186	25-25-615-5400	Ceramics Supplies	260.37
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>260.37</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10505 - Comcast</b>					
Comcast	11/21/2017	7187	10-13-000-5210	Cable TV/Internet - Watts	239.72
<b>Vendor 10505 - Comcast Total:</b>					<b>239.72</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	12/05/2017	7257	10-12-000-5230	Electricity - Parks	662.81
Commonwealth Edison	12/05/2017	7257	10-13-000-5230	Electricity - Watts	5,995.44
Commonwealth Edison	12/05/2017	7257	10-14-000-5230	Electricity - Beach	150.26
Commonwealth Edison	12/05/2017	7257	10-15-000-5230	Electricity - Boathouse	44.84
Commonwealth Edison	12/05/2017	7257	25-00-000-5230	Electricity - Takiff	7,367.31
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>14,220.66</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	12/05/2017	7258	25-00-000-5360	Printing - Winter Brochure	6,203.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>6,203.00</b>
<b>Vendor: 10322 - Custom Sign Consultants, Inc.</b>					
Custom Sign Consultants, Inc.	11/21/2017	7188	65-00-017-5578	Takiff Wayfinding Signs	3,605.00
<b>Vendor 10322 - Custom Sign Consultants, Inc. Total:</b>					<b>3,605.00</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	11/28/2017	7217	25-26-000-5403	Day Care Diapering Supplies	696.42
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>696.42</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	11/28/2017	7218	25-25-401-5400	ELC Pgm Supplies	287.85
Discount School Supply	11/28/2017	7218	25-25-402-5400	ELC Pgm Supplies	287.85
Discount School Supply	11/28/2017	7218	25-25-403-5400	ELC Pgm Supplies	287.85
Discount School Supply	11/28/2017	7218	25-26-000-5403	Day Care Pgm Supplies	1,151.40
Discount School Supply	12/05/2017	7260	25-26-000-5584	Day Care Rec Equipment	513.52
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>2,528.47</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	11/21/2017	7189	10-12-000-5489	Trash Bags - Parks	943.92
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>943.92</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	11/21/2017	7191	65-00-017-5554	Professional Svcs Import (Tim	1,610.00
Excalibur Technology Corpora	12/05/2017	7261	65-00-017-5584	Set Up Add'l Beach Laptops	138.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>1,748.00</b>
<b>Vendor: 10207 - F.E. Moran, Inc.</b>					
F.E. Moran, Inc.	12/05/2017	7262	69-00-000-5536	Takiff Fitness Fire Alarm Work	290.00
<b>Vendor 10207 - F.E. Moran, Inc. Total:</b>					<b>290.00</b>
<b>Vendor: 10344 - FedEx</b>					
FedEx	12/05/2017	7263	25-00-000-5360	Shipping for Brochure	62.27
<b>Vendor 10344 - FedEx Total:</b>					<b>62.27</b>
<b>Vendor: 10345 - Fox Valley Fire and Safety</b>					
Fox Valley Fire and Safety	11/21/2017	7192	10-12-000-5350	Winterize Berlin Bathrooms	461.50
Fox Valley Fire and Safety	12/05/2017	7264	25-00-000-5355	Maint Service Agreement - Ta	155.00
<b>Vendor 10345 - Fox Valley Fire and Safety Total:</b>					<b>616.50</b>
<b>Vendor: 10570 - FP Mailing Solutions</b>					
FP Mailing Solutions	11/28/2017	7219	10-11-000-5370	Postage Machine Rental	68.12
<b>Vendor 10570 - FP Mailing Solutions Total:</b>					<b>68.12</b>
<b>Vendor: 10889 - Friends of the Green Bay Trail</b>					
Friends of the Green Bay Trail	11/21/2017	7193	25-25-312-5300	Contractual - Adult Workshop	147.50
<b>Vendor 10889 - Friends of the Green Bay Trail Total:</b>					<b>147.50</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	11/28/2017	7220	25-25-953-5400	Supplies - Merry & Bright Eve	570.93
Fun Express	12/05/2017	7265	25-25-953-5400	Merry & Bright Supplies	588.49
<b>Vendor 10346 - Fun Express Total:</b>					<b>1,159.42</b>

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<b>Vendor: 10451 - G &amp; O Thermal Supply Co</b>					
G & O Thermal Supply Co	12/05/2017	7266	10-12-000-5487	Hand Tools - Parks	30.42
<b>Vendor 10451 - G &amp; O Thermal Supply Co Total:</b>					<b>30.42</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	12/05/2017	7267	25-00-000-5482	Hardware - Takiff	86.83
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>86.83</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	11/21/2017	7194	25-26-000-5409	Day Care Food Service	984.37
Gordon Food Service, Inc.	11/21/2017	7194	25-26-000-5460	Day Care Food Supply	88.83
Gordon Food Service, Inc.	11/28/2017	7221	25-26-000-5409	Day Care Food Svc	1,613.92
Gordon Food Service, Inc.	11/28/2017	7221	25-26-000-5460	Day Care Food Equipment	240.49
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>2,927.61</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	11/21/2017	7195	10-12-000-5481	Construction Supplies - Parks	-30.36
Grainger Inc.	11/21/2017	7195	10-12-000-5481	Construction Supplies - Parks	141.55
Grainger Inc.	11/21/2017	7195	10-12-000-5484	Electrical Supplies - Parks	1,591.83
Grainger Inc.	11/21/2017	7195	25-00-000-5484	Electrical Supplies - Takiff CRE	-2,002.20
Grainger Inc.	11/21/2017	7195	25-00-000-5484	Electrical Supplies - Takiff	2,002.20
Grainger Inc.	11/21/2017	7195	25-00-000-5486	Plumbing Supplies - Takiff CRE	-213.20
Grainger Inc.	11/21/2017	7195	25-00-000-5486	Plumbing Supplies - Takiff	213.20
Grainger Inc.	11/21/2017	7195	25-00-000-5588	Bldg Improvements - Takiff	1,440.00
Grainger Inc.	11/21/2017	7195	25-00-000-5588	Bldg Improvements - Takiff C	-1,440.00
Grainger Inc.	12/05/2017	7268	10-12-000-5421	Uniforms - Parks	134.00
Grainger Inc.	12/05/2017	7268	10-15-000-5482	Hardware Supplies - Boathouse	526.21
Grainger Inc.	12/05/2017	7268	25-00-000-5412	Cleaning Supplies - Takiff	528.66
Grainger Inc.	12/05/2017	7268	25-00-000-5582	Maintenance Equipment - Tak	807.51
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>3,699.40</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	11/28/2017	7222	25-26-000-5409	Milk - Day Care	101.66
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>101.66</b>
<b>Vendor: 10371 - Great Lakes Clay and Supply, Co.</b>					
Great Lakes Clay and Supply,	11/21/2017	7196	25-25-615-5400	Ceramics Supplies	60.16
<b>Vendor 10371 - Great Lakes Clay and Supply, Co. Total:</b>					<b>60.16</b>
<b>Vendor: 11178 - Happ Builders, Inc.</b>					
Happ Builders, Inc.	12/05/2017	7269	69-00-000-5536	Takiff Fitness & Bathroom Co	101,128.50
<b>Vendor 11178 - Happ Builders, Inc. Total:</b>					<b>101,128.50</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	11/21/2017	7197	25-00-000-5360	Marketing	338.20
HD Supply Facilities Maintena	11/21/2017	7197	25-00-000-5360	Marketing CREDIT	-128.23
HD Supply Facilities Maintena	11/21/2017	7197	10-13-000-5581	R-22 Refrigerant - Watts	7,590.50
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>7,800.47</b>
<b>Vendor: 10060 - Heller &amp; Heller Consulting, Inc.</b>					
Heller & Heller Consulting, Inc	12/05/2017	7270	10-11-000-5321	Payout #1 - Strategic Plan Ser	4,278.00
<b>Vendor 10060 - Heller &amp; Heller Consulting, Inc. Total:</b>					<b>4,278.00</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	11/28/2017	7223	10-12-000-5481	Construction Supplies - Parks	49.88
Home Depot Credit Services	11/28/2017	7223	10-12-000-5484	Electrical Supplies - Parks	154.63
Home Depot Credit Services	11/28/2017	7223	10-12-000-5486	Plumbing Supplies - Parks	91.28
Home Depot Credit Services	11/28/2017	7223	10-13-000-5417	Watts Boards/Glass Supplies	145.88
Home Depot Credit Services	11/28/2017	7223	10-13-000-5481	Construction Supplies - Watts	-89.10
Home Depot Credit Services	11/28/2017	7223	10-13-000-5481	Construction Supplies - Watts	222.46
Home Depot Credit Services	11/28/2017	7223	10-13-000-5486	Plumbing Supplies - Watts	50.00
Home Depot Credit Services	11/28/2017	7223	10-15-000-5450	Equipment Parts - Boathouse	242.46
Home Depot Credit Services	11/28/2017	7223	25-00-000-5482	Hardware - Takiff	21.92
Home Depot Credit Services	11/28/2017	7223	25-00-000-5483	Paint - Takiff	54.94
Home Depot Credit Services	11/28/2017	7223	25-00-000-5484	Electrical Supplies - Takiff	13.36
Home Depot Credit Services	11/28/2017	7223	25-00-000-5486	Plumbing Supplies - Takiff	136.85

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Home Depot Credit Services	11/28/2017	7223	65-00-017-5554	Timeclock Management Syste	75.00
Home Depot Credit Services	11/28/2017	7223	65-00-017-5569	Rink Floor Maintenance - Wat	290.00
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>1,459.56</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	11/28/2017	7224	25-25-740-5300	Contractual - Youth Sports Cla	9,785.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>9,785.00</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	12/05/2017	7271	10-13-000-5360	Watts Signage	194.50
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>194.50</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	11/17/2017	DFT0000548	10-00-000-2110	IL State Tax W/H	184.77
IL Dept of Revenue	11/24/2017	DFT0000553	10-00-000-2110	IL State Tax W/H	4,441.28
IL Dept of Revenue	12/08/2017	DFT0000560	10-00-000-2110	IL State Tax W/H	4,948.46
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>9,574.51</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	11/30/2017	DFT0000556	10-00-000-2150	IMRF Contribution - Nov 2017	36,443.21
Illinois Municipal Retirement	11/30/2017	DFT0000556	10-00-000-2155	IMRF Contribution - Nov 2017	2,000.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>38,443.21</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	11/17/2017	DFT0000546	10-00-000-2120	Social Security W/H	694.40
IRS/Dept of Treasury	11/17/2017	DFT0000547	10-00-000-2130	Medicare	168.20
IRS/Dept of Treasury	11/17/2017	DFT0000549	10-00-000-2100	Fed Income Tax W/H	71.75
IRS/Dept of Treasury	11/24/2017	DFT0000551	10-00-000-2120	Social Security W/H	11,803.94
IRS/Dept of Treasury	11/24/2017	DFT0000552	10-00-000-2130	Medicare	2,937.24
IRS/Dept of Treasury	11/24/2017	DFT0000554	10-00-000-2100	Fed Income Tax W/H	10,628.15
IRS/Dept of Treasury	12/08/2017	DFT0000558	10-00-000-2120	Social Security W/H	12,591.26
IRS/Dept of Treasury	12/08/2017	DFT0000559	10-00-000-2130	Medicare	3,261.64
IRS/Dept of Treasury	12/08/2017	DFT0000561	10-00-000-2100	Fed Income Tax W/H	12,628.71
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>54,785.29</b>
<b>Vendor: 10071 - Kwamell Laseter</b>					
Kwamell Laseter	11/28/2017	7226	25-25-740-5300	Contractual - Basketball Refer	78.00
<b>Vendor 10071 - Kwamell Laseter Total:</b>					<b>78.00</b>
<b>Vendor: 11200 - Lakeshore Recycling</b>					
Lakeshore Recycling	11/28/2017	7227	10-12-000-5353	Trash Removal - Linden House	45.61
<b>Vendor 11200 - Lakeshore Recycling Total:</b>					<b>45.61</b>
<b>Vendor: 11172 - Lee Kotler</b>					
Lee Kotler	12/05/2017	7273	25-25-709-4200	Men's Softball Forfeit Fee Ref	50.00
<b>Vendor 11172 - Lee Kotler Total:</b>					<b>50.00</b>
<b>Vendor: 11207 - Lindemann Chimney Co.</b>					
Lindemann Chimney Co.	12/05/2017	7274	10-13-000-5352	Watts Chimney Repair	349.00
<b>Vendor 11207 - Lindemann Chimney Co. Total:</b>					<b>349.00</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	11/21/2017	7200	25-00-000-5305	Contractual - Magic Birthday	185.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>185.00</b>
<b>Vendor: 11201 - Marathon Printing</b>					
Marathon Printing	11/28/2017	7228	25-25-941-5400	Race Bibs for Mud Run	89.67
<b>Vendor 11201 - Marathon Printing Total:</b>					<b>89.67</b>
<b>Vendor: 10169 - Master Truck &amp; Trailer, LLC</b>					
Master Truck & Trailer, LLC	11/21/2017	7201	10-12-000-5582	Maint Equipment - Parks	4,333.29
<b>Vendor 10169 - Master Truck &amp; Trailer, LLC Total:</b>					<b>4,333.29</b>
<b>Vendor: 10174 - MCI</b>					
MCI	12/05/2017	7275	25-00-000-5210	Long Distance Phone Svc	89.64
<b>Vendor 10174 - MCI Total:</b>					<b>89.64</b>

