



# APRIL 2018 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, April 17, 2018 - 7:00 p.m.  
Takiff Center - Community Hall**

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

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of March 20, 2018 Regular Board Meeting
  - B. Minutes of April 3, 2018 Special Projects and Facilities Committee Meeting
  - C. Ordinance No. 879: Surplus Property Disposal
  - D. Approval of the Bills
- IV. Matters from the Public
- V. Public Hearing: 2018/2019 Budget and Appropriation Ordinance No. 880
- VI. Approval of Ordinance No. 880: An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Glencoe Park District for the Fiscal Year Beginning March 1, 2018
- VII. Financial Report
- VIII. Presentation of the 2017-2018 Watts Recreation Center Report
- IX. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety & Wellness Committee
- X. Executive Director Report
- XI. Action Items
  - A. Approval of One-Year Apparel Bid
  - B. Approval of Playground Bids for Old Elm, Vernon, and Woodlawn Parks
- XII. Other Business
- XIII. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XIV. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director Email: [lsheppard@glencoeParkDistrict.com](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  
April 2018 Board Meeting

MINUTES OF MARCH 20, 2018 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Dudley Onderdonk, President  
Lisa Brooks, Vice President  
Josh Lutton, Treasurer  
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

Attended Via Phone Conference:

Stefanie Boron, Commissioner

Members of the public in attendance who signed in or spoke: Elizabeth Towle

Approval for Commissioner Boron to attend via Phone Conference: A motion was made by Commissioner Gaines to permit Commissioner Boron to attend the March Regular Board meeting via phone conference. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

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

Consent Agenda: A motion was made by Commissioner Lutton to approve the consent agenda items as presented including Minutes of February 20, 2018 Regular Board Meeting, Minutes of March 13, 2018 Special Projects and Facilities Committee Meeting, Surplus Property Ordinance No. 878, and Approval of the Bills. Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are in the first month of the fiscal year. Included in the Board packet are preliminary fiscal year end financials minus accrued payables to be paid out in the next few weeks. There are no surprises, very consistent throughout the year. Daycare is over and above what was expected in the budget prior final accruals. Recreation was down a little bit due to deferred revenue for programs running January to May that will be added in later. We are still seeing the true impact of the loss of Kindergarten revenue made up for in other areas. Auditors completed preliminary work this month and will be out again later this month. The financials are consistent timing wise from prior years.

In response to a commissioner question regarding the 10% increase in Recreation Department wages in the recreation department versus a 3% increase in program revenue. Staff answered that revenue was up therefore wages went up to cover increased participation, could also be an increase in independent contractors, and some PPT year-round staff hourly rates were increased due minimum wage increases to stay competitive. Staff will look into a detailed analysis.

Discussion on Strategic Plan: Barbara Heller, of Heller and Heller, reviewed the draft of the Strategic Plan attached to these minutes in detail. Commissioners adjusted the draft as follows:

Values were changed to Safety first, Passionate, Integrity focused, Responsive, Innovative, and Team-oriented (SPIRIT).

Under Reduce Barriers, update bullet two to “Create greater community awareness and understanding of the Park District’s value and our role in the community.”

Under Analyze and Adapt to Community Needs, add “Develop external communication guidelines”.

Under Reinvest in the Infrastructure, update bullet one to include “for Board and staff review”.

Under Strengthen Revenue Sustainability, add formalizing Commissioner marketing of donation options (to be word-smithed later).

Under Develop Overall Financial Stability, add data visualization (to be word-smithed later).

Under Team Development, update first header to “Strengthen Learning and Growth Opportunities of Board and Staff”.

Barbara Heller will work on changes this week creating a draft to be reviewed by the Board.

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

Director Mensinger had nothing to add to her Board report.

Director Collins introduced Matt Walker, our new Beach Manager. This past month, 52 attendees enjoyed the Leprechaun Hunt, 160 attendees at the Daddy Daughter Dance, and 350 at Family Fun Fest. Watts Recreation Center closed at the end of February. Current Recreation team activity includes camp preparation and hiring, analysis of programs, trends of fitness center, and getting fired up for summer.

In response to a commissioner question, Collins shared that current participants of ELC have the opportunity to register first, then residents followed by nonresident registration.

Children's Circle current participants receive priority for the next year, then waitlisted participants. Staff are currently investigating how to get the most out of each room to try and accommodate the waitlist. We will not kick out a currently participating non-resident to make room for a resident on the waitlist. A recommendation will come to the Board, hopefully in April. People are looking for full-day daycare. Beach camp enrollment has doubled compared to last year.

Director Leiner shared that the Parks team is working on parks and fields. David Marron, a new full-time parks laborer started this month. Work starts tomorrow on the project with the Friends of the Green Bay Trail and Village.

Manager Maassen informed the Board that we are getting ready for spring and summer marketing, the brochure went out, and many special events scheduled. The spring/summer brochure release date was later this year to increase the sense of urgency to sign up, however our participants prefer the old timeline and next spring will be bumped up to what it was last year. Some programs in the spring summer brochure will be moved to the winter brochure, for example, the spring break camp.

The Safety & Wellness Committee are evaluating lock down procedures with the Village, District 35 and a private company to create a training program.

Executive Director Report: Executive Director Sheppard shared that the NSSRA banquet at the Hilton Chicago-Northbrook is a great way to learn about their services and the impact on families' lives. We are once again partnering with Northbrook Park District for a Northbrook Pool and Glencoe Beach exchange, also an accreditation requirement to provide services the District cannot provide through shared services. We are continuing to work on Master Plan projects and bids are being prepared for Old Elm, Woodlawn, and Jefferson and Vernon Parks, as well as the next phase of Takiff parking. The spring/summer brochure is out. Watts Recreation Center officially closed with a report presented at the April meeting. The Village-wide 150<sup>th</sup> anniversary committee is asking for ideas to celebrate. For Distinguished Agency, four out six criteria are done with the review coming in October. Executive Director Sheppard's vacation is from March 22-30 and she will be attending the Spring Egg Hunt event on the March 30. The next committee meeting on April 3 at 7:00pm is to brainstorm ideas for the Green Bay Trail.

In response to a commissioner question, Director Collins guessed about 15-20% of Beach passes were Northbrook residents. Collins will get a more accurate number for the Board.

Action Items:

Approval of Fiscal Year 2018/19 Budget – Approval Draft: A motion was made by Commissioner Lutton to approve the Fiscal Year 2018/19 Budget – Approval Draft 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

Approval of the Mowing Bid: A motion was made by Commissioner Gaines to approve a one-year mowing service contract with Milieu Landscaping totaling \$56,507 with the option for a second year based on performance as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval to Purchase 2018 Kubota M Series Utility Cab Tractor: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Kubota M Series Utility Cab Tractor with the trade-in of the 2004 New Holland Tractor for \$35,320.92 from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval to Purchase 2018 Kubota V Series UTV: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Kubota V Series UTV for \$25,084.51 from Burriss Equipment of Waukegan, Illinois as presented. Commissioner Brooks seconded the motion. This vehicle clears sidewalk snow and is also used at the beach during the Fourth of July. Roll call vote taken:

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

Approval to Purchase 2018 Toro Dingo and Attachments: A motion was made by Commissioner Gaines to approve the purchase of a 2018 Toro Dingo and attachments from Martin Implement Sales Inc. of Orland Park, Illinois for \$30,812 as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval to Change the Name of Park 13s to Vernon Playground: A motion was made by Commissioner Brooks to approve changing the designation of Park 13s to the name Vernon Playground as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of Takiff Parking Phase D Design Concepts: A motion was made by Commissioner Brooks to approve Takiff Parking Improvement: Phase D to include bike racks in three locations (walking trail adjacent, entrance adjacent, parking adjacent) and incorporating pavers into the front entrance plaza design as presented. Commissioner Lutton seconded the motion. ADA issues will be corrected in this project. Roll call vote taken:

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

Bi-Annual Review of Executive Session Minutes 5ILCS 120/2(c)(21): A motion was made by Commissioner Gaines to approve and keep confidential executive session minutes including February 20, 2018, and to Release from Confidentiality minutes to include February 16, 2016, October 18, 2016, November 15, 2016, January 17, 2017, February 28, 2017, May 16, 2017 and to authorize the destruction of audio recordings of its closed meetings held on the following dates as to which closed meeting official minutes have been approved and no litigation under the open meetings act is pending including February 16, 2016 as mandated by 5ILCS120/2 (c)(21). Commissioner Brooks seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Other Business: There was no other business.

Adjourn: Commissioner moved to adjourn the meeting at 8:33pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# Glencoe Park District

## Strategic Themes, Objectives and Initiatives

*Mission: To enrich lives, build community, and create memorable experiences through exceptional parks, programs, and facilities*

*Vision: We aspire to be the most innovative, customer-driven, and financially and environmentally sustainable park district for current and future generations*

### Values (SPIRIT)

- Safety focused
- Passionate
- Integrity
- Responsive
- Innovative
- Team-oriented

The following are the themes, objectives, and initiatives for the next five years, beginning in March 2018 and ending February 2023. Initiatives are aligned with the strategic themes and objectives and provide greater specificity of how they will be implemented.

Before each fiscal year begins, the initiatives for the year will be reviewed and tactics supporting the initiative will be detailed by the staff involved in completing the initiative. The timeframe for completion of the initiatives are categorized according to four categories as follows:

- **Short-Term Initiatives:** Initiated and completed within March 2018- February 2020
- **Mid-Term Initiatives:** Initiated and completed within March 2020- February 2022
- **Long-Term Initiatives:** Initiated and completed within March 2022- February 2023
- **Ongoing Initiatives:** Repeated continuously during the next five years

### Customer Connection

- **Reduce Barriers**
  - Evaluate a more efficient and responsive registration process (*short-term*)
  - Create greater community awareness and understanding of the District's organizational mission, structure, and form of governance (*short-term*)
- **Develop Customer Feedback Systems**
  - Research and implement a resident feedback system for parks/maintenance issues (*short-term*)
  - Research the use of a parks report card system (*short-term*)
  - Develop and implement a District-wide customer satisfaction measurement system for programs and services (*mid-term*)
- **Analyze and Adapt to Community Needs**

- Develop a stronger presence in the fitness/wellness/health program and services market (*short-term*)
- Complete a community-wide needs assessment in 2020 (*mid-term*)
- Develop a process to perform a similar provider analysis for key programs and facility operations (*mid and long-term*) (*completed twice*)
- Create customer on-demand programming as it relates to changing needs (*Ongoing*)

## **Financial Stewardship**

- **Reinvest in the Infrastructure**
  - Identify and prioritize new capital projects as a result of availability of new/non-referendum bonding authority (*mid-term*)
- **Strengthen Revenue Sustainability**
  - Analyze deficit operations in special facility operations and develop recommendations for improvement (*mid-term*)
  - Grow alternative revenues (donors, grants, sponsorship, optimized pricing) (*ongoing*)
- **Develop Overall Financial Stability**
  - Create core service priorities in the event of diminishing tax resources (*mid-term*)
  - Develop cost-benefit analysis of time and resources reporting for key program/services, to determine true costs of service, including indirect costs (*mid-term*)
  - Identify ongoing operations and maintenance costs for any new capital project/service/program (*ongoing*)

## **Operational Effectiveness and Efficiency**

- **Leverage Technology to Operate More Effectively**
  - Re-evaluate the strategic IT plan (*mid-term*)
- **Embed Innovation**
  - Complete an assessment of organizational innovation and develop recommendations for improvement (*mid-term*)
- **Develop A Strategic Approach to Environmental Sustainable Practices**
  - Develop and fund an environmental sustainability plan (*short-term*)
  - Develop an education component of sustainable practices to foster interest among community residents (*mid-term*)
  - Work with the Village in expanding connectivity throughout Glencoe and promote biking and walking to facilities and parks (*ongoing*)
- **Evaluate Systems**
  - Develop a strategic approach to marketing (*mid-term*)
  - Evaluate, promote, and strengthen internal processes (*begin mid-term and continue long-term*)

- Manage a comprehensive human resources review including staffing level analysis, office space evaluation, compensation review and analyzing part-time versus full-time positions (*begin mid-term and continue long-term*)
- Create an internal customer service satisfaction measurement system (*long-term*)

## **Team Development**

- **Strengthen Agency Learning and Growth Opportunities**
  - Evaluate and identify methods to strengthen part-time staff recruitment, hiring, and development (*short-term*)
  - Identify organizational/individual skill set gaps and provide training and development opportunities to reduce gaps in needed competencies (*long-term*)
  - Develop succession planning for key leadership positions (*long-term*)
- **Define Agency Culture**
  - Improve the onboarding process for full-time and part-time staff (*mid-term*)
- **Foster an Accountable Work Environment**
  - Strengthen the use of data in measuring organizational performance (*mid-term*)
  - Develop accountability for cost center budget projections and management of budgets (*mid-term*)

MINUTES OF APRIL 3, 2018 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary

Commissioners present:

Dudley Onderdonk, President  
Josh Lutton, Treasurer

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

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

Discussion on Old Green Bay Trail Linear Park System: Executive Director Sheppard led Commissioners in a brainstorming discussion resulting in feedback as follows.

- To meet a need not presently met in Glencoe
- Connectivity to the Green Bay Trail
- Wayfinding signage
- Meandering trail throughout the park
- Expand connection to Glencoe business district
- Path as a wave, interspersed with pods of activity or interest, described as a "spine of experiences"
- Users can see out and passerby can see in
- Not including a lot of permanent stuff; uses might be temporary
- To be multi-generational
- Safety issues at the four street crossings
- Potential for ADA accessibility at *some* points along the path, but not entirely adapted
- Easily maintained
- Neighboring buffers
- Multiple use; may require addition of bioswales or rain gardens for low-lying areas
- Space for 'orphan sports' (croquet, cricket, lawn bowling)
- Allowing field area to be adaptable to multiple uses
- Veterans Park in need of 'freshening'
- Do not over-develop; maintain open feel
- Create donation opportunities in the plan
- There is ample parking available and there isn't a need to create more

- Potential to involve Sesquicentennial; create possible donor opportunity(s)
- Include area for 'healing' or 'serenity'
- Consider phasing-in some of the projects
- Landscaping should reflect place and time and be reflective of Glencoe
- Determine what role this plays in the GPD inventory
- Retain that sense of open space
- Consider outdoor musical apparatus
- Contemplative, relaxed space
- See it more path-like and linear
- Appreciate a natural, green, 'nature' focus
- Water feature ('dancing fountain' for play and visual appeal)
- Consider a couple of play areas (bench, climbing wall)
- Some interactive areas
- Pods for adult fitness equipment
- Must continue to maintain integrity of staging area for camps
- Include seating areas
- Separate the path for walkers from the road
- Challenged by heavy 'raindrop tree' issue; path might require removing trees; no real consensus on what would be acceptable; would remain to be seen what would have to be done to create a continuous path
- Encourage Village to install real bike barriers on road to ensure it is clearly a walkers' path
- Consider 8-10 feet wide paths as an industry standard for people to pass on the path
- Create signage that makes pathway clear; consider signage for descriptive aspects of the pathway
- Take advantage of ravine for 'wheel sports'
- Balance GPD's investments in playgrounds with something different;
- Agreement that a premium should be placed on 'sustainable', 'green' design; no consensus on what that would mean in terms of additional percentage cost
- No cement; probably crushed gravel
- Have swings/benches for people to sit
- Have trail connect to the playground

Executive Director Sheppard then asked the Board a series of questions:

- Are you willing to pay more for sustainability initiatives on this project? The Board answered: Yes, the amount would be dependent upon the initiatives.
- Do you want to have the trail always free of standing water? Executive Director Sheppard indicated that there are water retainage areas throughout the linear parks. The Board answered: Occasional water on the pathways would be acceptable.
- Given the fact that any improvement will cost more in park maintenance, are you willing to spend more money on maintenance costs yearly? The Board consensus was yes. Executive Director Sheppard indicated that park staff will provide estimates of additional maintenance costs as the project develops.
- Does the Board want any donor aspects of this design? All Board members responded yes.

Update on Park Projects: Executive Director Sheppard than updated the Committee on

the ongoing capital projects:

Takiff Parking Phase 1: Clauss Brothers is currently submitting soil samples for approval to Altamanu for the eventual installation in the new bioswales. Work is still suspended due to cold weather. Staff has been working as weather allows repairing and replacing sections of the backstop fencing.

Takiff Parking Phase 2: Staff will be executing a 60% design review with staff from Altamanu on Friday, April 2. We will flush out any questions and prepare the Board approved concept for legal bidding.

Woodlawn, Vernon, and Old Elm Playground Replacement: We will be opening the sealed legal bid this Friday, April 2. Based on bid numbers, we may be making a recommendation at the April Board meeting to enter into a contract to start construction. Fifteen firms have shown an interest in the project.

Boating Beach: Staff has completed the construction of the kayak racks and is currently working on the lockers and ramp. The locker foundations have been installed and the walls are going up this week, weather depending. The beaches have been graded this season and are so far holding up well.

Green Bay Trail: Working with the staff from the VoG, Glencoe Park District staff has finished the initial clear of the invasive plant material within the area between South Avenue and the Phil Thomas Playground along the Green Bay Trail. The initial removal and herbicide application was completed between Wednesday, March 18 and Monday, March 23.

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

Other Business: There was no other business.

Adjourn: Commissioner Brooks moved to adjourn the meeting at 8:22pm. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

**GLENCOE PARK DISTRICT  
ORDINANCE No. 879**

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

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

<u>Asset Tag</u>	<u>Description</u>	<u>Serial Number</u>
A2005013	Tennis Windscreens (6) Tenn-Air Open – Park 5/6s	n/a
A2005092	Landscaping – Park 5/6s	n/a
420006290071	Group of Minor Office Equipment – Park 15s	n/a
420006290072	Register Cash TEC – Park 15s	FS-1450 / IH290651
420007260009	Radio Emergency Alert – Park 15s	n/a
A20040012	Fax Machine – Park 15s	MFC4800
A2012037	Office DELL – Park 15s	390 OPTIPLEX / 27BCXV1
420007200030	Portable Stage – Park 15s	n/a
420007260013	Radio Emergency Alert – Park 16s	n/a
A2012002	Geocaching Equipment – Park 9n	n/a
A2010035	Copier-Konica Minolta Bizhub Pro 950 – Park 9n	AOY5011002921
A20040037	Street Banners 32 – Park 9n	n/a
A2010034	Copier-Konica Minolta Bizhub C220 Color – Park 9n	93061685
420004140016	Wood Chipper MORBARK	Cyclone 2060-D / 60288
A2005001	Trailer R&R	712H / TJ503

hereinafter known as the “Property”; and

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

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

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

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

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

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

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

Adopted this 17<sup>th</sup> day of April 2018 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

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Dudley Onderdonk, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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



STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. 879:

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

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 17<sup>th</sup> day of April 2018.

