



# JUNE 2018 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, June 19, 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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of May 15, 2018 Regular Board Meeting
  - B. Minutes of June 5, 2018 Personnel and Policy Committee Meeting
  - C. Minutes of June 5, 2018 Special Projects and Facilities Committee Meeting
  - D. Approval of the Bills
  - E. Approval of Administrative Release
  - F. Approval of Commissioner Privileges
  - G. Approval of Ethics and Conduct
  - H. Approval of Comprehensive Assessment Policy
  - I. Approval of Comprehensive Year-Round Recreation Programs Policy
  - J. Approval of Continuing Education Opportunities Policy
  - K. Approval of Environmental Policy
  - L. Approval of Soccer Goal Safety and Education Policy
  - M. Approval of Recreation Planning, Development, and Evaluation Policy
  - N. Approval of Toxic Substances Disclosures to Employees Act
  - O. Acceptance of Environmental Report Card
- IV. Matters from the Public
- V. Financial Report
- VI. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
- VII. Executive Director Report
- VIII. Action Items
  - A. Approval of Fiscal Year 2017/18 Annual Audit
  - B. Approval of Ordinance No. 884: An Ordinance Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics, and Other Workers Performing Construction of Public Works
  - C. Approval of Strategic Plan
  - D. Approval of License Agreement with Congregation Hakafa
  - E. Approval for Staff and Board to Attend NRPA Annual Congress
  - F. Approval of Master Plan Conceptual Design Agreement for Old Green Bay Linear Parks
  - G. Approval of Takiff Parking and Plaza Replacement Bids
  - H. Approval of Takiff Painting and Carpentry Bids
- IX. Other Business
- X. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XI. Adjournment

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

### III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
June 2018 Board Meeting



MINUTES OF MAY 15, 2018 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

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

Staff present:

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

Members of the public in attendance who signed in or spoke: Dan Dorfman, Emma Palatnik, Bob Sideman

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the April 17, 2018 Regular Board Meeting, Minutes of the May 1, 2018 Committee of the Whole Meeting, and Approval of the Bills. Commissioner Lutton seconded the motion. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk  
NAYS: None  
ABSENT: None  
The motion passed.

Matters from the Public: Bob Sideman of 156 Green Bay Rd shared that the entrance to Everly Wildflower Sanctuary at Jackson and Linden needs attention in the next budget year. Executive Director Sheppard stated that there is money budgeted in this fiscal year. The project will be phased in the next couple of years including a prescribed burn in that area. Staff have noted the condition of that area.

Action Items:

Approval of Commemorative Resolution No. 881 – Bill Eldridge 30 Years of Service: Bill could not attend due to his early morning work schedule. President Onderdonk read the resolution. A motion was made by Commissioner Brooks to approve Resolution No. 881 as presented. Commissioner Lutton seconded the motion which passed by voice vote. Executive Director Sheppard shared that Bill is a key staff member who knows the history of our buildings, is dedicated, and can often be seen working weekdays and weekends, and trains staff with high standards. The District has been blessed to have him the last 30 years. Director Leiner added that his team calls him Mr. Automatic. He is here with the sunrise and is a great asset for the District.

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

The motion passed.

Election of President and Vice-President: Executive Director Sheppard, as Board Secretary, opened nominations for President of the Board. President Onderdonk nominated Commissioner Brooks and Commissioner Boron seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Brooks, Gaines, Lutton, Onderdonk

NAYS: None

ABSENT: None

The motion passed.

Sheppard opened nominations for Vice-President of the Board. President Onderdonk nominated Commissioner Boron and Commissioner Lutton seconded the nomination. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Appointment of Officers and Representatives: President Brooks made a motion to appoint Commissioner Onderdonk as Treasurer; Robert Bush of Ancel, Glink, Diamond, Bush, DiCianni, & Krafthefer as General Legal Counsel and Ethics Officer; Lisa M. Sheppard, Executive Director and Secretary to the Board; Commissioner Onderdonk as representative to the Glencoe Plan Commission; and Lisa M. Sheppard and Jennifer L.K. Runkel as Freedom of Information Act Officers. Commissioner Gaines seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Board Committee Appointments: President Brooks announced the appointments for Finance Committee of the Whole as Chair Onderdonk and Members Boron, Brooks, Gaines, and Lutton; for Special Projects and Facilities Committee as Chair Onderdonk and Members Boron, Brooks, Gaines, and Lutton; and for Personnel and Policy Committee as Chair Lutton and Members Brooks and Onderdonk.

Board Advisory and Liaison Appointments: President Brooks announced the advisory group appointments including Chair Lutton for Glencoe Beach and Lakefront Advisory Group, Chair Gaines for Watts Advisory Group, Liaison Boron for the Early Childhood Advisory Group, and Lisa Sheppard as the NSSRA Liaison.

Financial Report: Director of Finance/Human Resources Mensinger stated we are two months into the year and nothing is jumping out yet in the early stages. The net surplus of recreation programs is up over last year and the day care expenditure side is up over last year due to increase in insurance for increase in number of staff members.

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

Director Mensinger shared that the Aaa bond rating is the biggest news. We received this rating due to our great fiscal planning, the division between how much we take in for taxes and generating program revenue, our fund balances, oversight and planning, and projects. Executive Director Sheppard added that it was a team effort with Director Mensinger's leadership. Director Mensinger continued that the rating will be reviewed again every three years. This will not impact bonds already issued, but will financially benefit future bonds. Executive Director Sheppard stated that this is another example of financial stability as part of our mission.

Director Collins stated that the boathouse opened over the weekend. The Recreation Team is busy with camp and beach preparations. Camp training was held this afternoon. A busy weekend is coming up with the Train event, working with the school district and public safety on the bike rodeo, lifeguard training at Wilmette's pool, and opening the boathouse. Camp is doing well; seeing usual grade changes in size. Boating revenue is up due to boat and sailing camps and will level off since we are at capacity. We are confident that we will be able to accommodate everyone who has sand spots. We are currently about \$3,000-\$4,000 short of budgeted sand space, which is extremely good. Racks and paddleboards are also good. A big storm could change this as well as higher lake levels that crest in late June or early July. The lockers are about 75% complete; due to a storm relocating one of the footings. There is a wait list growing since June last year for sand spots with a priority to Glencoe residents. The beach camp program was expanded over the last year. There is a big trend for specialty camps.

Superintendent Maassen shared that we welcomed our first graphic designer two weeks ago. The Gold Medal video and script is being fine-tuned with filming this weekend and Monday.

Jumping back to Director Collins who responded to a commissioner question, the Earth Day program had 18 school day off program kids attend the Village Earth Day event. Glencoe Fitness Membership is currently at 180, so we are almost at our goal of 200. A promotion is going on now for seasonal memberships.

Director Leiner shared that the Parks Team has been challenged with the foul weather lately. An emphasis was on the beach opening Memorial Day and spring cleanup in the parks as well as boathouse, lockers, and athletic fields, a very busy time.

Executive Director Sheppard started that we have started the stewardship of Robert Everly Wildflower Sanctuary starting with removal of 30 dead trees and pruning 96 trees. Director Leiner shared that Pizzo is handling the permitting for the prescribed burn in hopes of burning during Thanksgiving break when school is out. Sheppard continued with the newest sustainability efforts, our beehives, with Director Leiner leading this effort that many park districts are taking for their many benefits. Friends of the Green Bay Trail and Glencoe Community Garden are very happy. A small amount of honey was harvested eliciting surprise from our Sweet Comb veteran beekeeper.

Recreation and Parks Teams have been working hard to get Glencoe Baseball Association games in when possible. The wet spring made it hard for the Parks Team to prep fields and for the Recreation Team to communicate with GBA. We were asked today to play even though three inches of rain fell in the last couple of hours. Three inches of rain usually means no play even if there is sun the remainder of the day. The test is if standing on the field causes sinking, then field prep equipment cannot go on the field. Our staff is doing everything possible to get kids out on the field and playing. The GBA board and coaches understand and the District is trying to educate the parents. District programs held outside begin April 15 and we recommend GBA starts then instead of April 1. Field condition discussion ensued.

The Safety Committee reported that continuing to pursue the loss control review.

Executive Director Report: Executive Director Sheppard shared that we are a finalist for the NRPA National Gold Medal award. The winner will be revealed in September at NRPA Conference in Indianapolis. The video will use about half of the footage from last year and then new footage will be added.

The All Staff Training on Thursday, May 31 for part-time and seasonal staff will have a speaker from IPRA Conference.

Put Some Play In Your Day is our summer theme.

Sheppard represented the Park District at the Village's 150<sup>th</sup> Anniversary Planning Committee. Ideas submitted are 150 ceramic bowls made by students and adults to be brought to Glencoe businesses to receive a discount and raffled, a beach party, work with the Village to enhance the Fourth of July celebration, Rocks of Kindness (painted rocks with our logo hidden in the parks), as a wellness initiative, walk and bike rides with someone from the Historical Society leading them, fitness monitor messages on Glencoe history.

NSSRA's capital facility acquisition plan history to find a permanent location was reviewed. The current facility is in an industrial park with semi-trucks, which is not safe for participants. They have been looking for a location for years. The Northbrook Park District project will include office space, gym, multipurpose room, and other fitness amenities breaking ground next year. They are rolling out their capital campaign and are looking to raise \$5 million through the foundation and the remainder will come from the Park District partners. The District has been donating \$6,000-7,000 per year since 2012-13 to this project, totaling about \$85,000. Discussion ensued. NSSRA will still need to use space at Takiff Center and other partnering districts.

#### Action Items:

Approval of Annual Post-Issuance Tax Compliance Report: Director Mensinger stated that each year we look at how we utilize space because of the tax advantage of a sold bond and make sure we are complying with IRS tax regulations. A motion was made by Commissioner Gaines to approve the Annual Post-Issuance Tax Compliance Report as

presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
The motion passed.

Approval of Resolution No. 882 Bank Depository Relationship – BMO Harris Bank: A motion was made by Commissioner Gaines to approve Resolution No. 882 as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
The motion passed.

Approval to Direct Staff to Apply for Subdivision with Village of Glencoe for Linden House: A motion was made by Commissioner Boron for staff to apply for subdivision with Village of Glencoe for the 11,700 square feet occupied by the residence at 233 Linden Ave from Park 22s as presented. Commissioner Lutton seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
The motion passed.

Approval of Children’s Circle Expansion: A motion was made by Commissioner Lutton to approve the expansion of Children’s Circle beginning September 2018 including the addition of three Grade 1 Full Time Employees and to amend the budget accordingly, via the Supplemental Appropriation Ordinance as presented. Commissioner Gaines seconded the motion. The definition of Grade 1 is full-time. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
The motion passed.

Approval of Ordinance No. 883 Supplemental Appropriation for Fiscal Year March 1, 2018 – February 28, 2019: A motion was made by Commissioner Gaines to approve Ordinance No. 883 Supplemental Appropriation for Fiscal year March 1, 2018 – February 28, 2019 as presented. Commissioner Onderdonk seconded the motion. This amends the budget appropriation ordinance approved at the last meeting and just filed at the Cook County Clerk’s office. Our attorney recommended based on the changes to the budget are supported by revenues that are also going to be part of the expansion of the program. We are anticipating making over \$42,000, so we do not have to go through the official amendment process that is stated in Park District Code; we can do an amended version because the additional revenues will pay for additional expenses. Roll call vote taken:



AYES: Boron, Gaines, Lutton, Onderdonk, Brooks  
NAYS: None  
ABSENT: None  
The motion passed.

Other Business: There was no other business.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 7:54pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JUNE 5, 2018 PERSONNEL AND POLICY COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03pm and roll was called.

Committee Members present:

Josh Lutton, Chair/Commissioner  
Lisa Brooks, President  
Dudley Onderdonk, Treasurer

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities

Commissioners present:

Stefanie Boron, Vice President  
Steve Gaines, Commissioner

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

Review of Personnel and Board Policies: Executive Director Sheppard explained that many policies and procedures will be reviewed by the Board in the coming months for Distinguished Accreditation. These are policies the District has been doing for years and DA requires us to put them into writing for best practices.

The committee reviewed the Administrative Release Policy, Commissioner Privileges, Ethics and Conduct Policy, Comprehensive Assessment Policy, Comprehensive Year-Round Recreation Programs Policy, Continuing Education Opportunities Policy, Environmental Policy, Soccer Goal Safety and Education Policy, Recreation Planning, Development, and Evaluation Policy and the Toxic Substances Disclosures to Employees Act. Discussion ensued and Sheppard answered all Commissioner questions.

Resulting from the Ethics and Conduct Policy discussion, Commissioners agreed that they should declare in writing any Glencoe organization affiliations or organizations that work directly with the Park District. Commissioner Gaines declared verbally that a lack of said document is his declaration that he currently has no affiliations.

A change was made to the Comprehensive Year-Round Recreation Programs Policy to read as "Provide for financial assistance to residents of fees or other waivers for persons who find the fees so financially burdensome that it would preclude such person from participating in the proposed activity."

The committee agreed to add to the Continuing Education Opportunities Policy that it must be an in-state public institution, submitted before the budget, be approved by the Executive Director, be approved by the Board through budget approval, and the choice

to pay the difference if staff want to attend a private institution. Sheppard will have legal counsel review the policy with changes.

The Environmental Policy was changed to include another bullet point, "Follow all state and federal laws regarding testing and disposal on page one. On page three, number 12 was added to include, "Eliminate the use of plastic water bottles at meetings and events."

Our Environmental Scorecard through IPRA is 85 and our goal to be a leader in the industry is in the 90's. The District's new Green Team was reviewed.

Following committee discussion, Chair Lutton forwarded all reviewed policies as presented with changes as discussed for approval at the June Regular Board meeting.

Other Business: There was no other business.

Adjourn: Chair Lutton moved to adjourn the meeting at 7:45pm, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JUNE 5, 2018 SPECIAL PROJECTS AND FACILITIES COMMITTEE  
MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:45pm and roll was called.

Committee Members present:

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

Staff present:

Lisa Sheppard, Executive Director/Secretary  
Chris Leiner, Director of Parks/Maintenance  
Bobby Collins, Director of Recreation/Facilities

Members of the Public in attendance who signed in or spoke: Phil Kiraly

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

Discussion on Old Green Bay Trail Linear Park System: Executive Director Sheppard shared that Village Manager Phil Kiraly was attending the meeting to discuss working collaboratively on the trail project. The Village owns and maintains the Green Bay Trail and has the opportunity for grant funds not available to the Park District. OSLAD grants are in the Illinois budget for \$29 million; Lisa recommended the Board consider for either the Old Green Bay Trail or Lakefront Park as potential OSLAD projects. Kiraly reviewed items from the Active Transportation Commission meetings.

The committee discussed common transportation paths and issues in those areas. Ideas included ways to separate serious bikers and walkers. Ideas for the path included a meandering path made of crushed limestone, path width from eight to ten feet dependent upon tree patterns, remove and replace trees to allow for a wider path, keep the existing sidewalk, interspersing fitness equipment/other activities/benches/ etc. along the path, and sunken park to remain open for pickup games. When replacing the playground it is important to include picnic tables and shade seating for its current use as a gathering place for parents and nannies. Staff will look into the feasibility of adding bike lanes on the existing road.

Phil Kiraly mentioned that a Village Committee is considering a legacy gift for the 150<sup>th</sup> Anniversary. Some items mentioned casually were the Green Bay Trail or amphitheater at Wyman Green. The committee did not want a sculpture. The committee will be soliciting suggestions on idea Boards by the Village Hall in July.

Sheppard gave an overview of the Board's preferences including an eight to ten foot meandering limestone path, open space, develop the playground and gathering space in linear parks where the existing playground is located, benches/exercise



equipment/interactive equipment throughout linear parks, and possibly a dancing fountain spray park as a donor item.

The Board also liked the idea of freshening up Veterans Park and the memorial. Ideas included better ADA accessibility and lowering the monument to ground level. An idea emerged about making an entrance to the trail and having the path go through the monument; the stone sitting wall did not have to remain. The Board does like the roses and feel they are part of the Glencoe legacy, although Director Leiner stated that a third of them are replaced annually. The Board suggested the entrance, monument, and section of trail as a possible legacy gift. Executive Director Sheppard also shared the idea of having stones or plaques along the trail to highlight the history of Glencoe. This could be a potential gift idea also.

The committee gave direction to staff to have Altamanu move forward with the ideas for this plan. The committee asked for the base design and then smaller projects that can be broken out and completed over time. Another idea included the expansion of the natural areas, making the buffer between homes and District property a natural area 15-20 feet deeper.

Update on Park Projects: Executive Director Sheppard then updated the committee on ongoing capital projects. Vernon Playground has started equipment installation. We are working with the construction company on Takiff's bioswales. We met with architects on the next phase of Takiff parking. It is going to be a disruption to normal operations, so we are working on the logistics to manage that disruption. Breakwater Sculpture repairs are about 85-90% complete and should be finished today or tomorrow, weather dependent.

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

Other Business: The committee discussed ongoing projects.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:04pm. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10132 - ABT TV and Appliance</b>					
ABT TV and Appliance	05/23/2018	8261	70-56-000-5570	Beach PA System Repairs	6,465.60
<b>Vendor 10132 - ABT TV and Appliance Total:</b>					<b>6,465.60</b>
<b>Vendor: 11128 - Ace of Spray, LLC</b>					
Ace of Spray, LLC	06/05/2018	8345	10-12-000-5350	Tennis Court/Basketball Powe	4,650.00
<b>Vendor 11128 - Ace of Spray, LLC Total:</b>					<b>4,650.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	05/23/2018	8262	10-12-000-5353	Trash/Recycling - Parks	730.00
Advanced Disposal Services	05/23/2018	8262	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	05/23/2018	8262	25-00-000-5353	Trash/Recycling - Takiff	350.86
Advanced Disposal Services	06/12/2018	8402	10-12-000-5353	Trash/Recycling - Parks	1,026.77
Advanced Disposal Services	06/12/2018	8402	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	06/12/2018	8402	10-14-000-5353	Trash/Recycling - Beach	764.50
Advanced Disposal Services	06/12/2018	8402	25-00-000-5353	Trash/Recycling - Takiff	379.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>3,475.13</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	05/23/2018	8263	10-00-000-2170	Supplemental Aflac Coverage	310.48
AFLAC	06/12/2018	8403	10-00-000-2170	Supplemental Aflac Coverage	310.48
<b>Vendor 10098 - AFLAC Total:</b>					<b>620.96</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	05/25/2018	8257	25-00-000-5210	Fiber Internet	1,728.37
Airespring	06/05/2018	8346	25-00-000-5210	Fiber Internet	1,754.33
<b>Vendor 10739 - Airespring Total:</b>					<b>3,482.70</b>
<b>Vendor: 10138 - AJ Sewer Service</b>					
AJ Sewer Service	05/23/2018	8264	10-14-000-5350	Sewer Maint Service - Beach	339.00
AJ Sewer Service	05/23/2018	8264	25-00-000-5350	Sewer Maint Service - Takiff	339.00
<b>Vendor 10138 - AJ Sewer Service Total:</b>					<b>678.00</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	06/05/2018	8347	25-25-401-5400	ELC Supplies	55.94
Albertsons   Safeway	06/05/2018	8347	25-26-000-5409	Day Care Food Supplies	2.99
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>58.93</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	05/23/2018	8265	25-26-000-5387	Contractual - Nurse Services	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>85.00</b>
<b>Vendor: 10565 - All Court Fabrics, Inc.</b>					
All Court Fabrics, Inc.	05/29/2018	8313	10-12-000-5584	Shelton Park Windscreens	1,723.90
<b>Vendor 10565 - All Court Fabrics, Inc. Total:</b>					<b>1,723.90</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	05/23/2018	8266	69-00-000-5550	Design Svcs - Taking Parking P	8,777.93
Altamanu, Inc.	05/29/2018	8314	69-00-000-5534	Design Svcs - Bluff Study	3,008.99
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>11,786.92</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	05/29/2018	8315	25-00-000-5351	Takiff HVAC Repair	2,834.48
Althoff Industries, Inc.	06/05/2018	8348	10-13-000-5351	Watts HVAC Repair	577.08
Althoff Industries, Inc.	06/12/2018	8404	10-13-000-5351	HVAC Repair - Watts	469.44
Althoff Industries, Inc.	06/12/2018	8404	25-00-000-5351	HVAC Repair - ELC	3,418.87
Althoff Industries, Inc.	06/12/2018	8404	25-00-000-5355	Takiff HVAC Mo Maint - July	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>8,042.04</b>

Voucher List of Bills

Payment Dates: 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10056 - Amazing Minds</b>					
Amazing Minds	06/12/2018	8405	25-25-635-5300	Contractual - Winter Science	1,008.00
<b>Vendor 10056 - Amazing Minds Total:</b>					<b>1,008.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	06/05/2018	8349	10-14-000-5401	Office Supplies - Beach	17.44
Amazon Capital Services	06/05/2018	8349	10-14-000-5420	Beach General Supplies	370.51
Amazon Capital Services	06/05/2018	8349	10-14-000-5430	Beach First Aid Supplies	156.76
Amazon Capital Services	06/05/2018	8349	10-15-000-5420	General Boathouse Supplies	250.60
Amazon Capital Services	06/05/2018	8349	10-15-000-5420	General Boathouse Supplies	116.55
Amazon Capital Services	06/05/2018	8349	10-15-000-5430	Boathouse First Aid Supplies	4.97
Amazon Capital Services	06/05/2018	8349	10-15-000-5450	Equipment Parts - Boathouse	77.87
Amazon Capital Services	06/05/2018	8349	10-15-000-5482	Hardware - Boathouse	8.99
Amazon Capital Services	06/05/2018	8349	25-00-000-5420	General Rec Supplies	167.93
Amazon Capital Services	06/05/2018	8349	25-00-000-5588	Building Improvements	503.96
Amazon Capital Services	06/05/2018	8349	25-00-000-5588	Building Improvements (CREG)	-125.29
Amazon Capital Services	06/05/2018	8349	25-25-401-5400	ELC Supplies	87.99
Amazon Capital Services	06/05/2018	8349	25-25-402-5400	ELC Supplies	50.53
Amazon Capital Services	06/05/2018	8349	25-25-403-5400	ELC Supplies	105.38
Amazon Capital Services	06/05/2018	8349	25-25-944-5400	Park & Play Supplies	107.33
Amazon Capital Services	06/05/2018	8349	25-25-951-5400	Spring Events Supplies	8.21
Amazon Capital Services	06/05/2018	8349	25-26-000-5403	Day Care Pgm Supplies	59.45
Amazon Capital Services	06/05/2018	8349	25-26-000-5460	Day Care Food Equipment	75.82
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>2,045.00</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	05/29/2018	8316	25-25-801-5400	Camper Backpacks	187.50
American Outfitters, Ltd.	05/29/2018	8316	25-25-803-5400	Camper Backpacks	125.00
American Outfitters, Ltd.	05/29/2018	8316	25-25-810-5400	Camper Backpacks	125.00
American Outfitters, Ltd.	05/29/2018	8316	25-25-835-5400	Camper Backpacks	93.75
American Outfitters, Ltd.	06/05/2018	8351	10-14-000-5421	Staff Uniforms - Beach	190.40
American Outfitters, Ltd.	06/05/2018	8351	25-00-000-5421	Staff Uniforms - Rec	1,000.00
American Outfitters, Ltd.	06/12/2018	8406	10-14-000-5421	Beach Staff Shirts	1,215.80
American Outfitters, Ltd.	06/12/2018	8406	10-15-000-5421	Boat Staff Shirts	464.90
American Outfitters, Ltd.	06/12/2018	8406	25-25-801-5400	Camp & Camp Staff Shirts	2,630.28
American Outfitters, Ltd.	06/12/2018	8406	25-25-803-5400	Camp & Camp Staff Shirts	1,348.39
American Outfitters, Ltd.	06/12/2018	8406	25-25-809-5400	Camp & Camp Staff Shirts	63.70
American Outfitters, Ltd.	06/12/2018	8406	25-25-810-5400	Camp & Camp Staff Shirts	1,433.28
American Outfitters, Ltd.	06/12/2018	8406	25-25-813-5400	Camp & Camp Staff Shirts	457.57
American Outfitters, Ltd.	06/12/2018	8406	25-25-833-5400	Camp & Camp Staff Shirts	1,049.58
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>10,385.15</b>
<b>Vendor: 10152 - American Red Cross</b>					
American Red Cross	05/23/2018	8267	25-00-000-5340	First Aid Supplies	80.00
American Red Cross	05/23/2018	8267	25-25-605-5300	Contractual Babysitter Class	44.00
<b>Vendor 10152 - American Red Cross Total:</b>					<b>124.00</b>
<b>Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefer P.C.</b>					
Ancel, Glink, Diamond, Bush,	05/23/2018	8268	10-11-000-5310	Legal Services - April	1,755.00
Ancel, Glink, Diamond, Bush,	06/12/2018	8407	10-11-000-5310	Legal Services - May	4,672.50
<b>Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefer P.C. Total:</b>					<b>6,427.50</b>
<b>Vendor: 10717 - Applied Controls, Inv.</b>					
Applied Controls, Inv.	06/05/2018	8352	25-00-000-5352	Air Handler Repairs - Takiff	516.00
<b>Vendor 10717 - Applied Controls, Inv. Total:</b>					<b>516.00</b>
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Grou	06/05/2018	8353	65-00-018-5520	Lead Abatement/Bid Develop	8,050.25
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>8,050.25</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	05/29/2018	8317	10-12-000-5496	Athletic Field Maintenance	632.00
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>632.00</b>
<b>Vendor: 10161 - Arthur Clesen Inc.</b>					
Arthur Clesen Inc.	05/23/2018	8269	10-12-000-5493	Fertilizer/Chemicals - Parks	1,214.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Arthur Clesen Inc.	06/05/2018	8354	10-12-000-5493	Fertilizer/Chemicals	563.50
<b>Vendor 10161 - Arthur Clesen Inc. Total:</b>					<b>1,777.50</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	05/23/2018	8270	10-12-000-5210	Phone Svc - Parks	53.31
AT & T	05/23/2018	8270	10-13-000-5210	Phone Svc - Watts	41.99
AT & T.	05/23/2018	8270	25-00-000-5210	Phone Svc - Takiff	593.26
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>688.56</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	06/05/2018	8355	10-14-000-5210	DSL Service - Beach	166.09
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>166.09</b>
<b>Vendor: 10516 - Belson Outdoor, Inc</b>					
Belson Outdoor, Inc	05/23/2018	8271	69-00-000-5540	Park Benches (8)	2,294.25
Belson Outdoor, Inc	05/23/2018	8271	69-00-000-5546	Park Benches (8)	2,294.25
Belson Outdoor, Inc	05/23/2018	8271	69-00-000-5549	Park Benches (8)	1,529.50
<b>Vendor 10516 - Belson Outdoor, Inc Total:</b>					<b>6,118.00</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	05/23/2018	8308	10-11-000-5340	Legislative Conf Hotel	134.47
BMO Harris Bank N.A.	05/23/2018	8308	10-11-000-5340	Legislative Conf Hotel	134.47
BMO Harris Bank N.A.	05/23/2018	8308	10-11-000-5342	IAPD Conf Lunch	22.93
BMO Harris Bank N.A.	05/23/2018	8308	10-11-000-5342	Welcome Breakfast	23.96
BMO Harris Bank N.A.	05/23/2018	8308	10-11-000-5342	Meeting Snacks	59.98
BMO Harris Bank N.A.	05/23/2018	8308	10-12-000-5481	Tools - Parks	700.00
BMO Harris Bank N.A.	05/23/2018	8308	10-14-000-5420	General Beach Supplies	127.50
BMO Harris Bank N.A.	05/23/2018	8308	10-14-000-5430	First Aid Supplies - Beach	138.18
BMO Harris Bank N.A.	05/23/2018	8308	10-14-000-5481	Tools - Beach	400.00
BMO Harris Bank N.A.	05/23/2018	8308	10-15-000-5420	General Boat Supplies	127.50
BMO Harris Bank N.A.	05/23/2018	8308	10-15-000-5430	First Aid Supplies - Boathouse	138.17
BMO Harris Bank N.A.	05/23/2018	8308	10-15-000-5450	Boat Dolly	267.04
BMO Harris Bank N.A.	05/23/2018	8308	10-15-000-5450	Boathouse Padlocks	393.00
BMO Harris Bank N.A.	05/23/2018	8308	10-15-000-5481	Tools - Boathouse	94.50
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5210	Cell Phone Cases	57.98
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5321	Email Marketing Service	100.94
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5321	POS Testing - Beach	0.09
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5340	Training Expenses	125.64
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5360	Marketing	258.26
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5362	Stock Photography	147.00
BMO Harris Bank N.A.	05/23/2018	8308	25-00-000-5420	General Rec Supplies	321.00
BMO Harris Bank N.A.	05/23/2018	8308	25-25-305-5400	Babysitter Training Supplies	81.13
BMO Harris Bank N.A.	05/23/2018	8308	25-25-310-5400	Art Easels	337.38
BMO Harris Bank N.A.	05/23/2018	8308	25-25-401-5400	ELC Supplies	91.21
BMO Harris Bank N.A.	05/23/2018	8308	25-25-402-5400	ELC Supplies	622.21
BMO Harris Bank N.A.	05/23/2018	8308	25-25-403-5400	ELC Supplies	41.75
BMO Harris Bank N.A.	05/23/2018	8308	25-25-411-5400	Preschool Enrichment Supplie	200.00
BMO Harris Bank N.A.	05/23/2018	8308	25-25-413-5400	Preschool Enrichment Supplie	41.75
BMO Harris Bank N.A.	05/23/2018	8308	25-25-414-5400	Preschool Enrichment Supplie	71.00
BMO Harris Bank N.A.	05/23/2018	8308	25-25-428-5400	Preschool Enrichment Supplie	65.73
BMO Harris Bank N.A.	05/23/2018	8308	25-25-601-5400	Kids Club Supplies	51.02
BMO Harris Bank N.A.	05/23/2018	8308	25-25-615-5400	Ceramics Supplies	873.77
BMO Harris Bank N.A.	05/23/2018	8308	25-25-801-5300	Contractual - Camp Field Trips	645.52
BMO Harris Bank N.A.	05/23/2018	8308	25-25-810-5300	Contractual - Camp Field Trips	510.53
BMO Harris Bank N.A.	05/23/2018	8308	25-25-833-5300	Contractual Action Quest Fiel	100.00
BMO Harris Bank N.A.	05/23/2018	8308	25-25-904-5400	Mom/Son Event Supplies	151.79
BMO Harris Bank N.A.	05/23/2018	8308	25-25-951-5400	Bike Safety Event Supplies	1,140.73
BMO Harris Bank N.A.	05/23/2018	8308	25-25-952-5400	Summer Event Supplies	811.33
BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5342	Staff Meeting Expenses	134.23
BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5342	Holiday Party Deposit	700.00
BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5360	Job Posting Subscription - Day	75.00
BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5360	Brightwheel App	175.00
BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5403	Day Care Pgm Supplies	1,270.27