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<b>Vendor: 10247 - Mike &amp; Mike's Inc.</b>					
Mike & Mike's Inc.	11/28/2017	7229	10-11-000-5342	Staff Luncheon	85.12
<b>Vendor 10247 - Mike &amp; Mike's Inc. Total:</b>					<b>85.12</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	11/21/2017	7202	10-12-000-5486	Plumbing Supplies - Parks	43.16
Mutual Ace Hardware	11/21/2017	7202	10-13-000-5484	Electrical Supplies - Watts	47.88
Mutual Ace Hardware	11/21/2017	7202	10-13-000-5486	Plumbing Supplies - Watts	113.03
Mutual Ace Hardware	11/21/2017	7202	25-00-000-5420	General Rec Supplies	45.00
Mutual Ace Hardware	11/21/2017	7202	25-00-000-5481	Construction Supplies - Takiff	77.26
Mutual Ace Hardware	11/21/2017	7202	25-00-000-5483	Paint - Takiff	63.88
Mutual Ace Hardware	11/21/2017	7202	65-00-017-5569	Watts Rink Floor Maintenanc	1,128.23
Mutual Ace Hardware	11/21/2017	7202	69-00-000-5519	Astor Park Construction	1,058.08
Mutual Ace Hardware	12/05/2017	7276	25-00-000-5482	Hardware - Takiff	5.62
Mutual Ace Hardware	12/05/2017	7276	25-00-000-5484	Electrical Supplies - Takiff	26.99
Mutual Ace Hardware	12/05/2017	7276	25-00-000-5486	Plumbing Supplies - Takiff	13.10
Mutual Ace Hardware	12/05/2017	7276	65-00-017-5569	Rink Floor Repair - Watts	95.76
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>2,717.99</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	12/08/2017	7244	10-00-000-2160	IMRF Life-#03298	80.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>80.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	12/05/2017	7277	10-12-000-5220	Gas/Heat - Parks	120.08
North Shore Gas Company	12/05/2017	7277	10-13-000-5220	Gas/Heat - Watts	412.66
North Shore Gas Company	12/05/2017	7277	10-14-000-5220	Gas/Heat - Beach	34.53
North Shore Gas Company	12/05/2017	7277	25-00-000-5220	Gas/Heat - Takiff	1,204.31
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,771.58</b>
<b>Vendor: 10340 - Northshore Omega</b>					
Northshore Omega	12/05/2017	7278	45-00-000-5335	Pre-Placement Exam - Wohl	96.00
<b>Vendor 10340 - Northshore Omega Total:</b>					<b>96.00</b>
<b>Vendor: 10776 - Nutoys</b>					
Nutoys	11/21/2017	7204	69-00-000-5519	ADA Picnic Table - Astor Park	1,045.00
<b>Vendor 10776 - Nutoys Total:</b>					<b>1,045.00</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	11/28/2017	7230	25-00-000-5355	Takiff Elevator Mo Maintenanc	467.63
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>467.63</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	12/05/2017	7279	10-11-000-5600	FSA Plan Fees - Dec	77.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>77.00</b>
<b>Vendor: 11202 - Park Seed Wholesale</b>					
Park Seed Wholesale	11/28/2017	7231	10-12-000-5491	Greenhouse Supplies	164.96
<b>Vendor 11202 - Park Seed Wholesale Total:</b>					<b>164.96</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	11/24/2017	7176	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	11/24/2017	7176	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	11/24/2017	7176	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	11/24/2017	7176	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	12/08/2017	7245	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	12/08/2017	7245	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	12/08/2017	7245	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	12/08/2017	7245	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	11/28/2017	7232	10-11-000-5600	Health Insurance - Nov 2017	33,000.21
PDRMA	11/28/2017	7232	25-26-000-5600	Health Insurance - Nov 2017	6,793.84
<b>Vendor 10242 - PDRMA Total:</b>					<b>39,794.05</b>



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<b>Vendor: 10243 - Pentegra Systems</b>					
Pentegra Systems	11/28/2017	7233	25-00-000-5352	Takiff Intercom Repair	395.00
<b>Vendor 10243 - Pentegra Systems Total:</b>					<b>395.00</b>
<b>Vendor: 11206 - Pete Spinner</b>					
Pete Spinner	12/05/2017	7280	25-25-709-4200	Men's Softball Forfeit Fee Ref	50.00
<b>Vendor 11206 - Pete Spinner Total:</b>					<b>50.00</b>
<b>Vendor: 10246 - Petty Cash</b>					
Petty Cash	11/28/2017	7234	25-00-000-4425	Bookfair Cash Bank	136.00
<b>Vendor 10246 - Petty Cash Total:</b>					<b>136.00</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	12/05/2017	7248	25-00-000-5301	Postage for Fitness Mailer	1,200.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,200.00</b>
<b>Vendor: 10434 - Pupils Vision &amp; Hearing Testing, Inc</b>					
Pupils Vision & Hearing Testin	11/21/2017	7205	25-26-000-5335	Vision & Hearing Screening - E	1,266.50
<b>Vendor 10434 - Pupils Vision &amp; Hearing Testing, Inc Total:</b>					<b>1,266.50</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	11/28/2017	7235	25-26-000-5409	Day Care Food Service	190.64
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>190.64</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	11/21/2017	7206	10-12-000-5420	General Supplies - Parks	49.35
Quill Corporation	11/21/2017	7206	25-00-000-5351	Equipment Repairs - Rec	29.99
Quill Corporation	11/21/2017	7206	25-00-000-5401	Office Supplies - Rec	1,450.01
Quill Corporation	11/21/2017	7206	25-00-000-5420	General Supplies - Rec	160.14
Quill Corporation	11/28/2017	7236	10-12-000-5420	General Supplies - Parks	52.07
Quill Corporation	11/28/2017	7236	25-00-000-5351	Equip Repairs - Rec	29.99
Quill Corporation	11/28/2017	7236	25-00-000-5401	Office Supplies - Rec	49.33
Quill Corporation	11/28/2017	7236	25-00-000-5420	General Supplies - Rec	8.35
Quill Corporation	11/28/2017	7236	69-00-000-5537	Takiff Fitness Center Supplies	63.98
Quill Corporation	12/05/2017	7281	10-12-000-5401	Office Supplies - Parks	23.99
Quill Corporation	12/05/2017	7281	25-00-000-5401	Office Supplies - Takiff	65.47
Quill Corporation	12/05/2017	7281	25-00-000-5420	General Supplies - Rec	54.31
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,036.98</b>
<b>Vendor: 10718 - R&amp;R Specialties of Wisconsin</b>					
R&R Specialties of Wisconsin	11/28/2017	7237	10-13-000-5418	Zamboni Supplies	263.65
R&R Specialties of Wisconsin	12/05/2017	7282	10-13-000-5418	Zamboni Supplies	1,171.05
<b>Vendor 10718 - R&amp;R Specialties of Wisconsin Total:</b>					<b>1,434.70</b>
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	11/28/2017	7238	25-25-740-5300	Contractual - Basketball Refer	104.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>104.00</b>
<b>Vendor: 10597 - Ready Refresh by Nestle</b>					
Ready Refresh by Nestle	11/21/2017	7207	25-00-000-5420	Staff Drinking Water	88.87
<b>Vendor 10597 - Ready Refresh by Nestle Total:</b>					<b>88.87</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	12/05/2017	7283	10-12-000-5585	Site Development - Parks	800.00
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>800.00</b>
<b>Vendor: 10265 - Reinders, Inc.</b>					
Reinders, Inc.	12/05/2017	7284	10-12-000-5496	Athletic Field Maintenance	400.70
<b>Vendor 10265 - Reinders, Inc. Total:</b>					<b>400.70</b>
<b>Vendor: 10689 - Richard Baskin</b>					
Richard Baskin	12/05/2017	7285	25-25-709-4200	Men's Softball Forfeit Fee Ref	50.00
<b>Vendor 10689 - Richard Baskin Total:</b>					<b>50.00</b>
<b>Vendor: 10267 - Riedell Shoes, Inc.</b>					
Riedell Shoes, Inc.	11/28/2017	7239	10-13-000-5584	Annual Ice Skate Replacemen	1,502.61
<b>Vendor 10267 - Riedell Shoes, Inc. Total:</b>					<b>1,502.61</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	11/28/2017	7240	10-13-000-5355	Watts Refrig Mo Maint - Nov	265.00

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Payment Dates: 11/17/2017 - 12/08/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
RMC Inc.	11/28/2017	7240	10-13-000-5581	R-22/Repair Evap Condenser	2,025.97
RMC Inc.	11/28/2017	7240	65-00-017-5569	Rink Floor Repair - Watts	8,248.00
RMC Inc.	12/05/2017	7286	10-13-000-5357	Watts Refrig Mo Maint - Dece	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>10,803.97</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	11/28/2017	7241	25-25-953-5400	Supplies - Merry & Bright Eve	228.32
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>228.32</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	11/21/2017	7209	25-25-312-5400	Contractual - Fall Theatre Clas	581.25
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>581.25</b>
<b>Vendor: 11205 - Scott Epstein</b>					
Scott Epstein	12/05/2017	7287	25-25-709-4200	Men's Softball Forfeit Fee Ref	50.00
<b>Vendor 11205 - Scott Epstein Total:</b>					<b>50.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	12/05/2017	7288	25-00-000-5483	Paint - Takiff	266.70
Sherwin-Williams Company	12/05/2017	7288	25-00-000-5582	Maint Equipment - Takiff	94.34
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>361.04</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	11/24/2017	7177	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	12/08/2017	7246	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: 10209 - The Mulch Center</b>					
The Mulch Center	11/21/2017	7211	10-12-000-5490	Plantings/Flowers	722.50
<b>Vendor 10209 - The Mulch Center Total:</b>					<b>722.50</b>
<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	11/28/2017	7242	65-00-017-5554	Training/Implementation Svcs	2,209.50
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>2,209.50</b>
<b>Vendor: 11135 - Trademark Graphics</b>					
Trademark Graphics	11/21/2017	7212	10-12-000-5582	Maint Equipment - Parks	572.56
<b>Vendor 11135 - Trademark Graphics Total:</b>					<b>572.56</b>
<b>Vendor: 10705 - UMB Bank NA</b>					
UMB Bank NA	11/28/2017	DFT0000545	40-00-000-5000	Principal & Interest Due - Seri	780,000.00
UMB Bank NA	11/28/2017	DFT0000545	40-00-000-5010	Principal & Interest Due - Seri	128,625.00
<b>Vendor 10705 - UMB Bank NA Total:</b>					<b>908,625.00</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	11/28/2017	7243	10-13-000-5220	Bulk Gas/Heat - Watts	20.18
Vanguard Energy Service, LLC	11/28/2017	7243	25-00-000-5220	Bulk Gas/Heat - Takiff	1,255.50
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>1,275.68</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	11/24/2017	7178	10-00-000-2140	ICMA - A/C#301403	1,084.61
Vantagepoint Trf Agents-457	12/08/2017	7247	10-00-000-2140	ICMA - A/C#301403	1,084.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>2,169.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	12/05/2017	7290	25-00-000-5210	Cell Phone Service	414.63
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>414.63</b>
<b>Vendor: 10310 - Vernon Hills Park District</b>					
Vernon Hills Park District	12/05/2017	7291	10-11-000-5340	Business Manager Luncheon	25.00
<b>Vendor 10310 - Vernon Hills Park District Total:</b>					<b>25.00</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	12/05/2017	7292	10-12-000-5480	Gasoline - Parks	962.24
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>962.24</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	12/05/2017	7293	25-25-401-5400	ELC Supplies	105.65
Walmart Community	12/05/2017	7293	25-25-402-5400	ELC Supplies	18.02
Walmart Community	12/05/2017	7293	25-25-403-5400	ELC Supplies	307.30

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Walmart Community	12/05/2017	7293	25-25-414-5400	Preschool Enrichment Supplie	188.72
Walmart Community	12/05/2017	7293	25-25-428-5400	Preschool Enrichment Supplie	10.00
Walmart Community	12/05/2017	7293	25-25-433-5400	Preschool Enrichment Supplie	150.00
Walmart Community	12/05/2017	7293	25-25-490-5400	Preschool Enrichment Supplie	178.57
Walmart Community	12/05/2017	7293	25-25-491-5400	Preschool Enrichment Supplie	372.79
Walmart Community	12/05/2017	7293	25-26-000-5403	Day Care Program Supplies	76.55
Walmart Community	12/05/2017	7293	25-26-000-5409	Day Care Food Supplies	104.65
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,512.25</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	12/05/2017	7294	10-13-000-5412	Cleaning Supplies - Watts	500.00
Warehouse Direct Workplace	12/05/2017	7294	25-00-000-5412	Cleaning Supplies - Takiff	1,881.60
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>2,381.60</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	11/21/2017	7213	25-00-000-5360	Welcome Wagon Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11102 - Wight &amp; Company</b>					
Wight & Company	11/21/2017	7214	69-00-000-5535	Construction Management - T	2,035.78
<b>Vendor 11102 - Wight &amp; Company Total:</b>					<b>2,035.78</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	11/30/2017	DFT0000555	10-00-000-2111	WI Mo Withholding - Nov 201	223.60
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>223.60</b>
<b>Vendor Set AP Vendors Total:</b>					<b>1,414,191.75</b>