**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 17<sup>th</sup> day of April 2018.

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

[SEAL]



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 03/17/2018 - 04/10/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	03/20/2018	7928	25-00-000-5321	Quarterly Website Hosting	435.00
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>435.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	04/10/2018	8065	10-12-000-5353	Trash/Disposal - Parks	835.25
Advanced Disposal Services	04/10/2018	8065	10-13-000-5353	Trash/Disposal - Watts	112.00
Advanced Disposal Services	04/10/2018	8065	25-00-000-5353	Trash/Disposal - Takiff	539.85
Advanced Disposal Services	04/10/2018	8065	65-00-018-5527	Trash/Disposal - Boat Storage	1,827.50
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>3,314.60</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	03/27/2018	7958	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	04/04/2018	8006	25-00-000-5210	Fiber Internet - March	1,728.37
<b>Vendor 10739 - Airespring Total:</b>					<b>1,728.37</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	03/20/2018	7944	25-26-000-5387	Day Care Nurse Svcs (Feb 201	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	04/10/2018	8066	69-00-000-5538	Design Svcs - Woodlawn Park	6,449.40
Altamanu, Inc.	04/10/2018	8066	69-00-000-5544	Design Svcs - Jefferson Park	3,224.70
Altamanu, Inc.	04/10/2018	8066	69-00-000-5547	Design Svcs - Old Elm Park	3,224.70
Altamanu, Inc.	04/10/2018	8066	69-00-000-5550	Design Svcs - Takiff Parking Ph	8,439.62
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>21,338.42</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	03/27/2018	7991	25-00-000-5355	Takiff HVAC Mo Maint - Jan 2	742.17
Althoff Industries, Inc.	04/10/2018	8067	10-12-000-5352	Building Repairs - Parks	403.00
Althoff Industries, Inc.	04/10/2018	8067	25-00-000-5355	Takiff HVAC Mo Maint - May	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,887.34</b>
<b>Vendor: 10056 - Amazing Minds</b>					
Amazing Minds	03/20/2018	7945	25-25-635-5300	Contractual - Science Classes (	1,584.00
<b>Vendor 10056 - Amazing Minds Total:</b>					<b>1,584.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	04/10/2018	8068	25-00-000-5420	General Rec Supplies	71.80
Amazon Capital Services	04/10/2018	8068	25-00-000-5584	Rec Equipment	642.91
Amazon Capital Services	04/10/2018	8068	25-25-315-5400	Ceramics Supplies	119.10
Amazon Capital Services	04/10/2018	8068	25-25-401-5400	ELC Supplies	86.24
Amazon Capital Services	04/10/2018	8068	25-25-402-5400	ELC Supplies	61.25
Amazon Capital Services	04/10/2018	8068	25-25-403-5400	ELC Supplies	61.25
Amazon Capital Services	04/10/2018	8068	25-25-787-5400	General Fitness Supplies	69.99
Amazon Capital Services	04/10/2018	8068	25-25-904-5400	Mom/Son Event Supplies	191.28
Amazon Capital Services	04/10/2018	8068	25-25-951-5400	Spring Event Supplies	31.36
Amazon Capital Services	04/10/2018	8068	25-26-000-5403	Day Care Program Supplies	240.38
Amazon Capital Services	04/10/2018	8068	25-26-000-5584	Day Care iPads	1,339.52
Amazon Capital Services	04/10/2018	8068	25-27-000-5420	Takiff Fitness Area Supplies	23.67
Amazon Capital Services	04/10/2018	8068	65-00-018-5527	Boat Storage Improvements	124.97
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>3,063.72</b>
<b>Vendor: 10551 - American Carnival Mart/Party Land</b>					
American Carnival Mart/Party	03/27/2018	7959	25-25-905-5400	Egg Hunt Supplies	1,051.56
<b>Vendor 10551 - American Carnival Mart/Party Land Total:</b>					<b>1,051.56</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	04/05/2018	8043	25-00-000-5421	Uniforms - Rec	113.25
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>113.25</b>
<b>Vendor: 10741 - American Welding Gas Wheeling</b>					
American Welding Gas Wheel	04/10/2018	8069	10-12-000-5481	Welding Supplies - Parks	235.39
<b>Vendor 10741 - American Welding Gas Wheeling Total:</b>					<b>235.39</b>
<b>Vendor: 10970 - Aquarius Sail of Wisconsin</b>					
Aquarius Sail of Wisconsin	04/10/2018	8070	10-15-000-5420	Jib Pack/Freight for Catamara	200.00
Aquarius Sail of Wisconsin	04/10/2018	8070	65-00-018-5525	Replacement Hobie Catamara	9,000.00
<b>Vendor 10970 - Aquarius Sail of Wisconsin Total:</b>					<b>9,200.00</b>
<b>Vendor: 10161 - Arthur Clesen Inc.</b>					
Arthur Clesen Inc.	04/04/2018	8007	10-12-000-5494	Seed/Sod - Parks	2,310.00
<b>Vendor 10161 - Arthur Clesen Inc. Total:</b>					<b>2,310.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	03/27/2018	7960	10-12-000-5210	Phone Svc - Parks	53.62
AT & T	03/27/2018	7960	10-13-000-5210	Phone Svc - Watts	42.09
AT & T	03/27/2018	7960	25-00-000-5210	Phone Svc - Takiff	594.38
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>690.09</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	04/05/2018	8044	10-14-000-5210	DSL Service - Beach	166.09
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>166.09</b>
<b>Vendor: 10163 - Atlas Bobcat, LLC</b>					
Atlas Bobcat, LLC	04/10/2018	8071	10-12-000-5351	Equipment Repairs - Parks	183.32
<b>Vendor 10163 - Atlas Bobcat, LLC Total:</b>					<b>183.32</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	03/20/2018	7929	10-11-000-5340	Legislative Conference Registr	402.00
BMO Harris Bank N.A.	03/20/2018	7929	10-11-000-5342	Meeting Expenses	356.42
BMO Harris Bank N.A.	03/20/2018	7929	10-11-000-5425	Staff Recognition Supplies	101.88
BMO Harris Bank N.A.	03/20/2018	7929	10-15-000-5584	Boat Props	379.53
BMO Harris Bank N.A.	03/20/2018	7929	25-00-000-5321	Online Consulting	100.94
BMO Harris Bank N.A.	03/20/2018	7929	25-00-000-5361	Job Postings	410.40
BMO Harris Bank N.A.	03/20/2018	7929	25-25-315-5400	Ceramics Supplies	304.64
BMO Harris Bank N.A.	03/20/2018	7929	25-25-401-5400	ELC Supplies	86.86
BMO Harris Bank N.A.	03/20/2018	7929	25-25-402-5400	ELC Supplies	86.86
BMO Harris Bank N.A.	03/20/2018	7929	25-25-403-5400	ELC Supplies	86.87
BMO Harris Bank N.A.	03/20/2018	7929	25-25-707-5400	Basketball Supplies	60.00
BMO Harris Bank N.A.	03/20/2018	7929	25-25-708-5400	Basketball Supplies	29.76
BMO Harris Bank N.A.	03/20/2018	7929	25-26-000-5403	Day Care Pgm Supplies	330.33
BMO Harris Bank N.A.	03/20/2018	7929	25-26-000-5404	Day Care Brightwheel App	175.00
BMO Harris Bank N.A.	03/20/2018	7946	10-11-000-5342	Meeting Expenses	283.98
BMO Harris Bank N.A.	03/20/2018	7946	10-14-000-5420	Lifeproof Phone Case	70.10
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5301	Postage	8.88
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5342	Meeting Expenses	11.83
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5360	Facebook Marketing	137.27
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5361	IPRA Job Posting	165.00
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5362	Stock Photos	98.00
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5580	Takiff Coat Racks	268.46
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5584	Rec Equipment	1,140.08
BMO Harris Bank N.A.	03/20/2018	7946	25-00-000-5730	IPRA Membership	269.00
BMO Harris Bank N.A.	03/20/2018	7946	25-25-401-5400	ELC Supplies	99.64
BMO Harris Bank N.A.	03/20/2018	7946	25-25-414-5400	Preschool Enrichment Supplie	120.20
BMO Harris Bank N.A.	03/20/2018	7946	25-25-432-5400	Day Off School Supplies	83.48
BMO Harris Bank N.A.	03/20/2018	7946	25-25-433-5400	Preschool Enrichment Supplie	20.00
BMO Harris Bank N.A.	03/20/2018	7946	25-25-490-5400	Preschool Enrichment Supplie	120.18
BMO Harris Bank N.A.	03/20/2018	7946	25-25-491-5400	Preschool Enrichment Supplie	120.18
BMO Harris Bank N.A.	03/20/2018	7946	25-25-601-5400	Kids Club Supplies	105.71
BMO Harris Bank N.A.	03/20/2018	7946	25-25-615-5400	Ceramics Supplies	379.70
BMO Harris Bank N.A.	03/20/2018	7946	25-25-813-5300	Bear Camp Field Trip	85.00

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BMO Harris Bank N.A.	03/20/2018	7946	25-25-903-5400	Dad/Daughter Dance Supplies	530.45
BMO Harris Bank N.A.	03/20/2018	7946	25-25-932-5300	Day Off Field Trip	260.00
BMO Harris Bank N.A.	03/20/2018	7946	25-26-000-5340	Food Safety Training	139.00
BMO Harris Bank N.A.	03/20/2018	7946	25-26-000-5360	Day Care Job Posting	100.00
BMO Harris Bank N.A.	03/20/2018	7946	25-26-000-5409	Day Care Food Supplies	97.88
BMO Harris Bank N.A.	03/20/2018	7946	65-00-017-5571	Gym Curtain Winches	428.40
BMO Harris Bank N.A.	03/20/2018	7946	69-00-000-5532	Online Document Storage/Pre	45.00
BMO Harris Bank N.A.	03/20/2018	7946	69-00-000-5552	AIA Documents	79.99
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>8,178.90</b>
<b>Vendor: 10091 - Brian Wismer Entertainment</b>					
Brian Wismer Entertainment	03/20/2018	7930	25-25-910-5300	Contractual - July 4th Entertai	297.50
<b>Vendor 10091 - Brian Wismer Entertainment Total:</b>					<b>297.50</b>
<b>Vendor: 10184 - Burris Equipment Company</b>					
Burris Equipment Company	04/10/2018	8072	65-00-018-5511	Ballfield Drag/Plow/Field Finis	18,336.00
<b>Vendor 10184 - Burris Equipment Company Total:</b>					<b>18,336.00</b>
<b>Vendor: 11241 - Camilla Chachko</b>					
Camilla Chachko	04/04/2018	8008	25-25-786-5300	Contractual - Fitness Classes	45.00
<b>Vendor 11241 - Camilla Chachko Total:</b>					<b>45.00</b>
<b>Vendor: 10519 - Carlin Horticulture Products</b>					
Carlin Horticulture Products	04/05/2018	8045	10-12-000-5491	Greenhouse Supplies	848.04
<b>Vendor 10519 - Carlin Horticulture Products Total:</b>					<b>848.04</b>
<b>Vendor: 11223 - Carlson Environmental</b>					
Carlson Environmental	04/04/2018	8002	69-00-000-5533	UST Removal - FY17/18	5,530.00
<b>Vendor 11223 - Carlson Environmental Total:</b>					<b>5,530.00</b>
<b>Vendor: 10441 - Carole K Pearlman</b>					
Carole K Pearlman	04/04/2018	8009	25-25-427-5300	Contractual - Winter Art Club	3,480.00
<b>Vendor 10441 - Carole K Pearlman Total:</b>					<b>3,480.00</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	03/27/2018	7961	25-25-315-5400	Ceramic Supplies	203.50
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>203.50</b>
<b>Vendor: 10062 - Chess Scholars</b>					
Chess Scholars	03/27/2018	7992	25-25-629-5300	Contractual - Winter Chess Cl	6,030.75
<b>Vendor 10062 - Chess Scholars Total:</b>					<b>6,030.75</b>
<b>Vendor: 10058 - Chicago Loves Dance</b>					
Chicago Loves Dance	03/27/2018	7993	25-25-757-5300	Contractual - Fall/Winter Che	4,306.97
<b>Vendor 10058 - Chicago Loves Dance Total:</b>					<b>4,306.97</b>
<b>Vendor: 10751 - Chicago North Shore Convention &amp; Visitors Bureau</b>					
Chicago North Shore Conventi	04/04/2018	8010	25-00-000-5360	Marketing	1,150.00
<b>Vendor 10751 - Chicago North Shore Convention &amp; Visitors Bureau Total:</b>					<b>1,150.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	04/10/2018	8073	10-11-000-5311	Legal Notices	143.78
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>143.78</b>
<b>Vendor: 11213 - Ciao Bella Sewing</b>					
Ciao Bella Sewing	03/20/2018	7948	25-25-651-5300	Contractual - Winter Sewing C	1,386.00
<b>Vendor 11213 - Ciao Bella Sewing Total:</b>					<b>1,386.00</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	03/27/2018	7962	10-12-000-5210	Internet - Parks	94.90
Comcast	03/27/2018	7962	10-13-000-5210	Internet/Cable TV - Watts	205.94
Comcast	04/10/2018	8075	10-12-000-5210	Internet Svc - Parks	104.22
<b>Vendor 10505 - Comcast Total:</b>					<b>405.06</b>
<b>Vendor: 10876 - Comdata Corporation</b>					
Comdata Corporation	04/10/2018	8076	10-11-000-5342	Meeting Supplies	19.45
Comdata Corporation	04/10/2018	8076	25-25-312-5400	Adult Wkshp Supplies	11.98
Comdata Corporation	04/10/2018	8076	25-25-316-5400	Adult Ceramics Workshop Su	26.65
Comdata Corporation	04/10/2018	8076	25-25-433-5400	Presch Enrich Supplies	71.26
Comdata Corporation	04/10/2018	8076	25-26-000-5340	Day Care Training Supplies	16.42

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Comdata Corporation	04/10/2018	8076	25-26-000-5409	Day Care Food Supplies	408.16
<b>Vendor 10876 - Comdata Corporation Total:</b>					<b>553.92</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	04/04/2018	8011	10-12-000-5230	Electricity - Parks	47.44
Commonwealth Edison	04/05/2018	8046	10-12-000-5230	Electricity - Parks	659.78
Commonwealth Edison	04/05/2018	8046	10-13-000-5230	Electricity - Watts	2,780.24
Commonwealth Edison	04/05/2018	8046	25-00-000-5230	Electricity - Takiff	6,846.26
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>10,333.72</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	03/27/2018	7963	10-12-000-5493	Fertilizer - Parks	426.85
Conserv FS	03/27/2018	7963	10-12-000-5496	Athletic Field Maint	545.00
Conserv FS	04/05/2018	8047	10-12-000-5496	Athletic Field Maintenance	490.50
Conserv FS	04/10/2018	8077	10-12-000-5496	Athletic Field Maintenance	145.92
Conserv FS	04/10/2018	8077	10-12-000-5582	Maintenance Equipment - Par	443.88
Conserv FS	04/10/2018	8077	25-25-722-5400	GBA Field Supplies	671.20
<b>Vendor 10210 - Conserv FS Total:</b>					<b>2,723.35</b>
<b>Vendor: 11069 - Costco Wholesale</b>					
Costco Wholesale	03/27/2018	7964	25-00-000-5730	Annual Membership	180.00
<b>Vendor 11069 - Costco Wholesale Total:</b>					<b>180.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	04/04/2018	8012	10-12-000-5481	Construction Supplies - Parks	20.73
Craftwood Lumber Company	04/04/2018	8012	25-00-000-5481	Construction Supplies - Takiff	21.52
Craftwood Lumber Company	04/04/2018	8012	25-00-000-5488	Hand Tools - Takiff	5.99
Craftwood Lumber Company	04/04/2018	8012	25-27-000-5420	General Supplies - Takiff Fitne	7.99
Craftwood Lumber Company	04/04/2018	8012	65-00-018-5527	General Supplies - Takiff Fitne	24.75
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>80.98</b>
<b>Vendor: 10322 - Custom Sign Consultants, Inc.</b>					
Custom Sign Consultants, Inc.	04/04/2018	8003	65-00-017-5578	Takiff Signage - FY17/18	3,161.00
<b>Vendor 10322 - Custom Sign Consultants, Inc. Total:</b>					<b>3,161.00</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	03/20/2018	7931	25-26-000-5430	First Aid Supplies - Day Care	696.42
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>696.42</b>
<b>Vendor: 11221 - DirectTV</b>					
DirectTV	03/27/2018	7965	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	146.98
<b>Vendor 11221 - DirectTV Total:</b>					<b>146.98</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	03/27/2018	7966	25-25-951-5400	Supplies - Spring Events	118.63
Discount School Supply	03/27/2018	7966	25-26-000-5403	Supplies - Day Care Pgm	649.65
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>768.28</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	03/27/2018	7967	25-25-707-5400	Basketball Supplies	30.99
Domino's Pizza	03/27/2018	7967	25-25-708-5400	Basketball Supplies	30.99
Domino's Pizza	03/27/2018	7967	25-25-711-5400	Basketball Supplies	31.00
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>92.98</b>
<b>Vendor: 11209 - Elite Coffee Service, Inc.</b>					
Elite Coffee Service, Inc.	03/27/2018	7968	10-11-000-5420	Coffee Supplies - Takiff	93.35
Elite Coffee Service, Inc.	03/27/2018	7968	10-12-000-5420	Coffee Supplies - Parks	93.35
<b>Vendor 11209 - Elite Coffee Service, Inc. Total:</b>					<b>186.70</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	03/20/2018	7949	10-11-000-5355	TSS for Add'l Laptops - Feb 20	138.00
Excalibur Technology Corpora	04/05/2018	8048	25-00-000-5321	March Early Registration Day	87.50
Excalibur Technology Corpora	04/10/2018	8078	10-11-000-5355	TSS Maintenance - May	6,991.80
Excalibur Technology Corpora	04/10/2018	8078	25-00-000-5321	WebTrac Hosting - May	249.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>7,466.30</b>
<b>Vendor: 10207 - F.E. Moran, Inc.</b>					
F.E. Moran, Inc.	03/20/2018	7950	25-00-000-5350	Fire Protection Inspection - Ta	300.00

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F.E. Moran, Inc.	03/27/2018	7969	25-00-000-5351	Equipment Repairs - Takiff (M	520.00
<b>Vendor 10207 - F.E. Moran, Inc. Total:</b>					<b>820.00</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	04/10/2018	8064	25-00-000-5352	Takiff Fitness Shower Temp R	2,511.70
F.J. Kerrigan Plumbing Co.	04/10/2018	8079	25-00-000-5352	Takiff Building Repairs	770.00
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>3,281.70</b>
<b>Vendor: 10344 - FedEx</b>					
FedEx	04/05/2018	8049	25-00-000-5301	Postage	44.31
<b>Vendor 10344 - FedEx Total:</b>					<b>44.31</b>
<b>Vendor: 10405 - First Student</b>					
First Student	03/20/2018	7932	25-25-401-5300	Contractual - ELC Bus Svc	121.50
First Student	04/04/2018	8015	25-25-932-5300	Contractual - School Day Off B	212.61
<b>Vendor 10405 - First Student Total:</b>					<b>334.11</b>
<b>Vendor: 10352 - Frontline Technologies Group, LLC</b>					
Frontline Technologies Group	04/10/2018	8080	10-11-000-5404	Renewal Fee - Applitrack	1,000.00
Frontline Technologies Group	04/10/2018	8080	25-00-000-5404	Renewal Fee - Applitrack	1,000.00
<b>Vendor 10352 - Frontline Technologies Group, LLC Total:</b>					<b>2,000.00</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	03/27/2018	7970	25-25-951-5400	Spring Special Events Supplies	80.63
<b>Vendor 10346 - Fun Express Total:</b>					<b>80.63</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	03/27/2018	7994	10-12-000-5450	Equipment Parts - Parks (Feb	108.38
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>108.38</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	03/20/2018	7933	25-25-471-5300	18/19 School Year Payment #	3,496.50
Glencoe Junior Kindergarten	03/20/2018	7933	25-25-472-5300	18/19 School Year Payment #	36,132.75
Glencoe Junior Kindergarten	03/20/2018	7933	25-25-473-5300	18/19 School Year Payment #	56,058.00
Glencoe Junior Kindergarten	03/20/2018	7933	25-25-474-5300	18/19 School Year Payment #	45,993.00
Glencoe Junior Kindergarten	03/20/2018	7933	25-25-476-5300	2018 Camp Payment #1	57,525.75
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>199,206.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	04/05/2018	8050	25-26-000-5409	Day Care Food Equipment	872.30
Gordon Food Service, Inc.	04/05/2018	8050	25-26-000-5460	Day Care Food Equipment	221.95
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>1,094.25</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	03/27/2018	7971	10-12-000-5491	Greenhouse Supplies	616.00
Grainger Inc.	03/27/2018	7971	10-12-000-5496	Athletic Field Maintenance	2,117.00
Grainger Inc.	03/27/2018	7971	25-00-000-5412	Takiff Cleaning Supplies	357.61
Grainger Inc.	04/04/2018	8004	25-00-000-5451	Heater Motors - Takiff (FY17/	3,014.88
Grainger Inc.	04/04/2018	8016	25-00-000-5412	Cleaning Supplies - Takiff	688.34
Grainger Inc.	04/10/2018	8081	25-00-000-5412	Cleaning Supplies - Takiff	108.30
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>6,902.13</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	03/27/2018	7972	25-26-000-5409	Milk - Day Care	134.55
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>134.55</b>
<b>Vendor: 10083 - Helen's Ultimate Fitness, Inc.</b>					
Helen's Ultimate Fitness, Inc.	03/20/2018	7934	25-25-940-5300	Contractual - Family Fun Fest	112.50
<b>Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:</b>					<b>112.50</b>
<b>Vendor: 10060 - Heller &amp; Heller Consulting, Inc.</b>					
Heller & Heller Consulting, Inc	04/04/2018	8017	10-11-000-5321	Strategic Plan Consulting	3,088.00
<b>Vendor 10060 - Heller &amp; Heller Consulting, Inc. Total:</b>					<b>3,088.00</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	03/27/2018	7973	10-12-000-5481	Construction Supplies - Parks	198.68
Home Depot Credit Services	03/27/2018	7973	10-12-000-5486	Plumbing Supplies - Parks	19.49
Home Depot Credit Services	03/27/2018	7973	10-15-000-5450	Equipment Parts - Boathouse	28.36
Home Depot Credit Services	03/27/2018	7973	25-00-000-5420	General Rec Supplies	92.16