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BMO Harris Bank N.A.	05/23/2018	8308	25-26-000-5425	Teacher Appreciation Gifts	712.27
BMO Harris Bank N.A.	05/23/2018	8308	69-00-000-5532	Online Data Storage	45.00
BMO Harris Bank N.A.	05/23/2018	8308	69-00-000-5552	Project Form Contract	79.99
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>12,801.22</b>
<b>Vendor: 10182 - BSN Sports</b>					
BSN Sports	05/23/2018	8272	10-12-000-5496	Athletic Field Maintenance Su	602.52
BSN Sports	06/05/2018	8356	25-25-722-5400	Batters' Box Template - GBA	350.99
<b>Vendor 10182 - BSN Sports Total:</b>					<b>953.51</b>
<b>Vendor: 10184 - Burriss Equipment Company</b>					
Burriss Equipment Company	05/23/2018	8273	65-00-018-5507	Replacement Beach Tractor	35,320.92
<b>Vendor 10184 - Burriss Equipment Company Total:</b>					<b>35,320.92</b>
<b>Vendor: 10656 - Call One</b>					
Call One	05/23/2018	8274	25-00-000-5210	T1 Service - Watts	340.17
Call One	06/12/2018	8408	25-00-000-5210	T1 Line - Watts	340.17
<b>Vendor 10656 - Call One Total:</b>					<b>680.34</b>
<b>Vendor: 11276 - Celtic Commercial Painting</b>					
Celtic Commercial Painting	06/05/2018	8357	70-56-000-5570	Painting - Beach Railings	5,487.00
<b>Vendor 11276 - Celtic Commercial Painting Total:</b>					<b>5,487.00</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	06/12/2018	8409	25-25-315-5400	Ceramics Supplies	1,103.30
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>1,103.30</b>
<b>Vendor: 10062 - Chess Scholars</b>					
Chess Scholars	06/12/2018	8410	25-25-629-5300	Contractual - Spring Chess Cla	3,366.00
<b>Vendor 10062 - Chess Scholars Total:</b>					<b>3,366.00</b>
<b>Vendor: 10751 - Chicago North Shore Convention &amp; Visitors Bureau</b>					
Chicago North Shore Conventi	06/05/2018	8358	25-00-000-5360	Web & E-News Ads	750.00
<b>Vendor 10751 - Chicago North Shore Convention &amp; Visitors Bureau Total:</b>					<b>750.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	05/09/2018	8247	10-11-000-5311	Legal Notices	25.09
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>25.09</b>
<b>Vendor: 11213 - Ciao Bella Sewing</b>					
Ciao Bella Sewing	06/12/2018	8411	25-25-651-5300	Contractual - Spring Sewing CI	432.00
<b>Vendor 11213 - Ciao Bella Sewing Total:</b>					<b>432.00</b>
<b>Vendor: 10409 - Cintas Corporation #22</b>					
Cintas Corporation #22	06/05/2018	8359	10-14-000-5350	Cleaning/Sealing - Beach Rest	823.84
<b>Vendor 10409 - Cintas Corporation #22 Total:</b>					<b>823.84</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	05/23/2018	8275	10-12-000-5210	Internet Svc - Parks	179.12
Comcast	05/23/2018	8275	10-13-000-5210	Internet Svc - Watts	195.94
Comcast	06/12/2018	8412	10-12-000-5210	Internet Svcs - Parks	104.22
<b>Vendor 10505 - Comcast Total:</b>					<b>479.28</b>
<b>Vendor: 10876 - Comdata Corporation</b>					
Comdata Corporation	05/09/2018	8248	25-25-428-5400	Presch Enrich Supplies	24.58
Comdata Corporation	05/09/2018	8248	25-25-490-5400	Presch Enrich Supplies	13.71
Comdata Corporation	05/09/2018	8248	25-25-601-5400	Kids Club Supplies	118.75
Comdata Corporation	05/09/2018	8248	25-25-904-5400	Mom/Son Event Supplies	393.11
Comdata Corporation	05/09/2018	8248	25-25-906-5400	Earth Day Supplies	24.78
Comdata Corporation	05/09/2018	8248	25-26-000-5409	Day Care Food Supplies	287.01
Comdata Corporation	05/09/2018	8248	25-26-000-5425	Day Care Staff Recognition	58.88
Comdata Corporation	06/12/2018	8413	10-14-000-5420	Beach General Supplies	75.69
Comdata Corporation	06/12/2018	8413	25-25-312-5400	Adult Wkshop Supplies	11.98
Comdata Corporation	06/12/2018	8413	25-26-000-5403	Day Care Pgm Supplies	111.58
Comdata Corporation	06/12/2018	8413	25-26-000-5409	Day Care Food Supplies	210.25
<b>Vendor 10876 - Comdata Corporation Total:</b>					<b>1,330.32</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	06/05/2018	8360	10-12-000-5230	Electricity - Parks	387.59

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Commonwealth Edison	06/05/2018	8360	10-13-000-5230	Electricity - Watts	671.03
Commonwealth Edison	06/05/2018	8360	10-14-000-5230	Electricity - Beach	258.45
Commonwealth Edison	06/05/2018	8360	10-15-000-5230	Electricity - Boathouse	390.14
Commonwealth Edison	06/05/2018	8360	25-00-000-5230	Electricity - Takiff	8,024.23
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>9,731.44</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	06/05/2018	8361	25-25-722-5400	Turfce - GBA (Athletic Field S	1,081.80
<b>Vendor 10210 - Conserv FS Total:</b>					<b>1,081.80</b>
<b>Vendor: 10583 - Convergent Technologies</b>					
Convergent Technologies	05/23/2018	8276	25-00-000-5355	Takiff Fire Alarm Monitoring	492.00
<b>Vendor 10583 - Convergent Technologies Total:</b>					<b>492.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	06/12/2018	8414	10-12-000-5481	Construction Supplies - Parks	18.97
Craftwood Lumber Company	06/12/2018	8414	10-13-000-5482	Hardware - Watts	2.99
Craftwood Lumber Company	06/12/2018	8414	10-14-000-5481	Construction Supplies - Beach	157.66
Craftwood Lumber Company	06/12/2018	8414	10-14-000-5482	Hardware - Beach	87.74
Craftwood Lumber Company	06/12/2018	8414	10-14-000-5483	Paint - Beach	32.53
Craftwood Lumber Company	06/12/2018	8414	10-14-000-5486	Plumbing Supplies - Beach	25.00
Craftwood Lumber Company	06/12/2018	8414	10-15-000-5412	Cleaning Supplies - Boathouse	17.17
Craftwood Lumber Company	06/12/2018	8414	65-00-018-5527	Boat Storage Upgrade Supplie	54.93
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>396.99</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	06/05/2018	8362	25-00-000-5360	Summer Marketing Sampler	1,531.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>1,531.00</b>
<b>Vendor: 10324 - Decatur Blueprint, Inc.</b>					
Decatur Blueprint, Inc.	05/29/2018	8319	25-00-000-5360	Banners	592.65
<b>Vendor 10324 - Decatur Blueprint, Inc. Total:</b>					<b>592.65</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	06/05/2018	8364	25-26-000-5430	First Aid Supplies - Day Care	586.75
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>586.75</b>
<b>Vendor: 11221 - DirectTV</b>					
DirectTV	05/29/2018	8320	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	293.96
<b>Vendor 11221 - DirectTV Total:</b>					<b>293.96</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	05/23/2018	8277	25-00-000-5420	Supplies - General Rec	16.44
Discount School Supply	05/23/2018	8277	25-25-615-5400	Supplies - Ceramics	104.48
Discount School Supply	05/23/2018	8277	25-25-944-5400	Supplies - Park & Play	25.50
Discount School Supply	05/23/2018	8277	25-26-000-5403	Supplies - Day Care Pgm	1,088.51
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,234.93</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	06/05/2018	8365	25-25-801-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-803-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-810-5400	Pizza for Camp Staff Training	29.74
Domino's Pizza	06/05/2018	8365	25-25-812-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-813-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-833-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-835-5400	Pizza for Camp Staff Training	29.75
Domino's Pizza	06/05/2018	8365	25-25-836-5400	Pizza for Camp Staff Training	29.75
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>237.99</b>
<b>Vendor: 11209 - Elite Coffee Service, Inc.</b>					
Elite Coffee Service, Inc.	06/12/2018	8415	10-11-000-5420	Coffee Svc - Takiff	94.85
<b>Vendor 11209 - Elite Coffee Service, Inc. Total:</b>					<b>94.85</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	05/09/2018	8249	65-00-018-5502	Replacement Hard Drive	553.95
Excalibur Technology Corpora	05/23/2018	8278	65-00-018-5502	3 Yr Maint Renewal - Cisco Sw	6,954.35
Excalibur Technology Corpora	06/05/2018	8366	10-11-000-5355	Add'l Svcs Outside TSS	28.75
Excalibur Technology Corpora	06/12/2018	8416	10-11-000-5355	TSS - July	6,991.80

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Excalibur Technology Corpora	06/12/2018	8416	25-00-000-5321	WebTrac Hosting - July	249.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>14,777.85</b>
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	06/05/2018	8367	10-15-000-5352	Boathouse Water Heater	662.05
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>662.05</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-801-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-806-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-810-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-811-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-812-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-813-5300	Contractual - Camp Open Hou	82.86
FAMOS! DJ Entertainment	05/23/2018	8279	25-25-833-5300	Contractual - Camp Open Hou	82.84
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>580.00</b>
<b>Vendor: 10344 - FedEx</b>					
FedEx	06/05/2018	8368	25-00-000-5360	Shipping	61.15
<b>Vendor 10344 - FedEx Total:</b>					<b>61.15</b>
<b>Vendor: 10345 - Fox Valley Fire and Safety</b>					
Fox Valley Fire and Safety	05/29/2018	8321	25-00-000-5351	Equipment Repairs - Takiff	190.75
<b>Vendor 10345 - Fox Valley Fire and Safety Total:</b>					<b>190.75</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	06/05/2018	8369	25-25-944-5400	Park & Play Supplies	112.24
<b>Vendor 10346 - Fun Express Total:</b>					<b>112.24</b>
<b>Vendor: 10348 - Galassini and Ori Construction</b>					
Galassini and Ori Construction	05/29/2018	8322	10-12-000-5585	Beach Stair Repairs	750.00
Galassini and Ori Construction	06/12/2018	8417	10-12-000-5585	Reinsdorf Field Bleacher Repa	5,790.00
<b>Vendor 10348 - Galassini and Ori Construction Total:</b>					<b>6,540.00</b>
<b>Vendor: 10354 - Germania Seed Company</b>					
Germania Seed Company	05/23/2018	8280	10-12-000-5490	Plantings/Flowers	272.87
<b>Vendor 10354 - Germania Seed Company Total:</b>					<b>272.87</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	05/29/2018	8323	10-15-000-5481	Construction Supplies - Boath	117.31
Glenbrook Auto Parts Inc.	06/12/2018	8418	10-12-000-5450	Forklift Battery - Parks	136.33
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>253.64</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-471-5300	Payment #3 - School Year 18/	5,367.00
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-472-5300	Payment #3 - School Year 18/	26,771.25
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-473-5300	Payment #3 - School Year 18/	30,121.50
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-474-5300	Payment #3 - School Year 18/	39,610.50
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-475-5300	Payment #1 - Winter Enrichm	453.00
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-475-5300	Payment #1 - Summer Enrich	1,350.00
Glencoe Junior Kindergarten	05/23/2018	8281	25-25-476-5300	Payment #3 - Camp	1,619.55
Glencoe Junior Kindergarten	06/12/2018	8419	25-25-471-5300	Payment #4 - School Year	2,496.00
Glencoe Junior Kindergarten	06/12/2018	8419	25-25-472-5300	Payment #4 - School Year	23,497.50
Glencoe Junior Kindergarten	06/12/2018	8419	25-25-473-5300	Payment #4 - School Year	33,355.50
Glencoe Junior Kindergarten	06/12/2018	8419	25-25-474-5300	Payment #4 - School Year	35,371.87
Glencoe Junior Kindergarten	06/12/2018	8419	25-25-476-5300	Payment #4 - Camp	375.00
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>200,388.67</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	06/05/2018	8370	25-26-000-5409	Day Care Food Supplies	949.96
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>949.96</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	05/23/2018	8282	10-12-000-5582	Maintenance Equipment - Par	709.42
Grainger Inc.	05/23/2018	8282	10-15-000-5990	Boathouse Water Heater	649.88
Grainger Inc.	05/23/2018	8282	25-00-000-5582	Maintenance Equipment - Tak	253.14

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	05/29/2018	8324	10-14-000-5486	Plumbing Supplies - Beach	759.00
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>2,371.44</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	06/05/2018	8371	25-26-000-5409	Day Care Milk	215.28
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>215.28</b>
<b>Vendor: 11130 - H. Barber &amp; Sons, Inc.</b>					
H. Barber & Sons, Inc.	05/29/2018	8325	10-12-000-5450	Beach Cleaner Parts	351.64
<b>Vendor 11130 - H. Barber &amp; Sons, Inc. Total:</b>					<b>351.64</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	05/29/2018	8326	25-00-000-5420	General Rec Supplies	341.96
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>341.96</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	05/29/2018	8327	10-12-000-5481	Construction Supplies - Parks	357.88
Home Depot Credit Services	05/29/2018	8327	10-12-000-5488	Power Tools - Parks	250.00
Home Depot Credit Services	05/29/2018	8327	10-13-000-5488	Hand Tools - Watts	100.00
Home Depot Credit Services	05/29/2018	8327	10-14-000-5487	Power Tools - Beach	175.00
Home Depot Credit Services	05/29/2018	8327	10-15-000-5412	Cleaning Supplies - Boathouse	11.48
Home Depot Credit Services	05/29/2018	8327	10-15-000-5487	Power Tools - Boathouse	150.00
Home Depot Credit Services	05/29/2018	8327	10-15-000-5588	Building Improvements - Boat	160.63
Home Depot Credit Services	05/29/2018	8327	25-00-000-5487	Power Tools - Takiff	248.88
Home Depot Credit Services	05/29/2018	8327	25-25-951-5400	Spring Events Supplies	73.01
Home Depot Credit Services	05/29/2018	8327	65-00-018-5527	Boat Storage Upgrade Supplie	1,035.95
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,562.83</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	06/12/2018	8420	25-25-586-5300	Contractual - Winter Basketba	2,718.00
Hot Shots Sports	06/12/2018	8420	25-25-705-5300	Contractual - Winter Football/	1,606.50
Hot Shots Sports	06/12/2018	8420	25-25-744-5300	Contractual - Winter Flag Foo	1,113.00
Hot Shots Sports	06/12/2018	8420	25-25-746-5300	Contractual - Saturday Sports	819.00
Hot Shots Sports	06/12/2018	8420	25-25-747-5300	Contractual - Winter Dodgeba	6,163.50
Hot Shots Sports	06/12/2018	8420	25-25-789-5300	Contractual - Winter Tumbli	1,260.00
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>13,680.00</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	05/29/2018	8328	10-14-000-5360	Beach Signs	2,533.22
IC Signs & Graphics	05/29/2018	8328	10-15-000-5360	Boat Signs	1,700.00
IC Signs & Graphics	05/29/2018	8328	25-00-000-5360	Rec Signs	97.88
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>4,331.10</b>
<b>Vendor: 10557 - IL Dept of Employment Security</b>					
IL Dept of Employment Securi	05/23/2018	8283	45-00-000-5653	Unemployment - 1st Quarter	7,119.00
<b>Vendor 10557 - IL Dept of Employment Security Total:</b>					<b>7,119.00</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	05/11/2018	DFT0000646	10-00-000-2110	IL State Tax W/H	4,937.90
IL Dept of Revenue	05/25/2018	DFT0000651	10-00-000-2110	IL State Tax W/H	5,110.69
IL Dept of Revenue	06/08/2018	DFT0000658	10-00-000-2110	IL State Tax W/H	5,468.29
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>15,516.88</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	05/30/2018	DFT0000653	10-00-000-2150	IMRF Contributions - May 201	38,805.74
Illinois Municipal Retirement	05/30/2018	DFT0000653	10-00-000-2155	VAC Contributions - May 201	3,753.84
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>42,559.58</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	05/11/2018	DFT0000644	10-00-000-2120	Social Security W/H	13,970.28
IRS/Dept of Treasury	05/11/2018	DFT0000645	10-00-000-2130	Medicare	3,267.28
IRS/Dept of Treasury	05/11/2018	DFT0000647	10-00-000-2100	Fed Income Tax W/H	9,188.09
IRS/Dept of Treasury	05/25/2018	DFT0000649	10-00-000-2120	Social Security W/H	14,449.04
IRS/Dept of Treasury	05/25/2018	DFT0000650	10-00-000-2130	Medicare	3,379.32
IRS/Dept of Treasury	05/25/2018	DFT0000652	10-00-000-2100	Fed Income Tax W/H	9,394.97
IRS/Dept of Treasury	06/08/2018	DFT0000656	10-00-000-2120	Social Security W/H	15,396.08
IRS/Dept of Treasury	06/08/2018	DFT0000657	10-00-000-2130	Medicare	3,600.66



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
IRS/Dept of Treasury	06/08/2018	DFT0000659	10-00-000-2100	Fed Income Tax W/H	9,766.22
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>82,411.94</b>
<b>Vendor: 000000047-154 - Izabela Dianovsky</b>					
Izabela Dianovsky	05/10/2018	8256	25-00-000-2580	Credit Bal Refund	229.00
<b>Vendor 000000047-154 - Izabela Dianovsky Total:</b>					<b>229.00</b>
<b>Vendor: 10947 - Jaffe Films</b>					
Jaffe Films	06/05/2018	8372	25-00-000-5360	Gold Medal Video - 2018	5,000.00
Jaffe Films	06/12/2018	8421	25-00-000-5360	Gold Medal Video - Balance D	500.00
<b>Vendor 10947 - Jaffe Films Total:</b>					<b>5,500.00</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	06/07/2018	8400	25-25-614-5300	Contractual - Spring Crafting	2,852.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>2,852.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	05/23/2018	8287	10-11-000-5355	Copy Machine Mo Maint - Ap	116.09
Konica Minolta Business Solut	05/23/2018	8287	25-00-000-5355	Copy Machine Mo Maint - Ap	153.81
Konica Minolta Business Solut	06/12/2018	8422	10-11-000-5355	Monthly Copier Maint - May	116.44
Konica Minolta Business Solut	06/12/2018	8422	25-00-000-5355	Monthly Copier Maint - May	263.56
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>649.90</b>
<b>Vendor: 11169 - Kristen Saunders</b>					
Kristen Saunders	06/05/2018	8373	25-25-785-5300	Contractual - Fitness Classes	22.73
Kristen Saunders	06/05/2018	8373	25-25-786-5300	Contractual - Fitness Classes	15.00
<b>Vendor 11169 - Kristen Saunders Total:</b>					<b>37.73</b>
<b>Vendor: 11264 - Kurtz McKinnon Creative LLC</b>					
Kurtz McKinnon Creative LLC	05/23/2018	8288	25-00-000-5340	Contractual - Camp Orientatio	1,500.00
<b>Vendor 11264 - Kurtz McKinnon Creative LLC Total:</b>					<b>1,500.00</b>
<b>Vendor: 10075 - Lauterbach &amp; Amen, LLP</b>					
Lauterbach & Amen, LLP	06/05/2018	8374	55-00-000-5330	Audit Services	10,100.00
<b>Vendor 10075 - Lauterbach &amp; Amen, LLP Total:</b>					<b>10,100.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	05/09/2018	8250	10-12-000-5482	Hardware - Parks	59.01
Lowe's Business Acct/GEMB	05/09/2018	8250	10-12-000-5496	Athletic Field Maint Supplies	892.88
Lowe's Business Acct/GEMB	05/09/2018	8250	65-00-018-5527	Boat Storage Upgrade Supplie	510.15
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>1,462.04</b>
<b>Vendor: 10080 - Mad Science of N. Illinois</b>					
Mad Science of N. Illinois	06/12/2018	8423	25-25-617-5300	Contractual - Spring Science C	728.00
<b>Vendor 10080 - Mad Science of N. Illinois Total:</b>					<b>728.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	06/05/2018	8375	25-25-785-5300	Contractual - Fitness Classes	835.79
Marianne Nicolosi	06/05/2018	8375	25-25-786-5300	Contractual - Fitness Classes	15.00
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>850.79</b>
<b>Vendor: 11260 - Marine Rescue Products, Inc.</b>					
Marine Rescue Products, Inc.	05/23/2018	8289	10-14-000-5420	Beach General Supplies	679.00
<b>Vendor 11260 - Marine Rescue Products, Inc. Total:</b>					<b>679.00</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	06/12/2018	8424	25-00-000-5305	Takiff Liquor Liability Insuranc	175.00
<b>Vendor 10160 - Market Access Total:</b>					<b>175.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	06/05/2018	8377	25-00-000-5210	Long Distance Phone Svc	58.94
<b>Vendor 10174 - MCI Total:</b>					<b>58.94</b>
<b>Vendor: 11272 - Medieval Times</b>					
Medieval Times	05/23/2018	8290	25-25-803-5300	Contractual - Kinder Korner Fi	2,099.30
<b>Vendor 11272 - Medieval Times Total:</b>					<b>2,099.30</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	06/05/2018	8378	69-00-000-5546	Vernon Park Owner Items	690.00

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Menoni & Mocogni	06/12/2018	8425	10-12-000-5495	Pulverized Dirt - Parks	132.86
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>822.86</b>
<b>Vendor: 000004447-157 - Michelle Pollock</b>					
Michelle Pollock	06/05/2018	8344	25-00-000-2580	Actv 605104-01 Class Refund	1,885.50
<b>Vendor 000004447-157 - Michelle Pollock Total:</b>					<b>1,885.50</b>
<b>Vendor: 11267 - Milieu Design LLC</b>					
Milieu Design LLC	06/05/2018	8379	10-12-000-5348	Mowing - Village of Glencoe	1,413.44
Milieu Design LLC	06/05/2018	8379	10-12-000-5349	Mowing - GPD	6,704.08
<b>Vendor 11267 - Milieu Design LLC Total:</b>					<b>8,117.52</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	05/09/2018	8251	10-12-000-5486	Plumbing Supplies - Parks	32.71
Mutual Ace Hardware	05/09/2018	8251	10-12-000-5490	Plantings/Flowers	53.91
Mutual Ace Hardware	05/09/2018	8251	10-12-000-5496	Athletic Field Maint Supplies	257.49
Mutual Ace Hardware	05/09/2018	8251	65-00-018-5527	Boat Storage Upgrades	235.20
Mutual Ace Hardware	06/05/2018	8380	10-12-000-5486	Plumbing Supplies - Parks	113.78
Mutual Ace Hardware	06/05/2018	8380	10-14-000-5482	Hardware - Beach	3.26
Mutual Ace Hardware	06/05/2018	8380	10-14-000-5486	Plumbing Supplies - Beach	71.19
Mutual Ace Hardware	06/05/2018	8380	65-00-018-5527	Boat Storage Improvements	75.49
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>843.03</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	05/23/2018	8291	25-25-315-5400	Reimbursement - Ceramics Su	52.16
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>52.16</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	05/11/2018	8184	10-00-000-2160	IMRF Life-#03298	80.00
NCPERS-IL IMRF	06/08/2018	8340	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>144.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	05/23/2018	8292	10-12-000-5590	Tree Trimming	4,505.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>4,505.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	05/23/2018	8293	10-13-000-5220	Gas/Heat - Watts	194.82
North Shore Gas Company	05/23/2018	8293	25-00-000-5220	Gas/Heat - Takiff	1,171.89
North Shore Gas Company	06/05/2018	8381	10-12-000-5220	Gas/Heat - Parks	374.17
North Shore Gas Company	06/05/2018	8381	10-14-000-5220	Gas/Heat - Beach	36.88
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,777.76</b>
<b>Vendor: 10227 - NRPA</b>					
NRPA	06/05/2018	8382	10-11-000-5340	CPRP Re-cert Fee (Carol)	65.00
<b>Vendor 10227 - NRPA Total:</b>					<b>65.00</b>
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	06/05/2018	8383	30-00-000-5750	Member Contributions - 2nd I	50,594.75
<b>Vendor 10228 - NSSRA Total:</b>					<b>50,594.75</b>
<b>Vendor: 10776 - Nutoys</b>					
Nutoys	06/12/2018	8426	69-00-000-5531	Park Trash Cans - Takiff	2,019.34
Nutoys	06/12/2018	8426	69-00-000-5540	Park Trash Cans - Woodlawn	1,346.22
Nutoys	06/12/2018	8426	69-00-000-5546	Park Trash Cans - Vernon Park	1,346.22
Nutoys	06/12/2018	8426	69-00-000-5549	Park Trash Cans - Old Elm Par	1,346.22
<b>Vendor 10776 - Nutoys Total:</b>					<b>6,058.00</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	05/23/2018	8294	25-25-402-5300	Contractual - Spanish Classes	350.00
Ole Spanish Services LLC	05/23/2018	8294	25-26-000-5386	Contractual - Spanish Classes	250.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>600.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	06/05/2018	8384	25-00-000-5355	Takiff Mo Exterminator - June	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>182.73</b>

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<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	05/29/2018	8329	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	06/05/2018	8385	10-00-000-2175	FSA Plan Contributions - May	2,253.40
PACT Administrative Services	06/05/2018	8386	10-11-000-5600	FSA Plan Fees - May & June	165.00
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>2,418.40</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	05/11/2018	8185	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	05/11/2018	8185	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	05/11/2018	8185	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	05/25/2018	8258	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	05/25/2018	8258	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	05/25/2018	8258	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	06/08/2018	8341	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	06/08/2018	8341	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	06/08/2018	8341	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>975.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	05/29/2018	8330	10-11-000-5600	Health Insurance - May 2018	32,785.19
PDRMA	05/29/2018	8330	25-26-000-5600	Health Insurance - May 2018	9,030.07
<b>Vendor 10242 - PDRMA Total:</b>					<b>41,815.26</b>
<b>Vendor: 10243 - Pentegra Systems</b>					
Pentegra Systems	05/23/2018	8295	25-00-000-5352	Takiff Security Camera Repair	827.68
Pentegra Systems	06/05/2018	8387	25-00-000-5352	Security Camera/Key Fob Rep	489.00
<b>Vendor 10243 - Pentegra Systems Total:</b>					<b>1,316.68</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	06/05/2018	8388	10-11-000-5342	Pizza for Staff Trainings	57.37
Piero's Pizza - Highland Park	06/05/2018	8388	25-00-000-5340	Pizza for Staff Training	107.00
Piero's Pizza - Highland Park	06/05/2018	8388	25-26-000-5342	Pizza for Staff Training	130.95
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>295.32</b>
<b>Vendor: 10248 - Pioneer Press</b>					
Pioneer Press	06/12/2018	8427	10-11-000-5402	Glencoe News Subscription	52.00
<b>Vendor 10248 - Pioneer Press Total:</b>					<b>52.00</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	06/12/2018	8428	10-12-000-5585	Site Development - Parks / Sh	933.12
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>933.12</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	05/09/2018	8252	25-00-000-5301	Postage - Summer Mailer	1,000.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,000.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	06/12/2018	8429	25-25-725-5300	Contractual - Spring Karate Cl	1,927.39
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>1,927.39</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	05/29/2018	8331	25-25-401-5400	ELC Supplies	53.79
Purchase Advantage Card	05/29/2018	8331	25-25-402-5400	ELC Supplies	95.16
Purchase Advantage Card	05/29/2018	8331	25-26-000-5409	Day Care Food Supplies	388.10
Purchase Advantage Card	05/29/2018	8331	25-26-000-5460	Day Care Food Equip	38.00
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>575.05</b>
<b>Vendor: 11224 - Quantum 360 LLC</b>					
Quantum 360 LLC	06/12/2018	8430	25-25-650-5300	Contractual - Spring Compute	1,408.00
<b>Vendor 11224 - Quantum 360 LLC Total:</b>					<b>1,408.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	05/09/2018	8253	10-14-000-5401	Office Supplies - Beach	18.40
Quill Corporation	05/09/2018	8253	25-00-000-5401	Office Supplies - Rec	186.13
Quill Corporation	05/09/2018	8253	25-00-000-5420	General Supplies - Rec	38.76

Voucher List of Bills

Payment Dates: 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	05/23/2018	8296	10-11-000-5342	Meeting Expenses	12.99
Quill Corporation	05/23/2018	8296	10-13-000-5401	Office Supplies - Watts	30.49
Quill Corporation	05/23/2018	8296	10-14-000-5401	Office Supplies - Beach	30.49
Quill Corporation	05/23/2018	8296	10-15-000-5401	Office Supplies - Boathouse	138.28
Quill Corporation	05/23/2018	8296	25-00-000-5401	Office Supplies - Rec	1,692.04
Quill Corporation	05/23/2018	8296	25-00-000-5412	Cleaning Supplies - Takiff	5.79
Quill Corporation	05/23/2018	8296	25-00-000-5420	General Rec Supplies	109.88
Quill Corporation	05/23/2018	8296	25-26-000-5401	Office Supplies - Day Care	259.26
Quill Corporation	06/12/2018	8431	10-12-000-5401	Office Supplies - Parks	196.98
Quill Corporation	06/12/2018	8431	25-00-000-5401	Office Supplies - Rec CREDIT	-20.83
Quill Corporation	06/12/2018	8431	25-00-000-5401	Office Supplies - Rec	371.74
Quill Corporation	06/12/2018	8431	25-00-000-5420	General Rec Supplies	13.17
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>3,083.57</b>
<b>Vendor: 11248 - R.A. Adams Enterprises, Inc.</b>					
R.A. Adams Enterprises, Inc.	05/23/2018	8297	10-12-000-5450	Equipment Parts - Parks	813.00
<b>Vendor 11248 - R.A. Adams Enterprises, Inc. Total:</b>					<b>813.00</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	05/23/2018	8298	10-12-000-5490	Plantings/Flowers	122.40
Red's Garden Center Inc.	05/23/2018	8298	10-12-000-5492	Trees/Shrubs	334.00
Red's Garden Center Inc.	06/12/2018	8432	10-12-000-5490	Plantings/Flowers	143.85
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>600.25</b>
<b>Vendor: 8498 - Richard Tomei</b>					
Richard Tomei	06/05/2018	8389	25-27-000-5365	Contractual - Personal Trainin	45.00
<b>Vendor 8498 - Richard Tomei Total:</b>					<b>45.00</b>
<b>Vendor: 11173 - Rick's AutoCare &amp; Collision Repair</b>					
Rick's AutoCare & Collision Re	05/29/2018	8332	10-12-000-5990	Parks Truck Repairs	1,257.37
<b>Vendor 11173 - Rick's AutoCare &amp; Collision Repair Total:</b>					<b>1,257.37</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	05/29/2018	8333	10-14-000-5353	Portable Toilet Svc - Beach	204.50
Rite Portable Restrooms	06/05/2018	8390	10-12-000-5353	Portable Toilet Service - Parks	340.00
Rite Portable Restrooms	06/12/2018	8433	10-15-000-5353	Portable Toilet Svcs - Boathou	256.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>800.50</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	06/05/2018	8391	10-13-000-5357	Watts Refrig Mo Maint - June	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>265.00</b>
<b>Vendor: 1232 - Ronald P. Cadarian</b>					
Ronald P. Cadarian	06/05/2018	8392	25-27-000-5365	Contractual - Personal Trainin	82.50
<b>Vendor 1232 - Ronald P. Cadarian Total:</b>					<b>82.50</b>
<b>Vendor: 10270 - Rotary Club of Glencoe</b>					
Rotary Club of Glencoe	06/12/2018	8434	10-11-000-5730	Rotary Dues - 2nd Quarter	275.00
<b>Vendor 10270 - Rotary Club of Glencoe Total:</b>					<b>275.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	05/29/2018	8334	25-25-951-5400	Spring Events Supplies	11.96
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>11.96</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	06/05/2018	8393	25-25-785-5300	Contractual - Fitness Classes	236.40
Sandra K Culver	06/05/2018	8393	25-25-786-5300	Contractual - Fitness Classes	150.00
Sandra K Culver	06/05/2018	8393	25-25-787-5300	Contractual - Teen Rowing Cla	1,593.00
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>1,979.40</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	05/23/2018	8299	25-25-312-5300	Contractual - Spring Adult Act	2,555.25
Sarah Hall	06/07/2018	8401	25-25-649-5300	Contractual - Winter Acting Cl	2,616.97
Sarah Hall	06/07/2018	8401	25-25-652-5300	Contractual - Winter Acting Cl	24,481.68
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>29,653.90</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	05/23/2018	8301	25-25-401-5300	Contractual - ELC Music Class	450.00



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Payment Dates: 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Shaun Christopher Whitley	05/23/2018	8301	25-25-403-5300	Contractual - ELC Music Class	450.00
Shaun Christopher Whitley	05/23/2018	8301	25-26-000-5386	Contractual - Day Care Music	900.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>1,800.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	06/12/2018	8435	65-00-018-5527	Paint - Boat Storage Upgrades	821.60
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>821.60</b>
<b>Vendor: 10803 - Sign Palace</b>					
Sign Palace	06/05/2018	8394	69-00-000-5540	Park ID Signs - Woodlawn	1,800.00
Sign Palace	06/05/2018	8394	69-00-000-5546	Park ID Signs - Vernon	850.00
Sign Palace	06/05/2018	8394	69-00-000-5549	Park ID Signs - Old Elm	850.00
<b>Vendor 10803 - Sign Palace Total:</b>					<b>3,500.00</b>
<b>Vendor: 10716 - SiteOne Landscape Supply</b>					
SiteOne Landscape Supply	05/29/2018	8335	10-12-000-5496	Irrigation Controller - Berlin	1,024.98
<b>Vendor 10716 - SiteOne Landscape Supply Total:</b>					<b>1,024.98</b>
<b>Vendor: 11271 - Slowikowski &amp; Associates</b>					
Slowikowski & Associates	05/23/2018	8302	10-11-000-5340	Contractual - All Staff Training	2,700.00
<b>Vendor 11271 - Slowikowski &amp; Associates Total:</b>					<b>2,700.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	06/12/2018	8436	45-00-000-5335	Background Checks - May	573.50
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>573.50</b>
<b>Vendor: 10284 - Spencer Welding Service</b>					
Spencer Welding Service	05/23/2018	8304	65-00-018-5528	Beach Railing Repairs	3,800.00
<b>Vendor 10284 - Spencer Welding Service Total:</b>					<b>3,800.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	05/11/2018	8186	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	05/25/2018	8259	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	06/08/2018	8342	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>587.70</b>
<b>Vendor: 10151 - The Lifeguard Store</b>					
The Lifeguard Store	05/29/2018	8336	10-14-000-5421	Lifeguard Uniforms	1,187.00
<b>Vendor 10151 - The Lifeguard Store Total:</b>					<b>1,187.00</b>
<b>Vendor: 10209 - The Mulch Center</b>					
The Mulch Center	06/05/2018	8396	69-00-000-5546	Mulch Removal - Vernon	2,400.00
<b>Vendor 10209 - The Mulch Center Total:</b>					<b>2,400.00</b>
<b>Vendor: 10517 - Timothy Dane Bowen</b>					
Timothy Dane Bowen	06/12/2018	8437	25-25-594-5300	Contractual - Spring Lego Clas	1,584.00
<b>Vendor 10517 - Timothy Dane Bowen Total:</b>					<b>1,584.00</b>
<b>Vendor: 10302 - Uline</b>					
Uline	05/29/2018	8337	10-12-000-5420	General Parks Supplies	128.00
Uline	05/29/2018	8337	25-00-000-5401	Rec Office Supplies	364.25
Uline	05/29/2018	8337	25-00-000-5580	General Rec Equipment	93.00
<b>Vendor 10302 - Uline Total:</b>					<b>585.25</b>
<b>Vendor: 10705 - UMB Bank NA</b>					
UMB Bank NA	05/28/2018	DFT0000642	40-00-000-5010	Interest Due 6/1/18 - 2015 Bo	116,925.00
<b>Vendor 10705 - UMB Bank NA Total:</b>					<b>116,925.00</b>
<b>Vendor: 10703 - US Postal Service (CMRS-FP)</b>					
US Postal Service (CMRS-FP)	05/23/2018	8305	25-00-000-5301	Postage for Mail Machine	750.00
<b>Vendor 10703 - US Postal Service (CMRS-FP) Total:</b>					<b>750.00</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	05/29/2018	8338	10-13-000-5220	Gas/Heat - Watts	179.63
Vanguard Energy Service, LLC	05/29/2018	8338	25-00-000-5220	Gas/Heat - Takiff	2,028.26
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>2,207.89</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	05/11/2018	8187	10-00-000-2140	ICMA - A/C#301403	1,309.61
Vantagepoint Trf Agents-457	05/25/2018	8260	10-00-000-2140	ICMA - A/C#301403	1,309.61

