



 **JULY 2018**  
**Board Report**





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

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of June 19, 2018 Finance Committee of the Whole Meeting
  - B. Minutes of June 19, 2018 Regular Board Meeting
  - C. Approval of the Cooperative Planning, Use, and Maintenance of Facilities and Parks Policy
  - D. Approval of the Quality and Professionally Trained Staff Policy
  - E. Approval of the Use of Park District Property and Equipment Policy
  - F. Approval of the Volunteer Policy
  - G. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety and Wellness Committee
- VII. Executive Director Report
- VIII. Action Items
  - A. Approval of Commissioner Service Resolution No. 885 – Steven H. Gaines
  - B. Approval of Resolution No. 886: A Resolution for the Commitment of \$300,000 of the Corporate Fund Balance and \$700,000 of the Recreation Fund Balance for Future Capital Projects of the Glencoe Park District
  - C. Approval of the Annual Treasurer's Report
  - D. Approval to Cancel the August Regular Board Meeting
  - E. Approval of Energy Contract
  - F. Approval of the Updated Safety Manual
- IX. Other Business
- X. Executive Session
  - A. Vacancy in Public Office 5ILCS 120/2(a)(3) to discuss potential candidates to fill a commissioner vacancy
- XI. Approval of Appointment to fill Glencoe Park District Board Commissioner Vacancy
- XII. Adjournment

### III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
July 2018 Board Meeting

MINUTES OF JUNE 19, 2018 FINANCE COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:35pm and roll was called.

Commissioners 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  
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: Ron Amen of  
Lauterbach and Amen

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

Discussion of FY2017/2018 Annual Audit Report, Management Letter, Other: Chair  
Onderdonk introduced Ron Amen, managing partner of Lauterbach and Amen, the  
District's audit firm. Mr. Amen presented the FY2017/2018 Annual Audit Report and  
Management Letter. Board discussion with Mr. Amen, the Board, and Director  
Mensinger ensued.

Chair Onderdonk directed staff, based on discussion of the committee, to move the  
FY2017/18 Annual Audit forward for approval at the June regular board meeting.

Discussion on Reserve a Portion of Current Fund Balance for Future Capital: Director  
Mensinger recommended to the Board that the Park District transfer monies exceeding  
fund balance guideline levels in both Recreation and Corporate Funds. A sample  
resolution was provided to the Board for review with possible action to be taken at the  
July regular board meeting. The amounts recommended to the Board to transfer to  
Fund 69 are \$300,000 from the Corporate Fund and \$700,000 from the Recreation  
Fund to fund future Master Plan or capital projects. Discussion ensued.

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

Chair Onderdonk directed staff, based on discussion of the committee, to move  
reserving a portion of current fund balance for future capital forward for approval at the  
July 17 regular board meeting.

Discussion of Preliminary 2017 Final Tax Extension: Per the preliminary final 2017 tax  
information given by the county, total EAV is expected to increase 2.24%. There has  
been \$20 million in total EAV growth, of which \$10 million is old growth and \$10 million  
is new growth. Current bonds were reviewed.

Other Business: There was no other business.

Adjourn: Commissioner Onderdonk moved to adjourn the meeting at 6:55pm.  
Commissioner Boron seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JUNE 19, 2018 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Dudley Onderdonk, Treasurer  
Steve Gaines, Commissioner  
Josh Lutton, 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, David Duckler, Laurie Gross, Judd Kohn, John McManus, Emma Palatnik, Bart Schneider

Consent Agenda: A motion was made by Commissioner Gaines to approve the consent agenda items as presented including Minutes of the May 15, 2018 Regular Board Meeting, June 5, 2018 Personnel and Policy Committee Meeting, June 5, 2018 Special Projects and Facilities Committee Meeting, Approval of the Bills, Administrative Release Policy, Commissioner Privileges Policy, 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, Toxic Substances Disclosures to Employees Act, and acceptance of the Environmental Report Card . Commissioner Onderdonk seconded the motion. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Matters from the Public: The Glencoe Caucus Village nominee committee co-chair Bart Schneider announced the goals of the caucus and that candidate applications are due by August 15 at 5:00pm. Answers to questions can be found at [glencoecaucus.org](http://glencoecaucus.org) as well as an email for further questions.

Financial Report: Director of Finance/Human Resources Mensinger stated we are three months into the new fiscal year. An amazing opening weekend at the beach showed Memorial Day weekend far exceeding anything seen in her 20 years of experience. The beach department is up almost \$29,000. The recreation department is looking good. Daycare is even with last year; the expansion coming in September will be interesting. Overall, nothing is jumping out; financials are consistent with previous years.

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

Director Mensinger is finalizing the audit and starting the next budget with staff earlier this year.

Director Collins stated there were over 788 residents at the beach during opening weekend. Camp started this week and is going smoothly so far. We are seeing a drop in Action Quest with 51 of Action Quest age choosing other Park District specialty camps. Aquatics Camp is full with wait lists in almost every section. Sailing Camp is almost full. The STEM Drone Camp has done really well. We are looking to change Action Quest to a more modular approach with specialty weeks built into the specialty camps for more variety.

Director Leiner highlighted that it has been a wet June so far. Residents are concerned with park flooding; the District will be looking into how park flooding is affecting the community as the Capital Planning cycle continues. Takiff bioswale projects are wrapping up with soil delivered followed by planting and seeding in the next couple weeks. Vernon playground equipment is standing and Old Elm is starting at the end of the week. Staff has been busy with plantings done, tennis windscreens installed, the beach kept clean, and additional cleaning at Takiff and Watts from camp. Bees outgrew existing hives, so the hives are now expanded.

Executive Director Sheppard shared that if we have standing water in parks for more than 3-4 days, pellets are applied (same as used at Botanic Gardens and zoos) to mitigate mosquitoes.

Park replacement timeline and camp numbers were reviewed.

Manager Maassen imparted that we are sending out emailed to “Put Some Play in Your Day” each week and is finding success. The Gold Medal video is out.

Executive Director Report: Executive Director Sheppard shared that the bluff study is almost complete and going to committee in July if not August.

Director Leiner gave an update of the unexpected improvement of the sanitary sewer line at the boathouse. Porta-potties are available during repair. The timeline to complete is 1-2 weeks.

Fourth of July event planning is ongoing with the same activities as in the past.

Jessica Stockl was promoted to early childhood manager and we are very close to hiring the early childhood supervisor.

The Special Projects and Facilities Committee meeting on Tuesday, July 10 will include capital projects discussion and a possible park tour.

There will be an August 7 Special Projects and Facilities Committee meeting, but the August Regular Board meeting can be cancelled.

Staff are working on Distinguished Accreditation as well as the PDRMA Loss Control Review.

Action Items:

Approval of Fiscal Year 2017/18 Annual Audit: A motion was made by Commissioner Gaines to approve the Fiscal Year 2017/18 Annual Audit 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 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: A motion was made by Commissioner Gaines to approve Ordinance No. 884 as presented. Commissioner Boron 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 Strategic Plan: A motion was made by Commissioner Gaines to approve the Strategic Plan 2018-2023 as presented. Commissioner Onderdonk seconded the motion. Comment was made that we have not completed measurement on the results yet. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of License Agreement with Congregation Hakafa: A motion was made by Commissioner Gaines to approve the license agreement with Congregation Hakafa as presented. Commissioner Boron seconded the motion. In response to a commissioner question, the contract is new but they have been a recurring lessee and good partners for the District. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Staff and Board to Attend NRPA Annual Congress: A motion was made by Commissioner Gaines to approve Glencoe Park District staff to attend NRPA Annual Congress with expenses not to exceed \$7,000 as presented. Commissioner Boron



seconded the motion. NRPA Congress is being held in Indianapolis, so staff will take the Park District van. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

A motion was made by Commissioner Gaines to approve Glencoe Park District Commissioners Onderdonk, Boron, and Brooks to attend NRPA Annual Congress with expenses not to exceed \$1,000 as presented. Commissioner Boron seconded the motion. Commissioners would pay for hotel and travel expenses with the District paying for registration. The staff dinner paid for by the District would be Monday night. Three commissioners agreed to attend Monday night and Tuesday. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

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

Parks: John McManus of Altamanu, Inc. gave a presentation on Old Green Bay Road Linear Parks Master Plan from Maple Hill to Park Avenue attached to these minutes describing the framework of the project. Ala carte plans, budget, and donations were reviewed. Monies have been set aside for community and committee review meetings. A possible OSLAD grant may become available.

Comments included the challenge that the cost of the path itself may be more than the budget allows, OSLAD grants will be a great opportunity, the grant deadline is unknown, and Altamanu will be writing the grant.

A motion was made by Commissioner Gaines to approve the Altamanu, Inc. agreement for the master planning services relating to the Old Green Bay Road linear park system for \$64,556.99 plus expenses as presented. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Takiff Parking and Plaza Replacement Bids: A motion was made by Commissioner Lutton to approve the lowest responsible Takiff parking and plaza replacement bidder, Abbey Paving and Sealcoating Inc. of Aurora, IL for a total of \$412,582.41 as presented. Commissioner Gaines seconded the motion.

Director Leiner shared that 20 firms picked up the bid, three firms attended the meeting, and one firm put in a bid. Because of bid practices, the one bidder did not know if there would be other bids, so the best price is what was reflected. Abbey Paving is respected.

We set tight bid specs to start right after camp with penalties for disruption. That is why we believe the other bidders backed out. Roll call vote taken:

AYES: Boron, Gaines, Lutton, Onderdonk, Brooks

NAYS: None

ABSENT: None

The motion passed.

Approval of Takiff Painting and Carpentry Bids: A motion was made by Commissioner Lutton to approve the lowest responsible Takiff painting and carpentry bidder, Action 1 Construction of Chicago, IL for Base Bid A including alternates 3, 4, 5 with contingency for a total of \$118,000 as presented. Commissioner Boron seconded the motion.

Director Leiner reviewed history including the FY2016/17 assessment of roofs at which time it was determined that roofs needed to be replaced. The bid came back higher than expected, so the painting and carpentry included in that bid was put on hold until this fiscal year for a budget of \$145,000 discussed at the February Finance Committee of the Whole meeting. The base bids are the total removal of all the molding, installation of new molding, and painting. The alternates are taking the existing molding, stripping of rotted pieces; replace those pieces, and painting. Phase two slated for next year is alternate bid 2 which will be re-bid next fiscal year. Action 1 has great references. This project will start almost immediately, to be finished prior the parking lot project. This project will not affect camps or programs. 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 7:55pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# Old Green Bay Road Linear Parks Master Plan

June 19<sup>th</sup>, 2018





Delighted to be Here!!!

Photo Courtesy Friends of the Green Bay Trail

# Old Green Bay and Glencoe History Intertwined

## Trail Marker Trees

Trail marker trees were created by Native Americans and early pioneers as forms of local navigation. While the Native Americans had a widespread trail system in place, the trail marker trees served as guideposts that led to and from specific places of interest, much like the interstate signage system does today. Such places included locations of fresh water, medicinal plants, hunting implements, tools, adornments, dyes, ceremonial sites, burial grounds and areas of portage.

The trees were shaped as young saplings, usually from hardwood species, to provide suppleness when young and rigidity and strength with age. The saplings were tied to a stake in the ground with rawhide or baid over a yoke and weighted with a rock in a leather pouch, leaving the trunk of the tree completely horizontal.



Soon a new branch would shoot skyward from the tree trunk; this would become the new upright trunk. The remaining upright portion of the tree extending past the upright trunk would be removed after approximately ten years. The removal would leave a distinctive knob at the bend of the tree that would indicate it had been shaped by the hand of man, not by nature. Single trunk trail trees usually indicated directions, double trunk trail trees indicated locations.



*Alvise de Lanza Salsby (right) and friends, Longwood Avenue, 1921.*

Glencoe and the surrounding area was once home to many trail marker trees. The Friends of the Green Bay Trail, Village of Glencoe, Glencoe Historical Society and Glencoe Park District collaborated on this project in an effort to recreate this piece of local history.

*Photos provided by Dennis Downes, Great Lakes Trail Marker Tree Society and Glencoe Historical Society.*

## The North Shore Electric Line

Before you are remnants of the Chicago, North Shore and Milwaukee Railroad ("North Shore Line"). The square cement pillars held the Harbor Street platform. The round bases supported the overhead electric power lines. Service on this interurban line began in 1899. Express trains along the Skokie Valley route reached 90 mph offering service from Chicago to Milwaukee in 90 minutes.

Mr. Alvin C. Frost, an investor and president of the original Chicago and Milwaukee Electric Railroad Company, wanted to create a destination to increase ridership. Ravinia, originally an amusement park, was founded in 1924 by A.C. Frost & Company. Metra Union Pacific Railroad provides a stop at Ravina during the concert season.

Glencoe had stops at Scott, Woodlawn, Harbor, South, Hawthorn, Park, Lincoln and Maple Hill/Green Bay. New Trier students and commuters used the train daily.

North Shore Electric Line service ended in 1955 with the completion of the Edens Expressway. The Village of Glencoe acquired the right-of-way in 1965. Through the combined effort of North Shore residents, the old railroad became the Green Bay Trail you enjoy today.



*Frank Lloyd Wright station near Maple Hill Road - 1949  
Photo by K.W. Gibson, Walter R. Kevill collection*

*For more information contact the Glencoe Historical Society.*

The Village of Glencoe began in the 1830s with an inn for stagecoaches at what is now South Avenue

# Opportunity to Create Layers of Glencoe History



Origin of the word prairie

1675–85; < French: flower meadow < Vulgar

Anglo Settlers called them the “Barrens”  
because they were not cultivated

1839 Dearborn Park Chicago Formal Design

1860 Chicago opened 60-acre Lake Park

American Inferiority Complex: There were no Native Plants in the Park.  
Every plant was imported from France or England

Lake Front Park is Glencoe’s oldest park, dating from the Village’s incorporation in 1869

The taste swung from formal to naturalesque with Victorians liking nature to perform

American Confidence: Jens Jensen in Glencoe in the second decade of the 20<sup>th</sup> Century

Today Glencoe supports multiple styles with interest growing in Native Landscape  
How would you represent that? A narrative?

# Donor Opportunities Example: Labyrinth Mills Park



# Park Enhancements and Donor Opportunities





# Boulders and Sculptural Chairs with Petroglyphs



Also Gardens. Gateways, Planted Areas

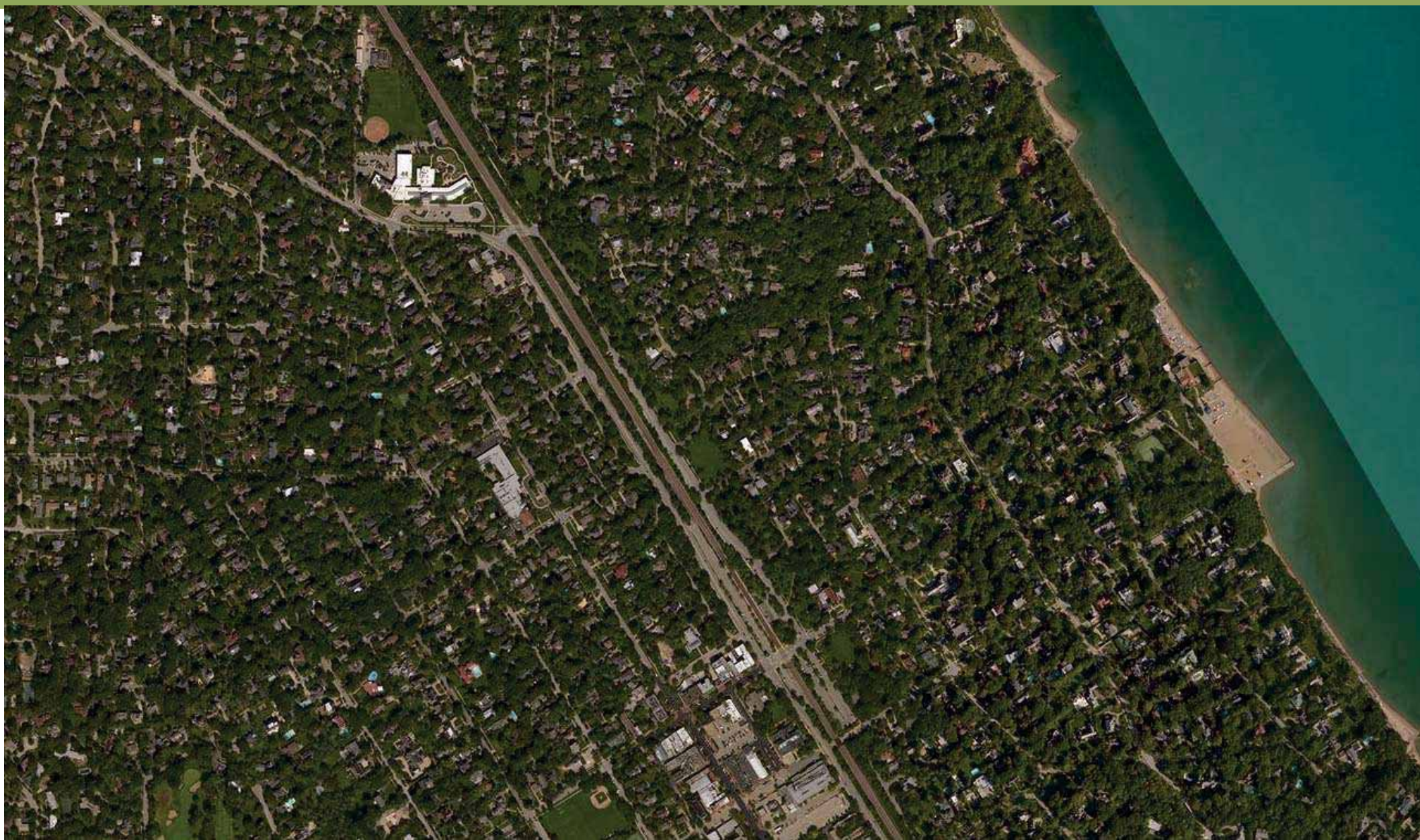


# Green Bay Linear Parks Master Plan

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But we are looking at so much more

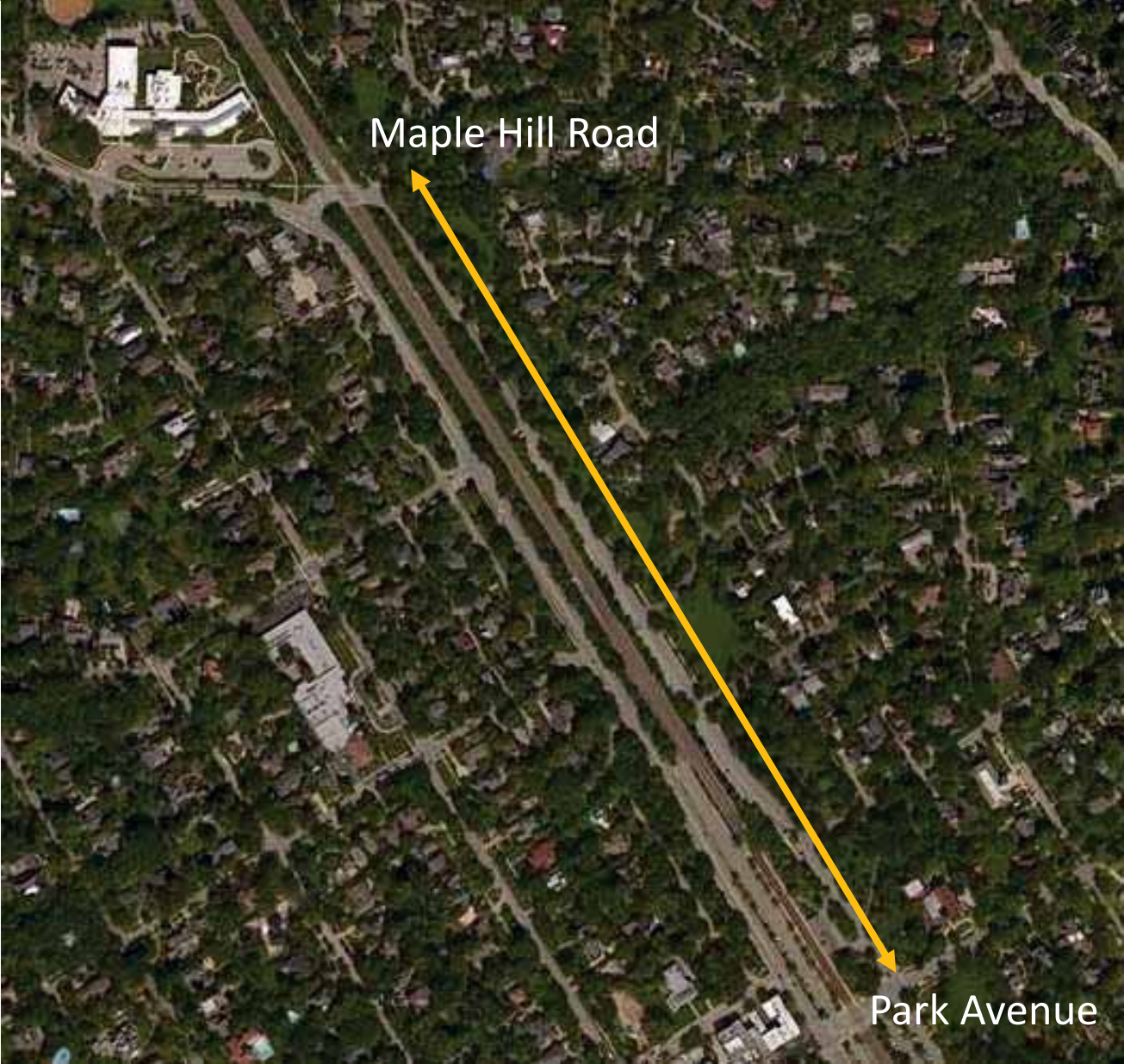
# Existing Site Aerial



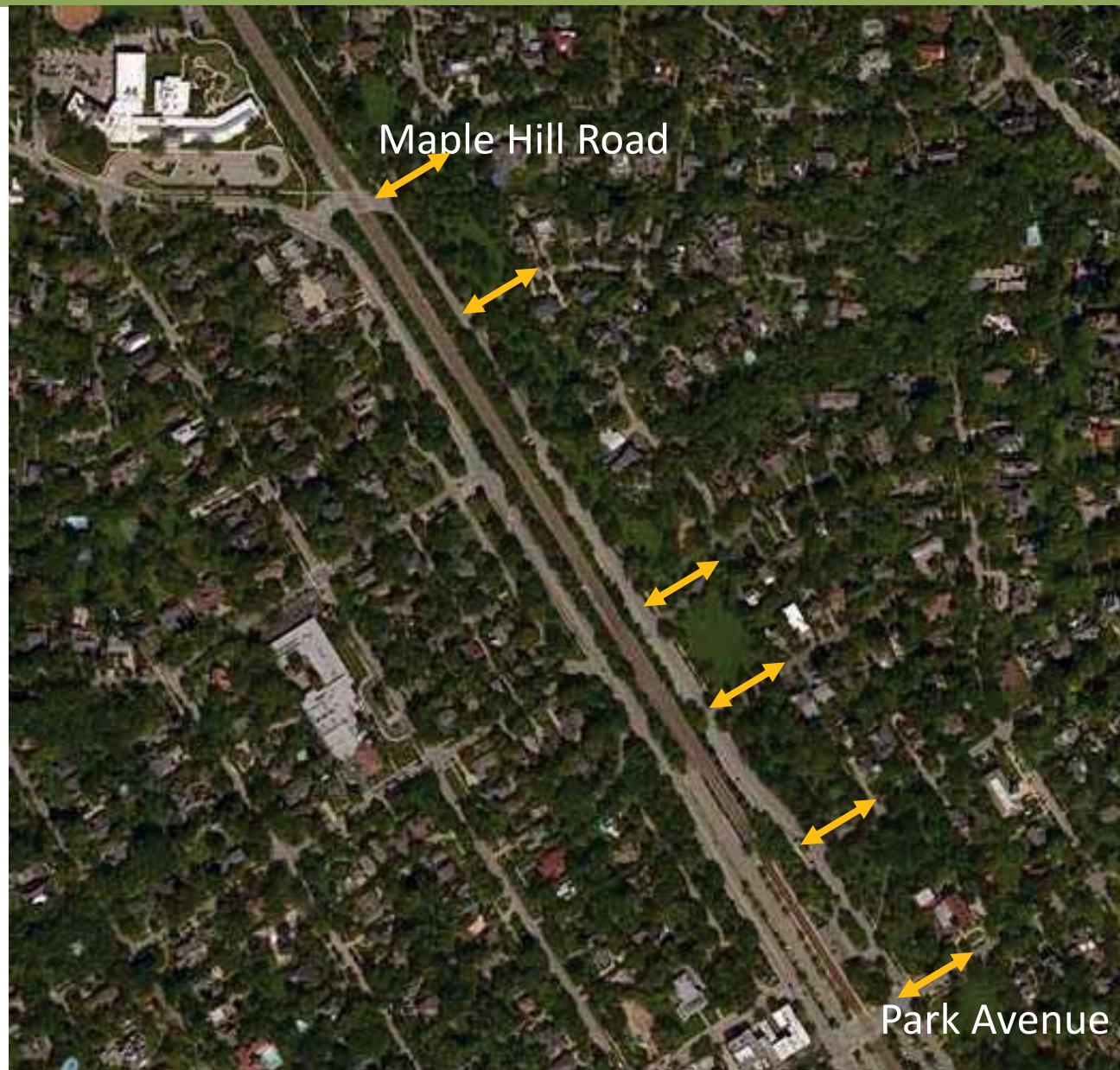
# Proposed Project Boundaries



# Scale .53 Miles Approx. 2,796 Feet



# Five Separate Parks and Six Road Crossings



# More Than Seven and a Half Football Fields



# What's Involved?

5 Separate Parks, each with its own distinct character, viewsheds, settings, and spatial relationships.

Six road crossings, a playground, Veterans Memorial, various gardens, historic artifacts and an urban forest with many mature trees.

Potential issues within each park vary but drainage, current use and potential use, and relationship to residences are some of the most obvious prior to analysis of existing conditions.



# Petition circulates opposing Green Bay Trail restoration work



*The Friends of the Green Bay Trail cleared invasive buckthorn and poison ivy from parcels of the trail and had planned to begin its next one-acre section from South Avenue to the community garden this past January. The project has halted after a group of residents have petitioned to discuss it further since they will lose privacy to their homes. Courtesy of Friends of Green Bay Trail Facebook*

Margaret Tazioli, Freelance Reporter

12:33 pm CDT March 13, 2018

Share +

Residents' concerns have stalled the Friends of the Green Bay Trail restoration work from South Avenue to the community garden this spring. The project will be up for discussion at the next Village Board meeting Thursday, March 15.

But we have little Information

# We wish to get to this level of detail

Opinion of Probable Construction Costs						3/12/2018
Item		Unit	Qty	Price/Unit	Total	
<b>Removals and Site Preparation</b>						
1.00	Furnish and install construction fence at perimeter	LF	0	8.00	0.00	
1.01	Furnish and install Tree Protection Fencing	LF	0	5.00	0.00	
1.02	Furnish and install Erosion Control	LS	1	500.00	500.00	
1.03	Remove & haul off composite seatwall	LF	182	10.00	1,820.00	
1.04	Remove & haul off pea gravel surfacing (12" depth)	CY	46	20.00	920.00	
1.05	Remove & haul off catch basin covers	EA	2	150.00	300.00	
1.06	Remove & haul off asphalt surfacing	SF	626	10.00	6,260	
1.07	Remove & haul off fire hydrant and dead tree	LS	1	500.00	500.00	
<b>Subtotal Removals and Site Preparation</b>					<b>10,300.00</b>	
<b>Pet Grass - Paving and Surfacing</b>						
2.00	Furnish and Install PCC concrete paving	SF	200	9.00	1,800.00	
2.01	Furnish and Install leveling course of ca-6	CY	20	45.00	900.00	
2.02	Furnish and Install Everlawn pet grass	SF	6,695	14.00	93,730.00	
2.03	Furnish and Install Mounds and Tunnels	EA	3	3,600.00	10,800.00	
2.04	Furnish and Install Concrete Barrier Curb at north side	LF	160	24.00	3,840.00	
<b>Subtotal Paving and Surfacing</b>					<b>111,070.00</b>	
<b>Site Grading and Excavation</b>						
3.00	Excavation for site improvements	LS	1	5,000.00	5,000.00	
<b>Subtotal Site Grading and Excavation</b>					<b>5,000.00</b>	

# To do so we need Real Information and Plans

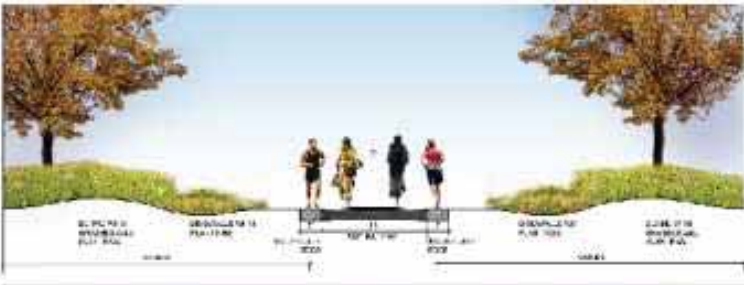
<b>Site Grading and Excavation</b>						
3.00	Excavation for site improvements		LS	1	5,000.00	5,000.00
<b>Subtotal Site Grading and Excavation</b>						<b>5,000.00</b>
<b>Utilities</b>						
4.00	6" perforated PVC SDR 26		LF	165	35.00	5,775.00
4.01	Clean-outs		EA	2	300.00	600.00
4.02	Gravel Base CA-7		CY	60	50.00	3,000.00
4.03	Water Feature		EA	1	20,000.00	20,000.00
4.04	Water Connection, RPZ & Controllers		LS	1	15,000.00	15,000.00
4.05	Connection in to existing Catch Basins		LS	1	2,500.00	2,500.00
4.06	New Lights - solar		EA	2	10,000.00	20,000.00
4.07	Catch Basin Covers - ADA		EA	2	500.00	1,000.00
<b>Subtotal Utilities</b>						<b>67,875.00</b>
<b>Site Furnishing</b>						
5.00	Benches (wood slats/metal frame)		EA	6	2,000.00	12,000.00
5.01	Picnic Tables with Umbrellas		EA	4	3,500.00	14,000.00
5.02	Trash can		EA	2	750.00	1,500.00
5.03	Shade Structures		EA	2	18,000.00	36,000.00
<b>Subtotal Site Furnishing</b>						<b>63,500.00</b>
<b>Total</b>						<b>257,745.00</b>
25% Contingency						<b>64,436.25</b>
Design Fees						<b>35,000.00</b>
survey						<b>5,000.00</b>
Soil cores						<b>900.00</b>

# Example of Rendering Packages for Specific Projects

**Skokie Valley Trail**  
Skokie, Illinois



development, carla.huber@skokie.org  
(847) 939-6447

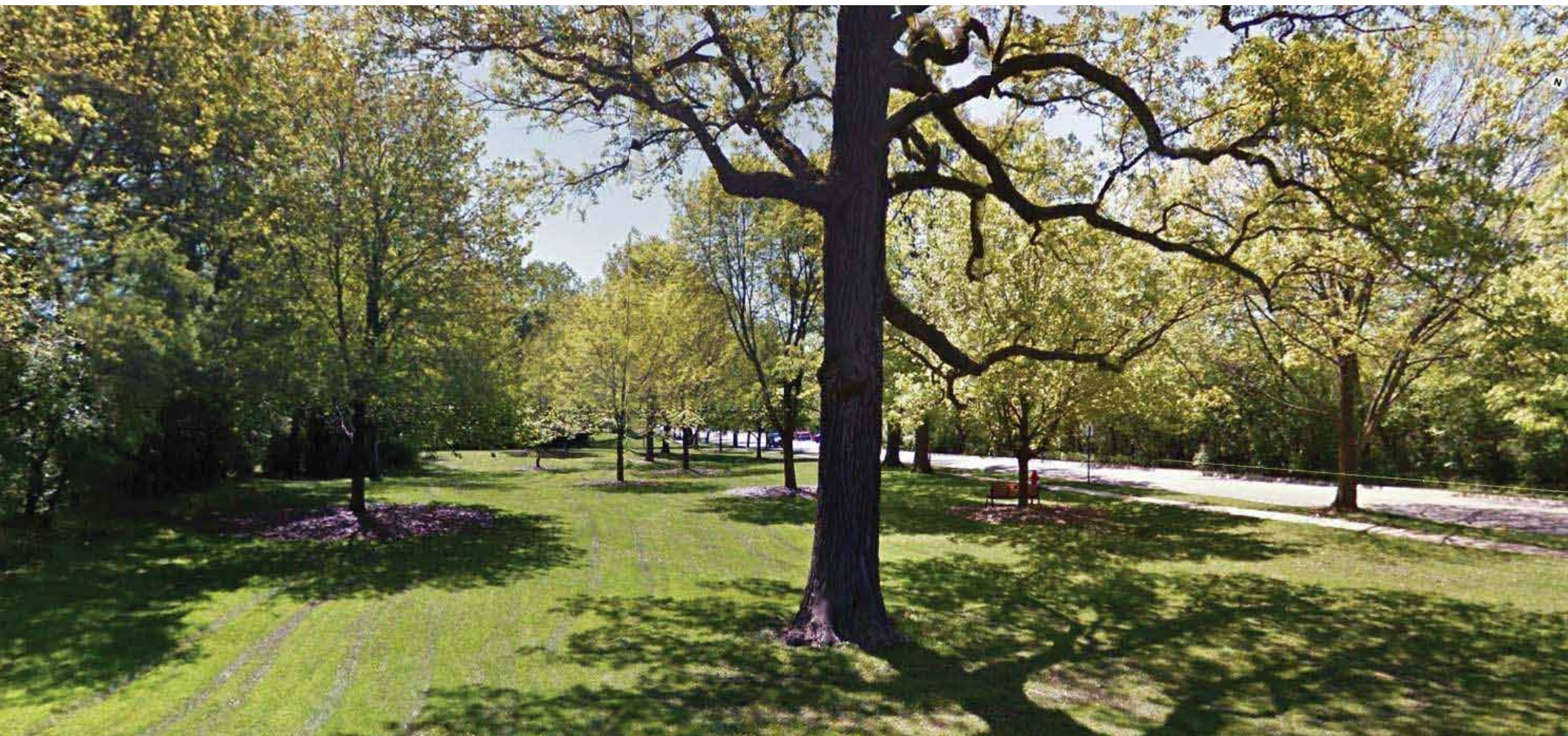


1700 West Irving Park Road Suite 202 Chicago, IL 60613 T: 773.528.7492 www.altamanu.com

## Plan, Rendering and Opinion of Probable Costs

Altamanu Inc.  
landscape architecture + urban design + planning





## **Glencoe Park District Cooperative Planning, Use, and Maintenance of Facilities and Parks Policy**

Whenever feasible, advantageous to the District, and legally permissible, staff shall investigate cooperative planning, development, maintenance, and purchase of equipment, facilities and program with other agencies both governmental and private. In order to assure that the residents of Glencoe Park District are provided with the types of facilities and parks that they desire, Glencoe Park District staff and Board of Park Commissioners will continue to actively pursue joint ventures with other community groups, businesses, and municipal agencies. These ventures should be designed to make the best possible use of financial resources, staff, and property so that all participating in the agreement, including the residents, benefit. Contracts authorizing the park district to participate in cooperative venture require the review and approval of the Board of Park Commissioners.