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Home Depot Credit Services	03/27/2018	7973	25-00-000-5481	Construction Supplies - Takiff	29.76
Home Depot Credit Services	03/27/2018	7973	25-00-000-5482	Hardware - Takiff	16.08
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>384.53</b>
<b>Vendor: 10386 - Hufcor-Chicago, Inc.</b>					
Hufcor-Chicago, Inc.	03/20/2018	7951	65-00-017-5571	Replace Gym Curtain Motor (	5,404.00
<b>Vendor 10386 - Hufcor-Chicago, Inc. Total:</b>					<b>5,404.00</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	03/30/2018	DFT0000626	10-00-000-2110	IL State Tax W/H	4,956.17
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>4,956.17</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	03/30/2018	DFT0000628	10-00-000-2150	IMRF Contribution - March	55,958.84
Illinois Municipal Retirement	03/30/2018	DFT0000628	10-00-000-2155	IMRF & VAC Contribution - M	4,581.34
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>60,540.18</b>
<b>Vendor: 10396 - International Society of Arboriculture</b>					
International Society of Arbor	04/10/2018	8083	10-12-000-5730	ISA Certification - Tom McDon	180.00
<b>Vendor 10396 - International Society of Arboriculture Total:</b>					<b>180.00</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	03/30/2018	DFT0000624	10-00-000-2120	Social Security W/H	14,056.90
IRS/Dept of Treasury	03/30/2018	DFT0000625	10-00-000-2130	Medicare	3,287.52
IRS/Dept of Treasury	03/30/2018	DFT0000627	10-00-000-2100	Fed Income Tax W/H	9,320.15
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>26,664.57</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	03/27/2018	7995	25-25-614-5300	Contractual - Winter Crafting	4,807.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>4,807.00</b>
<b>Vendor: 11104 - KPC Distribution, LLC</b>					
KPC Distribution, LLC	04/10/2018	8084	65-00-018-5525	Replacement Sailboats	9,500.00
<b>Vendor 11104 - KPC Distribution, LLC Total:</b>					<b>9,500.00</b>
<b>Vendor: 11169 - Kristen Saunders</b>					
Kristen Saunders	04/04/2018	8020	25-25-785-5300	Contractual - Fitness Classes	21.45
<b>Vendor 11169 - Kristen Saunders Total:</b>					<b>21.45</b>
<b>Vendor: 10148 - Laser Quest - Arlington Heights</b>					
Laser Quest - Arlington Height	03/27/2018	7975	25-25-932-5300	Contractual - Day Off Field Tri	154.00
<b>Vendor 10148 - Laser Quest - Arlington Heights Total:</b>					<b>154.00</b>
<b>Vendor: 10149 - Lenny Hoffman Excavating Inc.</b>					
Lenny Hoffman Excavating Inc	03/27/2018	7976	10-14-000-5586	Beach Sand Grading	2,200.00
Lenny Hoffman Excavating Inc	03/27/2018	7976	10-15-000-5586	Beach Sand Grading	2,200.00
Lenny Hoffman Excavating Inc	03/27/2018	7976	65-00-018-5527	Beach Sand Grading	5,000.00
<b>Vendor 10149 - Lenny Hoffman Excavating Inc. Total:</b>					<b>9,400.00</b>
<b>Vendor: 10150 - Libertyville Parks and Recreation Department</b>					
Libertyville Parks and Recreati	04/04/2018	8021	25-25-932-5300	Contractual - School Day Off T	180.00
<b>Vendor 10150 - Libertyville Parks and Recreation Department Total:</b>					<b>180.00</b>
<b>Vendor: 10770 - Linda O'Toole</b>					
Linda O'Toole	04/04/2018	8022	25-25-785-5300	Contractual - Fitness Class	8.63
<b>Vendor 10770 - Linda O'Toole Total:</b>					<b>8.63</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	04/10/2018	8085	10-12-000-5494	Seed/Sod - Parks	500.00
Lowe's Business Acct/GEMB	04/10/2018	8085	10-12-000-5496	Athletic Field Maintenance	494.36
Lowe's Business Acct/GEMB	04/10/2018	8085	10-12-000-5497	Playground/Surface Supplies	289.37
Lowe's Business Acct/GEMB	04/10/2018	8085	65-00-018-5527	Boat Storage Improvements	2,931.31
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>4,215.04</b>
<b>Vendor: 10080 - Mad Science of N. Illinois</b>					
Mad Science of N. Illinois	03/27/2018	7996	25-25-617-5300	Contractual - Winter Science	2,002.00
<b>Vendor 10080 - Mad Science of N. Illinois Total:</b>					<b>2,002.00</b>

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<b>Vendor: 10895 - Mager Metal Art</b>					
Mager Metal Art	04/05/2018	8051	10-12-000-5585	Park Bench Plaques	280.00
<b>Vendor 10895 - Mager Metal Art Total:</b>					<b>280.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	04/04/2018	8023	25-25-785-5300	Contractual - Fitness Classes	689.44
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>689.44</b>
<b>Vendor: 11142 - Martin Implement Sales, Inc.</b>					
Martin Implement Sales, Inc.	04/04/2018	8024	65-00-018-5510	Toro Dingo Bucket Auger	30,812.00
<b>Vendor 11142 - Martin Implement Sales, Inc. Total:</b>					<b>30,812.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	03/27/2018	7997	25-00-000-5210	Long Distance Phone Svc - Fe	108.99
MCI	04/05/2018	8052	25-00-000-5210	Long Distance Phone Svc (Mar	113.83
<b>Vendor 10174 - MCI Total:</b>					<b>222.82</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	03/27/2018	7977	10-12-000-5486	Plumbing Supplies - Parks	169.50
Menoni & Mocogni	04/10/2018	8086	65-00-018-5527	Stone for Beach Cross	3,367.00
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>3,536.50</b>
<b>Vendor: 10636 - Michiana, LLC</b>					
Michiana, LLC	04/04/2018	8025	25-25-932-5300	Contractual - Day Off School L	455.00
<b>Vendor 10636 - Michiana, LLC Total:</b>					<b>455.00</b>
<b>Vendor: 10567 - Monster Entertainment</b>					
Monster Entertainment	03/20/2018	7952	25-00-000-5305	Contractual - DJ Birthday Part	250.00
<b>Vendor 10567 - Monster Entertainment Total:</b>					<b>250.00</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	04/10/2018	8087	10-12-000-5486	Plumbing Supplies - Parks	2.51
Mutual Ace Hardware	04/10/2018	8087	25-00-000-5482	Takiff Hardware	3.95
Mutual Ace Hardware	04/10/2018	8087	65-00-018-5527	Boat Storage Upgrades	1,103.20
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>1,109.66</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	03/20/2018	7937	25-25-315-5400	Reimbursement - Ceramics Su	28.27
Natalie Steinmetz	03/27/2018	7978	25-25-615-5400	Reimbursement - Ceramics Su	161.90
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>190.17</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	03/20/2018	7953	10-13-000-5220	Gas/Heat - Watts (Feb 2018)	274.82
North Shore Gas Company	03/20/2018	7953	25-00-000-5220	Gas/Heat - Takiff (Feb 2018)	1,431.98
North Shore Gas Company	04/04/2018	8026	10-12-000-5220	Gas/Heat - Parks (March)	673.30
North Shore Gas Company	04/04/2018	8026	10-14-000-5220	Gas/Heat - Beach (March)	34.53
North Shore Gas Company	04/05/2018	8053	10-12-000-5220	Gas/Heat - Parks	136.01
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>2,550.64</b>
<b>Vendor: 10340 - Northshore Omega</b>					
Northshore Omega	03/20/2018	7938	45-00-000-5335	Pre-Placement Exam - David	274.00
<b>Vendor 10340 - Northshore Omega Total:</b>					<b>274.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	04/04/2018	8027	25-00-000-5355	Takiff Mo Exterminator - April	180.92
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>180.92</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	03/27/2018	7979	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	03/27/2018	7980	10-00-000-2175	FSA Plan Contributions - Marc	3,380.10
PACT Administrative Services	04/04/2018	8028	10-11-000-5600	FSA Plan Fees - April	82.50
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>3,462.60</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	03/30/2018	7955	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	03/30/2018	7955	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	03/30/2018	7955	10-00-000-2180	#95910 Mensinger	275.00



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Partnership Financial Credit U	03/30/2018	7955	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>425.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	03/27/2018	7981	10-11-000-5600	Health Insurance - March	32,785.19
PDRMA	03/27/2018	7981	25-26-000-5600	Health Insurance - March	8,015.51
<b>Vendor 10242 - PDRMA Total:</b>					<b>40,800.70</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	03/20/2018	7936	25-26-000-5342	Day Care Staff Luncheon	138.95
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>138.95</b>
<b>Vendor: 10249 - Pioneer Manufacturing Co.</b>					
Pioneer Manufacturing Co.	04/05/2018	8054	25-25-703-5400	AYSO Field Supplies	1,050.00
Pioneer Manufacturing Co.	04/10/2018	8088	25-25-703-5400	AYSO Field Supplies	225.00
Pioneer Manufacturing Co.	04/10/2018	8088	25-25-941-5400	Mud Run Field Supplies	173.95
<b>Vendor 10249 - Pioneer Manufacturing Co. Total:</b>					<b>1,448.95</b>
<b>Vendor: 10254 - Pump It Up</b>					
Pump It Up	04/04/2018	8029	25-25-932-5300	Contractual - School Day Off T	330.00
<b>Vendor 10254 - Pump It Up Total:</b>					<b>330.00</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	03/27/2018	7982	25-26-000-5409	Day Care Food Supplies	100.87
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>100.87</b>
<b>Vendor: 11224 - Quantum 360 LLC</b>					
Quantum 360 LLC	03/27/2018	7998	25-25-650-5300	Contractual - Winter Robotics	3,760.00
<b>Vendor 11224 - Quantum 360 LLC Total:</b>					<b>3,760.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	03/20/2018	7939	10-11-000-5342	Meeting Supplies	51.04
Quill Corporation	03/20/2018	7939	10-13-000-5401	Office Supplies - Watts	61.98
Quill Corporation	03/20/2018	7939	25-00-000-5401	Office Supplies - Rec	39.98
Quill Corporation	03/20/2018	7939	25-26-000-5401	Office Supplies - Day Care	43.99
Quill Corporation	03/27/2018	7983	10-11-000-5420	General Supplies - Admin	56.91
Quill Corporation	03/27/2018	7983	10-12-000-5401	Office Supplies - Parks	286.69
Quill Corporation	03/27/2018	7983	10-12-000-5420	General Supplies - Parks	104.22
Quill Corporation	03/27/2018	7983	10-14-000-5401	Office Supplies - Beach	19.99
Quill Corporation	03/27/2018	7983	25-00-000-5351	Equipment Repairs - Rec	19.99
Quill Corporation	03/27/2018	7983	25-00-000-5401	Office Supplies - Rec	827.88
Quill Corporation	03/27/2018	7983	25-00-000-5420	General Supplies - Rec	27.69
Quill Corporation	03/27/2018	7983	25-26-000-5401	Office Supplies - Day Care	69.56
Quill Corporation	04/05/2018	8055	25-00-000-5401	Office Supplies - Rec	203.83
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>1,813.75</b>
<b>Vendor: 11248 - R.A. Adams Enterprises, Inc.</b>					
R.A. Adams Enterprises, Inc.	04/04/2018	8030	65-00-018-5508	Dump/Utility Trailers	11,481.00
<b>Vendor 11248 - R.A. Adams Enterprises, Inc. Total:</b>					<b>11,481.00</b>
<b>Vendor: 10966 - Real V LLC</b>					
Real V LLC	04/04/2018	8031	25-25-648-5300	Contractual - Winter Cooking	1,620.00
<b>Vendor 10966 - Real V LLC Total:</b>					<b>1,620.00</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	04/04/2018	8032	10-12-000-5490	Plantings/Flowers	68.00
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>68.00</b>
<b>Vendor: 8498 - Richard Tomei</b>					
Richard Tomei	04/04/2018	8033	25-27-000-5365	Contractual - Personal Trainin	330.00
<b>Vendor 8498 - Richard Tomei Total:</b>					<b>330.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	03/20/2018	7940	10-13-000-5581	Rink Compressor Maintenanc	2,167.13
RMC Inc.	04/04/2018	8034	10-13-000-5357	Watts Refrig Mo Maint - April	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>2,432.13</b>

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<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	04/04/2018	8035	25-27-000-5365	Contractual - Personal Trainin	123.75
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>123.75</b>
<b>Vendor: 10271 - Russo's Power Equipment Inc.</b>					
Russo's Power Equipment Inc.	03/20/2018	7941	10-12-000-5450	Equipment Parts - Parks (Mar	101.12
Russo's Power Equipment Inc.	03/20/2018	7941	10-12-000-5582	Maintenance Equipment - Par	535.60
Russo's Power Equipment Inc.	04/04/2018	8037	10-12-000-5450	Equipment Parts - Parks	38.61
<b>Vendor 10271 - Russo's Power Equipment Inc. Total:</b>					<b>675.33</b>
<b>Vendor: 10615 - Salle Stepien Corp</b>					
Salle Stepien Corp	03/27/2018	7984	25-25-765-5300	Contractual - Winter Fencing	1,102.50
<b>Vendor 10615 - Salle Stepien Corp Total:</b>					<b>1,102.50</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	03/27/2018	7985	25-25-951-5400	Spring Event Supplies	45.88
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>45.88</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	04/04/2018	8038	25-25-785-5300	Contractual - Fitness Classes	234.87
Sandra K Culver	04/04/2018	8038	25-25-786-5300	Contractual - Fitness Classes	90.00
Sandra K Culver	04/04/2018	8038	25-25-787-5300	Contractual - Rowing Classes	2,076.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>2,400.87</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	03/20/2018	7954	25-25-312-5300	Contractual - Adult/Yth Acting	2,162.63
Sarah Hall	04/10/2018	8089	25-25-312-5300	Contractual - Acting Classes	206.25
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>2,368.88</b>
<b>Vendor: 10835 - Savocchi Glass, Window &amp; Door</b>					
Savocchi Glass, Window & Do	04/05/2018	8056	25-00-000-5352	Mirror Repair - Takiff Dance S	304.00
<b>Vendor 10835 - Savocchi Glass, Window &amp; Door Total:</b>					<b>304.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	03/27/2018	7986	25-25-940-5300	Contractual - Family Fun Fest	250.00
Shaun Christopher Whitley	04/04/2018	8039	25-25-401-5300	Contractual - Preschool Music	337.50
Shaun Christopher Whitley	04/04/2018	8039	25-25-403-5300	Contractual - Preschool Music	337.50
Shaun Christopher Whitley	04/04/2018	8039	25-26-000-5386	Contractual - Day Care Music	675.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,600.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	04/10/2018	8090	45-00-000-5335	Background Checks - March	111.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>111.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	03/30/2018	7956	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>195.90</b>
<b>Vendor: 10291 - Swank Motion Pictures, Inc</b>					
Swank Motion Pictures, Inc	04/10/2018	8091	25-25-951-5300	Contractual - Movie for Speci	350.00
<b>Vendor 10291 - Swank Motion Pictures, Inc Total:</b>					<b>350.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	04/05/2018	8057	10-11-000-5355	Annual Maint - Phone/Voice	4,057.50
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>4,057.50</b>
<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	04/04/2018	8005	65-00-017-5554	TimeClock implement/Suppor	675.00
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>675.00</b>
<b>Vendor: 10517 - Timothy Dane Bowen</b>					
Timothy Dane Bowen	03/27/2018	7999	25-25-594-5300	Contractual - Winter STEM Cl	5,508.00
<b>Vendor 10517 - Timothy Dane Bowen Total:</b>					<b>5,508.00</b>
<b>Vendor: 10297 - Trolley Car &amp; Bus Company</b>					
Trolley Car & Bus Company	03/27/2018	7989	25-25-910-5300	Contractual - July 4thTrolley R	925.00
<b>Vendor 10297 - Trolley Car &amp; Bus Company Total:</b>					<b>925.00</b>

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<b>Vendor: 10305 - U.S. Waterproofing</b>					
U.S. Waterproofing	04/10/2018	8093	25-00-000-5352	Waterproof Ceramics Room	920.00
<b>Vendor 10305 - U.S. Waterproofing Total:</b>					<b>920.00</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	03/30/2018	7957	10-00-000-2140	ICMA - A/C#301403	1,309.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>1,309.61</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	04/04/2018	8042	25-00-000-5210	Cell Phone Svc	748.40
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>748.40</b>
<b>Vendor: 10308 - Vermont Systems, Inc.</b>					
Vermont Systems, Inc.	04/05/2018	8058	25-00-000-5355	Annual Maint - Rec/WebTrac	6,774.00
<b>Vendor 10308 - Vermont Systems, Inc. Total:</b>					<b>6,774.00</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	04/10/2018	8094	10-12-000-5240	Water/Sewer - Parks	19.50
Village of Glencoe	04/10/2018	8094	25-00-000-5240	Water/Sewer - Takiff	944.13
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>963.63</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	03/27/2018	7990	25-25-490-5400	Presch Enrichment Supplies	12.42
Walmart Community	03/27/2018	7990	25-25-707-5400	Basketball Supplies	29.70
Walmart Community	03/27/2018	7990	25-25-708-5400	Basketball Supplies	29.70
Walmart Community	03/27/2018	7990	25-25-711-5400	Basketball Supplies	29.70
Walmart Community	03/27/2018	7990	25-26-000-5403	Day Care Pgm Supplies	142.22
Walmart Community	03/27/2018	7990	25-26-000-5409	Day Care Food Supplies	68.00
Walmart Community	03/27/2018	7990	25-26-000-5430	Day Care First Aid Supplies	87.56
Walmart Community	03/27/2018	7990	25-26-000-5460	Day Care Food Equip	7.42
Walmart Community	03/27/2018	8000	25-25-414-5400	Preschool Enrichment Supplie	11.91
Walmart Community	03/27/2018	8000	25-25-601-5400	Kids Club Supplies	13.96
Walmart Community	03/27/2018	8000	25-26-000-5403	Day Care Pgm Supplies	774.15
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,206.74</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	04/05/2018	8059	25-00-000-5412	Cleaning Supplies - Takiff	2,582.85
Warehouse Direct Workplace	04/10/2018	8095	25-00-000-5412	Takiff Cleaning Supplies	32.52
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>2,615.37</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	03/20/2018	7942	25-00-000-5360	Marketing	161.68
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.68</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	04/10/2018	8096	25-25-932-5300	Contractual - Day Off School T	150.00
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>150.00</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	03/30/2018	DFT0000629	10-00-000-2111	WI Mo Withholding	384.62
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>384.62</b>
<b>Vendor: 10901 - Zodiac of North America, Inc.</b>					
Zodiac of North America, Inc.	04/10/2018	8097	10-15-000-5584	Zodiac Boat & Two-Person Joc	8,500.00
<b>Vendor 10901 - Zodiac of North America, Inc. Total:</b>					<b>8,500.00</b>
<b>Vendor Set AP Vendors Total:</b>					<b>623,526.80</b>