**Voucher List of Bills**

**Payment Dates: 05/09/2018 - 06/12/2018**

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vantagepoint Trf Agents-457	06/08/2018	8343	10-00-000-2140	ICMA - A/C#301403	1,309.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>3,928.83</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	06/05/2018	8397	25-00-000-5210	Cell Phone Svc	822.95
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>822.95</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	05/09/2018	8254	10-12-000-5240	Water/Sewer - Linden House	29.77
Village of Glencoe	05/23/2018	8306	65-00-000-5990	Active Transport Fees	5,000.00
Village of Glencoe	06/12/2018	8438	10-12-000-5480	Gasoline - Parks	661.58
Village of Glencoe	06/12/2018	8438	25-00-000-5360	Spring/Summer Newsletter	824.20
Village of Glencoe	06/12/2018	8438	65-00-018-5532	Trash Truck - Beach	5,000.00
Village of Glencoe	06/12/2018	8439	10-12-000-5240	Water - Parks	930.20
Village of Glencoe	06/12/2018	8439	10-13-000-5240	Water - Watts	343.09
Village of Glencoe	06/12/2018	8439	10-14-000-5240	Water - Beach	29.77
Village of Glencoe	06/12/2018	8439	10-15-000-5240	Water - Boathouse	47.77
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>12,866.38</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	05/23/2018	8307	25-25-401-5400	ELC Supplies	74.49
Walmart Community	05/23/2018	8307	25-25-402-5400	ELC Supplies	182.49
Walmart Community	05/23/2018	8307	25-25-403-5400	ELC Supplies	173.21
Walmart Community	05/23/2018	8307	25-25-428-5400	Presch Enrich Supplies	28.83
Walmart Community	05/23/2018	8307	25-25-601-5400	Kids Club Supplies	49.04
Walmart Community	05/23/2018	8307	25-26-000-5403	Day Care Pgm Supplies	333.40
Walmart Community	05/23/2018	8307	25-26-000-5409	Day Care Food Supplies	415.00
Walmart Community	05/23/2018	8307	25-26-000-5460	Day Care Food Equipment	126.45
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,382.91</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	05/29/2018	8339	10-14-000-5412	Cleaning Supplies - Beach	850.00
Warehouse Direct Workplace	05/29/2018	8339	10-15-000-5412	Cleaning Supplies - Boathouse	100.00
Warehouse Direct Workplace	05/29/2018	8339	25-00-000-5412	Cleaning Supplies - Takiff	200.00
Warehouse Direct Workplace	05/29/2018	8339	25-26-000-5412	Cleaning Supplies - Day Care	578.75
Warehouse Direct Workplace	06/05/2018	8398	25-26-000-5412	Cleaning Supplies - Day Care	598.20
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>2,326.95</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	05/09/2018	8255	25-00-000-5360	Welcome Marketing Mailing	322.84
Welcome Wagon	06/12/2018	8440	25-00-000-5360	Advertising	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>484.26</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	05/30/2018	DFT0000654	10-00-000-2111	WI Mo Withholding - May 20	233.04
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>233.04</b>
<b>Vendor: 11256 - Zevco Medical Products</b>					
Zevco Medical Products	06/05/2018	8399	10-12-000-5430	First Aid Supplies - Parks	100.00
Zevco Medical Products	06/05/2018	8399	10-13-000-5430	First Aid Supplies - Watts	100.00
Zevco Medical Products	06/05/2018	8399	10-14-000-5430	First Aid Supplies - Beach	100.00
Zevco Medical Products	06/05/2018	8399	25-00-000-5430	First Aid Supplies - Takiff	250.65
Zevco Medical Products	06/05/2018	8399	25-26-000-5430	First Aid Supplies - Day Care	100.00
<b>Vendor 11256 - Zevco Medical Products Total:</b>					<b>650.65</b>
<b>Vendor Set AP Vendors Total:</b>					<b>912,849.44</b>

Voucher List of Bills

Payment Dates: 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	05/29/2018	8318	25-00-000-5341	Mileage Reimbursement	65.29
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>65.29</b>
<b>Vendor: 1858 - Cynthia Dinham</b>					
Cynthia Dinham	06/05/2018	8363	25-25-401-5400	Reimbursement - ELC Supplie	19.60
<b>Vendor 1858 - Cynthia Dinham Total:</b>					<b>19.60</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	05/23/2018	8284	10-11-000-5341	Mileage Reimbursement	50.14
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>50.14</b>
<b>Vendor: 8170 - Jessica Stockl</b>					
Jessica Stockl	05/23/2018	8285	25-26-000-5403	Reimbursement - Day Care Su	41.27
<b>Vendor 8170 - Jessica Stockl Total:</b>					<b>41.27</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	05/23/2018	8286	25-25-414-5400	Reimbursement - Presch Enric	13.16
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>13.16</b>
<b>Vendor: 5052 - Mary Krueger</b>					
Mary Krueger	06/05/2018	8376	25-26-000-5341	Mileage Reimbursement	183.16
<b>Vendor 5052 - Mary Krueger Total:</b>					<b>183.16</b>
<b>Vendor: 8133 - Sharon Stern</b>					
Sharon Stern	05/23/2018	8300	25-25-414-5400	Reimbursement - Presch Enric	11.88
<b>Vendor 8133 - Sharon Stern Total:</b>					<b>11.88</b>
<b>Vendor: 4984 - Sonja Anderson</b>					
Sonja Anderson	05/23/2018	8303	25-25-402-5400	Reimbursement - ELC Supplie	46.97
<b>Vendor 4984 - Sonja Anderson Total:</b>					<b>46.97</b>
<b>Vendor: 7406 - Stacey Resnick</b>					
Stacey Resnick	06/05/2018	8395	25-25-401-5400	Reimbursement - ELC Supplie	28.37
<b>Vendor 7406 - Stacey Resnick Total:</b>					<b>28.37</b>
<b>Vendor Set Employees Total:</b>					<b>459.84</b>

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Payment Dates: 05/09/2018 - 06/12/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000001081-156 - Shameen Thakrar</b>					
Shameen Thakrar	05/24/2018	8312	25-00-000-2580	Credit Bal Refund	100.00
				<b>Vendor 000001081-156 - Shameen Thakrar Total:</b>	<b>100.00</b>
				<b>Vendor Set Refunds Total:</b>	<b>100.00</b>
				<b>Grand Total:</b>	<b>913,409.28</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	264,094.07
25 - RECREATION FUND	353,959.66
30 - SPECIAL RECREATION FUND	50,594.75
40 - BOND & INTEREST FUND	116,925.00
45 - LIABILITY INSURANCE FUND	7,692.50
55 - AUDIT FUND	10,100.00
65 - CAPITAL PROJECTS FUND	67,412.79
69 - MASTER PLAN CAPITAL PROJECTS	30,677.91
70 - SPECIAL TRUST/DONATION FUND	11,952.60
<b>Grand Total:</b>	<b>913,409.28</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHOLDING	28,349.28
10-00-000-2110	IL STATE WITHOLDING	15,516.88
10-00-000-2111	WI STATE WITHOLDIN	233.04
10-00-000-2120	SOCIAL SECURITY WITH	43,815.40
10-00-000-2130	MEDICARE WITHOLDING	10,247.26
10-00-000-2140	ICMA DEF COMP WITHO	3,928.83
10-00-000-2150	IMRF WITHOLDING	38,805.74
10-00-000-2155	IMRF VAC WITHOLDING	3,753.84
10-00-000-2160	SUPPL IMRF LIFE WITHO	144.00
10-00-000-2170	AFLAC WITHOLDING	620.96
10-00-000-2175	FSA PLAN WITHOLDIN	2,253.40
10-00-000-2180	CREDIT UNION WITHOL	975.00
10-00-000-2190	GARNISHMENT WITHOL	587.70
10-11-000-5310	LEGAL SERVICES	6,427.50
10-11-000-5311	LEGAL NOTICES	25.09
10-11-000-5340	CONFERENCES AND TRA	3,033.94
10-11-000-5341	MILEAGE REIMBURSEM	50.14
10-11-000-5342	OFFICIALS/MEETING EXP	177.23
10-11-000-5355	MAINTENANCE SERVICE	7,253.08
10-11-000-5402	BOOKS/PUBLICATNS/SU	52.00
10-11-000-5420	SUPPLIES - GENERAL	94.85
10-11-000-5600	HEALTH INSURANCE PRE	32,950.19
10-11-000-5730	DUES/MEMBERSHIPS	275.00
10-12-000-5210	TELEPHONE/INTERNET	336.65
10-12-000-5220	FUEL/HEAT	374.17
10-12-000-5230	ELECTRICITY	387.59
10-12-000-5240	WATER	959.97
10-12-000-5348	SHARED SVCS-CONT MO	1,413.44
10-12-000-5349	CONTRACTL-HORT/LAN	6,704.08
10-12-000-5350	MAINTENANCE SERVICE	4,650.00
10-12-000-5353	DISPOSAL/PORTOLET SE	2,096.77
10-12-000-5401	OFFICE SUPPLIES	196.98
10-12-000-5420	SUPPLIES - GENERAL	128.00
10-12-000-5430	SUPPLIES - FIRST AID	100.00
10-12-000-5450	SUPPLIES - EQUIPMENT	1,300.97
10-12-000-5480	GASOLINE/LUBRICANTS	661.58
10-12-000-5481	SUPPLIES-CONSTRUCTIO	1,076.85
10-12-000-5482	SUPPLIES-HARDWARE	59.01
10-12-000-5486	SUPPLIES-PLUMBING	146.49
10-12-000-5488	SUPPLIES-POWER TOOL	250.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	593.03
10-12-000-5492	SUPPLIES-TREES/SHRUB	334.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	1,777.50
10-12-000-5495	SUPPLIES-PULVERIZED D	132.86



## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5496	SUPPLIES-ATHLETIC MAI	3,409.87
10-12-000-5582	EQUIPMENT - MAINTEN	709.42
10-12-000-5584	EQUIPMENT-RECREATIO	1,723.90
10-12-000-5585	PAVEMENT & SITE DEVE	7,473.12
10-12-000-5590	TREE TRIM/WORK-Outsi	4,505.00
10-12-000-5990	CONTINGENCY	1,257.37
10-13-000-5210	TELEPHONE/INTERNET	237.93
10-13-000-5220	FUEL/HEAT	374.45
10-13-000-5230	ELECTRICITY	671.03
10-13-000-5240	WATER	343.09
10-13-000-5351	REPAIRS - EQUIPMENT	1,046.52
10-13-000-5353	DISPOSAL/PORTOLET SE	224.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5401	OFFICE SUPPLIES	30.49
10-13-000-5430	SUPPLIES - FIRST AID	100.00
10-13-000-5482	SUPPLIES-HARDWARE	2.99
10-13-000-5488	SUPPLIES-HAND TOOLS	100.00
10-14-000-5210	TELEPHONE/INTERNET	166.09
10-14-000-5220	FUEL/HEAT	36.88
10-14-000-5230	ELECTRICITY	258.45
10-14-000-5240	WATER	29.77
10-14-000-5350	MAINTENANCE SERVICE	1,162.84
10-14-000-5353	DISPOSAL/PORTOLET SE	969.00
10-14-000-5360	PRINTING/MARKETING/	2,533.22
10-14-000-5401	OFFICE SUPPLIES	66.33
10-14-000-5412	CUSTODIAL/CLEANING S	850.00
10-14-000-5420	SUPPLIES - GENERAL	1,252.70
10-14-000-5421	SUPPLIES - UNIFORMS	2,593.20
10-14-000-5430	SUPPLIES - FIRST AID	394.94
10-14-000-5481	SUPPLIES-CONSTRUCTIO	557.66
10-14-000-5482	SUPPLIES-HARDWARE	91.00
10-14-000-5483	SUPPLIES-PAINT	32.53
10-14-000-5486	SUPPLIES-PLUMBING	855.19
10-14-000-5487	SUPPLIES-POWER TOOL	175.00
10-15-000-5230	ELECTRICITY	390.14
10-15-000-5240	WATER	47.77
10-15-000-5352	REPAIRS - BUILDINGS	662.05
10-15-000-5353	DISPOSAL/PORTOLET SE	256.00
10-15-000-5360	PRINTING/MARKETING/	1,700.00
10-15-000-5401	OFFICE SUPPLIES	138.28
10-15-000-5412	CUSTODIAL/CLEANING S	128.65
10-15-000-5420	SUPPLIES - GENERAL	494.65
10-15-000-5421	SUPPLIES - UNIFORMS	464.90
10-15-000-5430	SUPPLIES - FIRST AID	143.14
10-15-000-5450	SUPPLIES - EQUIPMENT	737.91
10-15-000-5481	SUPPLIES-CONSTRUCTIO	211.81
10-15-000-5482	SUPPLIES-HARDWARE	8.99
10-15-000-5487	SUPPLIES-POWER TOOL	150.00
10-15-000-5588	BUILDING IMPROVEME	160.63
10-15-000-5990	CONTINGENCY	649.88
25-00-000-2580	BALANCE ON ACCOUNT-	2,214.50
25-00-000-5210	TELEPHONE/INTERNET	5,696.17
25-00-000-5220	FUEL/HEAT	3,200.15
25-00-000-5230	ELECTRICITY	8,024.23
25-00-000-5301	POSTAGE	1,750.00
25-00-000-5305	PARTY RENTAL ENTERM	175.00
25-00-000-5321	CONSULTING-ONLINE/O	350.03
25-00-000-5340	CONFERENCES AND TRA	1,812.64

## Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5341	MILEAGE REIMBURSEM	65.29
25-00-000-5350	MAINTENANCE SERVICE	339.00
25-00-000-5351	REPAIRS - EQUIPMENT	6,444.10
25-00-000-5352	REPAIRS - BUILDINGS	1,832.68
25-00-000-5353	DISPOSAL/PORTOLET SE	729.86
25-00-000-5355	MAINTENANCE SERVICE	2,301.90
25-00-000-5360	PRINTING/MARKETING/	10,099.40
25-00-000-5362	PHOTOGRAPHY	147.00
25-00-000-5401	OFFICE SUPPLIES	2,593.33
25-00-000-5412	CUSTODIAL/CLEANING S	205.79
25-00-000-5420	SUPPLIES - GENERAL	1,009.14
25-00-000-5421	SUPPLIES - UNIFORMS	1,000.00
25-00-000-5430	SUPPLIES - FIRST AID	250.65
25-00-000-5487	SUPPLIES-POWER TOOL	248.88
25-00-000-5580	EQUIPMENT - GENERAL	93.00
25-00-000-5582	EQUIPMENT - MAINTEN	253.14
25-00-000-5588	BUILDING IMPROVEME	378.67
25-25-305-5400	SUPPLIES-1st AID/CPR/A	81.13
25-25-310-5400	SUPPLIES-ADULT ART/P	337.38
25-25-312-5300	CONTRACTL-ADULT WO	2,555.25
25-25-312-5400	SUPPLIES-ADULT WORK	11.98
25-25-315-5400	SUPPLIES-ADULT CERAM	1,155.46
25-25-401-5300	CONTRACTL-ELC 3YR	450.00
25-25-401-5400	SUPPLIES-ELC 3YR	411.39
25-25-402-5300	CONTRACTL-ELC 4YR	350.00
25-25-402-5400	SUPPLIES-ELC 4YR	997.36
25-25-403-5300	CONTRACTL-ELC 2YR	450.00
25-25-403-5400	SUPPLIES-ELC 2YR	320.34
25-25-411-5400	SUPPLIES-CREATIVE CO	200.00
25-25-413-5400	SUPPLIES-COOKS & BOO	41.75
25-25-414-5400	SUPPLIES-EXPL N DISCVR	96.04
25-25-428-5400	SUPPLIES-ALPHABET AN	119.14
25-25-471-5300	CONTRACTL-GJK PLAYTI	7,863.00
25-25-472-5300	CONTRACTL-GJK TRANSI	50,268.75
25-25-473-5300	CONTRACTL- GJK 3'S	63,477.00
25-25-474-5300	CONTRACTL-GJK 4'S	74,982.37
25-25-475-5300	CONTRACTL-GJK ENRICH	1,803.00
25-25-476-5300	CONTRACTL-GJK CAMPS	1,994.55
25-25-490-5400	SUPPLIES-PRESCH JR TR	13.71
25-25-586-5300	CONTRACTL-KINDER LIL	2,718.00
25-25-594-5300	CONTRACTL-LEGO/ALL A	1,584.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	218.81
25-25-605-5300	CONTRACTL-FIRST AID/B	44.00
25-25-614-5300	CONTRACTL-YOUTH MIX	2,852.00
25-25-615-5400	SUPPLIES-YOUTH CERA	978.25
25-25-617-5300	CONTRACTL-MAD SCIEN	728.00
25-25-629-5300	CONTRACTL-CHESS SCH	3,366.00
25-25-635-5300	CONTRACTL-AMAZING	1,008.00
25-25-649-5300	CONTRACTL-DRAMA-YO	2,616.97
25-25-650-5300	CONTRACTL-TECHNOLO	1,408.00
25-25-651-5300	CONTRACTL-ART/FASHI	432.00
25-25-652-5300	CONTRACTL-LIL FOOTLI	24,481.68
25-25-705-5300	CONTRACTL-FLOOR HOC	1,606.50
25-25-722-5400	SUPPLIES-YOUTH BASEB	1,432.79
25-25-725-5300	CONTRACTL-KARATE CL	1,927.39
25-25-744-5300	CONTRACTL-YOUTH FLA	1,113.00
25-25-746-5300	CONTRACTL-HOT SHOT	819.00
25-25-747-5300	CONTRACTL-HOTSHOT S	6,163.50

## Account Summary

Account Number	Account Name	Payment Amount
25-25-785-5300	CONTRACTL-FITNESS PU	1,094.92
25-25-786-5300	CONTRACTL-FITNESS DR	180.00
25-25-787-5300	CONTRACTL-GENERAL FI	1,593.00
25-25-789-5300	CONTRACTL-GYMNASTI	1,260.00
25-25-801-5300	CONTRACTL-SUN FUN C	728.38
25-25-801-5400	SUPPLIES-SUN FUN CAM	2,847.53
25-25-803-5300	CONTRACTL-KINDER KO	2,099.30
25-25-803-5400	SUPPLIES-KINDER KORN	1,503.14
25-25-806-5300	CONTRACTL-PRESCHL S	82.86
25-25-809-5400	SUPPLIES-COUNSELOR I	63.70
25-25-810-5300	CONTRACTL-CAMP ADV	593.39
25-25-810-5400	SUPPLIES-CAMP ADVEN	1,588.02
25-25-811-5300	CONTRACTL-TEDDY BEA	82.86
25-25-812-5300	CONTRACTL-PANDA BEA	82.86
25-25-812-5400	SUPPLIES-PANDA BEAR	29.75
25-25-813-5300	CONTRACTL-KOALA BEA	82.86
25-25-813-5400	SUPPLIES-KOALA BEAR C	487.32
25-25-833-5300	CONTRACTL-ACTION QU	182.84
25-25-833-5400	SUPPLIES-ACTION QUES	1,079.33
25-25-835-5400	SUPPLIES-AQUATIC CAM	123.50
25-25-836-5400	SUPPLIES-SAILING CAMP	29.75
25-25-904-5400	SUPPLIES-MOTHER/SON	544.90
25-25-906-5400	SUPPLIES-EARTH DAY	24.78
25-25-944-5400	SUPPLIES-PARK N PLAY	245.07
25-25-951-5400	SUPPLIES-SPRING SPEC E	1,233.91
25-25-952-5400	SUPPLIES-SUMMER SPE	811.33
25-26-000-5341	MILEAGE REIMBURSEM	183.16
25-26-000-5342	OFFICIALS/MEETINGS EX	965.18
25-26-000-5360	PRINTING/MARKETING/	250.00
25-26-000-5386	SERVICES-DAYCARE PRO	1,150.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	259.26
25-26-000-5403	DAYCARE PROGRAM SU	2,904.48
25-26-000-5409	SUPPLIES-INTERNAL FO	2,468.59
25-26-000-5412	SUPPLIES-CLEANING/CU	1,176.95
25-26-000-5425	SUPPLIES-STAFF RECOG	771.15
25-26-000-5430	SUPPLIES - FIRST AID	686.75
25-26-000-5460	SUPPLIES-FOOD EQUIP	240.27
25-26-000-5600	HEALTH INSURANCE PRE	9,030.07
25-27-000-5210	DEDICATED TV/INTERNE	293.96
25-27-000-5365	CONTRACTL-PERSONAL	127.50
30-00-000-5750	NSSRA CONTRIBUTION	50,594.75
40-00-000-5010	INTEREST - BONDS	116,925.00
45-00-000-5335	WELLNESS/PRE-PLACEM	573.50
45-00-000-5653	UNEMPLOYMENT	7,119.00
55-00-000-5330	AUDIT FEES	10,100.00
65-00-000-5990	CONTINGENCY	5,000.00
65-00-018-5502	ANNUAL HARDWARE RE	7,508.30
65-00-018-5507	REPLACE NEW HOLLAND	35,320.92
65-00-018-5520	LEAD PAINT ABATEMT/C	8,050.25
65-00-018-5527	PADDLE/RACK/LOCKER	2,733.32
65-00-018-5528	PIER DAMAGE REPAIRS	3,800.00
65-00-018-5532	TRASH TRUCK-BEACH	5,000.00
69-00-000-5531	TAKIFF PARKING-Ph 1-C	2,019.34
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5534	GEOTECH - Lakefront	3,008.99
69-00-000-5540	PLAYGRD-WOODLAWN-	5,440.47
69-00-000-5546	PLAYGRD-VERNON/JEFF-	7,580.47

**Account Summary**

Account Number	Account Name	Payment Amount
69-00-000-5549	PLAYGRD-OLD ELM-Own	3,725.72
69-00-000-5550	TAKIFF PARKING Ph 2-D	8,777.93
69-00-000-5552	TAKIFF PARKING Ph 2-O	79.99
70-56-000-5570	CAPITAL-SAFRAN PROJE	11,952.60
	<b>Grand Total:</b>	<b>913,409.28</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	913,409.28
<b>Grand Total:</b>	<b>913,409.28</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 June 19, 2018 and you are hereby authorized to pay them from the appropriate funds.

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

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

1.20.10 Administrative Release

Exempt employees are expected to perform their job duties regardless of the number of hours required. However, an exempt employee who is assigned specific tasks in addition to his normal workload by his Department Head may be granted time off from work when his schedule and Park District operations permit.

Administrative release time must be approved in advance of your performing the additional tasks by your Department Head.

Administrative release time is not and may not be granted on an hour-for-hour basis for each hour worked in excess of 40 per week (i.e., two hours worked over 40 hours does not mean that the you will be granted two hours of administrative release time). Instead, the amount of administrative release time that you may be granted for specific tasks shall be determined by the Department Head in his sole discretion and who shall notify you of the amount of time off granted.

Administrative release time is not a substitute for overtime; exempt employees are not eligible for overtime. Rather, administrative release time is an acknowledgment that during certain times of the year it is in the best interest of the park district for staff to work over and above typical work hours. Full time exempt employees should make every opportunity to use the time within two weeks, but may accumulate up to 40 hours of administrative release time within a calendar year. The accrual of additional compensatory time is subject to approval by the Executive Director. All unused administrative release time shall be forfeited at the end of the fiscal year unless the Executive Director determines, in his/her discretion, to allow an employee to carry forward such unused compensatory time for an additional period not to exceed 60 days. Use of the compensatory time shall require at least three days written notice in advance and approval of the employee's immediate supervisor and the Executive Director. Employees will not be entitled to payment of unused compensatory upon their voluntary or involuntary separation from the District.



### **3.02 Commissioner Privileges**

#### **A. Compensation**

Board members shall act as such without compensation. (Code, 70 ILCS 1205/4-1)

#### **B. Conferences and Seminars**

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions and the Reimbursement of Travel, Meal, and Lodging Policy.

#### **C. Professional Associations**

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association and the Illinois Association of Park Districts or any other professional association approved by the Board. Because both the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from Commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees.

### **3.04 Ethics and Conduct**

#### **A. Ethics Act**

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Cook County (5 ILCS 420/1-101).

#### **B. Representation**

Board members represent all of the residents of the District and should avoid representing special interest groups in any interactions with the District. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

#### **C. Code of Conduct**

The Glencoe Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests. Make an annual written declaration to the Board listing any organizations that may reasonably be expected to interact with the District of which Park Board Commissioner is an owner, leader, Board Member or employee. Such written declaration shall be updated as soon as reasonably possible within each year as may be relevant.
3. Engage in no self-dealing or the conduct of any private business or personal services with the District except as may be permitted by law, to ensure openness, competitive opportunity and equal access to “inside” information.
4. Recuse himself/ herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest or which relates to another organization of which he/she is also an owner, leader, Board Member or employee.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.

6. Not use his/her position to obtain employment for him/herself, for family members or close associates. Should a member desire employment, he/she must first resign.
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.
8. Accept the principle of Board unity by supporting majority decisions of the Board.
9. Respect the Board's commitment to work with the Executive Director by:
  - a) requesting desired information about the agency's programs directly from him/her
  - b) referring to his or her suggestions for new policies
  - c) seeking his or her professional advice
  - d) refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board
  - e) Wholeheartedly supporting Board-approved actions of the Executive Director and his/her staff
10. Recognize that the individual Board member has no more authority over agency policies or operations and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
11. Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
12. Consider unethical and thus avoid "secret" sessions of the Board held without the presence of the Executive Director.
13. Respect the confidentiality appropriate to issues of a sensitive nature. Do not disclose any District confidential information except as agreed by Board action or as may be required by law.
14. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.

16. Evaluate the Executive Director at least annually.
17. Participate in community activities.
18. Participate in Board development opportunities.
19. Develop productive relationships with other elected officials at the state, local and national levels.
20. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
21. Keep the best interests of the agency in mind by considering himself/herself a “trustee” of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.
22. Respect, listen, and communicate with fellow Board members and the Executive Director. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the agency.
23. Take care to avoid the impression that statements made in a personal capacity or on behalf of another organization represent the position(s) of the District.
24. Avoid representing either the District or an organization of which he/she is also an owner, leader, Board Member or employee if the two organizations interact.

# **Glencoe Park District Comprehensive Assessment Policy**

*Proposed to the Board of Park Commissioners: June 19, 2018*

The Glencoe Park District must complete a needs assessment study preferably every three to five years, but at least a minimum of every ten years with interim updating due to population shifts and changing social and economic conditions. The assessment should be used to establish priorities for future improvements of parks and recreation facilities, programs, and services with the community. The assessment should be designed to obtain statistically valid results from households throughout Glencoe Park District. The assessment shall also be used to establish benchmarking averages for important parks and recreation service areas.

The Comprehensive Assessment shall include:

1. A community attitude and interest citizen survey with a minimum of 2,000 random surveys distributed through mail and phone with a minimum of 10% surveys completed - This may be completed internally or with an outside organization/consultant.
2. Tax information for the past 10 years with comparison to other surrounding park districts
3. Fund Balance Comparison for 10 years
4. Program Registration and Facility Usage Statistics
5. Profile of General Demographic Characteristics for the Village of Glencoe

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# **Glencoe Park District**

## **Comprehensive Year-Round Recreation Programs Policy**

*Proposed to the Board of Park Commissioners: June 19, 2018*

The purpose and philosophy of the Recreation and Facilities Department is to provide recreation program opportunities for its residents on a year-round basis. A wide variety of activities, special events, and classes are offered on a registration fee basis to residents and non-residents.

The District may also offer certain programs at no charge to the community. In addition, opportunities for informal activities for individuals, groups, and organizations are available at Park District facilities.

The District shall provide recreation program opportunities based on the desire and interest of the residents as interpreted by the staff and Board of Park Commissioners of this District, provided that finances and facilities are available, the activity is wholesome in nature, is in the best interest of the participants, and meets the mission of the Glencoe Park District.

The basic philosophy behind the fees and charges cost recovery system is to expand basic services and increase the quality of a specific special interest that is beyond what is appropriated through taxes. Revenue from sources other than taxes should make up over 50% of the recreation budget.

The District may:

- Give preference to registrations of residents
- Charge reasonable fees for participation in a program
- Charge non-residents a higher fee than residents
- Charge parents an extra fee for failure to pick up their children at the closing time of a program
- Provide reduced fees for District employees and their immediate family
- Provide for refunds for persons canceling their participation in a program or to a person's otherwise dissatisfied with the program
- Provide for financial assistance to residents of fees or other waivers for persons who find the fees so financially burdensome that it would preclude such person from participating in the proposed activity
- Institutes a participant code of conduct and bar for the remainder of the season any person who refuses to obey the rules for the recreational program or who otherwise violates any other provision of this code

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**Glencoe Park District**  
**Continuing Education Opportunities Policy**  
*Proposed to the Board of Park Commissioners: June 19, 2018*

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication, and efficiency of the Park District.

In the best interest of the Park District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Executive Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities and park management to the public.

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible, authorization may be given for attendance at conferences, seminars, workshops, conventions, and technical meetings and participation in professional organizations that are related to your position within the Park District.

Attendance at conferences, seminars, workshops, conventions, and technical meetings and participation in professional organizations must be approved in advance. You should check with your immediate supervisor for applicable policies, procedures, and approvals. Attendance is considered part of the administrative and manager staff's normal duties. Reimbursement for attendance expenses will be 100% of approved expenses. Full details on reimbursement are detailed in the Conference/Workshop Policy and Procedure, which is located on the Request to Attend an Overnight Conference Form.

If you attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, you may be required to submit a written report to your immediate supervisor within five days of attendance, which summarizes the ideas and methods discussed at the meeting.

**Education**

At the discretion of the Park District, you may be given the opportunity to take educational courses related to your position within the Park District. Interested employees should consult with their immediate supervisor. Park District budgetary resources are limited and the employee's immediate supervisor and Executive Director will evaluate individual requests.

**Tuition Reimbursement (Grade 1 Employees)**

If an employee is a Grade 1 employee and has worked for the Park District at least one year, he/she may be eligible to participate in the Park District's reimbursement program. As with all policies in this manual, this policy is subject to periodic budgetary constraints, as well as addition, modification or deletion.

The Park District will partially reimburse the employee for tuition for college or correspondence courses, which it believes are job related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job. The amount an employee receives will depend on the Park District's pre-approval, grade, and budgetary limitations. **The Park District will only reimburse employees for in-state public college or university tuition. If the employee elects to go to a private institution, the Park District will only reimburse tuition at the rate of an in-state public college or university equivalent class.** Tuition may only be reimbursed if the employee passes the class with an A or B (or pass if grading is a pass/fail) to be fully reimbursed. If the grade is C, the employee would get 50% reimbursed and lower there would be no reimbursement.)

Costs for textbooks and materials will not be reimbursed. Unless specifically approved in writing by your department head, course work may not be performed during business hours.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

- Employee provides their supervisor with a written request for course eligibility along with course description to their supervisor by October 1. The supervisor will forward the request on to the Executive Director for approval. The employee pays the initial course fees.
- If the employee is requesting to attend a prolonged program such as completion of a bachelor or master's degree, a memo should be presented that indicates the institution, desired degree, benefit to the Park District, the amount of classes each semester, number of years to complete, an estimate of the total cost of the program and yearly cost. This should then be approved by the Executive Director and the Board.
- Once the employee receives his grade(s), the employee should attach the tuition bill and the final grades to a check request for review and approval by their direct supervisor. Once approved, it will be sent to the administrative office for payment.

If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twelve (12) months after receiving reimbursement, the employee must repay the Park District in full.

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# Glencoe Park District Environmental Policy

*Proposed to the Board of Park Commissioners: June 19, 2018*

## **Environmental Policy Statement**

It is the mission of the Glencoe Park District to seek to preserve, maintain, and develop open space. The Board of Park Commissioners and staff of the District will protect, enhance, and responsibly use the District's natural resources. The Board of Park Commissioners and staff recognize the increasing public awareness and concern about the environment issue within and beyond its community.