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Payment Dates: 11/17/2017 - 12/08/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 5488 - Anthony Marx</b>					
Anthony Marx	12/05/2017	7254	10-12-000-5421	Reimbursement - Uniform	100.00
<b>Vendor 5488 - Anthony Marx Total:</b>					<b>100.00</b>
<b>Vendor: 6988 - Cristina Pepe</b>					
Cristina Pepe	12/05/2017	7259	25-25-403-5400	Reimbursement - ELC Supplie	46.99
<b>Vendor 6988 - Cristina Pepe Total:</b>					<b>46.99</b>
<b>Vendor: 7347 - Elizabeth Stowick</b>					
Elizabeth Stowick	11/21/2017	7190	10-11-000-5341	Reimbursement - November	86.89
<b>Vendor 7347 - Elizabeth Stowick Total:</b>					<b>86.89</b>
<b>Vendor: 5894 - Jennifer Munck</b>					
Jennifer Munck	11/21/2017	7198	25-25-401-5400	Reimbursement - ELC Supplie	64.78
<b>Vendor 5894 - Jennifer Munck Total:</b>					<b>64.78</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	11/21/2017	7199	25-25-414-5400	Reimbursement - Presch Enric	40.23
Kerri Ringel	11/28/2017	7225	25-25-414-5400	Reimbursement - Presch Enric	14.49
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>54.72</b>
<b>Vendor: 5019 - Naomi Garvett</b>					
Naomi Garvett	11/21/2017	7203	25-00-000-5341	Mileage Reimbursement	173.78
<b>Vendor 5019 - Naomi Garvett Total:</b>					<b>173.78</b>
<b>Vendor: 1518 - Robert Collins</b>					
Robert Collins	11/21/2017	7208	25-00-000-5340	Conference Hotel Reimburse	678.33
<b>Vendor 1518 - Robert Collins Total:</b>					<b>678.33</b>
<b>Vendor: 4984 - Sonja Anderson</b>					
Sonja Anderson	12/05/2017	7289	25-25-402-5400	Reimbursement - Classroom S	26.67
<b>Vendor 4984 - Sonja Anderson Total:</b>					<b>26.67</b>
<b>Vendor: 9877 - Terri Zidron</b>					
Terri Zidron	11/21/2017	7210	25-25-432-5400	Reimbursement - Prsch Suppli	14.76
<b>Vendor 9877 - Terri Zidron Total:</b>					<b>14.76</b>
<b>Vendor Set Employees Total:</b>					<b>1,246.92</b>

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Payment Dates: 11/17/2017 - 12/08/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 00000848-75 - Jordan Sager					
Jordan Sager	12/05/2017	7272	25-25-709-4200	Men's Softball Forfeit Fee Ref	50.00
				Vendor 00000848-75 - Jordan Sager Total:	50.00
				Vendor Set Refunds Total:	50.00
				Grand Total:	1,415,488.67

## Report Summary

### Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	185,837.37
25 - RECREATION FUND	70,102.82
40 - BOND & INTEREST FUND	1,028,025.00
45 - LIABILITY INSURANCE FUND	2,677.41
65 - CAPITAL PROJECTS FUND	17,463.83
69 - MASTER PLAN CAPITAL PROJECTS	111,382.24
<b>Grand Total:</b>	<b>1,415,488.67</b>

### Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	23,328.61
10-00-000-2110	IL STATE WITHHOLDING	9,574.51
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	25,089.60
10-00-000-2130	MEDICARE WITHHOLDING	6,367.08
10-00-000-2140	ICMA DEF COMP WITHO	2,169.22
10-00-000-2150	IMRF WITHHOLDING	36,443.21
10-00-000-2155	IMRF VAC WITHHOLDING	2,000.00
10-00-000-2160	SUPL 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
10-11-000-5321	CONSULTING SERVICES	4,278.00
10-11-000-5340	CONFERENCES AND TRA	208.14
10-11-000-5341	MILEAGE REIMBURSEM	86.89
10-11-000-5342	OFFICIALS/MEETING EXP	405.87
10-11-000-5370	RENTAL - EQUIPMENT	68.12
10-11-000-5404	COMPUTER PROGRAMS	61.14
10-11-000-5420	SUPPLIES - GENERAL	121.46
10-11-000-5425	SUPPLIES-STAFF RECOG/	19.96
10-11-000-5600	HEALTH INSURANCE PRE	33,077.21
10-12-000-5210	TELEPHONE/INTERNET	49.76
10-12-000-5220	FUEL/HEAT	120.08
10-12-000-5230	ELECTRICITY	662.81
10-12-000-5311	LEGAL NOTICES	159.98
10-12-000-5340	CONFERENCES AND TRA	319.52
10-12-000-5350	MAINTENANCE SERVICE	1,501.50
10-12-000-5351	REPAIRS - EQUIPMENT	638.29
10-12-000-5353	DISPOSAL/PORTOLET SE	45.61
10-12-000-5401	OFFICE SUPPLIES	23.99
10-12-000-5420	SUPPLIES - GENERAL	101.42
10-12-000-5421	SUPPLIES - UNIFORMS	1,439.38
10-12-000-5480	GASOLINE/LUBRICANTS	962.24
10-12-000-5481	SUPPLIES-CONSTRUCTIO	161.07
10-12-000-5484	SUPPLIES-ELECTRICAL/B	1,746.46
10-12-000-5486	SUPPLIES-PLUMBING	134.44
10-12-000-5487	SUPPLIES-HAND TOOLS	30.42
10-12-000-5489	SUPPLIES-TRASH BAGS	943.92
10-12-000-5490	SUPPLIES-PLANTINGS/FL	722.50
10-12-000-5491	SUPPLIES-GREENHOUSE	164.96
10-12-000-5496	SUPPLIES-ATHLETIC MAI	400.70
10-12-000-5582	EQUIPMENT - MAINTEN	4,905.85
10-12-000-5585	PAVEMENT & SITE DEVE	1,635.80
10-13-000-5210	TELEPHONE/INTERNET	281.62
10-13-000-5220	FUEL/HEAT	432.84
10-13-000-5230	ELECTRICITY	5,995.44
10-13-000-5352	REPAIRS - BUILDINGS	349.00

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5355	MAINTENANCE SERVICE	265.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5360	PRINTING/MARKETING/	194.50
10-13-000-5401	OFFICE SUPPLIES	13.11
10-13-000-5412	CUSTODIAL/CLEANING S	500.00
10-13-000-5416	SUPPLIES-ICE MAKING	156.69
10-13-000-5417	SUPPLIES-BOARDS/GLAS	145.88
10-13-000-5418	SUPPLIES-ZAMBONI	1,434.70
10-13-000-5421	SUPPLIES - UNIFORMS	450.82
10-13-000-5481	SUPPLIES-CONSTRUCTIO	133.36
10-13-000-5484	SUPPLIES-ELECTRICAL/B	47.88
10-13-000-5486	SUPPLIES-PLUMBING	163.03
10-13-000-5581	EQUIPMENT - BUILDING	9,616.47
10-13-000-5584	EQUIPMENT - RECREATI	2,302.61
10-14-000-5220	FUEL/HEAT	34.53
10-14-000-5230	ELECTRICITY	150.26
10-15-000-5230	ELECTRICITY	44.84
10-15-000-5450	SUPPLIES - EQUIPMENT	242.46
10-15-000-5482	SUPPLIES-HARDWARE	526.21
25-00-000-2580	BALANCE ON ACCOUNT-	450.00
25-00-000-4425	BOOK FAIR SALES	136.00
25-00-000-5210	TELEPHONE/INTERNET	2,683.18
25-00-000-5220	FUEL/HEAT	2,459.81
25-00-000-5230	ELECTRICITY	7,367.31
25-00-000-5301	POSTAGE	1,200.00
25-00-000-5305	PARTY RENTAL ENTERM	185.00
25-00-000-5321	CONSULTING-ONLINE/O	90.31
25-00-000-5340	CONFERENCES AND TRA	706.33
25-00-000-5341	MILEAGE REIMBURSEM	203.78
25-00-000-5350	MAINTENANCE SERVICE	275.00
25-00-000-5351	REPAIRS - EQUIPMENT	59.98
25-00-000-5352	REPAIRS - BUILDINGS	395.00
25-00-000-5355	MAINTENANCE SERVICE	622.63
25-00-000-5360	PRINTING/MARKETING/	7,583.79
25-00-000-5361	PRINTING - EMPLOYME	494.00
25-00-000-5362	PHOTOGRAPHY	245.00
25-00-000-5401	OFFICE SUPPLIES	1,588.26
25-00-000-5412	CUSTODIAL/CLEANING S	2,410.26
25-00-000-5420	SUPPLIES - GENERAL	601.79
25-00-000-5422	SUPPLIES-UNIFORMS, B	700.00
25-00-000-5481	SUPPLIES-CONSTRUCTIO	77.26
25-00-000-5482	SUPPLIES-HARDWARE	114.37
25-00-000-5483	SUPPLIES-PAINT	385.52
25-00-000-5484	SUPPLIES-ELECTRICAL/B	40.35
25-00-000-5486	SUPPLIES-PLUMBING	149.95
25-00-000-5580	EQUIPMENT - GENERAL	41.80
25-00-000-5582	EQUIPMENT - MAINTEN	901.85
25-00-000-5584	EQUIPMENT - RECREATI	940.08
25-00-000-5588	BUILDING IMPROVEME	0.00
25-00-000-5990	CONTINGENCY	100.00
25-25-203-5400	SUPPLIES-LEARN TO SKA	77.27
25-25-310-5400	SUPPLIES-ADULT ART/P	164.75
25-25-312-5300	CONTRACTL-ADULT WO	147.50
25-25-312-5400	SUPPLIES-ADULT WORK	581.25
25-25-315-5400	SUPPLIES-ADULT CERAM	111.60
25-25-401-5400	SUPPLIES-ELC 3YR	678.97
25-25-402-5400	SUPPLIES-ELC 4YR	332.54
25-25-403-5400	SUPPLIES-ELC 2YR	709.23

**Account Summary**

Account Number	Account Name	Payment Amount
25-25-414-5400	SUPPLIES-EXPL N DISCVR	243.44
25-25-428-5400	SUPPLIES-ALPHABET AN	10.00
25-25-432-5400	SUPPLIES-PRESCHOOL D	14.76
25-25-433-5400	SUPPLIES-LUNCHTIME S	150.00
25-25-435-5400	SUPPLIES-PEE WEE SPOR	250.00
25-25-490-5400	SUPPLIES-PRESCH JR TR	178.57
25-25-491-5400	SUPPLIES-PRESCH JR CO	372.79
25-25-601-5400	SUPPLIES-AFTERSCHOOL	66.38
25-25-605-5400	SUPPLIES-FIRST AID/BAB	305.09
25-25-614-5300	CONTRACTL-YOUTH MIX	1,827.00
25-25-615-5400	SUPPLIES-YOUTH CERA	701.70
25-25-709-4200	REV-MENS SOFTBALL	250.00
25-25-713-5400	SUPPLIES-LITTLE SPORTS	189.58
25-25-740-5300	COTNRACL-TRAVELING	9,967.00
25-25-754-5400	SUPPLIES-SNAG GOLF	250.00
25-25-904-5400	SUPPLIES-MOTHER/SON	614.87
25-25-913-5400	SUPPLIES-HALLOWEEN P	691.99
25-25-932-5300	CONTRACTL-SCHOOL DA	100.00
25-25-932-5400	SUPPLIES-SCHOOL DAYS	355.00
25-25-941-5400	SUPPLIES-YOUTH OBSTA	89.67
25-25-953-5400	SUPPLIES-FALL SPEC EVE	1,869.58
25-25-954-5400	SUPPLIES-WINTER SPEC	115.97
25-26-000-5335	WELLNESS/PRE-PLACEM	1,266.50
25-26-000-5360	PRINTING/MARKETING/	55.95
25-26-000-5386	SERVICES-DAYCARE PRO	85.00
25-26-000-5403	DAYCARE PROGRAM SU	2,233.32
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	2,995.24
25-26-000-5460	SUPPLIES-FOOD EQUIP	329.32
25-26-000-5580	EQUIPMENT - GENERAL	1,030.02
25-26-000-5584	EQUIPMENT - RECREATI	513.52
25-26-000-5600	HEALTH INSURANCE PRE	6,793.84
40-00-000-5000	PRINCIPAL - BONDS	890,000.00
40-00-000-5010	INTEREST - BONDS	138,025.00
45-00-000-5335	WELLNESS/PRE-PLACEM	96.00
45-00-000-5587	SAFETY/SECURITY EQUIP	2,131.00
45-00-000-5765	SAFETY INCENTIVE AWA	450.41
65-00-017-5554	TIMECLOCK MGMT SYST	3,894.50
65-00-017-5569	COOLING SYS/RINK FLO	9,826.33
65-00-017-5578	TAKIFF AWNING/WAYFI	3,605.00
65-00-017-5584	BEACH POS/INTERNET-H	138.00
69-00-000-5515	WATTS BB COURT PROJE	1,980.00
69-00-000-5519	ASTOR PARK-Owner lte	2,103.08
69-00-000-5530	TAKIFF PARKING-Ph 1-D	3,578.90
69-00-000-5531	TAKIFF PARKING-Ph 1-C	157.00
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5535	TAKIFF FITNESS-Design S	2,035.78
69-00-000-5536	TAKIFF FITNESS-Constru	101,418.50
69-00-000-5537	TAKIFF FITNESS-Owner I	63.98
	<b>Grand Total:</b>	<b>1,415,488.67</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	1,415,488.67
<b>Grand Total:</b>	<b>1,415,488.67</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 DECEMBER 12, 2017 and you are hereby authorized to pay them from the appropriate funds.