### **Coordination of Recreational Programs and Activities**

The Park District will continually strive to seek cooperative recreational programming efforts whenever appropriate as well as coordinate program planning with community groups in order to avoid duplication of programs and services for its residents. Staff will be responsible for cooperative planning, which would benefit the start or continuation of program and services.

PDF Version: [insert hyperlink to document following approval](#)  
Word Version: [insert hyperlink to document following approval](#)

*Add to Personnel Policy Manual page 4...*

## **Glencoe Park District Quality and Professionally Trained Staff Policy**

The Board strives to hire quality and professionally trained staff and recognizes that the Park District competes with private as well as other public agencies for quality employees. Thus, it is the policy of the Board to maintain, within reasonable financial constraints, a suitable salary, benefit for the employees, and appropriate training and certifications. It is the desire of the Board to have certified and professionally trained staff and will emphasize this desire in recruitment and training of its management staff.

PDF Version: [insert hyperlink to document following approval](#)

Word Version: [insert hyperlink to document following approval](#)

## Glencoe Park District Use of Park District Property and Equipment Policy

No employee, elected official or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the Department Head that is responsible for the equipment or property. The Executive Director can only approve personal use of Park District vehicles.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment, and all other property owned, leased, or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, authorized, or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some Park District property may require permits, waivers, and releases. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in the employee's care and custody.

Permission to use any park district facility or park after normal operating hours must be granted in writing by the Executive Director. Employee rental discounts are listed on the Employee Benefit Sheets (see Director of Finance/HR office for most updated copy).

**Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including discharge.**

The park district may at its discretion provide space for affiliate groups to store their equipment. It is highly recommended that the affiliate group insure their property for a minimum of its replacement value.

PDF Version: [insert hyperlink to document following approval](#)

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## **Glencoe Park District Volunteer Policy**

The Glencoe Park District Board of Park Commissioners and staff recognize that volunteers are essential to the success of our programs and special events. All volunteers of the Glencoe Park District must receive a volunteer manual and complete the following information before any hours of work are accomplished. The information required is:

- Volunteer information form
- Criminal background check on individuals 18 years and over in youth sensitive positions
- A job description for the appropriate task(s)
- Glencoe Park District Safety Policy Statement
- Glencoe Park District General Safety Rules

Volunteers must be trained before assuming any duties. Volunteer information forms will be kept on file by the program manager. The program manager will compile a tabulation of hours completed by each volunteer along with the total volunteer hours. The program manager will provide in their program report the number of volunteers and volunteer hours.

### **Volunteer Recruitment, Training, and Supervision**

#### Recruitment

- Recruit age appropriate volunteers for events and programs
- High school students and scouts for special events
- High school students for day care programs
- Adults for special events, trips, and other adult programs
- Adults for coaching team sports
- Volunteers should fill out volunteer applications and when appropriate complete a criminal background check form
- Evaluate the results

#### Training the new volunteers

- At beginning of event or program, review with volunteers what the event is about, their responsibilities, and duties
- If applicable, review food handling safety procedures
- Review safety procedures and safety poster

#### How to supervise volunteers

- Know the strengths and weakness of each volunteer
- Staff for weaknesses
- Build on each person's strengths
- Have regular communication
- Give recognition based upon the person's needs

- Offer support when needed
- Ask questions

#### Common mistakes made when supervising volunteers

- The cold shoulder
- Never make a volunteer feel that you do not care
- Make them feel welcome at all times
- Turning volunteers loose without any orientation
- Volunteers need to know what is expected of them
- Exerting too much control
- You want your volunteers to be able to be themselves and adapt to their environment
- Give them guidelines to follow, but allow them to adapt to the volunteer's personality
- Loading volunteers with too much work
- Not recognizing work well done, this can be frustrating
- Recognizing good work can re-energize volunteers
- Not involving volunteers in decision making processes
- Get their input when making big decisions

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Glencoe Park District

# Voucher List of Bills By Vendor Set

Payment Dates 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10133 - Accuraty Solutions</b>					
Accuraty Solutions	06/26/2018	8470	25-00-000-5321	Website Hosting	870.00
<b>Vendor 10133 - Accuraty Solutions Total:</b>					<b>870.00</b>
<b>Vendor: 11128 - Ace of Spray. LLC</b>					
Ace of Spray. LLC	07/03/2018	8510	10-12-000-5350	Parks Powerwashing	450.00
<b>Vendor 11128 - Ace of Spray. LLC Total:</b>					<b>450.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	07/11/2018	8550	10-12-000-5353	Trash/Recycling - Parks	453.59
Advanced Disposal Services	07/11/2018	8550	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	07/11/2018	8550	25-00-000-5353	Trash/Recycling - Takiff	344.00
Advanced Disposal Services	07/11/2018	8550	69-00-000-5546	Trash/Recycling - Vernon Park	839.45
Advanced Disposal Services	07/11/2018	8550	69-00-000-5549	Trash/Recycling - Old Elm Par	839.45
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>2,588.49</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	07/11/2018	8551	25-00-000-5210	Fiber Internet - June	1,728.37
<b>Vendor 10739 - Airespring Total:</b>					<b>1,728.37</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	07/03/2018	8511	25-25-806-5400	Preschool Camp Supplies	27.58
Albertsons   Safeway	07/03/2018	8511	25-26-000-5342	Day Care Mtg Supplies	45.22
Albertsons   Safeway	07/03/2018	8511	25-26-000-5409	Day Care Food Supplies	225.33
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>298.13</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	06/19/2018	8444	25-26-000-5387	Contractual - Day Care Nurse	90.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>90.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	06/19/2018	8445	69-00-000-5530	Construction Mgmt - Takiff Pa	1,596.08
Altamanu, Inc.	06/19/2018	8445	69-00-000-5544	Construction Mgmt - Vernon	2,191.77
Altamanu, Inc.	06/19/2018	8445	69-00-000-5550	Design Services - Takiff Parkin	10,490.63
Altamanu, Inc.	07/03/2018	8512	69-00-000-5534	Geotech/Bluff Study	17,986.07
Altamanu, Inc.	07/03/2018	8512	70-55-000-5570	Geotech/Bluff Study	4,315.00
Altamanu, Inc.	07/11/2018	8553	69-00-000-5530	Construction Mgmt - Takiff Lo	279.58
Altamanu, Inc.	07/11/2018	8553	69-00-000-5550	Construction Mgmt - Takiff Lo	2,800.50
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>39,659.63</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	07/11/2018	8554	25-00-000-5355	Takiff HVAC Mo Maint - Augu	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>742.17</b>
<b>Vendor: 10143 - Amalgamated Bank of Chicago</b>					
Amalgamated Bank of Chicag	07/11/2018	8555	40-00-000-5331	Paying Agent Fees - 2010 Bon	475.00
<b>Vendor 10143 - Amalgamated Bank of Chicago Total:</b>					<b>475.00</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	06/27/2018	8500	10-11-000-5342	Meeting Expenses	67.35
Amazon Capital Services	06/27/2018	8500	10-14-000-5401	Office Supplies - Beach	133.88
Amazon Capital Services	06/27/2018	8500	10-14-000-5420	General Beach Supplies	263.73
Amazon Capital Services	06/27/2018	8500	10-14-000-5430	First Aid Supplies - Beach	13.95
Amazon Capital Services	06/27/2018	8500	10-15-000-5420	General Boat Supplies	191.45
Amazon Capital Services	06/27/2018	8500	10-15-000-5450	Equipment Parts - Boathouse	90.46
Amazon Capital Services	06/27/2018	8500	25-00-000-5210	Phone Supplies	13.98
Amazon Capital Services	06/27/2018	8500	25-00-000-5420	General Rec Supplies	80.23
Amazon Capital Services	06/27/2018	8500	25-25-601-5400	Kids Club Supplies	236.18
Amazon Capital Services	06/27/2018	8500	25-25-615-5400	Ceramics Supplies	38.92

Voucher List of Bills

Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	06/27/2018	8500	25-25-787-5400	Fitness Supplies	69.99
Amazon Capital Services	06/27/2018	8500	25-25-803-5400	Kinder Korner Supplies	30.29
Amazon Capital Services	06/27/2018	8500	25-25-835-5400	Aquatics Camp Supplies	209.00
Amazon Capital Services	06/27/2018	8500	25-25-836-5400	Sailing Camp Supplies	209.00
Amazon Capital Services	06/27/2018	8500	25-25-910-5400	July 4th Supplies	171.11
Amazon Capital Services	07/11/2018	8556	25-26-000-5403	Day Care Program Supplies	551.59
Amazon Capital Services	07/11/2018	8556	25-25-310-5400	Adult Art Supplies	26.99
Amazon Capital Services	07/11/2018	8556	25-25-813-5400	K Korner Supplies	74.17
Amazon Capital Services	07/11/2018	8556	25-25-836-5400	Sailing Camp Supplies	85.25
Amazon Capital Services	07/11/2018	8556	25-26-000-5403	Day Care Pgm Supplies	1,193.33
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>3,750.85</b>
<b>Vendor: 10733 - Architectural Consulting Group, Ltd</b>					
Architectural Consulting Grou	07/11/2018	8558	65-00-018-5520	Consulting - Lead Paint Abate	2,650.00
<b>Vendor 10733 - Architectural Consulting Group, Ltd Total:</b>					<b>2,650.00</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	07/03/2018	8513	10-12-000-5210	Phone Svc - Parks	52.58
AT & T	07/03/2018	8513	10-13-000-5210	Phone Svc - Watts	41.99
AT & T	07/03/2018	8513	25-00-000-5210	Phone Svc - Takiff	594.03
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>688.60</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	07/03/2018	8514	10-14-000-5210	DSL Service - Beach	166.09
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>166.09</b>
<b>Vendor: 10163 - Atlas Bobcat, LLC</b>					
Atlas Bobcat, LLC	06/26/2018	8471	10-12-000-5450	Equipment Parts - Parks	49.30
<b>Vendor 10163 - Atlas Bobcat, LLC Total:</b>					<b>49.30</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	06/19/2018	8446	10-11-000-5340	Lisa - Altruism Conf Airfare	291.96
BMO Harris Bank N.A.	06/19/2018	8446	10-11-000-5342	Meeting Supplies	170.99
BMO Harris Bank N.A.	06/19/2018	8446	10-14-000-5340	Beach Trainings	587.96
BMO Harris Bank N.A.	06/19/2018	8446	10-14-000-5420	Beach Register Keys	135.12
BMO Harris Bank N.A.	06/19/2018	8446	10-14-000-5450	Beach Equipment Parts	81.13
BMO Harris Bank N.A.	06/19/2018	8446	10-14-000-5450	Beach Spray Pad Parts	702.60
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5321	Digital Marketing Services	460.94
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5340	RecTrac Testing - Beach/Watt	5.00
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5342	Rec Meeting Expenses	37.87
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5360	Marketing	404.23
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5361	Job Posting - Rec	165.00
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5362	Stock Photography	98.00
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5368	Online Web Doc Storage	99.00
BMO Harris Bank N.A.	06/19/2018	8446	25-00-000-5420	General Rec Supplies	45.54
BMO Harris Bank N.A.	06/19/2018	8446	25-25-315-5400	Ceramics Supplies	206.88
BMO Harris Bank N.A.	06/19/2018	8446	25-25-401-5300	Contractual - Camp Frield Trip	84.00
BMO Harris Bank N.A.	06/19/2018	8446	25-25-401-5400	ELC Supplies	326.02
BMO Harris Bank N.A.	06/19/2018	8446	25-25-402-5400	ELC Supplies	368.48
BMO Harris Bank N.A.	06/19/2018	8446	25-25-403-5400	ELC Supplies	158.62
BMO Harris Bank N.A.	06/19/2018	8446	25-25-801-5400	Camp Supplies	18.99
BMO Harris Bank N.A.	06/19/2018	8446	25-25-803-5400	Camp Supplies	21.72
BMO Harris Bank N.A.	06/19/2018	8446	25-25-810-5300	Contractual - Camp Trip	362.00
BMO Harris Bank N.A.	06/19/2018	8446	25-25-810-5400	Camp Supplies	18.99
BMO Harris Bank N.A.	06/19/2018	8446	25-25-813-5400	Camp Supplies	20.00
BMO Harris Bank N.A.	06/19/2018	8446	25-25-825-5300	Contractual - Camp Field Trip	100.00
BMO Harris Bank N.A.	06/19/2018	8446	25-25-833-5300	Contractual - Camp Field Trip	430.00
BMO Harris Bank N.A.	06/19/2018	8446	25-25-951-5400	Train Event Supplies	33.96
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5361	Day Care Job Posting	75.00
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5403	Day Care Pgm Supplies	557.33
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5403	Day Care Pgm Supplies	888.62
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5404	Brightwheel App	175.00
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5409	Day Care Food Supplies	11.98
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5420	General Day Care Supplies	264.00

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Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	06/19/2018	8446	25-26-000-5460	Day Care Food Equipment	10.99
BMO Harris Bank N.A.	06/19/2018	8446	69-00-000-5532	Online Web Doc Storage	45.00
BMO Harris Bank N.A.	06/19/2018	8446	69-00-000-5546	Vernon Park Fence	2,576.60
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>10,039.52</b>
<b>Vendor: 10091 - Brian Wismer Entertainment</b>					
Brian Wismer Entertainment	07/11/2018	8559	25-25-910-5300	Contractual - July 4th Entertai	297.50
<b>Vendor 10091 - Brian Wismer Entertainment Total:</b>					<b>297.50</b>
<b>Vendor: 10184 - Burriss Equipment Company</b>					
Burriss Equipment Company	07/11/2018	8560	69-00-000-5546	Tree Spade - Vernon	334.00
Burriss Equipment Company	07/11/2018	8560	25-25-910-5300	Light Towers for July 4th	906.00
<b>Vendor 10184 - Burriss Equipment Company Total:</b>					<b>1,240.00</b>
<b>Vendor: 10656 - Call One</b>					
Call One	07/11/2018	8561	25-00-000-5210	T1 Service - Watts	340.11
<b>Vendor 10656 - Call One Total:</b>					<b>340.11</b>
<b>Vendor: 11223 - Carlson Environmental</b>					
Carlson Environmental	07/11/2018	8562	69-00-000-5533	UST Consulting	10,049.55
<b>Vendor 11223 - Carlson Environmental Total:</b>					<b>10,049.55</b>
<b>Vendor: 10441 - Carole K Pearlman</b>					
Carole K Pearlman	06/19/2018	8450	25-25-427-5300	Contractual - Spring Art Class	1,595.00
Carole K Pearlman	07/11/2018	8563	25-25-427-5300	Contractual - Spring Art Class	1,595.00
<b>Vendor 10441 - Carole K Pearlman Total:</b>					<b>3,190.00</b>
<b>Vendor: 10188 - CDW Government, Inc.</b>					
CDW Government, Inc.	06/19/2018	8451	65-00-018-5502	Office 2016 - 3 Laptops	692.73
<b>Vendor 10188 - CDW Government, Inc. Total:</b>					<b>692.73</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	07/03/2018	8515	25-25-315-5400	Ceramics Supplies - Adult	400.00
Ceramic Supply Chicago, Inc.	07/03/2018	8515	25-25-615-5400	Ceramics Supplies - Youth	464.50
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>864.50</b>
<b>Vendor: 10194 - Chicago Botanic Garden</b>					
Chicago Botanic Garden	07/03/2018	8516	10-12-000-5730	Botanic Gardens 2018 Memb	100.00
<b>Vendor 10194 - Chicago Botanic Garden Total:</b>					<b>100.00</b>
<b>Vendor: 10196 - Chicago Communications, LLC</b>					
Chicago Communications, LLC	07/03/2018	8517	25-25-910-5400	July 4th Supplies	236.00
<b>Vendor 10196 - Chicago Communications, LLC Total:</b>					<b>236.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	06/19/2018	8452	10-11-000-5311	Legal Notices	122.98
Chicago Tribune Media Group	07/11/2018	8564	10-11-000-5311	Legal Notices	12.29
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>135.27</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	07/11/2018	8565	69-00-000-5531	Takiff Parking Construction - P	32,661.00
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>32,661.00</b>
<b>Vendor: 10115 - Clowning Around Entertainment</b>					
Clowning Around Entertainm	06/19/2018	8453	25-25-910-5300	Contractual - Deposit July 4th	415.00
Clowning Around Entertainm	06/26/2018	8473	25-25-910-5300	Contractual - July 4th Inflatabl	415.00
<b>Vendor 10115 - Clowning Around Entertainment Total:</b>					<b>830.00</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	06/26/2018	8474	10-12-000-5210	Internet Svc - Parks	84.90
Comcast	07/03/2018	8518	10-13-000-5210	Cable TV/Internet - Watts	195.94
<b>Vendor 10505 - Comcast Total:</b>					<b>280.84</b>
<b>Vendor: 10876 - Comdata Corporation</b>					
Comdata Corporation	07/11/2018	8566	10-11-000-5342	Meeting Snacks	4.99
Comdata Corporation	07/11/2018	8566	10-14-000-5420	Beach General Supplies	37.40
Comdata Corporation	07/11/2018	8566	25-25-312-5400	Adult Workshop Supplies	10.98
Comdata Corporation	07/11/2018	8566	25-25-601-5400	Kids Club Supplies	43.99
Comdata Corporation	07/11/2018	8566	25-25-801-5400	Camp Supplies	82.69
Comdata Corporation	07/11/2018	8566	25-25-803-5400	K Korner Camp Supplies	46.16

**Voucher List of Bills**

Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Comdata Corporation	07/11/2018	8566	25-25-806-5400	Presch Camp Supplies	62.84
Comdata Corporation	07/11/2018	8566	25-25-810-5400	Camp Supplies	82.69
Comdata Corporation	07/11/2018	8566	25-25-813-5400	Presch Camp Supplies	73.09
Comdata Corporation	07/11/2018	8566	25-25-825-5400	Camp Supplies	182.51
Comdata Corporation	07/11/2018	8566	25-25-833-5400	Camp Supplies	38.48
Comdata Corporation	07/11/2018	8566	25-25-835-5400	Aquatics Camp Supplies	96.52
Comdata Corporation	07/11/2018	8566	25-25-836-5400	Sailing Camp Supplies	96.52
Comdata Corporation	07/11/2018	8566	25-26-000-5340	Day Care Training Supplies	36.06
Comdata Corporation	07/11/2018	8566	25-26-000-5403	Day Care Pgm Supplies	110.84
Comdata Corporation	07/11/2018	8566	25-26-000-5409	Day Care Food Supplies	395.14
<b>Vendor 10876 - Comdata Corporation Total:</b>					<b>1,400.90</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	07/03/2018	8519	10-12-000-5230	Electricity - Parks	419.70
Commonwealth Edison	07/03/2018	8519	10-13-000-5230	Electricity - Watts	1,014.66
Commonwealth Edison	07/03/2018	8519	10-14-000-5230	Electricity - Beach	520.19
Commonwealth Edison	07/03/2018	8519	10-15-000-5230	Electricity - Boathouse	438.85
Commonwealth Edison	07/03/2018	8519	25-00-000-5230	Electricity - Takiff	10,454.03
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>12,847.43</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	06/19/2018	8454	10-12-000-5493	Fertilizer	94.54
Conserv FS	06/19/2018	8454	25-25-722-5400	GBA Ball Field Supplies	263.52
<b>Vendor 10210 - Conserv FS Total:</b>					<b>358.06</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	07/03/2018	8520	10-13-000-5486	Plumbing Supplies - Watts	24.64
Craftwood Lumber Company	07/03/2018	8520	10-14-000-5420	General Beach Supplies	119.94
Craftwood Lumber Company	07/03/2018	8520	10-14-000-5481	Construction Supplies - Beach	145.61
Craftwood Lumber Company	07/03/2018	8520	10-14-000-5482	Hardware - Beach	28.98
Craftwood Lumber Company	07/03/2018	8520	10-14-000-5486	Plumbing Supplies - Beach	14.59
Craftwood Lumber Company	07/03/2018	8520	10-15-000-5481	Construction Supplies - Boath	139.41
Craftwood Lumber Company	07/03/2018	8520	10-15-000-5482	Hardware - Boathouse	49.67
Craftwood Lumber Company	07/03/2018	8520	25-00-000-5482	Hardware - Takiff	35.16
Craftwood Lumber Company	07/03/2018	8520	25-00-000-5483	Paint - Takiff	20.07
Craftwood Lumber Company	07/03/2018	8520	65-00-018-5527	Boat Storage Upgrade Supplie	319.76
Craftwood Lumber Company	07/03/2018	8520	69-00-000-5546	Fence - Vernon Playground	1,407.32
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>2,305.15</b>
<b>Vendor: 11221 - DirectTV</b>					
DirectTV	06/26/2018	8476	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	181.22
<b>Vendor 11221 - DirectTV Total:</b>					<b>181.22</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	06/26/2018	8477	25-26-000-5403	Day Care Program Supplies	877.90
Discount School Supply	07/11/2018	8569	25-26-000-5403	Day Care Pgm Supplies	397.42
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,275.32</b>
<b>Vendor: 11072 - Dog Waste Depot</b>					
Dog Waste Depot	06/19/2018	8455	10-12-000-5489	Dog Poop Bags	943.92
<b>Vendor 11072 - Dog Waste Depot Total:</b>					<b>943.92</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	06/19/2018	8456	25-25-806-5400	Presch Camp Pizza	37.00
Domino's Pizza	06/26/2018	8478	25-25-833-5400	Camp Pizza Lunch	72.93
Domino's Pizza	06/26/2018	8478	25-26-000-5340	Staff Training Day Care Pizza	190.99
Domino's Pizza	07/03/2018	8521	25-25-806-5400	Presch Camp Pizza Lunch	37.00
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>337.92</b>
<b>Vendor: 11209 - Elite Coffee Service, Inc.</b>					
Elite Coffee Service, Inc.	07/11/2018	8570	10-11-000-5420	Coffee Supplies - Takiff	43.45
Elite Coffee Service, Inc.	07/11/2018	8570	10-12-000-5420	Coffee Supplies - Parks	43.45
<b>Vendor 11209 - Elite Coffee Service, Inc. Total:</b>					<b>86.90</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	06/26/2018	8479	65-00-018-5502	Replacement Workstations/L	3,474.75

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Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Excalibur Technology Corpora	07/11/2018	8571	10-11-000-5355	Total Support Solutions - Aug	6,991.80
Excalibur Technology Corpora	07/11/2018	8571	25-00-000-5321	WebTrac Hosting - August	249.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>10,715.55</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	07/11/2018	8572	25-25-801-5300	Contractual - Camp Entertain	385.00
FAMOS! DJ Entertainment	07/11/2018	8572	25-25-810-5300	Contractual - Camp Entertain	385.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>770.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	06/27/2018	8502	25-25-825-5300	Contractual - Summer Beginni	783.09
First Student	07/11/2018	8573	25-25-813-5300	Contractual - Camp Bus Svc	85.50
First Student	07/11/2018	8573	25-25-833-5300	Contractual - Camp Bus Svc	684.00
First Student	07/11/2018	8573	25-25-932-5300	Contractual - School Day Off	222.74
First Student	07/11/2018	8573	25-26-000-5386	Contractual - Day Care Bus Sv	85.50
<b>Vendor 10405 - First Student Total:</b>					<b>1,860.83</b>
<b>Vendor: 10906 - Forestry Suppliers, Inc.</b>					
Forestry Suppliers, Inc.	06/26/2018	8480	10-12-000-5492	Trees/Shrubs	616.00
<b>Vendor 10906 - Forestry Suppliers, Inc. Total:</b>					<b>616.00</b>
<b>Vendor: 10819 - Funtopia</b>					
Funtopia	07/11/2018	8574	25-25-801-5300	Contractual - Camp Field Trip	1,352.00
<b>Vendor 10819 - Funtopia Total:</b>					<b>1,352.00</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	07/03/2018	8522	25-25-471-5300	Payment 5 - School Yr 18/19	5,742.00
Glencoe Junior Kindergarten	07/03/2018	8522	25-25-472-5300	Payment 5 - School Yr 18/19	5,421.75
Glencoe Junior Kindergarten	07/03/2018	8522	25-25-473-5300	Payment 5 - School Yr 18/19	5,565.00
Glencoe Junior Kindergarten	07/03/2018	8522	25-25-474-5300	Payment 5 - School Yr 18/19	8,687.25
Glencoe Junior Kindergarten	07/03/2018	8522	25-25-476-5300	Payment 5 - Camp	4,838.14
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-471-5300	Payment #3 - School Year 18/	5,367.00
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-472-5300	Payment #3 - School Year 18/	26,771.25
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-473-5300	Payment #3 - School Year 18/	30,121.50
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-474-5300	Payment #3 - School Year 18/	39,610.50
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-475-5300	Payment #1 - Summer Enrich	1,350.00
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-475-5300	Payment #1 - Winter Enrichm	453.00
Glencoe Junior Kindergarten	07/05/2018	8549	25-25-476-5300	Payment #3 - Camp	1,619.55
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>135,546.94</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	06/19/2018	8457	25-25-803-5400	Kinder Korner Supplies	104.31
Gordon Food Service, Inc.	06/19/2018	8457	25-26-000-5409	Day Care Food Supplies	1,223.94
Gordon Food Service, Inc.	07/03/2018	8523	25-26-000-5409	Day Care Food Supplies	1,307.56
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>2,635.81</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	06/19/2018	8458	10-12-000-5421	Uniforms - Parks	207.60
Grainger Inc.	06/19/2018	8458	10-12-000-5430	First Aid Supplies - Parks	359.92
Grainger Inc.	06/19/2018	8458	10-14-000-5486	Plumbing Supplies - Beach	759.00
Grainger Inc.	06/19/2018	8458	10-15-000-5450	Equipment Parts - Boathouse	114.78
Grainger Inc.	06/19/2018	8458	10-15-000-5481	Construction Supplies - Boath	61.39
Grainger Inc.	06/19/2018	8458	25-00-000-5412	Cleaning Supplies - Takiff	83.76
Grainger Inc.	06/26/2018	8481	10-12-000-5493	Fertilizer/Chemicals	152.00
Grainger Inc.	06/26/2018	8481	10-14-000-5486	CREDIT - Beach Plumbing Sup	-759.00
Grainger Inc.	06/26/2018	8481	69-00-000-5531	Traffic Signs - Takiff	874.30
Grainger Inc.	07/03/2018	8524	25-00-000-5412	Cleaning Supplies - Takiff	747.84
Grainger Inc.	07/11/2018	8575	69-00-000-5531	Takiff Parking Signage	352.08
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>2,953.75</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	07/03/2018	8525	10-14-000-5240	Ice - Beach	14.97
Grand Food Center	07/03/2018	8525	25-26-000-5409	Day Care Milk/Food Supplies	239.46
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>254.43</b>

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<b>Vendor: 11282 - Hacienda Landscaping</b>					
Hacienda Landscaping	07/03/2018	8526	69-00-000-5545	Construction - Vernon Playgro	75,798.00
<b>Vendor 11282 - Hacienda Landscaping Total:</b>					<b>75,798.00</b>
<b>Vendor: 10083 - Helen's Ultimate Fitness, Inc.</b>					
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-406-5300	Dance Costumes	1,740.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-419-5300	Dance Costumes	2,220.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-506-5300	Dance Costumes	420.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-607-5300	Dance Costumes	2,280.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-653-5300	Broadway Bound Costumes	5,700.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8527	25-25-654-5300	Dance Costumes	1,680.00
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-406-5300	Contractual - Presch Hip Hop	8,401.86
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-419-5300	Contractual - Ballet Basics	11,581.45
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-506-5300	Contractual - Kindergarten Hi	2,371.04
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-607-5300	Contractual - Youth Hip Hop	11,387.08
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-639-5300	Contractual - Youth Yoga	3,497.74
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-653-5300	Contractual - Broadway Boun	41,540.65
Helen's Ultimate Fitness, Inc.	07/03/2018	8528	25-25-654-5300	Contractual - Youth Jazz	6,345.89
<b>Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:</b>					<b>99,165.71</b>
<b>Vendor: 10060 - Heller &amp; Heller Consulting, Inc.</b>					
Heller & Heller Consulting, Inc	07/03/2018	8529	10-11-000-5321	Strategic Plan Consulting Svcs	3,782.00
<b>Vendor 10060 - Heller &amp; Heller Consulting, Inc. Total:</b>					<b>3,782.00</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	06/26/2018	8482	10-12-000-5420	General Parks Supplies	181.00
Home Depot Credit Services	06/26/2018	8482	10-12-000-5582	Maintenance Equipment - Par	584.57
Home Depot Credit Services	06/26/2018	8482	10-14-000-5412	Cleaning Supplies - Beach	40.00
Home Depot Credit Services	06/26/2018	8482	10-14-000-5420	Beach Adirondack Chairs	557.38
Home Depot Credit Services	06/26/2018	8482	10-14-000-5481	Construction Supplies - Beach	402.20
Home Depot Credit Services	06/26/2018	8482	10-15-000-5481	Construction Supplies - Boath	123.12
Home Depot Credit Services	06/26/2018	8482	25-00-000-5420	General Rec Supplies	255.41
Home Depot Credit Services	06/26/2018	8482	25-00-000-5481	Construction Supplies - Takiff	44.93
Home Depot Credit Services	06/26/2018	8482	25-00-000-5582	Maintenance Equipment - Tak	200.00
Home Depot Credit Services	06/26/2018	8482	25-25-910-5400	July 4th Supplies	200.00
Home Depot Credit Services	06/26/2018	8482	25-25-912-5400	Tales & Ales Supplies	50.00
Home Depot Credit Services	06/26/2018	8482	25-25-941-5400	Mud Run Supplies	100.00
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,738.61</b>
<b>Vendor: 11286 - Homer Industries</b>					
Homer Industries	07/11/2018	8576	10-12-000-5497	Playground Surface Supplies	720.00
<b>Vendor 11286 - Homer Industries Total:</b>					<b>720.00</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	06/27/2018	8503	25-00-000-5360	No Pets Allowed Sign	195.75
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>195.75</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	06/22/2018	DFT0000663	10-00-000-2110	IL State Tax W/H	5,306.52
IL Dept of Revenue	07/06/2018	DFT0000674	10-00-000-2110	IL State Tax W/H	7,412.43
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>12,718.95</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	06/29/2018	DFT0000666	10-00-000-2150	IMRF Contribution - June 201	36,745.34
Illinois Municipal Retirement	06/29/2018	DFT0000666	10-00-000-2155	VAC IMRF Contribution - June	3,453.84
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>40,199.18</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	06/22/2018	DFT0000661	10-00-000-2120	Social Security W/H	14,959.80
IRS/Dept of Treasury	06/22/2018	DFT0000662	10-00-000-2130	Medicare	3,498.60
IRS/Dept of Treasury	06/22/2018	DFT0000664	10-00-000-2100	Fed Income Tax W/H	9,227.45
IRS/Dept of Treasury	07/06/2018	DFT0000672	10-00-000-2120	Social Security W/H	20,334.88
IRS/Dept of Treasury	07/06/2018	DFT0000673	10-00-000-2130	Medicare	4,755.80
IRS/Dept of Treasury	07/06/2018	DFT0000675	10-00-000-2100	Fed Income Tax W/H	12,754.34
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>65,530.87</b>



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<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	07/11/2018	8577	10-11-000-5355	Takiff Copier Mo Maint - July	106.60
Konica Minolta Business Solut	07/11/2018	8577	25-00-000-5355	Takiff Copier Mo Maint - July	311.37
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>417.97</b>
<b>Vendor: 11169 - Kristen Saunders</b>					
Kristen Saunders	07/11/2018	8578	25-25-785-5300	Contractual - June Fitness Cla	63.77
Kristen Saunders	07/11/2018	8578	25-25-786-5300	Contractual - June Fitness Cla	22.50
<b>Vendor 11169 - Kristen Saunders Total:</b>					<b>86.27</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	07/03/2018	8532	25-25-803-5400	Kinder Korner Supplies	32.96
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>32.96</b>
<b>Vendor: 10075 - Lauterbach &amp; Amen, LLP</b>					
Lauterbach & Amen, LLP	07/03/2018	8533	55-00-000-5330	Balance Due - Audit Services	2,000.00
<b>Vendor 10075 - Lauterbach &amp; Amen, LLP Total:</b>					<b>2,000.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	06/19/2018	8461	10-12-000-5482	Hardware - Parks	42.00
Lowe's Business Acct/GEMB	06/19/2018	8461	10-12-000-5484	Electrical Supplies - Parks	284.92
Lowe's Business Acct/GEMB	06/19/2018	8461	10-14-000-5481	Construction Supplies - Beach	315.74
Lowe's Business Acct/GEMB	06/19/2018	8461	25-00-000-5481	Construction Supplies - Takiff	97.61
Lowe's Business Acct/GEMB	06/19/2018	8461	65-00-018-5527	Boat Storage Upgrade Supplie	1,458.80
Lowe's Business Acct/GEMB	07/11/2018	8580	10-12-000-5481	Construction Supplies - Parks	2,069.82
Lowe's Business Acct/GEMB	07/11/2018	8580	10-12-000-5588	Building Improvements - Park	275.00
Lowe's Business Acct/GEMB	07/11/2018	8580	10-14-000-5420	General Beach Supplies	37.86
Lowe's Business Acct/GEMB	07/11/2018	8580	10-14-000-5481	Construction Supplies - Beach	251.22
Lowe's Business Acct/GEMB	07/11/2018	8580	25-00-000-5486	Plumbing Supplies - Takiff	217.46
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>5,050.43</b>
<b>Vendor: 10353 - Maggie Speaks</b>					
Maggie Speaks	06/26/2018	8483	25-25-910-5300	Contractual - July 4th Band	3,500.00
<b>Vendor 10353 - Maggie Speaks Total:</b>					<b>3,500.00</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	06/27/2018	8504	25-25-638-5300	Contractual - Summer Magic	90.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>90.00</b>
<b>Vendor: 10158 - Magnificent Events</b>					
Magnificent Events	06/26/2018	8484	25-25-910-5300	Contractual - July 4th Stage R	950.00
<b>Vendor 10158 - Magnificent Events Total:</b>					<b>950.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	07/11/2018	8581	25-25-785-5300	Contractual - June Fitness Cla	567.02
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>567.02</b>
<b>Vendor: 10174 - MCI</b>					
MCI	07/03/2018	8534	25-00-000-5210	Long Distance Phone Svc	71.70
<b>Vendor 10174 - MCI Total:</b>					<b>71.70</b>
<b>Vendor: 10178 - Medtech</b>					
Medtech	06/19/2018	8462	25-25-801-5400	Camp Wristbands	300.00
Medtech	06/19/2018	8462	25-25-803-5400	Camp Wristbands	106.25
Medtech	06/19/2018	8462	25-25-810-5400	Camp Wristbands	150.00
Medtech	06/19/2018	8462	25-25-813-5400	Camp Wristbands	50.00
<b>Vendor 10178 - Medtech Total:</b>					<b>606.25</b>
<b>Vendor: 10181 - Melrose Pyrotechnics Inc.</b>					
Melrose Pyrotechnics Inc.	07/11/2018	8582	25-25-910-5300	Contractual - 2018 Fireworks	16,000.00
<b>Vendor 10181 - Melrose Pyrotechnics Inc. Total:</b>					<b>16,000.00</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	06/19/2018	8463	10-12-000-5481	Construction Supplies - Parks	38.85
Menoni & Mocogni	06/19/2018	8463	69-00-000-5531	Takiff Parking Construction	756.00
Menoni & Mocogni	06/26/2018	8485	10-12-000-5495	Pulverized Dirt - Parks	297.70
Menoni & Mocogni	07/03/2018	8535	10-12-000-5481	Construction Supplies - Parks	75.00
Menoni & Mocogni	07/03/2018	8535	10-12-000-5495	Pulverized Dirt - Parks	137.28