The District is committed to:

- Purchasing environmentally safe and sensitive products
- Providing for the wise use and protection of air, water, soil and wildlife
- Conservation of energy resources through reduction of consumption and seeking alternative energy technologies
- Reduce waste production, reuse, and recycle materials from all areas of operations; handle waste through lawful and safe procedures
- Comply with all other applicable federal, state and local regulations and guidelines

The Board of Park Commissioners and staff of the Glencoe Park District demonstrate a leadership role in the management of its natural resources, through education, protection, restoration, enhancement, and responsible use; and to seek to preserve ecological value, provide compatible outdoor recreational and educational opportunities, and to promote a high quality of life for the citizens we serve.

## **Environmental Principles**

The Glencoe Park District will to the greatest practical extent:

1. Promote the acquisition, protection, and environmentally sensitive management of open space and natural habitat areas.
2. Design, develop, and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water, and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing the utilities in the most efficient manner possible.
3. Encourage recycling practices that utilize renewable resources and minimize the use of non-renewable ones.
4. Practice integrated pest management, which reduces the District's dependence on pesticides.
5. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
6. Function as a role model within the community by actively promoting public awareness and educational programs, which encourage environmentally sensitive lifestyles.
7. When possible, utilize native species in the replacement of trees and shrubs.

## **Environmental Practices**

The District shall develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:

1. Habitat preservation and restoration at the Robert Everly Wildflower Sanctuary
2. Habitat preservation and restoration at the Clara Dietz Bird Sanctuary
3. Work with Illinois Department of Natural Resources on shoreline protection and sand management at Glencoe Beach
4. Lakefront Park and beach bluff stabilization
5. Green Bay Trail restoration with Village of Glencoe and Friends of the Green Bay Trail
6. Partnership with Glencoe Community Garden to offer a garden which generates food for those in need
7. Environmental clean-up with Go Green Glencoe
8. Partnership with Village, School District 35, Library, Citizens on Sustainability Committee
9. Maintenance management of public open space through agreements with the Village of Glencoe and School District 35
10. The District will adequately plan and construct, using the latest available information, new and renovated open space areas, and facilities. These projects will not negatively impact the environment and will conserve soil, water and energy resources' and protect indoor and outdoor air quality.
11. The District has determined that it is in the best interest of the health, safety, and welfare of persons using District buildings and vehicles that smoking is prohibited.
12. No smoking and recycle signage shall be appropriately posted in all public areas of the District.

The District recognizes the importance of both safe and attractive parks and open space. The District has established a balanced integrated pest management program.

1. Select appropriate plant species and their proper location.
  - *Use of preventative maintenance procedures*
  - *Select native plants when feasible*
2. Promote early detection of problems.
3. Utilize, where possible, natural control methods
  - *Minimize overall pesticide use.*
  - *Test for better application methods.*
4. Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be used.
  - *The District will comply with the Federal Insecticide, Fungicide, and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.*
  - *Staff will participate in training sessions, sponsored by affiliated professional park organizations designed to improve the supervision, safe handling and application of pesticides.*



5. Characteristics: Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the “general use” classification. Any “restricted use” pesticides must be approved by the Executive Director.
6. Notification of pesticide application will comply with Illinois EPA requirements for application of pesticides.
7. Application: General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage, and disposal.
8. Calibration of equipment and application rates will be according to manufacturer’s recommendations so that only the necessary amounts of pesticides are applied.
9. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on non-renewable ones.
  - a. To achieve this goal the following objectives will be targeted:
    1. Maximize recycling collection at indoor facilities and expand collection to parks as feasible
    2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities
    3. Continue recycling of trees as wood chips and firewood
    4. Maximize used oil collection and recycling
    5. Use recycled paper to the greatest feasible extend
    6. Use recycled products, such as, biodegradable bags, recycled paper, etc., in all feasible situations
    7. Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products
    8. Recycle batteries, electronics, antifreeze, and Freon whenever feasible
    9. Eliminate the use of plastic straws at our facilities
    10. Source green cleaning products when feasible
    11. Eliminate the use of plastic water bottles at meetings and events

The Glencoe Park District will make a conscious effort within all departments to consider “green criteria” when preparing for programs and purchasing products and supplies that include the following:

- Minimal Packaging
- Recycled and Recyclable Content
- Renewable Resource Content
- Minimum 30% Post Consumer Materials
- Energy Star Rated Appliances
- Low VOC Furnishings, Paints, etc.
- Low toxicity Cleaning products
- Locally Produced Materials/Products

**Glencoe Park District**  
**Soccer Goal Safety and Education Policy**  
*Proposed to the Board of Park Commissioners: June 19, 2018*

**I. Introduction and Identification of Act**

This Soccer Goal Safety and Education Policy (“Policy”) is adopted pursuant to the Illinois Movable Soccer Goal Safety Act, also known as Zach’s Law, 430 ILCS 145/1 *et seq.* (the “Act”). The Act requires The Glencoe Park District to create a policy to outline how it will specifically address the safety issues associated with movable soccer goals.

**II. Definitions**

The following words shall have the following meanings when used in this Policy.

- a. “Act” means the Illinois Movable Soccer Goal Safety Act, also known as Zach’s Law, 430 ILCS 145/1 *et seq.*
- b. “Authorized Personnel” means Permitted Users and all District employees who have responsibility for or contact with Movable Soccer Goals.
- c. “Board” means the Board of Commissioners of the District.
- d. “District” means Glencoe Park District
- e. “Movable Soccer Goal(s)” means a freestanding structure consisting of at least 2 upright posts, a crossbar, and support bars that is designed: (1) to be used for the purposes of a soccer goal; (2) to be used without any form of support or restraint other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices; and (3) to be able to be moved to different locations.
- f. “Organization” means any unit of local government other than the District, and any school district, sporting club, soccer organization, religious organization, business, or other similar organization.
- g. “Permitted User(s)” means an Organization and all of its employees, agents, coaches and volunteers that use Property for Soccer-Related Activities.
- h. “Policy” means this Soccer Goal Safety and Education Policy.
- i. “Property” means real property owned or leased by the District where Movable Soccer Goals are used.
- j. “Safety Guidelines” mean the Guidelines for Safely Securing Movable Soccer Goals attached to this Policy as Attachment 1.
- k. “Soccer-Related Activity” means use of Movable Soccer Goals on Property, including without limitation, soccer games, scrimmages, practices and the like.

**III. Moving and Securing Movable Soccer Goals; Warning Labels**

Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District or affiliates shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel from the District or Affiliates shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

**ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT AND CONTACT THE GLENCOE PARK DISTRICT. SERIOUS INJURY INCLUDING DEATH CAN OCCUR IF IT TIPS OVER.**

#### **IV. Routine Inspections by District & Affiliates**

Affiliates shall inspect all goals before each use. Inspection forms should be available at the request of the district and turned in at the end of each season.

The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

#### **V. Permitted User Inspections, Placement in Non-Use Position and Notice to Players**

As a condition of the use of Property, before and after any Soccer-Related Activity, Permitted Users shall make a physical inspection of each Movable Soccer Goal to assure that the goal is secure in accordance with the Safety Guidelines. If any Movable Soccer Goal is not properly secured, the Permitted User shall secure the goal in accordance with the Safety Guidelines. If the Permitted User does not have the necessary equipment to secure the goal in accordance with the Safety Guidelines, the Permitted User shall place the goal in a non-use position by laying it forward onto its front bars and crossbar and shall immediately notify the District of the location of the goal.

As a condition of the use of Property and prior to the commencement of the soccer season each year, each Organization shall advise their players and the players' parents and guardians that Movable Soccer Goals may not be moved and that any use of a Movable Soccer Goal that is inconsistent with Soccer-Related Activity is strictly prohibited, including without limitation, playing, climbing, or hanging on any part of the Movable Soccer Goal. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death. A sample notice is attached hereto as Attachment 2.

#### **VI. Use of District Property by Permitted Users**

A copy of this Policy shall be provided to all Organizations using the Property for Soccer-Related Activity. Prior to using Property for Soccer-Related Activity, each Organization shall provide each of its Permitted Users with a copy of this Policy and shall require that each of its Permitted Users comply with all applicable provisions of this Policy.

#### **VII. Removal**

At the conclusion of each soccer season, the District or Affiliate will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

### **VIII. Acquisition of Tip-Resistant Movable Soccer Goals**

After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design-feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

### **IX. Applicability**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

### **X. Availability of Policy**

All District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy.

A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the Glencoe Park District Administrative Assistant at 847-835-3030.

### **XI. Amendments**

This Policy may be amended by the District at any time.

### **XI. Effective Date**

This Policy becomes effective June 19, 2018

PDF Version: Insert Pdrive location once approved

Word Version: Insert Pdrive location once approved

## ATTACHMENT 1

*NOTE: The Guidelines for Movable Soccer Goal Safety published by the U.S. Consumer Product Safety Commission state that there are several different ways to properly secure a soccer goal and that the number and type of anchors to be used depend on a number of factors, such as soil type, soil moisture content, and total goal weight. The following guidelines are taken from the CPSC recommendations for Anchoring/Securing/Counterweighting goals. It is advisable to adapt Attachment 1 to the extent the recommendations are appropriate to a District's particular situation.*

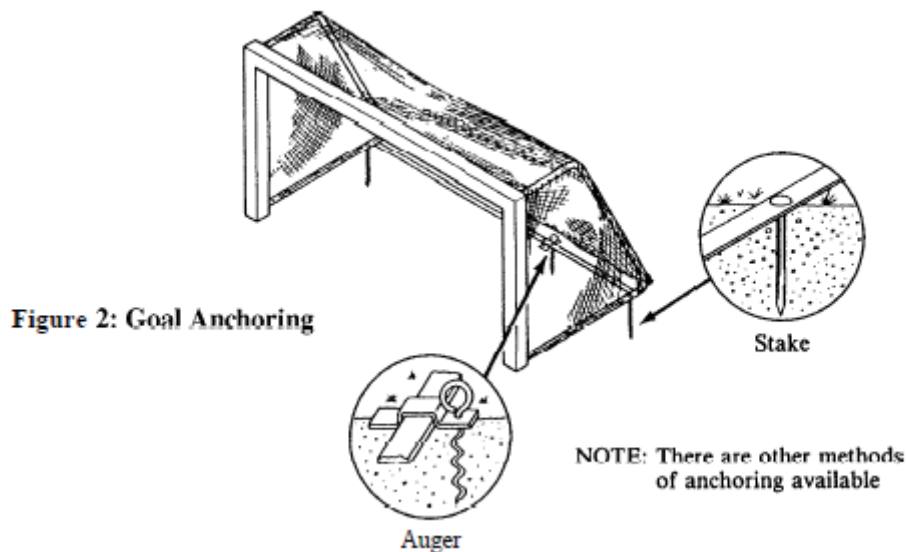
### GUIDELINES FOR SAFELY SECURING MOVABLE SOCCER GOALS

According to the U.S. Consumer Product Safety Commission (CPSC), a properly anchored / counter-weighted movable soccer goal is much less likely to tip over. Accordingly, it is **IMPERATIVE** that ALL movable soccer goals are always anchored properly (*e.g.*, see Figure 2 below) and that they are secured to the ground (preferably at the rear of the goal), making sure the anchors are flush with the ground and clearly visible.

There are several different ways to secure a Movable Soccer Goal. The number and type of anchors to be used will depend on a number of factors, such as soil type, soil moisture content, and total goal weight. Each goal shall be secured in accordance with the appropriate anchoring system as set forth below.

In addition, warning labels required by the District's Soccer Goal Safety and Education Policy will be attached to each goal. Nets shall be secured to posts, crossbars, and backdrops with tape or Velcro straps at intervals of no less than one every four feet.

### Illustrations and Recommendations according to the U.S. Consumer Product Safety Commission



## ATTACHMENT 1 - continued

### ANCHOR TYPES

#### 1. Auger style

This style anchor is “helical” shaped and is screwed into the ground. A flange is positioned over the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. A minimum of two auger-style anchors (one on each side of the goal) are recommended. More may be required, depending on the manufacturer’s specifications, the weight of the goal, and soil conditions.

Figure 3.1: Auger Style Anchor



#### 2. Semi-permanent

This anchor type is usually comprised of two or more functional components. The main support requires a permanently secured base that is buried underground. One type (3.2a) of semi-permanent anchor connects the underground base to the soccer goal by means of 2 tethers. Another design (3.2b) utilizes a buried anchor tube with a threaded opening at ground level. The goal is positioned over the buried tube and the bolt is passed through the goal ground shoes (bar) and rear ground shoe (bar) and screwed into the threaded hole of the buried tube.

Figure 3.2a: Semipermanent Anchor

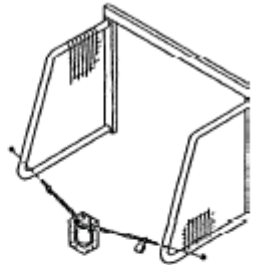
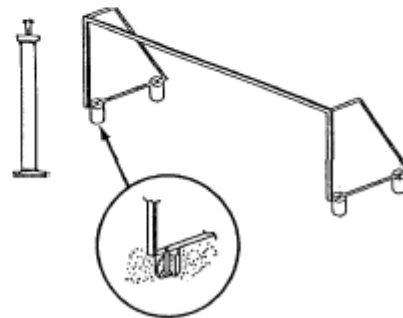


Figure 3.2b: Semipermanent Anchor



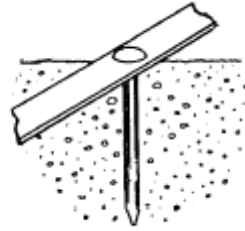


## ATTACHMENT 1 - continued

### 3. Peg or Stake style (varying lengths) Anchor

Typically, two to four pegs or stakes are used per goal (more for heavier goals) (Figure 3.3). The normal length of a peg or stake is approximately 10 inches (250mm). Care should be taken when installing pegs or stakes. Pegs or stakes should be driven into the ground with a sledge-hammer as far as possible and at an angle if possible, through available holes in the ground shoes (bar) and rear ground shoe (bar) to secure them to the ground. If the peg or stake is not flush with the ground, it should be clearly visible to persons playing near the soccer goal. Stakes with larger diameters or textured surfaces have greater holding capacity.

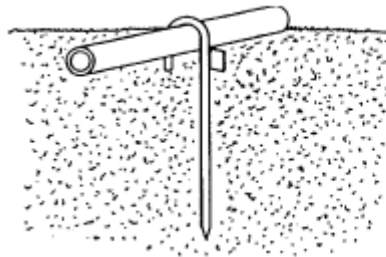
Figure 3.3: Peg or Stake Style Anchor



### 4. J-Hook Shaped Stake style

This style is used when holes are not pre-drilled into the ground shoes (bars) or rear ground shoe (bar) of the goal. Similar to the peg or stake style, this anchor is hammered, at an angle if possible, directly into the earth. The curved (top) position of this anchor fits over the goal member to secure it to the ground (Figure 3.4). Typically, two to four stakes of this type are recommended (per goal), depending on stake structure, manufacturers specifications, weight of goal, and soil conditions. Stakes with larger diameters or textured surfaces have greater holding capacity.

Figure 3.4: J-Hook Anchor



## ATTACHMENT 1 - continued

### 5. Sandbags/Counterweights

Sandbags or other counterweights could be an effective alternative on hard surfaces, such as artificial turf, where the surface cannot be penetrated by a conventional anchor (i. e., an indoor practice facility) (Figure 3.5). The number of bags or weights needed will vary and must be adequate for the size and total weight of the goal being supported.

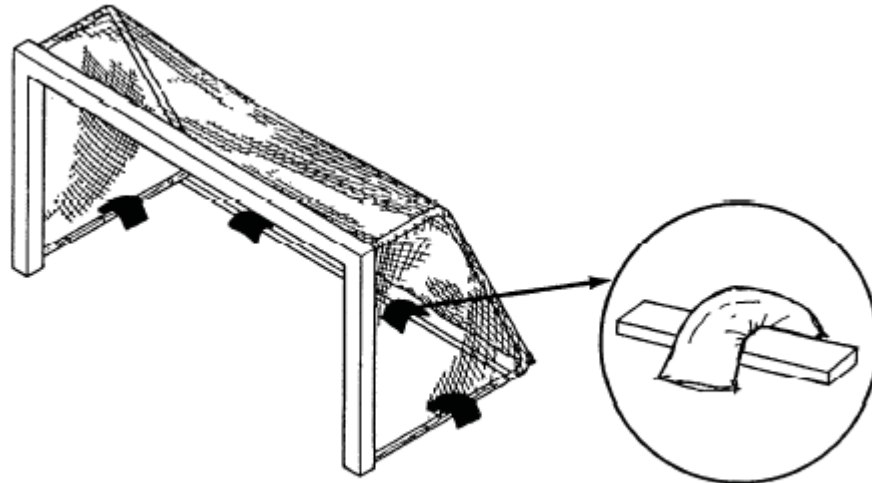
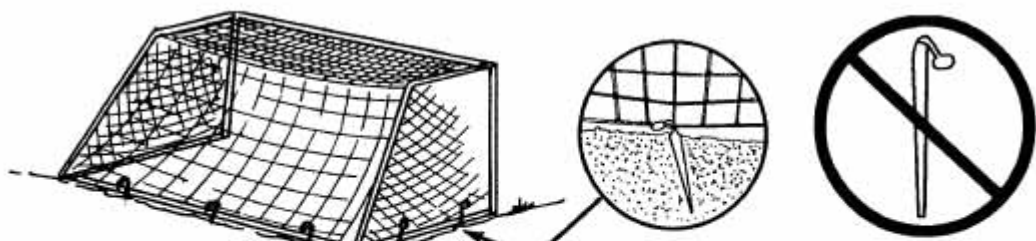


Figure 3.5: Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

### 6. Net Pegs

These tapered, metal stakes should be used to secure only the NET to the ground (Figure 3.6). Net pegs should NOT be used to anchor the movable soccer goal.



Net pegs should **never** be used to anchor a soccer goal

Figure 3.6: Net Pegs

## **ATTACHMENT 2**

### **SAMPLE NOTICE**

**[INSERT DATE]**

**TO WHOM IT MAY CONCERN:** All parents and guardians of soccer players:

One of our primary objectives is that children have safe recreation areas. To that end, soccer goals should remain securely anchored to the ground and nets firmly attached to the goals.

In an effort to keep the goals and nets secure and children safe, you are required to advise your children/soccer players and any other person accompanying you for whom you are responsible that the following is strictly prohibited: moving any soccer goals and any use of a soccer goal that is inconsistent with soccer-related activity, including without limitation, playing, climbing, or hanging on any part of the soccer goal. This especially applies to children climbing on or hanging from nets or goal frames. According to the U.S. Consumer Product Safety Commission, these activities can result in serious injury, including death.

If you observe any child inappropriately using a soccer goal or net, immediately and politely ask the child to stop. If the activity continues, please notify a coach or referee as soon as possible. Players violating this rule may be forced to sit out, at the coach's discretion.

Finally, if you see any soccer goal that is not anchored down or any net that is not firmly secured to the goal, please notify a coach or referee immediately.

Sincerely,

# Glencoe Park District Recreation Planning, Development, and Evaluation Policy

*Proposed to the Board of Park Commissioners: June 19, 2018*

The Glencoe Park District will seek input from the community and participants in the planning, development and evaluation of recreation programs and services.

## **Procedure**

To comply with the Recreation Planning, Development, and Evaluation Policy, the following procedures should be utilized:

- **Program Proposal Form**  
This form is available online and at Takiff and Watts Centers. The form can also be mailed or emailed on request. This form gives the opportunity to the community to suggest proposed programs that they would like to see developed at the park district.
- **“Let Us Know How We Are Doing” Form**  
This form is available on the reverse side of the program registration form, in every program and events guide, at both community centers, and online. “What other information would you like to have included in future Park and Recreation Program guides?” is included on this form in order to obtain feedback for future planning, development, or recreation programs and services. There is also a series of eight questions to evaluate our overall customer service, programs, parks, registration process, program instructors, program guide, program selection, and email.
- **Suggestion Box**  
A suggestion box will be placed in the lobbies of both community centers in the effort to have community members and/or participants share their ideas and suggestions.
- **Focus Group**  
In “major” programming areas, a “focus group” comprised of program participants chosen at random, will be held every 3-5 years, to determine satisfaction in programs, customer service, instructors, facilities, and program content. The focus group will be facilitated by the Director of Recreation and Facilities or a Recreation Manager. At this time, a general question will also be asked about other programs they would like to see developed at the park district. “Major” program areas include, but are not limited to youth athletics, camp, Kids Club, preschool, Children’s Circle, dance, program guide, Glencoe Fitness, Watts Ice Rinks, and Glencoe Beach.
- **Program Evaluations**  
Evaluations/Link to an Evaluation will be emailed to program participants at the end of every session.

When a community member or participant fills out the proposal form, “Let us know how we are doing” form, or suggestion box form, it will be sent to the Director of Recreation and Facilities or his/her designee to investigate comment, suggestion, and possibly implement if it meets the mission of the Glencoe Park District and there is documented need for the program.

Program evaluation results will be tabulated and given to the Director of Recreation and Facilities and review with the appropriate program manager. Changes, suggestions, or additions to programs may be determined from these evaluations.

PDF Version: [Insert Hyperlink to Document](#)

Word Version: [Insert Hyperlink to Document](#)

**Glencoe Park District**  
**Toxic Substances Disclosures to Employees Act**  
*Proposed to the Board of Park Commissioners: June 19, 2018*

**Policy Statement**

The Park District complies with all Illinois State Laws relating to the Toxic Substances Disclosures to Employees Act (820 ILCS 255/1) and shall enforce the Federal Occupational Safety and Health Administration Hazard Communication standards (29 CFR 1910.1200). The Board of Park Commissioners understands that there may exist a danger to the health of employees from significant exposure to toxic substances encountered during the course and scope of employment. Employees have an inherent right to know about the known and suspected health hazards, which may result from working with toxic substances so that they may make more knowledgeable and reasoned decisions with respect to any personal risks of their employment and the need for corrective action. Therefore employees will be given information concerning the nature of the toxic substances with which they work and full information concerning the known and suspected health hazards of such toxic substances.

**Material Safety Data Sheets**

Material Data Safety Sheets shall be available to all employees of the District.



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## INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** LISA SHEPPARD  
**SUBJECT:** ENVIRONMENTAL REPORT CARD  
**DATE:** JUNE 5, 2018  
**CC:**

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Attached is an Environmental Report Card. This “self-evaluation” tool provided by IPRA helps us gauge our environmental stewardship. After completing the evaluation, we scored 85%, which indicates that our agency is doing a very good job and should keep up the good work.

A number of the items on the report card will be able to answer “yes,” once the Board passes our Environmental Policy.

We will look at those questions for which we answered “no”, and develop strategies to address those. Our goal is to be in the 90-100% area so that we can be considered environmental leaders in the park and recreation field.

The goals we developed for 2018 include:

- For a Green Team that will meet four times a year
- Develop green purchasing procedures
- Develop a statement of sustainability for our legal bids
- Document our pest management program

We ask that the Board review and accept this Environmental Report Card. The goals will be put into our yearly goals once the Strategic Plan is accepted.



## Environmental Report Card II

### For Park & Recreation Agencies

**INSTRUCTIONS:** This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card).

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	✓			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board?	✓			1
	If you answer YES, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.				
2.	Do all staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?		✓		0
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?		✓		0
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?		✓		0
4.	Does your agency have a staff led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?				
5.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?		✓	0	

TOTAL POINTS (for this section) 3 of 7 (possible)

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual <b>operations</b> budget to support achievement of environmental goals? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling		<input checked="" type="checkbox"/>		
	Energy Audits		<input checked="" type="checkbox"/>		
	Natural Areas Maintenance/Management		<input checked="" type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm Water Best Management Practices		<input checked="" type="checkbox"/>		
	Environmentally Friendly Purchasing		<input checked="" type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input checked="" type="checkbox"/>		
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>	5			
		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated <b>capital</b> funding towards environmental initiatives? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input checked="" type="checkbox"/>		
	Nature Program Facilities		<input type="checkbox"/>		
	Energy Conservation		<input type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>	4			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. <b>(1 point for each checked below, with a maximum of 5 points)</b> check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Minimal Packaging		<input type="checkbox"/>		
	Recycled and Recyclable Content		<input type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input type="checkbox"/>		
	Low Toxicity Cleaning products		<input type="checkbox"/>		
	Locally Produced Materials/Products		<input type="checkbox"/>		
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>	0			
		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the IPRA Cooperative Purchase Program or similar program? <b>(2 points)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

<b>ADMINISTRATION AND FINANCE CONT'D</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>POINTS</b>
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?		✓		0
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.				
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>POINTS</b>
8.	Are procedures in place to evaluate positive enduring effects of environmental goals/initiatives?		✓		0
	a. Are procedures in place to examine the cost of impacts and efficiencies of various plans and programs following implementation?				
		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>POINTS</b>
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	✓			1

TOTAL POINTS (for this section) 11 of 17 (possible)

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for <b>staff</b> to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are <b>staff</b> encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for <b>patrons</b> to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers visible, well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points)	<input checked="" type="checkbox"/>			2
	a. Are outside concessionaires required to offer recycling for patrons?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input checked="" type="checkbox"/>			2
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?		<input checked="" type="checkbox"/>		
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>			
	c. Other: Please List <u>Soy Ink</u>	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				2
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?	<input checked="" type="checkbox"/>			
	c. Are 100% of fixtures low flow or motion activated?				
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?		<input checked="" type="checkbox"/>		0
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, where appropriate, on motion activated occupancy sensors?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONT'D		YES	NO	N/A	POINTS
13.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?		✓		0
		YES	NO	N/A	POINTS
14.	Are hot water heaters and hot water pipes insulated?	✓			1
		YES	NO	N/A	POINTS
15.	Are on-demand/tankless hot water heaters utilized where appropriate?			✓	
		YES	NO	N/A	POINTS
16.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	✓			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	✓			1
		YES	NO	N/A	POINTS
17.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	✓			2
		YES	NO	N/A	POINTS
18.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	✓			1
		YES	NO	N/A	POINTS
19.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	✓			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?		✓		0
		YES	NO	N/A	POINTS
20.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	✓			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	✓			1
		YES	NO	N/A	POINTS
21.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels (1 point for each checked below, with a maximum of 5 points) check all that apply	✓			
	Energy Efficient Lighting		✓		
	Batteries		✓		
	Electronics		✓		
	Ink and Toner Cartridges		✓		
	Paints				
	Cleaning Products				
	Other: Please List	Herbicide			
	<b>TOTAL NUMBER CHECKED</b>	5			
		YES	NO	N/A	POINTS
22.	Does your agency have an integrated pest management program in place to reduce the use of pesticides within facilities? (2 points)		✓		0
		YES	NO	N/A	POINTS
23.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (2 points)	✓			2

TOTAL POINTS (for this section) 36 of 43 (possible)

FLEET MAINTENANCE AND MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the Means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? Check only one.				1
	0% - 0 points				
	1-10% - 1 point	<input checked="" type="checkbox"/>			
	11-20% - 2 points				
	21-30% - 3 points				
	30-50% - 4 points				
	>50% - 5 points				
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

TOTAL POINTS (for this section) 6 of 10 (possible)



PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>	5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input checked="" type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)				
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions				
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>	5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: <b>(1 point for each checked below, with a maximum of 4 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species		<input checked="" type="checkbox"/>		
	Elimination of mowing in some areas		<input checked="" type="checkbox"/>		
	Reduction of the number of applications or using a single-application product		<input checked="" type="checkbox"/>		
	Use of Integrated Pest Management (IPM)				
	<b>TOTAL NUMBER CHECKED</b>	3			

PARKS & NATURAL RESOURCES MANAGEMENT CONT'D		YES	NO	N/A	POINTS
7.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: <b>(1 point for each checked below, with a maximum of 3 points)</b> Check all that apply			✓	
	Reduce Erosion				
	Reduce Non-Point Source Pollution				
	Deter Canada Geese				
	<b>TOTAL NUMBER CHECKED</b>				
		YES	NO	N/A	POINTS
8.	Is landscaping around facilities designed with energy conservation in mind? <b>(1 point for each checked below, with a maximum of 4 points)</b> Check all that apply	✓			
	Windbreaks/buffers			✓	
	Shade Trees Along Southern Exposures of Buildings			✓	
	Shade Trees Around Paved Areas			✓	
	Drought Tolerant Native Plants			✓	
	<b>TOTAL NUMBER CHECKED</b>			4	
		YES	NO	N/A	POINTS
9.	Does your agency incorporate native plantings into the landscape at: <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that	✓			
	Administrative Offices			✓	
	Recreational Building Facilities			✓	
	Aquatic Facilities			✓	
	Maintenance Facilities			✓	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			✓	
	Golf Courses				
	<b>TOTAL NUMBER CHECKED</b>			5	
		YES	NO	N/A	POINTS
10.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? <b>(1 point for each checked below, with a maximum of 3 points)</b> Check all that apply.	✓			
	Encroachment			✓	
	Illegal Dumping			✓	
	Other: Please List <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>				
	<b>TOTAL NUMBER CHECKED</b>			2	
		YES	NO	N/A	POINTS
11.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? <b>(1 point for each checked, with a maximum of 5 points)</b> Check all that apply.	✓			
	Fertilizers			✓	
	Pesticides			✓	
	Excavated material			✓	
	Construction material			✓	
	Other hazardous materials: Please List <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px;"></span>				
	<b>TOTAL NUMBER CHECKED</b>			4	
		YES	NO	N/A	POINTS
12.	Does your agency distribute/have available resources to explain natural resource best management practices?		✓		0

TOTAL POINTS (for this section) 31 of 33 (possible)

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? <b>(1 point for each checked below, with a maximum of 5 points)</b> check all that apply			✓	
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors				
	Woodlands				
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>				
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? <b>(1 point for each checked below, with a maximum of 5 points)</b> check all that apply			✓	
	Protect/Provide Habitats				
	Increase Biodiversity				
	Improve Water Quality				
	Control Exotic Species				
	Erosion Control				
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>				
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property? <b>(1 point for each checked below, w/ a maximum of 5 points)</b> Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)				
	Improve Water Quality			✓	
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>			5	
		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	✓			
	Restoration of Natural Areas			✓	
	Re-creation of Natural Areas			✓	
	Control Exotic Species			✓	
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality			✓	
	Bank Stabilization			✓	
	Sediment & Erosion Control			✓	
	Other: Please List				
	<b>TOTAL NUMBER CHECKED</b>			5	

PLANNING & OPEN SPACE PRESERVATION CONT'D		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Boardwalks			✓	
	Trails			✓	
	Fishing Piers				
	Viewing Platforms			✓	
	Canoe/kayak launches			✓	
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>				<b>4</b>
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Interpretive Signs			✓	
	Educational Brochures/Pamphlets				
	Educational Posters			✓	
	Agency Program Brochure				
	Website			✓	
	Events/Programs			✓	
	Public Meetings			✓	
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>				<b>5</b>
		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: <b>(1 point for each checked below, with a maximum of 4 points)</b> Check all that apply				
	Other Government Agencies			✓	
	Not-for-Profit Organizations			✓	
	Private Landowners			✓	
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>				<b>3</b>
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1

TOTAL POINTS (for this section) 24 of 24 (possible)

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?		<input checked="" type="checkbox"/>		0
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide specific programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues on ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging				
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content				
	Minimum 30% Post Consumer Materials				
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products				
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>	<b>3</b>			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its expectation of waste reduction and recycling efforts for: <b>(1 point for each checked below, with a maximum of 5 points)</b> Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals				
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>	<b>3</b>			
<b>PROGRAMMING CONT'D</b>		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? <b>(1 point for each checked below, with a maximum of 3 points)</b> Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List <input type="text"/>				
	<b>TOTAL NUMBER CHECKED</b>	<b>2</b>			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1

PROGRAMMING CONT'D		YES	NO	N/A	POINTS
10.	Does your agency actively fund: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs			<input checked="" type="checkbox"/>	
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)			<input checked="" type="checkbox"/>	
	Other: Please List _____				
	<b>TOTAL NUMBER CHECKED</b>	<b>2</b>			
		YES	NO	N/A	POINTS
11.	Does your agency apply for grants for: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Environmental Programs				
	Interpretive Initiatives (signage, brochures, displays, etc.)				
	Other: Please List _____				
	<b>TOTAL NUMBER CHECKED</b>	<b>0</b>			
		YES	NO	N/A	POINTS
12.	Does your agency clearly communicate its expectation of energy conservation programs for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Facility Rentals			<input checked="" type="checkbox"/>	
	Special Events				
	Program Participants / Facility Users			<input checked="" type="checkbox"/>	
	Contracted Vendors / Program Instructors			<input checked="" type="checkbox"/>	
	Other: Please List _____				
	<b>TOTAL NUMBER CHECKED</b>	<b>3</b>			

TOTAL POINTS (for this section) 19 of 21 (possible)

GRAND TOTAL OF ALL THE SECTIONS COMBINED 130

TOTAL POSSIBLE POINTS 155

PERCENTAGE 84 %

**GRAND TOTAL POINT REVIEW**

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address those.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30 or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA’s Environmental Committee? YES or ~~NO~~