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Treasurer, Park Board of Commissioners

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Secretary/Executive Director

# **V. Financial Report**

Glencoe Park District  
December 2017 Board Meeting

Glencoe Park District  
 Monthly Funds Report  
 November 2017

**Corporate and Other Funds:**

	<u>Nov 2017</u>	<u>Oct 2017</u>
Harris Bank Corporate Account - 0.20%	443,546.76	451,121.59
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.94%	1,845,473.19	3,306,637.32
The Illinois Fund (Public Treasurers' Investment Pool) - 1.09%	3,731,710.19	3,728,374.51
Harris Payroll Account - 0.20%	10,878.95	7,894.73
PMA Financial Account - 0.90%	132,200.28	132,089.22
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(93,323.68)	0.00
IPDLAF Certificates of Deposit:		(164,531.53)
1 CDs at \$246,000 each maturing February 7, 2018 (1.10% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	492,000.00	492,000.00
1 CDs at \$247,000 each maturing April 17, 2018 (1.40% net)	247,000.00	247,000.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing July 24, 2018 (1.46% net)	246,000.00	246,000.00
PMA Certificates of Deposit:		
2 CDs totalling \$496,700 maturing January 22, 2018 (1.28% net)	496,700.00	496,700.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	741,600.00	741,600.00
1 CDs at \$246,900 each maturing April 20, 2018 (1.22% net)	246,900.00	246,900.00
1 CDs at \$246,200 each maturing July 23, 2018 (1.518% net)	246,200.00	246,200.00
4 CDs totaling \$984,400 maturing October 18, 2018 (1.56% net)	984,400.00	984,400.00
<b>Grand Total</b>	<b>\$10,755,285.69</b>	<b>\$12,146,385.84</b>



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 11/30/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,785,222.51	(111,945.91)	2,673,276.60	
25-00-000-1000	CASH/INVESTMENTS	4,092,793.76	(31,932.03)	4,060,861.73	
30-00-000-1000	CASH/INVESTMENTS	284,673.36	639.00	285,312.36	
35-00-000-1000	CASH/INVESTMENTS	365,436.15	(26,576.17)	338,859.98	
36-00-000-1000	CASH/INVESTMENTS	136,413.54	(14,863.77)	121,549.77	
40-00-000-1000	CASH/INVESTMENTS	1,315,631.60	(1,024,087.40)	291,544.20	
45-00-000-1000	CASH/INVESTMENTS	182,333.76	(4,256.46)	178,077.30	
50-00-000-1000	CASH/INVESTMENTS	58,697.44	135.27	58,832.71	
55-00-000-1000	CASH/INVESTMENTS	6,237.60	30.00	6,267.60	
65-00-000-1000	CASH/INVESTMENTS	345,629.53	(29,179.39)	316,450.14	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,498,177.30	(149,093.55)	2,349,083.75	
70-00-000-1000	CASH/INVESTMENTS	67,139.29	30.26	67,169.55	
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>12,146,385.84</b>	<b>(1,391,100.15)</b>	<b>10,755,285.69</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	291,411.55	66,613.09	358,024.64	
99-00-000-1012	Operating PR Account	3,072.54	4.85	3,077.39	
99-00-000-1013	IL Funds	3,728,374.51	3,335.68	3,731,710.19	
99-00-000-1014	IPDLAF CD's	1,969,000.00	0.00	1,969,000.00	
99-00-000-1015	IPDLAF MM	3,306,637.32	(1,461,164.13)	1,845,473.19	
99-00-000-1016	PMA CD's	2,715,800.00	0.00	2,715,800.00	
99-00-000-1017	PMA MM	132,089.92	110.36	132,200.28	
<b>TOTAL CASH IN BANK</b>		<b>12,146,385.84</b>	<b>(1,391,100.15)</b>	<b>10,755,285.69</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	12,146,385.84	(1,391,100.15)	10,755,285.69	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>12,146,385.84</b>	<b>(1,391,100.15)</b>	<b>10,755,285.69</b>	
Claim on Cash	10,755,285.69	Claim on Cash	10,755,285.69	Cash in Bank	10,755,285.69
Cash in Bank	10,755,285.69	Due To Other Funds	10,755,285.69	Due To Other Funds	10,755,285.69
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District  
 Monthly Financial Analysis  
 November 2017

	<u>As of</u> <u>11/30/2015</u>	<u>As of</u> <u>11/30/2016</u>	<u>As of</u> <u>11/30/2017</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	2,913,412	2,970,450	2,793,784 (1)
Wages	(473,162)	(480,421)	(499,841)
Contractual	(1,075,923)	(963,599)	(1,001,247)
Supplies	(71,619)	(78,227)	(84,192)
Net Surplus	1,292,708	1,448,203	1,208,504 (1)
<b><u>Day Care Department</u></b>			
Revenue	572,714	659,455	710,918
Expense	(480,255)	(529,984)	(547,589)
Net Surplus/(Deficit)	92,459	129,471	163,329
<b><u>Beach Department</u></b>			
Revenue	259,371	323,937	318,034
Expense	(210,328)	(236,599)	(229,682)
Net Surplus/(Deficit)	49,043	87,338	88,352
<b><u>Boating Department</u></b>			
Revenue	72,015	106,360	114,828
Expense	(93,096)	(95,499)	(111,515)
Net Surplus/(Deficit)	(21,081)	10,861	3,313
<b>Beach/Boating Department Total:</b>		98,199	91,665
<b><u>Watts Department</u></b>			
Revenue	28,762 (2)	33,424	32,521
Expenses	(115,897)	(124,311)	(122,116)
Net Surplus/(Deficit)	(87,135)	(90,887)	(89,595)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	21,283	22,710	25,243
Expense	(760,698)	(793,618)	(842,328)
Net Surplus/(Deficit)	(739,415)	(770,908)	(817,085)
<b><u>Parks Department</u></b>			
Revenue	15,231	27,463	2,585
Expense	(763,286)	(779,097)	(846,755)
Net Surplus/(Deficit)	(748,055)	(751,634)	(844,170)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,101,192	1,149,446	1,169,778
Expenses	(1,956,507)	(1,541,395)	(2,430,269) (2)
Net Surplus/(Deficit)	(855,315)	(391,949)	(1,230,491)

(1) Last year, winter registration revenues were collected in November, this year in December. It is not an apples-to-apples comparison until December month end.

(2) Due to \$1.1 million transfer to Master Plan Capital Fund 69

# **VI. Staff Reports**

Glencoe Park District  
December 2017 Board Meeting

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

**FY2018/19 Budget and Capital Projects**

Staff continues to review, prepare, and update budget worksheets, as well as prioritize capital projects for the new fiscal year. Once winter registration is in full gear after December 6, it will give staff a much better understanding of projected year-end amounts. As in prior years, staff's goal is that the first draft of the budget be distributed to the Board for review in late January.

**2017 Tax Levy Ordinance**

The 2017 Levy was filed with the Cook County Clerk's office and is posted on our website.

**Program Registration**

Online registration for Winter Session/Camp programs began Wednesday, December 6 at 7:00am. Walkup registration began the same day at 8:00am. Every plan and precautionary measure was again implemented by District staff to insure that the issues from previous registrations were not repeated.

**PDRMA Health Program Open Enrollment**

The open enrollment period for the PDRMA Health Program was conducted October 30 through November 21. Orientation meetings were held in early November for all full-time staff to inform them of the planned benefit changes to the health insurance program, as well as the dental plan, EAP program, Section 125 Plan, life insurance, and AFLAC program.

**Preparation for Calendar Year-End**

Staff will be attending several webinars conducted by Incode and by PDRMA related to the federal and state processing of W-2s, 1099s, and ACA 1095 forms that must be done after final payroll and accounts payable runs are completed for 2017.

**Timeclock Plus Implementation**

Staff continues to plug away with implementation issues as they arise, but each step brings us closer to the eventual "go live" date. The proxy reader in the Early Childhood Wing took longer than expected, but is now properly programmed and configured. This will allow staff to swipe into the timeclock with their assigned GPD security badges/tokens.

**Assetmaxx System Conversion**

Staff will be attending multiple presentations and trainings for the impending conversion of the Assetmaxx System, which is the web-based software system that is utilized by the District to record values of all assets over \$5,000. This is also the system that is utilized by PDRMA for property insurance values for all of its member agencies.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Bobby Collins**

As we approach the holiday season, the Recreation Team has the fitness bug! The fitness center is scheduled to open January 2. The team has planned preview days for December 16, 18, and 27, where the community can try out the new state-of-the-art equipment and tour the facility. The grand opening celebration is planned for December 30 from 9:00am-12:00pm.

Families braved the cold weather to attend Merry and Bright. The event was well attended and was a great start to the Thanksgiving celebration. Friday, November 24 Watts Ice Center opened for the season with great attendance all day, with visitors able to skate and play hockey during a sunny 60-degree opening day. The rink managed to stay open all weekend, even with high temperatures. This can be contributed to the investment in the rink mechanicals over the past few years. The rinks and facility have also been given a rejuvenated and fresh feel with a new interior floor and a brighter coat of paint.

Winter registration opened to residents on December 6. Staff is still watching closely to see the longer-term effects of the introduction of full day kindergarten. With winter registration also began summer camp registration. Program managers in charge of camps have already sent out “welcome back” letters to returning employees and have begun recruiting new staff. New offerings this year include extended care options for preschool to help working families with childcare needs.

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

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

**Children’s Circle Enrollment Comparison (FT=Full-time)**

Month/Year	Jellyfish	Frogs	Starfish	Beluga
<b>December 2017</b>	15 (9 FT)	14 (12 FT)	14 (8 FT)	21 (18 FT)
<b>December 2016</b>	10 (8FT)	11 (5 FT)	18 (11 FT)	20 (19 FT)

There are a total of 89 children enrolled in the Early Learning Center for the 2017-2018 school year. There was 1 new enrollment this month. We conducted pre-registration for the 2018-2019 school year on November 9 for all current families. As of December 1, enrollment is as follows:

Enrollment	2017-2018	2016-2017
2’s classes	27	23
3’s classes	20	29
4’s classes	42	26
<b>Total</b>	<b>89</b>	<b>78</b>



**Athletics, Sports and Teen Camp: Chris Pietrini**

Chris Pietrini attended the Year Two program at IPRA Professional Development School. It was very beneficial, and topics covered included Learning from the Past and Setting Goals for the Future, Leadership vs. Management, Recruiting and Keeping Quality Staff and Effective Communication. Staff was able to network and meet other program managers to discuss creative problem solving outside of sessions.

Chris and staff met with the Park District of Highland Park, Deerfield Park District and Lake Forest Park District to schedule games for 5th and 6th grade boys and girl’s leagues, as well as plan joint end of season tournaments.

Chris worked with Hot Shots Sports to create a schedule for Parent and Tot and girls only sports classes. These will start after spring break and will be held at South School.

House league drafts were held over a period of 2 nights. In an effort to increase parity, staff worked with our paid coaches as well as the volunteer coaches to try and form balanced teams.

**Basketball Registration Comparison**

<b>League</b>	<b>2017-2018</b>	<b>2016-2017</b>	<b>2015-2016</b>
Boys 1st	37	26	39
Boys 2nd	35	29	29
Girls 1st/2nd	35	39	49
Boys 3rd/4th	53	52	50
Boys 5th/6th	28	45	46
Girls 3rd/4th	38	36	34
Girls 5th/6th	13	8	19
Boys 7th/8th	n/a	n/a	n/a
<b>Total</b>	<b>239</b>	<b>235</b>	<b>266</b>
4th Boys Travel	12	13	10
5th Boys Travel	13	11	10
6th Boys Travel	0	11	10
5th Girls Travel	7	12	n/a
6th Girls Travel	12	n/a	6
<b>Total</b>	<b>44</b>	<b>47</b>	<b>36</b>

**Arts and Youth: Stephani Briskman**

On November 9, the School Day Off program brought 50 participants to Pump It Up in Glenview. On November 10, the 40 children enrolled in the School Day Off program went to Nickel City in Northbrook. On November 22, 34 children in the School Day Off program enjoyed Thanksgiving themed bowling at Pinstripes in Northbrook.

<b>2017 School Day Off Enrollment</b>	<b>2016 School Day Off Enrollment</b>
9/21 (Bowling)- <b>32</b>	9/30 (Bowling)- <b>44</b>
10/6 (Didier Farms)- <b>47</b>	10/3 (Didier Farms)- <b>43</b>
10/9 (Lincoln Park Zoo)- <b>34</b>	10/10 (Clay Play Day)- <b>31</b>
11/9 (Pump It Up)- <b>50</b>	10/12 (Lincoln Park Zoo)- <b>40</b>
11/10 (Nickel City)- <b>40</b>	11/10 (Libertyville Sports)- <b>54</b>
11/22 (Turkey Bowling)- <b>34</b>	11/11 (Pump it Up)- <b>48</b>
	11/23 (Turkey Bowling)- <b>52</b>

Broadway Bounds production of Beauty and the Beast Jr. will be on January 20 and 21 at the Winnetka Community House. There are 80 children participating in this program. Tickets went on sale Wednesday, November 15 at 7:00am through Eventbrite.

<b>Broadway Bound Shows</b>	<b>Tickets Sold</b>
Saturday, January 20 - 11:00am	177
Saturday, January 20 - 2:30pm	274
Sunday, January 21 - 2:30pm	204
Sunday, January 21 - 5:00pm	201

To culminate the fall semester, there is a Winter Dance Showcase Sunday, December 17, 2017 at 2:00 pm at the Takiff Center Gymnasium. This is a great chance to showcase what they have learned throughout the fall semester.

Little Footlighters, Kinderlighters, Jr. High Improv, and The Play's the Thing will conduct in-class performances for their families the week of December 18 during class. This is a great chance to showcase what they have learned throughout the fall semester.

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

Snoopy Thanksgiving took place on Saturday, November 18 and was well received with over 40 children and their parents. Participants watched the Charlie Brown Thanksgiving special on the new twelve foot movie screen while snacking on the same goodies Snoopy served: popcorn, pretzels, jellybeans, and toast; however, the Park District served Cinnamon Toast Crunch cereal instead of toast. Participants also made their own special watercolor picture and attached a silhouette of Charlie Brown & Snoopy. Snoopy himself made a very special appearance and took pictures with attendees.

Merry & Bright Holiday Celebration was Wednesday, November 22 at Kalk Park. Despite the chilly temperature, over 500 guests had a wonderful time at the event. Activities included a hay ride around the neighborhood, pony rides, petting zoo, face painting, carnival games, hay maze, chips in the hay, live music from Shoot Out, and a special appearance from Rudolf, Tom the Thanksgiving Turkey, and Snoopy. At the end of the event children searched for toys and treats at the Merry & Bright Flashlight Hunt.

Black Ice Friday was a busy opening day at the Watts Ice Center. Many attended the free event which included open skate and broom ball on the main rink, and open shoot on the studio rink. Staff handed out glow necklaces, glow eye glasses and glow bracelets to the 200 (200 in 2016) patrons who attended. Tom the Turkey also made a special appearance.