Voucher List of Bills

Payment Dates: 03/17/2018 - 04/10/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 9504 - Adam Wohl</b>					
Adam Wohl	03/20/2018	7943	25-00-000-5341	Mileage Reimbursement - Feb	112.27
<b>Vendor 9504 - Adam Wohl Total:</b>					<b>112.27</b>
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	04/10/2018	8074	25-00-000-5341	Mileage Reimbursement	65.29
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>65.29</b>
<b>Vendor: 2126 - Daniel Edwards</b>					
Daniel Edwards	04/04/2018	8013	10-12-000-5421	Reimbursement - Uniform	100.00
<b>Vendor 2126 - Daniel Edwards Total:</b>					<b>100.00</b>
<b>Vendor: 6512 - Elizabeth Olson</b>					
Elizabeth Olson	04/04/2018	8014	25-26-000-5340	Reimbursement - DCFS Traini	20.00
<b>Vendor 6512 - Elizabeth Olson Total:</b>					<b>20.00</b>
<b>Vendor: 4251 - Ilya Ioffe</b>					
Ilya Ioffe	04/10/2018	8082	10-12-000-5421	Reimbursement - Uniform	79.99
<b>Vendor 4251 - Ilya Ioffe Total:</b>					<b>79.99</b>
<b>Vendor: 0808 - Jared Barchenger</b>					
Jared Barchenger	04/04/2018	8018	10-12-000-5421	Reimbursement - Uniform	79.99
<b>Vendor 0808 - Jared Barchenger Total:</b>					<b>79.99</b>
<b>Vendor: 5894 - Jennifer Munck</b>					
Jennifer Munck	03/20/2018	7935	25-25-402-5400	Reimbursement - ELC Supplie	45.85
Jennifer Munck	04/04/2018	8019	25-25-402-5400	Reimbursement - Classroom S	11.47
<b>Vendor 5894 - Jennifer Munck Total:</b>					<b>57.32</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	03/27/2018	7974	25-25-414-5400	Reimbursement - Classroom S	50.00
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>50.00</b>
<b>Vendor: 6989 - Rose Pepe</b>					
Rose Pepe	04/04/2018	8036	25-26-000-5409	Reimbursement - Day Care Su	22.65
<b>Vendor 6989 - Rose Pepe Total:</b>					<b>22.65</b>
<b>Vendor: 4984 - Sonja Anderson</b>					
Sonja Anderson	03/27/2018	7987	25-25-402-5400	Reimbursement - ELC Supplie	53.60
Sonja Anderson	04/04/2018	8040	25-25-402-5400	Reimbursement - ELC Supplie	45.71
<b>Vendor 4984 - Sonja Anderson Total:</b>					<b>99.31</b>
<b>Vendor: 9877 - Terri Zidron</b>					
Terri Zidron	04/04/2018	8041	25-25-432-5400	Reimbursement - Day Off Sch	26.64
<b>Vendor 9877 - Terri Zidron Total:</b>					<b>26.64</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	03/27/2018	7988	25-25-707-5300	Mileage Reimbursement - Bas	9.00
Terry Miskowicz	03/27/2018	7988	25-25-707-5300	Mileage Reimbursement - Bas	8.71
Terry Miskowicz	03/27/2018	7988	25-25-708-5300	Mileage Reimbursement - Bas	9.00
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>26.71</b>
<b>Vendor: 5578 - Tom McDonald</b>					
Tom McDonald	04/10/2018	8092	10-12-000-5421	Reimbursement - Uniform	87.19
<b>Vendor 5578 - Tom McDonald Total:</b>					<b>87.19</b>
<b>Vendor Set Employees Total:</b>					<b>827.36</b>

Voucher List of Bills

Payment Dates: 03/17/2018 - 04/10/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000001923-150 - NSSED NSSED</b>					
NSSED NSSED	03/28/2018	8001	25-00-000-2580	Dep Rfnd: 007631 WNGC TA	100.00
				<b>Vendor 000001923-150 - NSSED NSSED Total:</b>	<b>100.00</b>
				<b>Vendor Set Refunds Total:</b>	<b>100.00</b>
				<b>Grand Total:</b>	<b>624,454.16</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	182,818.45
25 - RECREATION FUND	311,081.17
45 - LIABILITY INSURANCE FUND	385.00
65 - CAPITAL PROJECTS FUND	103,176.13
69 - MASTER PLAN CAPITAL PROJECTS	26,993.41
<b>Grand Total:</b>	<b>624,454.16</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHOLDING	9,320.15
10-00-000-2110	IL STATE WITHOLDING	4,956.17
10-00-000-2111	WI STATE WITHOLDIN	384.62
10-00-000-2120	SOCIAL SECURITY WITH	14,056.90
10-00-000-2130	MEDICARE WITHOLDING	3,287.52
10-00-000-2140	ICMA DEF COMP WITHO	1,309.61
10-00-000-2150	IMRF WITHOLDING	55,958.84
10-00-000-2155	IMRF VAC WITHOLDING	4,581.34
10-00-000-2170	AFLAC WITHOLDING	376.00
10-00-000-2175	FSA PLAN WITHOLDIN	3,380.10
10-00-000-2180	CREDIT UNION WITHOL	425.00
10-00-000-2190	GARNISHMENT WITHOL	195.90
10-11-000-5311	LEGAL NOTICES	143.78
10-11-000-5321	CONSULTING SERVICES	3,088.00
10-11-000-5340	CONFERENCES AND TRA	402.00
10-11-000-5342	OFFICIALS/MEETING EXP	710.89
10-11-000-5355	MAINTENANCE SERVICE	11,187.30
10-11-000-5404	COMPUTER PROGRAMS	1,000.00
10-11-000-5420	SUPPLIES - GENERAL	150.26
10-11-000-5425	SUPPLIES-STAFF RECOG/	101.88
10-11-000-5600	HEALTH INSURANCE PRE	32,867.69
10-12-000-5210	TELEPHONE/INTERNET	252.74
10-12-000-5220	FUEL/HEAT	809.31
10-12-000-5230	ELECTRICITY	707.22
10-12-000-5240	WATER	19.50
10-12-000-5351	REPAIRS - EQUIPMENT	183.32
10-12-000-5352	REPAIRS - BUILDINGS	403.00
10-12-000-5353	DISPOSAL/PORTOLET SE	835.25
10-12-000-5401	OFFICE SUPPLIES	286.69
10-12-000-5420	SUPPLIES - GENERAL	197.57
10-12-000-5421	SUPPLIES - UNIFORMS	347.17
10-12-000-5450	SUPPLIES - EQUIPMENT	248.11
10-12-000-5481	SUPPLIES-CONSTRUCTIO	454.80
10-12-000-5486	SUPPLIES-PLUMBING	191.50
10-12-000-5490	SUPPLIES-PLANTINGS/FL	68.00
10-12-000-5491	SUPPLIES-GREENHOUSE	1,464.04
10-12-000-5493	SUPPLIES-FERTILIZER/CH	426.85
10-12-000-5494	SUPPLIES-SEED/SOD	2,810.00
10-12-000-5496	SUPPLIES-ATHLETIC MAI	3,792.78
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	289.37
10-12-000-5582	EQUIPMENT - MAINTEN	979.48
10-12-000-5585	PAVEMENT & SITE DEVE	280.00
10-12-000-5730	DUES/MEMBERSHIPS	180.00
10-13-000-5210	TELEPHONE/INTERNET	248.03
10-13-000-5220	FUEL/HEAT	274.82
10-13-000-5230	ELECTRICITY	2,780.24
10-13-000-5353	DISPOSAL/PORTOLET SE	112.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00

## Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5401	OFFICE SUPPLIES	61.98
10-13-000-5581	EQUIPMENT - BUILDING	2,167.13
10-14-000-5210	TELEPHONE/INTERNET	166.09
10-14-000-5220	FUEL/HEAT	34.53
10-14-000-5401	OFFICE SUPPLIES	19.99
10-14-000-5420	SUPPLIES - GENERAL	70.10
10-14-000-5586	LANDSCAPING & GRADI	2,200.00
10-15-000-5420	SUPPLIES - GENERAL	200.00
10-15-000-5450	SUPPLIES - EQUIPMENT	28.36
10-15-000-5584	EQUIPMENT - RECREATI	8,879.53
10-15-000-5586	LANDSCAPING & GRADI	2,200.00
25-00-000-2580	BALANCE ON ACCOUNT-	100.00
25-00-000-5210	TELEPHONE/INTERNET	3,293.97
25-00-000-5220	FUEL/HEAT	1,431.98
25-00-000-5230	ELECTRICITY	6,846.26
25-00-000-5240	WATER	944.13
25-00-000-5301	POSTAGE	53.19
25-00-000-5305	PARTY RENTAL ENTERM	250.00
25-00-000-5321	CONSULTING-ONLINE/O	872.44
25-00-000-5341	MILEAGE REIMBURSEM	177.56
25-00-000-5342	OFFICIALS/MEETING EXP	11.83
25-00-000-5350	MAINTENANCE SERVICE	300.00
25-00-000-5351	REPAIRS - EQUIPMENT	539.99
25-00-000-5352	REPAIRS - BUILDINGS	4,505.70
25-00-000-5353	DISPOSAL/PORTOLET SE	539.85
25-00-000-5355	MAINTENANCE SERVICE	8,906.89
25-00-000-5360	PRINTING/MARKETING/	1,448.95
25-00-000-5361	PRINTING - EMPLOYME	575.40
25-00-000-5362	PHOTOGRAPHY	98.00
25-00-000-5401	OFFICE SUPPLIES	1,071.69
25-00-000-5404	COMPUTER PROGRAMS	1,000.00
25-00-000-5412	CUSTODIAL/CLEANING S	3,769.62
25-00-000-5420	SUPPLIES - GENERAL	191.65
25-00-000-5421	SUPPLIES - UNIFORMS	113.25
25-00-000-5451	SUPPLIES - BUILDING PA	3,014.88
25-00-000-5481	SUPPLIES-CONSTRUCTIO	51.28
25-00-000-5482	SUPPLIES-HARDWARE	20.03
25-00-000-5488	SUPPLIES-HAND TOOLS	5.99
25-00-000-5580	EQUIPMENT - GENERAL	268.46
25-00-000-5584	EQUIPMENT - RECREATI	1,782.99
25-00-000-5730	DUES/MEMBERSHIPS	449.00
25-25-312-5300	CONTRACTL-ADULT WO	2,368.88
25-25-312-5400	SUPPLIES-ADULT WORK	11.98
25-25-315-5400	SUPPLIES-ADULT CERAM	655.51
25-25-316-5400	SUPPLIES-CERAMICS W	26.65
25-25-401-5300	CONTRACTL-ELC 3YR	459.00
25-25-401-5400	SUPPLIES-ELC 3YR	272.74
25-25-402-5400	SUPPLIES-ELC 4YR	304.74
25-25-403-5300	CONTRACTL-ELC 2YR	337.50
25-25-403-5400	SUPPLIES-ELC 2YR	148.12
25-25-414-5400	SUPPLIES-EXPL N DISCVR	182.11
25-25-427-5300	CONTRACTL-ART OF PLA	3,480.00
25-25-432-5400	SUPPLIES-PRESCHOOL D	110.12
25-25-433-5400	SUPPLIES-LUNCHTIME S	91.26
25-25-471-5300	CONTRACTL-GJK PLAYTI	3,496.50
25-25-472-5300	CONTRACTL-GJK TRANSI	36,132.75
25-25-473-5300	CONTRACTL- GJK 3'S	56,058.00
25-25-474-5300	CONTRACTL-GJK 4'S	45,993.00

## Account Summary

Account Number	Account Name	Payment Amount
25-25-476-5300	CONTRACTL-GJK CAMPS	57,525.75
25-25-490-5400	SUPPLIES-PRESCH JR TR	132.60
25-25-491-5400	SUPPLIES-PRESCH JR CO	120.18
25-25-594-5300	CONTRACTL-LEGO/ALL A	5,508.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	119.67
25-25-614-5300	CONTRACTL-YOUTH MIX	4,807.00
25-25-615-5400	SUPPLIES-YOUTH CERA	541.60
25-25-617-5300	CONTRACTL-MAD SCIEN	2,002.00
25-25-629-5300	CONTRACTL-CHESS SCH	6,030.75
25-25-635-5300	CONTRACTL-AMAZING	1,584.00
25-25-648-5300	CONTRACTL-STICKY FIN	1,620.00
25-25-650-5300	CONTRACTL-TECHNOLO	3,760.00
25-25-651-5300	CONTRACTL-ART/FASHI	1,386.00
25-25-703-5400	SUPPLIES-AYSO	1,275.00
25-25-707-5300	CONTRACTL-BOYS HSE B	17.71
25-25-707-5400	SUPPLIES-BOYS HOUSE	120.69
25-25-708-5300	CONTRACTL-GIRLS HSE B	9.00
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	90.45
25-25-711-5400	SUPPLIES-PEE WEE BASK	60.70
25-25-722-5400	SUPPLIES-YOUTH BASEB	671.20
25-25-757-5300	CONTRACTL-CHEERLEAD	4,306.97
25-25-765-5300	CDNTRACTL-FENCING	1,102.50
25-25-785-5300	CONTRACTL-FITNESS PU	954.39
25-25-786-5300	CONTRACTL-FITNESS DR	135.00
25-25-787-5300	CONTRACTL-GENERAL FI	2,076.00
25-25-787-5400	SUPPLIES-GENERAL FITN	69.99
25-25-813-5300	CONTRACTL-KOALA BEA	85.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	530.45
25-25-904-5400	SUPPLIES-MOTHER/SON	191.28
25-25-905-5400	SUPPLIES-SPRING EGG H	1,051.56
25-25-910-5300	CONTRACTL-4TH OF JUL	1,222.50
25-25-932-5300	CONTRACTL-SCHOOL DA	1,741.61
25-25-940-5300	CONTRACTL-FAMILY FU	362.50
25-25-941-5400	SUPPLIES-YOUTH OBSTA	173.95
25-25-951-5300	CONTRACTL-SPRING SPE	350.00
25-25-951-5400	SUPPLIES-SPRING SPEC E	276.50
25-26-000-5340	CONFERENCES AND TRA	175.42
25-26-000-5342	OFFICIALS/MEETINGS EX	138.95
25-26-000-5360	PRINTING/MARKETING/	100.00
25-26-000-5386	SERVICES-DAYCARE PRO	675.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	113.55
25-26-000-5403	DAYCARE PROGRAM SU	2,136.73
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	1,704.41
25-26-000-5430	SUPPLIES - FIRST AID	783.98
25-26-000-5460	SUPPLIES-FOOD EQUIP	229.37
25-26-000-5584	EQUIPMENT - RECREATI	1,339.52
25-26-000-5600	HEALTH INSURANCE PRE	8,015.51
25-27-000-5210	DEDICATED TV/INTERNE	146.98
25-27-000-5365	CONTRACTL-PERSONAL	453.75
25-27-000-5420	SUPPLIES-GENERAL	31.66
45-00-000-5335	WELLNESS/PRE-PLACEM	385.00
65-00-017-5554	TIMECLOCK MGMT SYST	675.00
65-00-017-5571	GYM CURTAIN MOTOR	5,832.40
65-00-017-5578	TAKIFF AWNING/WAYFI	3,161.00
65-00-018-5508	REPLACE ALUMINUM TR	11,481.00
65-00-018-5510	DINGO	30,812.00



**Account Summary**

Account Number	Account Name	Payment Amount
65-00-018-5511	REPLACE BALLFIELD DRA	18,336.00
65-00-018-5525	REPLACE HOBIE SAILBO	18,500.00
65-00-018-5527	PADDLE/RACK/LOCKER	14,378.73
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5533	TAKIFF PARKING-UST Iss	5,530.00
69-00-000-5538	PLAYGRD-WOODLAWN-	6,449.40
69-00-000-5544	PLAYGRD-VERNON/JEFF-	3,224.70
69-00-000-5547	PLAYGRD-OLD ELM-Desi	3,224.70
69-00-000-5550	TAKIFF PARKING Ph 2-D	8,439.62
69-00-000-5552	TAKIFF PARKING Ph 2-O	79.99
<b>Grand Total:</b>		<b>624,454.16</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	624,454.16
<b>Grand Total:</b>	<b>624,454.16</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 April 17, 2018 and you are hereby authorized to pay them from the appropriate funds.

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

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

**V & VI. Public Hearing & Approval of  
Ordinance No. 880: An Ordinance Making a  
Combined Annual Budget and Appropriation  
of Funds for the Glencoe Park District for the  
Fiscal Year Beginning March 1, 2018**

Glencoe Park District  
April 2018 Board Meeting

**ORDINANCE NO. 880**

**AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND  
APPROPRIATION OF FUNDS FOR THE GLENCOE PARK DISTRICT  
FOR THE FISCAL YEAR BEGINNING  
MARCH 1, 2018 ENDING FEBRUARY 28, 2019**

**WHEREAS**, the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, caused to be prepared in tentative form an annual combined Budget and Appropriation Ordinance and the Secretary of this Board made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

**WHEREAS**, a public hearing was held as to such Budget and Appropriation Ordinance on the 17th day of April 2018 and notice of said hearing was given at least one week prior thereto as required by law and all other legal requirements have been complied with

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:**

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed are hereby budgeted and appropriated for the corporate purposes of the Glencoe Park District, Cook County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year.

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I.	The amount Budgeted and Appropriated for Corporate Purposes:	<u>Budget</u>	<u>Appropriation</u>
	Personnel Services	\$1,276,935	\$1,400,000
	Utilities	\$ 127,795	\$ 170,000
	Contractual Services	\$ 463,375	\$ 600,000
	Supplies	\$ 228,290	\$ 260,000
	Group Health Insurance	\$ 480,220	\$ 550,000

Dues/Fixed Charges	\$ 12,885	\$ 20,000
Capital Improvements	\$ 250,700	\$ 300,000
Contingency	\$ 9,000	\$ 25,000

Total amount Budgeted-Corporate Fund \$2,849,200

Total amount Appropriated-Corporate Fund \$3,325,000

II. The amount Budgeted and Appropriated for Recreation Purposes:

Personnel Services	\$2,030,354	\$2,250,000
Utilities	\$ 238,880	\$ 280,000
Contractual Services	\$1,701,903	\$1,850,000
Supplies	\$ 289,216	\$ 350,000
Group Health Insurance	\$ 147,500	\$ 210,000
Dues/Fixed Charges	\$ 26,560	\$ 40,000
Capital Improvements	\$ 32,275	\$ 60,000
Contingency	\$ 6,500	\$ 20,000

Total amount Budgeted-Recreation Fund \$4,473,188

Total amount Appropriated-Recreation Fund \$5,060,000

III. The amount Budgeted and Appropriated for Auditing Expenses:

Auditing Expenses	\$ 14,600	\$ 20,000
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Total amount Budgeted-Audit Fund \$ 14,600

Total amount Appropriated-Audit Fund \$ 20,000

IV. The amount Budgeted and Appropriated for Social Security Purposes (Social Security Participation):

Soc. Sec. & Medicare Employer Contribution	\$ 233,500	\$ 265,000
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Total amount Budgeted-Social Sec Fund \$ 233,500

Total amount Appropriated-Social Sec Fund \$ 265,000

V.	The amount Budgeted and Appropriated for Pension Purposes (Illinois Municipal Retirement Fund Participation):	<u>Budget</u>	<u>Appropriation</u>
	Illinois Municipal Retirement Fund Contribution	\$ 350,000	\$ 410,000
	Total amount Budgeted-IMRF Pension Fund	\$ 350,000	
	Total amount Appropriated-IMRF Pension Fund		\$ 410,000
VI.	The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:		
	Risk Management Administrative Services	\$ 31,920	\$ 40,000
	Risk Management Contractual Services	\$ 10,910	\$ 30,000
	Insurance Premiums	\$ 108,975	\$ 135,000
	Risk Management Operating Costs	\$ 11,500	\$ 20,000
	Total amount Budgeted-Liability Insurance Fund	\$ 163,305	
	Total amount Appropriated-Liability Insurance Fund		\$ 225,000
VII.	The amount Budgeted and Appropriated for District's Share of Expense of Joint Recreation Programs for the Handicapped:		
	Special Recreation Programs for the Disabled (N.S.S.R.A. Contribution)	\$ 159,165	\$ 200,000
	NSSRA-Required Accessibility Improvements	\$ 175,000	\$ 250,000
	Total amount Budgeted-Special Rec. Fund	\$ 334,165	
	Total amount Appropriated-Special Rec. Fund		\$ 450,000
VIII.	The amount Budgeted and Appropriated for Workers' Compensation:		
	Insurance Premiums	\$ 40,655	\$ 60,000
	Total amount Budgeted-Workers' Comp Fund	\$ 40,655	
	Total amount Appropriated-Workers' Comp Fund		\$ 60,000

IX.	The amount Budgeted and Appropriated for Bond and Interest costs:	<u>Budget</u>	<u>Appropriation</u>
	Principal	\$ 920,000	\$ 1,200,000
	Interest	\$ 248,250	\$ 450,000
	Contractual Services	\$ 2,000	\$ 10,000
	Total amount Budgeted-Bond and Interest Fund	\$ 1,170,250	
	Total amount Appropriated-Bond and Interest Fund		\$ 1,660,000
X.	The amount Budgeted and Appropriated for Capital Projects:		
	Capital Projects & Improvements	\$ 671,950	\$ 785,000
	Capital Projects per Master Plan	\$ 1,828,550	\$ 3,000,000
	Total amount Budgeted-Capital Projects Funds	\$ 2,500,500	
	Total amount Appropriated-Capital Projects Funds		\$ 3,785,000
XI.	The amount Budgeted and Appropriated for Special Trust/Donation Projects:		
	Capital Projects & Improvements	\$ 47,315	\$ 65,000
	Total amount Budgeted-Special Trust Fund	\$ 47,315	
	Total amount Appropriated-Special Trust Fund		\$ 65,000

**Summary of Funds Budgeted and Appropriated**

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	\$ 2,849,200	\$ 3,325,000
Recreation Fund	\$ 4,473,188	\$ 5,060,000
Audit Fund	\$ 14,600	\$ 20,000
Social Security Fund	\$ 233,500	\$ 265,000
Pension Fund	\$ 350,000	\$ 410,000
Liability Insurance Fund	\$ 163,305	\$ 225,000
Special Recreation Fund	\$ 334,165	\$ 450,000
Workers' Compensation Fund	\$ 40,655	\$ 60,000
Bond and Interest Fund	\$ 1,170,250	\$ 1,660,000
Capital Projects Fund	\$ 2,500,500	\$ 3,785,000
Donation/Trust Fund	\$ 47,315	\$ 65,000
<b>Total Budgeted</b>	<b>\$ 12,176,678</b>	
<b>Total Appropriated</b>		<b>\$15,325,000</b>

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Glencoe Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1st day of March, 2018 and ending the 28th day of February, 2019 for the respective purposes set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 28th day of February, 2018 and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenues not specifically appropriated, and all unexpended balances in unrestricted funds from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law, the following determinations have been and are hereby made a part hereof:

- (a) Statement of cash on hand at the beginning of the fiscal year: \$ 8,855,004
- (b) Estimate of cash expected to be received during the fiscal year from all sources:  
\$ 10,727,389
- (c) Estimate of expenditures contemplated for the fiscal year: \$ 12,176,678
- (d) Statement of estimated cash expected to be on hand at the end of the fiscal year:  
\$ 7,405,715
- (e) An estimate of the amount of taxes to be received during the fiscal year is:  
\$ 5,406,545.