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board review and approval for Distinguished Park and Recreation Accreditation

\_\_\_\_\_  
Date



# V. Financial Report

Glencoe Park District  
June 2018 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 5/31/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,626,004.67	(58,593.25)	2,567,411.42	
25-00-000-1000	CASH/INVESTMENTS	4,575,143.30	12,281.99	4,587,425.29	
30-00-000-1000	CASH/INVESTMENTS	241,646.59	1,139.00	242,785.59	
35-00-000-1000	CASH/INVESTMENTS	369,226.94	(27,420.64)	341,806.30	
36-00-000-1000	CASH/INVESTMENTS	156,349.59	(16,474.36)	139,875.23	
40-00-000-1000	CASH/INVESTMENTS	899,688.68	(118,946.99)	780,741.69	
45-00-000-1000	CASH/INVESTMENTS	204,606.75	(10,102.88)	194,503.87	
50-00-000-1000	CASH/INVESTMENTS	60,626.37	206.42	60,832.79	
55-00-000-1000	CASH/INVESTMENTS	14,029.60	56.00	14,085.60	
65-00-000-1000	CASH/INVESTMENTS	389,520.45	(51,190.18)	338,330.27	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,718,174.12	(18,425.08)	2,699,749.04	
70-00-000-1000	CASH/INVESTMENTS	56,866.73	(6,421.03)	50,445.70	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>12,311,883.79</b>	<b>(293,891.00)</b>	<b>12,017,992.79</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	134,286.13	386,986.87	521,273.00	
99-00-000-1012	Operating PR Account	3,113.03	10.68	3,123.71	
99-00-000-1013	IL Funds	3,764,182.86	10,615.91	3,774,798.77	
99-00-000-1014	IPDLAF CD's	2,204,000.00	0.00	2,204,000.00	
99-00-000-1015	IPDLAF MM	3,343,022.20	(691,732.84)	2,651,289.36	
99-00-000-1016	PMA CD's	2,700,200.00	0.00	2,700,200.00	
99-00-000-1017	PMA MM	163,079.57	228.38	163,307.95	
<b>TOTAL CASH IN BANK</b>		<b>12,311,883.79</b>	<b>(293,891.00)</b>	<b>12,017,992.79</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	12,311,883.79	(293,891.00)	12,017,992.79	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>12,311,883.79</b>	<b>(293,891.00)</b>	<b>12,017,992.79</b>	
<b>Claim on Cash</b>	12,017,992.79	<b>Claim on Cash</b>	12,017,992.79	<b>Cash in Bank</b>	12,017,992.79
<b>Cash in Bank</b>	12,017,992.79	<b>Due To Other Funds</b>	12,017,992.79	<b>Due To Other Funds</b>	12,017,992.79
<b>Difference</b>	0.00	<b>Difference</b>	0.00	<b>Difference</b>	0.00

**Glencoe Park District  
Monthly Funds Report  
May 2018**

**Corporate and Other Funds:**

	<u>May 2018</u>	<u>April 2018</u>
Harris Bank Corporate Account - 0.439%	719,783.89	342,927.22
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.69%	2,651,289.36	3,343,022.20
The Illinois Fund (Public Treasurers' Investment Pool) - 1.75%	3,774,798.77	3,764,182.86
Harris Payroll Account - 0.439%	5,601.97	10,096.55
PMA Financial Account - 1.75%	163,307.95	163,079.57
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(200,989.15)	(215,624.61)
IPDLAF Certificates of Deposit:		
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 \$245,000 each maturing January 14, 2019 (2.05% net)	245,000.00	245,000.00
1 CDs at \$245,000 each maturing January 22, 2019 (2.10% net)	245,000.00	245,000.00
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	488,000.00
1 CDs at \$244,000 each maturing April 24, 2019 (2.30% net)	244,000.00	244,000.00
PMA Certificates of Deposit:		
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
1 CDs at \$244,500 each maturing April 24, 2019 (2.24% net)	244,500.00	244,500.00
<b>Grand Total</b>	<b>\$12,017,992.79</b>	<b>\$12,311,883.79</b>

Glencoe Park District  
 Monthly Financial Analysis  
 May 2018

	<u>As of</u> <u>05/31/2016</u>	<u>As of</u> <u>05/31/2017</u>	<u>As of</u> <u>05/31/2018</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,650,886	1,659,016	1,779,309
Wages	(124,470)	(108,561)	(121,228)
Contractual	(464,347)	(491,793)	(468,393)
Supplies	(21,608)	(19,924)	(20,865)
Net Surplus	1,040,461	1,038,738	1,168,823
<b><u>Day Care Department</u></b>			
Revenue	250,581	239,989	287,652
Expense	(157,641)	(171,820)	(218,152)
Net Surplus/(Deficit)	92,940	68,169	69,500
<b><u>Fitness Department</u></b>			
Revenue	n/a	n/a	11,264
Expense	n/a	n/a	(11,185)
Net Surplus/(Deficit)	n/a	n/a	79
<b><u>Beach Department</u></b>			
Revenue	56,185	50,996	77,004
Expense	(61,571)	(54,810)	(48,032)
Net Surplus/(Deficit)	(5,386)	(3,814)	28,972
<b><u>Boating Department</u></b>			
Revenue	56,002	76,134	76,730
Expense	(21,956)	(38,212)	(46,442)
Net Surplus/(Deficit)	34,046	37,922	30,288
<b>Beach/Boat Dept. Net:</b>	28,660	34,108	59,260
<b><u>Watts Department</u></b>			
Revenue	781	2,113	798
Expenses	(27,097)	(33,109)	(36,938)
Net Surplus/(Deficit)	(26,316)	(30,996)	(36,140)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	7,350	8,630	8,095
Expense	(230,309)	(299,148)	(295,647)
Net Surplus/(Deficit)	(222,959)	(290,518)	(287,552)
<b><u>Parks Department</u></b>			
Revenue	79	755	1,039
Expense	(231,639)	(216,886)	(235,754)
Net Surplus/(Deficit)	(231,560)	(216,131)	(234,715)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	579,067	611,142	616,116
Expenses (incl. Fund 69 trf)	(652,499)	(1,527,532)	(931,203)
Net Surplus/(Deficit)	(73,432)	(916,390)	(315,087)

## **VI. Staff Reports**

Glencoe Park District  
June 2018 Board Meeting

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

**FY2017/18 Audit**

The final annual audit report has been completed by our auditors, Lauterbach & Amen LLP. Staff has included the final audit report, management letter and related SAS letters to the Board for their full review for its scheduled discussion at the Finance Committee of the Whole (FCW) meeting on June 19 (6:30pm). This FCW meeting will allow for Board discussion of this information with both staff and a representative from Lauterbach & Amen. The official bound copy of the audit report is scheduled to be officially accepted by the Board at the June 19 regular meeting. The final FY2017/18 audited financial statements will be distributed to staff.

**Updated Financial Information/Other**

In addition to the annual audit and related reports, staff has prepared and included the updated Fund Balance Summary Report. The preliminary 2017 Final Tax Extension summary memo and the annual Treasurer's Report will be finalized and included for the Board in the July board meeting packet.

**New Seasonal Staff**

The business office has received most of the beach and camp paperwork to process for all new and rehired seasonal employees. Staff has added/updated/input personnel records and has conducted criminal background checks for all seasonal employees.

**Prevailing Wage Ordinance**

This mandatory ordinance for 2018 is included in your packet and is scheduled for approval at the June 19 regular Board meeting.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources



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

**Recreation Department Report: Bobby Collins**

The beach opened for the 2018 summer season on May 27 and with Mother Nature providing three consecutive days of 90+ degree weather, we had one of our most successful opening weekends ever. The week of June 11, our sailing camp and aquatics camps kicked off at the boating beach. Below are the attendance figures for opening weekend.

<b>Opening Weekend</b>	<b>Visitors</b>	<b>Net Amount</b>
Resident Daily Fees-Beach	500	\$ 5,128
Resident Pass Visits	288	\$ -
<b>Total Resident Visits Opening Weekend</b>	<b>788</b>	<b>\$ 5,128</b>
Non- Residents Daily Fees	1225	\$25,857
Non-Resident Pass Visits	97	\$ -
<b>Total Non-Resident Visits Opening Weekend</b>	<b>1322</b>	<b>\$25,858</b>

Summers Beginning Camp also began on June 11. All of the camp managers and seasonal staff have been hard at work getting ready for the summer camp season. As always, a focus has been placed on strong communication with camp parents and participants leading up to camp with emails, parent orientation meetings, and of course the camp open house night which took place on June 5. Staff conducted training for camp staff focusing on camper safety and creating an inclusive camp environment that fosters positive growth in each camper.

I am excited to announce that Jessica Stockl has been promoted to Early Childhood Manager. Jessica and I are currently interviewing to fill the Early Childhood Supervisor position. The recreation team is also gearing up for a great summer of special events and other long-term projects. Staff is looking forward to hosting a great Fourth of July celebration. While summer is just getting started, recreation staff is finalizing fall programming with the production of the fall program guide.

**Beach: Matt Walker**

Staff trainings are complete and our staff handled opening weekend like true professionals. With lake temperatures in the 50's there were only a few swimmers, but all other facets of the facility ran without any major issues. A staff member was stationed in the halfway house with the sole responsibility of selling season passes and we feel this greatly attributed to the large number of pass sales.

The personal lockers on the north boating beach are complete and our new assistance boat delivered and ready to assist with on water instruction of our sailing/aquatics camps as well as assist our boaters as needed. The north boating beach experienced some loss of sand from torrential rainwater runoff and our parks department was quick to grade the beach and get it back to a state our boaters could safely launch and return. We are at full capacity with all available sand spaces rented and are very close to full capacity with our racks and paddleboard storage. The new motorized Dingo has proven to be a very valuable tool in grading sand, while also

launching and removing our fleet from the water. All boat house managers have been trained to operate the Dingo.

<b>Revenue (as of 6/1)</b>	<b>2018</b>	<b>2017</b>	<b>Variance</b>
Summer Boat Storage	\$75,295	\$74,955	\$340
Trellis Rentals	\$4,767	\$5,056	\$(289)
Beach Passes	\$38,490	\$33,659	\$4,831
Sailing Camp	\$22,788	\$7,480	\$15,308
Aquatics Camp	\$30,753	\$11,344	\$19,409
<b>Total Revenue</b>	<b>\$172,093</b>	<b>\$132,494</b>	<b>\$39,599</b>

### **Early Childhood: Jessica Stockl**

The last day of the Early Learning Center for the 2017-2018 school year was May 25. We had an incredibly successful school year and are proud of the growth seen in the children. The end of the school year brought many exciting activities to ELC. The 4-year-old classes enjoyed a trip to the library where they took the Pace bus to learn about money. The 3-year-old classes loved their field trip to Wagner Farm where they were able to learn about life on a farm.

We enjoyed end of the year picnics, ice cream socials, and a bagel breakfast this month. These were all great opportunities for parents to come into the classroom and celebrate the success of their child. The ELC 4's enjoyed a family picnic to celebrate their graduation from the ELC program. We wish our incoming Kindergarten children luck as they head on to South School and beyond.

<b>ELC Enrollment as of 6/8</b>	<b>2018-2019</b>	<b>2017-2018</b>
2's classes	11	19
3's classes	18	19
4's classes	25	42
<b>Total</b>	<b>54</b>	<b>80</b>

Children's Circle enrollment is currently at 65 children. We are making our way through the waitlist as we work towards our Children's Circle expansion. Currently, we have 9 Jellyfish, 5 Frogs, 10 Turtles, 8 Starfish, 12 Dolphins, and 15 Belugas. We are expecting the classrooms to fill as we continue to offer spots to those families on the waitlist.

<b>ELC Camps Enrollment as of 6/8</b>	<b>2018</b>	<b>2017</b>
Teddies	0	18
Pandas	36	25
Koalas	47	45
Kinder Korner	70	64
<b>Total</b>	<b>153</b>	<b>152</b>

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

To plan for fall programming, Chris met with many independent contractors/instructors including Hot Shots, Advanced Fencing Academy, and Redline Sports. New programs this year include additional basketball skills clinics, early childhood basketball by Hot Shots and Foot Golf/SNAG Golf combination classes.

Camp enrollment is currently lower for Action Quest compared to 2017. After children have participated in Action Quest for multiple summers, many are moving to either our CIT program, Sailing/Aquatics Camps or to sleep away camps.

<b>CIT as of 5/1</b>	<b>2018</b>	<b>2017</b>	<b>Action Quest as of 5/1</b>	<b>2018</b>	<b>2017</b>
8 Weeks – Full	4	5	8 Weeks	12	16
8 Weeks - Half	2	0	4 Weeks	11	17
4 Weeks - Full	20	25	3 Weeks	0	2
4 Weeks - Half	12	3	2 Weeks	20	27
<b>Total</b>	<b>38</b>	<b>33</b>	<b>Total</b>	<b>43</b>	<b>62</b>

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

Orientation for our season camp staff will be Wednesday, June 13 through Friday, June 15. All seasonal staff will become First Aid/CPR certified by the end of the training. The first day of camp with the campers is Monday, June 18.

Registration for Sun Fun and Camp Adventure 2018 continues! Enrollment is in line with 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 6/8/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	97	31	41
2017	96	37	31
<b>Camp Adventure Enrollment as of 6/8/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	28	23	12
2017	29	32	30

Broadway Bound performed Peter Pan Jr. on June 2 and 3 at the Winnetka Community House. Broadway Bound ticket sales were a total of 934 seats for four shows with additional sales at the door.

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

Takiff Express Train Day on Saturday, May 19 was another success! Attendees spent the morning jumping in the bounce house, playing with model trains, playing mini golf, shoveling coal, and riding the express trackless train.

BMX champion, Matt Wilhelm, demonstrated his bike tricks and shared inspiration stories at the first Glencoe Bike Rodeo in the afternoon of May 19. Attendees were able to register their bikes on site, receive free helmet checks, and children participated in a bike challenge course. This free

event at South School was presented by Public Safety, Glencoe School District, and the Park District as part of the an Active Transportation Committee initiative.

<b>Spring Special Event Attendance</b>	<b>2018</b>	<b>2017</b>
May 19 – Takiff Express Train Day	~240	~170
May 19 – Bike Safety Rodeo	~35	Not offered
June 7 – GJHP Beach Bash	~197	~200

Upcoming Spring events:

- June 21 – Park-N-Play: Summer Solstice at Shelton Park
- June 22 – Tots-N-Tunes: Kevin Farris at Wyman Green
- June 26 – Tots-N-Tunes: Wendy & DB at Kalk Park
- June 28 – Park-N-Play: Paw Patrol at Lakefront Park
- July 4 – Fourth of July Celebration
- July 5 – Park-N-Play: Yard Games at Aster Park
- July 6 – Tots-N-Tunes: Little Miss Ann at Wyman Green
- July 7 – Cardboard Regatta

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

Facility rentals are currently in line with last year. This summer we are offering six days of open gym. In previous summers we have only offered open gym on Sunday morning. See below the open gym schedule for the 2018 summer:

<b>Day of Week</b>	<b>Age Group</b>	<b>Time</b>
<b>Saturday</b>	All Ages	9:30-11:30am
<b>Sunday</b>	Adult Only	9:30-11:30am
<b>Monday</b>	All Ages	6:00-8:00pm
<b>Tuesday</b>	Adult Only	6:00-8:00pm
<b>Wednesday</b>	All Ages	6:00-8:00pm
<b>Thursday</b>	Adult Only	6:00-8:00pm

<b>Takiff Center Rental as of 6/1</b>	<b>2018</b>	<b>2017</b>
Facility Rentals	\$31,849	\$32,242

**Glencoe Fitness**

Glencoe Fitness continues to grow in membership; see membership data below. We will be continuing to evaluate usage and make adjustments to provide the best service to Glencoe.

<b>Fitness Membership as of 6/1/18</b>	<b>Fees</b>
191	\$52,697

<b>Pass Membership Type Breakdown</b>		
<b>Pass Type</b>	<b>Sold</b>	<b>Revenue</b>
Individual - 12-Month	53	\$18,405
Individual - 6-Month	7	\$1,890
1 <sup>st</sup> Family - 12-Month	24	\$8,400
1 <sup>st</sup> Family – Monthly (Full Year)	1	\$80
Additional Member - 12-Month	24	\$7,200
Additional Member - 6-Month	1	\$250
Govt. Employee - 12-Month	1	\$215
Senior - 12-Month	54	\$11,610
Student - 12-Month	9	\$1,935
Student 3-Month Summer	8	\$792
Student 1-Month Winter ( <i>Inactive</i> )	5	\$210
PD Full Time Employee 12-Month	9	\$1,575
PD Full-Time Employee 6-Month ( <i>Inactive</i> )	1	\$135
<b>Totals</b>	<b>197</b>	<b>\$52,697</b>

### Summer Fitness Class Schedule:

We are offering the following summer fitness class schedule. Most notably are the Glencoe Beach Yoga and Paddleboard Classes. We are working closely with Reach Yoga of Glencoe to offer 3-4 different Yoga classes per week. The hope is to grow our fitness class offerings and offer a new alternative for our fitness center members and the community. Anyone can participate by purchasing a fitness punch pass or pay the drop in rate (\$20/visit).

## SUMMER FITNESS CLASS SCHEDULE

<u>Day</u>	<u>Time</u>	<u>Dates</u>	<u>Class</u>	<u>Instructor</u>	<u>Location/Room</u>
<b>Monday</b>	8:15-9:15 AM	June 4 - August 6	Vigorous Vinyasa	Reach Yoga (Sonya T.)	Glencoe Beach
<b>Tuesday</b>	7:45-8:45 AM	June 5 - June 26	Beach Beginner Yoga	Reach Yoga	Glencoe Beach
	8:20-9:20 AM	In progress	Moving with Weights	Marianne Nicolosi	Takiff Fitness Studio
	9:45-11:15 AM	In progress	Rowga	Sandy Culver & Kristen Saunders	Takiff Fitness Studio
<b>Wednesday</b>	5:00-6:00 PM	June 13 - August 15	*Paddleboard Core	Steph Metz	Glencoe Beach
<b>Thursday</b>	7:15-8:00 AM	In progress	Row & Go Bootcamp	Sandy Culver	Takiff Fitness Studio
	8:20-9:20 AM	In progress	Moving with Weights	Marianne Nicolosi	Takiff Fitness Studio
	9:40-11 AM	In progress	Jazz Dance	Julie Burman Kaplan	Takiff Fitness Studio
	9:45-10:45 AM	June 7 - August 30	Vinyasa Flow 1-2	Reach Yoga (Megan M.)	Takiff Yoga Studio
<b>Friday</b>	6:00-7:00 AM	June 15 - August 24	Sunrise Yoga	Reach Yoga	Glencoe Beach
	8:00-9:00 AM	June 15 - August 17	*Paddleboard Core	Steph Metz	Glencoe Beach
<b>Saturday</b>	7:45-8:45 AM	June 16 - August 11	*Paddleboard Yoga	Steph Metz	Glencoe Beach
	8:15-9:15 AM	June 9 - August 25	Vinyasa Flow - All Levels	Reach Yoga (Debbie M.)	Takiff Yoga Studio
	10:00-11:15 AM	July 14 - August 4	Intro to Yoga	Reach Yoga (Lisa Silverman)	Takiff Yoga Studio
<b>Sunday</b>	8:15-9:15 AM	In progress	Row & Go Interval Training	Sandy Culver	Takiff Fitness Studio
	10:30-11:30 AM	June 17 - August 12	*Paddleboard Yoga	Steph Metz	Glencoe Beach

Submitted by:  
Bobby Collins, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with AltaManu relating to the Vernon, Old Elm and Woodlawn, Takiff Parking, and Bluff Study Projects. Work is progressing at Vernon. Bids are out for the Takiff Parking Phase II and the Takiff Center lead paint abatement.

**Grounds/Horticulture**

The landscape crews have been out in full force completing plantings throughout the District. Plant material has been installed at Veterans Park, Hazel Avenue overlook, Takiff Center, and Lakefront Park. Flower beds have been transitioned to summer flowers from spring tulips.

Staff also completed an early summer heavy grooming of the landscaping beds at Friends Park. Dry conditions have worked to our advantage as we have begun to catch up on weeding and grass restoration throughout the District although we have had to spend considerable time watering.

**Parks Maintenance & Construction**

Staff continues to groom baseball fields, soccer fields, and the softball field. We have seen a large uptick in park use and are balancing the project load against completing routine tasks such as turf repairs, emptying trash, and weed control.

At Berlin Park, staff did a second fertilizer application this season and made some irrigation adjustments based on weather conditions.

The final bank of lockers was completed at the boating beach. Tennis windscreens are in place and nets have been changed out at multiple locations.

All water fountains and seasonal bathrooms have been activated throughout the park system.

Staff completed the initial demolition at Vernon Playground including the removal of two existing oak trees for transplant. The contractor is making great progress at this site.

**Facilities**

Seasonal beach preparations have been completed and staff is very proud of the final product. A contractor completed railing repainting on the pier which has significantly improved the appearance. New tables have also been installed in the trellis area. Facility staff will soon begin preparations at Watts and the Takiff Center for the fall and winter seasons. Camp is in full swing and the facility custodians are continuing to keep the facilities clean.

Staff was busy working on the replacement of the collapsed sanitary sewer line at the Boathouse.



### **Equipment**

Staff completed assembling the new boater assistance Zodiac. The District also purchased from the Village of Glencoe a second hand Ford Ranger with a grapple arm to manage the trash at the beach. Previously the trash was managed thru the shared service agreement, moving forward Park District staff is handling all garbage removal at Glencoe Beach.

### **Personnel**

No Report

### **Shared Services**

- The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles.
- I am currently working with District 35 staff to plan the turf restoration outside West School.
- We have continued to cut all Village of Glencoe grass per the shared services agreement.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

# Glencoe Park District Marketing/Communications Report June 2018

## Social Media/Email

We ended the month of May with 27,320 Facebook impressions (in 2017, we ended the month with 18,726 impressions). We now have 1,465 followers on Facebook, 808 followers on Twitter and 934 followers on Instagram. Glencoe Beach has 1,716 followers and Watts Recreation Center has 186 followers on Facebook.

We sent out eight targeted email blasts, primarily focused on special events and beach passes.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
5/4	Glencoe Fitness Precor Update	127	53.7%	0%	<a href="https://conta.cc/2HQupzy">https://conta.cc/2HQupzy</a>
5/7	Takiff Express Day	189	70.9%	8.2%	<a href="https://conta.cc/2HTisZV">https://conta.cc/2HTisZV</a>
5/12	Glencoe Fitness: Marathon Winners	127	54.2%	0%	<a href="https://conta.cc/2JnCiNQ">https://conta.cc/2JnCiNQ</a>
5/15	Train/Bike Day	5033	27.4%	2.2%	<a href="https://conta.cc/2Gf5bFv">https://conta.cc/2Gf5bFv</a>
5/21	Performance Dance Team Auditions	281	37.8%	0	<a href="https://conta.cc/2LjcwHR">https://conta.cc/2LjcwHR</a>
5/22	Camp Registration Still Open	5032	23.3%	5.3%	<a href="https://conta.cc/2GGDiGu">https://conta.cc/2GGDiGu</a>
5/25	Beach Opening Day	5030	24.2%	9.3%	<a href="https://conta.cc/2GPU5H5">https://conta.cc/2GPU5H5</a>
5/31	Put Some Play In Your Week	5024	31.4%	10%	<a href="https://conta.cc/2HcyLMn">https://conta.cc/2HcyLMn</a>

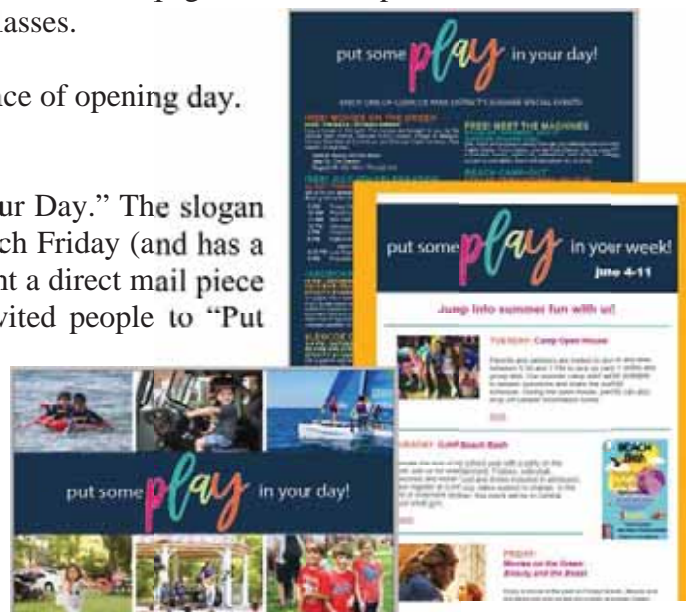
## Beach Marketing/Signage

I worked with the facilities team to develop new informational signs and update pricing/dates on beach signs. In addition to the Facebook/Instagram ad designed to collect email addresses, I placed an ad in the Botanic Gardens magazine, which is distributed to all visitors to the garden, as well as the Chicago North Shore Convention and Visitor Bureau's Visitors website, which draws regional tourists. We also included information in the four-page direct mail piece to all residents detailing upcoming special events and beach classes.

Emails and social media posts were also shared in advance of opening day.

## Put Some Play In Your Day

Our summer marketing theme is "Put Some Play in Your Day." The slogan is on our special event t-shirts, which staff will wear each Friday (and has a list of special events on the back). All residents were sent a direct mail piece at the end of May. The four-page marketing piece invited people to "Put Some Play in Your Day" by joining special events, camps, fitness, and beach programs. The theme will be carried on this summer through weekly email blasts, posters/flyers, and social media posts.



## Special Events

We worked closely with our recreation team to market Takiff Express Train Day and the Bike Safety Rodeo. For each event, we created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

## Fall Brochure

We are now working on the first draft of the fall brochure. It will be mailed to residents in mid-July. Resident registration will start August 1.

## Gold Medal Video

After learning we were a Gold Medal Finalist in May, we had one month to write, film, and edit a 5-minute video that told our agency's story. I wrote the script and coordinated two filming days with our videographer. I'd like to thank everyone who volunteered to be on film, helped with filming, or participated in the project in some way. It was a community effort to produce the video in less than one month. Luckily, we were able to reuse approximately 50% of last year's footage, as well as add interviews with community members, drone footage, and film new amenities and facilities. In less than a week, the video has garnered 2,416 views from Facebook and YouTube. Other sources of traffic include our website, Twitter, and YouTube "suggested" videos. To watch the movie, go to <https://youtu.be/LjXOkGA1iVQ>

The screenshot displays the Facebook Ads Manager interface for a campaign titled "NRPA Gold Medal Finalist Video". The left sidebar shows campaign details: "View Results" (Active), "OVERVIEW" and "EDIT PROMOTION" tabs, targeting criteria (people who like your Page and their friends, ages 18-65+, 1 location), a 7-day duration, and a \$50.00 budget. Performance metrics include 2,164 people reached, 1,642 engagements, and a total spend of \$32.51. A bar chart shows 1,642 video views. The main content area features a sponsored post from Glencoe Park District with a video player and a "Learn More" button. The video player shows a collage of images related to the park district, including people on a boat and a group of people. Below the video, the text reads "GLENCOE PARK DISTRICT NATIONAL GOLD MEDAL FINALIST". The post has 3 comments, 7 shares, and 3K views.

Metric	Value
People Reached (T)	2,164
Engagements	1,642
Total Spend (T)	\$32.51
Video Views	1,642
Link Clicks	31
Website Conversion	1
Post Likes	13
Comment	1
Shares	7

## **VII. Executive Director Report**

Glencoe Park District  
June 2018 Board Meeting

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

### **Season Staff Training**

The yearly summer all staff orientation/training took place at the Takiff Center on May 31. We are proud to be the largest employer of high school and college-age young adults in the community. Training included a welcome to the District and what I like to call Lisa's top 10 items for a successful summer. Then IPRA key note speaker, Eddie Slowikowski spoke to the team about "Energizing Your Performance." Staff go through extensive training at the beginning and throughout the summer. The picture below is most of our seasonal team, proudly wearing their "Put Some Play In Your Day" summer staff shirts!



### **Park and Capital Projects**

- **Vernon Playground:** Construction began the week of June 4.
- **Old Elm and Woodlawn Playgrounds:** Old Elm Playground will start construction once Vernon is complete. After Old Elm is done then Woodlawn will begin.
- **Phase 2 of Takiff Parking Lot:** We are out to bid for Phase 2 of the Takiff Parking Lot improvements. Staff is also discussing logistics to minimize disruption to our patrons.
- **Bluff Study:** We continue to work with Altamanu on the Bluff Study and believe we will have the final report back by next month.
- **Old Green Bay Linear Park Trail Design:** After direction was given by the Board of Commissioners, staff have begun to work with Altamanu on concept designs for a Master Plan for the Old Green Bay Linear Parks including but not necessarily limited to a meandering trail and replacement of the playground.
- **Unexpected Improvements:** We had an old sewer line to the Boat house break. Due to the location of the line, we found the best option was to replace the entire line. We did bring extra porta-potties for the boaters to use and all boaters were sent a letter. This work should be complete within two weeks.

### **Fourth of July!**

We have been planning for months to have a Fourth of July that is spectacular! We will continue to have logistics meetings with the Village and Melrose for the event and fireworks. They are instrumental in helping us provide a fun and safe event!

Along with the event stage at Lakefront Park, for the second year we will have food trucks and well as our beach concessioner, North Shore Catering, to the evening festivities.

We will again host two trolley cars this year to assist with bringing guests to the venue. Pick up locations will be available at the train station and the lot by the post office/gas station and loading/unloading stations on Longwood Avenue to return them at the end of the evening. Additional auxiliary lighting is being brought in. A first aid/missing child station will be located at the turnaround at the end of Hazel clearly marked with signage. Public safety will assist us with this area from 6:00-10:00pm and the ambulance will be located at this location as well. Staffing plans/zones have been identified and a master staffing plan has been developed. A master maintenance calendar is in the works and this should allow our teams to work more efficiently. Identified areas at Lakefront Park and beach will be staffed beginning at 6:00am on July 4 to answer any questions patrons coming to the beach may have. Areas deemed high risk security-wise, as well as high traffic areas, will be staffed accordingly.

We have once again worked out an agreement with Winnetka Park District that will accommodate our pass holders, residents, and nonresidents on the Fourth of July. A map to the appropriate beaches with instructions will be given out to anyone who shows up on July 4.

#### Line up for the Fourth of July

- 8:00am Fun Run
- 10:00am Preschool and Family Games at Kalk Park
- 11:00am-1:00pm Mini Golf at Kalk Park
- Noon Glencoe's Got Talent at Kalk Gazebo
- 2:00pm Parade (Village event)
- 6:00pm Concessions and Food Trucks
- 6:30-9:30pm Live Band: Spoken Four
- 9:00pm Fireworks

Marketing: We are getting the word out to the community.

- Glencoe Quarterly
- Spring/Summer Glencoe Park District Brochure - page 32
- Glencoe Park District's website
- Village of Glencoe's website
- Big signage at the Halfway House indicating that Glencoe Beach will be closed on July 4 (up since opening weekend)
- Banners on the corners of Lakefront Park will be posted a week before the event indicating the beach will be closed on July 4 and fireworks in the park.
- A letter was distributed to our neighbors surrounding Lakefront Park notifying of July 4 street closures.
- A letter was sent to our boaters notifying of the July 4 boating beach closure at 6:00pm, relocation of the south side boats, and where to enter the boating beach on July 4.
- E-blasts will be sent weekly leading up to the event.
- Signage will be put up in Village kiosks.
- Maps and instructions to beach goers who show up on the Fourth of July that will direct them to Winnetka Park District beaches.

### **Memorial Day Event**

I would like to thank Commissioner Onderdonk for representing the Glencoe Park District at the Memorial Day event sponsored by the Glencoe Patriotic Committee. I would also like to thank the parks and maintenance team for preparing the site.

### **Early Childhood**

We are happy to announce that Jessica Stockl has been promoted to the Early Childhood Manager. In this role, she will be responsible for all of our Early Childhood Programming. For the last year, Jessica has been a valuable member of our team as our Children's Circle Supervisor. Prior to joining the Glencoe team, Jessica spent 12 years working with young children and held management roles as Acting Director at other childcare centers. Her management experience includes opening classrooms and mentoring staff. Jessica has a Master's Degree in Social Work from University of Illinois-Chicago. In addition, she is currently taking classes to expand her knowledge of the Early Childhood Education field and DCFS regulations. We believe Jessica's education, past experience, innovative ideas, love of children, and communication style made her a perfect fit for this position!

### **Special Projects and Facilities Committee Meeting**

We are recommending holding a Special Projects Committee meeting on Tuesday, July 10 at 7:00pm to discuss the Capital Project plan for the next 3 years.

### **Upcoming Board Meeting Dates**

In the past, we have canceled the August Board and committee meetings if there was no pressing business that needs to be approved or discussed. Staff does not anticipate a need for the August Board meeting, but we would like to have a committee meeting on Tuesday, August 7. If the Board agrees, then approval of cancelation of the August board meeting should occur at the July board meeting.