**Upcoming Fall events:**

- December 8: Teen Ice Night
- December 9: Gingerbread House Decorating
- December 21: Winter Solstice in cooperation with Friends of the Green Bay Trail
- December 31: Itty Bitty New Year
- January 6: Nature Encounters
- January 15: Watts Below Zero
- January 27: Messy Morning

<b>Fall Ceramics/Adults Enrollment As of Dec 1</b>	<b>2017</b>	<b>2016</b>
Adult Ceramics	60	31
Youth Ceramics	59	63
Teen Programs	9	6
Adult Programs	42	0

**Takiff Center/Fitness: Adam Wohl & Bobby Collins**

Adam Wohl has officially joined the team as the Takiff and Watts facility manager and has hit the ground running. Adam's primary focus for the upcoming month will be the opening of the new fitness center, training attendants, and developing personal training. Adam has been meeting with staff from all departments and is undertaking full time staff training sessions.

<b>Takiff Center Rental Comparison As of Dec 1</b>	<b>2017</b>	<b>2016</b>
Birthday Parties	\$14,081	\$20,531
Facility Rentals	\$57,691	\$61,067
<b>Total</b>	<b>\$71,772</b>	<b>\$81,598</b>

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

**Watts Ice Center: Bobby Collins**

Watts Ice Center opening weekend began Friday, November 24 with all-day public skate and open hockey, followed by a 'Black Ice Friday' special event. With temperatures in the 60's the rink was well-attended with large crowds in the afternoon and evening. Pass and daily fees were \$4,327 on opening day compared to \$1,693 in 2016. Pass sales were noticeably strong and look to be trending to beat last year's sales. New this season is the combo pass, which offers unlimited public skate and hockey. The combo pass was well received and accounts for 20% of pass revenue in 2017.

<b>As of Dec 1</b>	<b>2017</b>	<b>2016</b>
Daily Fees	\$1,896	\$2,081
Pass Sales	\$11,889	\$9,908
Rentals	\$18,240	\$20,794
<b>Total</b>	<b>\$32,025</b>	<b>\$32,783</b>

Four new Zamboni drivers were trained in the weeks leading up the facility opening. All preseason staff trainings were completed for cashiers, skate guards, and party attendants with an increased focus on customer service, revenue collection, and patron safety at the forefront.

Facility improvements, including the new building floor and fresh coat of paint impressed patrons on opening weekend. A big thank you to staff for their efforts to keep the rink open during the warm and sunny opening weekend.

Submitted by:  
Bobby Collins, Director of Recreation and Facilities

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

**Administrative**

I have continued to oversee parking lot and fitness room projects. The projects are nearing completion; we are only waiting on the completion of a few punch list items. In addition, I have continued working on second round operating and capital budget submissions.

I have continued to manage the removal and remediation necessary after the discovery of two Underground Fuel Storage Tanks in the parks yard.

**Grounds/Horticulture**

The horticulture crew has continued to perform dormant pruning from the ground throughout the district. Planting beds have been cleared of all annual material.

**Parks Maintenance & Construction**

The sled hill fence was installed for the season at Watts Park. Tennis court windscreens have been secured for the winter. Staff trenched in a new electric line for the parks yard when it was discovered during the parking lot renovation that the existing electric main did not meet code standards.

Staff completed the setup and breakdown of the Merry and Bright event. All the straw bales remaining from the hay maze were donated to the Glenview Park District for use on their historic farm.

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

**Facilities**

Working with the Recreation team, staff has completed the start-up process for the Watts Ice Rinks. The compressors are currently functioning properly keeping the ice sheet between 8 and 15 degrees.

The Watts facility was prepared for the season by painting, replacing light fixtures, installing a new counter for the coffee machine, and installing a new office lock.

Staff continues to work on converting existing light fixtures to LED. All hallway lights in the ELC and the lights in the new Fitness Room have been converted to LED. The outdoor Watt's facility lights have also been converted to LED.

As we have previously discussed, LED light fixtures lower energy usage and have a significantly longer lifespan than the old style fluorescent or High Pressure Sodium.

Staff has been busy working on the owner-installed items in the fitness room, including connecting the CAT 6 IT Cable and installing new TV's.

**Athletic**

Porto-lets have been removed for the season from all athletic fields. The Lacrosse goals have been removed from Sunken Park for the season.

**Equipment**

Plows are in place on trucks and ready for the season. Several repairs have been made to the Zamboni since opening.

**Personnel**

No Report

**Shared Services**

Village staff made multiple repairs on several vehicles this month. The older fleet vehicles have seen an increase in necessary maintenance this season.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report December 2017

### Social Media/Email

We ended the month of October with 34,989 Facebook impressions (in 2016, we ended the month with 48,200 impressions). We now have 1,361 followers on Facebook, 774 followers on Twitter and 831 followers on Instagram. Glencoe Beach has 1,653 and Watts has 173 followers on Facebook.

We sent out several targeted email blasts, primarily focused on fall activities and special events.

Time Sent	Campaign Name	Total Sent	Open Rate	Total Unique Opens	Mobile Open Rate	Desktop Open Rate	Click Through Rate
11/25/2017	Gingerbread House Decorating	614	44.50%	273	70.70%	29.30%	3.30%
11/22/2017	Today is Merry Bright	4953	24.40%	1158	63.60%	36.40%	3.70%
11/21/2017	Black Ice Friday	4954	22.00%	1048	59.10%	40.90%	3.40%
11/20/2017	Merry & Bright Reminder	4960	25.50%	1217	53.80%	46.20%	3.20%
11/16/2017	Snoopy Reminder	4964	24.70%	1177	53.50%	46.50%	8.70%
11/15/2017	Merry & Bright	4970	26.00%	1241	60.70%	39.30%	3.20%
11/14/2017	Watts Opens Soon	4976	25.80%	1235	48.00%	52.00%	10.00%
11/13/2017	Monday Beauty & The Beast	70	57.10%	40	42.30%	57.70%	57.50%
11/13/2017	Tuesday Beauty & Beast	47	66.00%	31	47.30%	52.70%	19.40%
11/10/2017	Preschool Camp Options	255	63.90%	163	63.20%	36.80%	17.80%
11/10/2017	Snoopy Thanksgiving	616	38.90%	239	71.60%	28.40%	25.10%
11/10/2017	Moving with Weights	121	32.50%	39	63.40%	36.60%	7.70%
11/3/2017	Chairs Yoga	121	30.60%	37	66.70%	33.30%	5.40%

### Fitness Center Promotion

Marketing for Glencoe Fitness is now underway. In addition to the new wayfinding signs, window decals, and membership booklet, we are sending a direct mail jumbo postcard to all Glencoe residents the first week of December. The month of December and January will also include weekly email blasts with information about various amenities and events (including the Preview Days and Grand Opening celebration). We also put flyers in every locker in the Early Childhood wing, with the goal to entice parents dropping off preschoolers to consider a membership.

### Special Events

I worked closely with the Recreation Department to market Snoopy Thanksgiving, Merry & Bright, and Black Ice Friday. This included creating flyers, website graphics, posters, banners, and event signage for the event. I also generated email blasts and social media posts, as well as pitched the events to local reporters.

### **Winter Registration**

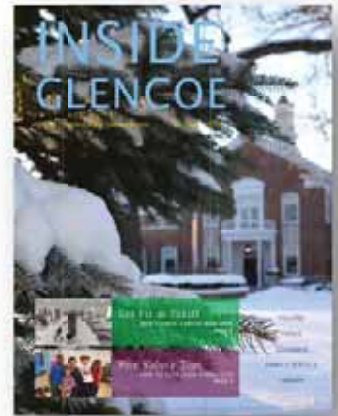
I am now working on Real-Time Registration for winter programs and camp. Advertising includes banners at Watts and Takiff, social media posts, website updates, and email blasts.

### **Inside Glencoe**

I worked with representatives from the Village, School District, Library, and Family Services to re-design Glencoe Quarterly. The end result is cleaner, with an emphasis on readability and graphics. The centerfold will feature a community calendar, highlighting three to four events from each agency. The community newsletter will now be published three times per year (January, April, September), so it has a new name: Inside Glencoe.

Submitted by:

Erin Maassen, Manager of Marketing/Communications





Join us today!



# MERRY AND BRIGHT

## FREE HOLIDAY LIGHT CELEBRATION

4-6 PM • Wednesday, November 22 • Kalk Park

We're turning on the Gazebo lights and celebrating with glow-in-the-dark games, live music by Shout Out, a petting zoo, pony rides, and more!

Be sure to stay for the flashlight treasure hunt at 5:45 PM for kids ages 2-8.

[More](#)



Connect with us





# Snoopy Thanksgiving



Watch the Thanksgiving special on the big screen, enjoy a re-creation of Snoopy's most unusual Thanksgiving meal—popcorn, toast, pretzels, and jelly beans— along with hands-on crafts, and other fun family activities!

[REGISTER](#)

Children must be accompanied by a parent or guardian.



Glencoe Park District & Helen's Performing Arts Co.  
Present the Broadway Bound Kids in

# Disney BEAUTY AND THE BEAST



*Tickets go on sale*  
**Wednesday, November 15 at 7 AM**

The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed to his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity.

Glencoe Park District & Helen's Performing Arts Co. are proud to present the Broadway Bound kids in Disney's *Beauty and the Beast*!

## Monday Class Performances

11 AM, January 20 (Cast A) & 2:30 PM, January 21 (Cast B)

[Buy Tickets to Saturday Show](#)

[Buy Tickets to Sunday Show](#)

Tickets may only be purchased online in ADVANCE. Please print tickets and bring to the appropriate show for admission. No refunds will be issued. Tickets are non transferable. General ticket holders will be allowed in theater 15 minutes before start time. Tickets may be purchased for \$15.00 at the door 45 minutes before each performance.

If you need ADA-accessible seating, please contact the Park District at [sbriskman@glencoeParkDistrict.com](mailto:sbriskman@glencoeParkDistrict.com)

Connect with us





# GLENCOE PARK DISTRICT 2018 PRESCHOOL CAMP GUIDE

CAMP REGISTRATION STARTS  
**WEDNESDAY, DECEMBER 6**  
7 AM ONLINE | 8 AM IN-PERSON  
**NON-RESIDENT REGISTRATION**  
STARTS DECEMBER 11 AT 9 AM



Glencoe Park District staff is looking forward to a great season of summer camp! This year brings back many of your favorite activities and special events, as well as new field trips, crafts, and fun!

#### Better Options for Working Parents

We've added AM/PM Care for preschool campers designed to accommodate working families (7-8:45 AM and 3-6 PM). Get 20% off full day care with our Summer Adventure package, which combines eight weeks of camp, Stay & Play, and AM & PM Care for fun from 7 AM to 6 PM! You must enroll in person at the Takiff Center to purchase the Summer Adventure package.

#### More Days of Camp

Our traditional camp program offers 8-week, 4-week and 2-week programs, but you can extend your summer up to 10 full weeks with Summer's Beginning and Summer's End Camps. Multiple options are available to accommodate your schedule!

#### Park District Refund Policy

Glencoe Park District offers full camp refunds if requested at least (7) seven days before the start date of a camp, less a service fee of 20% of your total camp cost (Early Bird or Regular rate), with a max of \$200 per camp.

#### GJK and the Park District Partnership

Park District camp enrollments begins on Wednesday, December 6. We have partnered with GJK to give families a multiple camp options at both agencies. In the spirit of partnership, GJK will not process any camp registration forms until after December 9, 2017. If you submit a form for GJK camps and decide to register for a Park District camp prior to December 9, you can easily transfer between programs. Please email GJK and they will delete that section of your form to ensure that it is not processed as an enrollment. After December 9, GJK will submit your application and no refunds will be issued by GJK. The Park District will also waive their service fee if you drop a Park District camp within three days of Real Time Registration if you indicate you are registering for a GJK program.

[Learn more!](#)

*Camp registration starts Wednesday, December 6 at 7 AM for Glencoe residents.*



## Moving with Weights with Marianne Cancelled on 11/14 and 11/16



Moving with Weights with Marianne will be cancelled on Tuesday, 11/14 and Thursday, 11/16. Class will resume as normally scheduled on 11/21.

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

Check Out Our Fitness Classes



See what's happening on our social sites





spend your winter at  
**WATTS ICE CENTER!**

**Figure skating & hockey class registration is now open! Open skate season passes are now on sale!**

Plan your winter at Watts Ice Center now! Check our [Watts Ice Center Guide](#) for class and pass details.

REGISTER NOW



### SEASON PASSES

Get unlimited access to public skate! Open skate season passes may be purchased in person now at the Takiff Center and at Watts Ice Center beginning November 24. You can also renew last year's pass online!

LEARN MORE



### LEARN TO SKATE

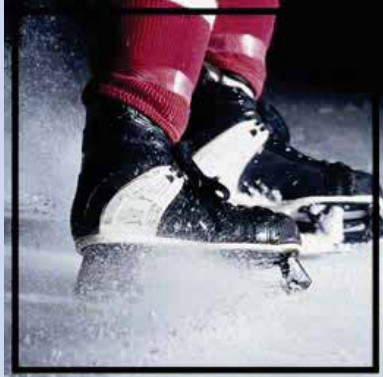
Our USFS Skating Curriculum provides a foundation of fundamentals combined with fun on the ice to give you a positive experience and lasting passion for skating.

LEARN MORE

## Celebrate Opening Day at Watts!

Skating at Watts starts on November 24! Join us for open skate or open shoot from 10 AM-6 PM and then stay for free mini-lessons, games, and more from 6-8 PM!

[More](#)



### LEARN HOCKEY

Our Minor Hawk hockey curriculum focuses on proper skating techniques and fundamentals to be successful in hockey practices and game situations.

[LEARN MORE](#)



### HOST A SKATING PARTY

Make your next event a skating party! Our new party package includes one hour of ice time, two hours of room time, unlimited skate rentals, and a party attendant.

[LEARN MORE](#)



*Watts Ice Center is a facility of the Glencoe Park District*  
305 Randolph, Glencoe  
847.835.4440



## Chair Yoga with Alison Cancelled on 11/7



Chair Yoga with Alison Faith will be cancelled on Tuesday, 11/7. Class will resume as normally scheduled on 11/14.