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Menoni & Mocogni	07/11/2018	8583	10-12-000-5481	Construction Supplies - Parks	1,012.98
Menoni & Mocogni	07/11/2018	8583	25-25-910-5400	July 4th Supplies	175.50
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>2,493.31</b>
<b>Vendor: 11267 - Milieu Design LLC</b>					
Milieu Design LLC	07/03/2018	8536	10-12-000-5348	Mowing - Village	1,508.44
Milieu Design LLC	07/03/2018	8536	10-12-000-5349	Mowing - GPD	6,699.08
<b>Vendor 11267 - Milieu Design LLC Total:</b>					<b>8,207.52</b>
<b>Vendor: 10855 - Mobile Room Escape</b>					
Mobile Room Escape	06/19/2018	8464	25-25-801-5300	Contractual - Camp Field Trips	500.00
Mobile Room Escape	06/19/2018	8464	25-25-810-5300	Contractual - Camp Field Trips	362.50
Mobile Room Escape	06/26/2018	8499	25-25-801-5300	Bal Due - Contractual Camp E	500.00
Mobile Room Escape	06/26/2018	8499	25-25-810-5300	Bal Due - Contractual Camp E	362.50
<b>Vendor 10855 - Mobile Room Escape Total:</b>					<b>1,725.00</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	07/11/2018	8584	10-12-000-5481	Construction Supplies - Parks	51.65
Mutual Ace Hardware	07/11/2018	8584	10-12-000-5491	Greenhouse Supplies	53.99
Mutual Ace Hardware	07/11/2018	8584	10-14-000-5412	Cleaning Supplies - Beach	22.65
Mutual Ace Hardware	07/11/2018	8584	10-14-000-5481	Construction Supplies - Beach	38.75
Mutual Ace Hardware	07/11/2018	8584	10-15-000-5481	Construction Supplies - Boath	78.07
Mutual Ace Hardware	07/11/2018	8584	10-15-000-5482	Hardware - Boathouse	45.11
Mutual Ace Hardware	07/11/2018	8584	25-00-000-5481	Construction Supplies - Takiff	50.00
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>340.22</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	07/06/2018	8506	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>64.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	06/26/2018	8486	10-12-000-5590	Tree Trimming	10,030.00
Nels J. Johnson Tree Experts I	06/26/2018	8486	69-00-000-5549	Tree Removal - Playground Co	3,982.50
Nels J. Johnson Tree Experts I	07/11/2018	8585	10-12-000-5590	Tree Trimming	4,440.00
Nels J. Johnson Tree Experts I	07/11/2018	8585	65-00-018-5533	Tree Removal to Install Sewer	1,637.50
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>20,090.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	06/26/2018	8487	10-13-000-5220	Gas/Heat - Watts	211.16
North Shore Gas Company	06/26/2018	8487	25-00-000-5220	Gas/Heat - Takiff	917.58
North Shore Gas Company	07/03/2018	8537	10-12-000-5220	Gas/Heat - Parks	66.84
North Shore Gas Company	07/03/2018	8537	10-14-000-5220	Gas/Heat - Beach	65.46
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,261.04</b>
<b>Vendor: 10340 - Northshore Omega</b>					
Northshore Omega	07/03/2018	8538	25-26-000-5335	Pre Placement Exams - 2 (Lloy	611.00
<b>Vendor 10340 - Northshore Omega Total:</b>					<b>611.00</b>
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	07/03/2018	8539	10-11-000-5342	Golf Outing - NSSRA Foundati	800.00
<b>Vendor 10228 - NSSRA Total:</b>					<b>800.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	07/11/2018	8586	25-00-000-5355	Takiff Mo Exterminator - July	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>182.73</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	07/03/2018	8540	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	06/19/2018	8465	10-00-000-2175	FSA Plan Contributions - June	2,253.40
PACT Administrative Services	06/26/2018	8488	10-11-000-5600	Sect 125 Fee - July	82.50
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>2,335.90</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	06/22/2018	8441	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	06/22/2018	8441	10-00-000-2180	#95910 Mensinger	275.00

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Partnership Financial Credit U	06/22/2018	8441	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	07/06/2018	8507	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	07/06/2018	8507	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	07/06/2018	8507	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>650.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	06/26/2018	8489	10-11-000-5600	Health Insurance - June	33,799.75
PDRMA	06/26/2018	8489	25-26-000-5600	Health Insurance - June	4,403.25
PDRMA	07/03/2018	8541	45-00-000-5650	1st Installment Contribution -	25,537.44
PDRMA	07/03/2018	8541	45-00-000-5651	1st Installment Contribution -	12,439.68
PDRMA	07/03/2018	8541	45-00-000-5651	1st Installment Contribution -	759.72
PDRMA	07/03/2018	8541	45-00-000-5652	1st Installment Contribution -	4,283.10
PDRMA	07/03/2018	8541	50-00-000-5655	1st Installment Contribution -	19,077.96
<b>Vendor 10242 - PDRMA Total:</b>					<b>100,300.90</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-801-5400	Camp Pizza Lunches	21.27
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-806-5400	Presch Camp Lunches	65.00
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-810-5400	Camp Pizza Lunches	21.28
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-833-5400	Camp Pizza Lunches	21.27
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-835-5400	Camp Pizza Lunches	21.27
Piero's Pizza - Highland Park	07/11/2018	8587	25-25-836-5400	Camp Pizza Lunches	21.28
Piero's Pizza - Highland Park	07/11/2018	8587	25-26-000-5342	Day Care Meeting Luncheon	177.95
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>349.32</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	06/26/2018	8490	25-00-000-5301	Postage - Fall Brochure	1,000.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,000.00</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	06/19/2018	8466	25-25-402-5400	ELC Supplies	36.88
Purchase Advantage Card	06/19/2018	8466	25-26-000-5409	Day Care Food Supplies	136.21
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>173.09</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	06/26/2018	8491	25-00-000-5401	Office Supplies - Rec	161.72
Quill Corporation	07/03/2018	8542	10-12-000-5401	Parks Office Supplies	377.65
Quill Corporation	07/03/2018	8542	10-12-000-5420	General Parks Supplies	162.56
Quill Corporation	07/03/2018	8542	25-00-000-5351	Equipment Repairs - Rec	59.56
Quill Corporation	07/03/2018	8542	25-00-000-5401	Rec Office Supplies	1,550.57
Quill Corporation	07/03/2018	8542	25-00-000-5420	General Rec Supplies	29.46
Quill Corporation	07/03/2018	8542	25-25-615-5400	Ceramics Supplies	21.98
Quill Corporation	07/03/2018	8542	25-25-801-5400	Camp Supplies	21.98
Quill Corporation	07/03/2018	8542	25-25-810-5400	Camp Supplies	21.98
Quill Corporation	07/03/2018	8542	25-26-000-5401	Day Care Office Supplies	73.47
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,480.93</b>
<b>Vendor: 10966 - Real V LLC</b>					
Real V LLC	07/11/2018	8588	25-25-648-5300	Contractual - Spring Cooking	2,880.00
<b>Vendor 10966 - Real V LLC Total:</b>					<b>2,880.00</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	06/26/2018	8492	10-12-000-5492	Trees/Shrubs	300.00
Red's Garden Center Inc.	07/11/2018	8589	10-12-000-5490	Plantings/Flowers	336.00
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>636.00</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	07/11/2018	8590	69-00-000-5540	Drinking Fountains - Woodla	3,608.34
Reese Recreation Products	07/11/2018	8590	69-00-000-5546	Drinking Fountains - Vernon	3,608.33
Reese Recreation Products	07/11/2018	8590	69-00-000-5549	Drinking Fountains - Old Elm	3,608.33
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>10,825.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	07/11/2018	8591	25-25-910-5300	Portable Toilet Service - July 4	1,645.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>1,645.00</b>

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Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	07/03/2018	8543	10-13-000-5357	Watts Refrig Mo Maint - July	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>265.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	06/26/2018	8493	25-00-000-5340	First Aid Supplies - Rec	107.93
Sam's Club Direct Commercial	06/26/2018	8493	25-25-910-5400	July 4th Supplies	146.36
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>254.29</b>
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	07/11/2018	8592	25-25-785-5300	Contractual - June Fitness Cla	153.68
Sandra K Culver	07/11/2018	8592	25-25-786-5300	Contractual - June Fitness Cla	37.50
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>191.18</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	06/26/2018	8494	25-25-312-5300	Contractual - Adult Acting Cla	375.00
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>375.00</b>
<b>Vendor: 11285 - Screaming Galaxy, LLC</b>					
Screaming Galaxy, LLC	07/11/2018	8593	25-25-803-5300	Contractual - Camp Performer	75.00
Screaming Galaxy, LLC	07/11/2018	8593	25-25-812-5300	Contractual - Camp Performer	75.00
Screaming Galaxy, LLC	07/11/2018	8593	25-25-813-5300	Contractual - Camp Performer	75.00
Screaming Galaxy, LLC	07/11/2018	8593	25-26-000-5386	Contractual - Day Care Perfor	225.00
<b>Vendor 11285 - Screaming Galaxy, LLC Total:</b>					<b>450.00</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	07/03/2018	8544	25-25-401-5300	Contractual - ELC Music Class	200.00
Shaun Christopher Whitley	07/03/2018	8544	25-25-402-5300	Contractual - ELC Music Class	200.00
Shaun Christopher Whitley	07/03/2018	8544	25-25-403-5300	Contractual - ELC Music Class	200.00
Shaun Christopher Whitley	07/03/2018	8544	25-25-803-5300	Contractual - Kinder Korner M	450.00
Shaun Christopher Whitley	07/03/2018	8544	25-26-000-5386	Contractual - Day Care Music	1,350.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>2,400.00</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	07/11/2018	8594	45-00-000-5335	Background Checks - June	1,443.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>1,443.00</b>
<b>Vendor: 10284 - Spencer Welding Service</b>					
Spencer Welding Service	06/26/2018	8495	10-15-000-5351	ATV Trailer Repairs	66.00
<b>Vendor 10284 - Spencer Welding Service Total:</b>					<b>66.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	06/22/2018	8442	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	07/06/2018	8508	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 10753 - Sunbelt Rentals</b>					
Sunbelt Rentals	07/11/2018	8595	69-00-000-5546	Playground Demo - Old Elm P	2,310.92
Sunbelt Rentals	07/11/2018	8595	69-00-000-5549	Playground Demo - Vernon Pa	2,310.92
<b>Vendor 10753 - Sunbelt Rentals Total:</b>					<b>4,621.84</b>
<b>Vendor: 10297 - Trolley Car &amp; Bus Company</b>					
Trolley Car & Bus Company	06/26/2018	8496	25-25-910-5300	Bal Due - Contractual July 4 Tr	925.00
<b>Vendor 10297 - Trolley Car &amp; Bus Company Total:</b>					<b>925.00</b>
<b>Vendor: 10300 - Tyler Technologies, Inc.</b>					
Tyler Technologies, Inc.	07/03/2018	8545	65-00-018-5530	TimeClock Plus Import Softwa	2,640.00
<b>Vendor 10300 - Tyler Technologies, Inc. Total:</b>					<b>2,640.00</b>
<b>Vendor: 10302 - Uline</b>					
Uline	06/26/2018	8497	10-15-000-5588	Gas Cabinet - Boathouse	823.33
Uline	07/11/2018	8596	25-00-000-5481	Construction Supplies - Takiff	23.59
<b>Vendor 10302 - Uline Total:</b>					<b>846.92</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	07/11/2018	8597	10-13-000-5220	Bulk Heat/Gas - Watts	199.65
Vanguard Energy Service, LLC	07/11/2018	8597	25-00-000-5220	Bulk Heat/Gas - Takiff	999.23
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>1,198.88</b>

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Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	06/22/2018	8443	10-00-000-2140	ICMA - A/C#301403	1,309.61
Vantagepoint Trf Agents-457	07/06/2018	8509	10-00-000-2140	ICMA - A/C#301403	1,309.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>2,619.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	07/03/2018	8546	25-00-000-5210	Cell Phone Svc	943.75
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>943.75</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	07/03/2018	8547	10-12-000-5480	Gasoline - Parks	1,545.49
Village of Glencoe	07/11/2018	8598	10-12-000-5240	Water - Parks	19.50
Village of Glencoe	07/11/2018	8598	25-00-000-5240	Water - Takiff	986.87
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>2,551.86</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	06/26/2018	8498	25-25-490-5400	Preschool Enrichment Supplie	104.41
Walmart Community	06/26/2018	8498	25-25-491-5400	Preschool Enrichment Supplie	133.49
Walmart Community	06/26/2018	8498	25-25-601-5400	Kids Club Supplies	56.99
Walmart Community	06/26/2018	8498	25-26-000-5403	Day Care Program Supplies	1,136.20
Walmart Community	06/26/2018	8498	25-26-000-5409	Day Care Food Supplies	116.58
Walmart Community	06/26/2018	8498	25-26-000-5460	Day Care Food Equipment	100.00
<b>Vendor 10314 - Walmart Community Total:</b>					<b>1,647.67</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	07/03/2018	8548	10-12-000-5489	Trash Bags - Parks	1,699.50
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>1,699.50</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	07/11/2018	8599	25-00-000-5360	Advertising - July	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 11281 - Wendy Morgan</b>					
Wendy Morgan	06/21/2018	8469	25-25-908-5300	Contractual - Tots & Tunes Pe	1,100.00
<b>Vendor 11281 - Wendy Morgan Total:</b>					<b>1,100.00</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	06/27/2018	8505	25-25-810-5300	Contractual - Camp Field Trip	498.50
Wheeling Park District	07/11/2018	8600	25-25-810-5300	Contractual - Camp Field Trip	498.50
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>997.00</b>
<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	06/29/2018	DFT0000665	10-00-000-2111	WI Mo Withholding	233.04
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>233.04</b>
<b>Vendor Set AP Vendors Total:</b>					<b>809,368.41</b>

Voucher List of Bills

Payment Dates: 06/13/2018 - 07/11/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 5746 - Alexandra Mirasol</b>					
Alexandra Mirasol	07/11/2018	8552	25-25-825-5400	Reimbursement - Camp Suppl	42.14
<b>Vendor 5746 - Alexandra Mirasol Total:</b>					<b>42.14</b>
<b>Vendor: 5488 - Anthony Marx</b>					
Anthony Marx	07/11/2018	8557	10-12-000-5425	Reimbursement - Parks Suppli	19.90
<b>Vendor 5488 - Anthony Marx Total:</b>					<b>19.90</b>
<b>Vendor: 4577 - Brad Janis</b>					
Brad Janis	06/19/2018	8449	10-12-000-5421	Reimbursement - Uniform	76.00
<b>Vendor 4577 - Brad Janis Total:</b>					<b>76.00</b>
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	06/26/2018	8472	25-00-000-5341	Mileage Reimbursement	57.88
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>57.88</b>
<b>Vendor: 6988 - Cristina Pepe</b>					
Cristina Pepe	06/26/2018	8475	25-25-801-5400	Reimbursement - Sun Fun Sup	39.38
<b>Vendor 6988 - Cristina Pepe Total:</b>					<b>39.38</b>
<b>Vendor: 0752 - Dana Baer</b>					
Dana Baer	07/11/2018	8568	25-25-801-5400	Reimbursement - Camp Suppl	13.50
Dana Baer	07/11/2018	8568	25-25-810-5400	Reimbursement - Camp Suppl	13.50
Dana Baer	07/11/2018	8568	25-25-801-5400	Reimbursement - Camp Suppl	8.69
Dana Baer	07/11/2018	8568	25-25-810-5400	Reimbursement - Camp Suppl	8.69
<b>Vendor 0752 - Dana Baer Total:</b>					<b>44.38</b>
<b>Vendor: 5894 - Jennifer Munck</b>					
Jennifer Munck	07/03/2018	8530	25-25-402-5400	Reimbursement - ELC Supplie	11.98
<b>Vendor 5894 - Jennifer Munck Total:</b>					<b>11.98</b>
<b>Vendor: 7621 - Jenny Runkel</b>					
Jenny Runkel	07/03/2018	8531	10-11-000-5341	Mileage Reimbursement	14.17
<b>Vendor 7621 - Jenny Runkel Total:</b>					<b>14.17</b>
<b>Vendor: 8170 - Jessica Stockl</b>					
Jessica Stockl	06/19/2018	8459	25-26-000-5403	Reimbursement - Day Care Pg	121.45
<b>Vendor 8170 - Jessica Stockl Total:</b>					<b>121.45</b>
<b>Vendor: 7571 - Liza Rosenfeld</b>					
Liza Rosenfeld	06/19/2018	8460	25-25-801-5400	Reimbursement - Camp Suppl	75.32
Liza Rosenfeld	07/11/2018	8579	25-25-801-5400	Reimbursement - Camp Suppl	12.00
Liza Rosenfeld	07/11/2018	8579	25-25-810-5400	Reimbursement - Camp Suppl	12.00
<b>Vendor 7571 - Liza Rosenfeld Total:</b>					<b>99.32</b>
<b>Vendor: 6989 - Rose Pepe</b>					
Rose Pepe	06/19/2018	8467	25-26-000-5409	Reimbursement - Day Care Fo	39.93
<b>Vendor 6989 - Rose Pepe Total:</b>					<b>39.93</b>
<b>Vendor: 5045 - Sydney Kroll</b>					
Sydney Kroll	06/19/2018	8468	25-26-000-5403	Reimbursement - Day Care Pg	14.97
<b>Vendor 5045 - Sydney Kroll Total:</b>					<b>14.97</b>
<b>Vendor Set Employees Total:</b>					<b>581.50</b>
<b>Grand Total:</b>					<b>809,949.91</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	217,068.67
25 - RECREATION FUND	328,370.08
40 - BOND & INTEREST FUND	475.00
45 - LIABILITY INSURANCE FUND	44,462.94
50 - WORKERS COMP FUND	19,077.96
55 - AUDIT FUND	2,000.00
65 - CAPITAL PROJECTS FUND	12,873.54
69 - MASTER PLAN CAPITAL PROJECTS	181,306.72
70 - SPECIAL TRUST/DONATION FUND	4,315.00
<b>Grand Total:</b>	<b>809,949.91</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	21,981.79
10-00-000-2110	IL STATE WITHHOLDING	12,718.95
10-00-000-2111	WI STATE WITHHOLDIN	233.04
10-00-000-2120	SOCIAL SECURITY WITH	35,294.68
10-00-000-2130	MEDICARE WITHHOLDING	8,254.40
10-00-000-2140	ICMA DEF COMP WITHO	2,619.22
10-00-000-2150	IMRF WITHHOLDING	36,745.34
10-00-000-2155	IMRF VAC WITHHOLDING	3,453.84
10-00-000-2160	SUPPL IMRF LIFE WITHO	64.00
10-00-000-2175	FSA PLAN WITHHOLDIN	2,253.40
10-00-000-2180	CREDIT UNION WITHOL	650.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5311	LEGAL NOTICES	135.27
10-11-000-5321	CONSULTING SERVICES	3,782.00
10-11-000-5340	CONFERENCES AND TRA	291.96
10-11-000-5341	MILEAGE REIMBURSEM	14.17
10-11-000-5342	OFFICIALS/MEETING EXP	1,043.33
10-11-000-5355	MAINTENANCE SERVICE	7,098.40
10-11-000-5420	SUPPLIES - GENERAL	43.45
10-11-000-5600	HEALTH INSURANCE PRE	33,882.25
10-12-000-5210	TELEPHONE/INTERNET	137.48
10-12-000-5220	FUEL/HEAT	66.84
10-12-000-5230	ELECTRICITY	419.70
10-12-000-5240	WATER	19.50
10-12-000-5348	SHARED SVCS-CONT MO	1,508.44
10-12-000-5349	CONTRACTL-HORT/LAN	6,699.08
10-12-000-5350	MAINTENANCE SERVICE	450.00
10-12-000-5353	DISPOSAL/PORTOLET SE	453.59
10-12-000-5401	OFFICE SUPPLIES	377.65
10-12-000-5420	SUPPLIES - GENERAL	387.01
10-12-000-5421	SUPPLIES - UNIFORMS	283.60
10-12-000-5425	SUPPLIES-STAFF RECOG	19.90
10-12-000-5430	SUPPLIES - FIRST AID	359.92
10-12-000-5450	SUPPLIES - EQUIPMENT	49.30
10-12-000-5480	GASOLINE/LUBRICANTS	1,545.49
10-12-000-5481	SUPPLIES-CONSTRUCTIO	3,248.30
10-12-000-5482	SUPPLIES-HARDWARE	42.00
10-12-000-5484	SUPPLIES-ELECTRICAL/B	284.92
10-12-000-5489	SUPPLIES-TRASH BAGS	2,643.42
10-12-000-5490	SUPPLIES-PLANTINGS/FL	336.00
10-12-000-5491	SUPPLIES-GREENHOUSE	53.99
10-12-000-5492	SUPPLIES-TREES/SHRUB	916.00
10-12-000-5493	SUPPLIES-FERTILIZER/CH	246.62
10-12-000-5495	SUPPLIES-PULVERIZED D	434.98

## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	720.00
10-12-000-5582	EQUIPMENT - MAINTEN	584.57
10-12-000-5588	BUILDING IMPROVEME	275.00
10-12-000-5590	TREE TRIM/WORK-Outsi	14,470.00
10-12-000-5730	DUES/MEMBERSHIPS	100.00
10-13-000-5210	TELEPHONE/INTERNET	237.93
10-13-000-5220	FUEL/HEAT	410.81
10-13-000-5230	ELECTRICITY	1,014.66
10-13-000-5353	DISPOSAL/PORTOLET SE	112.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5486	SUPPLIES-PLUMBING	24.64
10-14-000-5210	TELEPHONE/INTERNET	166.09
10-14-000-5220	FUEL/HEAT	65.46
10-14-000-5230	ELECTRICITY	520.19
10-14-000-5240	WATER	14.97
10-14-000-5340	CONFERENCES AND TRA	587.96
10-14-000-5401	OFFICE SUPPLIES	133.88
10-14-000-5412	CUSTODIAL/CLEANING S	62.65
10-14-000-5420	SUPPLIES - GENERAL	1,151.43
10-14-000-5430	SUPPLIES - FIRST AID	13.95
10-14-000-5450	SUPPLIES - EQUIPMENT	783.73
10-14-000-5481	SUPPLIES-CONSTRUCTIO	1,153.52
10-14-000-5482	SUPPLIES-HARDWARE	28.98
10-14-000-5486	SUPPLIES-PLUMBING	14.59
10-15-000-5230	ELECTRICITY	438.85
10-15-000-5351	REPAIRS - EQUIPMENT	66.00
10-15-000-5420	SUPPLIES - GENERAL	191.45
10-15-000-5450	SUPPLIES - EQUIPMENT	205.24
10-15-000-5481	SUPPLIES-CONSTRUCTIO	401.99
10-15-000-5482	SUPPLIES-HARDWARE	94.78
10-15-000-5588	BUILDING IMPROVEME	823.33
25-00-000-5210	TELEPHONE/INTERNET	3,691.94
25-00-000-5220	FUEL/HEAT	1,916.81
25-00-000-5230	ELECTRICITY	10,454.03
25-00-000-5240	WATER	986.87
25-00-000-5301	POSTAGE	1,000.00
25-00-000-5321	CONSULTING-ONLINE/O	1,579.94
25-00-000-5340	CONFERENCES AND TRA	112.93
25-00-000-5341	MILEAGE REIMBURSEM	57.88
25-00-000-5342	OFFICIALS/MEETING EXP	37.87
25-00-000-5351	REPAIRS - EQUIPMENT	59.56
25-00-000-5353	DISPOSAL/PORTOLET SE	344.00
25-00-000-5355	MAINTENANCE SERVICE	1,703.90
25-00-000-5360	PRINTING/MARKETING/	761.40
25-00-000-5361	PRINTING - EMPLOYME	165.00
25-00-000-5362	PHOTOGRAPHY	98.00
25-00-000-5368	MARKETING-DIGITAL	99.00
25-00-000-5401	OFFICE SUPPLIES	1,712.29
25-00-000-5412	CUSTODIAL/CLEANING S	831.60
25-00-000-5420	SUPPLIES - GENERAL	410.64
25-00-000-5481	SUPPLIES-CONSTRUCTIO	216.13
25-00-000-5482	SUPPLIES-HARDWARE	35.16
25-00-000-5483	SUPPLIES-PAINT	20.07
25-00-000-5486	SUPPLIES-PLUMBING	217.46
25-00-000-5582	EQUIPMENT - MAINTEN	200.00
25-25-310-5400	SUPPLIES-ADULT ART/P	26.99
25-25-312-5300	CONTRACTL-ADULT WO	375.00
25-25-312-5400	SUPPLIES-ADULT WORK	10.98



## Account Summary

Account Number	Account Name	Payment Amount
25-25-315-5400	SUPPLIES-ADULT CERAM	606.88
25-25-401-5300	CONTRACTL-ELC 3YR	284.00
25-25-401-5400	SUPPLIES-ELC 3YR	326.02
25-25-402-5300	CONTRACTL-ELC 4YR	200.00
25-25-402-5400	SUPPLIES-ELC 4YR	417.34
25-25-403-5300	CONTRACTL-ELC 2YR	200.00
25-25-403-5400	SUPPLIES-ELC 2YR	158.62
25-25-406-5300	CONTRACTL-PRESCHOO	10,141.86
25-25-419-5300	CONTRACT-BALLT BASIC	13,801.45
25-25-427-5300	CONTRACTL-ART OF PLA	3,190.00
25-25-471-5300	CONTRACTL-GJK PLAYTI	11,109.00
25-25-472-5300	CONTRACTL-GJK TRANSI	32,193.00
25-25-473-5300	CONTRACTL- GJK 3'S	35,686.50
25-25-474-5300	CONTRACTL-GJK 4'S	48,297.75
25-25-475-5300	CONTRACTL-GJK ENRICH	1,803.00
25-25-476-5300	CONTRACTL-GJK CAMPS	6,457.69
25-25-490-5400	SUPPLIES-PRESCH JR TR	104.41
25-25-491-5400	SUPPLIES-PRESCH JR CO	133.49
25-25-506-5300	CONTRACTL-KINDERGNTN	2,791.04
25-25-601-5400	SUPPLIES-KIDS CLUB PM	337.16
25-25-607-5300	CONTRACTL-YOUTH HIP	13,667.08
25-25-615-5400	SUPPLIES-YOUTH CERA	525.40
25-25-638-5300	CONTRACTL-PRESTO MA	90.00
25-25-639-5300	CONTRACTL-YOUTH YO	3,497.74
25-25-648-5300	CONTRACTL-STICKY FIN	2,880.00
25-25-653-5300	CONTRACTL-BROADWA	47,240.65
25-25-654-5300	CONTRACTL-JAZZ LYRICA	8,025.89
25-25-722-5400	SUPPLIES-YOUTH BASEB	263.52
25-25-785-5300	CONTRACTL-FITNESS PU	784.47
25-25-786-5300	CONTRACTL-FITNESS DR	60.00
25-25-787-5400	SUPPLIES-GENERAL FITN	69.99
25-25-801-5300	CONTRACTL-SUN FUN C	2,737.00
25-25-801-5400	SUPPLIES-SUN FUN CAM	593.82
25-25-803-5300	CONTRACTL-KINDER KO	525.00
25-25-803-5400	SUPPLIES-KINDER KORN	341.69
25-25-806-5400	SUPPLIES-PRESCHL SUM	229.42
25-25-810-5300	CONTRACTL-CAMP ADV	2,469.00
25-25-810-5400	SUPPLIES-CAMP ADVEN	329.13
25-25-812-5300	CONTRACTL-PANDA BEA	75.00
25-25-813-5300	CONTRACTL-KOALA BEA	160.50
25-25-813-5400	SUPPLIES-KOALA BEAR C	217.26
25-25-825-5300	CONTRACTL-SUMMERS	883.09
25-25-825-5400	SUPPLIES-SUMMERS EN	224.65
25-25-833-5300	CONTRACTL-ACTION QU	1,114.00
25-25-833-5400	SUPPLIES-ACTION QUES	132.68
25-25-835-5400	SUPPLIES-AQUATIC CAM	326.79
25-25-836-5400	SUPPLIES-SAILING CAMP	412.05
25-25-908-5300	CONTRACTL-SUMMER C	1,100.00
25-25-910-5300	CONTRACTL-4TH OF JUL	25,053.50
25-25-910-5400	SUPPLIES-4TH OF JULY	928.97
25-25-912-5400	SUPPLIES-HARVEST FEST	50.00
25-25-932-5300	CONTRACTL-SCHOOL DA	222.74
25-25-941-5400	SUPPLIES-YOUTH OBSTA	100.00
25-25-951-5400	SUPPLIES-SPRING SPEC E	33.96
25-26-000-5335	WELLNESS/PRE-PLACEM	611.00
25-26-000-5340	CONFERENCES AND TRA	227.05
25-26-000-5342	OFFICIALS/MEETINGS EX	223.17
25-26-000-5361	PRINTING - EMPLOYME	75.00

**Account Summary**

Account Number	Account Name	Payment Amount
25-26-000-5386	SERVICES-DAYCARE PRO	1,660.50
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	73.47
25-26-000-5403	DAYCARE PROGRAM SU	5,849.65
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	3,696.13
25-26-000-5420	SUPPLIES - GENERAL	264.00
25-26-000-5460	SUPPLIES-FOOD EQUIP	110.99
25-26-000-5600	HEALTH INSURANCE PRE	4,403.25
25-27-000-5210	DEDICATED TV/INTERNE	181.22
40-00-000-5331	PAYING AGENT/REGISTR	475.00
45-00-000-5335	WELLNESS/PRE-PLACEM	1,443.00
45-00-000-5650	PROPERTY INSURANCE	25,537.44
45-00-000-5651	GENERAL LIABILITY INSU	13,199.40
45-00-000-5652	EMPLOYMT PRACTICES I	4,283.10
50-00-000-5655	WORKER COMP INSURA	19,077.96
55-00-000-5330	AUDIT FEES	2,000.00
65-00-018-5502	ANNUAL HARDWARE RE	4,167.48
65-00-018-5520	LEAD PAINT ABATEMT/C	2,650.00
65-00-018-5527	PADDLE/RACK/LOCKER	1,778.56
65-00-018-5530	TIMECLOCK PLUS SYS	2,640.00
65-00-018-5533	EMERGENCY BOATHSE S	1,637.50
69-00-000-5530	TAKIFF PARKING-Ph 1-D	1,875.66
69-00-000-5531	TAKIFF PARKING-Ph 1-C	34,643.38
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5533	TAKIFF PARKING-UST Iss	10,049.55
69-00-000-5534	GEOTECH - Lakefront	17,986.07
69-00-000-5540	PLAYGRD-WOODLAWN-	3,608.34
69-00-000-5544	PLAYGRD-VERNON/JEFF-	2,191.77
69-00-000-5545	PLAYGRD-VERNON/JEFF-	75,798.00
69-00-000-5546	PLAYGRD-VERNON/JEFF-	11,076.62
69-00-000-5549	PLAYGRD-OLD ELM-Own	10,741.20
69-00-000-5550	TAKIFF PARKING Ph 2-D	13,291.13
70-55-000-5570	CAPITAL-BLUFF PROJECT	4,315.00
<b>Grand Total:</b>		<b>809,949.91</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	809,949.91
<b>Grand Total:</b>	<b>809,949.91</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 July 17, 2018 and you are hereby authorized to pay them from the appropriate funds.

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

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

# V. Financial Report

Glencoe Park District  
July 2018 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 6/30/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,567,455.42	(86,705.23)	2,480,750.19	
25-00-000-1000	CASH/INVESTMENTS	4,585,977.39	(105,296.69)	4,480,680.70	
30-00-000-1000	CASH/INVESTMENTS	242,785.59	(50,594.75)	192,190.84	
35-00-000-1000	CASH/INVESTMENTS	341,806.30	(27,451.66)	314,354.64	
36-00-000-1000	CASH/INVESTMENTS	139,875.23	(18,533.29)	121,341.94	
40-00-000-1000	CASH/INVESTMENTS	780,741.69	1,084.39	781,826.08	
45-00-000-1000	CASH/INVESTMENTS	194,503.87	(2,393.25)	192,110.62	
50-00-000-1000	CASH/INVESTMENTS	60,832.79	84.49	60,917.28	
55-00-000-1000	CASH/INVESTMENTS	14,085.60	(10,100.00)	3,985.60	
65-00-000-1000	CASH/INVESTMENTS	338,330.27	(16,358.64)	321,971.63	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,699,749.04	(31,411.14)	2,668,337.90	
70-00-000-1000	CASH/INVESTMENTS	50,445.70	(5,422.93)	45,022.77	
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>12,016,588.89</b>	<b>(353,098.70)</b>	<b>11,663,490.19</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	519,869.10	(169,563.00)	350,306.10	
99-00-000-1012	Operating PR Account	3,123.71	11.75	3,135.46	
99-00-000-1013	IL Funds	3,774,798.77	5,742.06	3,780,540.83	
99-00-000-1014	IPDLAF CD's	2,204,000.00	(6,000.00)	2,198,000.00	
99-00-000-1015	IPDLAF MM	2,651,289.36	(183,536.86)	2,467,752.50	
99-00-000-1016	PMA CD's	2,700,200.00	0.00	2,700,200.00	
99-00-000-1017	PMA MM	163,307.95	247.35	163,555.30	
<b>TOTAL CASH IN BANK</b>		<b>12,016,588.89</b>	<b>(353,098.70)</b>	<b>11,663,490.19</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	12,016,588.89	(353,098.70)	11,663,490.19	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>12,016,588.89</b>	<b>(353,098.70)</b>	<b>11,663,490.19</b>	
Claim on Cash	11,663,490.19	Claim on Cash	11,663,490.19	Cash in Bank	11,663,490.19
Cash in Bank	11,663,490.19	Due To Other Funds	11,663,490.19	Due To Other Funds	11,663,490.19
Difference	0.00	Difference	0.00	Difference	0.00

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

**Corporate and Other Funds:**

	<u>May 2018</u>	<u>June 2018</u>
Harris Bank Corporate Account - 0.439%	719,783.89	519,289.49
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.77%	2,651,289.36	2,467,752.50
The Illinois Fund (Public Treasurers' Investment Pool) - 1.85%	3,774,798.77	3,780,540.83
Harris Payroll Account - 0.439%	5,601.97	8,760.57
PMA Financial Account - 1.90%	163,307.95	163,555.30
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(202,393.05)	(174,608.50)
IPDLAF Certificates of Deposit:		
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	492,000.00	0.00
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
2 CDs at \$243,000 each maturing June 12, 2019 (2.415% net)	0.00	486,000.00
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>\$12,016,588.89</b>	<b>\$11,663,490.19</b>

Glencoe Park District  
 Monthly Financial Analysis  
 June 2018

	<u>As of</u> <u>6/30/2016</u>	<u>As of</u> <u>6/30/2017</u>	<u>As of</u> <u>6/30/2018</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	1,896,310	1,876,778	1,988,644
Wages	(178,844)	(144,720)	(156,557)
Contractual	(644,942)	(682,034)	(633,789)
Supplies	(36,829)	(32,819)	(35,375)
Net Surplus	1,035,695	1,017,205	1,162,923
<b><u>Day Care Department</u></b>			
Revenue	320,280	309,282	372,809
Expense	(232,351)	(225,706)	(281,986)
Net Surplus/(Deficit)	87,929	83,576	90,823
<b><u>Fitness Department</u></b>			
Revenue	n/a	n/a	15,508
Expense	n/a	n/a	(13,746)
Net Surplus/(Deficit)	n/a	n/a	1,762
<b><u>Beach Department</u></b>			
Revenue	135,469	140,464	138,344
Expense	(99,980)	(93,969)	(85,184)
Net Surplus/(Deficit)	35,489	46,495	53,160
<b><u>Boating Department</u></b>			
Revenue	68,752	85,244	80,981
Expense	(39,840)	(49,803)	(64,875)
Net Surplus/(Deficit)	28,912	35,441	16,106
<b>Beach/Boating Dept Total</b>	64,401	81,936	69,266
<b><u>Watts Department</u></b>			
Revenue	781	2,113	881
Expenses	(37,972)	(43,193)	(47,960)
Net Surplus/(Deficit)	(37,191)	(41,080)	(47,079)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	9,925	11,495	10,805
Expense	(349,450)	(387,963)	(386,340)
Net Surplus/(Deficit)	(339,525)	(376,468)	(375,535)
<b><u>Parks Department</u></b>			
Revenue	779	755	4,039
Expense	(344,002)	(322,980)	(327,678)
Net Surplus/(Deficit)	(343,223)	(322,225)	(323,639)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	585,651	613,659	630,531
Expenses	(798,644)	(1,674,015)	(1,070,994)
Net Surplus/(Deficit)	(212,993)	(1,060,356)	(440,463)

## **VI. Staff Reports**

Glencoe Park District  
July 2018 Board Meeting

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

**Fall Program Registration**

The fall brochure is expected to be delivered to residents during the week of July 9. Residents will be able to register online starting at 7:00am on a first come-first serve basis on Wednesday, August 1. Non-residents will be able to begin registering for programs on August 6. Preliminary planning meetings with staff will be held two weeks prior to registration.