Just a reminder to mark your calendar for the 1<sup>st</sup> Tuesday of the month for committee meetings.

### **Distinguished Accreditation**

I continue to work on accreditation requirements with the hope of being reviewed this fall.

### **NRPA and Gold Medal Reception**

We are very excited to once again be a Gold Medal Finalist! We have posted our 5-minute video, to watch the movie, go to <https://youtu.be/LjXOkGA1iVQ>. We feel we have caught the essence of what the Glencoe Park District offers our community. A special thank you to Erin for coordinating all aspects of this video in less than a month. We are once again invited to the Gold Medal Reception, which will be held at the 2018 NRPA Annual Conference on Monday, September 24 in Indianapolis, IN. The Gold Medal grand plaque will be presented at the opening general session on Tuesday, September 25. In the action item section is a request for staff and Board members to attend the conference.

### **Freedom of Information Report**

There was one FOIA request this month. On Tuesday, May 22, SmartProcedure requested purchasing records from February to present, which was replied to on Tuesday, May 22.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director





DIAMOND BUSH  
DILLONNE  
& KRAUTHUELER

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May 14, 2018

Board of Commissioners of the Glencoe Park District  
Takiff Center  
999 Green Bay Road  
Glencoe, Illinois 60022

Re: National Recreation and Park Association Gold Medal Award

Dear Friends:

We at Ancel Glink wish to express our great excitement and pride upon hearing that the Glencoe Park District has been nominated as a finalist for the 2018 Gold Medal Award for Excellence in Park and Recreation Management. Congratulations!

We have been witness to all the Park District provides to enhance the community and enrich the lives of your residents. You certainly deserve recognition for the quality of your parks, programs and activities.

We look forward to many more years of being your partner and supporting your mission. Best of luck with the award!

Sincerely,

Adam B. Simon

cc: Lisa Sheppard, Executive Director

4837-1801-5334, v. 1

## **VIII. Action Item A**

### **Approval of Fiscal Year 2017/18 Annual Audit**

**Bound copies of the  
Audit Management Letter and FY2017/18 Annual Audit  
were delivered to the Board.**

Glencoe Park District  
June 2018 Board Meeting

## **VIII. Action Item B**

**Approval of Ordinance No. 884: An Ordinance Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics, and Other Workers Performing Construction of Public Works in the Glencoe Park District, Cook County, Illinois**

Glencoe Park District  
June 2018 Board Meeting

**GLENCOE PARK DISTRICT  
ORDINANCE No. 884**

**AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO  
LABORERS, MECHANICS AND OTHER WORKERS PERFORMING  
CONSTRUCTION OF PUBLIC WORKS IN THE GLENCOE PARK DISTRICT  
COOK COUNTY, ILLINOIS**

**WHEREAS**, the State of Illinois has enacted the Prevailing Wage Act, approved June 26, 1941, as amended, being 820 ILCS 130/0.01 through 130/12 (the "Act"); and

**WHEREAS**, the Act requires that during the month of June of each calendar year the Board of Commissioners of the Glencoe Park District ("Park District") investigate and ascertain the prevailing rate of wages, as defined in said Act, in the "locality" of the Park District for laborers, mechanics and other workers performing construction of public works for the Park District.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS, as follows:**

**Section 1:** To the extent and as required by the Act, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Park District is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois (the "Department") which are in effect on August 31, 2017. If the Department adopts different rates after June 1, 2018 during the month of June 2018, a copy of that determination will be appended hereto and incorporated herein by reference when it is available from the Department. As required by said Act, any and all revisions of the prevailing rate of wages by the Department shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Park District. The definition of any terms appearing in this Ordinance which are also used in the Act shall be the same as the definitions specified in the Act.

**Section 2:** Nothing herein contained is intended to apply nor shall be construed to apply said prevailing rate of wages as herein ascertained to any work or employment performed on behalf of this Park District except public works construction to the extent required by the Act.

**Section 3:** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**Section 4:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 5:** The Secretary shall publicly post or keep available for inspection by any interested party in the main office of this Park District this determination of prevailing rate of wages. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

**Section 6:** By July 15, the Secretary shall file a certified copy of this Ordinance with the Illinois Department of Labor.

**Section 7:** Within thirty (30) days after filing a certified copy of this Ordinance with the Department of Labor, the Secretary shall cause to be published in a newspaper of general circulation within the area a notice that this determination is effective and constitutes the determination of this public body or by a hyperlink posted to the Department's determination in accordance with 820 ILCS 130/9.

**Section 8:** The Secretary shall mail a copy of this Ordinance to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**Section 9:** This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED this 19<sup>th</sup> day of June 2018 by roll call vote:

AYES:  
NAYS:  
ABSENT:

---

Lisa M. Brooks, President  
Board of Park Commissioners

ATTEST

---

Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) **SS.**  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Lisa M. Sheppard, do hereby certify that I am the 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. 884:

**AN ORDINANCE ADOPTING PREVAILING WAGE RATES TO BE PAID TO LABORERS, MECHANICS AND OTHER WORKERS PERFORMING CONSTRUCTION OF PUBLIC WORKS FOR THE PARK DISTRICT IN 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, at 7:00 p.m. on the 20<sup>th</sup> day June 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 Glencoe Park District at Glencoe, Illinois, this 20<sup>th</sup> day June 2018.

---

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

[SEAL]

<b>Prevailing Wage rates for Cook County effective Sept. 1, 2017</b>												
<b>Trade Title</b>	<b>Region</b>	<b>Type</b>	<b>Class</b>	<b>Base Wage</b>	<b>Fore- man Wage</b>	<b>M-F OT</b>	<b>OSA</b>	<b>OSH</b>	<b>H/W</b>	<b>Pension</b>	<b>Vacation</b>	<b>Training</b>
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMM. ELECT.	ALL	BLD		43.10	45.90	1.5	1.5	2	8.88	13.22	1.00	0.85
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	ALL		47.40	50.40	1.5	1.5	2	14.33	16.10	1.00	1.18
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	ALL	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63



OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	ALL	ALL		46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		43.50	46.98	1.5	1.5	2	11.03	23.43	0.00	0.78
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2	4.85	3.28	0.00	0.00

SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.85	1.5	1.5	2	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	ALL	1	35.60	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	2	35.85	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	3	36.05	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	4	36.25	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	ALL	1	35.98	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	2	36.13	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	3	36.33	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	4	36.53	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TUCKPOINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

**Legend**

**M-F OT** Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

**OSA** Overtime pay required for every hour worked on Saturdays

**OSH** Overtime pay required for every hour worked on Sundays and Holidays

**H/W** Health/Welfare benefit

**Explanations COOK COUNTY**

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

**TRUCK DRIVERS (WEST)** - That part of the county West of Barrington Road.

#### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

#### CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

#### COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

#### MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

#### OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum;

Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.;

Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

#### OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

#### TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

#### TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:



For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

#### MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

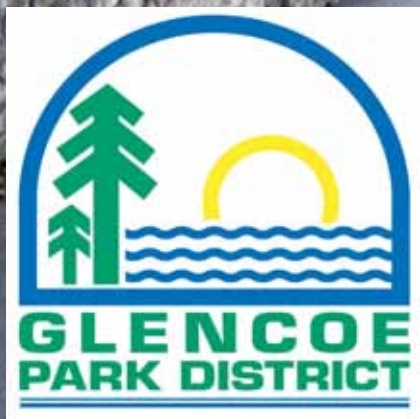
# **VIII. Action Item C**

## **Approval of the Strategic Plan**

Glencoe Park District  
June 2018 Board Meeting

# GLENCOE PARK DISTRICT

Strategic Plan 2018 to 2023







# ACKNOWLEDGMENTS

## **Glencoe Park District Board of Commissioners**

Dudley Onderdonk	<i>President</i>
Lisa M. Brooks	<i>Vice President</i>
Josh Lutton	<i>Treasurer</i>
Steve H. Gaines	<i>Commissioner</i>
Stefanie Boron	<i>Commissioner</i>

## **Staff**

Lisa Sheppard	<i>Executive Director</i>
Bobby Collins	<i>Director of Recreation/Facilities</i>
Chris Leiner	<i>Director of Parks/Maintenance</i>
Erin Maassen	<i>Superintendent of Marketing and Communications</i>
Carol Mensinger	<i>Director of Finance/Human Resources</i>

Thank you to the Glencoe Park District staff members who participated in the strategic planning meetings and took the time to provide valuable insight and input into the process of creating the District's future direction.

## **Consulting Support**

Barbara Heller	<i>Heller and Heller Consulting</i>
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## INTRODUCTION



The Glencoe Park District Strategic Plan provides strategic direction for the next five years, 2018 through 2023. The Strategic Plan's intent is to:

- Create a roadmap for the future direction of the District
- Confirm the vision, mission, and values
- Identify the strengths, weaknesses, opportunities and threats facing the District
- Provide Commissioners and staff with the ability to focus on strategic direction
- Unify the organization around a common vision
- Create action toward accomplishment, including measurement of progress
- Align with the Comprehensive Master Plan to continue forward progress

The Board of Commissioners, administrative staff, and employees were engaged in the process. The previously completed Comprehensive Master Plan results were reviewed to ensure that resident feedback informed the process. Whereas the Comprehensive Master Plan focused on the District's physical assets, the Strategic Plan focuses on the leadership system.

The Glencoe Park District Strategic Plan includes major areas as follows:

- Revised Mission, Vision, and Values Statements
- Review of Demographics
- Focus Group Summary
- Strategic Themes
- Strategic Objectives
- Strategy Map
- Key Performance Indicators
- Strategic Initiatives
- Guidelines for Implementation
- Strategic Plan Definitions

The sequence of steps involved in the development of strategy included the following:



The rest of the Plan details each of these steps, including a summary of the focus groups, demographics and household survey analysis, the results of the SWOT analysis (strengths, weaknesses, opportunities, and threats), and mission/vision/values review.

Next, the strategic themes, objectives, and initiatives for the next five years are detailed. The last step of the process includes a listing of key performance indicators (KPIs) that relate to the Strategic Objectives.

Additionally, included in the Plan is a set of guidelines and definitions that will assist the District in operationalizing the Strategic Plan, making it a living document for the next five years.



## DEMOGRAPHICS REVIEW

The following section reviews key demographic information for Glencoe. According to information from AreaVibes, an organization that identifies best places to live through a livability score and demographic review, population characteristics are as follows:

- According to AreaVibes, the estimated current population is 8,870
- Median age of 44. The median age compares to an Illinois median age of 37.4, and a national median age of 37.7
- Seventy-eight percent of residents are married
- Size in square miles is 3.7

According to the demographics section of the 2015 Comprehensive Master Plan, the Glencoe Park District's age distribution and trends mirror that of the nation. The source of population information for the Plan was Environmental Services Research Institute. According to the information, the community is aging, evident in the increase in median age from 44.6 (2013) to 45.5 (2018 estimated). The largest increase will be in the active adult and senior age group, or 55 and older. Specifically, the fastest growing age group will be in the 65 to 74 age group. This increase in the active adult and senior population is also seen nationally, as the 65 and older population reached more than 40 million or about 39% of the nation's population according to the 2010 census.

The 35 to 54 age group is trending downward. This group will experience a decrease of almost three-percent. Youth age groups or 0-19 will remain consistent for the next five years. This age group will remain a viable customer base and will need to remain a focus of the District.

Also from the Comprehensive Master Plan, relating to race and ethnicity, Glencoe is approximately 94% white. The largest minority population is Asian at 2.9% of the population. Other races present within the community are Black (1.3%), American Indian (0.1%), some other race (0.5%), and two or more races (1.6%). Almost three-percent of the population are Hispanic origin and this is expected to increase slightly to 3.3% through 2018.

The Village of Glencoe recently completed a Strategic Visioning process that included six strategic theme areas: financial sustainability, infrastructure replacement, community engagement, commercial vitality, operational effectiveness, and organizational development. Many of these areas are consistent with the Park District's future strategic direction. References to sustainability, infrastructure, engagement, and organizational development are referenced in the strategic recommendations.

Key areas mentioned in the State of the Village Report, 2017 Strategic Planning include:

- Glencoe's population has remained constant since the 1990s.
- Glencoe's area of 3.78 square miles is completely built out and is comprised primarily of single-family homes.
- Glencoe's built environment is aging.
- The State is considering a number of policy changes that could impact revenues, including a property tax freeze, additional fees for local tax collection services, changes to pension funding requirements and various unfunded mandates.
- Technology has radically changed the way that governments communicate with constituents.
- Sustainability appeals to current and potential new residents, especially millennials, who want their community to reflect their values and to be a leader on one of the most important issues of our time.

## SURVEY INFORMATION FROM THE COMPREHENSIVE MASTER PLAN

As part of the Comprehensive Master Plan process, a statistically valid household survey was completed. The survey results were reviewed to inform the development of the Strategic Plan. Several key findings of the survey included:

- Walking and biking trails were the most used amenity, which indicates the need to continue efforts in making walkable and biking connections throughout Glencoe.
  - The two most important areas residents are willing to fund are: preserve open space/natural areas and develop new multi-purpose trails/connect existing trails 44%.
  - Ninety-five percent of households rate the overall condition of all the Glencoe Park District parks and outdoor facilities they have used as either excellent or good.
  - Ninety-one percent of households rate the quality of recreation programs as excellent or good.
  - The greatest household need for a program area include fitness and wellness programs, followed by general adult programs. Fitness and wellness programs are specifically called out as an area of priority for the District.
  - The Program Guide is the most important way for residents to find out about the District's program and service offerings.
- Forty-two percent of households participated in a recreation program during the previous year. This compares to a national average of 32% from the survey firm, ETC Institute's database.
  - The most prevalent reason for non-participation is a desired program or facility is not offered, which speaks to the need to continue to partner with neighboring park districts.

Strategic initiatives for the District include reference to these areas, as noted in the strategic recommendation section of the report.





## FOCUS GROUP SUMMARY

In addition to reviewing the community survey results, it was also important to engage Board members and staff in the process. As a result, a series of focus groups were facilitated. The following information provides a summary of the focus group results.

### ORGANIZATIONAL STRENGTHS

Key areas of strength include the building of a good staff group, the teamwork that it has generated among staff, the quality of the Board, and overall good leadership. Employees enjoy their working environment and appreciate the District's interest in employees maintaining a healthy work/life balance. There is a feeling the District is headed in the right direction.

An important strength has been the District's ability to build trust with the public and develop a great brand and image in the community. The District listens to its residents. The District maintains a good relationship with its community partners.

Comments about the variety of programming was also mentioned as something the District does well. The District has been doing a good job taking care of physical assets and has invested in improving the infrastructure. Clear direction exists in priorities for capital investment.

### AREAS OF NEEDED IMPROVEMENT

Issues related to staffing levels were the most frequently mentioned area, particularly in the Park Maintenance group. As the District continues to grow and demand continues to increase, there is not a correlating growth in staffing. Also, there is concern about employee turnover and the ability to attract and retain good part-time staff. Efforts should be made to create ways for part-time employees to feel more connected to the organization. Additionally, there is a need to continue to build organizational knowledge, which has been challenging as a result of turnover.

Another frequent comment related to the competitive environment, and the need to be aware of other providers of services in the marketplace. There may be some opportunities with public/private partnerships. Marketing is considered a strength, but there are always opportunities to improve and provide more outreach to the community. The population is aging, and that is an important dynamic that will influence programs and service delivery.

Many staff mentioned the challenges associated with serving residents with high expectations. Yet, staff members also feel they need to provide services at a reasonable cost. Strategic direction should take into account the demographic changes in the community.

There are opportunities to expand programming for adults.

Employees frequently mentioned internal communication as an area needing improvement. There are some silos in the organization, and while relationships among Departments are generally good, there are areas needing improvement. There are opportunities for the various Departments to have a better understanding of what other employees do.

Technology was generally seen as a strength, though there is a need to be more data-driven as an organization, or more evidence-based decision making.

### MAJOR ISSUES

Each focus group participant was asked to identify what they consider to be the major issues facing the District in the next three to five years. Most frequent responses included a possible property tax freeze and increase in the minimum wage rate, which will be impactful as a result of the District relying so heavily on part-time and seasonal staff. Will the District be prepared if financial difficulties result from these dynamics, particularly in a community with such high expectations for excellent services? Attracting and retaining part-time staff will continue to be a significant issue.



This is also true for full-time staff looking to work with larger districts. How do we retain excellent staff? Staffing levels again was mentioned as a major issue and the ability to keep up with high demands from residents.

Continued reinvestment in the infrastructure will continue to be an issue as capital needs are greater than the amount in the capital budget.

### **PARTNERSHIPS**

Overall, Board members and staff feel the Park District does a very good job in being an effective partner with other community organizations. Other comments included:

- We should continue to enhance partnerships with the School District, Library and Village
- With so many community groups, in Glencoe it is hard to prioritize resources and time.
- A development professional would benefit the District

### **COMMUNICATION WITH RESIDENTS**

At the Board level, there was discussion about residents not understanding the difference between the Park District and the Village of Glencoe. The Park District could do more to educate the residents about the difference of responsibilities and missions of the two agencies.

Overall, the consensus is the District does a very good job communicating with residents. One person commented, "It's never been better." Although it is recognized as being good, this is an area that needs continuous improvement. It was noted how difficult it is to get good resident feedback. Suggestions were made about pursuing online engagement platforms as another way to get feedback.

The mission and vision statements have been helpful in communicating what we aspire to and what we are in the business of doing.

### **SOCIAL/SOCIETAL/ RECREATION TRENDS**

There were a variety of responses to this question.

Responses included:

- Yoga classes
- Offer more sports classes for girls
- Develop security for all facilities and programs; what is the state-of-the-art? Should we have more cameras?
- Offer more programs for new residents from the city with both parents working and looking for camps and childcare
- Offer more specialty camps, as they are a huge opportunity
- Offer more after school programs that are affordable
- Develop and expand a fine arts program with established instructors
- Promote and encourage bike use among facilities

- Promote the use of the ice rink during the off-season
- Extend the beach season in September
- Stay informed of erosion and environmental issues
- Embrace technology when it becomes available
- Pursue philanthropic or cause-related marketing
- Provide staff with an opportunity to do one-day volunteer jobs, either in Glencoe or where an employee lives

### **DISTRICT'S ABILITY TO CHANGE AND INNOVATE**

The employee focus groups were asked about the District's ability to change and innovate. The employees feel that the District's ability to be innovative, overall, is good. However, there are some areas of the organization that are not as willing to change the way things are. This was mentioned in multiple focus groups. Employees mentioned the need to be more included in the planning phase of events and work projects.



## INTERNAL SUPPORT SYSTEMS

Employees were asked about the effectiveness of internal support systems. These include areas of the District that provide services to employees, or internal customers, including services such as park maintenance, finance, human resources, technology, marketing, etc. Most employees feel internal support systems work effectively, overall.

Though there is variation in satisfaction, depending upon the staff members that are involved. There are some areas of needed improvement, such as the relationship among all departments. One solution to improve internal support was offered. The suggestion was to provide ways for employees to have a better understanding of others' job roles. An automated work order system and time clocks will help.

## SUCCESSFUL IMPLEMENTATION OF THE PLAN

All the groups were asked for their ideas about how to ensure successful implementation of the Strategic Plan. The Commissioners mentioned there is a process in place for the Master Plan, and, as a result, they have confidence in leadership's ability to deploy the Strategic Plan. It was noted the importance of staff and the Board's commitment to the Plan and create accountability for completing the strategic recommendations. The community needs to be connected to the Plan.

Employees appreciated the opportunity to participate in the process. A suggestion was made to have a team of employees involved in the plan's implementation. Everyone in the District should have some level of involvement with the plan's implementation. It would be most effective if the plan were visual and available for everyone to see.

## MISCELLANEOUS COMMENTS

All of the groups were asked if they had any additional comments. The following are the responses:

- Implement small pieces
- Communication plan would be good
- What is the impact of global warming/climate change on operations?
- Walking and jogging are most important
- Many parks are geared to kids; they should attract a broader audience
- Passive use of parks is really important too
- We should be able to connect to the Green Bay Trail to our parks

# ORGANIZATIONAL SWOT

Developing an organizational SWOT, or identifying the District's strengths, weaknesses, opportunities and threats are an important component to the development of strategic direction. Questions related to these attributes were included in the focus group work. A summary of the ideas generated from Board members and staff included the following:

## STRENGTHS

- Reinvestment in the infrastructure
- Community support
- Park District leadership
- Overall workforce competency
- Programming variety
- Teamwork
- Organizational trust

## WEAKNESSES

- Low Staffing levels
- Internal communication
- Part-time staff retention
- Identification and benchmarking of service levels
- Lack of global view at the service level
- Low employee morale in some areas
- Low enrollment in adult programming areas
- Lack of understanding of the competitive recreation environment

## OPPORTUNITIES

- More communication with residents
- Staying ahead of changing demographics
- Creating new markets
- Technology advancements; fully utilizing software capabilities and cloud based solutions
- Fitness and wellness programs
- Adult programming opportunities
- Wellness programs for adults
- Music lessons for youth
- Nature based play
- STEAM classes
- Low impact sports for adults (pickle ball, bocce...)
- Continued partnerships with other park districts
- Youth leadership program

## THREATS

- Property tax freeze
- Minimum wage legislation and its impact on the budget
- Ability to attract and retain part-time staff
- Political environment
- Tax Cuts and Jobs Act of 2017 and impact on property tax deductions
- Leadership and board changes



## MISSION, VISION, AND VALUES

A good starting point for strategy is a review and development of mission and vision. This was achieved in successive Board and staff workshops. Mission statements define the business or purpose of the organization. Vision statements are more aspirational; what do we hope to become? The essence of strategic planning asks these three basic questions:

- **Where are we now?**
- **Where do we want to go?**
- **How will we get there?**

In a staff and Board review of the mission and vision, the consensus of the groups was to continue using the existing mission and vision, , with minor changes in language to make the statements more memorable and inspirational.

### MISSION STATEMENT

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

### VISION STATEMENT

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

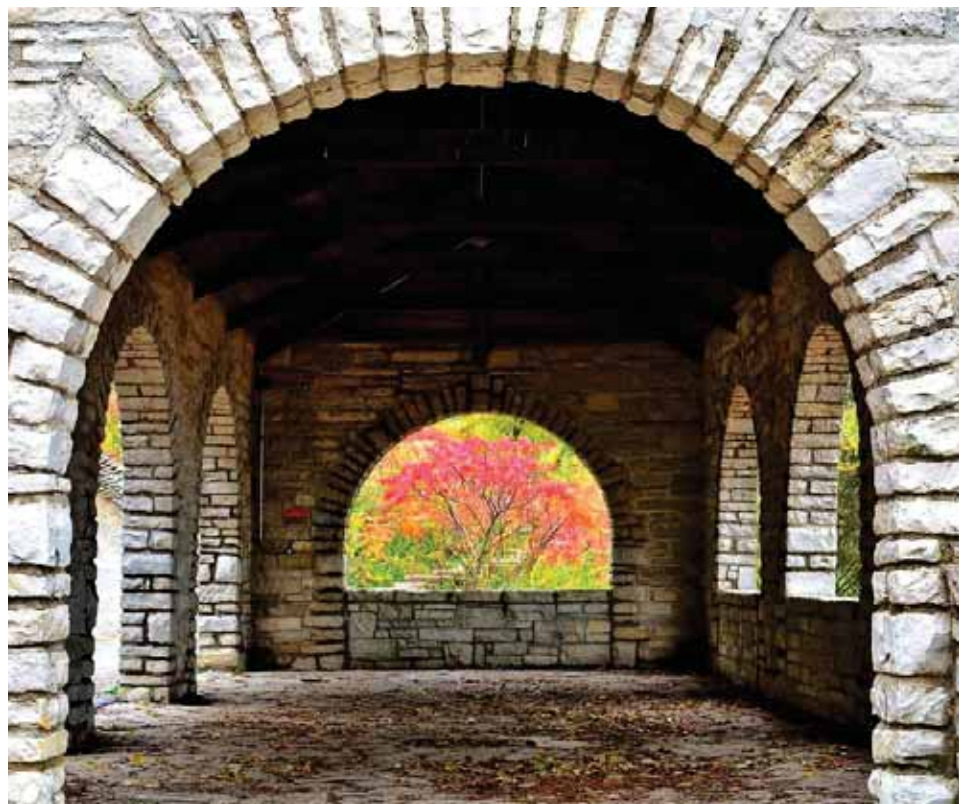
### VALUES (SPIRIT)

*The values define the important tenets of the way employees work together. They remained essentially the same with minor changes from the time they were developed as part of the Comprehensive Master Plan process.*

The values are:

- Safety Driven
- Passionate
- Integrity Focused
- Responsive
- Innovative
- Team-oriented

The values will be reinforced in hiring and promotional processes, staff orientation, ongoing operations, recognition systems, and the performance appraisal process.





# BALANCED SCORECARD

The Glencoe Park District Strategic Plan is based on the Balanced Scorecard, a strategy framework that emphasizes the cause and effect relationships among distinct yet interrelated perspectives: customer, financial performance, internal support processes, and organizational learning and growth needs. The Scorecard focuses on the key drivers of success that lead to the achievement of mission and vision.

The Balanced Scorecard framework includes four themes:

- **Customer:** To achieve our mission and vision, how should we seek to meet our customer needs?
- **Financial:** To succeed financially, how do we show evidence of our financial stewardship to our taxpayers?
- **Internal Business:** To satisfy our customers, which business practices must we do extremely well?
- **Learning and Growth:** To achieve our mission and vision, how will we sustain our ability to change and improve, and develop leaders among the staff and Board?

Descriptions of the elements of the themes are outlined more specifically below.

## Customer

- Product/service attributes such as price, quality of programs, availability and accessibility of services
- Customer interactions and relationships
- Service qualities such as access mechanisms, service standards, customer requirements and encounters
- Partnerships
- Brand and image

## Financial

- Revenue growth
- Productivity
- Financial results
- Cost recovery
- Efficiency
- Tax versus non-tax revenue percentages

## Internal Business

- Operations Management (maintenance practices, program development, park design)
- Customer management processes (support systems and technology)
- Innovation processes and systems
- Regulatory and social processes (safety and environmental)

## Learning and Growth

- Human capital (workforce competencies)
- Information capital (organizational knowledge)
- Organization capital (culture, work environment, leadership)

## STRATEGIC PLAN HIERARCHY

The Plan includes a hierarchy of elements that starts with the most macro level of strategy and moves to a more micro level (moving from strategic to tactical). The starting point for any strategic planning process is the review of the mission, vision, and values. The mission and vision statements were reviewed, and the values were re-confirmed. Subsequently, Strategic Themes and Objectives were developed. After the development of the themes and objectives, Strategic Initiatives were developed. Each successive element of strategy more specifically details the premise of the five themes.

The Balanced Scorecard hierarchy is presented by the pyramid shown in the following figure.



## STRATEGIC THEMES

In using the scorecard, the District has developed Strategic Themes that are broad-brushed organizational descriptions that provide direction, following the four Balanced Scorecard themes of: Customer, Financial, Internal Business Support, and Learning and Growth.

The Themes include:

**Customer:** Customer Connections

**Financial:** Financial Stewardship  
**Internal Business:** Operational Effectiveness and Efficiency

**Learning and Growth:** Team Development

Following the development of the Themes, Strategic Objectives were developed. The Objectives are aligned with the Themes and demonstrate how the District will work toward its strategic direction. Objectives are more specific elements of strategy the District must do well in support of the four Themes listed above.



# STRATEGIC OBJECTIVES

The following section lists the Strategic Objectives in support of the Strategic Themes. These definitions were created to ensure common understanding of the intended meaning of each objective.

## CUSTOMER: COMMUNITY CONNECTIONS

### Objective 1: Reduce Barriers

We want to ensure our customers can easily participate in services and programs. By streamlining operations and reducing barriers, we will create a positive customer service experience. This includes continuously reviewing and improving access mechanisms such as the program guide, website, front desk interactions, and registration system. We will continuously evaluate our access mechanisms through customer feedback.

### Objective 2: Develop Customer Feedback Systems

We will deploy a system-wide approach to measuring customer satisfaction, including parks, programs, and services, using a variety of methods, from program evaluations and surveys, to customer interviews and focus groups. In addition, we will implement improvements based on results of the feedback tools. The intent is to capture actionable information to use in exceeding customer expectations and securing long-term customer engagement.

### Objective 3: Partnership Opportunities

We shall continue our effective relationships with our partner government organizations, non-profits, community organizations, and the corporate sector. Our intent is to ensure there is an equitable relationship with each of our partners. Furthermore, we desire to be a good partner and will assess our partners' satisfaction toward working with the District.

### Objective 4: Analyze and Adapt to Community Needs

As part of the Master Plan process, a needs assessment survey was distributed to determine recreation and park needs of the community. This process will be completed again in 2020 to benchmark customer opinions and identify changes to the community. We will ensure flexibility in our programs and services by making sure our offerings are aligned with trends in the marketplace. In addition, we will continuously analyze the competitive market for similar services as a way to best position and strengthen our services.

## FINANCIAL STEWARDSHIP

### Objective 1: Reinvest in the Infrastructure

Maintaining our infrastructure is a significant area of importance for our organization and the community, based on the household needs assessment survey results. Subsequent to the approval of the Master Plan, there has been a strong commitment to reinvestment in existing assets. The investment in our infrastructure will be balanced with the additional need to invest in new parks, facilities, and programs.

### Objective 2: Strengthen Revenue Sustainability

We will rely on earned revenue opportunities such as sponsorships, grants, donors, foundations, etc. to augment services without reliance on tax revenue. In addition, core service and program areas will be analyzed to determine ways to reduce any existing operating deficits as well as optimize financial performance of those areas that do not require any level of tax subsidy.

### Objective 3: Develop Overall Financial Stability

Our financial stewardship role is significantly important. This includes the continual analysis of financial results, identifying ongoing operations and maintenance costs for new capital projects, and developing information about true costs of services. In addition, the District will identify core service priorities



in the event of a decrease in tax support or unplanned operating expense increases, such as increases to minimum wage or health care costs.

## **OPERATIONAL EFFECTIVENESS AND EFFICIENCY**

### **Objective 1: Leverage Technology to Operate More Effectively**

We will rely on technology to improve the external customer experience and internal effectiveness/efficiency. A significant focus of this objective is to develop a strategic technology plan that will provide an overall framework for technology use, including a review of the existing technology provider as well as migrating technology from on-premise software to cloud-based solutions. We will provide staff with knowledge of current and future uses of technology in order to improve services and make data-driven decisions.

### **Objective 2: Embed Innovation**

The successful delivery of park and recreation services is dependent upon our ability to continuously improve/ adapt services that meet and exceed customer requirements. In order to value innovation as part of the organizational culture, the leadership system will espouse employee engagement, show trust in employee knowledge, encourage staff's ability to experiment with new approaches to services, and

ensure that systems and processes evolve with ongoing changes in business operation sophistication.

### **Objective 3: Develop A Strategic Approach to Environmental Sustainable Practices**

Our intent is to be a community leader in environmental sustainable practices. It is our job to educate the community about our sustainability efforts as well as provide information about how residents can reduce their carbon footprint. A framework for sustainable efforts will be developed through a sustainability plan.

### **Objective 4: Evaluate Systems**

In order to continuously improve systems, we will identify key processes, both internal and external, and evaluate their efficiency and effectiveness. This includes an analysis of staffing levels, a review of internal support processes, and a strategic approach to marketing.

## **TEAM DEVELOPMENT**

### **Objective 1: Strengthen Agency Learning and Growth Opportunities**

Strategically, we will need to identify future organizational and individual employee competencies, identify current organizational and individual skill set gaps, and design training and development opportunities to close any gaps in competency areas. Another significant part of this objective is to strengthen part-time

staff employment including recruitment, hiring, and retention.

### **Objective 2: Define Agency Culture**

The SPIRIT values will continue to be reinforced throughout our District in all systems, including recruitment, performance appraisal, and recognition systems. In addition, the values will be emphasized through a strengthened on-boarding process for new full-time and part-time staff.