SECTION 5: All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning March 1, 2018 and ending February 28, 2019 or any other fiscal year.

SECTION 7: This ordinance shall be in full force and effect immediately upon its passage and approval according to law. A certified copy of the Ordinance shall be filed with the County Clerk of Cook County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 17th day of April 2018 pursuant to roll call vote. Roll Call Vote:

Ayes:

Nays:

Absent and Not Voting:

Ordinance Approved.

---

Dudley Onderdonk, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

---

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



STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF COOK         )

**CERTIFICATE OF SECRETARY**

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 an ordinance entitled: "An Ordinance Making a Combined Annual Budget and Appropriation of Funds for the Fiscal Year Beginning March 1, 2018 and Ending February 28, 2019", adopted at a meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 17th of April, 2018.

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 with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of the Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 17th day of April 2018.

(SEAL)

\_\_\_\_\_  
Lisa M. Sheppard, Secretary  
GLENCOE PARK DISTRICT  
Cook County, Illinois

STATE OF ILLINOIS        )  
                                      ) SS.  
COUNTY OF COOK        )

**CERTIFICATE OF CHIEF FISCAL OFFICER**

I, Josh Lutton, do hereby certify that I am duly appointed and acting Treasurer of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and that as such Treasurer I am the Chief Fiscal Officer of the corporate authority of said Park District.

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2018 and ending on the 28th day of February, 2019 as follows:

<b><u>SOURCE</u></b>	<b><u>AMOUNT</u></b>
Property Taxes	\$ 5,406,545
Replacement Taxes	\$ 21,855
User/Program Fees	\$ 4,889,238
Interest Income	\$ 131,500
Building Rentals	\$ 198,171
Miscellaneous	\$ 46,580
Reimbursemt-School District 35	<u>\$ 33,500</u>
Total Revenue	\$ 10,727,389

I do further certify that the estimated revenues by source anticipated to be received by the Glencoe Park District, Cook County, Illinois for the fiscal year beginning on the 1st day of March, 2018 and ending on the 28th day of February, 2019 is true and correct.

**IN WITNESS WHEREOF**, I have signed my name in my official capacity as the Chief Fiscal Officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois on the 17th day of April 2018.

(SEAL)

---

Josh Lutton, Treasurer  
GLENCOE PARK DISTRICT  
Cook County, Illinois

# VII. Financial Report

Glencoe Park District  
April 2018 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 3/31/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	3,174,223.86	423.20	3,174,647.06	
25-00-000-1000	CASH/INVESTMENTS	4,946,821.45	129,613.24	5,076,434.69	
30-00-000-1000	CASH/INVESTMENTS	183,149.59	56,728.00	239,877.59	
35-00-000-1000	CASH/INVESTMENTS	371,599.85	23,998.62	395,598.47	
36-00-000-1000	CASH/INVESTMENTS	151,652.11	19,919.17	171,571.28	
40-00-000-1000	CASH/INVESTMENTS	671,242.23	220,650.69	891,892.92	
45-00-000-1000	CASH/INVESTMENTS	179,870.93	25,816.43	205,687.36	
50-00-000-1000	CASH/INVESTMENTS	52,517.97	7,779.78	60,297.75	
55-00-000-1000	CASH/INVESTMENTS	11,119.60	2,822.00	13,941.60	
65-00-000-1000	CASH/INVESTMENTS	301,688.60	229,884.80	531,573.40	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,734,369.25	169.14	1,734,538.39	
70-00-000-1000	CASH/INVESTMENTS	67,355.17	78.83	67,434.00	
75-00-000-1000	CASH/INVESTMENTS	8,000.00	0.00	8,000.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>11,853,610.61</u>	<u>717,883.90</u>	<u>12,571,494.51</u>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	335,713.44	(136,228.93)	199,484.51	
99-00-000-1012	Operating PR Account	3,094.62	8.24	3,102.86	
99-00-000-1013	IL Funds	3,747,028.01	7,091.61	3,754,119.62	
99-00-000-1014	IPDLAF CD's	1,967,000.00	(4,000.00)	1,963,000.00	
99-00-000-1015	IPDLAF MM	2,940,948.36	850,820.60	3,791,768.96	
99-00-000-1016	PMA CD's	2,702,600.00	0.00	2,702,600.00	
99-00-000-1017	PMA MM	157,226.18	192.38	157,418.56	
<b>TOTAL CASH IN BANK</b>		<u>11,853,610.61</u>	<u>717,883.90</u>	<u>12,571,494.51</u>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	11,853,610.61	717,883.90	12,571,494.51	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>11,853,610.61</u>	<u>717,883.90</u>	<u>12,571,494.51</u>	
Claim on Cash	12,571,494.51	Claim on Cash	12,571,494.51	Cash in Bank	12,571,494.51
Cash in Bank	12,571,494.51	Due To Other Funds	12,571,494.51	Due To Other Funds	12,571,494.51
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District  
 Monthly Funds Report  
 March 2018

**Corporate and Other Funds:**

	<u>March 2018</u>	<u>Feb 2018</u>
Harris Bank Corporate Account - 0.32%	504,057.74	446,366.49
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.33%	3,791,763.96	2,940,948.36
The Illinois Fund (Public Treasurers' Investment Pool) - 1.36%	3,754,119.62	3,747,028.01
Harris Payroll Account - 0.32%	13,118.27	17,628.64
PMA Financial Account - 1.50%	157,418.56	157,226.18
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(314,583.64)	(125,187.07)
IPDLAF Certificates of Deposit:		
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	0.00	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
1 CDs at \$246,000 each maturing February 7, 2019 (1.90% net)	244,000.00	244,000.00
2 CDs at \$244,000 each maturing March 21, 2019 (2.08%)	488,000.00	0.00
PMA Certificates of Deposit:		
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
2 CDs totaling \$490,400 maturing January 22, 2019 (1.94% net)	490,400.00	490,400.00
3 CDs at \$244,900 each maturing February 27, 2019 (2.06% net)	734,700.00	734,700.00
<b>Grand Total</b>	<b>\$12,571,494.51</b>	<b>\$11,853,610.61</b>

**Glencoe Park District  
Monthly Financial Analysis  
March 2018**

	<u>As of</u> <u>3/31/2016</u>	<u>As of</u> <u>3/31/2017</u>	<u>As of</u> <u>3/31/2018</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,141,600	1,107,162	1,214,345
Wages	(23,618)	(40,448)	(42,322)
Contractual	(189,261)	(209,047)	(210,385)
Supplies	(3,551)	(8,060)	(3,833)
Net Surplus	925,170	849,607	957,805
<b><u>Day Care Department</u></b>			
Revenue	88,492	78,977	94,743
Expense	(43,439)	(56,529)	(71,169)
Net Surplus/(Deficit)	45,053	22,448	23,574
<b><u>Fitness Department</u></b>			
Revenue	n/a	n/a	3,804
Expense	n/a	n/a	(3,598)
Net Surplus/(Deficit)	n/a	n/a	206
<b><u>Beach Department</u></b>			
Revenue	1,150	4,148	2,254
Expense	(11,662)	(12,867)	(14,997)
Net Surplus/(Deficit)	(10,512)	(8,719)	(12,743)
<b><u>Boating Department</u></b>			
Revenue	8,072	11,044	22,665
Expense	(1,781)	(8,556)	(9,997)
Net Surplus/(Deficit)	6,291	2,488	12,668
<b>Beach/Boating Dept Total:</b>	<b>(4,221)</b>	<b>(6,231)</b>	<b>(75)</b>
<b><u>Watts Department</u></b>			
Revenue	220	955	0
Expenses	(7,001)	(10,949)	(13,731)
Net Surplus/(Deficit)	(6,781)	(9,994)	(13,731)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	2,260	2,900	2,675
Expense	(74,948)	(110,270)	(110,252)
Net Surplus/(Deficit)	(72,688)	(107,370)	(107,577)
<b><u>Parks Department</u></b>			
Revenue	79	30	0
Expense	(41,338)	(61,714)	(63,808)
Net Surplus/(Deficit)	(41,259)	(61,684)	(63,808)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	534,918	693,939	551,930
Expenses	(82,660)	(1,236,822)	(128,669)
Net Surplus/(Deficit)	452,258	(542,883)	423,261

(1) Includes \$1.1 million budgeted transfer to Fund 69 made in March FY17/18 and not until April FY18/19.

# **VIII. Presentation of the 2017-2018 Watts Recreation Center Report**

Glencoe Park District  
April 2018 Board Meeting



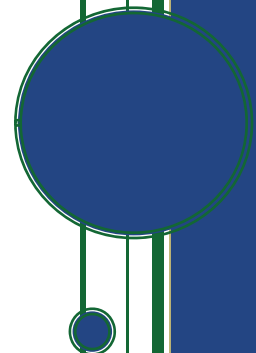
# WATTS RECREATION CENTER

*2017-18 Annual Report*

The following report outlines the operation of the Watts Recreation Center, a Glencoe Park District facility, during the 2017-2018 Fiscal Year. The report reviews operations using historical data, financial and participation information, as well as participant feedback and review of operation procedures.

Bobby Collins, Director of Recreation and Facilities  
Adam Wohl, Takiff and Watts Facility Manager  
Stephani Briskman, Arts & Youth Program Manager

4/17/2018





# Watts Recreation Center

*2017-18 Annual Report*

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## Introduction

This annual report is an overview of the facility, programming information, operations, and financial data for the Watts Recreation Center during the 2017-2018 fiscal year. The Watts Recreation Center is comprised of a programming room, recreation room, outdoor full ice rink, and outdoor studio ice rink. The facility offers additional amenities including skate rental, skate sharpening, two locker rooms, basic pro shop items for sale, and vending machines.

## Facility Staffing & Training

The Watts Recreation Center is overseen by the full time Takiff and Watts Facility Manager. This position was held by Adam Wohl for the 2017-18 season. Adam joined the Park District in November 2017 and this was his first year of Watts operation. This position oversees the all-encompassing operations of the Recreation Facility. Additionally, Ann Scheuer, Alex Alessi, Ashton Schardt, Peter McHugh, Matt Torre and Doug Moline worked as Assistant Managers and helped with private facility rentals, ice rentals, and training.

The park maintenance staff also played a significant role in staffing the Watts Center. The maintenance staff was responsible for ice maintenance Monday-Friday prior to opening. Members of the Facilities staff also played a significant role in cleaning the facility and clearing snow in conjunction with part time staff.



The Watts Ice Center is heavily dependent on part time seasonal staff to operate the rink on nights and weekends. Part time positions consist of cashiers/desk attendants, party attendants, skate guards, and assistant managers. Assistant managers are a key part time position and were staffed on weekday afternoons, evenings, and on weekends to operate the Zamboni, oversee facility operations, respond in the event of an emergency or injury, follow cash handling procedures, oversee other part time staff, and perform routine cleaning of the facility.

Pre-season training sessions were held before the 2017-18 season for all staff working at the Watts Ice Center. This year each manager also received a compressive training to operate the Zamboni to ensure the ice was always in the best possible condition. Five sessions of training were held for all Zamboni Drivers. These were conducted by the full-time staff or part time Assistant Managers. This training covered topics including Zamboni operation, facility cleaning, and ice maintenance expectations. Additionally, pre-season training was held for each specific position at the rink including front desk staff and skate guards. Topics of these trainings included job specific duties, safety and risk management, RecTrac registration software training and customer service.

## Marketing & Promotion

### Signage

With two screens at Watts to convey scheduling and pricing information, we no longer need to purchase new front desk signage each year. Both TVs are integrated with REACH, which links to the RecTrac system and gives Watts a consistent look with the Takiff Center.

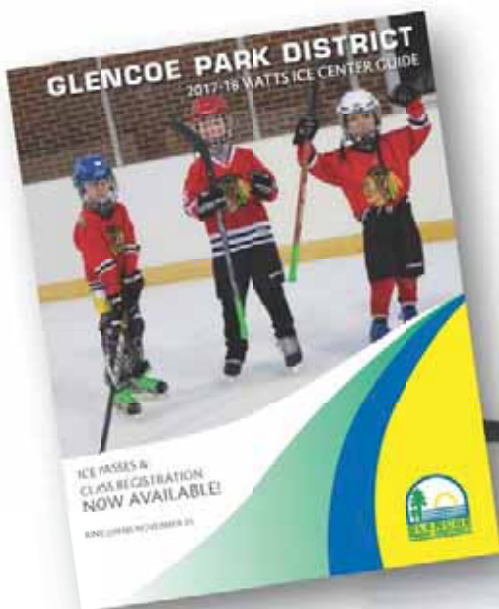
Staff also added more dry erase white board signs to the locker rooms to easily communicate team assignments. Safety signage was added and updated and more snap frames were installed throughout the facility to display photographs of participants. The snap frames allow the photos to be rotated out on a seasonal basis with pictures, promotional materials, and facility information.

### Promotion

Watts Ice Center marketing begins with the Fall Guide, which included a preview of special events and season dates. Further details on skating classes and hockey programs, as well as season passes and private rentals, was included in the Winter Guide, which was sent to residents the week before Thanksgiving. Articles were also included in *Inside Glencoe*, which was sent to residents the week before Thanksgiving. Due to the timing of brochures, we also created an interactive, digital guide to Watts programs and special events with registration links that was shared on the website, social media, and an email blast.

To prepare for opening weekend, targeted email blasts, social media posts and signs were created for Takiff Center and Watts Ice Center. Opening Day was called Black Ice Friday, and information was included in the Merry & Bright Light Fest marketing materials (including announcements at the event, signs at the park, email blasts, flyers, and media releases).

Throughout the Watts season, marketing staff and Watts staff sent email blasts targeted to specific audiences to communicate season pass sales, ice rink rentals, Teen Skate Night, winter break activities, as well as Watts Below Zero.

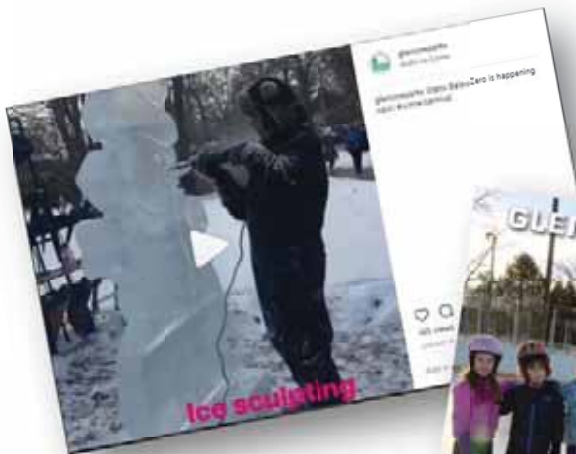
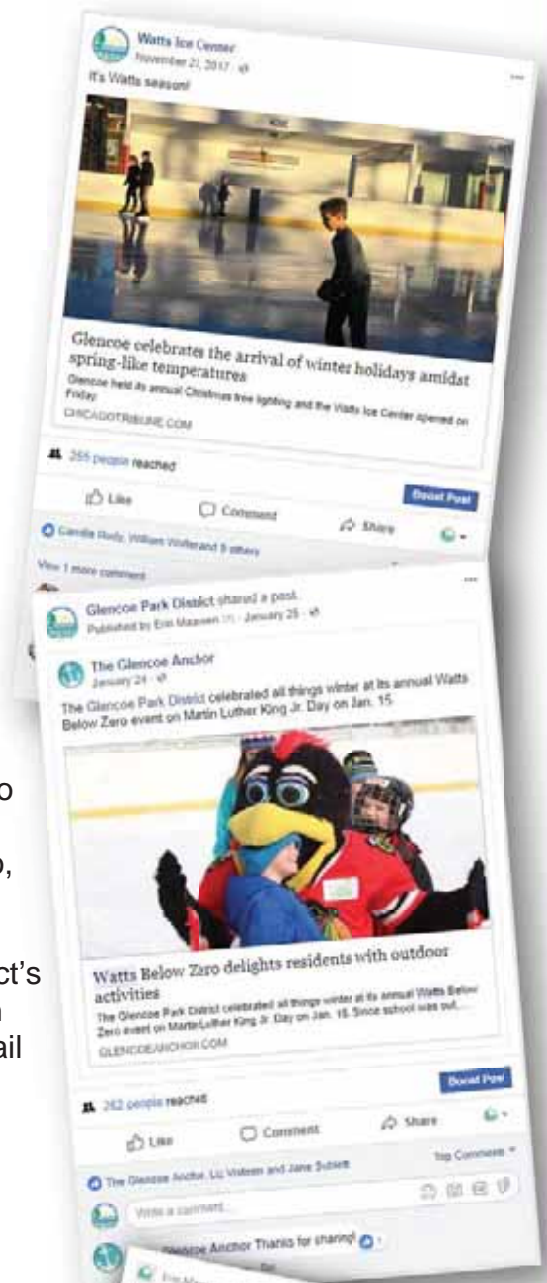


Graphics for skating classes, rentals, and passes were included on the Glencoe Park District website and television screens. Information for the season was updated on the website to reflect special events, pricing, and rental possibilities.

In addition to the Park District's general presence on Facebook, Twitter, Pinterest, Instagram, YouTube, and LinkedIn, Watts Ice Center has a Facebook page. Information was shared on both the general social media pages, as well as the specific page, including short videos and photos. We also purchased ads on several seasonal landing pages for the Chicago North Shore Visitor's Bureau, directing interested people to our website.

Events were also shared on local media calendars, including the Glencoe Anchor, Glencoe News, and Chicago North Shore Visitors Bureau. Reporters also attended several special events (Black Ice Friday, Watts Below Zero, Teen Skate Night, etc.).

The end of the season was communicated using the District's Rainout Line, which allows us to post messages quickly on the website and social media. It was also shared in an email blast to residents.



## Facility Upkeep & Improvements

### ***Facility Repairs***

This season, the Parks & Maintenance Department continued to place a strong emphasis on the appearance of the Watts facility. The installation of new lights took place in the hallway leading into the facility. New LED fixtures were installed outside, to replace aging inefficient exterior building lighting. The first floor and classrooms received a new coat of paint. The replacement of rusted drain pipes in one of the restrooms was necessary. Staff buffed all the boards and repainted blue and red lines, the broken and cracked glass got replaced.

### ***Refrigeration Repairs***

Multiple preventative repairs were necessary to the refrigeration system to maintain optimal playing conditions. In a preventative manner, refrigeration valves required changing on two of three compressors. Including replacing pipe, valves and several control components. Several repairs were made to the cooling tower itself before the season to minimize the risk of break down. By replacing the components, all three compressors continued to function throughout the entire season.



### ***Cooling Floor Issues***

The completion of a thorough diagnostic took place in the fall and winter of 2017. Based on pressure testing and finally, an acoustic leak test the location of the leak was determined, thus allowing for the next steps in fixing the floor. During the fall of 2018 the cooling floor was repaired by a partnership of Glencoe Park District staff, RMC staff and an expert from a rink construction company. By cutting the concrete cooling floor, staff accessed the broken coolant lines and connected new lines. In all, over 20 pipe sections got replaced. The work was labor intensive taking two weeks. The internal management and labor related to this project is a pride point for Parks Department staff.