**FY 2017/18 Annual Audit Report Follow-up**

Since the Board officially accepted the FY2017/18 Annual Audit Report at last month's board meeting, the document has been posted to the District's website, was filed with the Cook County Clerk's Office, and was uploaded to both the Cook County Treasurer's website and the EMMA website (for continuing disclosure on our outstanding bond issues).

**FY 2017/18 Annual Treasurer's Report**

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

**2017 Final Tax Extension**

Preliminary final draft information for the 2017 Real Estate Taxes that was distributed to the Board for the Finance Committee of the Whole meeting last month has now been finalized by the County. Second installment tax bills were mailed and are due August 1.

**3-Year Master Plan Project**

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

**Distinguished Agency Accreditation**

Staff has assisted the Executive Director in gathering and organizing information required for the Finance and Business Operations section and the Human Resources section of the Accreditation Standards in preparation for the next meeting with our mentor.

**PDRMA Loss Control Review**

In preparation for the August 21 meeting for the Administrative Section of the 2018 PDRMA Loss Control Review, staff has been gathering and organizing documentation.

**Salary Survey Update/Review**

Staff has been in contact with Amanda Wethington, our rep from Korn Ferry/Hay Group, to begin the process of the update and review of the District's hiring/salary ranges which was originally conducted in 2014.

Submitted by:  
Carol Mensinger  
Director of Finance/Human Resources



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

**Recreation Department Report: Bobby Collins**

The recreation department continues to provide a wide variety of exceptional experiences this summer. There is no better example of this than the Glencoe Fourth of July Celebration which provides a full day of fun for residents of all ages.

The beach and recreation teams have worked diligently on preparing for the PDRMA Loss Control Review, which examines in detail, operating processes, safety and training. The beach audit result was 99.5%, which is extremely strong. We will know the recreation section shortly.

Camps continue on as they reach the midpoint of the eight week season. Campers have been enjoying time onsite with theme days such as “gold rush day” and “carnival day” while also going on field trips to places like Great America and Wheeling Waterpark.

I would also like to welcome Amanda Giacomino, the newest member of the recreation leadership team, on her new role as the Early Childhood Program Supervisor. Amanda has a broad early childhood background including being director designee and lead infant and 3’s teacher. She brings with her a passion for her profession as well as a strong background as a teacher and early childhood administrator.

**Beach: Matt Walker**

We are approaching the halfway point of our 2018 beach season. The weather in June was very inconsistent, resulting in some low attendance days as well as some high traffic days. We experienced 6 water closures due to water quality related to the significant rain in June.

Our popular aquatics and sailing camps have been very successful with waitlists for almost every session of each camp. The high enrollment is very encouraging and staff will continue to look for ways to enhance the programs.

As of July 1, beach financials look healthy. With the unpredictable weather, daily admissions will continue to fluctuate. Summer boat storage is slightly lower than this time last year with the loss of sand spots on the boating beach. The majority of boat storage revenue has been collected and the boating beach is at capacity for sand spots. The Glencoe Boat Club will mark its 51st anniversary this past weekend as they kicked off the regatta season with the first of four races during the month of July.

<b>Revenue as of 7/1</b>	<b>2018</b>	<b>2017</b>	<b>Variance</b>
Summer Boat Storage	\$77,356	\$81,154	\$(3,798)
Trellis Rentals	\$6,520	\$7,191	\$(671)
Beach Passes	\$50,834	\$50,465	\$369
Sailing Camp	\$30,495	\$11,906	\$18,588
Aquatics Camp	\$33,968	\$13,051	\$20,917
<b>Total Revenue</b>	<b>\$199,173</b>	<b>\$163,767</b>	<b>\$35,405</b>

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

Early childhood's summer is off to a wonderful start with our camp enrollment in line with expectations. The Teddy Bears were absorbed into Pandas this summer. Campers are enjoying their first few weeks of exploring Glencoe on trips to local parks and the beach. We have multiple campers that have requested to extend the weeks their parents signed up for because of how much fun they are having.

<b>Camp Enrollment as of 7/2</b>	<b>2018</b>	<b>2017</b>
Teddy Bears	0	18
Panda Bears	40	25
Koala Bears	45	45
Kinder Korner	70	64
<b>Total</b>	<b>155</b>	<b>152</b>

ELC enrollment for fall is currently at 51 participants. We are receiving a few more inquiries from our camp participants and hope to add more children to our two's class.

<b>ELC Enrollment as of 7/2</b>	<b>2018-2019</b>	<b>2017-2018</b>
2's classes	11	19
3's classes	18	19
4's classes	22	42
<b>Total</b>	<b>51</b>	<b>80</b>

Children's Circle's summer enrollment is at 55 which is higher than normal, with only three children taking off for the summer. The Jellyfish room has one new child, the Frog room has two, the Starfish room has three, and the Beluga room has two children all starting on July 2. The Jellyfish and Frog classrooms have enjoyed using the new walking path around Reinsdorf Field while the Starfish and Beluga classrooms have been exploring Glencoe by visiting Public Safety and playing at Friends Park. The fall enrollment is continuing to grow with families moving off of the waitlist and receiving new inquiries.

<b>Children's Circle Enrollment</b>	<b>2018-2019</b>	<b>2017-2018</b>
Jellyfish	9	9
Frogs	9	15
Turtles (NEW)	14	0
Starfish	11	18
Dolphins (NEW)	14	0
Belugas	16	21
<b>Total</b>	<b>73</b>	<b>63</b>

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

Action Quest has had a great start to the summer, despite the poor weather. Unfortunately, due to storms we had to cancel a trip to Barefoot Bay, one of the camper’s favorites. We were able to book a last minute trip to a bowling alley. So far, some of the camper’s most memorable experiences include The Zone Parkour at River Trails Park District and our trip to Great America followed by the overnight. The overnighiter is a great time for staff to bond as well, so it was nice having it earlier than usual this year.

The Counselor in Training program has gone very well. Jon Pranian, our camp director, has been very involved in preparing participants to be future counselors for the District. CIT’s receive pre-camp training, are given weekly points of emphasis and bi-weekly performance reviews. They also take time for fun. They accompany the camps they work at on field trips, and also go on one of their own field trips each 4 week session.

<b>CIT as of 7/1</b>	<b>2018</b>	<b>2017</b>
<b>Total</b>	42	42

<b>Action Quest as of 7/1</b>	<b>2018</b>	<b>2017</b>
<b>Total</b>	48	77

**Arts and Youth: Stephani Briskman**

Our Summer’s Beginning Camp ran the week leading up to our regular camp season. We went on field trips to places like Pinstripes Bowling in Northbrook, Laser Quest in Arlington Heights, and Nickel City in Northbrook, had a Hawaiian day and ended the week with a trip to Glencoe Beach. We had 50 participants each day for this program.

Sun Fun and Camp Adventure are entering their halfway point of camp! The campers have participated in field trips such as Wheeling Water Park, Mobile Room Escape, Brunswick Bowl and Glencoe Beach.

<b>Sun Fun Enrollment as of 7/5/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	97	50	42
2017	99	38	39
<b>Camp Adventure Enrollment as of 6/8/18</b>	<b>8 Week</b>	<b>4 Week</b>	<b>2 Week</b>
2018	28	35	29
2017	30	33	31

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

The Fourth of July was another successful day of festivities. Although it was a warm day it did not prevent the families of Glencoe to come out to enjoy the activities. The day’s activities included:

- 8:00am Rotary Fun Run at Metra Station
- 10:00am Preschool Games at Kalk Park
- 11:00am Mini Golf at Kalk Park
- 12:00pm Glencoe’s Got Talent
- 2:00pm Parade
- 6:00pm Trolley Pick up & Drop-Off begins and Food Vendors at Lakefront Park
- 6:30pm Live Music: Spoken Four at Lakefront Park
- 9:00pm Fireworks at Lakefront Park

<b>Summer Special Event Attendance</b>	<b>2018</b>	<b>2017</b>
June 21- Park-N-Play: Summer Solstice	Cancelled	6 kids; 3 adults
June 22 – Tots-N-Tunes at Library	150	~ 160
June 26 – Tots-N-Tunes at Kalk (moved to Takiff)	~200	~ 200
June 28 – Park-N-Play: Paw Patrol	~65 (adults & kids)	Not offered
July 4 – Fun Run	~ 200	~ 200
July 4 – Preschool Games	~ 350 (adults & kids)	~ 400 (adults & kids)
July 4 – Mini Golf	~ 200 (adults & kids)	~ 200 (adults & kids)
July 4 – Glencoe’s Got Talent	12 acts	13 acts
July 4 – Fireworks	~ 2000	~ 2000
July 5 – Park-N-Play at Aster Park	Cancelled	Not offered
July 6 – Tots-N-Tunes at Library	~150	~ 150
July 7 – Cardboard Regatta	7 teams	5 teams

Upcoming Spring events:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| July 15 – Disc Golf Tournament     | July 24 – Tots-N-Tunes at Kalk Park   |
| July 19 – Park-N-Play at Kalk Park | July 26 – Park-N-Play at Shelton Park |
| July 21 – Meet the Machines        | July 27 – Beach Camp Out              |

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

Facility rentals in 2018 continue to trend consistently slightly above 2017. Switching to facility rentals versus birthday party packages has helped streamline the process.

<b>Takiff Center Rental as of 6/1</b>	<b>2018</b>	<b>2017</b>
Facility Rentals	\$35,358	\$30,473

**Glencoe Fitness**

The Glencoe Fitness Center continues to grow in membership. We are currently offering a Summer Student Membership for the 3-month summer break. It costs \$99 for a 3-month membership for residents. We have sold 28 student memberships for 2018. We have surpassed our goal of 25 sold.

<b>Age Range</b>	<b># in Range</b>
14-19	30
20-29	12
30-39	23
40-49	30
50-59	32
60-69	34
70-79	32
80-89	5
90+	0
<b>Average Age</b>	<b>48.61</b>

<b>Fitness Membership as of 7/1/18</b>	<b>Fees</b>
214	\$55,058

Submitted by:  
Bobby Collins, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with Altamanu relating to the playground replacements, Takiff Parking projects and Old Green Bay Road linear park master plan. I am coordinating with ACG to begin the paint and carpentry project at the Takiff Center.

**Grounds/Horticulture**

The landscape crews have been out in full force completing plantings throughout the District. Lakefront Park was heavily groomed in preparation for the Fourth of July festivities. Trees were trimmed, landscaping trimmed, and beds weeded.

Weeding has continued to be a top priority in July, with weeding work done out front of Takiff, ELC Playground, Friends Park, Milton Park, Shelton Park, West Park, and Berlin Park.

Staff has needed to water flower beds throughout Glencoe with the hot weather.

On a sad note, one of our queen bees has become ill. Due to her lack of production she will be replaced to keep the hive healthy. It's a bug's life...

Staff has continued to treat standing water for mosquitos throughout the park system.

**Parks Maintenance & Construction**

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

Park Maintenance crews performed the demolition of the Old Elm playground.

The bleachers at North Field have now been pressure washed and staff made multiple repairs to the irrigation system. Berlin Field and Kalk Park were fertilized.

Per state law backflow preventer inspections have taken place throughout the entire Park District.

Tennis court resurfacing will take place this month; additionally the tennis backboard wall for Shelton is being manufactured.

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

**Facilities**

Facilities staff has begun to prepare for the Takiff Center annual shutdown in August. Scheduled maintenance includes gym floor refinishing, carpet cleaning, floor replacement, painting, and heavy cleaning. In addition, the fire alarm will be fully tested and inspected.

Repairs have been made to the roof above the gym and to the HVAC unit servicing the I.T. room in the knuckle.

A section of the sanitary sewer line was replaced at the boathouse and the bathrooms have reopened.

**Shared Services**

The Village of Glencoe has continued to support the Park District by performing maintenance on vehicles. All mowers received preventative maintenance this month, boathouse ATV was repaired and repairs were made to two fleet trucks

We have continued to cut all Village of Glencoe grass per the shared services agreement. Staff worked well together to manage Fourth of July festivities throughout Glencoe.

Submitted by:  
Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report July 2018

### Social Media/Email

We ended the month of June with 32,657 Facebook impressions (in 2017, we ended the month with 45,325 impressions). We now have 1482 followers on Facebook, 819 followers on Twitter and 963 followers on Instagram. Glencoe Beach has 1,779 followers on Facebook. We also sent out several targeted email blasts:

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
6/1	Play in your week 1	3016	31.9%	9.8%	<a href="https://conta.cc/2HcyLMn">https://conta.cc/2HcyLMn</a>
6/6	Boater issue	114	73%	0%	<a href="https://conta.cc/2HtkIC2">https://conta.cc/2HtkIC2</a>
6/8	Play in your week 2	5040	29.6%	15.5%	<a href="https://conta.cc/2MckJOP">https://conta.cc/2MckJOP</a>
6/11	Summer Art Classes	335	42.3%	13.5%	<a href="https://conta.cc/2JzLzOB">https://conta.cc/2JzLzOB</a>
6/14	Camp Lunch Ordering	291	62.4%	40.9%	<a href="https://conta.cc/2JLrg10">https://conta.cc/2JLrg10</a>
6/15	Play in your week 3	4927	37%	8.3%	<a href="https://conta.cc/2JPpUC8">https://conta.cc/2JPpUC8</a>
6/18	Beach Guest Passes	228	57.4%	0%	<a href="https://conta.cc/2JT0Udr">https://conta.cc/2JT0Udr</a>
6/22	Play in your week 4	5123	22.6%	6.9%	<a href="https://conta.cc/2K2Jns">https://conta.cc/2K2Jns</a>
6/22	Play in your week 4 correction	5122	35.6%	14.2%	<a href="https://conta.cc/2liTZIP">https://conta.cc/2liTZIP</a>
6/27	July 4 <sup>th</sup> Activities	5115	40.7%	3.6%	<a href="https://conta.cc/2ly9E77">https://conta.cc/2ly9E77</a>
6/29	Play in your week 5	5115	29.3%	9.4%	<a href="https://conta.cc/2IxX6Nr">https://conta.cc/2IxX6Nr</a>

### Fourth of July

To promote our Independence Day Celebration, I sent out email blasts to the general public. Information was also included in *Inside Glencoe*, flyers distributed to special event participants and campers, as well as posted in the Village kiosks, on the Village website, on the Village mini-kiosks, and in Park District facilities. Banners were posted at Lakefront Park, the Halfway House, and the ramp/street entrances in advance of the event. I also worked with the Winnetka Park District to create an alternate location map for beachgoers. Throughout the day, video updates were posted to the Park District's Facebook, Instagram, and Snapchat stories, as well as our Facebook, Twitter, and Instagram pages. We also designed and purchased a custom geo-Snapchat filter, with the Park District's logo, which was available for the public to use from Lakefront Park to Vernon Avenue, between Hazel and Park Avenues, from 9:00am to 11:00pm.

### Fall Brochure

I worked closely with staff to finalize the fall brochure using ProofHQ and InDesign. The fall brochure will be mailed to residents the week of July 9. Real-Time Registration for fall programs will start at 7:00am on Wednesday, August 1.

### **Art Publicity**

We are working on creating a brand for our adult art program. This summer, we created a tri-fold brochure, website images, and social media icons to promote the brand. We also created an email campaign to link to current classes. We plan to continue this effort in the fall, including sending out an adult art program direct mail piece.

### **Glencoe Beach**

I am working with staff to promote the beach. Promotion methods include information in the summer sampler mailing, information spring brochure, graphics on our website and TVs, internal posters, and flyers. Amenity information is now included in our weekly email blasts. We purchased an ad in the summer issue of *Keep Growing*, the Chicago Botanic Garden's member publication to promote the beach's proximity to the gardens. We also purchased promoted posts on Facebook and Instagram, as well as devoted increased time to sharing user images on Instagram.

Submitted by:

Erin Maassen, Superintendent of Marketing and Communications



## SAFETY COMMITTEE AND WELLNESS MEETING

### Agenda and Minutes

Wednesday, June 29, 2018 / 11:00 a.m.

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

1. Call to order at 10:45 a.m.

Roll Call: Present: Lisa Sheppard, Carol Mensinger, Chris Leiner, Jessica Stockl, Liz Stowick, Adam Wohl, Liz Visteen, and Lorise Weil. Absent: Bobby Collins and Matt Walker.

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from April 18, 2018 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for the past two months. There were (10) participant accident/incident reports and (1) employee injury.
4. Open Claims: The underground storage tank Property Loss claim is still open. Also, there is (1) Vehicle claim open, and (3) Worker's Comp claims open.

5. Carry Over Items:

- a) Loss Control Review: Since PDRMA needs to see our agency's entire training plan, **Chris** will distribute a "training matrix." Each manager will need to populate the matrix for their department, i.e., for every part-time and full-time staff member. *In addition, a subcommittee will be formed to analyze the matrix training program.*
- b) Our art instructors will be displaying private art around the building, in accordance to the agreement that was signed.
- c) Chris asked if **Jenny** could please provide some sample formats on *Certificates of Insurance* at our next meeting, scheduled for July 18, 2018.
- d) Liz S. asked if **Jenny** could also provide us with information on *Record Retention* at our next meeting.
- e) Lorise stated that GJK asked if we could possibly incorporate "Fire Stop Signs" during one of our future fire drills. Chris stated that they will definitely take a look at this in the fall, i.e., when Public Safety comes out to assist us on determining multiple evacuation points.
- f) Lorise asked about the Safety Data Sheet binders, and provided Chris with A-Z indexes for the multiple areas that will be storing Safety Data Sheets, e.g., Parks, Beach, Watts, and the Early Childhood wing. **Chris** will be installing Safety Data Sheet stations sometime this year.

6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis.

7. New Items:

- a) Lisa noted that we have staff training scheduled this August, so if there are any items that need to be added to the agenda, we should let her know.
- b) Liz Visteen asked if volunteers can complete an Accident/Incident Report. It was noted that a volunteer should never complete an Accident/Incident report; instead, they should call their supervisor and have them complete the form.
- c) Lorise asked if we have a no photo sign by the EC playground? Jessica noted that in lieu of a sign, the teachers are vigilant about making sure that no random photos are being taken of children.

8. Wellness Initiatives:

- a) Liz Stowick said there will be a "Walking Club," or "Walking Initiative" starting soon.
- b) GPD received a \$250 check for entering the Hazard Hunter Contest.
- c) Liz Stowick also mentioned that PDRMA offers grant money for the implementation of physical and mental wellness initiatives, with a deadline of October 2018. We are required to keep track of the results.

Adjourn: 11:45 a.m.

**The next Safety and Wellness Committee Meeting is scheduled for Wednesday, July 18, 2018 at 11:00 a.m.**

## **VII. Executive Director Report**

Glencoe Park District  
July 2018 Board Meeting

**Glencoe Park District  
Executive Director's Report  
July 2018**

**Fourth of July Celebration!**

Our team did an outstanding job working seamlessly to provide a wonderful community event for the Fourth of July Celebration! The fireworks were easily viewed throughout Lakefront Park, where we estimated over 2,100 individuals in attendance. There were also many private parties and boats on the lake who also viewed the fireworks. Many compliments were communicated throughout the day. We did have some, mostly nonresidents; visit to use the beach on Saturday. Those who did stop by were appreciative of the option to use Winnetka beaches and the map provided. Erin did a great job of using social media to market the event all day long.

<u>Fourth of July Line Up</u>	<u>Participation Numbers</u>
• 8:00am Fun Run	250 participants
• 10:00am Preschool Games at Kalk Park	400 participants
• 11:00am Mini Golf Tournament	200 adults and kids
• Noon Glencoe's Got Talent at Kalk Park Gazebo	12 acts
• 4:30pm Concessions at the Park	
• 6:30pm Entertainment: Spoken Four	
• 9:15pm Fireworks (fired off the Beach)	They were outstanding!

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

The only logistical problem is that food trucks were invited to come and confirmed, yet backed out a week before the event. We had two food vendors, but they ran out of food early.

**Construction Update**

- Takiff Parking Phase 1  
This week workers from Clauss Brothers continued installing the plant material in the new bio-swales around the athletic field at Takiff. The project is close to being closed out. We are working thru final punch list items.
- Old Elm, Vernon, Woodlawn Playground Replacements  
Vernon - Hacienda have neared completion of the sidewalks and curbs at the Vernon playground. This week they focused on installing the water lines for the drinking fountain and connecting the park drainage system to the Village storm drains.  
Old Elm - Demolition was completed last week and workers have begun the process of installing the playground equipment this week.  
Woodlawn - I have continued to work with the contractor to approve the submittals and shop drawings for the decking.
- Takiff Parking Phase 2  
We have completed the contract and moving forward with reviewing submittals and project planning.

- Takiff Paint/Carpentry  
We have completed the contract and expect work to begin in the next 10 days.
- Boat House Sanitary Sewer  
Workers from Demuth completed the repairs on that section of line on Monday morning. The bathrooms are again working at the boathouse.

### **Fall Program Registration**

The recreation, marketing, and registration teams have been busy preparing for fall. The fall brochure is expected to be delivered to residents on or around July 9. Residents will be able to register online starting at 7:00am on a first come-first serve basis on Wednesday, August 1. Non-residents will be able to begin registering for programs on August 6. The recreation and facility team have been very creative in their offerings.

### **Programs**

Summer programs and facilities are going very well. Bobby and his team have hired exceptional staff that have been trained very well for the important jobs that they are hired to do.

The Beach had their PDRMA Loss control review and scored 99.5 out of a possible 100!

The Glencoe Beach lifeguards had a surprise audit of their skills done by Jeff Ellis and Associates, which is known for its International Lifeguard Training Program. The staff that were audited did an excellent job. Some items of note were that lifeguards observed were attentive to the zone and provided swimmer surveillance, supervisor was active and visible on the beach, simulated emergencies were well managed with great examples of teamwork and communication, necessary documents were present, and equipment maintained. Staff who participated in the audit were Ben Newcomb, Julia Fay, Cara Keleher, and Sabrina Morris.

### **Beach Training**

Public safety as well as a number of other emergency services from other municipalities will be doing their annual dive training on the beach the morning of July 19. The training will simulate the response in the event that swimmers or boaters are reported missing near Glencoe Beach. Please pass this information along to anyone else who may get inquiries from the public. Please let me know if you have any other questions or want additional information.

Camp is going great. Staff has been challenged by the rainy weather but has come up with creative games and crafts to keep them entertained. They have exciting field trips and campouts planned for the summer.

### **Takiff Maintenance**

We will be closing parts of Takiff Center the week of August 20-August 25 for building maintenance and the start of the parking lot construction process. Glencoe Fitness and the customer service desk will be the only part of the facility open from August 22- 25.

### **Distinguished Agency Accreditation**

We have been gathering and organizing information required for Accreditation review preparation for the next meeting with our mentor.

### **Salary Survey Update/Review**

Carol and I have been in contact with Amanda Wethington, our rep from Korn Ferry/Hay Group, to begin the process of the update and review of the District's hiring/salary ranges originally conducted in 2014.

### **August Board Meeting**

At this time we see no need for an August Board meeting, however we would like to keep the August 7 committee meeting on your calendars.

### **Glencoe Beach and Lakefront Advisory Group Meeting**

The next Lakefront Advisory Group meeting is scheduled at 7:00pm on July 24 at Glencoe Beach.

### **Board Vacancy**

As you are aware, Steve Gaines formally resigned from the Board earlier this month due to an upcoming meeting. His last meeting was the July 10 committee meeting. We posted the vacancy and application on our website and social media. We had several other agencies share the announcement. The Park District is accepting applications for the vacancy through Sunday, July 15 at 5:00pm. After reviewing the applications, the Board will discuss the applicants in closed session.

### **Freedom of Information Report**

There were three FOIA requests this month. On Tuesday, June 12, the Illinois Policy Institute requested employee compensation and accounts payable records from the last three years, which was replied to on Wednesday, June 13. On Wednesday, June 13, the Chicago Laborers District Council requested Takiff exterior rehab bid results, which was replied to on Friday, June 15. Finally, on Thursday, June 21, Deltek requested open contract vendor detail, which was replied to on Wednesday, June 27.

### **Vacation**

I will be out of town for vacation July 19 - July 23. Chris and Bobby will be in the office should you have any questions or concerns. I will be out of the state, but will have my cell phone with me should I need to be reached for any emergencies.

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

**VIII. Action Item A**  
**Approval of Commissioner Service**  
**Resolution No. 885 – Steven H. Gaines**

Glencoe Park District  
July 2018 Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION No. 885**

**A RESOLUTION HONORING THE  
COMMISSIONER SERVICE OF STEVEN H. GAINES**

**WHEREAS**, Steven H. Gaines has completed five years of exemplary voluntary service as an elected Park Commissioner from 2013-2018, serving as Treasurer from 2014-2015 and Board President from 2016-2017, as well as serving as chair on the Watts Advisory Group and all Board committees.

**WHEREAS**, in realization of his consistent commitment of time, energy, and expertise to the betterment of services and facilities of the District, and

**WHEREAS**, under his exceptional leadership during his term of Presidency, guiding staff, commissioners, and the community through a challenging period of park renovation and facility improvements resulting in beautiful and safe recreational areas and technological improvements contributing to a more efficiently run District.

**WHEREAS**, under his watchful eye, he kept tabs on the construction of Berlin Park and Park District tennis lessons at Central School, and is a passionate advocate for Glencoe Youth Services Teen Center and Watts Ice Rink.

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

Adopted this 17<sup>th</sup> day of July 2018

AYES:  
NAYS:  
ABSENT:

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

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 Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 885:

**A RESOLUTION HONORING THE  
COMMISSIONER SERVICE OF STEVEN H. GAINES**

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

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 17<sup>th</sup> day of July 2018.

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



**VIII. Action Item B**  
**Approval of Resolution No. 886**  
**A Resolution for the Commitment of**  
**\$300,000 of the Corporate Fund Balance and**  
**\$700,000 of the Recreation Fund Balance for**  
**Future Capital Projects of the Glencoe Park**  
**District**

Glencoe Park District  
July 2018 Board Meeting



To: Board of Park Commissioners

Date: July 10, 2018

From: Lisa Sheppard, Executive Director and Carol Mensinger, Director of Finance

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SUBJECT: Reserving Portion of Fund Balance for Future Capital

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During the FY2018/19 budget discussions earlier this year, staff proposed that a portion of the current Corporate Fund and Recreation Fund fund balance reserves be earmarked for future capital (to be identified in the master planning process). As was done in previous years, staff also suggested that we await final audited fund balances to make a determination on the exact amount to be committed for this purpose.

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

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks, and greenhouse, Watts Ice, and Beach operations, and all financial resources except those that are accounted for in another fund.
1. Each year a portion of the spendable fund balance will be determined as follows:
    - a. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
    - b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 50% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of six months (50%) of expenditures not including capital, debt service, and interfund transfers.
    - c. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.
- B. **Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees, and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special

revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.

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

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

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

As of February 28, 2018, the audited *unassigned* fund balance reserve in the Corporate Fund was \$1,884,865, which represents approximately 66% of current budgeted FY2018/19 annual expenditures in the fund. With a proposed \$300,000 commitment to future capital, the remaining fund balance reserve would remain at just over 55% of annual budgeted expenditures (\$2,849,200).

As of February 28, 2018, the audited fund balance reserve committed for recreation purposes in the Recreation Fund was \$3,159,242, which represents approximately 71% of current budgeted FY2018/19 annual expenditures in the fund. With a proposed \$700,000 commitment to future capital, the remaining fund balance would remain at 55% of annual budgeted expenditures (\$4,473,188).

### **Recommendation**

After discussion at the Finance Committee of the Whole meeting and based on the District's current Fund Balance Policy, staff recommends that an amount of \$300,000 be committed in the Corporate Fund to "Future Capital Projects" AND that an amount of \$700,000 be committed in the Recreation Fund to "Future Capital Projects". These amounts keep the Corporate and Recreation Funds minimum requirements within the policy to hedge against emergencies/ unforeseen expenditures, and yet still allows the District to plan for the future. With these new committed amounts, the District will have committed a total of \$5.8 million for future capital projects from the master plan. (This is *in addition* to the \$1 million donation for Berlin Park.)

Included is Resolution 886 for approval.

**GLENCOE PARK DISTRICT  
RESOLUTION No. 886**

**A RESOLUTION FOR THE COMMITMENT OF \$300,000 OF THE CORPORATE  
FUND BALANCE AND \$700,000 OF THE RECREATION FUND BALANCE  
FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

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

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

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

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

**Section 1:** In the current Fiscal Year 2017/2018, the Park District will designate an amount of \$300,000 in the Corporate Fund and an additional \$700,000 in the Recreation Fund as “committed fund balance” to be used specifically for “Future Capital Projects of the District” as specifically outlined in the Master Plan.

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

Adopted by roll call vote on July 17, 2018:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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Dudley Onderdonk, Treasurer  
Board of Park Commissioners

ATTEST:

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

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

**SECRETARY'S CERTIFICATE**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 886:

**A RESOLUTION FOR THE COMMITMENT OF \$300,000 OF THE CORPORATE FUND BALANCE AND \$700,000 OF THE RECREATION FUND BALANCE FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

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

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

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 17<sup>th</sup> day of July 2018.