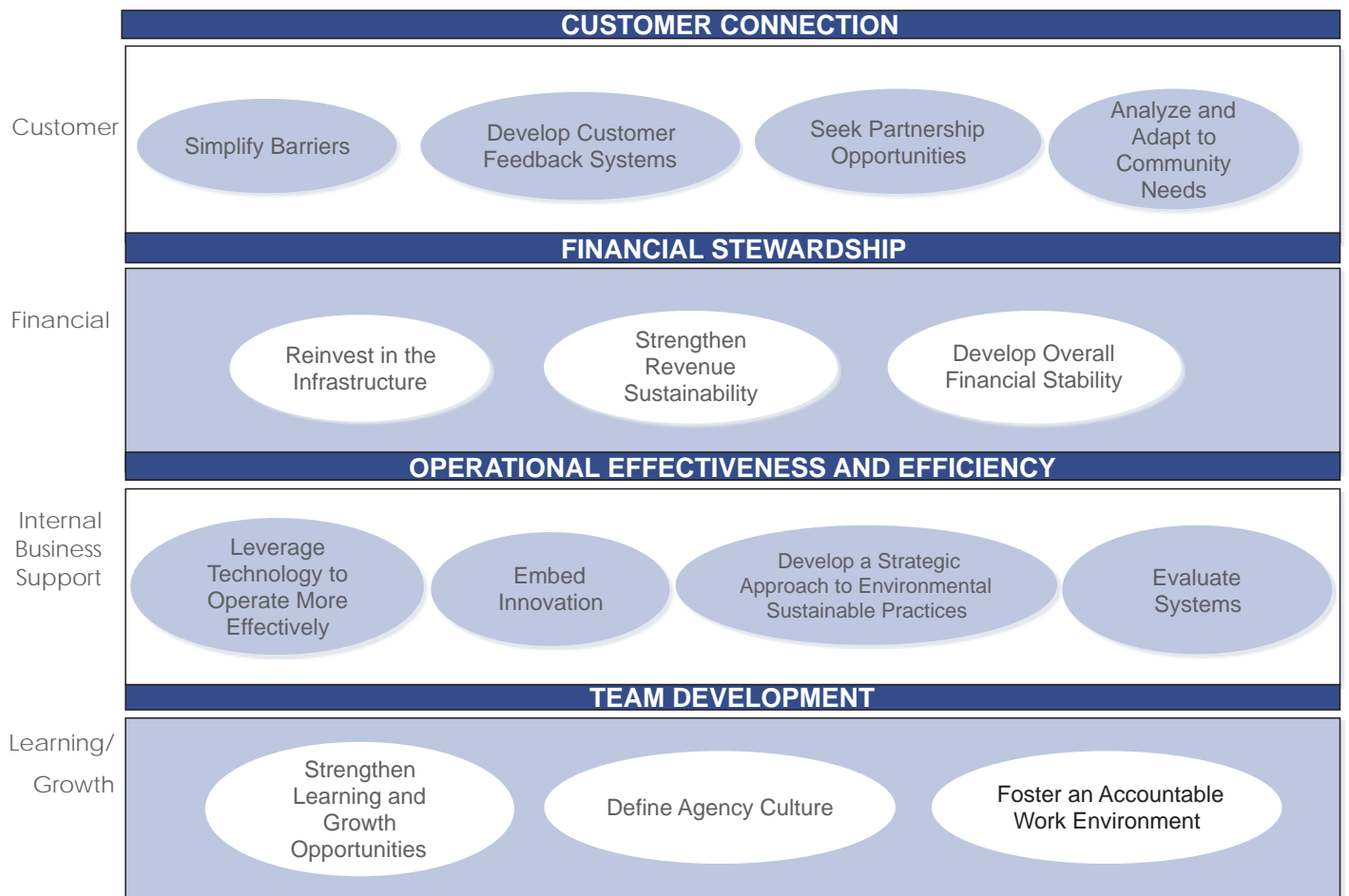
### **Objective 3: Foster an Accountable Work Environment**

High performance organizations require elements of accountability in the way they operate. One key area of accountability relates to the development and oversight of financial performance. As a result, there will be assigned responsibility for the development, management, and monitoring of budget performance. In addition, we will strengthen our skills in the use of data to ensure more evidence based decision making.

# STRATEGY MAP

The following diagram shows the information listed above, the Strategic Themes and Objectives, in a Strategy Map.

## Glencoe Park District Strategy Map



## KEY PERFORMANCE INDICATORS

Another important element of the Balanced Scorecard is the development of Key Performance Indicators (KPIs). These measures are aligned with the Strategic Objectives. Below is a chart listing the Strategic Themes and Objectives and the corresponding KPIs for each Objective. A separate spreadsheet will be developed that will provide detail about each of the measures, including the definition of the measure, data source, the frequency of the measurement, the baseline result and a target for performance.

<b>STRATEGIC THEMES AND OBJECTIVES</b>	<b>KEY PERFORMANCE INDICATORS</b>
<b>Customer Connection</b>	
Reduce Barriers	Customer Satisfaction toward the Registration Process
Develop Customer Feedback Systems	Development of Park Report Card
Partnership Opportunities	Annual Partnership Report
Analyze and Adapt to Community Needs	Program Success
<b>Financial Stewardship</b>	
Reinvest in the Infrastructure	Capital Project Financial Performance
Strengthen Revenue Sustainability	Alternative Revenue Growth
Develop Overall Financial Stability	Ratio of Tax to Non-Tax Revenue
<b>Operational Effectiveness and Efficiency</b>	
Leverage Technology to Operate More Effectively	Quantified Process Improvement
Embed Innovation	Baseline Innovation Assessment
Develop a Strategic Approach to Environmental Sustainable Practices	Completed and Adopted Plan
Evaluate System	Identify Systems in Greatest Need of Improvement
<b>Empowered Team</b>	
Strengthen Learning and Growth Opportunities for Board and Staff	Employee Satisfaction Benchmark Survey
Define Agency Culture	Onboarding Process Satisfaction
Foster an Accountable Work Environment	Cost Center Performance



# STRATEGIC THEMES, OBJECTIVES, AND INITIATIVES

The following are the Themes, Objectives, and Initiatives for the next five years, 2018-2022, beginning in May, 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 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 tactics are not included within the Strategic Plan as the approach to completing each Initiative should be developed at the time the work on the Initiative is begun. The timeframe for completion of the initiatives are categorized according to four time periods as follows:

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

## CUSTOMER CONNECTIONS

### Reduce Barriers

1. Evaluate and create a more efficient and responsive registration process. Short term
2. Create greater awareness and understanding of the District's value and our role in the community. Short term

### Develop Customer Feedback Systems

1. Research and implement a resident feedback system for parks/maintenance issues. Short Term
2. Research the use of a parks report card system. Short term
3. Develop and implement a District-wide customer satisfaction measurement system for programs and services. Mid term

### Seek Partnership Opportunities

1. Develop a strategic approach to partnerships that results in establishing a mutually beneficial relationship for the District and its partners. Ongoing

## Analyze and Adapt to Community Needs

1. Develop a stronger presence in the fitness/wellness/health program and services market. Short term
2. Develop District external communication guidelines. Short term
3. Complete a community-wide needs assessment in 2020. Mid term
4. Develop a process to perform a similar provider analysis for key programs and facility operations. Mid and Long term (completed twice)
5. Create customer on-demand programming as it relates to changing needs. Ongoing

## FINANCIAL STEWARDSHIP

### Reinvest in the Infrastructure

1. Identify and prioritize new capital projects as a result of availability of new/non-referendum bonding authority. Mid term

### Strengthen Revenue Sustainability

1. Analyze deficit operations in special facility operations and develop recommendations for improvement. Mid term
2. Grow alternative revenues (donors, grants, sponsorship, optimized pricing). Ongoing
3. Develop and formalize Commissioner role in growing alternative revenues. Ongoing

### Develop Overall Financial Stability

1. Create a dashboard and data visualization of financial results. Short term
2. Create core service priorities in the event of diminishing tax resources. Mid term
3. Develop Cost Benefit Analysis of time and resources reporting for key program/services, to determine true costs of service, including indirect costs. Mid term
4. Identify ongoing operations and maintenance costs for any new capital project/service/program. Ongoing

## OPERATIONAL EFFECTIVENESS AND EFFICIENCY

### Leverage Technology to Operate More Effectively

1. Re-evaluate the Strategic IT Plan. Mid term

### Embed Innovation

1. Complete an assessment of organizational innovation and develop recommendations for improvement. Mid term

### Develop A Strategic Approach to Environmental Sustainable Practices

1. Develop and fund an environmental sustainability plan. Short term
2. Develop an education component of sustainable practices to foster interest among community residents. Mid term
3. Work with the Village and other partners in expanding connectivity throughout Glencoe and promote biking and walking to facilities and parks. Ongoing

### Evaluate Systems

1. Develop a strategic approach to marketing. Mid term
2. Evaluate, promote, and strengthen internal processes. Begin Mid term and Continue Long term
3. 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
4. Create an internal customer service satisfaction measurement system. Long term

## TEAM DEVELOPMENT

### Strengthen Learning and Growth Opportunities for Board and Staff

1. Evaluate and identify methods to strengthen part-time staff recruitment, hiring, and development. Short term
2. Identify significant Board competencies and create training and development opportunities for existing and new Board members. Short term
3. Identify organizational/individual skill set gaps and provide training and development opportunities to reduce gaps in needed competencies. Long term
4. Develop succession planning for key leadership positions. Long term

### Define Agency Culture

1. Improve the onboarding process for full-time and part-time staff. Mid term

### Foster an Accountable Work Environment

1. Strengthen the use of data in measuring organizational performance. Mid term
2. Develop accountability for cost center budget projections and management of budgets. Mid term

## IMPLEMENTATION GUIDELINES

The following is a listing of suggestions for successful implementation of the Strategic Plan. It represents the commitment and discipline required to integrate the process into daily operations.

- The Plan becomes the guidepost for the District. When decisions or responses to the community are needed, the Plan becomes the reference point for decision-making and whether or not new issues or responses to the community are of higher importance than what's been established as existing direction.
- Strategic Plan information should be included as part of the new Board member and employee orientation program.
- Post a summary or shortened version of the Plan on the Website and track results on the site as well. This will assist in providing the community with information about the District's strategic direction and its commitment to results. It may also be helpful to print a short summary of the Plan's progress to distribute to interested partners and community members.
- A staff person or team should have responsibility of being the project manager or "champion" of the Plan's implementation to ensure success. This staff person is responsible for monitoring the Plan's progress and works with staff to effectively integrate the Plan with operations.
- A leader will be assigned to each strategic initiative. Each initiative generally requires a team of employees to work on completing the initiative through a cross functional team and is headed by someone who is responsible for the initiative's completion.
- Regular reporting of the Plan's progress should occur. Break the Plan into separate fiscal years and report one year at a time, as an ongoing annual work plan. Each initiative for the year should include a list of tactics that support its completion. The tactics are developed prior to each year for the upcoming list of initiatives and are developed by the staff members involved in completing the initiative. It is the project leader's responsibility to report on his/her initiative, included in a monthly or quarterly report. A suggestion is to input each year's data on a spreadsheet or strategic planning software that lists the Themes, Objectives, and Initiatives start date and completion date, and which staff person is responsible for the Initiative's completion.
- At the end of the year, perform an annual review of the Strategic Plan and document any changes to initiatives to reflect any changes in priorities. This process can be included at an annual review meeting in which successive years' initiatives are discussed as part of the annual budget process. Initiatives should tie into the budget process.
- After each year of the Plan, the staff should review the Plan's process and re-tool any parts of the process that need improvement.
- The District's scorecard represents measures at the objective level, not the initiative level. To supplement the District's dashboard, the leader of each initiative should develop measures of success for the initiative he/she is responsible.
- Track the measures on a quarterly basis. Provide an annual narrative about the results. Review the inventory of measures on an annual basis and make adjustments as necessary to ensure the measures continuously add value to decision making. At an organizational level, there should be approximately 12-20 measures.
- Update major stakeholders on the Plan's implementation and results on an annual basis.



- Conduct staff meetings on a quarterly or semi-annual basis to review the Plan’s progress and results and report the Plan’s progress on a quarterly basis.
- The staff and Executive Director evaluation process and the Board self-evaluation process should reflect the completion of the Strategic Plan Initiatives as an evaluation criterion. Also, performance criteria should be aligned with guiding principles of the District such as innovation, accountability, and excellence.
- Post a chart of each year’s initiatives on office walls in administrative areas with a check-off column designating completion as part of a visual management program. Staff meetings should regularly include discussion of strategy. This will help to emphasize the Plan’s importance and the District’s commitment to execution.
- The Plan is an organizational approach to strategy. Following a year of experience with adapting strategy with the organizational culture, the strategic themes and objectives should then cascade to the department level. Each department would then have their own unique set of initiatives. These initiatives will be aligned with the organizational strategy.
- If there are ideas for new strategies that arise throughout the year, include them on a written “parking lot” and review them as part of the annual just-in-time review to determine if they supplant any existing initiatives.





## DEFINITIONS

The following list of key words describes the definition of the terminology used for the Strategic Plan. They are listed according to how they fall within the hierarchy of strategy, to the most macro to the most micro elements.

**Mission**—describes the business of the organization. The mission also defines the core purpose of the organization and why it exists.

**Vision**—desired future of the organization. The vision should be a “stretch” for the organization, but possible to achieve in approximately five years. It should state a measurable achievement.

**Values**—describe the way the District operates. These are meaningful expressions of describing what is important in the way we provide our services to the community.

**Balanced Scorecard Perspectives**—the four perspectives include Customer, Financial, Internal Business Process, and Learning and Growth. The perspectives demonstrate cause and effect relationships in the completion of strategy. All of the Strategic Initiatives are aligned with these perspectives.

**Strategic Themes**— broad brushed, macro-oriented organizational sense of direction that relates to the four Balanced Scorecard perspectives of customer, financial, internal business, and growth and development.

**Strategic Objectives**—concise statements describing the specific elements an organization must do well in order to execute its strategy.

**Key Performance Indicators**—the indicators are a measurement system that support the Strategic Objectives. The Measures are normally quantitative indicators and capture numbers, dollars, percentages, etc. Measures assist the staff with the ability to determine organizational performance.

**Strategic Initiatives**—the specific programs, activities, projects, or actions an organization will undertake in an effort to meet performance targets. The strategic initiatives are specifically detailed with specific tactics.

**Tactics**—Tactics are not included as part of the Plan. The development occurs after the Plan’s implementation. Tactics are subordinate to the initiatives and detail the steps necessary to complete an initiative. Staff members will identify the tactics for the initiatives before the start of each fiscal year.

**VIII. Action Item D**

**Approval of License Agreement with  
Congregation Hakafa**

Glencoe Park District  
June 2018 Board Meeting

## LICENSE AGREEMENT

This **LICENSE AGREEMENT** (this “**Agreement**”) is made as of this 11th day of June, 2018, by and between the **GLENCOE PARK DISTRICT**, an Illinois unit of local government (the “**District**”), and **CONGREGATION HAKAFA**, an Illinois not-for-profit corporation (the “**Licensee**”). The District and Licensee are hereinafter sometimes referred to individually as a “**Party**” or together as the “**Parties.**”

### WITNESSETH:

**WHEREAS**, the District is the owner of the Takiff Community Center and located at 999 Green Bay Road, Glencoe, Illinois (the “**Center**”); and

**WHEREAS**, Licensee desires to use certain portions of the Center (the “**Premises**”) during certain hours on certain days, all as hereinafter described, for the purposes of providing religious services and instruction and language school to its members; and

**WHEREAS**, the District has determined that the Premises are currently not needed or useful in the conduct of the District’s operations on the days and at the times of the Licensee’s proposed uses, and has determined that, subject to the terms and conditions hereinafter set forth, the proposed uses of the Premises by Licensee on the dates and times requested are in the best interests of the District;

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Parties as follows:

1. **Incorporation of Preambles.** The foregoing preambles to this Agreement are hereby incorporated in and made a part of this Agreement.
2. **License.** The District hereby grants to Licensee an exclusive license (the “**License**”) to use the portions of the Premises (the “**Licensed Premises**”) on the days, at the times (the “**License Hours**”) and for the purposes specified below, and as described in further detail in **Exhibit A**, which is attached hereto and incorporated herein by reference, subject to the terms, covenants, conditions, and agreements hereinafter set forth, during the License term, as defined in Paragraph 5 below, together with non-exclusive use of common elements necessary for ingress and egress to the Licensed Premises and rest rooms servicing the Licensed Premises and common parking facilities, all as hereinafter described in Paragraph 4 below.
3. **Room Rates.** The Licensee will be given discounted room rental rates at the following hourly fees:
  - a. **Multi-Purpose Rooms** - \$26/hour
  - b. **Community Hall** - \$72/hour
  - c. **Meeting & Classrooms** - \$18/hour

If there are any dates or times in addition to or outside the scheduled Sundays & Tuesdays described in Exhibit A, Hakafa will be assessed a room rental fee at the aforementioned room rates.



**Exhibit A (Rooms & Rental Rates):**

**Religious School for 25 Sundays:**

<u>Room</u>	<u>Time</u>	<u># of Hours</u>	<u>Rate/ Hour</u>	<u>Rate/ Day</u>	<u>Rate/ Year</u>
Community Hall	9:00am – 12:30pm	3.50	\$72.00	\$252.00	\$6,300.00
Community Rooms 1, 2, 3, 4	9:00am – 12:00pm	3.00	\$18.00	\$216.00	\$5,400.00
Conference Room	9:00am – 12:00pm	3.00	\$18.00	\$54.00	\$1,350.00
Staff Lounge	9:00am – 12:00pm	3.00	\$18.00	\$54.00	\$1,350.00
Program Kitchen	9:00am – 12:00pm	3.00	\$18.00	\$54.00	\$1,350.00
Rooms 208, 212, 214, 219, 222, 229, 230	9:00am – 12:00pm	3.00	\$18.00	\$378.00	\$9,450.00
Multi-Purpose Room	9:00am – 12:00pm	3.00	\$26.00	\$78.00	\$1,950.00
Fitness Studio	9:00am – 12:00pm	3.00	\$26.00	\$78.00	\$1,950.00
				<b>Total</b>	<b>\$29,100.00</b>

The park district will provide the following equipment in each classroom:

- 11 dry erase boards (One in each classroom)
- Access to 3 TV/VCR/DVD and Projector as needed

On Sundays when the Rabbi stays a few hours later for any group, there will be no additional charge for room rental because there is not a separate room setup. This must be booked in advance through the Facility Manager.

**Hebrew School for 30 Tuesdays:**

<u>Room</u>	<u>Time</u>	<u># of Hours</u>	<u>Rate/ Hour</u>	<u>Rate/ Day</u>	<u>Rate/ Year</u>
Multi-Purpose Room	3:45 – 6:15pm	2.50	\$26.00	\$65.00	\$1,950.00
Rooms 228, 229, 230	3:45 – 6:15pm	2.50	\$18.00	\$135.00	\$4,050.00
				<b>Total</b>	<b>\$6,000.00</b>

The park district will provide the following equipment in each classroom:

- 6 dry erase boards (One in each classroom)
- Access to 3 TV/VCR/DVD and Projector as needed

**Storage:**

<u>Location</u>	<u>Cabinets/Location</u>	<u>Cubic Feet of Storage</u>	<u>Cost per year (\$1/cubic ft)</u>
Multi-purpose room	Three (3) tall white cabinets	195.75	\$195.75
Community Room #1	One (1) tall cabinet & One (1) upper small cabinet	43.50	\$43.50
Community Room #3	One (1) full cabinet	10.75	\$10.75
Community Room #4	Two (2) full cabinets & One (1) small cabinet	47.50	\$47.50
228 storage room	Designated Storage Closet	792.00	\$792.00
<b>Totals</b>		<b>1,089.50</b>	<b>\$1,089.50</b>

All cabinets should be lockable by Licensee; locks will be provided by the Glencoe Park District.

4. **Common Elements.** Licensee shall have non-exclusive use of and access to all entries, hallways, and washroom facilities as are necessary to permit Licensee's access to and use of the Licensed Premises, and shall be mutually agreed upon by the Parties (the "**Common Elements**").
5. **Term:** The term of the License shall commence on September 1, 2018 and shall expire automatically without further action of the Parties on May 31, 2020, unless renewed or sooner terminated by mutual agreement of the Parties or under the terms of this License. This License shall terminate upon declaration by the District following an event of default pursuant to Paragraph 27 hereof, with at least 60 days' notice and an opportunity to cure therein.

During the term, Licensee shall be permitted to use and shall use the Licensed Premises only during the months of September through May (i.e., the same period as Glencoe School District #35's school year, hereinafter referred to as the "**Use Period**"), except that Licensee shall have access to the Designated Storage Area at any time during the term whenever the Center is open to the public.

Upon termination of the License, by expiration or otherwise, Licensee shall immediately cease and surrender use of, and vacate, the Licensed Premises, or such portion thereof, and Licensee shall return the Licensed Premises to the District in as good a condition as existed when Licensee commenced its use, reasonable wear and tear and loss by fire or other casualty not the fault of Licensee excepted. The District further retains the right to enter the Licensed Premises in the event of any termination and/or at any other reasonable time to carry out its obligations under this License Agreement or to ensure Licensee's compliance with the terms of this License Agreement.

6. **Renewal.** This license agreement is not constructed to be automatically renewed at the end of the term for which drawn, and both parties will need to sign a new agreement in order to activate a renewal term or terms. Licensee may terminate this License and vacate the Premises at the end of either Use Period upon giving notice of termination by January 1 of that Use Period. Licensee may renew this License for an additional term unless notified by the District of its intention not to renew; such notice must be given no less than 18 months prior to the expiration of the term, i.e. by November 30, 2018 for the term that ends May 31, 2020.
7. **Annual Price Adjustments.** Commencing one year after the commencement of this "**Agreement**", and at each subsequent anniversary thereof, the "**District**" shall be entitled to increase the price of the rental fees listed in "**Exhibit A**". Any rate increases shall be consistent with historical facility rental rate increases. The District shall give written notice to Licensee not later than November 1 of each year of any proposed adjustment in the License Fee commencing September of the following year. On an annual basis during the term of this Agreement, the Parties may agree in writing to add or reduce the number of rooms that Licensee will use, or to adjust the number of days or hours Licensee will use particular rooms. This is dependent upon changes in either Party's needs, and the availability of any requested additional rooms and/or times as determined by the District in its sole discretion, provided that Licensee has given the District notice of such requested adjustment not later than January 1 of the year the "**Use Period**" (as hereinafter defined) commences for which the adjustment shall become effective, and in such event the License Fee will be adjusted in proportion to the generally applicable per-room rental rates for the year in which the adjustment shall become

effective. In addition, the Licensee will have access to the Designated Storage Area whenever the Center is open to the public.

8. **License Hours.** The Parties shall cooperate to effect a smooth transition between the District's and Licensee's daily use of the Licensed Premises. Licensee shall be permitted a reasonable amount of time (not to exceed twenty (20) minutes) prior to the commencement and upon termination of License Hours, in order to allow adequate time for class assembly and dismissal.

9. **License Fee.** Licensee shall pay to the District an annual "License Fee" defined as follows:

	Sunday	Tuesday	Storage	Total
Year 1	\$29,100	\$6,000	\$1,089.50	\$36,189.50

The License Fee shall be payable in equal or nearly equal monthly installments during the Use Period, payable on or before the first business day of each month. Licensee shall not be entitled to any deduction from, or refund of, any portion of the License Fee with respect to rooms which Licensee has booked but has not utilized.

10. **Security Deposit.** As security for Licensee's payment obligations under this Agreement, Licensee shall maintain a deposit with the District contemporaneously with its execution of this Agreement equal to the sum of One Thousand and 00/100 Dollars (\$1,000.00) ("**Security Deposit**"). The District shall have no obligation to retain the Security Deposit in a separate account and Licensee shall not be entitled to interest thereon. The District may withdraw from the Security Deposit all or any portion of the License Fee which remains unpaid after it is due, or any other amount needed to satisfy an obligation of Licensee under this Agreement which remains unsatisfied after performance was due, including but not limited to any amount payable for damages for which Licensee is responsible under this Agreement which remains unpaid after the date it is due. In the event District withdraws funds from the Security Deposit to satisfy an obligation of Licensee as provided herein, Licensee shall be obligated to replenish and restore the Security Deposit to its original amount of \$1,000.00 by depositing the necessary amount with the District within five (5) days after demand is made therefor by the District. The District shall refund to Licensee any remaining balance of the Security Deposit upon the expiration of the license.

11. **Use.** The Licensed Premises shall be used by Licensee exclusively for the purposes of conducting religious services, and instruction, and language school, and for no other purpose, and Licensee shall restrict its use, and not permit use by others, of the Licensed Premises for any other purpose. Without limiting the generality of the foregoing, Licensee shall not use or permit the use of the Licensed Premises for recreational activities, other than limited recreational activities for the students of and incidental to Licensee's religious school associated with its instructional program, such as Israeli dance instruction and a small indoor carnival for its students, subject to the consent of the District, which consent shall not be unreasonably withheld, it being the intent of the Parties that Licensee shall not conduct any large scale recreational activities in or from the Licensed Premises or any recreational activities in possible competition with those conducted by the Park District, or any other activities that may reasonably pose increased risk of damage to or loss of District property or injury to users of the

Center. Without limiting the generality of the foregoing limitations on use, Licensee shall not bring onto or store or permit any of the "Licensee Parties" (as that term is hereinafter defined) to be brought onto or stored on the Licensed Premises, including without limitation the Designated Storage Area, any hazardous or flammable materials or substances. Licensee shall not use or permit others to use the Premises for any unlawful purpose or activity.

12. **Supervision and Control/Care of Premises/Assumption of Liability** It is expressly agreed and understood that the District does not and will not provide supervision of Licensee's activities and events. Licensee is not an employee or agent of the District but is an independent entity licensing space from the District in order to conduct its activities independent of activities conducted by the District. The District shall not exercise any control over, and shall not have any responsibility or liability for, the means and methods used by Licensee in the conduct of its activities or its supervision of such activities. Licensee has sole responsibility for the training, competency, qualifications and supervision of the activities and conduct of its representatives, members, employees, instructors, contractors, students, participants, and its or their invitees and all other persons involved directly or indirectly in the Licensee's activities or use of the Licensed Premises (collectively the "**Licensee Parties**"). Licensee shall carefully supervise the activities of all such persons to prevent injury to person or misuse, misappropriation, theft, loss or destruction of, or damage to property, including but not limited to District property.

Licensee shall be responsible for any and all damage done to the Licensed Premises or any other portion of the Center by any of Licensee Parties, arising out of, or in connection with, directly or indirectly, Licensee's use of the Licensed Premises or its exercise or performance of its rights or obligations under this Agreement, including but not limited to any of the District's furniture, fixtures, and equipment left on the Licensed Premises for use by Licensee, ordinary wear and tear and loss by fire or other casualty excepted. Licensee shall promptly reimburse the District upon its demand for the full cost of repair or replacement at District's option.

Licensee shall return said Licensed Premises, furnishings, fixtures and equipment to the District at the termination of this License in as good a condition as it received, reasonable wear and tear and damage by fire and other casualty excepted.

Licensee, its agents, representatives, employees, students, participants, members or invitees, shall take special care not to disturb the District's personal property, including but not limited to furnishings, equipment and supplies, on or about the Licensed Premises and the Center which have not been provided for Licensee's use. In the event any such personal property of the District are discovered damaged, lost, missing, misappropriated, stolen or destroyed following Licensee's use of the Licensed Premises, and reasonably believed by the District to be attributable to such use, the Licensee shall at the District's option repair or replace such items at Licensee's sole expense upon demand by the District.

Licensee shall report at once to the District any occurrence involving bodily injury or property damage, misuse, misappropriation, theft, loss or destruction, and shall cooperate fully with the District in any investigation of such occurrence.

13. **Card Access to Premises/Premises Security**. The District shall provide Licensee with one key card for each of the rooms in the Early Childhood Wing of the Center reserved for use by Licensee under this Agreement for use by Licensee's instructors and three additional key cards for



use by whichever other staff persons or members of Licensee's organization Licensee designates. Licensee shall provide the District with the name(s), address(es) and telephone numbers of all persons to whom the key cards are provided. The persons in possession of the key cards shall be responsible for unlocking and locking each room on the Premises before and after each use by Licensee. Licensee shall notify the District immediately in the event that a key card is lost, stolen or cannot otherwise be accounted for. Licensee shall pay all costs associated with any lost or stolen key cards, including but not limited to the cost of replacing the cards and making modifications to the card key entry system. Licensee understands and acknowledges that security of the Center, and in particular the Early Childhood Wing, is of utmost importance. Licensee shall make certain that key cards are provided only to responsible persons and with adequate instruction given to such persons on the need to maintain the security of the Center. Security lapses by Licensee shall be cause for immediate termination of the License.

14. **Utilities, Maintenance and Repair.** The District, at its sole cost, shall provide for all utilities, including heat, electricity, gas, water and sewer service, but excluding telephone service, for those portions of the Center to be utilized by Licensee. The District shall provide custodial service for the Licensed Premises except that the Licensee shall be responsible for any extraordinary custodial services necessitated by Licensee's breach of its obligations under this Agreement or for any damage associated with its use. Except for damage caused by any of the Licensee Parties, the District shall provide for regular maintenance and repair of all interior and exterior facilities and fixtures in the Center, including, without limitation, repair and maintenance of the roof, replacement of burned out light bulbs, landscaping, snow plowing of driveways, walkways and parking lots and lavatory cleaning.
15. **Governmental Regulations.** Licensee shall, at its expense, comply with all requirements of federal, state, and local regulatory authorities, and with the ordinances and rules and regulations of the District, with respect to its use of the Licensed Premises and shall promptly obtain and maintain at all times, at its sole expense, any required licenses or certificates or variations of the zoning laws.
16. **Alterations.** Licensee shall not make any alterations to the Licensed Premises, without the District's prior written consent, which the District may withhold in its sole discretion.
17. **Use, Purchase and Ownership of Tables and Chairs.** The District shall set up an agreed upon number of tables and chairs on the Licensed Premises adequate to accommodate Licensee's use of the Licensed Premises. In the event the District does not possess enough tables and chairs to adequately equip Licensee's use of the Licensed Premises, Licensee shall procure and pay the cost of the additional tables and chairs necessary to adequately equip Licensee's use of the Licensed Premises. The additional tables and chairs thus procured and paid for by Licensee shall be and remain the property of the Licensee at all times during and upon termination of the License or any renewal thereof.
18. **Additional Equipment.** With the exception of providing the agreed upon number of tables and chairs mentioned in the preceding paragraph and any other equipment specifically mentioned in "**Exhibit A**" of this Agreement as being made available for use by Licensee, the District shall not be obligated, nor will it provide any other non-affixed equipment

and/or teaching materials for the conduct of Licensee's activities, it being understood and agreed that except as otherwise specifically provided in this Agreement, Licensee shall provide all equipment used in the conduct of its activities. Licensee shall be solely responsible for maintaining all non-affixed equipment in good and safe repair, for the suitability of all non-affixed equipment for use by its invitees, guests, students and staff and for providing proper instruction with respect to such use.

19. **Waiver of Claims.** Except to the extent the District is liable notwithstanding the application of the defenses, protections and immunities afforded the District under applicable statutory and common law, neither the District nor any park commissioner, officer, employee agent or volunteer of the District (collectively, the District Parties") shall be liable for, and to the fullest extent permitted by law, Licensee forever waives any and all claims against the District Parties for claims resulting from bodily or personal injuries or for damage to or destruction, misappropriation, loss or theft of property, sustained by any of the Licensee Parties, or any person claiming through any of the Licensee Parties, arising from the performance of this Agreement or resulting from any accident or occurrence on the Licensed Premises or Center property relating directly or indirectly to this Agreement and Licensee's use of the Center. This paragraph shall apply especially, but not exclusively, to damage caused by (a) any equipment or appurtenance becoming out of repair; (b) the District's failure to keep the Licensed Premises, Center or other property of the District in repair; (c) injury occasioned by wind, water or other natural elements; (d) defects in or failure of plumbing, heating or air conditioning equipment, electrical wiring or insulation thereof, gas, water and steam pipes, stairs, railings or walks; (e) broken glass; (f) the backing up of any sewer pipes or downspout; (g) the bursting, leaking or running of any tank, tub, washtub, water closet, waste pipe, drain or any pipe or tank in, upon or about the Center or Premises; (h) the escape of steam or hot water; (i) water, snow or ice being upon or coming through the roof, or any skylight, trapdoor, stairs, walks or any other place upon or near the Center or the Licensed Premises or otherwise; j) the falling of any fixture; and (k) any act, omission or negligence of the Licensee or of the District or of other persons or occupants of the Center or of owners of adjacent or contiguous property. Subject to the foregoing, all personal property belonging to Licensee or any other occupants on the Licensed Premises shall be there exclusively at risk of Licensee or such other persons only, and the District shall not be liable for any damage thereto or the theft, misappropriation, loss or destruction thereof. Notwithstanding anything contained in or implied from the foregoing language or any other language contained in this Agreement, under no circumstances shall Licensee be entitled to recover from the District any amounts in the way of lost profits or consequential or incidental damages. The provisions of this paragraph 19 shall survive the expiration or earlier termination of this License Agreement.
20. **Indemnification & Hold Harmless.** To the fullest extent permitted by law, Licensee hereby agrees to and shall defend, indemnify and hold harmless the District Parties and their respective successors and assigns, against and from any and all liability, loss, damage, cost or expense, including court costs and reasonable attorney's fees, which any of the District Parties may sustain, incur or be required to pay for injury or death to any person or damage to, or loss, misappropriation, theft or destruction of any property from any cause whatsoever directly or indirectly arising out of, or connected with, or incident to, this Agreement or the uses of the Center by Licensee or the activities of Licensee contemplated by this Agreement, except those



for which the District is liable notwithstanding the application of the defenses, protections and immunities afforded the District under applicable statutory and common law. Licensee shall pay all costs and expenses, including attorney's fees, which may be incurred by or imposed on any of the District Parties as a result of Licensee's breach of, default under, or failure to perform the terms of this License Agreement or in any litigation to which any of the District Parties may be made a party as the direct or indirect result of the use and/or occupancy of the Licensed Premises by Licensee. In defending against any such claims, the Licensee may select legal counsel of its own choice and the District will reasonably cooperate with such counsel in the defense of such claim; provided, however, that the District shall not have to incur any expense in connection therewith. The District reserves the right to independently defend against or to participate in the Licensee's defense of any such claim, at the District's own expense. This reserved right shall not in any way diminish the Licensee's indemnification, defense and hold harmless obligations hereunder. Except with the written consent of the District, the Licensee shall not consent to the entry of any judgment or settlement which does not include as an unconditional term thereof, the giving by the claimant or plaintiff to the District of an unconditional release from all liability in respect of such third party claim or demand. The provisions of this paragraph 20 shall survive the expiration or earlier termination of this License Agreement.