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

[Check Out Our Fitness Classes](#)



See what's happening on our social sites







**Friday, November 24**  
**Watts Ice Center, 305 Randolph, Glencoe**

**Celebrate opening day at Watts Ice Center with us!**

**Public Skate & Open Shoot (10 AM-6 PM)**

Enjoy public skate and open hockey on the North Shore's favorite outdoor ice rink.

**Black Ice Friday (6-8 PM)**

Meet the ice staff, try a mini-skating class, and enjoy special games on and off the ice! In honor of Black Friday, admission is free! Skate rentals are \$4.

[More](#)



Connect with us



Be sure to join us Wednesday afternoon from 4 to 6 PM for Glencoe's Holiday Light Celebration at Kalk Park! [More](#)

# GINGERBREAD HOUSE DECORATING



**10:30 AM-12 PM | Saturday, December 9 | Takiff Center**

**\$20/25 R/NR Per Gingerbread House | Activity: 220311-01**

Bring your family to create an edible dream home while listening to classic holiday tunes. We will supply the gingerbread house, all the decorations, and clean up the mess! The morning will also include a story time, hot chocolate, and a sing-along.

**REGISTER**

*Fee includes one gingerbread house; if you would like each child in your household to have their own please register each child. Children must be accompanied by parent/guardian.*



# **VII. Executive Director Report**

Glencoe Park District  
December 2017 Board Meeting

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

## **Year in Review**

At the Glencoe Park District, it is our mission to enrich lives and create memorable experiences by providing exceptional services, parks, programs, and facilities. Every day, we are proud of all we have accomplished in 2017.

In 2017, the Glencoe Park District became National Gold Medal Finalist the first year applying. Founded in 1965, the Gold Medal Awards program honors communities in the U.S. that demonstrate excellence in parks and recreation through long-range planning, resource management, volunteerism, environmental stewardship, program development, professional development, and agency recognition. Agencies are separated into classes based on population and judged on their ability to address the needs of those they serve through the collective energies of citizens, staff, and elected officials.

Lisa Sheppard, Executive Director for the Park District was honored at the IPRA/IAPD Conference as the Illinois Park Districts Professional of the Year.

We are the North Shore Special Recreation Association (NSSRA) 2017 Partner Agency of the Year.

In 2017, we began the process of a new Strategic Plan, which will provide direction for the next 3-5 years.

We continue to use our Master Plan as our guide for park and facility development and this year was another big construction year for Glencoe Park District. Completed projects included West Playground (in cooperation with School District 35), Astor Playground, Takiff parking lot improvements and walking paths, Glencoe Fitness, and Watts Basketball Court renovation. Before we started each project, we solicited community input and secured competitive bids.

We are excited to open the doors of the new Glencoe Fitness at Takiff on December 30. This is an amenity that has been requested for years and we are excited to offer a community fitness center with state of the art equipment.

Glencoe Beach continues to serve the community with a quarter mile of shoreline to Lake Michigan. The warm summer resulted in Glencoe Beach taking in over \$195,000 in daily revenue. Pearlman Boat House stored 150 personal watercrafts this summer, including Hobie Catamarans, kayaks, sailboats, and stand-up paddleboards. Beachgoers also rented Glencoe Park District water vessels at an astounding rate this summer. Over \$17,000 in rentals were provided in the summer of 2017. This summer had the largest Beach Camp Out attendance with 186 campers and we offered for the first time a summer Aquatic Camp at the beach, which was very popular.

Watts Ice Rink operates annually from the day after Thanksgiving through the end of February. This season's opening day witnessed unusual 60 degree sunshine and attracted over 300 skaters to skate, play hockey, and enjoy our evening special event - Black Ice Friday. Opening weekend had over 600 skaters and hockey players come through the doors making for a fantastic start to the Watts season.

Glencoe Park District strives to provide memorable experiences to members of the community through special events. In the last year, over 32 special events were offered to the community, many offered at no charge. New special events included Takiff Express Train Day, Nerf Battle, Snoopy Thanksgiving, The Great Mud Run, Beach Fire Party, and Merry and Bright. Glencoe Park District continues to innovate and provide unique program offerings to the community. New programs introduced this year include a robot design lab, drone and light saber building, girls sports class, curling, boys hip hop, video hip hop, extended day camps, personal training, mosaics, botanical drawing, watercolor, drawing for everyone, power skating, and shark bait.

We continue to be a source for quality early childhood education and recreation. Our Children's Circle full-day preschool and daycare for children six weeks until five years serves 64 participants. The Early Learning Center with our popular half-day preschool serves 89 preschool students. This in addition to many enrichment programs provides many early childhood options to our families.

Our Kid's Club program continues to provide before and after school programming for students in grades K-6. Enrollment for that program is at almost 55 children, providing a much-needed level of support for working parents in the community.

Glencoe Park District continues to solicit feedback from program participants and show responsiveness to patrons needs. Almost all recreation programs and facility users are surveyed on their experience. The agency has received positive feedback on the staff, facilities, and content of recreation programming among other areas.

We also welcomed new members to our Recreation and Facilities team and Customer Service team. Even with these changes, the level of service to our participants has not skipped a beat and we continue to provide exceptional and timely customer service. The District also maintains a bond rating of Aa1. The current Park District tax rate is .585 and it makes up only 7.07% of the total tax bill for Glencoe residents.

We continue to partner with other governmental agencies and non-profit organizations on committees and special events. Staff are actively involved in Village-wide Committees and groups including the Sustainability Committee, Active Transport Committee, Tudor Court Steering Committee, Glencoe Chamber of Commerce, and Rotary Club of Glencoe. We are proud to partner with over 35 different community organizations to bring a variety of volunteer opportunities and programs.

I would like to thank the entire Board of Commissioners and Park District staff, for tirelessly working to meet our goals this year. Our success is the result of a hard-working team, dedicated

to bringing the very best service and amenities to the people of Glencoe. We are also successful because of the support of the Glencoe community. We would like to thank the Glencoe community for supporting the Park District by visiting the beach, walking in the parks, playing at our playgrounds, attending our special events, sharing our stories, and participating in our programs.

### **Fitness Center**

Construction is winding down in the Fitness Center and we are getting ready for opening day. The Fitness equipment will arrive December 14 and we will train staff on the equipment on December 15. Personnel are currently being hired for Glencoe Fitness to work as fitness attendants, personal trainers, or group fitness instructors. A post card is going out (attached) to all Glencoe households marketing the center. In addition, it appeared in the brochure and the Village joint publication, Inside Glencoe. We will also be giving our Glencoe Fitness T-shirts to the first 100 people to sign up for a membership!

We will be having three free preview days when staff will be available to give tours, answer questions, and show the equipment:

- Saturday, December 16 | 11:am-2:00pm
- Monday, December 18 | 9:00am-7:00pm
- Wednesday, December 27 | 9:00am-7:00pm

We will be having a Grand Opening Celebration on Saturday, December 30 from 9:00am-12:00pm. Guests will be able to work out, learn how to track their workouts using our app, and take a tour of the facility.

Starting on January 2, Glencoe Fitness will be open for business 5:30am-9:00pm Monday – Friday and 7:00am-5:00pm Saturday & Sunday.

Members will have the ability to put their children in our childcare room Monday – Friday from 9:00am-12:00pm. The times will be divided into 1.5 hour blocks of 9:00-10:30am or 10:30am-12:00pm. We will accept reservations to the babysitting room 24 hours in advance using a scheduling app called Signup Genius. We will accept drop in participants, if there is room on the day of but will strongly recommend making reservations. The fee will be \$9 per visit or a 10-visit pass for \$60.

We are also in the process of hiring personal trainers that members can schedule work out sessions with. Members will not be able to bring in their own personal trainers. We will have more information on rates for members by the time we open.

### **Takiff Parking Lot and Walking Path**

The walking path at Takiff is now complete. Five laps around equals one mile. The plantings in the bio swales will take place in the spring.

The back parking lot where the skateboard park was located is finished. Staff that are assigned to lots at Takiff have been asked to park in that lot and then if there is overflow to fill the spots next to the skate park.

The back parking lot by maintenance is also finished with the exception of the area where the old tanks were discovered. As I mentioned last week, those tanks will be removed and any necessary remediation done. The hole will then be filled with compacted stone. Asphalt on this area will be done next spring along with an overlay and striping on the entire back area.

### **Real-Time Registration**

The Recreation Department continues to be financially strong. Online registration for winter session and summer camp programs began on Wednesday, December 6 at 7:00am. Online registration went without a hitch. Between 7:00-8:00am, we had 277 web users (2016: 303 and 2015: 278). The users signed up for 773 programs (2016: 861 and 2015: 724) with a total of \$280,161 in revenue (2016: \$285,109 and 2015: \$313,163) taken in during that time frame. The total revenue for the first day of registration was \$403,833 (2016: \$418,711 and 2015: \$409,394).

### **Budget Process**

We are in the mid-stages of budgeting for the next fiscal year. This includes our capital projects, program budgets, facility, and parks expenses. I have been meeting with each staff member to go over proposed budgets and the capital projects list.

### **Partnership**

We are excited to once again partner with Glencoe Community Garden (GCG) to assist with winter composting. We believe that by working together we can continue to inspire awareness and interest in composting. GCG volunteers have built an attractive bin/crate from wood that we placed by the maintenance entrance at Takiff (closest to the garbage bins). The crate will stay in place for the winter months. On Sunday mornings, they will place plastic buckets inside the crate by 9:30am. From 9:30-11:30am, people can empty their kitchen scraps into the buckets. From 11:30am-2:00pm, volunteers will bring full buckets to GCG to contribute to our cold composting piles. GCG will educate participants on what can be put into the buckets.

### **Recreation Programs and Facilities**

Watts had a spectacular opening weekend at Watts due to the warm weather. The Facility, Parks, Business, and Marketing teams did an outstanding job working together to prepare the facility and staff for opening weekend. If you have not had a chance to go out there please make time to do so.

We are once again offering Days Off School Programs for school-age children during Winter Break. This continues to be a very successful program that meets the needs for working parents.

### **Goal Approval**

This is normally the time of year that we set goals for upcoming year. We are tabling goal development until the new Strategic Plan is complete. As in the past, goals are based off the District's Master Plan, Strategic Plan, the District's Mission and Vision Statements. Once the goals are approved, staff will work on objectives for the goals.

### **NSSRA Facility Update**

NSSRA and Northbrook Park District are exploring a partnership towards accomplishing

NSSRA's long-time goal to secure a suitable, permanent location with a partner agency, as outlined in its 2013 Capital & Facility Acquisition Plan. We are in the preliminary stages of this process and will update the Board of Directors, NSSRA families and staff, and the public as appropriate.

### **Freedom of Information Report**

There was one FOIA request this month from SmartProcedure requesting purchasing records. This was received on Friday, November 17 and responded to on Tuesday, November 21.

### **Lisa Off**

I will be taking some vacation time sporadically the weeks of December 18 – 31. On the days I am not in the office, I will be available by cell phone and email.

### **Future Meetings**

- Special Projects and Facility Committee meeting | Tuesday, January 9 at 7:00pm
- Regular Board meeting | Tuesday, January 16 at 7:00pm
- IPRA Conference | January 18-20

### **Happy Holidays and Healthy New Year!**

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director





## GET A FREE T-SHIRT

The first 100 people to sign up for Glencoe Fitness will get a commemorative t-shirt!

## \$0 INITIATION FEE + 1 MONTH FREE

The \$125 initiation fee will be waived if you join before January 31, 2018 PLUS we'll give you a free month when you sign up for a 1-year membership!

## READY TO JOIN?

Visit the Takiff Center for a membership application and a personalized tour!

Be a Charter Member of

# GLENCOE FITNESS

Grand Opening Celebration December 30 at the Takiff Center!

# GLENCOE FITNESS

Get in shape at the Takiff Center!

## FREE PREVIEW DAYS

Join us for a free workout! Our fitness staff will be available to give tours, answer questions, and show you our equipment!

- Saturday, December 16: 11 AM-2 PM
- Monday, December 18: 9 AM-7 PM
- Wednesday, December 27: 9 AM-7 PM



## GRAND OPENING CELEBRATION

9 AM-12 PM | SATURDAY, DECEMBER 30 | TAKIFF CENTER

**FITNESS HOURS**  
Starting January 2, 2018

5:30 AM-9 PM  
Monday-Friday

7 AM-5 PM  
Saturday & Sunday

Visit the new fitness area at the Takiff Center! Workout for free, learn how to track your workouts using our app, and take a tour of the facility! The first 100 people to sign up for a membership will get a free t-shirt!

### Regular Hours Begin January 2

Glencoe Fitness will be open seven days per week, beginning Tuesday, January 2.



999 Green Bay Rd.  
Glencoe, IL 60022

(847) 835-3030

PRSRT STD  
U.S. Postage  
**PAID**  
Glencoe, Illinois  
Permit No. 2

# **X. Action Item A**

## **Approval of Harassment Policy**

Glencoe Park District  
December 2017 Board Meeting

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 877**

**AN ORDINANCE ESTABLISHING AN UPDATED SEXUAL HARASSMENT POLICY  
FOR THE GLENCOE PARK DISTRICT IN ORDER TO COMPLY WITH PUBLIC ACT  
100-0554**

**WHEREAS**, the Glencoe Park District is a non-home rule unit of local government; and

**WHEREAS**, Public Act 100-0554 requires units of local government to adopt a resolution or ordinance establishing a sexual harassment policy that complies with the new statutory requirements for such policies; and

**WHEREAS**, the Board of Commissioners of the Glencoe Park District wish to amend Appendix B of its Full-time and Part-time Manuals to comply with P.A. 100-0554.

**NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE GLENVIEW PARK DISTRICT THAT:**

**Section 1.** Appendix B of the Glencoe Park District Full-time and Part-time Manuals are hereby amended to comply with Illinois Public Act 100-0554, which amended version is attached to this Ordinance as Exhibit A.