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

[SEAL]

# **VIII. Action Item C**

## **Approval of the Annual Treasurer's Report**

Glencoe Park District  
July 2018 Board Meeting

**GLENCOE PARK DISTRICT  
ANNUAL TREASURER'S REPORT and  
STATEMENT OF RECEIPTS AND DISBURSEMENTS  
FY 2017/18**

**REVENUES:**

**Corporate Fund**

Administration

Property Tax	\$ 2,076,322	
Interest	\$ 41,204	
Bldg License/Rentals	\$ 17,665	
Misc/Unclassified	\$ 1,100	
Interfund Transfer	\$ 1,104,491	
Sub-total		\$ 3,240,782

Park Maintenance

Donations	\$ 3,285	
Misc/Unclassified	\$ 2,585	
Sub-total		\$ 5,870

Watts Ice Center

Membership Pass/Punchcards	\$ 27,229	
Daily Fees	\$ 15,566	
Sales/Rentals/Misc	\$ 97,027	
Sub-total		\$ 139,822

Beach/Boathouse

Membership Passes	\$ 54,530	
Daily Fees	\$ 194,673	
Sales/Rentals	\$ 177,573	
Grants	\$ 6,008	
Misc/Unclassified	\$ 2,506	
Sub-total		\$ 435,290

Total Revenue - Corporate		\$ 3,821,764
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**Recreation Fund**

Administration

Property Tax	\$ 984,991	
Replacement Tax	\$ 22,602	
Interest	\$ 41,201	
Rental/Sales/Passes	\$ 194,131	
Donations	\$ 1,403	
Misc/Unclassified	\$ 3,899	
Sub-total		\$ 1,248,227

Recreation		
Program Revenue		\$ 3,317,040
Day Care		
Program Revenue	\$ 1,000,552	
Misc/Unclassified	\$ 3,453	
Sub-total		\$ 1,004,005
Fitness		
Daily Fees/Sales	\$ 684	
Membership Passes	\$ 44,699	
Sub-total		\$ 45,383
Total Revenue - Recreation		\$ 5,614,655

**Special Recreation Fund**

Property Tax		\$ 231,915
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**IMRF Retirement Fund**

Property Tax	\$ 346,053	
Replacement Tax	\$ 2,147	
Interest	\$ 3,167	
Sub-total		\$ 351,367

**Social Security Fund**

Property Tax	\$ 235,207	
Interest	\$ 1,197	
Sub-total		\$ 236,404

**Debt Service Fund**

Property Tax	\$ 1,198,584	
Interest/Misc	\$ 6,939	
Sub-total		\$ 1,205,523

**Liability Insurance Fund**

Property Tax	\$ 148,694	
Interest	\$ 1,563	
Misc/Unclassified	\$ 1,641	
Sub-total		\$ 151,898

**Workers Compensation Fund**

Property Tax	\$ 38,749	
Interest	\$ 476	
Sub-total		\$ 39,225



**Audit Fund**

Property Tax \$ 10,813

**Capital Projects Fund**

Interest \$ 3,341  
Donations \$ 5,094  
Misc/Unclassified \$ 10,960  
Interfund Transfer \$ 500,000  
Sub-total \$ 519,395

**Master Plan Projects Fund**

Interfund Transfer \$ 1,728,313  
Grants/Donations \$ 430,114  
Interest \$ 22,270  
Sub-total \$ 2,180,697

**Impact Fee Fund**

Developer Donations \$0

**Restricted Donations Fund**

Interest \$ 583

**Grand Total Revenue - ALL FUNDS****\$ 14,318,856****Less: Interfund Transfers****\$ 3,332,804****Net Total Revenue - ALL FUNDS****\$ 10,986,052****EXPENDITURES:****Corporate Fund****Administration**

Salaries/Wages \$ 524,264  
Utilities/Contractual Services \$ 184,684  
Supplies \$ 12,842  
Insurance and Fixed Charges \$ 382,701  
Interfund Transfer \$ 1,100,000  
Sub-total \$ 2,204,491

**Park Maintenance**

Salaries/Wages \$ 342,016  
Utilities/Contractual Services \$ 196,676  
Supplies \$ 97,241  
Fixed Charges \$ 314  
Capital Improvements \$ 117,198  
Interfund Transfer \$ 309,257  
Misc/Contingency \$ 6,495  
Sub-total \$ 1,069,197

Watts Ice Center

Salaries/Wages	\$ 84,123	
Utilities/Contractual Services	\$ 75,862	
Supplies	\$ 21,936	
Capital Improvements	\$ 31,274	
Interfund Transfer	\$ 44,179	
Sub-total		\$ 257,374

Beach/Boathouse

Salaries/Wages	\$ 195,792	
Utilities/Contractual Services	\$ 43,046	
Supplies	\$ 26,731	
Capital Improvements	\$ 36,210	
Interfund Transfer	\$ 77,314	
Miscellaneous	\$ 13,229	
Sub-total		\$ 392,322

Total Expenditures - Corporate \$ 3,923,384

**Recreation Fund**

Administration

Salaries/Wages	\$ 642,087	
Utilities/Contractual Services	\$ 422,522	
Supplies	\$ 160,875	
Fixed Charges	\$ 24,643	
Capital Improvements	\$ 29,316	
Interfund Transfers	\$ 1,741,541	
Sub-total		\$ 3,020,984

Recreation

Salaries/Wages	\$ 669,772	
Contractual Services	\$ 1,306,984	
Supplies	\$ 117,920	
Sub-total		\$ 2,094,676

Day Care

Salaries/Wages	\$ 486,015	
Utilities/Contractual Services	\$ 64,292	
Supplies	\$ 59,272	
Insurance and Fixed Charges	\$ 91,215	
Capital	\$ 21,671	
Interfund Transfer	\$ 32,200	
Sub-total		\$ 754,665

Fitness

Salaries/Wages	\$	6,829	
Utilities/Contractual Services	\$	4,353	
Supplies	\$	1,275	
Sub-total			\$ 12,457
Total Expenditures - Recreation			\$ 5,882,782
<b><u>Special Recreation Fund</u></b>			
Contractual Services/Fixed Chgs	\$	148,845	
Capital	\$	120,000	
Total Expenditures			\$ 268,845
<b><u>IMRF Pension Fund</u></b>			
Retirement			\$ 339,521
<b><u>Social Security Fund</u></b>			
Social Security and Medicare Contributions			\$ 223,637
<b><u>Debt Service Fund</u></b>			
Principal	\$	890,000	
Interest/Fiscal Charges	\$	276,896	
Total Expenditures			\$ 1,166,896
<b><u>Liability Insurance Fund</u></b>			
Salaries/Wages	\$	29,333	
Contractual Svcs/Supplies/Misc	\$	20,927	
Insurance/Unemployment	\$	91,971	
Capital	\$	8,487	
Total Expenditures			\$ 150,718
<b><u>Workers Compensation Fund</u></b>			
Insurance			\$ 39,242
<b><u>Audit Fund</u></b>			
Audit Services			\$ 11,850
<b><u>Capital Projects Fund</u></b>			
Capital Improvements			\$ 525,878
<b><u>Master Plan Capital Fund</u></b>			
Capital Improvements			\$ 2,007,463
<b><u>Restricted Donations Fund</u></b>			
Capital Improvements			\$ 6,828
<b><u>Impact Fee Fund</u></b>			

Interfund Transfer \$ 28,313

**Grand Total Expenditures - ALL FUNDS \$ 14,575,357**

**Less: Interfund Transfers \$ 3,332,804**

**Net Total Expenditures - ALL FUNDS \$ 11,242,553**

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

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Dudley Onderdonk, Treasurer  
Board of Park Commissioners  
Glencoe Park District



Vendor Name	Vendor Number	Total Payments
A-1 Roofing Co.	10863	41,121.30
Accuraty Solutions	10133	3,003.25
Ace of Spray	11128	4,500.00
Advanced Disposal Services	10136	17,574.27
AFLAC	10098	5,264.00
Airespring	10739	21,354.98
Alison Faith	10113	3,291.47
Allegra Marketing	11097	3,280.00
Altamanu, Inc.	10973	254,755.50
Althoff Industries, Inc.	10140	21,905.26
Amalgamated Bank of Chicago	10143	129,275.00
Amazing Minds	10056	6,264.00
Amazon Capital Services	10946	27,513.09
American Outfitters, Ltd.	10147	21,667.54
American Red Cross	10152	3,450.00
Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C.	10050	10,801.25
Applied Controls, Inv.	10717	41,427.50
Applied GeoScience Inc.	11140	3,850.00
Aquarius Sail of Wisconsin	10970	11,862.84
Architectural Consulting Group, Ltd	10733	4,334.75
Arthur Clesen Inc.	10161	6,784.28
AT & T	10162	20,506.82
Becker Arena Products	10172	70,510.07
Belson Outdoor, Inc	10516	14,931.56
Bic Sports North America	11087	3,533.20
BMO Harris Bank N.A.	10473	134,132.93
Buck Bros., Inc.	10183	4,268.31
Burris Equipment Company	10184	6,764.25
Call One	10656	3,952.67
Calumet Marine	11079	12,706.60
Carlson Environmental	11223	26,070.33
Carole K Pearlman	10441	7,474.00
Carlson Environmental Inc.	11211	8,853.05
Ceramic Supply Chicago, Inc.	10190	4,798.19
Chess Scholars	10062	25,664.00
Chicago Cubs	10198	4,373.40
Chicago Loves Dance	10058	6,957.10
Chicago North Shore Convention & Visitors Bureau	10751	2,900.00
Chicago United Industries	11083	3,578.04
Chicagoland Paving Contractors, Inc.	11212	45,562.50
Ciao Bella Sewing	11213	3,978.00
Clauss Brothers Inc.	10802	496,694.94
Clowning Around Entertainment	10115	4,136.00
Comcast	10505	3,823.03
Comdata Corporation	10876	7,895.23
Commonwealth Edison	10208	162,541.52
Conserv FS	10210	5,207.16
Craftwood Lumber Company	10215	9,534.76
Creekside Printing	10216	13,011.00
Custom Sign Consultants, Inc.	10322	9,714.00
Deerfield Golf Club	10721	4,284.12
DeMuth Inc.	10925	5,500.00
Direct Fitness Solutions	11219	102,782.65
Disc Golf Association, Inc.	11233	4,606.15
Discount School Supply	10334	17,397.38

## A/P Vendor Publication Report

Payment Date Range: 03/01/2017 - 02/28/2018

Vendor Name	Vendor Number	Total Payments
Dog Waste Depot	11072	6,750.78
Domino's Pizza	10335	3,619.96
Door Dimensions	11099	2,910.00
E.A. de St. Aubin Nursery	11091	4,341.00
Ehrhardt's RV/Trailer Sales	11096	5,788.00
Elanar Construction	10820	753,262.75
Equipment Depot of Illinois, Inc.	11177	16,500.00
Excalibur Technology Corporation	10341	132,505.56
F.E. Moran, Inc.	10207	3,244.00
F.J. Kerrigan Plumbing Co.	10402	10,629.48
FAMOS! DJ Entertainment	10673	4,524.50
Fiore Nursery & Landscape Supply	11139	10,085.97
First Impression, Inc.	11153	4,850.00
First Student	10405	38,422.94
Fleck's Landscaping	10069	124,502.00
Fun Express	10346	3,317.66
G & O Thermal Supply Co	10451	3,339.88
Galassini and Ori Construction	10348	14,000.00
Gameworks	10349	2,733.01
Germania Seed Company	10354	2,817.29
Glenbrook Auto Parts Inc.	10357	2,565.08
Glencoe Junior High Project	10361	10,000.00
Glencoe Junior Kindergarten	10076	639,714.63
Glencoe Youth Services	10364	11,000.00
Global Equipment Co.	10363	6,902.62
Global Turf Equipment	11088	19,500.00
Gordon Food Service, Inc.	10837	23,092.22
Grainger Inc.	10370	52,301.33
Great Lakes Clay and Supply, Co.	10371	2,556.51
H. Barber & Sons, Inc.	11130	2,887.72
Happ Builders, Inc.	11178	236,701.00
HD Supply Facilities Maintenance	10379	39,561.17
Helen's Ultimate Fitness, Inc.	10083	161,271.02
Heller & Heller Consulting, Inc.	10060	10,430.00
Highland Park Electric Inc.	10381	9,859.05
Home Depot Credit Services	10384	30,793.37
Hot Shots Sports	10068	40,427.50
Hufcor-Chicago, Inc.	10386	3,017.00
IAPD	10388	6,826.90
IC Signs & Graphics	10934	7,440.81
ICOR Products	10745	5,529.50
Idlewood Electric Supply Inc.	10390	3,576.85
IL Dept of Employment Security	10557	8,320.00
IL Dept of Revenue	10100	119,111.65
Illinois Municipal Retirement Fund	10101	470,546.90
IPRA	10397	2,959.00
IRS/Dept of Treasury	10106	744,103.36
Jade Surveyors	11100	23,745.00
Jaffe Films	10947	2,750.00
JMS Environmental Assoc.	11191	13,630.00
Julie Ratowitz	10070	3,860.00
Keyth Technologies	10520	2,825.00
Kim Bloomberg Designs, Inc	10558	14,048.00
Konica Minolta Business Solutions USA Inc.	10404	3,438.03
KPC Distribution, LLC	11104	9,500.00
Lakeshore Learning Material	10406	6,066.14
Landmark Ford	11124	79,977.00
Lauterbach & Amen, LLP	10075	11,850.00
Leah Shoshanah Cowen	10902	2,800.00
Lenny Hoffman Excavating Inc.	10149	4,125.00
Lowe's Business Acct/GEMB	10360	31,936.53

## A/P Vendor Publication Report

Payment Date Range: 03/01/2017 - 02/28/2018

Vendor Name	Vendor Number	Total Payments
Mad Science of N. Illinois	10080	5,882.00
Marianne Nicolosi	10082	7,898.23
Market Access	10160	7,310.00
Marquis Masonry	11214	3,270.00
Master Truck & Trailer, LLC	10169	4,722.69
Mays Chemical	10171	5,981.97
Melrose Pyrotechnics Inc.	10181	16,000.00
Menoni & Mocogni	10191	6,243.08
Michiana, LLC	10636	9,434.00
Mutual Ace Hardware	10213	8,161.17
Nels J. Johnson Tree Experts Inc.	10217	67,465.00
North Shore Gas Company	10224	23,560.29
NSSRA	10228	151,650.31
Nutoys	10776	27,035.00
Ole Spanish Services LLC	10085	3,200.00
Orkin Pest Control	10233	3,041.28
Otis Elevator Company	10235	6,252.36
PACT Administrative Services Corp	10110	24,593.80
Park District of Highland Park	10237	10,092.50
Partnership Financial Credit Union	10104	11,050.00
PDRMA	10242	626,387.75
Pentegra Systems	10243	5,468.04
Petty Cash	10246	3,915.23
Pioneer Manufacturing Co.	10249	9,311.25
Postmaster Glencoe	10374	5,425.00
Pride Dojo Inc.	10090	55,335.43
Pump It Up	10254	2,526.00
Quantum 360 LLC	11224	5,172.00
Quill Corporation	10259	25,449.32
R&R Specialties of Wisconsin	10718	3,235.65
Raymond Laseter	10072	4,885.00
Real V LLC	10966	5,544.00
Record-A-Hit	10375	2,900.00
Red's Garden Center Inc.	10263	3,250.66
Reese Recreation Products	10264	5,770.00
Rent Com, Inc.	11076	3,479.00
Rick's AutoCare & Collision Repair	11173	4,123.00
Rite Portable Restrooms	10767	8,586.00
RMC Inc.	10269	35,655.05
Rubino Engineering Inc	10724	11,464.26
Russo's Power Equipment Inc.	10271	34,727.11
Salle Stepien Corp	10615	11,776.10
Sam's Club Direct Commercial Account Program	10275	11,841.59
Sandra K Culver	10654	12,279.01
Sarah Hall	10515	71,262.76
Sculptures in Ice, Inc.	10051	2,740.00
Shaun Christopher Whitley	11160	4,800.00
Sherwin-Williams Company	10279	5,349.66
Sign Palace	10803	6,895.00
SiteOne Landscape Supply	10716	2,908.35
Six Flags Great America	10282	3,110.00
Southeastern Security Consultants, Inc	10706	2,645.50
Specialty Floors, Inc.	10285	2,728.00
State Disbursement Unit	10108	5,093.40
Sunbelt Rentals	10753	4,316.59
Sunset Logistics, LLC	11228	5,500.00
Sunshine Arts & Crafts	10289	5,746.00
Tagg Enterprises, Inc.	10067	4,304.00
Telcom Innovations Group	10294	5,470.50
Thatcher Oaks Awnings	11131	3,350.00
The Lifeguard Store	10151	2,504.20

**A/P Vendor Publication Report**

Payment Date Range: 03/01/2017 - 02/28/2018

Vendor Name	Vendor Number	Total Payments
The Mulch Center	10209	5,122.50
TimeClock Plus, Inc.	11168	25,519.89
Timothy Dane Bowen	10517	15,894.00
Tyler Technologies, Inc.	10300	5,435.36
UMB Bank NA	10705	1,037,621.00
Vanguard Energy Service, LLC	10307	30,778.72
Vantagepoint Trf Agents-457	10099	29,899.86
Verizon Wireless	10309	10,875.28
Vermont Systems, Inc.	10308	17,148.10
Vernon Hills Park District	10310	4,617.00
Village of Glencoe	10457	52,746.12
Village of Glencoe-Shared Svcs	10458	23,114.58
Visu-Sewer of Illinois, LLC	11146	4,200.00
Walmart Community	10314	15,134.87
Warehouse Direct Workplace Solutions	10700	15,968.03
Wheeling Park District	10316	4,776.00
Wight & Company	11102	42,770.58
Wisconsin Dept of Revenue	10102	3,010.62
Wright Automotive Inc.	11094	22,536.00
YBA Shirts	10957	3,132.00
<b>Grand Total:</b>	<b>8,741,988.51</b>	





Glencoe Park District

# P/R Employee Publication Report

By Employee Name

Payroll Set: Glencoe PD - Glencoe Park District

For Date Range 03/01/2017-02/28/2018

Employee Name	Department Name	Category	Type	Salary
Acosta, Raul	06-Facility Maint-Bill	Part Time	Hourly	\$14,533.02
Adams, Emerson	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,748.38
Adams, Nicholas	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,239.15
Alessi, Alex	13-Watts Ice-Adam	Part Time	Hourly	\$4,386.25
Alexander, Seth	13-Watts Ice-Adam	Part Time	Hourly	\$2,265.64
Ali, Andrew	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,579.09
Ali, Lauren	07-Athletics-Chris P	Part Time	Hourly	\$3,292.61
Alter, Nathaniel	13-Watts Ice-Adam	Part Time	Hourly	\$3,713.21
Anderson, Wyatt	05-Arts/Youth-Stephani	Part Time	Hourly	\$7,635.51
Andrews, Katherine	07-Athletics-Chris P	Part Time	Hourly	\$3,402.02
Appelson, Lauren	11-Early Childhood-Nao	Part Time	Hourly	\$1,051.88
Aufderheide, Frances	13-Watts Ice-Adam	Part Time	Hourly	\$2,171.08
Aufderheide, Henry	13-Watts Ice-Adam	Part Time	Hourly	\$2,987.77
Aviles, Aileen	09-Daycare-Jessica	Full Time	Hourly	\$29,575.58
Aviles, Rogelio	06-Facility Maint-Bill	Full Time	Hourly	\$41,418.76
Bailey, Samantha	13-Watts Ice-Adam	Part Time	Hourly	\$2,489.56
Barchenger, Jared	02-Parks-Chris	Full Time	Hourly	\$42,879.85
Barrios, Maximino	06-Facility Maint-Bill	Full Time	Hourly	\$34,420.12
Barrios, Yosefin	14-Takiff Ctr-Adam	Part Time	Hourly	\$110.62
Belpedio, Kaily	09-Daycare-Jessica	Part Time	Hourly	\$4,979.25
Bilas, Matthew	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,930.39
Blankstein, Lily	11-Early Childhood-Nao	Part Time	Hourly	\$1,800.00
Bleaddon, Joseph	04-Beach/Boating-Matt	Part Time	Hourly	\$2,091.94
Bornstein, Bradley	13-Watts Ice-Adam	Part Time	Hourly	\$47.73
Boudreaux, Patricia	11-Early Childhood-Nao	Part Time	Hourly	\$6,868.87
Breen, Joseph	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,154.59
Briskman, Stephani	01-Admin	Full Time	Salary	\$48,530.80
Brownlee, Jackson	04-Beach/Boating-Matt	Part Time	Hourly	\$6,396.60
Buric, Julia	04-Beach/Boating-Matt	Part Time	Hourly	\$373.31
Burris, Charlene	09-Daycare-Jessica	Part Time	Hourly	\$1,680.00
Cadarian, Ronald	14-Takiff Ctr-Adam	Part Time	Hourly	\$414.00
Cantagallo, Toni	13-Watts Ice-Adam	Part Time	Hourly	\$2,854.94
Chandler, Jacob	13-Watts Ice-Adam	Part Time	Hourly	\$1,066.38
Ciss, Alyssa	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,665.78
Clark, Harrison	07-Athletics-Chris P	Part Time	Hourly	\$8,155.76
Cohen, Marsha	09-Daycare-Jessica	Full Time	Hourly	\$44,270.86
Collin, Megan	04-Beach/Boating-Matt	Part Time	Hourly	\$2,041.87
Collins, Robert	01-Admin	Full Time	Salary	\$72,740.72
Connie, Isaac	07-Athletics-Chris P	Part Time	Hourly	\$3,336.89
Cotter, Dylan	13-Watts Ice-Adam	Part Time	Hourly	\$3,343.84
Crue, Mary Clare	11-Early Childhood-Nao	Part Time	Hourly	\$1,256.25
Cunningham, Jaclyn	09-Daycare-Jessica	Full Time	Hourly	\$40,044.06
Curi, Paul	14-Takiff Ctr-Adam	Part Time	Hourly	\$5,042.43
Damen, Julia	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,381.88
Desmond, Clayton	04-Beach/Boating-Matt	Part Time	Hourly	\$132.75
Desmond, Margaret	04-Beach/Boating-Matt	Part Time	Hourly	\$2,115.00
Diaz, Luis	13-Watts Ice-Adam	Part Time	Hourly	\$8,030.90
Dinham, Cynthia	11-Early Childhood-Nao	Part Time	Hourly	\$14,968.20
Dittrich, Jack	13-Watts Ice-Adam	Part Time	Hourly	\$13,575.40
Dominguez, Jose	06-Facility Maint-Bill	Part Time	Hourly	\$5,255.65
Dore, Kevin	09-Daycare-Jessica	Part Time	Hourly	\$2,631.15
Dubose, Layne	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,671.89
Dunbar, Jill	15-Adult/Spec Event-Liz	Part Time	Hourly	\$1,437.50
Edwards, Daniel	02-Parks-Chris	Full Time	Hourly	\$24,262.97
Ehrenberg, Richard	15-Adult/Spec Event-Liz	Part Time	Hourly	\$1,050.00
Eldridge, William	06-Facility Maint-Bill	Full Time	Salary	\$79,956.16
English, Alexa	13-Watts Ice-Adam	Part Time	Hourly	\$3,877.86

Employee Name	Department Name	Category	Type	Salary
Estrella, Clara	14-Takiff Ctr-Adam	Part Time	Hourly	\$14,833.43
Faliks, Irina	05-Arts/Youth-Stephani	Part Time	Hourly	\$650.00
Fay, Daniel	13-Watts Ice-Adam	Part Time	Hourly	\$4,957.30
Filerman, Marcia	09-Daycare-Jessica	Part Time	Hourly	\$236.25
Ford, Morgan	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,594.38
Fosco, Anne	09-Daycare-Jessica	Full Time	Hourly	\$28,201.48
Frugo, Amanda	09-Daycare-Jessica	Part Time	Hourly	\$16,331.77
Garvett, Naomi	11-Early Childhood-Nao	Full Time	Salary	\$56,850.10
Gaudet, Matthew	06-Facility Maint-Bill	Part Time	Hourly	\$14,866.01
Geller, Stella	09-Daycare-Jessica	Part Time	Hourly	\$6,451.68
Gerszonovicz, Michael	11-Early Childhood-Nao	Part Time	Hourly	\$702.00
Ghobrial, Nour	13-Watts Ice-Adam	Part Time	Hourly	\$947.45
Goedjen, Paul	01-Admin	Full Time	Salary	\$37,729.66
Gottshall, Lucas	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,649.07
Groner, Emma	11-Early Childhood-Nao	Part Time	Hourly	\$1,902.68
Grumet-Morris, Yardena	09-Daycare-Jessica	Part Time	Hourly	\$7,077.00
Hanold, Elizabeth	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,800.76
Harrington, William	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,863.80
Harris, Lucas	09-Daycare-Jessica	Part Time	Hourly	\$848.13
Harrison, Thomas	04-Beach/Boating-Matt	Part Time	Hourly	\$864.29
Hayes, Jamie	09-Daycare-Jessica	Part Time	Hourly	\$5,660.63
Hayes, Rachel	05-Arts/Youth-Stephani	Part Time	Hourly	\$395.94
Heavenrich, Rebecca	11-Early Childhood-Nao	Part Time	Hourly	\$2,219.89
Henry, Morgan	11-Early Childhood-Nao	Part Time	Hourly	\$1,300.00
Hibben, Timothy	07-Athletics-Chris P	Part Time	Hourly	\$5,002.50
Huels, Christian	04-Beach/Boating-Matt	Part Time	Hourly	\$2,084.03
Ioffe, Ilya	06-Facility Maint-Bill	Full Time	Hourly	\$46,093.18
Ivaska, Darius	07-Athletics-Chris P	Part Time	Hourly	\$2,120.00
Iverson, Thomas	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,577.60
Jabbari, Perry	04-Beach/Boating-Matt	Part Time	Hourly	\$1,643.12
Jacobson, Marla	14-Takiff Ctr-Adam	Part Time	Hourly	\$1,810.14
Janis, Bradley	02-Parks-Chris	Full Time	Hourly	\$47,792.74
Jaros, Caroline	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,245.63
Jaros, Daniel	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,910.38
Johnson, Charles	07-Athletics-Chris P	Part Time	Hourly	\$2,070.00
Kacena, Nicholas	04-Beach/Boating-Matt	Part Time	Hourly	\$1,710.00
Kalter, Natalie	13-Watts Ice-Adam	Part Time	Hourly	\$37.13
Kaplan, Eleanor	13-Watts Ice-Adam	Part Time	Hourly	\$2,713.08
Kaplan, Julie	14-Takiff Ctr-Adam	Part Time	Hourly	\$2,625.00
Keefe, Karen	02-Parks-Chris	Part Time	Hourly	\$18,073.71
Keleher, Cara	04-Beach/Boating-Matt	Part Time	Hourly	\$2,121.75
Kelly, Caroline	15-Adult/Spec Event-Liz	Part Time	Hourly	\$282.25
Kendall, Emily	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,788.02
Kendall, Jonee	14-Takiff Ctr-Adam	Part Time	Hourly	\$1,399.68
Kendall, William	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,628.66
Kennedy, Brian	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,235.16
Kepes, Andrew	04-Beach/Boating-Matt	Part Time	Hourly	\$962.65
Kinsey, Lauren	10-Regis Office-Lorise	Full Time	Hourly	\$39,245.92
Kleinmann, Maxwell	13-Watts Ice-Adam	Part Time	Hourly	\$567.83
Klem, Rachel	07-Athletics-Chris P	Part Time	Hourly	\$992.07
Klevenow-Anderson, Sonja	11-Early Childhood-Nao	Part Time	Hourly	\$21,410.05
Klonowski, Maria	09-Daycare-Jessica	Part Time	Hourly	\$11,216.04
Knebelkamp, Sophia	11-Early Childhood-Nao	Part Time	Hourly	\$1,615.50
Koenig, Miriam	07-Athletics-Chris P	Part Time	Hourly	\$17,078.27
Kozelka, Jacqueline	11-Early Childhood-Nao	Part Time	Hourly	\$28,909.77
Kraemer, Kathleen	11-Early Childhood-Nao	Part Time	Hourly	\$7,040.31
Krause, Talia	04-Beach/Boating-Matt	Part Time	Hourly	\$119.13
Kritz, Isabel	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,863.00
Kroll, Sydney	09-Daycare-Jessica	Part Time	Hourly	\$13,880.63
Krueger, Mary	11-Early Childhood-Nao	Part Time	Hourly	\$19,594.71
Kuhns, Paul	13-Watts Ice-Adam	Part Time	Hourly	\$6,127.37
Kulczyk, Karolina	14-Takiff Ctr-Adam	Part Time	Hourly	\$399.00
Lafevers, Brandes	04-Beach/Boating-Matt	Part Time	Hourly	\$1,615.50
Larmore, Matthew	07-Athletics-Chris P	Part Time	Hourly	\$296.29

Employee Name	Department Name	Category	Type	Salary
LeDuc, Autumn	10-Regis Office-Lorise	Part Time	Hourly	\$8,412.29
Leiner, Christopher	01-Admin	Full Time	Salary	\$96,531.18
Lentz, Patrick	01-Admin	Part Time	Hourly	\$3,000.00
Lerner, Hannah	04-Beach/Boating-Matt	Part Time	Hourly	\$1,563.75
Lerner, Harris	04-Beach/Boating-Matt	Part Time	Hourly	\$1,911.51
Lesniak, Caroline	15-Adult/Spec Event-Liz	Part Time	Hourly	\$139.50
LeVeille, Cameron	04-Beach/Boating-Matt	Part Time	Hourly	\$1,244.25
Liebovich, Alessia	13-Watts Ice-Adam	Full Time	Hourly	\$1,200.38
Liebovich, Giulia	13-Watts Ice-Adam	Part Time	Hourly	\$6,585.97
Lindburg, Andrew	04-Beach/Boating-Matt	Part Time	Hourly	\$524.25
Liptay, Courtney	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,235.43
Lister, John	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,117.17
Litchman, Hannah	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,130.34
Lota, David	05-Arts/Youth-Stephani	Part Time	Hourly	\$5,603.82
Lowenbaum, Kate	04-Beach/Boating-Matt	Part Time	Hourly	\$774.26
Lushniak, Michael	01-Admin	Full Time	Salary	\$50,053.30
Lynch, Maria	04-Beach/Boating-Matt	Part Time	Hourly	\$2,432.58
Maassen, Erin	01-Admin	Full Time	Salary	\$77,036.12
MacDonald, Kelsey	13-Watts Ice-Adam	Part Time	Hourly	\$1,394.27
Macklin, Emily	11-Early Childhood-Nao	Part Time	Hourly	\$316.73
Macklin, Tatum	04-Beach/Boating-Matt	Part Time	Hourly	\$1,095.75
Maher, Charles	04-Beach/Boating-Matt	Part Time	Hourly	\$736.46
Maiworm, Callen	05-Arts/Youth-Stephani	Part Time	Hourly	\$9,809.67
Maiworm, Camden	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,467.16
Mandell, Melanie	04-Beach/Boating-Matt	Part Time	Hourly	\$1,621.50
Marcovici, Anna	09-Daycare-Jessica	Part Time	Hourly	\$2,674.13
Marinovska, Natalia	09-Daycare-Jessica	Full Time	Hourly	\$4,914.20
Marren, John	04-Beach/Boating-Matt	Part Time	Hourly	\$1,482.01
Marron Meza, Raul	02-Parks-Chris	Full Time	Hourly	\$34,609.10
Marron, David	02-Parks-Chris	Full Time	Hourly	\$17,690.66
Martinez, Ashley	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,289.52
Marx, Anthony	02-Parks-Chris	Full Time	Salary	\$58,700.54
Mastrapa, Matthew	04-Beach/Boating-Matt	Part Time	Hourly	\$639.00
Mata, Antonio	06-Facility Maint-Bill	Part Time	Hourly	\$14,683.46
McDonald, Thomas	02-Parks-Chris	Full Time	Salary	\$60,149.08
McHugh, Peter	13-Watts Ice-Adam	Part Time	Hourly	\$2,163.75
McLaughlin, Keara	13-Watts Ice-Adam	Part Time	Hourly	\$1,648.59
Mehlman, Rachel	13-Watts Ice-Adam	Part Time	Hourly	\$560.25
Mensinger, Carol	01-Admin	Full Time	Salary	\$143,089.12
Meyers, Andrew	11-Early Childhood-Nao	Part Time	Hourly	\$1,905.38
Michael, Amanda	01-Admin	Full Time	Salary	\$5,495.12
Mills, Nathaniel	09-Daycare-Jessica	Part Time	Hourly	\$6,309.00
Mirasol, Alexandra	05-Arts/Youth-Stephani	Part Time	Hourly	\$4,451.10
Mirasol, Nicholas	07-Athletics-Chris P	Part Time	Hourly	\$3,168.26
Miskowicz, Terry	07-Athletics-Chris P	Part Time	Hourly	\$17,483.54
Mitchell, Jessica	15-Adult/Spec Event-Liz	Part Time	Hourly	\$3,892.72
Moline, Doug	13-Watts Ice-Adam	Part Time	Hourly	\$2,876.25
Morris, Sophia	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,680.78
Motew, Samuel	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,376.01
Munck, Jennifer	11-Early Childhood-Nao	Part Time	Hourly	\$25,292.42
Murphy, Elizabeth	07-Athletics-Chris P	Part Time	Hourly	\$3,714.71
Nach, Amanda	05-Arts/Youth-Stephani	Part Time	Hourly	\$6,328.15
Newcomb, Benjamin	13-Watts Ice-Adam	Part Time	Hourly	\$4,159.26
Norehad, John	13-Watts Ice-Adam	Part Time	Hourly	\$354.64
Nussbaum, Aaron	06-Facility Maint-Bill	Part Time	Hourly	\$5,620.31
O'Keeffe, Thomas	04-Beach/Boating-Matt	Part Time	Hourly	\$3,184.68
Olson, Elizabeth	09-Daycare-Jessica	Part Time	Hourly	\$8,179.00
O'Malley, Mary	04-Beach/Boating-Matt	Part Time	Hourly	\$1,968.40
O'Shea, Anthony	04-Beach/Boating-Matt	Part Time	Hourly	\$3,544.50
O'Sullivan, Mary	13-Watts Ice-Adam	Part Time	Hourly	\$296.25
Osuna, Emma	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,888.23
Packer, Sarah	05-Arts/Youth-Stephani	Part Time	Hourly	\$4,285.10
Patterson, Kailey	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,521.33
Paulson, Abigail	09-Daycare-Jessica	Part Time	Hourly	\$4,299.38

Employee Name	Department Name	Category	Type	Salary
Pavlovic, Mia	09-Daycare-Jessica	Part Time	Hourly	\$1,302.00
Pepe, Cristina	11-Early Childhood-Nao	Part Time	Hourly	\$16,497.04
Pepe, Rose	09-Daycare-Jessica	Full Time	Hourly	\$41,477.01
Peraud, Jordan	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,548.94
Pietrini, Christopher	07-Athletics-Chris P	Full Time	Salary	\$58,408.02
Pilolla, Daniela	07-Athletics-Chris P	Part Time	Hourly	\$247.55
Poklop, Natalie	15-Adult/Spec Event-Liz	Part Time	Hourly	\$724.50
Pranian, Jon	07-Athletics-Chris P	Part Time	Hourly	\$40,766.77
Pranian, Riley	05-Arts/Youth-Stephani	Part Time	Hourly	\$482.13
Pressler, Rachel	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,792.70
Purcell, David	07-Athletics-Chris P	Part Time	Hourly	\$5,258.07
Rackow, Jill	09-Daycare-Jessica	Part Time	Hourly	\$933.00
Reed, Carmen	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,740.03
Reiner, Lynn	11-Early Childhood-Nao	Part Time	Hourly	\$201.50
Resis, Cari	05-Arts/Youth-Stephani	Part Time	Hourly	\$39,760.17
Resnik, Stacey	11-Early Childhood-Nao	Part Time	Hourly	\$9,380.34
Richard, Hannah	04-Beach/Boating-Matt	Part Time	Hourly	\$2,569.41
Ringel, Kerri	11-Early Childhood-Nao	Part Time	Hourly	\$16,281.05
Robinson IV, Everett	07-Athletics-Chris P	Part Time	Hourly	\$513.00
Robinson, Everett	07-Athletics-Chris P	Part Time	Hourly	\$3,349.88
Rogers, Katherine	13-Watts Ice-Adam	Part Time	Hourly	\$750.00
Rose, Graham	04-Beach/Boating-Matt	Part Time	Hourly	\$1,606.52
Rosen, Ethan	07-Athletics-Chris P	Part Time	Hourly	\$600.00
Ross, Brian	05-Arts/Youth-Stephani	Part Time	Hourly	\$5,828.26
Rudman, Tessa	11-Early Childhood-Nao	Part Time	Hourly	\$886.50
Runkel, Jennifer	01-Admin	Full Time	Salary	\$61,715.40
Ruzumna, Rachel	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,821.13
Salgado, Isabel Marie	09-Daycare-Jessica	Part Time	Hourly	\$2,107.00
Sampson, Debra	15-Adult/Spec Event-Liz	Part Time	Hourly	\$2,460.00
Sapienza, Johannah	11-Early Childhood-Nao	Part Time	Hourly	\$114.00
Schade, Kelly	09-Daycare-Jessica	Part Time	Hourly	\$3,828.00
Schardt, Ashton	13-Watts Ice-Adam	Part Time	Hourly	\$5,070.00
Schellenberg, Grace	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,758.60
Schenkman, Laurel	04-Beach/Boating-Matt	Part Time	Hourly	\$52.25
Scheuer, Ann	13-Watts Ice-Adam	Part Time	Hourly	\$5,288.50
Schlessinger, Rachel	09-Daycare-Jessica	Part Time	Hourly	\$3,133.75
Schlupp, Randolph	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,851.42
Schneider, Jana	14-Takiff Ctr-Adam	Part Time	Hourly	\$1,265.00
Schofield, Chloe	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,391.50
Schwartz, Emma	04-Beach/Boating-Matt	Part Time	Hourly	\$332.07
Scott, Christopher	04-Beach/Boating-Matt	Part Time	Hourly	\$418.53
Seiden, Lexi	11-Early Childhood-Nao	Part Time	Hourly	\$885.89
Shapiro, Nathan	11-Early Childhood-Nao	Part Time	Hourly	\$1,287.25
Sheppard, Lisa	01-Admin	Full Time	Salary	\$164,300.14
Sherman, Marisa	09-Daycare-Jessica	Part Time	Hourly	\$8,261.25
Shiner, Sarah	05-Arts/Youth-Stephani	Part Time	Hourly	\$1,584.00
Shore, Roberta	11-Early Childhood-Nao	Part Time	Hourly	\$7,386.47
Short, Cletus	07-Athletics-Chris P	Part Time	Hourly	\$393.75
Siragusa, Jill	10-Regis Office-Lorise	Part Time	Hourly	\$8,781.58
Sklansky, Maxwell	04-Beach/Boating-Matt	Part Time	Hourly	\$222.72
Slater, Tatyana	09-Daycare-Jessica	Part Time	Hourly	\$7,093.12
Slovly, Adrienne	09-Daycare-Jessica	Part Time	Hourly	\$71.50
Slowey, Kevin	04-Beach/Boating-Matt	Part Time	Hourly	\$1,385.04
Smith, CJ Appelton	11-Early Childhood-Nao	Part Time	Hourly	\$35,538.40
Spencer, Ana	15-Adult/Spec Event-Liz	Part Time	Hourly	\$4,572.50
Springman, Lonnie	07-Athletics-Chris P	Part Time	Hourly	\$1,431.10
Steiger, Cheryl	15-Adult/Spec Event-Liz	Part Time	Hourly	\$5,220.00
Steindler, Dina	09-Daycare-Jessica	Part Time	Hourly	\$24,935.00
Steinmetz, Natalie	15-Adult/Spec Event-Liz	Part Time	Hourly	\$52,824.59
Stern, Sharon	11-Early Childhood-Nao	Part Time	Hourly	\$16,397.34
Sternberg, Leah	11-Early Childhood-Nao	Part Time	Hourly	\$2,250.56
Stockl, Jessica	09-Daycare-Jessica	Full Time	Hourly	\$46,266.77
Stone, Tyler	04-Beach/Boating-Matt	Part Time	Hourly	\$2,857.50
Stowick, Elizabeth	01-Admin	Full Time	Salary	\$49,700.12

Employee Name	Department Name	Category	Type	Salary
Strong, Dontay	14-Takiff Ctr-Adam	Part Time	Hourly	\$2,219.51
Suchsland, Andrew	07-Athletics-Chris P	Part Time	Hourly	\$3,291.64
Sundaram, Arun	13-Watts Ice-Adam	Part Time	Hourly	\$5,362.14
Tomei, Richard	14-Takiff Ctr-Adam	Part Time	Hourly	\$234.00
Torre, Matthew	13-Watts Ice-Adam	Part Time	Hourly	\$3,561.47
Twardowski, Justyna	09-Daycare-Jessica	Part Time	Hourly	\$8,517.00
VanDusen, Laura	11-Early Childhood-Nao	Part Time	Hourly	\$6,640.00
Visteen, Elizabeth	15-Adult/Spec Event-Liz	Full Time	Salary	\$64,400.06
Wallace, Patricia	10-Regis Office-Lorise	Part Time	Hourly	\$23,874.49
Warren, Ian	04-Beach/Boating-Matt	Part Time	Hourly	\$1,465.38
Weber, Alyson	05-Arts/Youth-Stephani	Part Time	Hourly	\$5,508.26
Weil, Lorise	10-Regis Office-Lorise	Full Time	Salary	\$72,525.00
Weine, Daniella	09-Daycare-Jessica	Part Time	Hourly	\$180.00
West, Erika	11-Early Childhood-Nao	Part Time	Hourly	\$4,235.00
Wexler, Liem	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,004.02
Wexler, Zoe	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,444.24
Whisner, Nathan	13-Watts Ice-Adam	Part Time	Hourly	\$2,316.01
Wiegel, Melissa	09-Daycare-Jessica	Part Time	Hourly	\$4,296.00
Wilneff, Camryn	05-Arts/Youth-Stephani	Part Time	Hourly	\$2,211.07
Wohl, Adam	14-Takiff Ctr-Adam	Full Time	Salary	\$13,384.62
Wong, Justin	04-Beach/Boating-Matt	Part Time	Hourly	\$941.18
Woodson, Kevin	13-Watts Ice-Adam	Part Time	Hourly	\$365.44
Xiong, Baylee	05-Arts/Youth-Stephani	Part Time	Hourly	\$3,072.10
Zidron, Therese	11-Early Childhood-Nao	Part Time	Hourly	\$20,051.95
Zirlin, Dina	09-Daycare-Jessica	Part Time	Hourly	\$3,855.00

**VIII. Action Item D**  
**Approval to Cancel the August**  
**Regular Board Meeting**

**No Documents**

Glencoe Park District  
July 2018 Board Meeting

# **VIII. Action Item E**

## **Approval of the Energy Contract**

Glencoe Park District  
July 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: IGS ENERGY CONTRACT  
DATE: 7/10/18

The Park District has completed the current energy contract with Vanguard for fixed rate energy per KWH. After research, we are seeking the Board's approval to enter into a 3-year fixed rate per KWH contract with IGS Energy. IGS Energy has offered the Park District more favorable terms. This contract has no penalties for an increase or decrease in usage. As the KWH rate is a commodity, the Park District will be provided with the best possible rate on the date of the Board meeting, this will include an explanation of savings from the previous contract. Pending Board approval, the contract would be entered into on July 18, 2018.