21. **Insurance.** In furtherance and not in limitation of its obligations under Paragraph 20 above, Licensee agrees to provide and maintain, with a reputable insurance company approved by the District, which approval shall not be unreasonably withheld, and at Licensee's sole cost and expense, commercial general liability insurance, occurrence form, insuring as an additional named insured the District, its park commissioners, officers, employees, and agents its successors and assigns, and Licensee against any and all claims, demands or actions for bodily injury or death, personal injury, and property damage with limits of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate, and in addition and in like amounts covering Licensee's contractual liability under the hold harmless, defense and indemnification provisions of Paragraph 20, above. Coverage shall include liability of Licensee for sexual abuse and molestation, provided that such coverage may have limits of \$300,000 per occurrence and \$600,000 in the aggregate. Licensee shall also maintain directors and officers liability insurance (claims made Form with limits of \$1,000,000 per occurrence and \$1,000,000 annual aggregate), at its sole cost and expense and maintain Worker's Compensation insurance if and as required by law, at its sole cost and expense. Licensee shall provide the District with certificates of insurance showing the required coverages to be in effect at least ten (10) days prior to the commencement of the License. Failure to so provide such certificates of insurance shall be a failure of a condition precedent to this License and shall render this License null and void and any right of Licensee to occupy or use the Premises shall immediately terminate. In such event, Licensee shall immediately vacate and cease its use of the Licensed Premises without necessity of notice or any action on the part of the District and the District shall have all rights at law and in equity to enforce Licensee's obligation to so vacate and cease Licensee's use of the Licensed Premises. Said policies of insurance shall provide for at least thirty (30) days written notice to the District of termination and cancellation of the policies. During the Initial Term and any Extended Term, Licensee shall provide certificates of insurance renewal at least ten (10) days before the expiration date of the policy. The District shall provide and maintain fire insurance and extended coverage with a reputable insurance company. Licensee waives any right to any proceeds under the District's fire

and extended coverage insurance policies, excepting proceeds to which it is entitled for coverage of its personal property on the Premises; however, the District shall have no obligation to insure said personal property. The District reserves the right to modify the insurance requirements upon the recommendation of the intergovernmental risk management agency of which it is a member for each succeeding year of the Initial Term or any Extended Term, provided that the District shall notify the Licensee not later than November 1 of the year prior to the year when the modification is to take effect.

22. **Rules and Regulations.** The District reserves the right to promulgate such reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care, cleanliness and reputation of the Licensed Premises and the Center and for the preservation of good order therein and proper enjoyment thereof. Such rules and regulations shall be binding upon the Parties with the same force and effect as if they had been inserted herein at the time of the execution of this License Agreement.
23. **Untenantability; Damage to Premises.** If the Licensed Premises or the Center are made untenable by fire or other casualty whenever occurring, which condition the District reasonably expects to continue to exist during all or any portion of the Use Period, the District will so notify the Licensee of such determination and either Party may elect to terminate the License as of the date of the fire or casualty by giving notice to the other Party within ninety (90) days after that date. If the Licensee does not give such notice of its election to terminate the License and the District elects to repair, restore or rehabilitate the Premises at the District's expense within one hundred twenty (120) days after the District is enabled to take possession of the damaged Licensed Premises and undertake reconstruction or repairs, in such event the License shall not terminate, but the License Fee shall be abated on a per diem basis during the Use Period while the Licensed Premises are untenable. If the District elects to repair, restore or rehabilitate the Licensed Premises and does not substantially complete the work within the one hundred twenty (120) day period, Licensee may terminate the License as of the date of the fire or casualty provided Licensee gives written notice to the District not later than one hundred twenty (120) days after the District is enabled to take possession of the damaged Licensed Premises and undertake reconstruction or repairs. In the event of termination of the License pursuant to this paragraph, the License Fee shall be apportioned on a per diem basis during the Use Period and be paid to the date of such fire or casualty. The District shall have the right to make available to Licensee during the period of Untenantability, suitable facilities within the Park District's boundaries, comparable in number, size and quality to the Licensed Premises. In such event, the License may not be terminated by the Licensee but the License Fee shall be equitably adjusted.
24. **Removal of Property on Termination.** If on termination of the License, by expiration or otherwise, Licensee shall fail to remove any of its property or any property of any of the other Licensee Parties from the Licensed Premises, including without limitation the Designated Storage Area, or from other property of the District, the District may, at its option, either (a) cause such property to be removed and placed in storage for the account of and at the expense of Licensee, or (b) sell such property at public or private sale with notice, and apply the proceeds thereof, after payment of all expense of removal, storage and sale, to the indebtedness, if any, of Licensee to the District, the surplus, if any, to be paid to Licensee upon demand.
25. **Sublicense and Assignment.** Licensee shall not sublicense the Licensed Premises or any part

thereof, nor assign this License, without the prior written consent of the District.

26. **Cure of Licensee's Default.** The District may, but shall not be obligated to, cure at any time, without notice, any uncured default by Licensee under this License and whenever the District so elects, all costs and expenses incurred, including attorneys' fees, shall be paid by Licensee to the District on demand.
27. **Defaults by Licensee and Remedies.** Licensee agrees that any one or more of the following events shall be considered events of default as said term is used herein:
- (a) Licensee shall be adjudged a bankrupt, or a decree or order approving, as properly filed, a petition or answer asking reorganization of Licensee under the federal bankruptcy laws as now or hereafter amended, or under the laws of any state, shall be entered by any court; or
  - (b) Licensee shall file or admit to the jurisdiction of the court and the material allegations contained in, any petition in bankruptcy, or any petition pursuant or purported to be pursuant to the federal bankruptcy laws as now or hereafter amended, or Licensee shall institute any proceedings for any relief of Licensee under any bankruptcy or insolvency laws relating to the relief of debtors, readjustment of indebtedness, reorganization, arrangements, composition or extension; or
  - (c) Licensee shall make any assignment for the benefit of creditors or shall apply for or consent to the appointment of a receiver for Licensee or any of the property of Licensee; or
  - (d) A decree or order appointing a receiver of the property of Licensee shall be made and such decree or order shall not have been vacated, stayed or set aside within sixty (60) days from the date of entry or granting thereof; or
  - (e) Licensee shall abandon the Premises during the term hereof; or
  - (f) Licensee shall fail to pay any monthly payment of the License Fee or any other payment required to be made by Licensee hereunder when due as herein provided, including but not limited to replenishment of the Security Deposit, and such failure shall continue for ten (10) days after written notice of such failure is delivered to Licensee; or
  - (g) Licensee shall breach any of the other covenants and agreements herein contained to be kept, observed and performed by Licensee, except Licensee's covenants under Paragraphs 11, 12, 13, or 21 hereof, and such breach shall continue for thirty (30) days after notice thereof in writing to Licensee or, if such breach cannot reasonably be corrected within thirty (30) days after written notice of such breach is delivered to

Licensee, no efforts are undertaken within such thirty (30) day period to cure such breaches; or

- (h) Licensee shall have engaged in multiple breaches of this Agreement whether or not corrected as permitted under this Agreement; or
- (i) Licensee shall use the Premises for other than the purposes permitted under Paragraph 11, above, or shall knowingly fail to report an occurrence, or fail to cooperate in the investigation of an occurrence as required under Paragraph 12, above, or shall fail to maintain the security the Premises or the Center as provided in Paragraph 13, above, or shall fail to procure or maintain the insurance required under Paragraph 21, above, or shall fail to provide the insurance certificate referred to therein as required therein.

Upon the occurrence of any one or more of such events of default, the District, may declare the License terminated, require the Licensee to remove any and all property of the Licensee from the Licensed Premises including the Storage Area, prohibit any further use of the Licensed Premises or any other portion of the Center by the Licensee, and retain the full amount of the Security Deposit in addition to pursuing all other available remedies and recovering damages.

The foregoing provisions for the termination of the License for any default under or breach of Licensee's covenants shall not operate to exclude or suspend any other remedy of the District for Licensee's breach of any of said covenants or for the recovery of the License Fee. Licensee agrees to indemnify and save and hold harmless the District from any loss or costs arising from such termination, and to that end Licensee agrees to pay the District, after such termination, upon demand, and provided that the District has used and continues to use its best efforts to re-license the Licensed Premises for the Licensed Hours of the Use Period, all reasonable expenses of re-licensing including, without limiting the generality of the foregoing, the District's attorney's fees, plus, at the end of each month of the Use Period of the Initial License Term or Extended License Term during which the termination of the License occurred, the difference between the net income actually received by the District from said Licensed Premises for the Licensed Hours of such month and the License Fee agreed to be paid by the terms of this License Agreement for the Licensed Hours during such month.

No receipt of money by the District from Licensee after any default by Licensee, after the termination of the License, after the service of any notice, after the commencement of any suit, shall waive such default or reinstate, continue or extend the term of the License or affect any such notice or suit. Licensee warrants not to endorse or print on any payment to the District the words, "full accord and satisfaction," or other words of similar affect, it being agreed that such endorsement or other message shall have no force or effect between the parties.

No waiver of any default of Licensee hereunder shall be implied from omission by the District to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.



28. **Notices.** In the event notice is to be given by either Party to the other, such notice may be given by an authorized representative at any time by an instrument in writing and either hand delivered or dispatched by registered or certified mail, return receipt requested, postage prepaid, or by facsimile transmission, with proof of transmission sent by U.S. mail within 24 hours of said transmission, to the Parties at their respective addresses provided below, effective upon mailing, or as either Party may otherwise direct in writing to the other Party from time to time, with said notice being deemed given the date of delivery, fax transmission, or three (3) days after the date of deposit in the U.S. mail, as applicable:

If to Licensee:

If to the District:

Congregation Hakafa  
P.O. Box 409  
Glencoe, Illinois 60022  
Attn: President

Glencoe Park District  
999 Green Bay Road  
Glencoe, Illinois 60022  
Attn: Executive Director

29. **Total Agreement.** This License Agreement contains the entire agreement between the Parties and cannot be modified or terminated except by a written instrument subsequently executed by both the Parties. This License Agreement and all terms and conditions herein shall apply to, be binding upon and inure to the heirs, successors, executors and assigns of the Parties.
30. **Interest on Late Payment.** Any License Fee or other payments required to be made under this License Agreement, which shall not be paid when due, shall bear interest at the rate of Eighteen percent (18%) per annum, or, at the District's option, such lesser rate permitted by Illinois law, from the date when the same is payable under the terms of this License Agreement until the same shall be paid.
31. **Applicable Law.** This License Agreement shall be governed by and construed in accordance with the laws of the State of Illinois.
32. **Holdover by Licensee.** In the event Licensee continues its use of any portion the Licensed Premises after the termination by expiration or otherwise of the License created hereunder, the District shall, without necessity of notice or any other action on the part of the District, have all rights at law and in equity to enforce Licensee's obligation to cease its use of the Premises.
33. **Real Estate Taxes.** The Premises are currently exempt from general real estate taxes by reason of the exemption accorded property used for park district purposes. In the event that any real estate taxes or special assessments shall become due as a result of Licensee's occupancy or use of the Licensed Premises or during the License Term or any extension thereof, whether said real estate taxes are imposed on the Center and the land on which the Center is located, or on the Licensed Premises or the License as a leasehold, then upon the District's request, Licensee agrees to pay such real estate taxes or special assessments or its proportionate share of real estate taxes or special assessments, as applicable, promptly when due. Said taxes or assessments shall constitute an actionable debt against Licensee, provided the District has not taken any action or has failed to take any action which eliminates the tax exempt status of the Premises. Licensee further agrees to indemnify and hold the District harmless from any special assessment, real estate, or leasehold tax

lawfully imposed with respect to the Licensed Premises or this License by reason of the Licensed Activities conducted on the Licensed Premises by Licensee or anyone using the Licensed Premises under Licensee or any costs, including without limitation court costs and attorneys' fee, incurred by the District to collect the outstanding taxes due or defend the exempt tax status of the Licensed Premises. Licensee reserves the right to judicially challenge, solely at its expense, any loss of tax exempt status on the Licensed Premises.

Should the Licensed Premises or any leasehold created as a result of this license, be taxed, on the District's request, the Licensee shall promptly establish with the District an escrow account in the amount of the taxes due and penalties accrued upon said tax bill. Upon a non-appealable judicial determination that the Licensed Premises are exempt from taxation, the escrowed funds shall be released to Licensee less any and all costs or expenses, including without limitation court costs and attorneys' fees, incurred by the District to collect the outstanding taxes due or defend the exempt tax status of the Licensed Premises or any such leasehold. If the Licensed Premises or any such leasehold are determined to be subject to taxes, at the option of the District, the escrow shall be paid over to the county collector or to the District, for purposes of paying the outstanding taxes due and any penalties accrued thereon.

In the event the District requests Licensee to pay any of the foregoing taxes, to indemnify the District with respect to said taxes and cost or to establish an escrow with respect to such taxes, Licensee shall thereafter have the right to terminate this License Agreement on written notice to the District, on a date no less than thirty (30) days after said notice is received by the District, with the date of termination to be the date specified in said notice. On the occurrence of said date, the License shall terminate and all provisions in this License Agreement regarding Licensee's duties upon termination shall be applicable.

34. **Informational Signs.** Licensee shall have the right to place informational signs in or about the Licensed Premises only after securing the District's approval of the placement, size and content of said signs.
35. **Force Majeure.** Whenever a period of time is provided in this License Agreement for the District or Licensee to do or perform any act or thing such Party shall not be liable or responsible for any delays due to strike, lockouts, casualties, acts of God, war or governmental regulations beyond the control of the District or Licensee, and in any such event said time period shall be extended for the amount of time such Party is so delayed.
36. **Pronouns.** Masculine, feminine or neuter gender pronouns used herein shall be deemed to indicate or include each other, as context may require.
37. **No Third Party Beneficiaries.** This Agreement is made solely between and for the benefit of the Parties, and is not intended, and shall not be construed, to create any rights of, or duties or obligations to, any third party.
38. **No waiver by District of Immunities.** Nothing contained in or implied from any provision of this Agreement shall constitute or effect a waiver by the District or any of the other District Parties of any defense, right, privilege or immunity afforded the District or any of the other District Parties under applicable federal or state law, including without limitation the Illinois



Local Governmental and Governmental Employees Tort Immunity Act.

39. **Survival of Certain Obligations on Termination.** The obligations of the Licensee which accrued or resulted from occurrences prior to the date of termination of the License, whether such termination resulted from the expiration of the term or early termination in accordance with this Agreement, including but not limited to Licensee's obligation to defend, hold harmless and indemnify the District Parties, shall not terminate upon the termination of the License, but shall survive such termination and remain the obligations of the Licensee until satisfied in full.

IN WITNESS WHEREOF, the District and Licensee have each caused this Agreement to be executed by a duly authorized officer thereof as of the day and year first above written.

LICENSEE:  
CONGREGATION HAKAFA

By: Nancy Goodman

Title: President

THE DISTRICT:  
GLENCOE PARK DISTRICT

By: \_\_\_\_\_

Title: \_\_\_\_\_

**VIII. Action Item E**  
**Approval to Attend NRPA Annual Congress**

Glencoe Park District  
June 2018 Board Meeting



To: Board of Commissioners

Date: 6/9/2018

From: Lisa Sheppard, Executive Director, Carol Mensinger, Director of Finance/HR

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SUBJECT: NRPA Annual Congress

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### **National Gold Medal**

I am proud to announce that the Glencoe Park District has been selected as a **finalist for the 2018 National Gold Medal Awards for Excellence in Parks and Recreation Management program!** The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The application process is rigorous, as agencies must demonstrate growth over a three year period in three specific areas: social equity, health and wellness, and conservation. Four finalists in each class are chosen to compete for grand honors each year. The honor signifies that we are among the four best in the country for communities under 30,000, acknowledging the phenomenal services, parks and facilities that we provide to the public.

The Gold Medal Reception will be held at the 2018 NRPA Annual Conference, Monday, September 24 in Indianapolis, IN. The Gold Medal grand plaque will be presented to the winner at Opening General Session on Tuesday, September 25.

I am requesting permission for three additional key staff to attend NRPA Congress this September to attend the Gold Medal Reception and NRPA Conference with excellent educational opportunities and exhibit halls. The three staff members are Erin Maassen, Chris Leiner, and Bobby Collins. The Gold Medal reception is Monday night and the conference runs through Thursday.

Carol and I plan to attend the Gold Medal Reception Monday and Tuesday only of the NRPA Conference. We would leave Wednesday morning to return to Glencoe. We would also like to give other management staff the opportunity to attend the opening session and exhibit hall on Tuesday, stay for one night, and then come back to Glencoe.

Staff	Registration Fee	Hotel - Estimate	Travel - Estimate	Per Diem	Total
Lisa	\$150	\$395 (2 nights)	Est: \$50	\$212 (\$85per day)	\$657
Carol	\$150	\$395 (2 nights)	Est: \$50	\$212 (\$85 per day)	\$657
Erin	\$565	\$593 (3 nights)	Est: \$50	\$340 (\$85 per day)	\$1598
Bobby	\$565	\$593 (3 nights share with Chris)	Est: \$50	\$340 (\$85 per day)	\$1598
Chris	\$565	0 (3 nights share with Bobby)	Est: \$50	\$340 (\$85 per day)	\$955
TBD		\$197x 2 = \$395 (one room for female staff and one room for male staff)	Est: \$50	\$85 x 4 people = \$340	\$785

**Recommended Motion:**

Board Approval for Glencoe Park District Staff to attend NRPA Annual Congress with expenses not to exceed \$7,000. We do have \$4,000 budget for NRPA and \$6,000 for Tuition Reimbursement (that is not allocated to person at this time)

In addition, it is not uncommon to have Park District Commissioners attend the NRPA Congress when an agency is a Gold Medal Finalist. As such, if any Commissioners would also like to attend to represent the Glencoe Park District, it should also be discussed.

Example of Costs per Commissioner

	Registration Fee	Hotel	Mileage	Per Diem
Each Commissioner	Conference fee: \$565 or Exhibit Only PKG: \$150	0	0	Dinner Monday Night

**Recommended Motion:**

Board Approval of Commissioner(s) \_\_\_\_\_ to attend NRPA Conference with expenses not to exceed \$\_\_\_\_\_.

## **VIII. Action Item F**

# **Approval of Master Plan Conceptual Design Agreement for Old Green Bay Linear Parks**

Glencoe Park District  
June 2018 Board Meeting



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INTEROFFICE MEMORANDUM

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TO: BOARD OF COMMISSIONERS  
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR, CHRIS LEINER DIRECTOR OF PARKS & MAINTENANCE  
SUBJECT: OLD GREEN BAY ROAD LINEAR PARK MASTER PLAN AGREEMENT  
DATE: 6/18/18

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Attached is an agreement from Altamanu specifically to carry out a planning study, which will provide the Park District with a long-range master plan for the parks along Old Green Bay Road. This plan will help prioritize and guide future improvements for the parks and meet the goals set forth in the Park Districts Master plan and through discussion of our Board and staff during several committee meetings. John McManus will be at the Board meeting to discuss this plan. The Total cost of the agreement is \$64,556.99 + expenses

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**Recommended Motion:**

Approval of the Altamanu, Inc. agreement for the master planning services relating to the Old Green Bay Road linear park system for is \$64,556.99 + expenses



June 15<sup>th</sup>, 2018 (revised June 18<sup>th</sup>, 2018)

Chris Leiner  
Director of Parks and Maintenance  
Glencoe Park District  
999 Green Bay Road  
Glencoe, IL 60022

**Subject: Old Green Bay Road Parks Master Plan**

**Re: Fee Proposal for Professional Landscape Architectural Planning Services**

Dear Chris,

We at Altamanu Inc. (Altamanu) are very pleased for this opportunity to submit this proposal. Please find below a proposal to carry out a planning study, which will provide the Park District with a long-range master plan for the parks along Old Green Bay Road. This Plan will help prioritize and guide future improvements for the parks. We understand that this is an opportunity for the Park District to celebrate the history and culture of Glencoe and the role of the parks in its development. This project will connect the disparate parks by way of a signature and attractive spine suitable for this iconic trail.

### **Project Scope - General**

The project boundaries are from Maple Hill Road to Park Avenue. The parks are to be connected by a limestone multi-use pathway that will meander through the parks. Altamanu will address the parks from an overall design perspective and also develop concepts for the individual parks. The projects will be divided into potential sub-projects with concept designs accompanied by preliminary opinions of probable cost. The master plan and sub-projects will provide the PD with the opportunity to apply for grants and raise private donations.

### **Project Issues – Scale**

- The parks form a linked chain of open spaces over half a mile in length. Approximately the length of seven and a half (7.5) football fields.

### **Project Issues – Diversity of Spaces**

- The project encompasses five (5) separate parks each with its own distinct spaces, six road crossings, a playground, Veterans Memorial, various gardens, historic artifacts and an urban forest with many mature trees.
- The parks also have their own distinct character, viewsheds, settings, and spatial relationships.

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- Potential issues within each park vary but drainage, use and potential use, and relationship to residences are some of the most obvious prior to analysis of existing conditions.
- An understanding of existing drainage issues and patterns is essential as the regulations governing storm water have changed and they could have a real bearing on the proposed projects.

### **Project Issues – Data**

- Existing data on the parks is extremely limited. There are no topographic surveys, tree surveys, or compiled infrastructure information to provide a base for design.

### **Project Issues – Developing Designs and Opinion of Probable Costs**

Accurate information of existing conditions is necessary to direct the development of realistic designs. The design will be broken down into line items. These line items will be compiled into preliminary opinions of probable costs. These opinions will be based on current bid tabs and construction industry trends.

### **Project Begins with Collecting Information**

Therefore, an on-the-ground analysis of the existing parks is necessary to provide a common understanding of existing conditions. A data search is also necessary to formulate a base understanding of existing utilities. This must be carried out prior to developing designs.

### **Need for Background Information**

The Team requests copies of any available relevant information

- Historical reports, drawings, and other relevant information for the site and structures included in corridor
- Storm water and other site utility reports and drawings
- Land ownership
- Topographic information and surveys
- Construction documents of relevant projects
- Relevant reports

### **Project Team**

Altamanu will carry out the planning analysis and develop concepts for the various parks. The SMP Group will review the designs from a civil engineering view point and assist with developing Opinions of Probable Costs.

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## The SMP Group

The SMP Group is a civil engineering consulting firm that has worked with Altamanu on multiple projects.

Jerry Pilipowicz, the firm's Principal and Manager Member was the civil engineer for multiple projects for the Glencoe Park District.

### Services

The SMP Group will provide Civil Engineering oversight and the following:

Attendance and support at meetings with Village/Park District staff

Review of Village utility records as obtained from the Public Works Department

Attendance at a presentation to the Park District Board.

Identify any storm water management impacts on the proposed improvements.

Identification of key areas that may pose development challenges and assistance with the developing potential solutions.

## Process and Deliverables

### Regular Meetings with Staff

The team will coordinate and have regular meetings with staff and garner their input on existing conditions and potential recommendations.

### Detailed Site Analysis

The design process will include an analysis of existing conditions by using aerials, site photographs, surveys and digital information and intensive on-the-ground field analysis by staff. The team will also coordinate with Village staff to build a library of infrastructure information.

### Overall Master Plan

Key deliverables include an overall plan for the linear parks.

### Conceptual Design for Sub-Projects

The conceptual designs will include an overall design for each segment of the parks and a breakdown of park elements. More detailed information will be provided for priority projects with a detailed breakdown of costs in the form of a preliminary opinion of probable costs.

### Renderings

Altamanu will develop rendered perspectives for priority projects to aid visualization by the public and assist in garnering public support.

Altamanu will also provide videos of examples of:  
interactive fountains, Field Park fountain and Conservatory Runnel  
Historic Timeline at Mills Park

## Detailed Direction from Staff

Existing sidewalks to remain

Meandering multi-use limestone pathway 8-12ft wide

Pathway should be optimized for low impact recreational use: Walking, Jogging, Recreational Bike Riding. (Not Peloton)

Pathway to cross streets at intersections

Add bike lane along old Green Bay Road

Minimize straight sections of trail, provide an aesthetic to match the overall and individual park designs

Avoid conflicts with existing mature trees

Incorporate Glencoe history in stones/plaques along trail.

Investigate ways of incorporating references to the work of Jens Jensen

Provide concepts for wayfinding (two prototype signs)

Explore potential for:

- natural native planted areas

- vegetative buffers to residential properties

- aesthetic and practical enhancements in manageable pod's. i.e. Rain Gardens, Bio-swales, Planting Beds.

- Exercise/fitness pods or game pods. Low key for all ages and a focus on active adults

## Sub Components

- Trail Re-Routed thru 7n Park to cross only Maple Hill vs. 3-way intersection
  - Leave Room for Future Waiting Station
  - Continue to provide a drinking fountain on the corner of Maple Hill-Old Green Bay
- Sunken Park (3N) should remain an open green space
  - Possibly explore a loop around the park?
  - Potential fitness pods

New Playground at Lincoln and Crescent (4N) (2-5,5-12) Concept with Opinion of Probable Cost not to exceed 225K

Could include:

- Tire Swing
- Net Climber
- Possible Drinking Fountain
- Possible Water Feature (If this feature is added it will be outside of the playground budget)

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- Passive Space Use
- Space for reflection
- Picnic tables

#### Trail Gateway – Veterans Park

- Potential park redesign
- Entry gateway to system
- Rose Garden Element. This is an iconic element but is also a major maintenance issue.
- Veterans Monument to remain
  - Address ADA concerns to monument
  - Flatten Mound/ monument ground level with possible path going through it
  - Flag Pole
- Asphalt Path replace/remove
- Possible idea for Donation/ Sesquicentennial Gift

## Meetings

Kickoff (Staff Level Taken Place)

July 3<sup>rd</sup> GPD staff review of early concepts

July 10<sup>th</sup> GPD Staff and Village Staff review

July 13<sup>th</sup> Preliminary Concepts

July 17<sup>th</sup> or August 7<sup>th</sup> Presentation to Board/Community Power Point Required

GPD/VoG review of meeting feedback (Staff Level) TBD

Presentation to Board/Community of 2<sup>nd</sup> draft concept plans. Power Point Required TBD

Additional meetings to be billed at standard rates TBD

## Schedule and Fees

### Cost Breakdown of Proposal

- A. Program Verification – Site Analysis
  - Coordination with Client
  - Coordination with Village
  - Coordination with Historical Society
  - Compile Base Info Library
  - Site visits
  - Record Existing Conditions
  - Identification of Main Cost Parameters
  - Engineering Review

**Sub-Total**

**\$9,463.65**

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B. Projects

1. Playground Conceptual Designs  
 30% Playground Designs and Drawing Package

**Sub-Total** **\$8,633.19**

2. Overall Trail Design and Costs \$8,838.08
3. Natural Area Design, Rendering and Costs \$4,417.19
4. Sunken Park Redesign, Rendering and Costs \$4,157.37
5. Redesign of Veteran's Park, Rendering of Veterans Park,  
 Memorial Redesign and Gateway Redesign and Rendering \$11,603.63

C. Engineering Support, Review and Costs \$ 4,500.00

D. Reimbursables \$ 1,000.00

Miscellaneous included in the above  
 PowerPoint Prep  
 Presentations to Staff and Board

The project Team proposes to complete the scope of services described above for the following estimated fee:

**Total Estimated Fee** **\$64,556.99**

Any work items beyond the scope of services described above will be invoiced in accordance with our standard rates.

The Team will not proceed with any additional work without the prior approval of the PD.

Reimbursable expenses related to this project shall include, but may not be limited to the following:

- Transportation/Parking
- Reproduction
- Special Supplies
- Photography
- Copies
- Messenger/Delivery
- Large Scale Scans
- Mounting

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

**ASSUMPTIONS**

- All base information (architectural building/site plans, site surveys, utility information) will be provided by the Client to Altamanu.
- Any services beyond what is outlined above will be considered extra services and will be billed at our standard hourly rates.
- This scope of work is based on documents available as of this date.
- This agreement may be terminated by either party 15 days after written notice. Altamanu shall be compensated for all services performed up to this date.

Following your review and consideration of this proposal, please do not hesitate to contact us should you have any questions or require any clarifications.

If the terms are acceptable to you, we would appreciate the execution of this document in the space provided below and returning a copy for our files.

We appreciate the opportunity to submit this proposal and look forward working with the Glencoe Park District on this exciting project.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'John Mac Manus', followed by a long horizontal line extending to the right.

John Mac Manus, Principal Altamanu Inc.

ACCEPTED BY:

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Signature

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Printed Name

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Title

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Date

**VIII. Action Item G**

**Approval Takiff Parking and Plaza  
Replacement Bids**

Glencoe Park District  
June 2018 Board Meeting



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INTEROFFICE MEMORANDUM

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TO: BOARD OF COMMISSIONERS  
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR, CHRIS LEINER DIRECTOR OF PARKS & MAINTENANCE  
SUBJECT: TAKIFF PARKING PHASE II/PLAZA ENHANCEMENTS  
DATE: 6/18/18

At the June 15, 2018 bid opening for the Takiff Parking & Plaza renovations, one bid was received and opened.

Initially twenty firms picked up the bid packet and three firms sent representatives to the pre-bid meeting. A number of firms indicated they would not be bidding due to the timeline of the project, which must start after the last day of regular camp in August.

Abbey paving has excellent references previously working with the Park Ridge Park District and Fox Valley Park District. This budgeted amount was \$420,000 and this did not include added items such as embellished brick paver, additional bike racks, and solar lights that were added from Board discussion. Abbey Paving and Sealcoating Inc.'s total bid was for a total of \$412,582.41.

Based on reference checks and bid analysis, staff recommends awarding the bid to Abbey Paving and Sealcoating, Inc.

**Recommended Motion:** The approval of the lowest responsible bidder, Abbey Paving and Sealcoating Inc. of Aurora Illinois, for a total of \$412,582.41.

**VIII. Action Item H**

**Approval of Takiff Painting and Carpentry  
Bids**

Glencoe Park District  
June 2018 Board Meeting



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INTEROFFICE MEMORANDUM

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TO: BOARD OF COMMISSIONERS  
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR, CHRIS LEINER DIRECTOR OF PARKS & MAINTENANCE  
SUBJECT: EXTERIOR REHABILITATION TAKIFF CENTER PAINT-CARPENTRY REPAIRS  
DATE: 6/13/18

At the June 13, 2018 bid opening for the exterior rehabilitation of the Takiff Center, one qualified bid was received and opened. The bid package included in an ala carte format; abatement, carpentry, and painting throughout the exterior of the Takiff Center. Six firms expressed interest in the project by sending representatives to the pre-bid meeting and picking up bid packages.

Bid Opening Results	
Task	Action One Bid
<b>Base Bid A</b> ELC Upper Fascia/Soffit/Pillars Repair, Paint & Install LED Lights	\$42,000.00
<b>Base Bid B</b> ELC Mechanical Room Wood Trim Encapsulation with aluminum	No Bid
<b>Base Bid C</b> Community Center Upper Fascia/Soffit/Dentil Total Replacement	\$67,000.00
<b>Base Bid D</b> Community Center South Entry Abatement & Total Replacement	\$62,000.00
<b>Alt. Bid 1</b> ELC Upper Fascia/Soffit Total Replacement	\$60,000.00



Bid Opening Results Continued	
<b>Alt. Bid 2</b> Community Center Eaves, Fascia, Soffit and Dentil Abatement, Repair & Paint	\$37,000.00
<b>Alt. Bid 3</b> Community Center South Entry Abatement, Repair & Paint	\$18,000.00
<b>Alt. Bid 4</b> ELC-Community Center Various Exterior Doors (5) Abatement, Repair & Paint	\$18,500.00
<b>Alt. Bid 5</b> ELC Roof Drain Re-route and Repair	\$4,500.00

The total project budget for this phase of the work in FY 18/19 is \$145,000. Based on the bid results, project budget, facility condition, and other outstanding construction projects at the Takiff Center, staff is recommending the following.

To approve the following tasks:

- Base Bid A ELC Upper Fascia/Soffit/Pillars - Repair, Paint, Install LED lights \$42,000
- Alternate 3 Community Center South Entry Abatement, Repair, and Paint \$18,000
- Alternate 4 ELC/Community Abatement - Repair Various Exterior Doors \$18,500
- Alternate 5 ELC Roof Drain Re-Route/Repair \$4500
- An additional contingency of \$35,000 to cover the cost of rotted wood, structural members, unknown abatement, or other concerns discovered during repairs based on the unit costs from the legal bid. To be approved by the Executive Director.

For a total of \$118,000

**Recommended Motion:** The approval of the lowest responsible bidder, Action 1 Construction of Chicago IL, for Base Bid A including alternates 3,4,5 with contingency for a total of \$118,000.