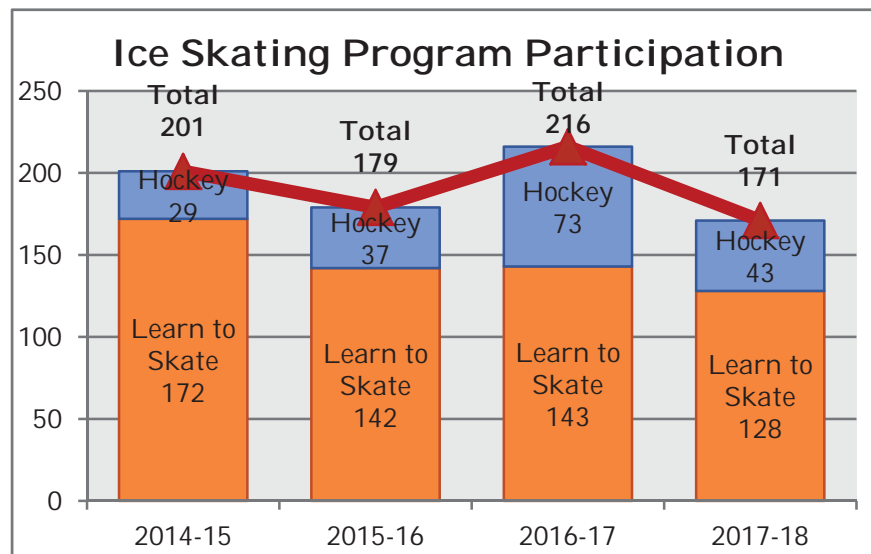
### ***Facility Improvement***

The facility was closed for two weeks in August after camps to accommodate the replacement of the rubber flooring. The counter at the coffee nook received an upgrade. The fireplace room received new blinds. An automatic door opener was added to one exterior restroom to ensure that a heated private bathroom was available to park users seven days a week from early morning until dusk.

## On-Ice Programming

There are a wide variety of programming opportunities available both on and off the ice at the Watts Ice Center. On the ice, figure skating and hockey lessons are available for novice and intermediate youth skaters and hockey players as well as adults. The Watts skating program follows The United States Figure Skating Association (USFS) class offerings and curriculum. Watts Ice Center offers USFS levels for skaters ages 3-14 and adults. The programs range from introductory classes to classes for those with intermediate skating experience. Classes are divided into progressive levels allowing children to learn the fundamentals of skating with peers who have similar skating abilities.

In the event that a group of skaters were unable to attend the lessons offered at their level, instructors and rink management provided a personal experience allowing them to set up a separate lesson at a day and time that worked with their schedule. Pricing for



personalized group lessons is similar to traditional classes with a minimum of 6 students. Staff ran two custom classes during the season and sees a trend in more custom class offerings in the future.

The Belugas class from Children's Circle skated at Watts two times this season. They brought 20 students for a learn-to-skate experience that

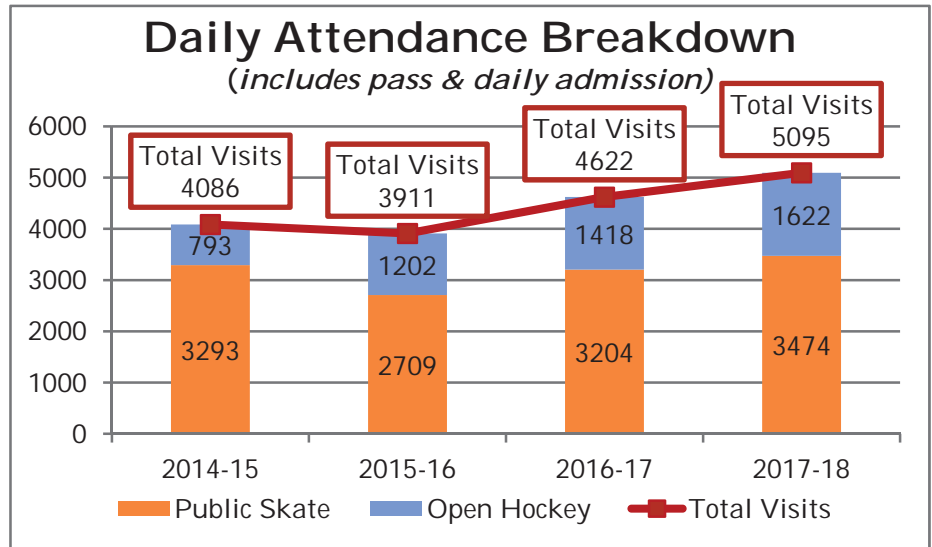
was very popular with the preschoolers and parents. The PM Kid's club program skated during weekday public skate two days per week throughout the season. Throughout the season over 80 students participated in public skate. Many of the skaters also enrolled in skating lessons and visited for public skate throughout the season.

Watts Ice Center also offers basic hockey classes through partnering with the Minor Hawks program. Classes begin at age three and go up through adult beginner classes for ages 14 and up. The Minor Hawks program offers both learn to skate and beginner hockey classes. These classes set the foundation of learning to play the game and the basic fundamentals associated with hockey. In addition, intermediate and advanced classes are offered to teach young players teamwork, game play, and rules through cross-ice practices and innovative drills. New Hockey Director, Alex Alessi, has brought an exciting new outlook on the program. We are eager to introduce new hockey related programming in the 2018-19 season.

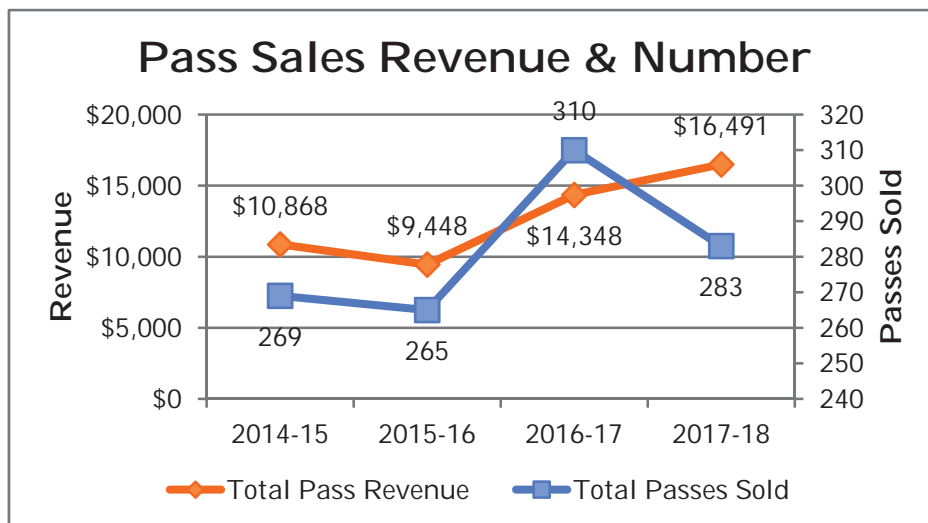
This season saw a dip in participation of the Glencoe Park District Hockey program. Both revenue and participation was lower than the previous two seasons. Revenue decreased to \$4,125 from \$5,885 in 2016-17. Participation numbers were 43 compared to 73 in the previous year. The Blackhawk Intermission Skate is believe to have influenced the lower enrollment figures. Staff is exploring new hockey programming for the 2018-19 season.

### Public Skate & Open Hockey

Public Skate and Open Hockey are the most popular programs offered on our Watts Ice Rinks. For a complete weekly schedule of drop in program times, please see Appendix A. Public Skate offers unstructured skating time where members of the community can enjoy skating in the outdoors on the main or studio rink. Skaters can purchase a season pass for \$62 (plus \$29 per additional family member) from November 1-21 or \$78 (plus \$34 per additional family member) from November 22 – February 28. If skaters don't purchase a season pass the daily admission fee is \$8 for adults and \$6 for kids. Public Skate is staffed by skate guards as well as a front desk attendant who issues rental skates for a cost of \$4. Public Skate revenue followed the same trend as last year with an increase in daily attendance



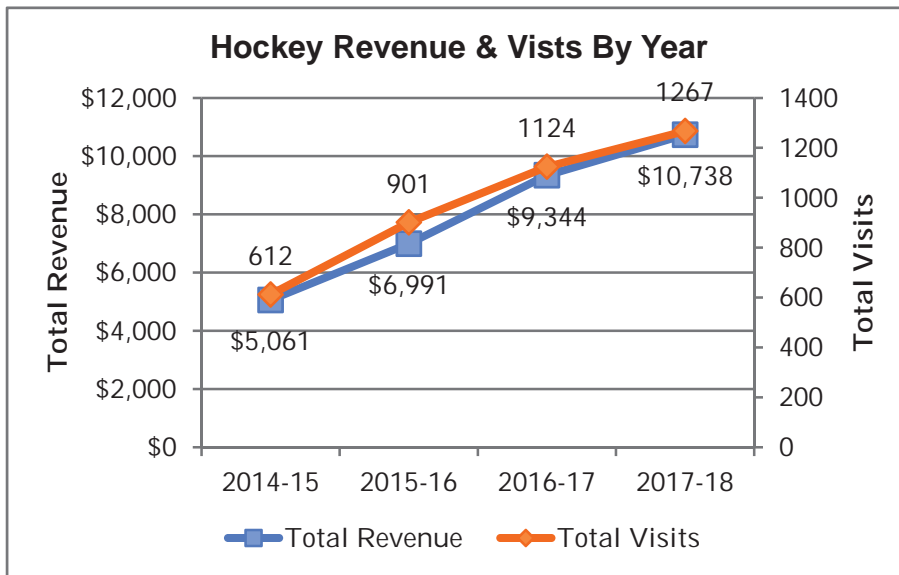
during the 2017-18 year. The number of season passes sold was slightly lower than 2016-17, but still higher than the previous two years prior. Due to the new Combo Hockey/ Public Skate pass offered in 2017-18, revenue was able to increase despite less passes sold. Staff will be examining ways to increase



both pass sales and daily revenue for Public Skate moving forward.

both pass sales and daily revenue for Public Skate moving forward.

Drop in hockey programs at Watts Recreation Center has taken on many different forms and has grown in success over the past few years. Open Hockey allows players of varying age groups to hit the ice and either partake in a scrimmage game or practice skills in an unstructured environment. Helmets and sticks are required for all hockey players and additional pucks, laces, and tape are also sold at the front desk. Players can either purchase a 10-punch pass for \$67 or pay the daily admission fee of \$8. Watts also offered Adult Scrub, which is a pickup game for 30+ year olds every Sunday morning (max: 24 people). The 2017-18 rink season offered almost 40 hours of drop in hockey during a regularly scheduled week and 36 hours of Public Skate each week.



The trends for drop in hockey show an increase in revenue and usage year after year. A large part of the increase this year was a focus on revenue collection. Front desk staff took a firm approach to ensure everyone on the ice had paid admission to skate. Staff will continue to look for ways to encourage growth in

this area. While adding more time for drop in hockey may or may not be possible, the ability to open up current sessions for a wider variety of ages might continue usage and revenue trends in the upward direction.

### Private Ice Rentals

Watts Recreation Center is available for private ice rink use in addition to Glencoe Park District run programs and ice slots. The chart below indicates pricing of the ice rink in the 2017-18 season.

	Residents	Nonresidents
<b>Main Rink</b>	\$268	\$294
<b>Studio Rink</b>	\$160	\$175

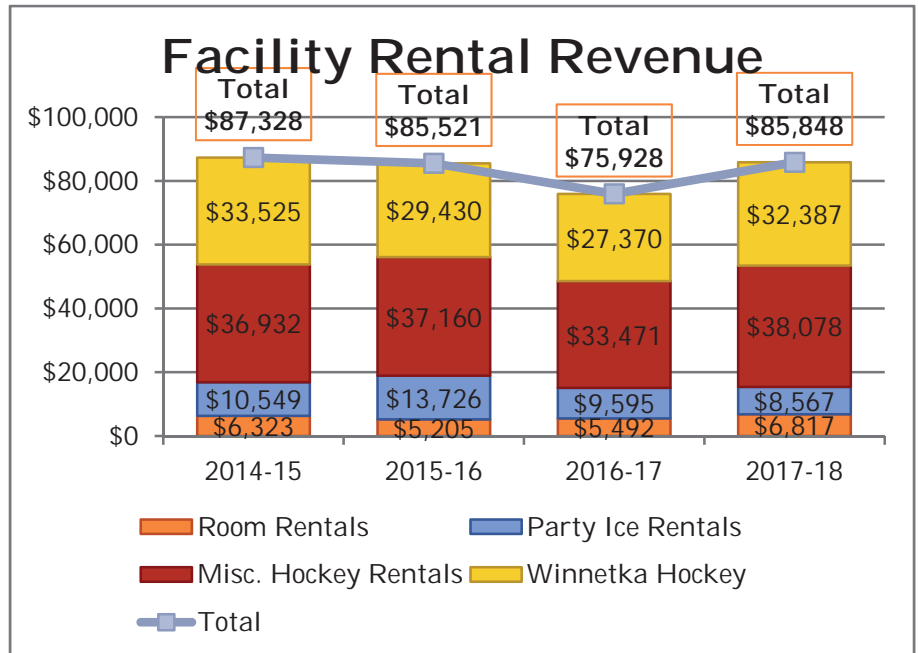
*\*Consistent weekly renters receive a discounted price of \$242 for the main rink.*

There are a number of rental groups that use the facility on a consistent basis. The largest rental group is the Winnetka Hockey Club, who uses the ice for overflow games and practice times for their teams outside of their home rink. Other hockey organizations that rent ice include Glass Hockey, Wilmette Cougars, Harrison/Talbot



Hockey, and Kelly Hockey. In addition to hockey club rentals, Watts books private rentals. Consistent groups rent the rink week after week to play pick-up hockey games with friends. Private rentals also come in the form of one-time rentals for special events, private parties, or pick-up hockey groups. Additional amenities such as a Wattson visit (\$35/hour) and broomball equipment rental (\$25) are also offered. Renters may choose to rent the entire facility (\$2000) or purchase a party package (\$283/309 R/NR) that includes one hour on the studio rink and 2 hours in the rec room. The recreation room is available for private rentals. The room rents for \$83/hour with the option for liquor liability to be purchased for an additional charge of \$175 and kitchen use for \$25.

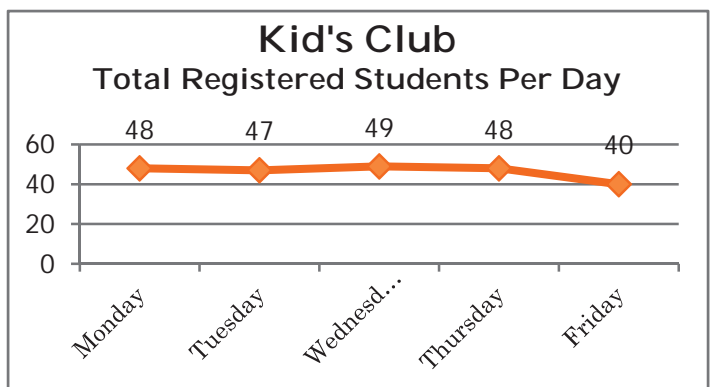
The current ice rental trend has stayed pretty even, both in hours rented and revenue collected. The only difference was seen in 2016-17 due to the challenging weather conditions and early closure. Additionally, Winnetka continues to scale back their rental hours due to a recently added outdoor ice sheet installed in that community. Staff is looking for ways to offset this loss in revenue either through finding new renters to purchase unfilled ice or develop in-house programming to ensure ice is scheduled and used efficiently. Staff is looking at expanding hockey, broomball, and scrub hockey options for the 2018-19 season to improve ice utilization.



### Non-Ice Program Usage

#### *Kid's Club*

In fall, winter, and spring, the programming room is booked with our before and after school care Kid's Club program which runs from 7:00-9:00am in the mornings and 3:00-6:30pm in the evenings. This is the second year the program has been housed in the Watts program room and proximity to South School has increased participation. In its current configuration, the maximum number of participants per day is 40 students. There are 46 total students enrolled in PM care and 14 in AM care. Program Manager Stephani Briskman supervises this growing program. Facility and programming staff are continually exploring ways for this program to accommodate additional participants.



### Youth & Teen Programming

The multipurpose recreation room, which has ballet bars and mirrors, houses a number of programs including Hip Hop Dance, Beginning Ballet, and Little Footlighters. There are currently 97 participants in five different classes.

Winter 2018	
Hip Hop Dance (Monday)	16
Beginning Ballet (Tuesday)	20
Junior Improv (Tuesday)	8
Little Footlighters (Wednesday)	11
Little Footlighters (Thursday)	20
Hip Hop Dance (Friday)	22
<b>Total Participants</b>	<b>97</b>

### Summer Camps

In the summer months, Watts is home to the Action Quest camp that serves participants in grades 6-8. In the summer of 2017, 78 unique campers registered for various weeks of camp during the 8-week program.

Summer 2017	
Weeks 1 & 2	41
Weeks 3 & 4	40
Weeks 5 & 6	41
Weeks 7 & 8	32
<b>Total Participants</b>	<b>154</b>

### Special Events

The Watts Recreation Center is home to a number of special events during the ice rink season. Special events are designed to build community through engagement in family friendly activities. Below is a short description of some of the special events enjoyed during the 2017-18 season.

Event	Date	2017-18 Attendance	2016-17 Attendance
<b>Black Ice Friday</b>	November 24	~200	~200
<b>Teen Ice Night</b>	December 8	101	Not Offered
<b>Watts Below Zero</b>	January 15	~300	~250
<b>Teen Ice Night</b>	February 2	86	67
<b>Skate Night Date Night</b>	February 18	Canceled	Not Offered

- **Black Ice Friday** (November 24) – This Black Friday event was a well-attended celebration of Watts season opening. Many attended the free event which included open skate, broomball on the main rink, and open shoot on the studio rink. Staff handed out glow necklaces, glow eye glasses, and glow bracelets to patrons who attended.
- **Watts Below Zero** (January 15) – The signature special event at Watts featured ice sculpting, ice painting, and sledding. This year's "Watts Below Zero" was well attended in part due to winter snowy conditions. Families enjoyed carnival games, turkey bowling on the practice rink, public skate on the main rink, face painting, deejay, popcorn, cotton candy, and a visit from Tommy Hawk, the Chicago Blackhawks mascot.
- **Teen Ice Nights** (December 8 and February 2) – A popular evening out for teens in Glencoe featuring pizza, hot chocolate, s'mores by the fire, games, and ice skating. Attendance was overwhelming for both nights compared to last season. The Park District partners with Glencoe Junior High Project for these special teen nights. Fewer teens attended the Feb event due to cold temperatures.

## Patron & Participant Feedback

At the end of each season, staff asks rink users for their feedback about their experience at the facility. This data is gathered through an email sent out to rink users including renters, pass holders, and program participants. Users are asked to click a link which takes them to an online survey through the use of the SurveyMonkey. Below is some of the feedback received from the member survey:

“The staff and managers are most wonderful! Extremely responsive, attentive and supportive. They are our kind of friendly people. They make us feel welcome.”

“Everyone is super friendly and helpful. It’s like seeing friends when we visit. They seem to care and understand what we need and provided great support and encouragement which we really appreciate.”

“Alex Alessi in particular has been a wonderful person to have at Watts. He is courteous, responsive and caring. He is always there to help us with any questions. We look forward to seeing him each time we go; we hope to see him there every morning in the week. Other staff managers Adam, Anne, Ashton are all friendly people, we really enjoy seeing them. We just hope you would continue to do a good job keeping up the place, and please consider opening earlier in the morning for public skating so that we can maximize our practice and enjoyment. This is the very first season we learned to skate. Watts has given us the most wonderful, amazing experience. We want to thank all of you for making it possible!!!!!! See you very soon” - Mabel & Reynold Tung

## Budget & Future Planning

The charts on the previous pages show key budget information including historical data related to the Watts Recreation Center. The Watts Recreation Center has shown a history as being an “operating at a loss” facility. Staff will continue to seek ways to increase revenues and limit expenses. One financial point of note is that even with a large number of closed facility days, Watts still finished with less of a deficit than was budgeted.

Staff will continue to make adjustments to skating and hockey programs to find opportunity for growth through current offerings and new ideas. Hockey and Broomball programming appears to be a large potential area for growth. In addition to reviewing programming, a continued effort will be made to streamline the current ice schedule. Staff will look to package ice usage more efficiently as well as to look for more consistent weekly ice renters, which translates to a more reliable source of revenue. Because of the high cost of maintaining an outdoor ice rink, a well-organized and high use ice schedule will help to offset loss in this operation.

In an effort to limit expenses, staff will continue to evaluate staffing levels and ensure the facility is operated appropriately for the usage at particular times. Unfortunately, the largest amount of expense related to Watts is the cost to maintain the ice. The Parks and Facilities team continues to take a very proactive approach to maintaining ice and mechanical equipment to minimize the amount of days the facility is closed.