**Section 2.** The above "Whereas" recitals are incorporated into and made part of this Ordinance.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 4.** This Ordinance is effective immediately upon its passage and approval.

PASSED this 12th Day of December, 2017

VOTE:                   Ayes:  
                              Nays:  
                              Absent:  
                              Abstentions:

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

ATTEST:

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

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 877:

**AN ORDINANCE ESTABLISHING AN UPDATED SEXUAL HARASSMENT POLICY FOR THE GLENCOE PARK DISTRICT IN ORDER TO COMPLY WITH PUBLIC ACT 100-0554**

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 6:00 p.m. on the 12<sup>th</sup> day of December 2017.

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 12<sup>th</sup> day of December 2017.

---

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

[SEAL]

## **APPENDIX B: POLICY PROHIBITING HARASSMENT IN THE WORKPLACE**

Each and every employee, officer, director, member, agent, guest and vendor of the Glencoe Park District, as well as every person using Park District property, shall refrain from the harassment, discrimination, or intolerance of any other person because of his or her race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation **or identity**, civil union partnership status, ~~handicap, association with a person with a handicap,~~ **disability**, military status, unfavorable discharge from military service, ~~or~~ record of arrest, **or genetic information**. Any such harassment, discrimination, and intolerant behavior may be illegal, unacceptable, and will not be tolerated by the Park District.

### **Definition of Harassment in General**

Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation **or identity**, civil union partnership, or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

### **Definition of Sexual Harassment**

Sexual harassment is a form of discrimination prohibited by Title VII of the U. S. Civil Rights Act of 1964, as amended, ~~and~~ the Illinois Human Rights Act, **and the State Officials and Employees Ethics Act**.

**It is the responsibility of each individual employee and elected or appointed officer or official to refrain from sexual harassment and it is the right of each individual employee and elected or appointed officer or official to work in an environment free from sexual harassment.**

Under the Illinois ~~Human Rights Act~~ **State Officials and Employees Ethics Act**, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. **For purposes of this definition, the phrase "working environment" is not limited to a physical location where an employee is assigned to perform his or her duties and does not require an employment relationship.**

Conduct commonly considered sexual harassment includes, but is not limited to:

- Verbal: Unwanted sexual advances, sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature

For example, if an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity, this would constitute sexual harassment. If an otherwise qualified individual is denied employment opportunities or benefits because he or she refused to submit to sexual advances, or if such opportunities or benefits are given to another individual who, either voluntarily or under coercion, submits to sexual advances or requests sexual favors, this would constitute sexual harassment.

- Non-Verbal: Suggestive or insulting sounds (e.g., whistling, catcalls, smacking, kissing, noises), leering, obscene gestures, or sexually suggestive bodily gestures
- Visual: Posters, photographs, artwork, signs, buttons, shirts, stickers, pin-ups or slogans of a sexual nature
- Physical: Unwelcome or unwanted touching, hugging or kissing, pinching, brushing the body, sexual intercourse, or assault
- Conduct Lacking Any Sexual Overtone: Taking or sabotaging an employee's tools, equipment or work product, vandalizing an employee's personal property

The most severe and overt forms of sexual harassment are easier to identify. On the other hand, some sexual harassment is subtle and depends to some extent on an individual's perception and interpretation. The courts will assess sexual harassment by a standard of what would offend both the victim of the alleged harassment as well as the "reasonable person" in the alleged victim's situation.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as "honey, darling, and sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. Therefore, you should treat other employees with respect and not use names or terms that may be offensive.

Words that you may intend as a compliment could be interpreted as sexual harassment. Below are three statements that might be made about the appearance of a woman:

- That's an attractive dress you have on.
- That's an attractive dress. It really looks good on you.
- That's an attractive dress. You really fill it out well.

The first statement appears to be simply a compliment while the last statement may be perceived as sexual harassment. The main difference between the statements is the wording used to express the general idea that the woman is wearing a nice dress. Therefore, choose words carefully and do not use a tone of voice that is offensive or sexually suggestive. The words you choose and the tone of voice that you use may be the difference between a compliment and sexual harassment. To avoid the possibility of offending another person, it is best to treat others with respect and to err on the side of caution.

Sexual harassment frequently involves a man harassing a woman, but it can also involve a woman harassing a man or harassment between members of the same sex if the harassment occurs because of the victim's sex, **sexual identity, or sexual orientation**.

### Definition of Religious Harassment

Title VII also prohibits employees from being harassed because of his or her religious beliefs. Religious harassment includes, but is not limited to: (1) hostility towards a person because of their religion; and/or (2) proselytizing because of that person's sincerely held religious beliefs.

Hostility based religious harassment includes instances where the employee is antagonized, ridiculed, and harassed because of his or her religious beliefs or lack thereof, either by coworkers or supervisors. Hostility is defined as any comment or behavior directed against a religious belief. These may be comments meant to mock or undermine an employee's deeply held belief. Whether these remarks are made by



coworkers or supervisors, they are prohibited under Title VII and are considered religious harassment prosecutable by law.

The second type of religious harassment, proselytizing, tends to arise when a coworker or supervisor “preaches” to an employee, and the employee perceives that behavior to be unwanted and offensive, which may result in a hostile environment. This form of harassment can take the form of comments, unwanted or repeated invitations to a religious event or organization, or the dissemination of religious literature or website content.

### Definition of Intolerance

Intolerance is defined as a lack of toleration or an unwillingness or refusal to tolerate or respect contrary opinions or beliefs and/or persons of different races, color, national origin, ancestry, religions, age, sex, sexual orientation **or identity**, marital status, civil union partnership status, military status, disability, or any other characteristic protected by law.

### Procedures for Filing a Complaint

You are encouraged to immediately report any incident of harassment, discrimination, or intolerant behavior in the workplace that is prohibited by this policy, so that the Park District can respond promptly and take appropriate action. You should report harassment, discrimination, and intolerant behavior regardless of who the offender may be or whether or not you are the intended victim. If the Park District’s investigation substantiates your complaint, the reported employee **or officer or official** may be subject to disciplinary action, as appropriate, up to and including dismissal **or removal from office**. The Park District will not retaliate against you for making a complaint, even if the complaint is not substantiated, provided that you made the complaint in good faith. In addition, the Park District will not retaliate against any witness or other person supporting a claim of harassment, discrimination, and intolerant behavior or otherwise cooperating with an investigation of workplace harassment, discrimination, and intolerant behavior if his or her participation is made in good faith.

If you witness or experience harassment in the workplace that is prohibited by this policy, you should respond to the incident(s) as directly and firmly as possible by clearly communicating your disapproval of the conduct to the offending person, your Supervisor, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Documentation can include letters, notes, memos, and telephone messages. It is not necessary that the harassment be directed at you for you to make a complaint. To the greatest extent possible, the Park District will keep your complaint confidential.

Your response to harassment in the workplace may include any or all of the following steps:

- **Direct Communication with Offender:** If harassment, discrimination, or intolerant behavior occurs in the work-place, you should directly and clearly express your objection to the offending person(s) regardless of whether or not the behavior is directed at you. If you are the target or subject of such harassment, discrimination, or intolerant behavior, employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. Your initial response may be oral or written, but you should document your objection. If subsequent communication to the offending person is necessary, it should be made in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time that you communicate directly with the offending person, you should promptly report the offending behavior to your immediate Supervisor or the Executive Director, especially if you feel threatened or intimidated by the offending person. If the subject employee is your immediate Supervisor, you should report the problem to the next level of supervision or the Executive Director. If the subject employee is the Executive Director, you should report the matter to the Board of Park Commissioners. Any supervisor who receives a report of harassment, discrimination, or intolerant behavior must immediately notify the Executive Director. The Executive Director or his designee will immediately investigate the complaint and take appropriate corrective action if the complaint is substantiated. All employees must cooperate with any investigation by the Executive Director or his designee of a complaint of harassment, discrimination, or intolerant behavior.
- **Report to Executive Director/Board of Park Commissioners:** An employee may also report any incidents of harassment, discrimination, or intolerant behavior that is prohibited by this policy directly to the Executive Director. The Executive Director or his designee will immediately investigate the complaint and take appropriate corrective action when a complaint is substantiated. If your complaint alleges harassment, discrimination, or intolerant behavior by the Executive Director, you should immediately report the incident or incidents in writing directly to the Board of Park Commissioners. One member of the Board or the Board's designee will conduct the investigation and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment, discrimination, or intolerant behavior conduct the investigation. All employees must cooperate with any investigation of workplace harassment, discrimination, or intolerant behavior.
- **Resolution Outside the Park District:** Most complaints concerning harassment in the workplace can be resolved within the Park District. However, you have the right to file a formal charge with the Illinois

Department of Human Rights (IDHR), **contact information for which is set forth in the “Administrative Contacts” section of this policy**, or the Equal Employment Opportunity Commission (EEOC). A complaint with IDHR must be filed within 180 days of the alleged incident(s). A complaint with the EEOC must be filed within 300 days of the alleged incident(s).

If you make a complaint alleging harassment against a member, agent, guest, or vendor, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. Every reasonable effort will be made to protect you from further contact with such person. You should recognize, however, that the Park District has limited control over the actions of non-employees.

~~If you are suddenly transferred to a lower paying job or passed over for promotion, or if other terms and conditions of your employment are changed to your disadvantage after filing a complaint with IDHR or EEOC, you may also file a retaliation charge. A complaint of retaliation must be filed with the IDHR within 180 days of the alleged retaliation or within 300 days of the alleged retaliation if the complaint will be made with the EEOC.~~

If you have been physically harassed, threatened or assaulted while on the job you may also have grounds for criminal charges. You should contact the State’s Attorney Office for further information.

### False and Frivolous Complaints

A false and frivolous charge refers to a situation where the accuser is using a harassment, discrimination, sexual harassment, or intolerance complaint to accomplish some end other than stopping behavior in the workplace. It does not refer to charges made in good faith that cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that may result in disciplinary action up to and including dismissal **or removal from office**.

### Retaliation is prohibited

The Glencoe Park District is sensitive to the feelings of its employees and will make every reasonable effort to conduct an investigation in a responsible and confidential manner. If you feel uncomfortable discussing harassment with the Executive Director, or if you believe the Executive Director is not enforcing this policy, you are encouraged to bring the matter directly to the Board of Park Commissioners. The Park District prohibits retaliation against any individual who reports discrimination, harassment, or intolerant behavior, or participates in an investigation of such reports. Retaliation against an individual for reporting harassment, sexual harassment, discrimination, or intolerant behavior or for participating in an investigation of such reports is a serious violation of this policy and will be subject to disciplinary action. You will not face retaliation if you, in good faith, bring such conduct to Supervisory staff, the Executive

Director or the Board of Park Commissioners attention nor will you face retaliation if you, in good faith, testify, assist or participate in the investigation of your complaint. Employees **or officers or officials** that are found to have committed the conduct that is prohibited by this policy will be subject to disciplinary action up to and including dismissal **or removal from office.**

**If an employee believes that he or she has been retaliated against for resisting or reporting harassment, the employee should report such retaliation in the same manner as is provided for reporting harassment in the workplace, set forth above. A complaint based on retaliation also may be filed with the IDHR or EEOC. Such a complaint of retaliation must be filed with the IDHR within 180 days of the alleged retaliation or within 300 days of the alleged retaliation if the complaint will be made with EEOC. Persons who report allegations of sexual harassment or retaliation for reporting or resisting sexual harassment also may have whistleblower protections under the State Officials and Ethics Act, the Illinois Whistleblower Act, and the Illinois Human Rights Act.**

#### Administrative Contacts

If you believe that your complaint of harassment or discrimination was not properly investigated or handled or you believe that you are being retaliated against for filing a complaint, testifying, assisting or participating in an investigation, or you wish to pursue other means of investigation, you may contact:

Illinois Department of Human Rights  
Commission  
(312) 814-6200 Chicago  
(312) 263-1579 TDD Chicago  
(217) 785-5100 Springfield  
(217) 785-5119 TDD Springfield

Equal Employment Opportunity  
  
(312) 353-2713 Chicago  
(800) 669-3362  
(800) 800 3302 TDD

# **IX. Strategic Plan Discussion**

Glencoe Park District  
December 2017 Board Meeting



# Strategic Planning Workshop

Glencoe Park District  
December 12, 2017



# Agenda

- Overview of Strategy
- Mission, vision and values review
- Strengths and weaknesses
- Opportunities and threats
- Balanced Scorecard
- Development of Strategic Themes

# Checklist for Strategy Development

- What are the key process steps?
- Who are the key participants?
- What are your short and longer term planning time horizons?
- How do you ensure the plan addresses: SWOT, major shifts in technology, markets, customers, etc., long term organizational sustainability, your ability to execute the plan?
- What are the key objectives and timeline?
- How do your strategic objectives address innovation, and balance the needs of all stakeholders





# Key Steps in Strategy Deployment

- How do you develop and deploy action plans?
- How do you ensure resource availability?
- How do you account for shifts and changes?
- What is your key human resource plan to accomplish objectives?
- What are your key performance measures or indicators for tracking performance?
- How do you connect employees with the Plan?

# Important Elements of Strategy

- Make it strategic and not tactical
- Start at an organizational level
- Take into account organizational workload
- There is no need to have a thousand strategies
- Measure success
- Institutionalize the process; making it meaningful
- Success is dependent upon employee engagement
- Annual review
- Measuring results

# Mission Statement

- Describes the overall purpose of an organization: what we do, who we do it for, and how and why we do it. It also answers the question: what is our business?
- Sets the boundaries of the organization's current activities.
- Is the starting point in developing a shared vision.