No. Section 8 of the Illinois Park District Code exempts contracts for utility services from the competitive bidding requirement.

**Recommended Motion:** To approve and authorize the Executive Director to sign an agreement for a 36-month contract for fixed per KWH electricity with IGS Energy.



# **VIII. Action Item F**

## **Approval of the Updated Safety Manual**

Glencoe Park District  
July 2018 Board Meeting



# **SAFETY**

# **MANUAL**

(Updated March 2018)

**GLENCOE PARK DISTRICT**  
**SAFETY MANUAL**

Original Created: 1986  
Revised: February 2018

**GLENCOE PARK DISTRICT**  
**SAFETY POLICY MANUAL**

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- J. Inclement Weather Procedures (Closing Facilities & Cancellation of Programs)**
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- V. Employee Acknowledgment of Safety Manual (Sign-Off Sheet)**

## SAFETY POLICY STATEMENT

### Purpose

It is the intention of the Glencoe Park District to develop, implement, and administer a comprehensive loss prevention program. The Glencoe Park District maintains that the public and its employees are its most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Department heads and supervisory personnel at all levels of the Park District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the Park District's capital and personnel. Although, profit is not a Park District goal per se, the same efficiency is desired to ensure maximum use of each tax dollar available.

### Concept

Within the operational activities of any endeavor, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations should include consideration of problems and/or errors, which could occur as it relates to the environment, equipment, job procedures and personnel. Accidents are unplanned events. Proper planning can control accidents. Most accidents are preventable. Loss prevention is to initiate such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continual emphasis on techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage and work interruption. Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance will be considered an important measure of supervisory and employee performance evaluations at the Glencoe Park District.

  
\_\_\_\_\_

Lisa Sheppard

Executive Director

  
\_\_\_\_\_

Chris Leiner

Safety Coordinator

  
\_\_\_\_\_

Carol Mensinger

Safety Coordinator

Date 2/19/18

## **Section 1.01 OBJECTIVES OF SAFETY COMMITTEE**

The primary objective of the Safety Committee is to assist management in initiating, implementing and maintaining a safety program, which results in a safer environment for employees and patrons.

1. Establish and meet specific short-term and long-term safety and loss control program goals and objectives.
2. Review all District injuries, accidents and incidents (near misses) and develop countermeasures for prevention.
3. Discuss existing safety policies. Make recommendations for modification/upgrading and advertise or utilize policies in the preparation of educational materials.
4. Oversees the completion of, and reviews all inspections and coordinates a self-inspection program schedule.
5. Develop recommendations and target dates (time lines) for loss control program improvement.
6. Concentrates heavily upon needs and concerns, which arise during the summer seasonal (busy) months.
7. Prepare for and participate in the PDRMA Loss Control Program Evaluation meeting.
8. Coordinate safety training topics for all FT and Permanent Part Time staff as needed during the year.

## **Section 1.02 ASSIGNMENT OF RESPONSIBILITY**

Each employee will be directly responsible for adherence to the safety rules and procedures in this manual as well as those presented in In-Service Training Programs.

Responsibility for enforcement of these safety procedures and for on-going instruction and training of employees in safety begins with a commitment by the Park Board and Park District Director and extends down to each superintendent, manager, supervisor and individual employee.

Staff who do not comply with safety policies will be disciplined. Depending on the severity of the violation and/or failure to follow safety policies may result in a verbal or written warning, suspension (with or without pay) and/or termination.

## **Section 1.03 GENERAL RESPONSIBILITIES**

Actively supports the Safety Policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

**Board of Commissioners:**

1. Has the ultimate responsibility for safety.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies.
4. Participates in safety program by making safety tours, reviews safety reports, praises safety work methods.

**Director:**

1. Establishes and administers the safety and loss control programs.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Appoints a Safety Coordinator to implement the loss control program for the agency.
4. Instills in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
5. Participates in Safety Committee functions.
6. Evaluates the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.

**Department Heads:**

1. Works in cooperation with the Safety Coordinator to organize Loss Control Program aspects which are particular to his/her department (i.e., beach, recreation).
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
4. Makes specific budget allocations for the purchase of safety equipment, safety services and safety training (i.e., material handling, fire prevention, etc.).



5. Reviews and updates inspection criteria. Performs a departmental inspection report (or have alternate deliver) at Safety Committee Meetings.
6. Provides proper orientation, job instruction training and in-service training to supervisors.
7. Prepares needed support information for the PDRMA Loss Control Program Review meeting.

### **Supervisory Personnel:**

1. Becomes thoroughly familiar with the Safety Manual contents.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Inspects work areas (use checklists) for compliance with safe work practices and rules.
4. Properly orientate new employees. Provides good job instruction training and in-service training to current employees.
5. Enforces safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions.
6. Reports and investigates accidents. Provides medical authorization for injured employees to obtain medical care.
7. Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained.
8. Cooperates with the Safety Coordinator in making sure all memos, training, records, material safety data sheets, and correspondence are sent for his/her review.
9. Enforces disciplinary policies.
10. Treats public complaints and concerns with the utmost attention. Is courteous in all cases.

### **Section 1.04 EMPLOYEE RESPONSIBILITIES**

Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their fellow workers, the public, and to conserve material resources. Each employee should:

1. Maintain a working knowledge of all general and departmental-specific safety

rules.

- 1) Promptly report to their supervisor all accidents, injuries and damages to equipment occurring within the course of their employment, no matter how minor. Promptly means the same day the occurrence happens.
3. Cooperate with and assist in the investigation of accidents to identify causes and corrective measures which could prevent their recurrence.
4. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
5. Become familiar with and observe approved safe work procedures during the course of their work activities.
6. Keep work areas clean and orderly at all times.
7. Avoid engaging in any horseplay and refrain from distracting others.
8. Obey all safety rules and follow published work instructions.
9. Wear required personal protective equipment when working in hazardous operations or areas.
10. Arrive at work with, or have on site, suitable clothing and equipment for the job(s) they are expected to perform.
11. Maintain a working knowledge of all general and departmental-specific safety rules.
12. Attends all required safety program and in-service education meetings.
13. Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
14. Pays close attention to housekeeping of work area(s) and general facility.

## II. MAINTENANCE OF SAFE WORKING CONDITIONS

### Section 2.01 BUILDINGS - GENERAL UPKEEP

#### 1. EXITS

- a. When possible, at least 2 exits should be available from all floors.
- b. All aisles and exits should be clear of any obstructions or obstacles.
- c. All exits should be clearly lit and marked.

#### 2. FIRE EXTINGUISHERS

- a. Each employee is to be properly trained in use of them.
- b. Sufficient fire extinguishers of the proper type should be provided to meet minimum fire code regulations.
- c. Fire extinguishers should be placed within easy reach, be properly marked and OSHA color-coded as to type.
- d. Fire extinguishers should be checked monthly and certified annually and proper levels maintained at all times. If you observe one that needs to be serviced notify your supervisor.
- e. A master plan of each building should be available indicating location of all fire extinguishers to better facilitate annual inspections.

#### 3. STORAGE

- a. Materials and equipment should be stored in designated areas and in proper storage containers.
- b. All stored materials should be properly secured so as not to pose possible injury to by-passers.
- c. All refuse should be placed in proper containers and a sufficient number of receptacles should be in each building. Waste receptacles should be emptied as needed, and again at building closing. They should never be allowed to be overfilled.
- d. All combustible materials such as flammable paint, paint thinner, and varnish must be marked and stored in a separate, proper fire

container.

- e. Electrical rooms and areas beneath stairways should never be utilized for storage of flammable and/or combustible materials.
- f. All mop heads, oil rags and solvent soaked rags must be stored in a self-closing fire resistant container and should be emptied outside the building at the end of each day.
- g. All toxic substances must be properly labeled with labels facing forward and stored in compliance with the Toxic Substance Disclosure Act. Each location has a material safety data sheet pertaining to each toxic substance used at that location.
- h. All full soft drink and CO 2 cylinders in concession areas must be chained or stored in an enclosed area.

#### **4. FLOORS, STAIRWAYS, WINDOWS**

- a. Substances spilled on floors should be cleaned up immediately.
- b. Floors should be maintained as even a level as possible; repairs should be made to holes, depressions, broken floor surfaces, uncovered drains, loose or poorly fitted gratings, sagging or expanded floor supports. All hazardous conditions must be barricaded or warning signs posted if repairs cannot be made immediately.
- c. Broken glass in windows and doors should be replaced immediately.
- d. Curtains and drapes should be fire retardant.
- e. All stairways should be equipped with secure railings and should be well lit, and have non-slip strips to prevent falling.

#### **5. LIGHTING AND ELECTRICAL**

- a. Emergency and security lighting should be installed in all buildings used by the public and checked monthly to insure proper operation.
- b. Broken lights should be replaced immediately.
- c. Electrical wiring should be properly encased and replaced when worn.

- d. Care should be taken not to over-load circuits.
- e. All electrical cords should be 3-pronged if the appliance has a three-pronged plug. All extension cords should be used on a short-term basis only and should not be substituted for permanent approved wiring. The use of extension cords for the purpose of substituting the buildings electrical system wiring in any structure is a violation of the National Electrical Code. Only the use of multiple outlet strips will be approved for use by the Glencoe Public Safety instead of extension cords and they must have an in-line circuit protector. Further, either Underwriters Labs or another nationally recognized testing lab must approve these units.
- f. Electrical cords and extension cords should not be run under carpeting, across aisles or be exposed, which may result in accidental falls. Nothing should be laid on top of any cord in order to avoid the cord from over-heating.
- g. Heating elements on appliances should only be on when needed and should be turned off at closing.

**6. GENERAL**

- a. All buildings should have emergency phone numbers located at telephones as well as emergency procedures posted.
- b. All buildings should be equipped with First Aid Kits with periodic inspection being performed (see e).
- c. Sidewalks, steps, parking lots, tennis courts and basketball courts should be repaired if shifting or cracking presents hazardous conditions. A barricade should be erected as soon as an unsafe or hazardous condition is identified.
- d. Smoking is prohibited within all Glencoe Park District facilities and designated outdoor areas. (See Section VIII Appendix D. Smoking Policy for locations.)
- e. Each building should be inspected and inspection forms completed during the first week of each month by an assigned person from each building.

## Sections 2.02 EQUIPMENT & TOOLS

- a. Proper training should be given prior to any use of equipment using the manufacturer's operating manual.
- b. All equipment and tools should be stored in a predesignated area, should be kept clean, and in good repair at all times.
- c. All equipment and tools should comply with OSHA standards.
- d. Operational instructions for all machinery should be in a written report. Copies shall be kept close to the appropriate machine or equipment (or on the machine or equipment if possible) for employee reference.
- e. All electrical cords and safety plugs should be checked before operating power tools.
- f. All handles on hammers, axes, sledgehammers, pick axes, etc. should be checked for wear or cracks, breaks or loose heads prior to use.
- g. Proper use of ladders should be taught, including proper angle placement. Ladders should be replaced or repaired before using if there are cracked rungs or side rails, ineffective braces, no ladder shoes or insufficient clearance. **The use of chairs or other non-ladder type devices for climbing purposes are not allowed.**
- h. At no time should any mobile equipment or tools be left unattended at a work site. Cutting blades and PTO's must be disengaged before dismounting equipment. Equipment must be turned off before inspection of cutting blades, u-joints, shafts or chains. Safety guards on equipment must never be removed.

## Section 2.03 EMPLOYEE SAFETY GEAR – Personal Protective Equipment (PPE)

1. The District will provide essential safety gear for all staff (see appropriate division Safety Manual for specifics) and will replace when necessary for each individual. If any gear is lost or misused and rendered useless, the employee shall pay for its replacement. At termination, safety equipment will be turned in, with the exception of clothes, shoes or other personal items.
2. Hard hats must be worn whenever any possible risk of injury is involved. This includes major building repairs, construction projects, tree cutting or planting, and while riding in open vehicles. Proper insulation of hard hats

for winter wear will be provided.

3. Employees should be trained in proper wearing of hard hats.
4. Rubber protective clothing, respirators, and eye protection will be worn when spraying hazardous chemicals.
5. Protective earmuffs should be worn whenever working with loud machinery or vehicles, such as chain saws, tractors, air hammers.
6. Proper protective safety goggles must be worn when working with grinders, welders, or other power tools and when working under vehicles or behind mowers.
7. Employees normally wearing eyeglasses should wear only safety lens glasses. All safety glasses must have side shields. The purchase of prescription safety glasses will be limited to replacement as needed, but no more than one pair per year.
8. Proper work shoes/boots must be approved by a Supervisor prior to purchase. The District will reimburse each employee for one pair of approved safety work shoes or boots per fiscal year. Not to exceed \$100 per year.
9. Proper clothing must be worn by all maintenance employees. The Supervisor can approve the use of shorts dependent on the task being performed.
10. When performing outdoor ice maintenance, employees are required to wear ice cleats.
11. Headphone radios are not allowed during working hours.

#### **Section 2.04 SAFETY PRECAUTIONS**

In order to protect against mechanical hazards, there are seven steps an employee can follow. These are:

1. Be alert.
2. Use tools properly.
3. Never tamper with safety devices. Safety guards must never be removed.
4. Disconnect power (**perform Lockout/Tagout procedures when**

**necessary – See appropriate manual)** when adjusting, cleaning or repairing machinery.

5. Keep hands and feet away from moving parts.
6. Remove watches and rings. Do not wear gloves around moving machine parts.
7. Practice good housekeeping.

## **Section 2.05 SAFETY AND HEALTH HAZARDS OF CHEMICALS**

As part of our policy that every employee is entitled to work under the safest conditions possible, we have incorporated a program to make sure every employee is aware of the safety and health hazards associated with the chemical products used in the Park District (**see appendix section: Employee Right to Know**). Our hazardous chemicals safety program is monitored by the Safety Committee. The program is structured to ensure that:

1. All hazardous chemicals are to be properly identified and labeled before entering the work place. Chemicals must be stored in their original container or a properly labeled substitute.
2. Material safety data sheets for hazardous chemicals are maintained in each department and are readily available to the employees working with those chemicals.
3. Employees working with hazardous chemicals are properly instructed about the hazards of those chemicals, how to work safely with them, and what special equipment (PPE), if any, is required.

Employees should immediately contact their supervisor if they have any questions regarding the safe handling of any chemicals.



### **III. FIRST AID AND EMERGENCY PROCEDURES**

#### **Section 3.01 INFECTIOUS DISEASE PRECAUTIONS – Blood Borne Pathogens**

The following guidelines are recommended to be followed by employees until evidence that is more conclusive is available concerning how the AIDS virus is transmitted. These guidelines are based on review of currently available information including recommendations and guidelines published by the Center for Disease Control, the American Academy of Pediatrics, the Public Health Services and the Surgeon General's Report.

These guidelines are not intended to create panic, hysteria or unreasonable measures, which could diminish the quality of services provided by the District. They are offered as measures to insure employee safety until more is known about the virus.

#### **I. CURRENT EVIDENCE ON INFECTIOUS DISEASE**

- A. All current scientific research supports the following conclusions:
1. The aids virus is fragile outside the body. Soap and water, rubbing alcohol and household bleach will kill it.
  2. AIDS is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or measles or chicken pox. The AIDS virus is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and possibly through breast feeding.
  3. There is no evidence that AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting or runny nose.
  4. There is no evidence that AIDS has been contacted from swimming in pools or hot tubs, from toilet seats, bathtubs or showers, or from eating in restaurants, or using dishes, glasses, straws, utensils or food handled by a person with AIDS.
  5. There is no evidence that AIDS has been contacted from doorknobs, linens, clothing, telephones, office machinery, furniture, or other articles touched by a person with AIDS.
  6. Although in an infected person the AIDS virus may be found in a variety of bodily fluids and secretions including semen, blood, saliva, sweat and tears, there is no evidence that saliva, sweat or tears have transmitted the AIDS virus.

7. Although current evidence indicates that the AIDS virus may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, Hepatitis B, tuberculosis and salmonellosis, which may be so transmitted, are sometimes also found in persons with AIDS in the latter stages of the disease.

## II. PRECAUTIONS

- A. Non-sterile rubber gloves will be available for use in all likely locations and should be kept out of sight, but in close proximity to the first aid kit. Because other infections in addition to the AIDS virus (and sometimes more easily transmitted such as Hepatitis B virus) can be present in blood, excrement or other body fluids the following routine procedures are recommended when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement (cleaning up potty "accidents" of young children), or other body fluids. It is to be emphasized that these procedures are recommended for all persons not just those who may be infected with AIDS.
  1. Hands should be thoroughly washed after contact. To the extent practical, hands should also be washed prior to contact. If the district employee has open cuts or abrasions on his hands, or if large spills of blood or bodily fluids are involved, the use of non-sterile gloves is also recommended. Accordingly, gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Even if gloves are used, however, hands should be washed following contact.
  2. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. If mixing a spray bottle, make sure to properly label it (see Safety and Health Hazards of Chemicals - Sec 2.05.)
  3. Disposable towels or tissues should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
  4. The Park District employee should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, it is recommended that the employee wear non-

sterile gloves.

- B. Oral airway/mouth pieces will be available in first aid kits to assist in mouth-to-mouth resuscitation.

To obviate concerns about mouth-to-mouth respiration, portable cardiopulmonary resuscitation equipment (e.g. disposal amu-bags, oral airway/mouth pieces or similar ventilation devices) should be strategically located and immediately available for use in areas where need is most predictable.

- C. Rubber shoes or "clip clogs" will be available to those who work in bathrooms near urinals and commodes. It is recommended these be used if the employee has an open lesion on the foot. Again, the guidelines and equipment are being provided for your use and consideration. The District recommends using the available equipment and procedures. We realize that each employee is responsible for their own personal safety and should utilize the procedures to the extent which satisfies him or her.

The first concern of each member of the Park District staff should be service to the public. If there is no doubt concerning your willingness to assist a patron or child in need of help, first aid or resuscitation, please discuss your concerns with your immediate supervisor.

### **Section 3.02 CLEAN UP PROCEDURE FOR BLOOD BORNE PATHOGENS**

The following routine procedures should be followed when handling blood (e.g. cleansing of and applying first aid to open wounds, (stopping a nose bleed), excrement (cleaning up potty "accidents"), or other body fluids:

- A. Non-sterile gloves, which are puncture resistant and impervious to blood, should be worn. Such gloves should be immediately available for use in areas where need is most predictable. Even if gloves are used, hands should be washed immediately and thoroughly after the gloves are removed.
- B. Soiled surfaces should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant.
- C. Disposable towels or tissue should be used whenever possible. After use, they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.

- D. Exposure of open skin lesions, weeping dermatitis or mucous membranes to the blood or body fluids should be avoided. When wiping up, emptying regular trash or washroom waste or sanitary napkins containers, employees should wear non-sterile, puncture-resistant gloves. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care.

### **Section 3.03 HEAD INJURIES**

- A. Any head injury can be more serious than it appears. A symptom of concussion may not appear for up to an hour or more. The fact that there is no bump or swelling only means the bruise may be inside the head.
- B. If you do not see the accident, assume it is more serious than it appears.
- C. In case of a head injury:
1. Apply ice
  2. Observe for signs of concussion. They are:
    - dilated pupils
    - sleepiness, tiredness or drowsiness
    - vomiting or nausea
    - there may not be a bump or swelling
    - observe the child for at least one hour
    - do not let the child lie down or fall asleep, comatosis may result
  3. Phone 911, if there is any question at all about the severity of the injury. If any of the above symptoms is evident or if the accident looks severe call at once. You will never be wrong by being on the safe side.
  4. Phone the parent

### **Section 3.04 BURN INJURY PREVENTION**

#### **Prevent Electrical Injuries**

1. Read and follow directions when using electrical appliances
2. Replace worn or frayed electrical cords and plugs
3. Insert child-proof caps in unused outlets
4. Never overload wall outlets or extension cords
5. Keep electrical cords from dangling

6. Do not run extension cords under rugs or through door jambs
7. Avoid sources of high-voltage power and never touch anything near fallen electrical power lines
8. Keep electrical appliances away from water

### **Prevent Flame Burns**

1. Install a smoke detector on every floor and regularly check batteries
2. Plan fire escape routes and have fire drills
3. Keep a fire extinguisher in the kitchen
4. Equip fireplace with a screen and spark arrester
5. Do not smoke, especially not while in bed
6. Store and use gasoline and other flammables carefully
7. Do not pour lighter fluid onto barbecue coals once the fire has started
8. Never add fuel to a hot lawn mower or motor bike
9. Keep matches and lighters in a safe childproof place
10. Locate space heaters away from drapes and furniture
11. Keep combustibles away from appliances, which produce heat
12. Teach children that matches and lighters are tools, not toys
13. Do not use fireworks

### **Prevent Scald Burns**

1. Lower the thermostat of hot water heaters to 125°F or less
2. Install anti-scald devices in faucets and shower heads
3. Always turn on the cold water faucet first, then add hot water; always turn the hot water off first
4. Test bath water temperature with your hand prior to bathing
5. Turn pot handles "in" when cooking and use back burners of the stove
6. Do not store snacks in the cabinet above the stove
7. Keep children at a safe distance when pouring hot liquids
8. Never drink hot liquids when holding an infant or toddler
9. Never use table cloths or place mats if toddlers are present
10. Test food that has been microwaved before giving to children
11. Never remove caps from hot automobile radiators

### **Prevent Contact Burns**

1. Use pot holders or oven mitts when handling hot objects
2. Cover radiators
3. Children should never use heating pads, curling irons or sun lamps
4. Keep oven door closed when cooking
5. Dispose of hot charcoal from barbecue grills and campfires appropriately
6. Check metal playground equipment exposed to direct sun before allowing children to use it

**IV. DISASTER PLANS**  
(Refer to Emergency Response Plan / Section 4.00)

## **Section 4.01 TORNADOS**

### **Tornado Weather, Fire and Lightning Safety Rules**

**(For additional information, see Takiff Center Emergency Response Plan)**

Programs should be canceled (with the consent of your supervisor) when a tornado warning is in effect, or during an extremely heavy snowfall. Instructors are responsible for notifying parents either by phone or in person when a program is canceled.

#### **I. General Rules during Tornado Conditions:**

1. Best areas:
  - a. Basements
  - b. Small interior room with no windows
  - c. Locker rooms and lavatories
  - d. Room constructed of reinforced concrete, brick or block with no windows and a heavy concrete floor or roof system overhead
  - e. Any protected area away from doors and windows
2. Areas not recommended:
  - a. Gymnasiums and auditoriums
  - b. Hallways exposed to direction of tornado
  - c. Room with large windows and doors
  - d. Rooms near chimneys or other large obstructions
3. Do not send children home on their own during a tornado warning.
4. Those in charge of a group must try to keep others as calm as possible.
5. It is recommended that someone be designated as group leader - someone who is able to make quick, reasonable decisions.
6. People should be sitting with their back to the walls, head down, knees up and arms protecting body and head.

## **Section 4.02 FIRES**

Each employee should be aware of how to act in case of a fire. Everyone should be informed of emergency exits and the location of:

- A. Fire Alarms
- B. Extinguishers

In the event that smoke or fire is detected within a building or area, proceed according to the following plan. **(For additional information, see Takiff Center Emergency Response Plan)**

1. Remove everyone from immediate danger of fire or smoke; at least 500 feet from the structure and out of the fire department's way. Be familiar

with evacuation routes.

2. Alarm - Pull the alarm lever on the fire alarm box (if available). Dial 911.
3. Contain - Close all doors. Stop air movements by closing doors, windows, and cutting off fans and ventilating systems. **These are to be done only if your personal safety is not compromised.** If so, leave building immediately.
4. Extinguish - Personnel trained in the use of fire extinguishers may fight small fires after sounding the alarm. **Do not endanger life!** Public Safety should be contacted even if fire is extinguished.
5. If you encounter heavy smoke, take short breaths through your nose; place a garment over your mouth and nose, stay low and crawl if necessary. Do not stop. There is less smoke at floor level.
6. Staff should not return to the building until **fire department officials** declare the area safe.
7. Notify the Director of Recreation & Facilities (TBA 847-613-5156) and Risk Management Coordinator (Chris Leiner, 847-946-7309) immediately of fire and action taken.

#### **Section 4.03 LIGHTNING SAFETY RULES**

To protect yourself and others from lightning, observe these safety precautions during thunderstorms:

If you are indoors:

1. Stay inside. Don't go outside unless it is necessary.
2. Stay away from open doors and windows, fireplaces, stoves, metal pipes, sinks, and plug-in appliances.
3. Don't use the phone, except for emergencies because lightning may strike telephone lines outside.

If you are outdoors:

1. Do not stand underneath a natural lightning rod such as a large tree in an open area.
2. Avoid projecting above the surrounding landscape, as you would if you were in an open field.



3. Get out of and away from open water.
4. Get away from tractors and other metal equipment.
5. Stay away from wire fences, metal pipes, rails and other metallic paths, which could carry lightning to you from some distance away.
6. Avoid standing in small isolated sheds or other small structures in open areas.
7. In open areas, go to a low place such as a ravine or valley.
8. If you're hopelessly isolated in a level field or prairie and you feel your hair stand on end - indicating lightning is about to strike - drop to your knees and bend forward, putting your hands on your knees. In this position, if lightning strikes near you, the chance of it using your body as a conductor is minimized.

#### **Section 4.04 BOMB THREAT PROCEDURE**

**(For additional information, see Takiff Center Emergency Response Plan)**

If a call is received that a bomb has been planted in a building, proceed according to the following plan:

##### **Person taking the telephone threat:**

1. All threats must be taken seriously
2. Be calm and courteous
3. Prolong the conversation as long as possible; be alert for background noises such as music, voices, trains, aircraft, etc. Note distinguishing voice characteristics. Record call in detail, in writing, including the time received.
4. Ask questions:
  - a. Where is the bomb located?
  - b. When will the bomb explode?
  - c. Why was the bomb placed there?
  - d. What does the bomb look like?
5. Notify the Glencoe Police Department at 835-4112 or 911 immediately after hanging up.

**Evacuation:**

In the event of a bomb threat, total evacuation will be effective immediately. Use similar procedures as a fire drill.

**If suspicious parcel/item found:**

1. Do not touch!
2. Clear the area
3. Notify management
4. Try to isolate the object by closing doors.
5. Police department personnel and trained bomb team will take over at this point.
6. Staff should not return to the building until the Police Department officials declare the area safe.

## V. SAFETY TRAINING PROGRAM

Each supervisor is responsible for providing proper training in safety procedures for current and new employees in their divisions. Training and education should be an ongoing, year-round program (see appendix: New Employee Orientation).

Periodic meetings should be held by each division for full-time and part-time staff to keep them aware of the safety program, discuss potential hazards, and make recommendations to the Safety Committee and to cover the various areas listed below:

1. First Aid
2. Cardiovascular Pulmonary Resuscitation (CPR)
3. Toxic Substance Education / Right-to-Know
4. Defensive Driving / For employees driving park district vehicles
5. Driver Selection / An up-to-date file should be kept on each employee who drives a vehicle; information should include all drivers license data (particular attention should be given to expiration dates), tickets which have been issued, number of minor and major accidents while working for the District, physical health.
  - a. New employees should be pre-tested before allowed to drive.
  - b. Staff should have drivers license on them at all times when driving vehicles.
  - c. Periodic unannounced inspections of licenses should be done to make sure employee has it on him and to make sure it has not expired or been revoked.
  - d. Employees are required to report any change in status on their license to their supervisor.
  - e. Driver's Abstracts will be performed at least once a year. In some cases, the Director may authorize abstracts more frequently if desired.
  - f. For employees who operate their own personal vehicle while performing a park district task, your personal insurance follows the vehicle not park district. (See mileage reimbursement form.)
6. Emergency Operations Procedures

7. Use of fire extinguishers and types
8. Health training - Discuss fitness, nutrition, need for physicals, proper lifting or carrying techniques, effects of alcohol on the job, etc.
9. Proper use of equipment and tools. (Welding, heavy equipment, etc.)
10. Proper reporting of accidents, injuries, fires and damage including statement of admission.
11. Safety Policy - This manual or relevant sections should be covered thoroughly in a staff meeting.
12. Playground usage safety and hazard recognition.
13. Personal Protective Equipment Usage – all body parts.
14. Automated Emergency Defibrillator (AED) Training.
15. Proper Lifting Techniques – see below.
16. Communicable Disease
17. Harassment
18. Lockout / Tagout
19. Confined Space
20. Fall Protection
21. 3 Points of Contact Program
22. 30-Second Site Safety Survey Program
23. Stretching/Ergonomics
24. Ice Cleat Safety Programs
25. Statement of Admissions
26. Accident / Incident Reporting
27. Workers Comp Claim Procedures

## VI. BACK SAFETY PROCEDURES

### SECTION 6.01 LIFTING SAFELY

#### A. Preparing for the Lift

Before starting to lift or carry anything, check your entire walkway to make sure your footing will be solid. Your shoes should give you good balance, support and traction.

1. Clear any movable obstacles out of your way, and make sure you know where the unmovable ones are.
2. Cautiously heft the object you'll be moving, to check its weight and center of gravity.

#### B. Performing the Lift

This is the part that causes most on-the-job back injuries. Follow these keys to safe and easy lifting:

1. Face the object squarely and get as close to it as you can.
2. Balance yourself solidly, with your feet slightly apart.
3. Squat down, bending your knees. Keep your back as straight and upright as possible.
4. Grip the object firmly.
5. Tighten your abdomen.
6. Use your legs to bring you to a standing position, keeping your back straight.
7. Make the lift smoothly and under control.

#### C. Carrying and Lowering

When carrying an object, grip it firmly and hold it as close to your body as possible.

1. Keep your back straight.
2. Tighten your abdomen.
3. Bend at the knees.
4. Whenever possible, store heavy loads off the floor.

#### **D. Shoveling**

The same guidelines apply to other lifting jobs, such as shoveling.

1. Make sure your grip and balance are solid.
2. Tighten your abdomen as you lift.
3. Keep the shovel close to your body.
4. Bend your knees, not your back
5. Use the strength of your thigh muscles to bring you to an upright position.
6. Increase your leverage by keeping your bottom hand low and toward the shovel blade. This allows you to use the strength of your arms and shoulders to take the load, instead of your back.

#### **Section 6.02 ALTERNATIVES TO LIFTING**

- A. For difficult lifting tasks, keep these options in mind.
  1. Ask a co-worker for help
  2. Use a pushcart or other material-handling device
  3. Use automated equipment to assist the lift
- B. Pushing a load is easier on the back than pulling. When pushing a load:
  1. Stay close to the load
  2. Don't lean forward
  3. Use both arms
  4. Keep your stomach muscles tight
- C. If you must pull something:
  1. Face the object squarely, with one foot at least 12 inches in front of the other.
  2. Keep your back straight

3. Bend your knees slightly
4. Pull with one smooth motion

### **SECTION 6.03 SAFETY TIPS FOR LIFTING**

- A. Don't lift objects over your head.
- B. Don't twist your body when lifting or setting an object down.
- C. Don't reach over an obstacle to lift a load. Move whatever is in your way or go around it.
- D. Pace yourself to avoid fatigue when doing heavy work for a long period of time.
- E. Follow the safety guidelines of your workplace.

## VII. REPORTS

### Section 7.01 – ACCIDENT / INCIDENT REPORTING PROCEDURES

The reporting of accidents / incidents and employee injuries (Workers Compensation Claims) is a necessary procedure for the District that from time to time has employees or other persons injured on the premises. The purpose of an Accident / Incident Report is to provide the District with relevant information regarding accidents occurring on the premises. Accident / Incident Reports are also frequently helpful in calling the District's attention to dangerous conditions, which can be remedied to avoid future accidents.