## Appendix A: Weekly Drop-In Schedule

**Watts Public & Open Hockey Daily Schedule**

<b>Main Rink</b>		
<b>Public Skate</b>	Monday-Friday	11:00AM-12:30PM
	Monday-Thursday	2:30-5:15PM
	Friday	11:00AM-2:15PM 5:30-7:30PM
	Saturday & Sunday	1:30-4:30PM
	<b>Adult Scrub Hockey</b>	Saturday
	Sunday	8:45-10:15AM

<b>Studio Rink</b>		
<b>Public Skate</b>	Monday-Friday	1:00-2:45PM
	Friday	6:00-7:30PM
<b>Open Hockey Age 10 &amp; Under</b>	Monday & Thursday	3:00-4:15PM
	Sunday	1:30-3:00PM
<b>Open Hockey Age 11-14</b>	Monday & Thursday	4:15-5:45PM
	Sunday	1:30-3:00PM
<b>Open Hockey Age 15-18</b>	Monday & Thursday	6:00-7:30PM
	Sunday	5:30-6:45PM
<b>Open Hockey All Ages</b>	Monday, Tuesday, Thursday	7:30-9:30PM
	Saturday	2:15-3:15PM 4:30-6:00PM
	Sunday	8:30-9:30PM
<b>Adult Scrub Hockey</b>	Sunday	7:00-8:15PM
	Wednesday	8:30-9:45PM
<b>Open Broomball</b>	Saturday	7:15-8:30PM
	Sunday	7:00-8:15PM
	Wednesday	7:15-8:15PM

## Appendix B - Ice Rink Operational Data

- The facility season ran from November 24, 2017 through February 28, 2018, but due to unseasonably warm weather the facility officially closed February 27, 2018.
- The facility was open as indicated by the daily schedule at 11:00am on weekdays, 8:00am on Saturday and Sunday or earlier for a rental. Closing time was 9:30pm Sunday through Thursday and 10:00pm Friday and Saturday or at the discretion of the facility manager.
- Special Holiday Hours: The rink was closed at 6:00pm on Christmas Eve and was closed on Christmas Day. The rink was closed at 5:30pm on New Year's Eve and closed on New Year's Day.
- Outdoor lighting was shut off at 9:30pm Sunday through Thursday and at 10:30pm on Friday and Saturday.
- The rink was closed on the following days and for the following reasons this season.

<b>Date</b>	<b>All Day or Partial</b>	<b>Reason For Closure</b>
<b>12/4</b>	Partial	Heavy Rain/Warm Temperatures
<b>1/11</b>	Partial	Heavy Rain
<b>2/9</b>	Partial	Heavy Snow
<b>2/11</b>	Partial	Heavy Snow
<b>2/19</b>	Partial	Heavy Rain
<b>2/20</b>	Partial	Heavy Rain
<b>2/25</b>	Partial	Warm Temperatures
<b>2/26</b>	Partial	Warm Temperatures
<b>2/27-2/28</b>	All Day	Closed for the Season Early Due to High Temperatures

## Appendix C – Ice Rink Pricing &amp; Comparisons

***Watts Ice Rinks Pricing History & Information***

Open Skate Fees	2014-15	2015-16	2016-17	2017-18
Adults (18 years & up)	\$7	\$8	\$8	\$8
Children (4 years & up)	\$5	\$5	\$5	\$6
Skate Rental	\$4	\$4	\$4	\$4

Ice Rental Rates Hourly	2014-15 R/NR	2015-16 R/NR	2016-17 R/NR	2017-2018 R/NR
Main Rink	\$230/\$265	\$253/\$278	\$260/\$285	\$268/\$294
Studio Rink	\$145/\$160	\$150/\$165	\$155/\$170	\$160/\$175

Season Pass Fees	Early Bird (through 11/21)	Regular (as of 11/22)
Individual	\$62	\$78
Each Additional Family Member	\$29	\$34

***Watts Ice Rinks Comparative Pricing Information*****Open Skate Daily Fee Comparison**

Rink	Adult	Child	Skate Rental
Watts Ice Rinks Glencoe	\$8	\$6	\$4
Centennial Ice Rink Wilmette	\$8.75	\$7.75	\$4.50
Centennial Ice Rink Highland Park	\$6	\$5	\$3
Winnetka Ice Arena Winnetka	\$7.50	\$6.50	\$4
Skokie Skatium Skokie	\$5.50	\$4.50	\$3

**Weekly Open Hockey and Public Skate Hours Comparison**

Rink	Location	Public Skate	Open Hockey
Winnetka Ice Arena	Winnetka	9.75	Not Offered
Centennial Ice Rink	Highland Park	16.5	Not Offered
Skokie Skatium	Skokie	15.75	4.5
Centennial Ice Rink	Wilmette	17.5	Not Offered
Watts Ice Rinks	Glencoe	36	42

### Pass Fee Comparison

Rink	Individual	Additional Family Member
<b>Watts Ice Rinks Glencoe</b>	\$62	\$29
<b>Centennial Ice Rink Wilmette</b>	\$90/\$120	\$16/\$28
<b>Centennial Ice Rink Highland Park</b>	\$70 (10 use punch card)	\$70 (10 use punch card)
<b>Winnetka Ice Arena Winnetka</b>	\$93 (30 use punch card)	\$38 (10 use punch card)
<b>Skokie Skatium Skokie</b>	\$85/\$107 (R/NR adult)	\$25/\$31 (R/NR)

### Ice Rental Fee Comparison

Rink	Main Rink	Studio Rink
<b>Watts Ice Rinks Glencoe</b>	\$268/294	\$160/\$175
<b>Centennial Ice Rink Wilmette</b>	\$360	\$165
<b>Centennial Ice Rink Highland Park</b>	\$300	Not Available
<b>Winnetka Ice Arena Winnetka</b>	\$315	Not Available
<b>Skokie Skatium Skokie</b>	\$340	\$160

- Permits for alcohol use were available with an additional cost for liquor liability at \$175.
- A kitchen facility rental was available for a \$25 fee per hour.
- Broomball equipment rental was available for \$25 per hour.
- Room and party rentals included all setup and cleanup time the patron needed. Any extended rentals, equipment use, and rentals remaining past the ending time of the contract or requiring additional clean-up costs were charged at a rate of \$50 per hour.

# **IX. Staff Reports**

Glencoe Park District  
April 2018 Board Meeting



**Glencoe Park District  
Business Department Report  
April 2018**

**FY2018/19 Budget and Appropriation Ordinance (BAO)**

Staff has prepared the FY2018/19 Budget and Appropriation Ordinance (BAO), had it reviewed by legal counsel, and has put it on public display since March 15 for the required 30-day public inspection period. The BAO is scheduled to be officially approved by the Board of Park Commissioners at the regular Board meeting on April 17 following the public hearing, and will be filed at the County Clerk's Office within the required legal timeline.

**FY2017/18 Annual Audit**

The District's auditors, Lauterbach & Amen, were at our offices on March 13 to complete their preliminary fieldwork for our annual audit. Staff has been busy preparing the numerous audit schedules and information that is required for their analysis. They will return to our offices on April 30 to complete their final fieldwork, and their first draft of the audit report is expected in late May.

**Beach Pass Renewals**

With the receipt of the spring brochure, the sale of beach passes began on March 14. This will be the first year that last year's pass holders can renew online! New procedures were implemented last year to allow for the sale of a universal pass, which is barcoded and is part of our RecTrac registration system, as compared to the plastic beach tokens that were used in previous years. Photos continue to be required for all family members. This process was part of a total technology upgrade for the Beach in 2017 that allowed the District to control use of passes solely to the individual/family that it was purchased by, added POS capabilities at the halfway house, which included acceptance of credit cards as a form of payment, and allowed the District to capture beach attendance electronically.

**New Assetmaxx System**

As part of the annual audit process, all capitalized assets from FY17/18 must be added to the District's fixed asset management system, Assetmaxx. This system is utilized by PDRMA for determining property covered for insurance purposes, and is also utilized to track fixed assets for our own general ledger purposes. The system was converted to a new platform on January 8, so there is definitely a learning curve this year in utilizing the new system.

**Thank You**

I would personally like to thank all of my co-workers for their support in the past five weeks as I have been with my Mom and family in Michigan. I would especially like to thank Liz Stowick, who has been invaluable to me in keeping things running in the Business Office which has allowed me to be with my Mom as much as I have been able to.

Submitted by:  
Carol Mensinger  
Director of Finance/Human Resources

**Glencoe Park District  
Recreation and Facilities Department  
April 2018**

**Recreation Department Report: Bobby Collins**

Beach passes are now on sale. New this year, we implemented an online renewal option for season pass holders. The online renewal option has proven very popular so far. As of April 4, 63 of 85 registrants or 74% of pass renewals have come from the online option. Passes are on track with last year showing slightly higher revenue.

Staff hiring has also been at the forefront for most of the recreation team. This summer, the part-time seasonal recreation staff will be over 100 employees strong including beach staff, lifeguards, boat staff, early childhood camp counselors, Sun Fun camp counselors, and teen camp counselors. In addition, staff continues to look for Children's Circle teachers to increase coverage in that area. After hiring, full-time staff will complete a robust seasonal training program to prepare new hires for their jobs this summer.

Additionally, the Recreation Department is seeking a summer intern, studying in the field of recreation administration or another related field of study. The ideal candidate should be looking to contribute to Glencoe Park District while continuing to expand their knowledge through real world experiences and mentoring from our professional staff.

**Beach: Matt Walker**

Preparations for the 2018 summer beach and boating season are well underway. Matt is in the process of reviewing and rehiring 2017 seasonal beach staff, as well as interviewing and hiring new team members.

The Boat House will officially open for weekend boating on May 12. Matt and seasonal staff will be onsite to assist boaters. Boaters received their seasonal boat registrations in mid-March and there has been a steady stream of renewals coming in. Our Parks Department has been hard at work on the beach in anticipation of the upcoming season. They have built and installed 66 new boat/kayak racks and have a great head start on the 112 new personal lockers on the north boating beach.

Boater registrations are strong compared to the same date in 2017. This is due to the improved online registrations system and encouraging earlier sign up. We expect storage fees to level off and hit the budget target of \$77,000 compared to \$83,121 in 2017. We budgeted a decrease in 2018 storage due to the reduced amount of sand space, a result of the higher water level.

The Beach House will officially open on Saturday, May 26 for the season. Our Sailing and Aquatics Camps are showing to be very popular as well, with multiple sessions fully booked and waitlisted in each camp. In anticipation of the camps popularity and need to grow our fleet, we have purchased one new Hobie Getaway sailboat, two new Quba sailboats and a new Milpro Zodiac powerboat. These new assets will be used in both camps daily activities and for daily beach operations.

<b>Revenue (as of 4/4)</b>	<b>2018</b>	<b>2017</b>	<b>Variance</b>
Summer Boat Storage	\$29,284.00	\$11,044.00	\$18,240.00
Trellis Rentals	\$ 1,235.00	\$ 1,658.00	\$ (423.00)
Beach Passes	\$ 2,549.00	\$ 2,140.00	\$ 409.00
Sailing Camp	\$22,788.00	\$ 7,480.00	\$15,308.00
Aquatics Camp	\$27,553.00	\$ 8,471.00	\$19,082.00
<b>Total Revenue</b>	<b>\$83,409.00</b>	<b>\$30,793.00</b>	<b>\$52,616.00</b>

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

Children's Circle enrollment is currently at 63 children.

<b>Room</b>	<b>Enrolled</b>	<b>Notes</b>	<b>Waitlist*</b>
Jellyfish	12	Three starting this month	15
Frogs	15	Will gain two from Jellyfish at beginning of the month	13
Starfish	16	Will gain two from Frogs next month	9
Beluga	20	Full for the entire school year	5

\*We typically add three to five children to the waitlist each month.

Our enrollment is consistently high and we foresee continued full enrollment into fall 2018 as we have 42 children on the waitlist. Naomi and Jessica are working on ways to help accommodate the long children's circle waitlist.

Early Learning Center registration for the 2018-2019 is now available. We gained 3 new enrollments in the past month, but enrollment continues to trend lower as parents look for full day options.

<b>ELC Enrollment as of 4/3</b>	<b>2018-2019</b>	<b>2017-2018</b>
2's classes	9	17
3's classes	16	25
4's classes	25	39
<b>Total</b>	<b>50</b>	<b>81</b>

Registration also began for Little Bears and Kinder Korner camps on December 6, 2017. As of April 3, 2018, the enrollment for this summer is listed below:

<b>Teddies (10 max)</b>	<b>Pandas (32 max) Added 2<sup>nd</sup> group</b>	<b>Koalas (40 max)</b>	<b>Kinder Korner (60 max) Added 3<sup>rd</sup> group</b>
MWF-3 enrolled (7 spots left)	MWF-16 enrolled (Full)	38 enrolled (2 spots left)	53 enrolled (7 spots left)
T/Th-0 enrolled (10 spots left)	5 Day-16 enrolled (Full)		

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

House league basketball had their end of season parties. Players, coaches, and parents were able to join us for open gym, watching NCAA conference tournament games and donuts/coffee in the morning and pizza/soft drinks in the afternoon. It was a great way to end a fun season.

Chris had several meetings with Glencoe Baseball Association, AYSO, and District 35 to communicate needs for field space and scheduling. Chris also entered all usage of GPD and shared spaces in to RecTrac to track annual usage and improve scheduling.

Camp enrollment is currently lower for Action Quest but higher for CIT, when compared to 2017. After campers have participated in Action Quest for multiple summers, many are moving to either our CIT program or to sleep away camps. Staff will continue to monitor enrollment and has emailed past participants to encourage signups.

<b>CIT as of 4/1</b>	<b>2018</b>	<b>2017</b>
8 Weeks – Full	6	2
8 Weeks - Half	12	14
4 Weeks - Full	1	0
4 Weeks - Half	4	2
<b>Total</b>	<b>23</b>	<b>18</b>

<b>Action Quest as of 4/1</b>	<b>2018</b>	<b>2017</b>
8 Weeks	10	16
4 Weeks	10	15
3 Weeks	1	2
2 Weeks	13	13
<b>Total</b>	<b>34</b>	<b>46</b>

### **Arts and Youth: Stephani Briskman**

The School Day Off program celebrated spring break the week of March 26-30. Participants visited Libertyville Sports Complex, Pump It Up, Arctic Splash, Laser Quest, and Funtopia. Total enrollment was in line with 2017.

<b>Spring Break Camp as of 4/4/18</b>	<b>2018</b>	<b>2017</b>
Monday	19	30
Tuesday	23	25
Wednesday	20	18
Thursday	20	17
Friday	20	11
<b>Total</b>	<b>102</b>	<b>101</b>

Registration for Sun Fun and Camp Adventure 2017 continues! Enrollment is stronger than last summer. Sun Fun and Camp Adventure has a very busy summer planned with many new and popular field trips and activities.

<b>Sun Fun Enrollment as of 4/4/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	91	34	34
2017	74	29	19
<b>Camp Adventure Enrollment as of 4/4/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	28	27	15
2017	25	22	16

Broadway Bound continues to prepare for their spring show. This year participants will be performing Peter Pan. Tickets went on sale April 4, 2018 at 7:00 am. Below are opening day ticket sales:

<b>Peter Pan as of 4/4/18</b>	<b>Tickets</b>	<b>Money collected</b>
6/2 @ 11:00a	214	\$2,782
6/2 @ 2:30p	189	\$2,457
6/3 @ 2:30p	174	\$2,262
6/3 @ 5:00p	181	\$2,353
<b>Total</b>	<b>758</b>	<b>\$9,854</b>

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

The Spring Egg Hunt was a huge hit. This year’s event took place at Takiff Center due to the rain, wind, and cold temperatures. Attendees took home numerous eggs, enjoyed pictures with the Bunny & Gus the dog, as well as spring themed crafts. The event had staggered start times, which was a new initiative last year.

1-3 year olds    10:00am    Community Hall  
 4-5 year olds    10:15am    Gym (west)  
 6 & up            10:30am    Gym (east)  
 Dogs              10:45am    Gym (east)

<b>Special Event Attendance</b>	<b>2018</b>	<b>2017</b>
Mar 17 Leprechaun Hunt	52	Not offered
Mar 31 Spring Egg Hunt	~400	~350
April 6 PJ Movie Night	40	Not offered

Upcoming Spring events:

April 15 – Mother Son Date Night  
 April 27 – Earth Day Clean Up  
 May 4 – May the 4<sup>th</sup> Be With You  
 May 19 – Takiff Express Train Day

Registration for spring/summer programs has been strong. Several of the youth ceramics classes filled the first day of registration. Registration is still ongoing for adult art and teen spring programs.

<b>Spring 2018 Enrollment as of 4/5/18</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Adult Ceramics	26	15	14
Youth Ceramics	59	51	53
Teen Programs	3	10	10
Other Adult Programs	37	16	3
<b>Total</b>	<b>125</b>	<b>92</b>	<b>80</b>

**Takiff, Fitness, & Watts: Adam Wohl**

We have begun the process of renting space for birthday parties versus offering birthday party packages. This has been implemented and accepted well by those interested in having their birthday party at Takiff Center.

<b>Takiff Center Rental as of 3/31/18</b>	<b>2018</b>	<b>2017</b>
Facility Rentals	\$16,630	\$13,894

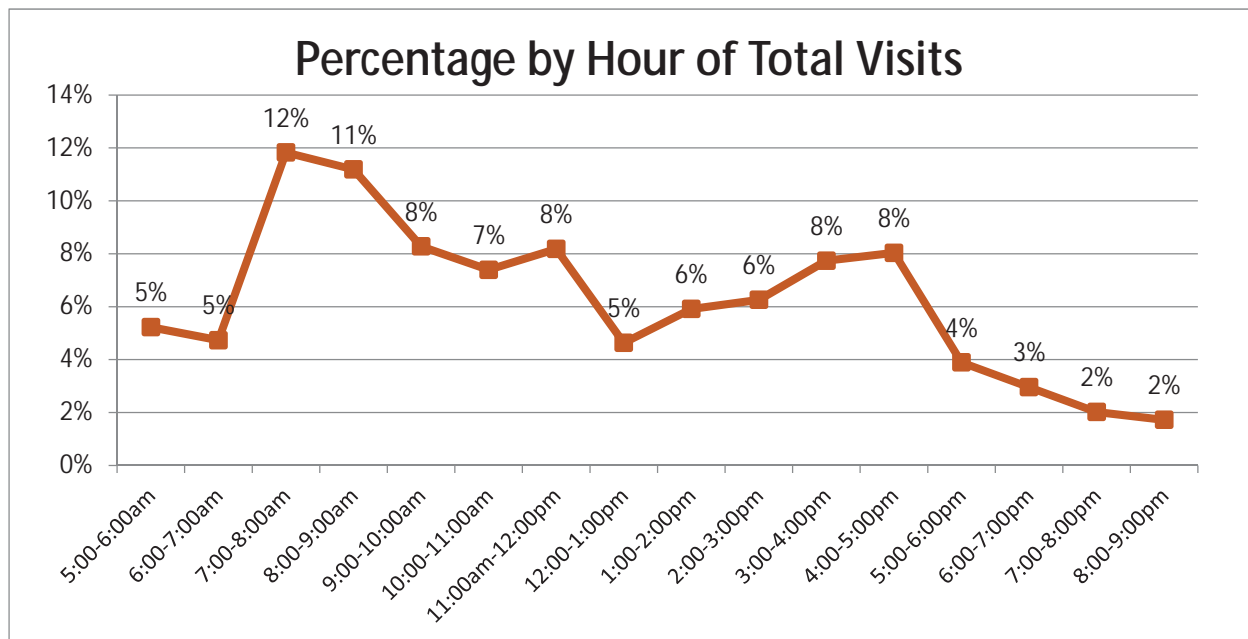
We will be expanding our partnership with Reach Yoga of Glencoe. We are hoping to roll out a 6-8 class per week schedule in May. This should help increase our usage in our fitness studios, but also provide an additional opportunity for fitness related classes.