# Mission Statement

- We exist to (primary purpose, need served, or problem solved):
- For (primary customers):
- In order to (core services offered):
- So that (long-term outcomes determining success):

# Attributes of Successful Mission Statements

- Simple and clear
- Succinct
- Distinguishes from others
- Inspires growth and change
- Long-term in nature
- Easy to understand and communicate

# Mission Statement

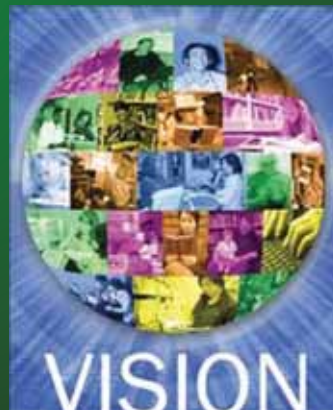
*Enriching lives and creating memorable experiences by providing exceptional services, parks, programs, and facilities.*

Is it up to date?

Is the mission relevant to constituents/customers?

# Vision Statement

- Describes an ideal future.
- Reflects the essence of an organization's mission and values.
- Answers the question, what impact do we want to have on society?
- Unites an organization in a common, coherent strategic direction.
- Conveys a larger sense of organizational purpose, so that employees see themselves as "building a cathedral" rather than "laying stones."



# Attributes of Successful Vision Statements

- Concise
- Appeals to all stakeholders
- Verifiable?
- Feasible?
- Inspirational
- Paints a picture through words



# Vision

*We are committed to become the most innovative, customer-driven, and fiscally-responsible park district for current and future generations.*

# Glencoe Park District Values (S.P.I.R.I.T.)

- Safety
- Passionate
- Integrity
- Responsiveness
- Innovative
- Team-oriented



# District Strengths

- Reinvestment in the infrastructure
- Community support (no small feat)
- Park District leadership
- Overall workforce competency
- Programming variety
- Teamwork
- Organizational trust



# Areas for Improvement

- Staffing levels
- Internal communication
- Identification of service levels
- Deployment of desired culture through all levels of the organization
- Saying yes
- Continuously check in on employee morale
- Adult programming
- Competitive environment

# Opportunities

- Communication with residents
- Sustainable practices
- Extend facility use (ice and beach)
- Encourage biking
- Connectivity
- Improved partnerships



# Threats

- Property tax freeze
- Minimum wage
- Ability to attract part-time staff
- Continuous higher expectations
- Do we really need the best of everything...there may be another way to look at things?
- 60-85 year olds will feel financial pinches...houses may look tired
- We need to provide information about resident expectations. If you expect more, we need funding to provide it
- Competitive environment
- Ability to maintain the infrastructure
- Staff retention
- Competitive environment
- Staffing levels

# Strategy Influencers

- Shifts in technology
- Changes in demographics
- Changes in customer preferences
- Industry trends
- HR requirements
- Ability to execute the plan, financially and organizational capacity

# Nationwide Industry Trends

- Connection with active adults
- Increased efforts in community engagement and outreach; intentional efforts in increasing minority populations
- Importance of social equity and underrepresented populations
- Part-time staffing issues
- Diminishing number of recreation professional staff
- Issues related to climate changes
- Stormwater management
- Pop-up opportunities
- Bike sharing
- Sustainable practices
- Charging stations, electronic cars

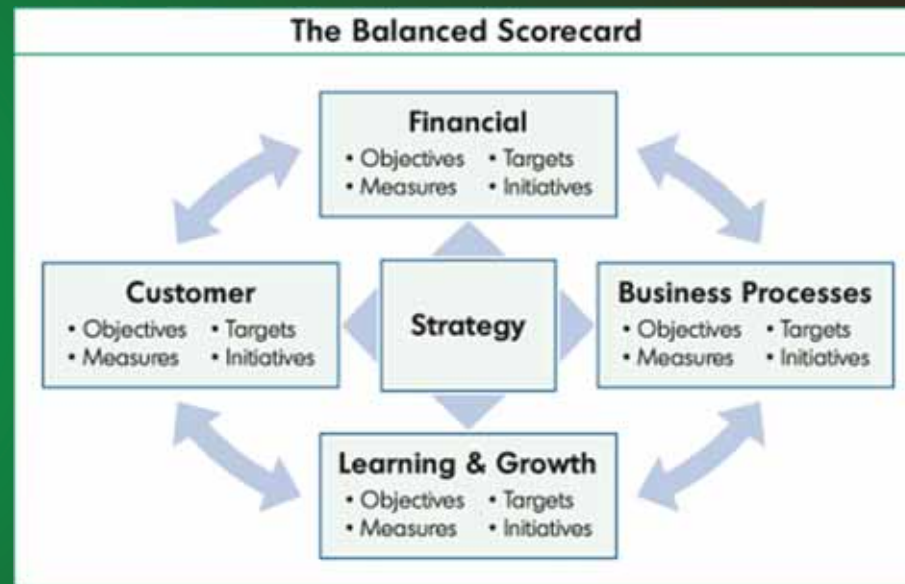


# Trends, Continued

- Connection with health, wellness, fitness
- Trails and connectivity
- Partnerships to augment offerings
- Traditional sports decrease
- Environmental program increase
- Outdoor recreation growth
- Elevated marketing sophistication; social media
- Use of data for decision making
- Increased alternative revenue streams
- Emphasis on workplace environment
- Trouble engaging active adults
- Earned revenue strategies

# Strategy Hierarchy

- Strategic Themes (Goals)
- Strategic Objectives
- Strategic Measures
- Strategic Initiatives



Mission,  
Vision,  
Guiding  
Principles

Strategic Themes

Strategic Objectives

Measures

Strategic Initiatives

# Strategy Perspectives Detail

## Customer Perspective

- Product/service attributes (price, programs, quality, availability)
- Relationship (customer loyalty)
- Service (access mechanisms, standards, requirements, and encounters)
- Image

## Financial Perspective

- Productivity
- Growth
- Financial results
- Cost recovery
- Tax versus non tax ratio
- Alternative revenue growth

## Internal Perspective

- Operations Management (program development, design and maintenance practices, managing processes)
- Customer Management processes (support systems and use of technology)
- Innovation processes
- Regulatory and Social processes (safety, environmental)

## Learning and Growth Perspective

- Human capital (skill sets, needed competencies)
- Information capital (management of organizational knowledge; leveraging technology)
- Organization capital (work environment, culture, leadership system)

# The Balanced Scorecard Approach to Strategy

- Addresses the leadership infrastructure
- Kaplan and Norton in the early 1990's
- Bridge to the master plan
- The four perspectives: customer, financial, internal business support, and employee learning and growth
- Cause and effect relationships
- Building a Strategy Map



# Common Measures

- Customer

- customer satisfaction
- customer retention
- market share
- new customer acquisition

- Financial

- productivity
- revenue growth
- net operating revenues
- ratio of tax/non-tax

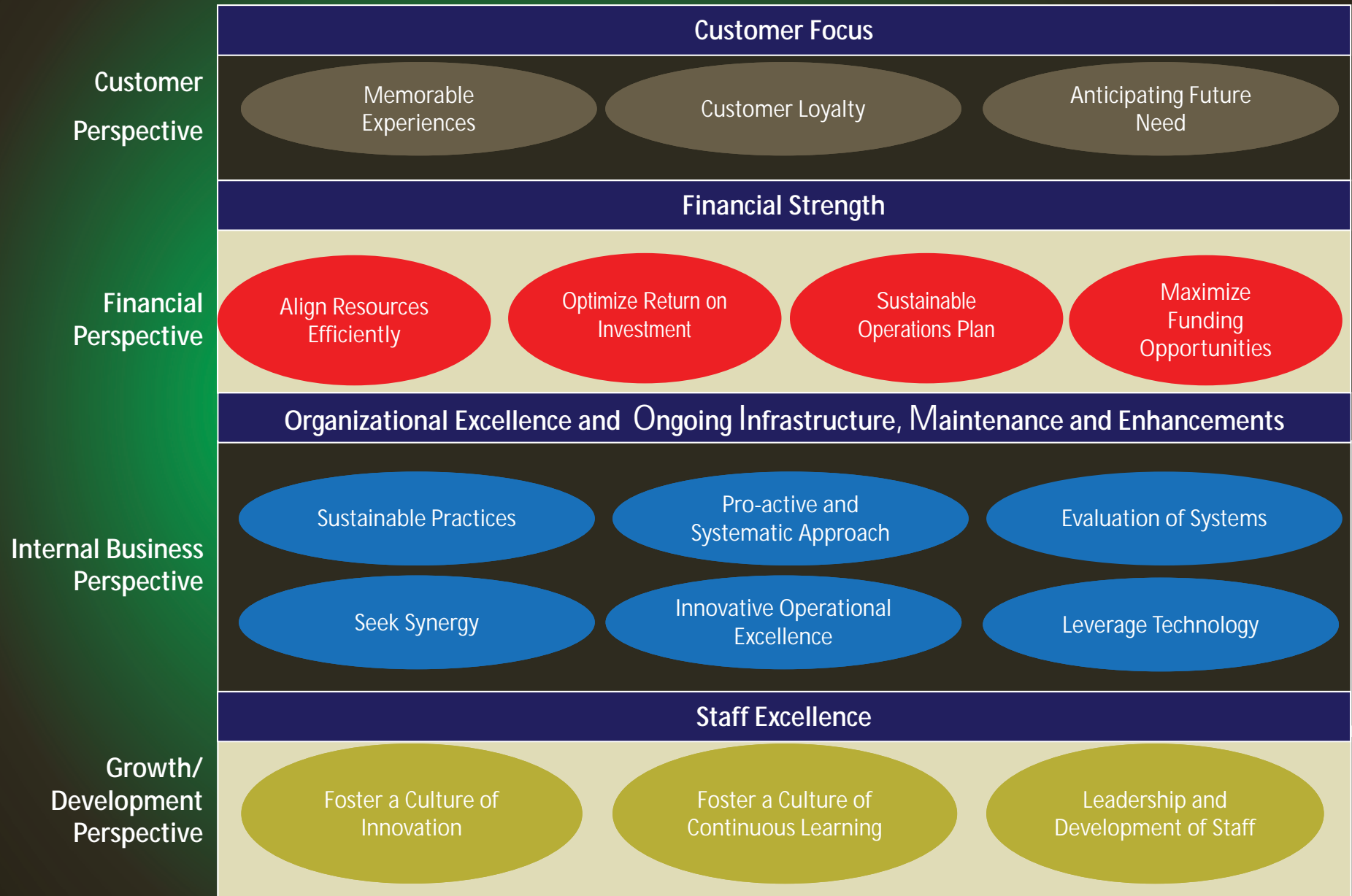
- Internal Business

- new services/programs
- process improvement
- internal customer satisfaction
- re-work dollars
- research and development

## Learning and Growth

- employee satisfaction
- employee retention
- training and skills

# Park District of Oak Park Strategy Map



# Garland Strategy Map





# Bend Park and Recreation District Strategy Map

Customer Perspective

## Community Connection

Analyze and Adapt to Changing Community Need

Respond to User Expectations

Expand Partnerships

Strengthen Community Awareness

Financial Perspective

## Financial Stewardship

Maintain Financial Stability

Take Care of What We Have

Invest in the Future

Internal Business Perspective

## Operational Excellence

Create A Borderless Organization

Provide Exceptional Customer Service

Improve Business Practices

Growth/Development Perspective

## Empowered and Prepared Workforce

Develop Leaders

Encourage Creativity and Innovation

Think Strategically

# Elmhurst Park District Strategy Map

	Themes	Objectives	Measures A=annually Q=quarterly
Customer	Customer Centered	<ul style="list-style-type: none"> <li>Nurture Community Connections</li> <li>Improve Customer Experience</li> <li>Optimize Program and Facility Mix</li> </ul>	<ul style="list-style-type: none"> <li>% Space utilization per season (q)</li> <li>Partner satisfaction (a)</li> <li>Program success rate (q)</li> <li>Overall customer satisfaction (q)</li> <li>Market penetration of programs and services (q)</li> </ul>
Financial	Fiscal Agility	<ul style="list-style-type: none"> <li>Align Resources with Community Needs</li> <li>Take Care of What We Have</li> <li>Invest in the Future</li> </ul>	<ul style="list-style-type: none"> <li>Cost recovery goals (q)</li> <li>Annual cost savings (a)</li> <li>% of non-tax revenue (q)</li> <li>Revenue growth (q)</li> <li>Return on investment for new facilities (a)</li> </ul>
Internal	Improvement through Collaboration and Innovation	<ul style="list-style-type: none"> <li>Create a Borderless Organization</li> <li>Excellence in Innovative Operational Management</li> </ul>	<ul style="list-style-type: none"> <li>Borderless survey satisfaction (a)</li> <li>% of key processes improved</li> <li>Carbon footprint (a)</li> </ul>
Learning and Growth	Continuous Improvement Through an Empowered Team	<ul style="list-style-type: none"> <li>Develop an Empowered Staff</li> <li>Create a Culture of Continuous Improvement</li> <li>Foster A Culture Of Innovation</li> </ul>	<ul style="list-style-type: none"> <li>Employee satisfaction (a)</li> <li>Quantified savings from Improvements (a)</li> <li>Innovation assessment (a)</li> </ul>

# Milwaukee Recreation Division Strategy Map

## Exceeding Customer Expectations

Customer  
Perspective

Create Memorable  
Experiences

Customer Accessibility,  
including Affordability

Analyze and Adapt to  
Changing Community  
Need

## Financial Sustainability

Financial  
Perspective

Establish Best Practices

Maximize Funding  
Opportunities

Invest in the Future

## Organizational Excellence

Internal Business  
Perspective

Create a Borderless  
Organization

Strengthen Internal  
And External  
Communication

Streamline Critical  
Processes

Building Brand and Image

## Staff Empowerment

Learning and  
Growth

Execute Thinking  
Differently

Cultivate Personal and  
Professional Growth

Develop a Work  
Environment that  
Promotes  
Accountability and  
Ownership

# Development of Strategic Themes

- Customer
- Financial
- Internal Business
- Learning and Growth

# Next Steps

Staff review of strategic objectives and initiatives