When filling out the Accident / Incident Report, staff must indicate their actual observation and not deal in speculation as to how the accident occurred. The employee filling out the report must also indicate if the description of the occurrence was provided by someone else. The person who provided the description to the employee should be identified in the section pertaining to witnesses.

When an accident occurs, all the essential facts should be obtained without delay and entered on the Accident / Incident Report Form.

The date and time at which the accident occurred should be indicated.

The complete name of the injured person, correctly spelled, his/her telephone number if available, and his/her estimated age if the exact age cannot be determined should be given along with his/her complete address.

The name, addresses, and telephone number of a relative or a neighbor is needed so that the family can be notified if the victim is a minor or is taken to a hospital.

A description of how the accident occurred should be given in the patron's own words. It should also include details regarding the patron's actions before the accident. If another person was involved, his/her name should be given if possible, approximate age, and any actions on his/her part that may have contributed to the accident. Include as a witness. The exact location of the accident should be specified, such as "swing set on the tot playground."

In the description of the injury, no positive statements should be made. It should not be flatly stated for example, that the injured person "Fell down and broke his arm." Since medical evaluation and X-rays are required for accurate diagnosis, this kind of point-blank statement can create serious problems. The injury should be described in the report so that the claims adjuster will have a good idea as to its possible severity and therefore as to how big a problem the case may be. Here are examples of wording that might be used: "Fell on right arm - arm extremely painful - possible fracture" or "Apparent dislocation of left shoulder."

The type of first-aid treatment rendered by staff should be given in complete detail. If the



injured person refused treatment, that fact should also be entered.

If a minor is injured, parents, relatives, or neighbors should be notified.

Whether the injured person left Park District property by himself/herself, or was assisted, should be entered with the name of anyone who assisted him. If the injured person was taken to a hospital, the name of the hospital should be given.

It is essential to get witnesses other than employees for any accident since employees are always considered to be prejudiced in favor of their employer. The names, addresses, and telephone numbers of the injured person's companions or other patrons who saw the accident should be obtained if possible. Anything that might have been said by the victims, witnesses, or anyone else connected with the accident, also should be reported.

When the report has been completed, the date and the signature of the individual who did the investigating and filled out the form should be entered. **The form should be submitted immediately to your supervisor on the day the accident takes place.**

#### **Section 7.02 ACCIDENT / INCIDENT REPORTS - PROGRAM PARTICIPANTS OR PUBLIC**

1. Personal Injury (Form 01): Accident forms (see appendix: Accident/Injury form) must be completed as soon as possible. If it is a serious incident requiring medical attention call 911 immediately then turn form into the Business Office as soon as possible within 24 hours. If it is not serious, turn the form into the Supervisor or Manager who will take the appropriate action and forward the report to the Department Head. After review, the Department Head forwards to the Director who then forwards it to the Business Office and Safety Coordinator. In addition, any life threatening injury or one requiring admittance to a hospital should be reported immediately to the Business Office.
2. Property Damage Including Vehicles (Form 02): Accident reports should be routed and reviewed in the same manner as personal injury. Police must be called immediately for any vehicle accident with the exception of a Park District vehicle damaging Park District property. In each case the Department Head must be notified immediately. Procedures and PDRMA information are available in the glove compartment of each vehicle.

#### **Section 7.03 ACCIDENT REPORTS - EMPLOYEES/PARK DISTRICT VEHICLES AND PROPERTY**

1. Employee Injury (Form 04): "Workers Compensation" is a no-fault medical insurance that covers expenses relating to on-the-job injuries or job

related illnesses. This includes partial wage benefit for injuries that cause the loss of more than 3 working days. In addition, the Accident/Incident Report and an attached Form 04 (Employees First Report of Injury or Illness) must be filled out promptly for any employee or volunteer who is injured on the job and incurs any medical expense. The Department Supervisor must be notified, but the form should be sent directly to the Business Office. A serious injury, one that requires medical attention should be reported to Administration immediately within 24 hours. (see Appendix: Accident/Injury Form with Form 04).

2. Park District Property or Vehicle Damage (Form 03): Reports must be submitted to the Department Head and Business Office for all property damage. The Department Head reviews and forwards reports to the Business Office within 24 hours. If a vehicle accident results in personal injury the police must be notified immediately. Any serious/costly damage should be reported immediately to the Business Office so that insurance claims can be initiated and pictures taken before any repairs are done.

Complete all reports **without implying fault**, reporting only the facts with no personal assumptions or observations (see Appendix: Accident/Incident Form).

#### **Section 7.04 VEHICLE ACCIDENT REPORTING & POST-ACCIDENT PROCEDURES**

Unfortunately, motor vehicle collisions do happen and can be quite severe. Even a minor traffic accident can rattle the nerves of a veteran driver. Supervisors must train staff in advance as to what steps to take after a motor vehicle collision to protect themselves, patrons, the agency, PDRMA, and others involved in the crash. The following procedures should be included in your driver training programs and driver safety policy:

1. The driver(s) must stop at the scene of the accident or as close to it as possible without blocking traffic.
2. The employee(s) should contact the police or fire department and then assist the injured in whatever way they can. They should not attempt to move an injured person unless the injured person faces immediate danger from another source, such as fire.

**NOTE: The police should be called every time an agency vehicle is involved in a collision. Even if there is no damage to the agency vehicle, a police report should be obtained.**

3. The employee(s) must secure the scene to avoid any secondary crashes caused by the accident scene. This can be accomplished by displaying reflectors, flares (if no fire hazard exists), cones, flags, flashlights, etc.
4. The employee must report any accident to the police as soon as possible. After contacting emergency services, a call should be made to the employee's agency. If the crash is severe and multiple injuries are involved, the agency may implement its crisis management plan.
5. The employee must exchange information with other people involved in the accident. They will need to provide their name, address, driver's license number and insurance carrier. The Vehicle Accident Worksheet – General Instructions for Employees - identifies PDRMA as providing vehicle insurance. (Vehicle Accident Worksheet is attached.)

**NOTE: The Illinois Motor Vehicle Code (625 ILCS 5/7-601) states that vehicles owned by the United States, the State of Illinois, or any political subdivision, municipality or local mass transit district are exempt from being required to carry proof of liability insurance. Since Park Districts, SRAs, and Forest Preserve Districts are political subdivisions of the State, they are exempt. However, not all law enforcement officers are aware of this exemption. It is for that reason PDRMA identifies itself on your Vehicle Accident Worksheet (attached) as the insurance provider. If an officer requests proof of insurance, present the PDRMA accident form (attached), and if clarification is needed, the officer may call PDRMA. If the officer requests the policy number, inform the officer that PDRMA is self-insured and that there is no policy number. If there is any confusion, encourage the officer to call PDRMA.**

6. The employee(s) should look for witnesses and record their names, addresses, and telephone numbers. If a camera is available, take pictures of the crash and surrounding area from different angles. The PDRMA Vehicle Accident Worksheet should be completed.

7. The employee should not admit any guilt or accept any responsibility from/to any party, such as "We will take care of everything" or "We will take care of your bills". The agency's defense of a claim is often complicated by admissions made by employees at the scene of the accident or in the completion of the incident report. The driver should only discuss the facts with the police. However, the driver should record any admission of guilt by the occupant(s) of the other vehicle.
8. If the accident involves an unattended vehicle, the driver should call the police and have an accident report completed. If the police cannot assist, the employee must leave a note for the vehicle owner. The note should include the driver's name, agency name, telephone number, and the date and time the accident occurred. The employee should follow up by immediately contacting their supervisor and filing a written report with the police department.
9. Upon notice of a vehicle accident, the agency claims contact should complete and fax to PDRMA the Vehicle Accident Report Form (LRN Search Document #221). Agencies should not wait in sending PDRMA the claims form. Prompt reporting results in faster contacts with the other driver and faster repairs.
10. If an agency vehicle is involved in an accident resulting in injury or death of any person, or in which damage to property of any one person, including the agency's property, is in excess of \$500.00, a written report must be forwarded to the Secretary of State within ten days after the accident.

#### **Section 7.05 REPORTING OF SAFETY HAZARDS**

Any safety hazards, which are observed, must be corrected and reported either to the immediate supervisor or to the Safety Committee either verbally or in writing at the first opportunity. If reported verbally, the person receiving the report shall initiate a Work Order so that there is a record of all requests. A Work Order should be sent to appropriate Maintenance staff to be completed immediately.

#### **Section 7.06 SAFETY DISCIPLINE**

Disciplinary action will be taken when any person causes injury to himself and/or to others or destroys/damages equipment either by willfully violating safe work rules or by disregarding traffic regulations or by demonstration of an attitude of indifference or defiance.

The correction of improper performance, which leads to the unsafe act, requires

much more attention than the correction of how to do the job, and the follow up to see that the instructions are being applied on the job.

Failure to observe safety rules or failure to use safety devices and/or equipment when required to do so may result in the following forms of discipline:

1. Oral reprimands
2. Written reprimands
3. Suspensions
4. Demotion
5. Termination

All grievances will be handled as stated in the Personnel Policy Manual.

# APPENDICES

# **JOB SAFETY & HEALTH PROTECTION FOR PUBLIC EMPLOYEES**

**The State of Illinois Safety Inspection and Education Act (820 ILCS 220/0.01) and the Health and Safety Act (820 ILCS 225/0.1) provide job safety and health protection for public workers through the promotion of safe and healthful working conditions throughout the State. Requirements of the Act include the following:**

## **ENFORCEMENT**

The Illinois Department of Labor's (IDOL) Division of Safety Inspection and Education is responsible for administering and enforcing the Acts. Safety and health inspectors and hygienists conduct on-site inspections to ensure compliance with the Acts.

## **COMPLAINT**

Employees or their representatives have the right to file a complaint, in writing, with the nearest IDOL office requesting an inspection if they believe unsafe or unhealthy conditions exist in their workplace. The IDOL will withhold, on request, the name of the employee(s) complaining.

The Acts provide that employee(s) may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights.

Any employee who believes he/she has been discriminated against may file a complaint with the nearest IDOL office within 30 days of the alleged discrimination.

## **EMPLOYER**

Each public employer shall furnish to his employees a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm and shall comply with occupational safety and health standards issued under the Acts.

## **EMPLOYEE**

Each employee shall comply with all occupational safety and health standards, rules and regulations issued under the Acts that apply to their own actions and conduct on the job.

## **INSPECTION**

The Acts require that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding in the inspection. Where there is no authorized employee representative, the inspector must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

## **CITATION**

If the inspector believes the employer has violated a requirement of the Acts, a standard, rule, regulation or an order promulgated pursuant to the Acts, a citation shall be issued to the employer. Each citation will specify a time period within which the violation must be corrected.

The citation must be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is later, to warn employees of danger that may exist there.

## **REPORTING**

After the occurrence of an employment incident which is fatal to one or more employees or which results in hospitalization of three or more employees, the employer shall report the incident to the department as soon as physically possible. The notification shall be made within eight (8) hours after the incident or death. The employer shall notify the department orally or in writing by telephone or telefax. The notification shall relate the circumstances of the incident, the number of fatalities, the number of employees hospitalized, and the extent of the injuries.

## **VOLUNTARY ACTIVITY**

The IDOL encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in the workplace.

The IDOL upon request from the employer will provide consultative services to assist the employer in meeting job-site compliance with safety and health standards.

## **TRAINING**

The Illinois Department of Labor will co-sponsor safety and health seminars at the request of the employer or any employee representative group. The topic, scope and length of the seminars can be tailored to meet the specific needs of the nature of work involved. The Division's Safety and Health trainers regularly attend various training courses to keep abreast of the latest safety and health standards and procedures.

## **TOXIC SUBSTANCE DISCLOSURE ACT**

Gathers information relative to toxic substances in the workplace, provides for availability of information to employees and undertakes educational programs to promote awareness of substance hazards.

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*Additional Information may be obtained from  
the nearest IDOL office listed below:*

State of Illinois Building 160 N. LaSalle, Ste. C-1300 Chicago, IL 60601 Tel: (312) 793-7308 Fax: (312) 793-2081	2309 West Main Street Marion, IL 62959 Tel: (618) 993-7090 Fax: (618) 993-7258
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One West Old State Capitol Plaza  
Room 300  
Springfield, IL 62701  
Tel: (217) 782-9386  
Fax: (217) 782-0596

# **TOXIC?**

## **YOU HAVE THE Right-to-Know**

about toxic substances in your work area.

**The Illinois Right-to-Know law requires your employer to provide you with the following:**

### **MATERIAL SAFETY DATA SHEETS**

MSDS describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.

### **LABELING**

Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

### **TRAINING**

Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels.

The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: 217/782-9386 (Downstate) or 312/793-1964 (Chicago area)

**State of Illinois Building  
160 N. LaSalle, Ste. C-1300  
Chicago, IL 60601  
Tel: (312) 793-7908  
Fax: (312) 793-2081**

**2309 West Main Street  
Marion, IL 62959  
Tel:(618) 993-7090  
Fax:(618) 993-7258**

**One West Old State Capitol Plaza  
Room 300  
Springfield, IL 62701  
Tel:(217) 782-9386  
Fax:(217) 782-0596**



# GLENCOE PARK DISTRICT IDOL INSPECTION

## ***STATEMENT OF PROBLEM***

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions."

Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

## ***INVESTIGATION***

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

The Agency should have designed set procedures for the possibility of such an inspection.

## ***LOSS CONTROL PROGRAM COMPONENT***

Note: The following page outlines a recommended **Procedure In the Event of an Illinois Department of Labor Inspection**. An agency may adopt this procedure or add modification to suit its own need.

The **Job Safety and Health Protection for Public Employees** poster should be posted in all agency work facilities. The poster may be obtained from the Illinois Department of Labor by calling 312-793-1820 (Chicago) or 217-782-9386 (Springfield). A copy of the poster follows.

**PROCEDURE IN THE EVENT  
OF AN  
ILLINOIS DEPARTMENT OF LABOR INSPECTION**

1. The Illinois Department of Labor inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. Upon entering the workplace the IDOL inspector **must** present their credentials and ask to meet with a representative to discuss the purpose of the visit and scope of the inspection. In all probability the inspector will not reschedule the visit and has the complete authority to conduct the inspection regardless if an agency staff is available or not.

**Be courteous and create a cooperative environment.** The inspector is there to find any items that may create a safety concern.

2. Please contact the one or more of the following people in the event of a visit. If no one is available and you are unable to leave your job location, advise the inspector of this and suggest that they perform the inspection alone.

Safety Coordinators:

- \*Chris Leiner- 835-4648 Cell 847-946-7309
- \*\*Carol Mensinger- Office (847) 835-7550 Cell 847-613-5158

Safety Committee Members:

- Bobby Collins - Office-835-7536 Cell 613-5156
- Lorise Weil - Office 835-7555 Cell 489-5044
- Liz Visteen - Office 835-7538 Cell 613-5160
- Naomi Garvett - Office 835-7534 Cell 613-5165
- Adam Wohl – Office 835-7545 Cell 613-5171
- Liz Stowick – Office 835-7532

Executive Director:

- Lisa Sheppard - Office (847) 835-7530 Cell 224-545-2769

3. Upon entering the workplace the IDOL inspector **must** present their credentials and ask to meet with a representative to discuss the purpose of the visit and scope of the inspection. Contact one of the persons listed above, if no one is available and you are unable to leave your job location advise the inspector of this and suggest that they perform the inspection alone.
4. The opening conference will most likely include a checklist and the inspector will outline what records will be reviewed. Listed below are records the inspector is likely to request. If they are not available, inform inspector the district will be providing any requested information within the identified time frame. Records include:

- a) Safety training program/hazard communication program (Employee Right-to-Know) identified in the Safety Manual.
  - b) Current OSHA 200 log- Carol Mensinger's Office File Cabinets
  - c) Any prior IDOL inspection reports- Chris Leiner has in his files under copier.
5. The inspection will then begin. Accompany the inspector on the tour of the building(s). The inspector may take photographs/material samples.
  6. The inspector may solicit employee input at any time during the inspection and this may be done in private. Employees may participate when requested as long as it does not disrupt their job responsibilities. If it does so, let inspector know that.
  7. During the course of the inspection, correct any minor violations that can be (housekeeping) etc.
  8. A closing conference will then be held to review any violations noted by the inspector. This is an opportunity for the district representative to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations. Thank the inspector for his/her time; emphasize the District's commitment towards providing a safe environment.
  9. Violations must be corrected in a specified time frame usually within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.
  10. If \*Chris Leiner was unable to attend inspection, notify him immediately of the visit. He will contact the inspector to identify a time frame in which to correct any violations.

Note: \*In Chris Leiner's absence, notify Bill Eldridge or Anthony Marx.

\*\*In Carol Mensinger's absence, notify Liz Stowick.



**The Clorox Company**  
 1221 Broadway  
 Oakland, CA 94612  
 Tel. (510) 271-7000

# Material Safety Data Sheet

<b>I Product:</b> CLOROX REGULAR-BLEACH	
<b>Description:</b> CLEAR, LIGHT YELLOW LIQUID WITH A CHARACTERISTIC CHLORINE ODOR	
<b>Other Designations</b>	<b>Distributor</b>
Clorox Bleach EPA Reg. No. 5813-50	Clorox Sales Company 1221 Broadway Oakland, CA 94612
<b>Emergency Telephone Nos.</b>	
For Medical Emergencies call: (800) 446-1014 For Transportation Emergencies Chemtrec (800) 424-9300	

<b>II Health Hazard Data</b>	<b>III Hazardous Ingredients</b>									
<p>DANGER: CORROSIVE. May cause severe irritation or damage to eyes and skin. Vapor or mist may irritate. Harmful if swallowed. Keep out of reach of children.</p> <p>Some clinical reports suggest a low potential for sensitization upon exaggerated exposure to sodium hypochlorite if skin damage (e.g., irritation) occurs during exposure. Under normal consumer use conditions the likelihood of any adverse health effects are low.</p> <p>Medical conditions that may be aggravated by exposure to high concentrations of vapor or mist: heart conditions or chronic respiratory problems such as asthma, emphysema, chronic bronchitis or obstructive lung disease.</p> <p><b>FIRST AID:</b>  <u>Eye Contact:</u> Hold eye open and rinse with water for 15-20 minutes. Remove contact lenses, after first 5 minutes. Continue rinsing eye. Call a physician.  <u>Skin Contact:</u> Wash skin with water for 15-20 minutes. If irritation develops, call a physician.  <u>Ingestion:</u> Do not induce vomiting. Drink a glassful of water. If irritation develops, call a physician. Do not give anything by mouth to an unconscious person.  <u>Inhalation:</u> Remove to fresh air. If breathing is affected, call a physician.</p>	<table border="1"> <thead> <tr> <th>Ingredient</th> <th>Concentration</th> <th>Exposure Limit</th> </tr> </thead> <tbody> <tr> <td>Sodium hypochlorite CAS# 7681-52-9</td> <td>5 - 10%</td> <td>Not established</td> </tr> <tr> <td>Sodium hydroxide CAS# 1310-73-2</td> <td>&lt;1%</td> <td>2 mg/m<sup>1</sup> 2 mg/m<sup>2</sup></td> </tr> </tbody> </table> <p><sup>1</sup>ACGIH Threshold Limit Value (TLV) - Ceiling  <sup>2</sup>OHSA Permissible Exposure Limit (PEL) - Time Weighted Average (TWA)</p> <p>None of the ingredients in this product are on the IARC, NTP or OSHA carcinogen lists.</p>	Ingredient	Concentration	Exposure Limit	Sodium hypochlorite CAS# 7681-52-9	5 - 10%	Not established	Sodium hydroxide CAS# 1310-73-2	<1%	2 mg/m <sup>1</sup> 2 mg/m <sup>2</sup>
Ingredient	Concentration	Exposure Limit								
Sodium hypochlorite CAS# 7681-52-9	5 - 10%	Not established								
Sodium hydroxide CAS# 1310-73-2	<1%	2 mg/m <sup>1</sup> 2 mg/m <sup>2</sup>								

<b>IV Special Protection and Precautions</b>	<b>V Transportation and Regulatory Data</b>
<p>No special protection or precautions have been identified for using this product under directed consumer use conditions. The following recommendations are given for production facilities and for other conditions and situations where there is increased potential for accidental, large-scale or prolonged exposure.</p> <p><u>Hygienic Practices:</u> Avoid contact with eyes, skin and clothing. Wash hands after direct contact. Do not wear product-contaminated clothing for prolonged periods.</p> <p><u>Engineering Controls:</u> Use general ventilation to minimize exposure to vapor or mist.</p> <p><u>Personal Protective Equipment:</u> Wear safety goggles. Use rubber or nitrile gloves if in contact liquid, especially for prolonged periods.</p> <p>KEEP OUT OF REACH OF CHILDREN</p>	<p><u>DOT/IMDG/IATA:</u> - Not restricted.</p> <p><u>EPA - SARA TITLE III/CERCLA:</u> Bottled product is not reportable under Sections 311/312 and contains no chemicals reportable under Section 313. This product does contain chemicals (sodium hydroxide &lt;0.2% and sodium hypochlorite &lt;7.35% ) that are regulated under Section 304/CERCLA.</p> <p><u>TSCA/DSL STATUS:</u> All components of this product are on the U.S. TSCA Inventory and Canadian DSL.</p>

<b>VI Spill Procedures/Waste Disposal</b>	<b>VII Reactivity Data</b>
<p><u>Spill Procedures:</u> Control spill. Containerize liquid and use absorbents on residual liquid; dispose appropriately. Wash area and let dry. For spills of multiple products, responders should evaluate the MSDS's of the products for incompatibility with sodium hypochlorite. Breathing protection should be worn in enclosed, and/or poorly ventilated areas until hazard assessment is complete.</p> <p><u>Waste Disposal:</u> Dispose of in accordance with all applicable federal, state, and local regulations.</p>	<p>Stable under normal use and storage conditions. Strong oxidizing agent. Reacts with other household chemicals such as toilet bowl cleaners, rust removers, vinegar, acids or ammonia containing products to produce hazardous gases, such as chlorine and other chlorinated species. Prolonged contact with metal may cause pitting or discoloration.</p>

<b>VIII Fire and Explosion Data</b>	<b>IX Physical Data</b>
<p><u>Flash Point:</u> None</p> <p><u>Special Firefighting Procedures:</u> None</p> <p><u>Unusual Fire/Explosion Hazards:</u> None. Not flammable or explosive. Product does not ignite when exposed to open flame.</p>	<p>Boiling point..... approx. 212°F/100°C</p> <p>Specific Gravity (H<sub>2</sub>O=1) ..... ~ 1.1 at 70°F</p> <p>Solubility in Water ..... complete</p> <p>pH ..... ~11.9</p>

## APPENDIX D: FACILITY SMOKING POLICY

The Glencoe Park District recognizes its responsibility to the public and workers in the buildings that it owns and/or operates and its responsibility under the Illinois Clean Indoor Air Act (P.A. 86-1018).

Section 15 Act Includes:

1. No smoking within 15 feet of entrances, windows and vents.
2. No smoking in Park District vehicles
3. No Smoking signs should be posted at every entrance.

### Definitions

Public Place – Any enclosed indoor area used by the public or serving as a place of work.

Designated Smoking Area – An enclosed area identified specifically for smoking. It is not required that there be such an area designated in any or all buildings owned or operated by the Glencoe Park District.

Private Party or Function – Any person or guest(s) of a person using, by fee or policy, the Community Room or Large Gym for a party/personal special event, such as a dance, party, reunion, reception, dinner, etc. The host(s) of such functions may not be prevented from prohibiting smoking by the attendees.

“Smoke Free” – No tobacco or other personal smoking preference material is allowed to be smoked, nor is smoke permitted to intrude on or in those areas.

### Designation of Buildings Owed and/or Operated by the Glencoe Park District

Glencoe Takiff Center – The entire building including all rooms, corridors, offices, stairwells, storage rooms, closets, restrooms, entryways, vestibules, workshops, etc. shall be **“smoke free”**.

Glencoe Park District Garages & Shops – All parts of the buildings shall be “smoke free” at all times.

Porter Bennett Boathouse – The entire building shall be “smoke free” at all times.

Safran Beach House - The entire building shall be “smoke free” at all times.

Watts Field House/Ice Center- The entire building shall be “smoke free” at all times.

### Additionally

Licensees of the Glencoe Park District – All persons/organizations licensing (renting) space in or of any District building must abide by the policy as presented and amended.

**APPENDIX E: 2018 SAFETY COMMITTEE**

**SAFETY COORDINATORS**

Chris Leiner	Director of Parks and Maintenance
Carol Mensinger	Director of Finance and Human Resources

**MEMBERS**

Lisa Sheppard	Executive Director
Bobby Collins	Director of Recreation and Facilities
Lorise Weil	Registration/Customer Service Manager
Adam Wohl	Facility Manager – Takiff/Watts
Naomi Garvett	Early Childhood Manager
Liz Visteen	Program Manager Special Events/Active Adults
Liz Stowick	Accounting Manager

## Accident / Incident Reporting Procedures:

1. If the injury warrants immediate medical attention, call "911" for an ambulance.
2. If the injured person is an employee and it is a non-emergency, he/she should go to the Emergency Room at:

**NorthShore Omega Medical Group** (*in the offices located at Glenbrook Hospital*)  
**2100 Pfingsten Road**                      **Hours:** 7:30 am – 4 pm (some days until 6 pm)  
**Glenview, IL 60025**                      **Phone:** (847) 657-5800

Or,

**EMERGENCY ROOM at Highland Park Hospital** (*NorthShore University Health System*)  
**777 Park Avenue West**                      **Hours: 24 hrs**  
**Highland Park, IL 60035**                      **Phone: (847) 432-8000**  
(*Take Green Bay Rd. North to Park Avenue turn West*)

3. Do not transport the individual in your personal car.
4. Notify your supervisor immediately of the accident/incident.
5. Completely fill out the attached Accident/Incident Report Form – NOTE: The injured person should **NOT** complete the form.
6. ***If the injured party is an employee***, the attached two page form, **Form 04** (Employee Injury Report), **must** be filled out by the supervisor only, never by the injured employee. If the injured party is not an employee, you do not have to complete the Form 04.
7. If the injured employee receives an order for medication, he/she should be directed to Carol Mensinger (or Jenny Runkel) to obtain PDRMA's prescription card, specifically for workers compensation injuries.
8. **All completed forms must be given to Carol Mensinger, Director of Finance/HR, within 24 hours of the accident/incident (or in Carol's absence, Jenny Runkel is claims alternate).**
  - a.) **On weekends, contact your immediate supervisor and then fax the completed form to PDRMA at (630) 769-0449. Also, be sure to turn in the original completed form to Carol on Monday morning.**
9. If the accident/incident involves property damage or vehicle damage, additional forms must be completed. See Carol Mensinger or Chris Leiner for these forms.
10. Supervisor's Note: Any known injuries to the head and/or where an ambulance is called require that a phone call be made within 24 hours to the home, i.e., when contact information has been provided, either as an immediate intent to inform (when a known head injury occurs), or as a later inquiry as to how they are doing (when an ambulance is called).



Park District Risk Management Agency

# Accident/Incident Report

Attorney/Client Privileged Document

Form  
01

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)		
3	Name of person completing report	Title of person completing report		
4	Business phone number	Business email		
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i> ) or nearest intersection where the incident occurred.			
7	Is there an address for this location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
	If yes, please provide the following:			
	Street address _____			
	City	State	Zip code	
8	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i> )			
9	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i> )			

## BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10	Was a person injured? ( <i>Ex. patron, citizen, participant, volunteer</i> )	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
11	If yes, please provide the following information:			
	Last name _____	First name _____		
	Address _____			
	City _____	State _____	Zip code _____	
	Home phone # _____	Work phone # _____	Cell phone # _____	
	Age _____	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
12	Is injured person an agency volunteer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
13	Describe the injury (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i> )			
14	Did injured person make any statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
	If yes, what did injured person say? _____			



15 Was first aid administered?  Yes  No  Unknown

Name and position of person who administered first aid \_\_\_\_\_

What first aid was given? \_\_\_\_\_

Did first aid involve AED and/or CPR?  Yes  No  Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron)  Yes  No Offered and called  Yes  No

Offered and refused  Yes  No Offered, refused, called by agency anyway  Yes  No

Unable to respond and called  Yes  No

Were police called?  Yes  No If yes, please provide the following information.

Name of police department \_\_\_\_\_

Name of officer \_\_\_\_\_

Do you expect this person to submit a claim?  Yes  No  Unknown

**PROPERTY DAMAGE**

16 Was property damaged as a result of this accident/incident?  Yes  No  Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district  Patron

Vehicle owner  Other

18 Last name (or business name) \_\_\_\_\_ First name (not necessary if business name) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

Describe the property damage \_\_\_\_\_

\_\_\_\_\_

**WITNESS INFORMATION**

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name \_\_\_\_\_ First name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

20 Did witness make any statements?  Yes  No  Unknown

If yes, what did witness say? \_\_\_\_\_

\_\_\_\_\_

21 Where was witness when the accident/incident occurred? \_\_\_\_\_

\_\_\_\_\_

# Employee Injury Report

(Information on this form is used to complete IL Form 45. Contact PDRMA to request a copy of Form 45 for the incident you are reporting.)

Form  
**04**

1	Complete an Employee Injury Report for each employee injured.		
2	Agency name	Today's date	
3	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)	
4	Name of person completing report	Title of person completing report	
5	Business phone	Business email	
6	How did the incident occur? (Provide a one-line factual description.)		
7	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i> ) or nearest intersection where the incident occurred.		
8	Is there an address for this location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
9	Location (Specify the exact type of location/facility where injury occurred. <i>Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.</i> )		
10	Primary location (Specify exact location. <i>Ex. lap pool, cart storage, classroom, pavilion</i> )		
11	Employer's FEIN		
12	Did the employee miss more than three (3) scheduled workdays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
13	What was the employee doing when the accident occurred?		
14	How did the incident occur? (Provide a detailed factual description.)		
15	Employee last name	First name	
	Address		
	City	State	Zip code
	Home phone #	Work phone #	Cell phone #
	Best number to contact employee		Email
	Social security number	Date of birth (mm/dd/yyyy)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
	Marital status (divorced/married/single/unknown)	Number of dependents	Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Average weekly wage	Job title/occupation	

# Employee Injury Report

(Information on this form is used to complete IL Form 45. Contact PDRMA to request a copy of Form 45 for the incident you are reporting.)

<b>15</b>	What is the employee's employment status?			
<input type="checkbox"/> Permanent full-time		<input type="checkbox"/> Permanent part-time		<input type="checkbox"/> Seasonal
				<input type="checkbox"/> Intern
				<input type="checkbox"/> Other
Date hired (mm/dd/yyyy)		What is the employee's tenure? (length of employment)		
/ /		<input type="checkbox"/> Less than 1 yr. <input type="checkbox"/> 1-3 yrs. <input type="checkbox"/> 4-10 yrs. <input type="checkbox"/> 11-19 yrs. <input type="checkbox"/> More than 20 yrs.		
Time employee began work on day of incident (hh/mm a.m./p.m.)				
Last date employee worked prior to date of incident (hh/mm a.m./p.m.)				
If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy)				
Did the incident occur on agency premises? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown				
Injury or illness? <input type="checkbox"/> Injury <input type="checkbox"/> Illness				
Describe the injury or illness (affected body part and type of injury; <i>Ex. contusion, bruise, laceration, sprain, break, etc.</i> )				
What object or substance, if any, directly harmed the employee?				
<b>16</b>	Did the injured employee seek medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>17</b>	If yes, was the treatment given away from the worksite? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>18</b>	Was the employee treated in an emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>19</b>	Was the employee hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
<b>20</b>	Name of treating physician, health care provider, or emergency room			
Address				
City		State	Zip code	Phone number



NEW FULL-TIME EMPLOYEE ORIENTATION

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

First Day of Employment: \_\_\_\_\_

Department/Position: \_\_\_\_\_

Date Completed/Supervisor Initials

Forms to Complete

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1. Job Application/Resume
  2. SSCI Background Check Form
  3. W-4 Federal Withholding Form
  4. State Withholding Form
  5. I-9 Form/Identification with copies of 2 IDs; copy of SS card
  6. Child Abuse/Neglect Form
  7. PDRMA Health/Dental Enrollment Forms & Info  
*Includes summary of benefit coverage information and Workplace Solutions EAP Brochure; PATH informational packet*
  8. ICMA Deferred Comp Plan Info/Enrollment Form (Voluntary)  
*Includes ICMA Informational Booklet*
  9. IMRF Retirement Beneficiary Form  
*Includes IMRF Booklet*
  10. Consent to Drug Screening
  11. Pre-Placement Physical Exam/Drug Test (Exam Date \_\_\_\_\_)
  12. Aflac Informational Flyer (Voluntary)
  13. Payroll Status Rate/Master Form with Starting Salary/Hourly Rate
  14. Direct Deposit Notice
  15. PACT Section 125 Enrollment Form (Voluntary)
  16. Social Network Policy Acknowledgement Form
  17. IMRF Voluntary Additional Contribution Form (Voluntary)
  18. Internet/Email/Computer/Phone Use Policy  
*Set up Email, ESS, PDRMA logins*
  19. Personnel Manual Sign-Off Form
  20. Emergency Contact Information
- ✓ Employee Benefits Sheet - **Info only**
  - ✓ Partnership Financial Credit Union Pamphlet - **Info only**
  - ✓ Memo – Explanation of Program Discount Taxation - **Info only**

(OVER)

**Other Items to Give/Discuss with Employee**

- Keys to Office/Facilities
- Safety Manual
- Personnel Policy Manual
- Uniform Policy
- Timecards/Timesheets
- Policy Manual (Specific Department)
- Recent Park District Recreation Program Brochure
- Park District Organizational Chart
- Job Description
- Facilities Tour
- Emergency Procedures
- Reporting of Hazardous Conditions and Accident Reporting Procedures/Forms
- Payroll Procedures/Time Off Requests
- Purchasing Procedures/Vendor List/GL Account Structuring
- Performance Evaluation Procedures
- Telephone System Training/Cell Phone Training
- Computer System Training
- Petty Cash/Mileage Reimbursement
- Emergency Response Plan/Crisis Plan
- Safety Program/Right to Know/Harassment/Driving/MSDS Sheets
- Statement of Admissions
- Financial Policy and Procedures Manual

\_\_\_\_\_  
Full-Time Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Finance/HR

\_\_\_\_\_  
Date



**NEW EMPLOYEE ORIENTATION – Part-Time**

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_ FIRST DAY: \_\_\_\_\_

Date Completed/Initials

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**Forms To Complete**

1. Job Application
2. State Police Criminal Background Waiver
3. State Police Background Check Form
4. Fingerprints (at Public Safety)
5. W-4 Federal Income Tax
6. State Income Tax Form
7. I-9 Form/Identification with Two (2) I.D.'s
8. Reference Form
9. Child Abuse/Neglect Form
10. IMRF Participation Forms (if applicable)
11. Payroll Rate Sheet/Master Payroll Sheet
12. Employee Acknowledgment-PT Personnel Manual

**Items to Give to Employee**

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\_\_\_\_\_

- Keys
- Safety Manual
- Crisis Management Plan
- Personnel Manual
- IMRF Informational Booklet (if applicable)
- Staff Shirt
- Time Cards/Sheet
- Policy Manual (Specific Department)
- Recent Park District Recreation Program Brochure

**Glencoe Park District  
DISCIPLINARY NOTICE AND ACTION TAKEN FORM**

Employee Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

**Details of Employee Conduct:**

Date/Time of Violation: \_\_\_\_\_ Place Violation Occurred: \_\_\_\_\_

Explanation of Violation (include dates, times, location, witnesses; state if employee has been previously disciplined for this same conduct). For additional space, please attach extra sheets of paper.