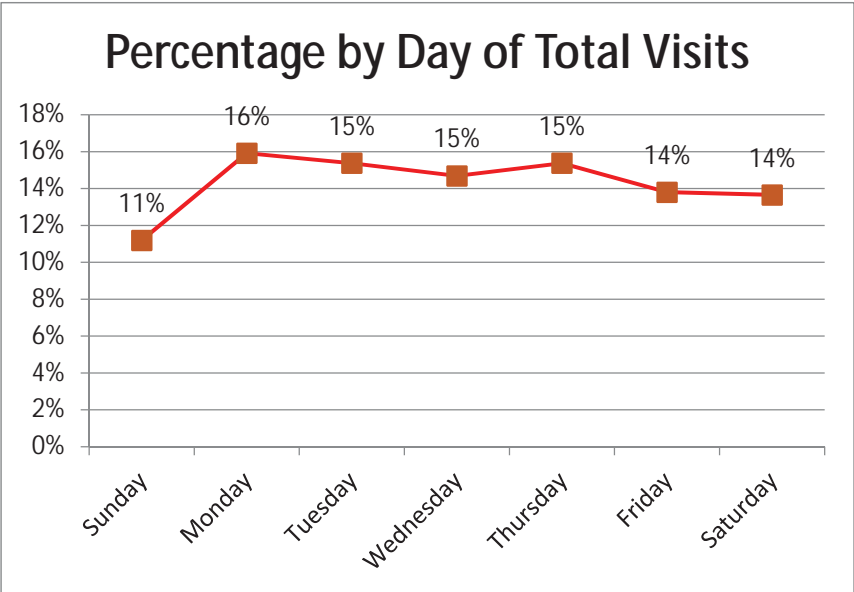
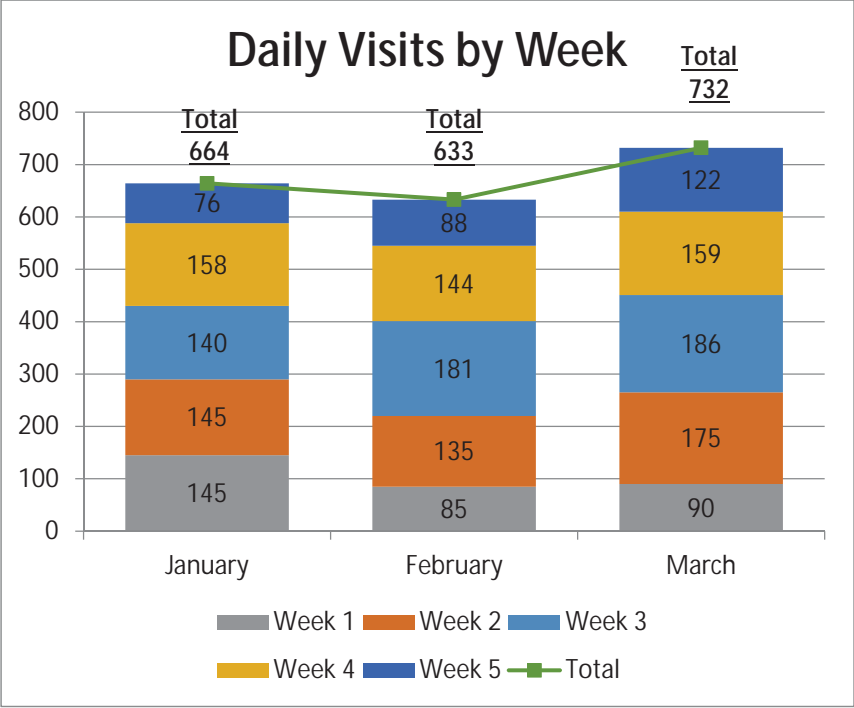
**Glencoe Fitness Center**

Glencoe Fitness continues to grow in membership. Staff are continuing to evaluate usage. We are beginning to offer a variety of challenges and events for members. During Spring Break, we offered a prize to any member who utilized specific equipment during that week. Currently, we are offering the Boston Marathon Challenge for members. We are posting the weekly leaderboard and the member with the highest total distance for the month will win a free beach pass.

<b>Fitness Membership as of 4/5/18</b>	<b>Fees</b>
169	\$45,560

<b>Daily Paid Visits</b>	<b># Visits</b>	<b>Revenue</b>
Resident Daily Fees	73	\$730
Nonresident Daily Fees	0	\$0
Employee Daily Fees	1	\$5





Submitted by:  
 Bobby Collins, Director of Recreation and Facilities

**Glencoe Park District  
Parks & Facilities Maintenance Report  
April 2018**

**Administrative**

I have continued to coordinate seasonal facility and park transitions. I have been continuing to coordinate the work that will take place at Takiff Center during the facility shut down in August. Additionally, I have been working with PDRMA on the loss control review process.

**Grounds/Horticulture**

With poor weather, the horticulture crew has continued to focus on pruning and preseason maintenance. This includes cutting down tall grass, treating buckthorn stumps, and pruning throughout the District.

Pizzo & Associates were out for the first stewardship visit of the season at Shelton Park. As you may remember we partnered with the Village and Friends of the Green Bay Trail to fund the maintenance of a shared area that has been overrun with undesirable plant material.

**Parks Maintenance & Construction**

Staff has been busy working on the Boating Beach. New kayak racks have been constructed and the patron lockers are nearly halfway done. Staff has fought poor weather conditions to keep this project moving forward.

In coordination with staff from the Village of Glencoe, a major invasive removal took place along the shared properties adjacent to Phil Thomas Playground. We are looking forward to the continued success of this project.

We have continued to contend with poor weather across our parks. Snow removal and salting has been necessary well into March.

**Facilities**

Seasonal beach preparations are in full swing on both beaches. In addition, a major preseason cleanup was performed at the boathouse.

Once the weather warms up we have a railing touch up scheduled.

**Athletic**

Athletic fields were prepared and ready for use April 2 to kick-off baseball and soccer seasons. We are waiting for grass to grow in before we reopen Reinsdorf Field.

**Equipment**

Staff has completed servicing the small engine equipment in preparation for the spring 2018 season. We have already taken delivery of the new Toro Dingo and Smithco Field Groomer. The new equipment was put to work immediately.



**Personnel**

Multiple staff members have renewed their pesticide applicator and operators licenses.

**Shared Services**

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

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report April 2018

### Social Media/Email

We ended the month of March with 20,375 Facebook impressions (in 2017, we ended the month with 39,312 impressions). We now have 1,438 followers on Facebook, 796 followers on Twitter, and 896 followers on Instagram. Glencoe Beach has 1,665 followers and Watts Ice Center has 185 followers on Facebook.

We sent out several targeted email blasts, primarily focused on special events and fitness programs. The starred emails (\*) utilized Constant Contact's new A/B Subject Line feature to ensure we are using most effective subject line. In lieu of email PDFs in your packet, links to each email are included below.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
3/30/18	Spring Egg Hunt Now at Takiff	5002	20%	1%	<a href="https://conta.cc/2GkBM1n">https://conta.cc/2GkBM1n</a>
3/23/18	Peter Pan (Monday Class)	47	57.4%	18.5%	<a href="http://conta.cc/2Gd1dkD">http://conta.cc/2Gd1dkD</a>
3/23/18	Peter Pan (Tuesday Class)	46	62.2%	10.7%	<a href="http://conta.cc/2Gck13F">http://conta.cc/2Gck13F</a>
3/14/18	The Magic Show*	552	29.2%	1.9%	<a href="http://conta.cc/2GxJsdO">http://conta.cc/2GxJsdO</a>
3/22/18	Spring Egg Hunt Reminder*	5011	23%	1%	<a href="http://conta.cc/2G3oO4a">http://conta.cc/2G3oO4a</a>
3/14/18	Preschool Dance Classes*	108	43%	2%	<a href="http://conta.cc/2Gvtpgu">http://conta.cc/2Gvtpgu</a>
3/21/18	Spring Break Challenge	127	39%	2%	<a href="http://conta.cc/2GMXPek">http://conta.cc/2GMXPek</a>
3/14/18	STEAM Camps*	786	43%	9%	<a href="http://conta.cc/2GuetyU">http://conta.cc/2GuetyU</a>
3/14/18	Spring Break Day Off Camps*	654	30%	4%	<a href="http://conta.cc/2FNwVSd">http://conta.cc/2FNwVSd</a>
3/14/18	Dance Recital Save the Date	124	55%	16%	<a href="http://conta.cc/2Gr162E">http://conta.cc/2Gr162E</a>
3/13/18	Leprechaun Reminder	530	36.8%	9.3%	<a href="http://conta.cc/2FJg6sp">http://conta.cc/2FJg6sp</a>
3/9/18	Family Fun Fest*	4967	23.9%	2.8%	<a href="http://conta.cc/2CJggEf">http://conta.cc/2CJggEf</a>
3/8/18	Spring Registration	4986	26%	10%	<a href="https://conta.cc/2FMMOJr">https://conta.cc/2FMMOJr</a>
3/5/18	Leprechaun Hunt	530	47%	10%	<a href="http://conta.cc/2FI6YUX">http://conta.cc/2FI6YUX</a>

### Special Events

I worked closely with our Recreation team to market Family Fun Fest, Leprechaun House Hunt, and our Spring Egg Hunt. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, and media pitches.

### Spring/Summer Programs

This month, I focused on Spring Registration, along with low-enrollment classes. These were promoted primarily online, with email blasts, social media posts, and website graphics. Pushes included spring break day off camp, STEAM camps, preschool dance classes, and magic class. In addition, I created publicity materials for the Spring Dance Recital and Broadway Bound's performance of *Peter Pan, Jr.*

**Inside Glencoe**

I am working with the Village, School District, and Family Service of Glencoe to produce the spring/summer issue of Inside Glencoe. The joint newsletter will be sent to residents the last week of April.

Submitted by:

Erin Maassen, Superintendent of Marketing and Communications

## **SAFETY COMMITTEE AND WELLNESS MEETING**

### Agenda and Minutes

Wednesday, March 21, 2018 / 11:00 a.m.

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

1. Call to order at 11:10 a.m.

Roll Call: Present: Carol Mensinger, Chris Leiner, Bobby Collins, Naomi Garvett, Liz Stowick, Adam Wohl, Liz Visteen, and Lorise Weil.

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from February 21, 2018 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for the month; there were approximately eight, plus one property loss.
4. Open Claims: The following property claims are open: The underground storage tank, pier railings, beach stairs, and one worker's comp claim.
5. Carry Over Items:
  - a) Since PDRMA needs to see our agency's entire training plan, **Chris** will distribute a "training matrix." Each manager will need to populate the matrix for their department, i.e., for every part-time and full-time staff member.
  - b) There will be continued Safety Training for staff this year. Details on the training will be provided at the next meeting.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis.
7. New Items:
  - a) The Safety Manual has been updated and will need to be reviewed, departmentally. Eighteen (18) hard copies will be made for our upcoming training session tomorrow.
8. Wellness Initiatives:
  - a) Liz S. distributed a list of the 2018 Wellness Ideas (as of 3/1/18). Please see the attached.
  - b) Liz S. reassured everyone that all Path Health Assessment information received is confidential; the only statistics PDRMA gets is aggregate or combined data.
  - c) Chris stated that he will follow-up with PDRMA with regard to displaying private art, and to understand the District's liability in case damage is done.
  - d) Lorise mentioned that the new copiers will be delivered on Thursday, March 29<sup>th</sup>. The big copier will temporarily be placed in the copy room, and the Admin copier will temporarily be placed outside the elevators (upstairs).
  - e) Chris said that Material Safety Data Sheets are now referred to as Safety Data Sheets.

Adjourn: 12:15 p.m.

**The next Safety and Wellness Committee Meeting is scheduled for Wednesday, April 18<sup>th</sup> at 11:00 a.m.**

2018 Wellness Ideas (as of 3/1/18)

- **GOAL: Apply for PDRMA \$1000 max grant money for implementation of wellness initiative**
  - Get ideas from committee (survey departments)
  - October is deadline
- Step challenges should have competition within departments (otherwise parks dept always wins)
- Different challenges in a month:
  - Plank challenge
  - Marching in place
- Win a day off as incentive
- Have walking meetings
- Daytime yoga class; foam roller class
- Incorporate the fitness center somehow?
- Offer things at park/off-site
  - Frisbee Golf days in spring/summer
  - Paddleboard/kayak @ beach
  - SPORTS! PICKLEBALL! Speedminton, volleyball/basketball, tennis, kickball, etc.
  - Ice skating @ Watts
  - Play on a playground
  - Walk a different park each week
- Offer things from 4:00 – 5:00 pm; 5:00 – 6:00 pm
  - With and without supervisors for different dynamics; smaller groups
- Set up daily/couple days a week/weekly walking days (on path behind Takiff)
- Wellness partnership opportunities:
  - Reach Yoga
  - Family Service meditation
- Remember mental wellness
  - Meditation
  - Tai chi
  - Arts/creativity
  - Stretching

**Present to Safety/Wellness Committee on 3/21/18 to get more input and help narrow our 2018 focus**

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

Glencoe Park District  
April 2018 Board Meeting

# **Glencoe Park District Executive Director's Report April 2018**

## **Glencoe Beach**

The Parks and Facilities team are already busy getting the Beach ready for the season. Beach passes are on sale and we have seen the majority of our renewals taking place online. In addition, I continue to service on the Illinois Sand Management Working Group where we are one of four communities on the Regional Demonstration Projects team for the Army Core of Engineers to consider nearshore placement of dredged material generated by the maintenance of Waukegan Harbor. The participating communities are Lake Bluff, North Chicago, Evanston, and Glencoe. Now that the weather is getting nicer, Altamanu and team will be resuming the Glencoe Beach and Bluff Restoration Feasibility Study.

## **On-Going Capital Projects**

**Old Elm, Vernon and Woodlawn Playgrounds:** The District received bids for the playground projects and are asking for approval at the Board meeting. Once the bids are approved, we will have a construction schedule and communicate that with the Board and community.

**Takiff Parking Phase 1:** Clauss Brothers is currently submitting soil samples for approval to Altamanu for the eventual installation in the new bioswales. Work is still suspended due to cold weather. Staff has been working as weather allows repairing and replacing sections of the backstop fencing.

**Takiff Parking Phase 2:** Staff will be executing a 60% design review with staff from Altamanu on Friday, April 2. We will flush out any questions and prepare the Board approved concept for legal bidding.

**Boating Beach:** Staff has completed the construction of the kayak racks and is currently working on the lockers and ramp. The locker foundations have been installed and the walls are going up this week, weather depending. The beaches have been graded this season and are so far holding up well.

**Green Bay Trail:** Working with the staff from the VoG, Glencoe Park District staff has finished the initial clear of the invasive plant material within the area between South Avenue and the Phil Thomas Playground along the Green Bay Trail. The initial removal and herbicide application was completed between Wednesday, March 18 and Monday, March 23.

## **Parks**

It is that time of the year when the weather suddenly turns nice and everyone is out and about. The Parks team has a detailed list of spring projects in which they prioritize depending on activity schedules. You will see our team preparing the Beach, athletic fields, mulching pathways, and planting flowers.

I saw on the news that March ranked fourth for most precipitation in history. This has resulted in pooling water at many of our parks. I would also like to make you aware that most of our parks have no drainage systems. Most parks are designed to retain water during heavy rains, in an effort to prevent neighboring basements or streets from flooding. In addition, the soil in Glencoe is clay-based and drains slower than you may see in other communities. As in the past, you will

see some pooling of water when we have a large amount of rain, as we have experienced in the last month.

### **Staff Updates**

We will once again be holding an All Staff Training on Thursday, May 31 from 6:30-8:00pm. More information on this training will be in the May report, please feel free to join us for some or all of the training. We have an excellent speaker this year!

Staff have been busy interviewing and hiring seasonal staff. As one of the largest employers of youth in our community, we take seriously our role in training our future leaders.

Full-time managers participated in a full day Excel Training course on Thursday, April 12.

### **Teacher Appreciation Week**

The week of April 16 is Teacher Appreciation week! I have to tell you that Glencoe Park District is very fortunate to have the most creative, caring, and enthusiastic teachers! A big thank you goes out to all of them for their dedication to the children of Glencoe. On April 20, the parents of ELC and Children Circle students are hosting a lunch for our wonderful teachers.

### **Programs and Special Events**

I had the opportunity to observe many programs and events during the last month. I continue to be impressed by how well attended our special events have been and how they have been embraced by the community. Our Pajama Movie Night, Family Fun Fest, Leprechaun Hunt and the Spring Egg Hunt were successes.

### **Watts Recreation Center Report**

Staff will be at the meeting to give the 2017-2018 Watts Recreation Center Report. A hard copy is included in your Board packet.

### **Committee Meetings**

On Tuesday, May 1, we will be having a Committee of the Whole meeting to discuss a number of items. Included will be strategic plan discussion, proposed expansion of Children Circle, and discussion of updated policies. Commissioner Brooks and I would also like to have continued discussion on the Old Green Bay Linear Parks and were wondering if we could hold the meeting on a Saturday morning, so that everyone's minds are fresh. Please bring your calendar and we can discuss.

### **NSSRA Shining Stars Awards and Recognition Banquet**

The NSSRA Shining Stars Awards and Recognition Banquet will be held on Friday, April 20. At this banquet, they take the time to honor the Adult Participant of the Year, Advocate of the Year, Family of the Year, Friend of the Year, Gator Athlete of the Year, Partner Agency of the Year, Program Staff of the Year, Volunteer of the Year, and Youth Participant of the Year. Bobby and I will be attending this year.



### **Meetings**

- Dudley, Lisa Brooks and I attended the joint “Coffee with the Boards” on Saturday, April 7. This event occurs every other month.
- On April 10, I meet with the Village Manager on a variety of topics.
- On April 13, I was a speaker at the IPRA Supervisor Symposium.
- On Tuesdays, I attend Glencoe Rotary and am currently the president of the club.
- On April 18 and 19, I will be attending the WILS annual meeting in California as the Illinois Board representative. There is no expense to the Glencoe Park District to attend this meeting. I will be leaving early April 18 and arriving back on a red-eye on April 19. I will be available by cell if you need me.

### **Freedom of Information Report**

There were two FOIA requests this month. On Monday, March 26 Ed Luberda requested apparel bid history, which was replied to on Tuesday, March 27. Also on Monday, March 26, Genesis requested the Konica Minolta winning bid; replied to on Tuesday, March 27.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director



*Providing for our neighbors in need during the Holiday Season*

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

Dear Lisa,

Thank you for the Park District's generous contribution to the 2017 Glencoe Community Holiday Drive. The collection box at the Takiff Center made an important contribution to this year's drive, enabling us to provide seventy-six local households with food, gifts, and gift cards during the holiday season.

Our community came together to make the 2017 drive a success, thanks to the generous response of people who live and work in Glencoe, along with Village of Glencoe administration and employees, the Glencoe Park District, the Glencoe Public Library, Glencoe Public Schools, the PTO, Family Service of Glencoe, local businesses, Glencoe organizations, faith communities, and hard working volunteers.

We are so grateful for the Park District's continued support of the Holiday Drive, and we especially appreciate the individual donations of food and toys made by Park District employees. Thanks to your help, our collection box at Takiff was refilled with donations several times during our six-week drive.

In a small community like Glencoe, each individual gift makes a huge impact on our ability to help our neighbors in need. We appreciate your ongoing enthusiasm and support, and look forward to your continued participation in the Glencoe Community Holiday Drive.

Congratulations for your help in making the 2017 Holiday Drive a huge success!

With sincere gratitude,

*Meggy Kimble*

*Lisa -  
we can't thank you  
enough for the help you  
all provide. And a  
special shout out to  
Lauren, who is such a  
great booster for the drive.*

## **XI. Action Item A**

# **Approval of One-Year Apparel Bid**

Glencoe Park District  
April 2018 Board Meeting



**To:** Board of Commissioners

April 5, 2018

**From:** Lisa Sheppard, Executive Director and Bobby Collins, Director of Recreation & Facilities

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**SUBJECT:** Annual Apparel Bid

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On April 2, 2018, bids for Glencoe Park District's FY2018/19 apparel needs were opened and recorded at 1:00pm. Seven bid packets were sent out to interested bidders. Two bids were submitted for consideration, but only one of the bids was correctly completed. American Outfitters bid was successfully completed and the only bid we considered, for an annual cost of \$21,772.75.

**American Outfitters**

Section A	Camp T-shirts	\$ 9,704.25
Section B	Watts T-shirts	\$ 1,042.65
Section C	Aquatic Apparel	\$ 1,705.40
Section D	Maintenance Apparel	\$ 1,192.35
Section E	Special Events Apparel	\$ 1,093.50
Section F	Admin Apparel	\$ 6,503.35
Section G	Backpacks	\$ 531.25
<b>Total Bid</b>		<b>\$21,772.75</b>

**Recommendation**

It is recommended to award the one year Apparel Bid for FY2018/19 to American Outfitters for an annual cost of \$21,772.75, based on their qualified bid, outstanding references, and past work they have completed for the District. Staff has worked with American Outfitters for the past seven years and has had an excellent experience. They have consistently hit delivery deadlines, many times with shortened notice.

## **XI. Action Item B**

### **Approval of Playground Bids for Old Elm, Vernon, and Woodlawn Parks**

Glencoe Park District  
April 2018 Board Meeting



To: Board of Commissioners

Date: 4/11/18

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

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**SUBJECT: Old Elm, Vernon, and Woodland Playground Bids**

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On Friday, April 6, bids were opened for the Old Elm, Vernon, and Woodland Playground Projects. At the distribution time for the Board Packet, staff were still reviewing bid documents and completing reference calls.

Staff will be providing the Board with the bid results and recommendations to approve the lowest responsible bidder prior to the Board meeting in a separate email.