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**Disciplinary Action Taken:**

\_\_\_\_\_ *Verbal Warning* - Immediate satisfactory improvement must be shown or further disciplinary action will be taken.

\_\_\_\_\_ *Written Warning* - Immediate satisfactory improvement must be shown or further disciplinary action will be taken, including suspension from duty or discharge.

\_\_\_\_\_ *Suspended* (from/until) \_\_\_\_\_ / \_\_\_\_\_ **Without Pay** \_\_\_\_\_ **With Pay**  
Warned that any further violation of park district policies or rules will result in further disciplinary action, including but not limited to discharge.

\_\_\_\_\_ *Discharged, effective* \_\_\_\_\_

\_\_\_\_\_ *Other* \_\_\_\_\_

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**Follow-up Action To Be Taken/How to Correct Problem:**

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**Employee Comments** (The absence of any statement on the part of the employee indicates agreement with the report as stated):

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I have read and understand the above.

_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date
_____ Witness (if applicable)	_____ Date
_____ Department Head	_____ Date
_____ Director	_____ Date

\*\*Please forward original copy to Business Department, Attn: Carol Mensinger



## **Employee Acknowledgment Statement**

### **I will:**

- \* Always ask the proper methods before performing any new task.
- \* Wear appropriate clothing and shoes, as required for my job.
- \* Wear all personal protective equipment required for my job.
- \* Use guards on machinery requiring such.
- \* Lift properly, using techniques outlined in manual.
- \* Never operate machinery, tools, equipment or vehicles, unless I have been authorized to do so
- \* Never attempt to repair defective electrical wiring, unless my supervisor has given approval.
- \* Never be under the influence of alcohol or illegal drugs while on duty or on Park District premises.
- \* Inform my supervisor when I am on prescription and non-prescription drugs that might affect my performance while on the job.
- \* Never take part in horseplay, fighting or abusive language towards the public or other employees.
- \* Never perform any unsafe practices that will place me, my fellow employees, or the public in a dangerous situation.
- \* Immediately report any unsafe or questionable practices and conditions to my supervisor.
- \* Immediately report any accidents or injuries no matter how small or insignificant to my supervisor.
- \* Become familiar with and obey all safety rules as outlined in this safety manual and department.
- \* Not admit fault or discuss the occurrences of an accident.

Any infraction of the above rules will result in appropriate disciplinary action. Such action will take the form of verbal or written warnings, suspension, or dismissal, depending on the seriousness of the infraction.

### **Employee Acknowledgment**

I have read the above safety rules. I understand them and will apply them at all times while I am employed by the Glencoe Park District.

---

Employee Signature

Date

# Procedures for Closing Park District Facilities or Cancellation of Programs

*Revised February 2018*

## I. Purpose

The primary purpose of this procedure is to communicate the protocol that will be followed in regards to Park District Facility and Program Cancellations.

## II. Definitions

- A. Closing of the Park District - Closing the Park District means to cease all operations other than those deemed essential to the protection of life and property - Closing the Park District results in the cancellation of programs, scheduled meetings and staff activities. All offices and facilities are closed. Employees do not report to work or are released early. However, some employees may report depending on their job duties.
- B. Cancellation of Programs/Rentals - Cancellation of programs means to cancel or cut short one, several or all programs and rentals.
- C. Delayed Opening - Delayed opening refers to the postponement of programs to a later scheduled time.

## III. Authority

The decision to cancel programs and/or cease operations or to delay opening, for whatever reason, is made by the Executive Director or the Executive Director's designee. If the Executive Director is absent, the decision will be made by the designee. If the designee is unavailable, the decision will be made by the Director of Recreation Facilities with consultation with other Department Head personnel.

## IV. Guidelines for Program Cancellations

During the course of the year, it is sometimes necessary to close our facilities and/or cancel programs due to an emergency. Inclement weather is the primary cause of emergency closings; however, programs may also be canceled if other emergencies, such as power failures, heating or water problems occur. Glencoe Park District makes every attempt to open its facilities and operate programs as long as it does not pose a risk to participants and employees. However, the ultimate decision to attend programs during inclement weather belongs to the participant/parent, who needs to determine if it is safe to travel to and from a program.

When a determination is made that a facility or program(s) should be closed to protect the health or safety of participants the announcement will be posted on the Park District website and weather hotline (847-835-7720) as soon as possible.

- Children's Circle, Kids Club, Takiff and Watts Centers will only be closed in extreme

blizzard conditions. These closures will be determined by the Executive Director or his/her designee no later than 5:00am.

- If School District 35 closes for inclement weather, all Youth Park District programs, with the exception of Children's Circle and Kids Club, will be cancelled until noon and that time will be reevaluated.
- Weather, road conditions and facility condition and availability will be evaluated to determine if facilities will open and programs will be held the remainder of the day. A decision to cancel programs or close facilities will be made by the following times:
  - 5:00am: Facility closure or cancellation of Children's Circle or Kids Club (extreme blizzard conditions or loss of heat or water only)
  - 7:00am: All morning programs, camps and Preschool (ELC and GJK)
  - 10:00am: All afternoon programs or facilities
  - 3:00pm: All evening programs or facilities
- Except for one-day programs, the Park District will not issue refunds for classes which are canceled due to inclement weather.

#### **V. Staff Notification**

- The Executive Director and Department Heads (Recreation & Facilities, Finance/HR and Parks & Maintenance) will be notified by School District officials of school closures usually by 5:00 a.m. Department Heads will contact the Executive Director and follow the program cancellation procedure listed above. Department Heads will begin notifying their staff members per the department established telephone tree to notify staff members as to whether or not they will be required to report to work.
- At the beginning of the winter season Recreation Managers should remind staff and independent contractors of the cancellation procedures and where to find closure information. Staff should be reminded to bring update rosters home should we need to contact participants via telephone.
- The Marketing Manager will update the General Guideline for program cancellations flyer and distribute to staff. Program Managers should distribute to staff and include staff manuals.

#### **VI. Public Notification**

Upon the closing of the Park District or cancellation of programs, the following staff will take steps to notify the public:

- The following telephone message systems will be changed to provide accurate program cancellation information by Director of Finance/Human Resources or Registration Customer Service Manager.

- Registration Customer Service Manager will update the “weather hotline” message (847/835-7720) by 7:00 a.m. 10:00 or 3:00pm. to reflect current class cancellations. The message can be updated remotely via the normal telephone mailbox system (847/835-7999).
- Takiff/Watts Facility Manager will update the Watts daily schedule message (847/835-4440) by 7:00am and throughout the day as conditions change.
- Director of Finance/Human Resources or Designee will update the main number (847/835-3030) as soon as he/she arrives at the office.
- Manager of Marketing and Communications will put information on District’s website and via an email blast after consultation with Executive Director or designee.
- The General Guidelines for Program Cancellations flyer should be posted in the facility, made available to participants and included in participants’ manuals so the community is aware of our closing procedures.

**VII. Work Responsibilities when the Park District is Closed or Programs are Canceled**

Unless notified, essential personnel should report to work. During inclement weather, employees are urged to exercise discretion and sound judgment regarding travel to and from work even if they are considered “essential” employees. Full-time essential employees who are unable to make it into work will need to take a vacation, personal day or floating holiday at the discretion of the Executive Director.

- The following positions are designated as “essential” for purposes of closing due to inclement weather or other emergencies:

Executive Director	Director of Recreation & Facilities
Director of Finance & HR	Director of Parks & Maintenance
Early Childhood Program Manager	Early Childhood Supervisor
Facility Manager – Beach/Boat	Facility Manager – Takiff/Watts
Youth and Arts Program Manager	Special Events/Adult Program Manager
Athletic Program Manager	Registration Customer Service Manager
Facility Maintenance Supervisor	Parks Maintenance Supervisor
Park Maintenance Staff	Facility Maintenance Staff
Children’s Circle Teachers	Kids Club Teachers

- For those other full-time staff considered as non-essential, every reasonable effort should be made to come to work. If non-essential staffs choose not to work, they will be required to use vacation, personnel or sick time.
- If the determination is made by the Executive Director, that all facilities are closed and that no staff should not report to work, staff will not be charged for time off from work.

- Part-time workers who do not report to work will not be paid for time off of work. Part-time employees who are advised they must report to work will be paid for the hours they work up until the time they are sent home. A minimum of two hours pay will be granted.
- Employees who are required by their supervisors to remain at work beyond their regular work hours will receive administrative release time or overtime pay, if applicable.
- Employees on approved sick, compensatory or pre-arranged vacation leave shall not have such leave time restored to their balances.
- Employees on any approved leave without pay shall not be paid for this emergency leave time.
- Employees who are required to remain at work to deliver essential services and who are unable to drive home due to hazardous driving conditions as deemed by the National Weather Service and their immediate supervisor, will be offered the option of staying at a hotel near the Park District or cab service to their home paid for by the Park District, with prior approval of the Executive Director.
- Full-time employees who are sent home early will be compensated at their normal rate of pay for the time they would have been scheduled to work.

### **VIII. Employee Notification Process of Inclement Weather – Alert Radio**

Notification of inclement weather, tornado watches, tornado warnings, winter storms, snow or icing conditions, etc. during work hours will be done by the Registration Customer Service Manager. In the absence of the Registration Customer Service Manager, the following designees will be responsible for notifying staff:

1. Full-time Customer Service Supervisor; and, if absent
2. Part-time Customer Service Associates/Assistants.

The notification process will be as follows:

#### SEVERE WEATHER WARNINGS

If the patrons and employees are in imminent danger, the Registration Office Manager or designee will utilize the ALL PAGE feature on the telephone system to notify Takiff Center occupants to take immediate cover. Telephone calls to offsite programs and facilities, i.e. Before School Adventures, Watts, Beach, Camps, GJK, etc., should then be made.

If patrons and employees are not in imminent danger, but immediate action is required, the following employees will be telephoned immediately:

- Executive Director
- Director of Recreation & Facilities
- Director of Parks & Maintenance
- Director of Finance & Human Resources

The Executive Director and the Department Heads will be responsible for calling or paging their subordinates: Early Childhood Program Manager, Business Department Assistant, Administrative Assistant, Registration Office Manager, Manager of Marketing and Communications. To the extent necessary, special arrangements will be made to notify hearing impaired staff. Upon notification, these individuals will call their subordinates: Children's Circle Supervisor, Kids Club Directors, Park Supervisor, Facilities Supervisor, and Maintenance Coordinator. The Takiff/Watts Center Facilities Manager and the Beach/Boating Facilities Manager will be responsible for calling renters, if applicable.

The Registration Customer Service Manager or designee, after conferring with the Executive Director or designee, will utilize the ALL PAGE to notify patrons and employees of the appropriate action to be taken.

#### ALL OTHER WEATHER NOTIFICATIONS FROM PUBLIC SAFETY

The following employees will be telephoned or paged immediately by the Front Office staff for any type of inclement weather notification from Public Safety:

1. Executive Director
2. Director of Recreation & Facilities
3. Director of Parks & Maintenance
4. Director of Finance & Human Resources
5. Early Childhood Program Manager
6. Early Childhood Supervisor
7. Program Managers
8. Facilities Managers – Takiff/Watts and Beach/Boating
9. Manager of Marketing and Communications

These individuals will be responsible for contacting their subordinates to inform them of the current weather alert and the appropriated action to be taken. If these individuals cannot be reached by telephone, they are to be paged immediately. LEAVING A MESSAGE ON THEIR VOICE MAIL IS NOT SUFFICIENT NOTIFICATION.

#### **IX. Telephone Tree Responsibilities**

See Attached Emergency Phone Tree

# Emergency Phone Tree

January 2018

Bill Eldridge 847-613-5163  
 Building Attendant 224-545-9185  
 Registration Desk 847-835-3030  
 OR  
 Chris Leiner 847-946-7309

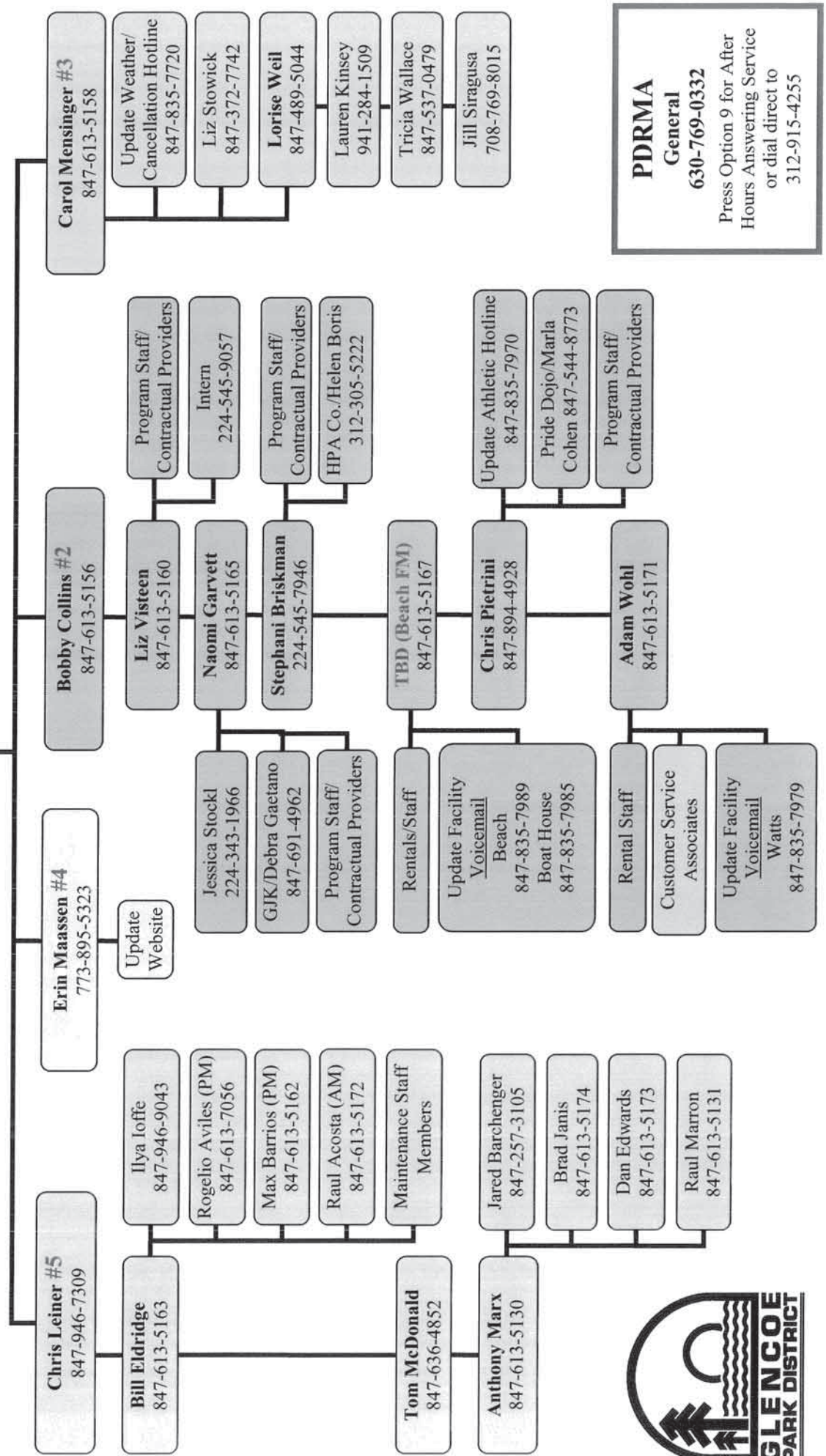
Based on the situation,  
 staff should begin with either  
 the green or red box.



**Lisa Sheppard (or Director Designee)**  
 224-545-2769  
*If Lisa is unavailable, leave a message and call #2, #3, #4, #5.*

**Board Members**

Jenny Runkel  
 414-418-8329



**PDRMA**  
**General**  
**630-769-0332**  
 Press Option 9 for After  
 Hours Answering Service  
 or dial direct to  
 312-915-4255



## Ergonomics Policy and Training Guide

### **What is Ergonomics?**

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. The goal of effective ergonomics is to reduce or eliminate illness and injury risks, improve productivity, and increase morale. This guide helps you to assess your agency's work tasks and associated risk factors and to identify solutions to reduce those risks.

### **What are Ergonomic Risk Factors?**

Job responsibilities often require employees to do activities that create the risk of either an immediate injury or a repetitive pattern of activity that can stress or strain the body over time, eventually causing significant injury. Common ergonomic risk factors are repetitive, forceful, or prolonged exertions; repetitive use of the hands; frequent and/or heavy lifting; pushing, pulling, or carrying heavy objects; and prolonged and/or awkward postures. Vibration, and excessive cold or heat, may increase the risk of these activities.

Working conditions within park and recreation departments are varied and unique and include multiple risk factors more likely to cause excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves, leading to injury. Whether performing parks maintenance activities or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors. The employee's ability to meet the physical demands of the job may also contribute to an increased risk of injury. Generally, injuries negatively impact the work morale of the injured employee and his sense of well-being and worth. In addition, there are financial costs to both the employee and the agency. More importantly, injuries can inhibit an injured employee's ability to enjoy time with family and friends, engage in an active lifestyle, or even diminish quality of life.

Through employee education and by implementing some simple and practical ergonomic principles, PDRMA members can reduce or eliminate ergonomic-related injuries, decrease costs for their agencies and all PDRMA members, and improve the health and morale of employees, both on and off the job.

### **Which Ergonomic Risk Factors Account for Most On-the-Job Injuries?**

The Occupational Safety and Health Administration (OSHA) identifies the following five ergonomic risk factors as ones that can result in both on-the-job and off-the-job injuries:

1. **Forceful exertions:** Lifting, pinching, grasping, pushing, pulling, and carrying.
2. **Postures:** Awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.



3. **Contact stress:** Leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.
4. **Repetition:** Performing the same motion, or series of motions, over and over.
5. **Vibration:** Use of tools that vibrate, such as a jackhammer.

These risks can affect the safety of your employees both on and off the job. By implementing one or more of the strategies presented in this guide, your agency can decrease those risks by creating a safer work environment and encouraging employees to always work with their personal safety and health in mind.

### **What are the Goals of an Ergonomic Policy?**

- Identify workplace hazards.
- Reduce or eliminate workplace hazards.
- Increase productivity.
- Improve morale.
- Lower costs by reducing injuries and worker's compensation claims.
- Improve employee retention.
- Identify training needs.
- Implement effective supervisor- and employee-injury-prevention training programs.

### **How Should an Agency Identify Workplace Ergonomic Hazards?**

1. **Review losses:** Contact your PDRMA Risk Management Consultant for your agency's loss history and current losses, or download the loss information from PDRMA's Web site. Use the Employee Injury Analysis Checklist (Appendix A) to help analyze loss history and identify injury-exposure concerns.
2. **Identify a task:** Identify tasks that currently or historically have caused or contributed to employee injuries. Schedule time to formally observe these problematic tasks and complete an ergonomic-risk checklist. Use Appendix B – General Ergonomic Risk Assessment Checklist.
3. **Determine solutions:** Use the General Ergonomic Risk Solution Guide (Appendix C) to assist in developing solutions.
4. **Develop an action plan:** Develop an action plan identifying work tasks that need immediate attention, set goals to prioritize the problem tasks identified, assign a team leader to be responsible for coordinating your plan, and establish implementation steps and target completion date(s) for activities or programs. Use Appendix D – Action Plan.
5. **Evaluate progress:** Schedule time for your staff to implement your action plan and monitor progress. Agency supervisors can use the Action Plan – Evaluate Progress (Appendix D).

## What are the Types of Ergonomic Solutions?

Ergonomic solutions decrease stress on the human body and the employees that perform the task. Since there are usually many options for getting a particular task done, it requires a team approach including employees, supervisors, and the administration to choose the best ergonomic solution for each high-risk task identified.

1. **Administrative solutions** – These include changing work practices or the way work is organized. Management must monitor work practices and gather employee feedback to ensure effectiveness. Look at how different employees perform the same tasks and then consider the following solutions:

- a. **Find solutions through contractors.**

For especially hazardous job tasks, consider contracting them to an outside vendor. This transfers the risk of injury to the contractor who has highly trained employees and special equipment to perform these tasks. Contractors can limit exposure to lifting and material handling stress to agency operations such as tree removal and brush trimming by changing transportation or delivery locations, or to reducing the size of a delivery.

- b. **Provide variety in jobs.**

Use job rotation and/or increase job responsibilities to provide more task variety. To be effective, change jobs and tasks so they differ in the:

- i. Muscles or body parts used.
    - ii. Working postures.
    - iii. Amount of repetition.
    - iv. Pace of work.
    - v. Amount of physical exertion required.
    - vi. Visual and mental demands.
    - vii. Environmental conditions.

- c. **Adjust work schedules and work pace.**

Gradually introduce new employees to the physical demands of strenuous or repetitive work tasks and include those returning from long absences back to a normal work pace and workload. Job rotation is an effective way to use different muscles, body parts, or postures.

- d. **Provide recovery time.**

Recovery periods (i.e., muscle relaxation periods) can help prevent muscle fatigue and injury. Several short breaks can reduce the frequency and duration of physically demanding activities. Ask employees for ideas about the best rotation or break schedules. Their suggestions can help reduce the negative physical impact of strenuous work tasks while maintaining a productive work schedule.

**e. Modify work practices.**

- i. Pay close attention to how employees do the work. Encourage them to be comfortable, change positions, and stretch during work periods. Supervisors should use positive reinforcement or employee counseling to redirect employees not following established safe work practices. The body is stronger, more efficient, and less prone to injury when it is in midrange postures and within the area that is above the knees, below the shoulders, and close to the body – the power zone.
- ii. Midrange postures do not require bending the joints of the neck, back, legs, arms, and wrists to extreme positions. The power zone reflects the area where workers have the greatest power to perform heavier work tasks with less bending, stooping, or reaching.
- iii. Administrative solutions can help reduce workers' exposure to risk factors by limiting the amount of time on "problem jobs" that are shown to cause employee injuries. The most effective way to eliminate problem jobs is to change them. Do this by implementing the right engineering solutions, outlined below, and modifying work practices.

2. **Engineering solutions** – These include rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations, packaging, parts, processes, products, or materials. Minimize the need for administrative controls and personal protective equipment to reduce potential employee injury.

- a. Research equipment catalogs, call vendors, or ask other districts for additional assistance and options. (Ask if vendors can package products in smaller loads or provide other options/products.)
- b. Purchase assistive devices to decrease loads on the body (lift and trailer gates, mechanical lifts, hand-trucks, carts, lifts, scissor tables, skid loaders, hi-lifts and hundreds of related devices that can reduce the strain on the human body).
- c. Consult with PDRMA or one of PDRMA's ergonomic experts for insight into improvements, costs, and potential value.

3. **Training** – Training alone is not an ergonomic solution. Combine it with workplace changes, train employees, and include hands-on practice with new tools, equipment, or work practices to ensure employees have the skills to work safely. Interactive training is most effective because it keeps the employee engaged. Be sure to:

- a. Provide hands-on practice when introducing new tools, equipment, or procedures.
- b. Use several types of visual aids (e.g., pictures, charts, videos) showing actual tasks in agency work areas.
- c. Hold small-group discussions and problem-solving sessions.

- d. Give employees ample opportunity for questions.
- e. Ask veteran employees what solutions they have learned over the years to reduce ergonomic exposures.

*References:*

*Zin Cheung, et. al. Ergonomic Guidelines for Manual Material Handling. DHHS (NIOSH) Publication No. 2007-13. California Department of Industrial Relations, 2007. Web. 27 April 2011.*

*Accelerated Rehabilitation Centers, Diane Newquist and Mark Bell, [www.acceleratedrehab.com](http://www.acceleratedrehab.com), 2011.*



**APPENDIX E**  
**GLENCOE PARK DISTRICT ERGONOMICS POLICY**

**Ergonomics Policy**

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for the Glencoe Park District staff. It is the policy of the Glencoe Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Glencoe Park District adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training.

This policy applies to all full-time, part-time, and seasonal employees in all departments at the Glencoe Park District

***Notice of Ergonomic Policy Receipt***

The Glencoe Park District establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established Ergonomic Policy.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Follow-Up Needed: \_\_\_\_\_

- ✓ Is lighting inadequate? \_\_\_\_\_
- ✓ Is there a glare on their screen? \_\_\_\_\_
- ✓ Is the monitor distance at a minimum of 20" to 40"? \_\_\_\_\_
- ✓ Are the employee's arms vertical and at a height of 20 degrees when sitting? Check arm rests.  
\_\_\_\_\_
- ✓ Are hands and wrists level with desk? \_\_\_\_\_
- ✓ Check for keyboard wrist rest and mouse wrist rest. \_\_\_\_\_
- ✓ Are knees slightly declined? \_\_\_\_\_
- ✓ Are the employee's feet flat on the floor? \_\_\_\_\_
- ✓ Is a foot rest needed? \_\_\_\_\_
- ✓ Do they need to adjust the height of their chair? \_\_\_\_\_
- ✓ Does the employee need a rubber mat for under their chair? \_\_\_\_\_
- ✓ Is posture good? Do they have adequate lumbar back support? \_\_\_\_\_
- ✓ Is the employee shrugging their shoulders or hunched over to see the monitor? \_\_\_\_\_
- ✓ Is the center of the monitor at nose level, and the top of the monitor at eye level? \_\_\_\_\_
- ✓ Is a monitor stand needed? The monitor should be 15 to 20 degrees below eye level. \_\_\_\_\_
- ✓ Can the employee recline, as needed? This should be an option; the chair should not be stiff.  
\_\_\_\_\_
- ✓ Is the desk set-up so that equipment is easily reachable for the phone, calculator, printer, etc.?  
\_\_\_\_\_
- ✓ Is the person taking breaks? \_\_\_\_\_



# **Glencoe Park District**

## **Modified Duty Policy and Guidelines**

**February 2007  
Revised: February 2018**

## Glencoe Park District Modified Duty Policy

The Glencoe Park District is committed to providing employees with every reasonable opportunity to maintain their employment status and benefits. To that end, the District has developed a Modified Duty Program for employees who have sustained work-related injuries or illnesses. We feel that a Modified Duty Program will be mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable, in accordance with the Americans With Disabilities Act (ADA).

The feasibility of Modified Duty shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to, the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability of the Glencoe Park District to provide accommodation.



## **Objectives**

- A. To return occupationally injured or ill employees to work as soon as possible provided that re-injury or relapse is not probable and that the employee's return will not adversely affect the health or safety of others.
- B. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury or illness.
- C. To assist employees in returning to work at a level close to their pre-injury or pre-illness earnings and productivity.
- D. To retain qualified and experienced employees.
- E. When applicable, to comply with the accommodation requirements within the Americans with Disabilities Act.

## **Modified Duty Basic Program Requirements**

- A. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform their normal work duties due to occupational injury or illness, within the following guidelines, to be applied on a case-by-case basis.
  - 1. The assignment shall require meaningful job function(s) within limitations set by treating and/or evaluating physicians.
  - 2. The assignment does not create a new job, but instead incorporates or modifies an existing position on a temporary basis and may include duties anywhere within the Glencoe Park District.
- B. When possible, and at the sole discretion of the Executive Director, full-time employees who are assigned to modified duty shall be compensated at their regular salary for a period not to exceed six months. If not practical, the Glencoe Park District's workers compensation coverage provider (PDRMA) will be notified of the wage differential and be requested to pay employees 2/3 of the wage differential in accordance with the Illinois Workers Compensation Act.
- C. There shall be regular communication among the District's Director of Finance/HR, the employee's department head, the employee's supervisor, his or her treating or evaluating physician and the workers' compensation coverage provider (PDRMA) throughout the course of treatment and recovery.
- D. A tracking system is available (see Appendix A) for documentation purposes and to ensure that all concerned parties know the employee's exact status under the District's Modified Duty procedures.

- E. An employee who declines a Modified Duty position which is within the limitations determined by his or her treating or evaluating physician may be subject to disciplinary action up to and including discharge.
- F. Periodic review shall be conducted after an employee has been on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. Upon request of the District, a review may be conducted at any time.

### **Department Responsibilities**

- A. The department head is typically responsible for the management of employees on Modified Duty status. He/she may also coordinate Modified Duty assignments with other departments, the safety coordinators, Director of Finance/HR and PDRMA.
- B. When an employee is injured, the department head should provide the employee's treating or evaluating physician with the **Modified Duty Guidelines memorandum** (Appendix B) which explains the Modified Duty policy and the **Physician Evaluation Form** (Appendix C) which provides the physician with a form to list physical limitations.
  - 1. At the initial visit and any subsequent visits to the treating or evaluating physician, the injured employee must give the Physician Evaluation Form to the attending physician for updating.
  - 2. After the treating or evaluating physician has completed the Physician Evaluation Form, it must be returned to the department head by the employee.
  - 3. The department head should then forward a copy of the completed Physician Evaluation Form to the District's safety coordinators.
  - 4. The department head then assigns the employee a Modified Duty assignment in accordance with the doctor's restrictions and other specifications, subject to periodic review and reassessment.
  - 5. In some cases, departments may not have any Modified Duty tasks available. If so, they should use the Modified Duty Request Memorandum (Appendix D) to request available Modified Duty assignments in other departments. Attach with the Modified Duty Request Memorandum a copy of the Physician Evaluation Form (Appendix C) which lists the employee's physical restrictions. Also see Appendix E for a list of potential modified duty assignments.
  - 6. An employee who declines a Modified Duty position may be subject to disciplinary action up to and including discharge.
  - 7. When applicable, the possibility of medical management and/or vocational services will be

explored and communicated to all parties involved.

- C. The department head must use the **Modified Duty Work Status Form** (Appendix A) to inform safety coordinators, PDRMA, and others as to an employee's work status within three working days following an employee's return to work on Modified Duty status and immediately when an employee returns to full duty.
- D. Department heads should coordinate with the safety coordinators, and workers compensation coverage provider (PDRMA) to review existing medical restrictions of the employee, continue to develop and coordinate appropriate duty assignments, and monitor on-going medical status and work-adjustment.

### **Employee Responsibilities**

- A. Participates in the Modified Duty Program as assigned.
- B. Reports any problems with Modified Duty assignment to department supervisor.
- C. Provides all original copies of physician releases and reports to Director of Finance/HR, department supervisor, or safety coordinators as generated and when available.

### **Workers' Compensation Coverage Provider (PDRMA) Responsibilities**

- A. Informs treating physician(s) about the Modified Duty Program.
- B. Assists in obtaining medical statements from physician(s).
- C. Notifies the District and the department of an employee's potential availability for Modified Duty assignment.

### **Definitions**

#### **District Employee**

Any District employee who is employed by the District in a valid authorized position.

### **Reasonable Accommodation**

If an employee informs the District by means of a doctor's evaluation or report that he/she has a permanent or long-term disability as defined under the Americans with Disabilities Act (ADA), the District is expected to provide reasonable accommodation, unless the accommodation would impose an undue hardship. Such accommodation may include, but is not limited to, the following:

1. Making existing (and future) facilities accessible.
2. Job restructuring.
3. Establishing modified work schedules.
4. Acquiring or modifying equipment or devices.
5. Allowing the qualified employee with a disability to provide and use equipment, aids and services that the District is not required to provide (i.e. wheelchair).
6. Other similar reasonable accommodation(s) for employees with disabilities under the ADA.

### **Modified Duty**

A temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates he/she can return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to his/her regularly assigned duties. Modified duty may only be applicable to those employees who are receiving temporary total disability benefits because of a compensable workers compensation claim.

### **Occupational Injury or Illness**

Injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act.

### **Modified Duty Coordinator**

Employee designated to coordinate the Modified Duty Program for the agency or within a department.

### **Workers' Compensation Claims Contact (PDRMA)**

PDRMA claims representative who administers workers' compensation benefits on behalf of member.

### **Co-Safety Coordinators (Chris Leiner and Carol Mensinger)**

Persons responsible for safety-related programs that minimize the adverse effects of accidental loss upon the agency.

**GLENCOE PARK DISTRICT  
Modified Duty Work Status Form**

**Instructions for Use:** Departments should submit this form to the Park District's Director of Finance/HR confirming the **commencement of and termination of** temporary Modified Duty. Please return within three business days from commencement of Modified Duty assignments and immediately when an employee returns to full duty.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Occupation: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Department Phone Number: \_\_\_\_\_

Employee Resumed: Regular Duty \_\_\_\_\_ (date) Modified Duty \_\_\_\_\_ (date)

Physician's current recommended restrictions/modifications (attach a copy of pertinent reports):

---

---

---

Were you able to accommodate the job modifications as described by the physician?  Yes  No

**If Yes**, Modified Duty began on (enter date): \_\_\_\_\_

**If No**, have you reviewed potential Modified Duty assignments with the safety coordinators, other departments, and workers' compensation carrier?  Yes  No

\_\_\_\_\_  
Department Head Signature

NOTE: Please route copies to department head, Safety Coordinators and Director of Finance/HR.

**Sample Memorandum**

**To:** The Attending or Evaluating Physician      **Date:**  
**From:** Safety Coordinators  
**Subject:** Modified Duty Guidelines

The Glencoe Park District is committed to providing employees with every reasonable opportunity to maintain their employment status and benefits. To that end, the District has developed a temporary Modified Duty Program for employees who have sustained work-related injuries or illnesses. We feel that our Modified Duty Program is beneficial and may aid in the employee's recovery.

The Park District will attempt to provide work assignments that will cause minimum physical stress to an injured or ill employee. The program works in this way: as directed, under the advice of the employee's treating or evaluating physician, an employee may continue to work but under reduced physical job requirements.

Please review the attached **Physician Evaluation Form** and provide an assessment of the physical work capacity and limitations of the injured employee. You may want to keep a copy for your files and return the original form to the injured or ill employee.

Please feel free to contact the Glencoe Park District's Director of Finance/HR, Carol Mensinger, at 847/835-7550 should you need further information or have any specific questions.

**GLENCOE PARK DISTRICT  
Modified Duty Physician Evaluation Form**

Please check the appropriate area that best suits the type of work the employee can perform according to his/her injury.

Employee Name:

Department:

Date of Injury:

1. \_\_\_\_\_ **Fit for Regular Duty** **Effective Date:**
2. \_\_\_\_\_ **Medium Work**  
May require some lifting up to 50 pounds, bending, carrying loads, up to 30 pounds
3. \_\_\_\_\_ **Light Work**  
May require infrequent lifting of items up to 20 pounds. Some walking, standing, and/or pushing or pulling. Majority of work would be sedentary.
4. \_\_\_\_\_ **Sedentary Work**  
May require infrequent lifting of items up to ten pounds, sitting, minimal walking, answering telephones.
5. \_\_\_\_\_ **Cannot be assigned** alternate duty at this time for the duration of \_\_\_\_\_ days.
6. Restriction until \_\_\_\_\_ (Enter date)
7. Projected date employee will be returned to regular duty: \_\_\_\_\_ (Enter date)
8. Date of next medical evaluation:

Special Instructions:

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

**Sample Modified Duty Request Memorandum**

**To:** Parks Department Head/Recreation Department Head      **Date:**  
**From:** Director of Finance/HR  
**Subject:** Modified Duty Guidelines

Please review the attached Physician Evaluation form. Please indicate whether any Modified Duty tasks are available in your department and within the physician's recommended limitations. Please complete and return this form to the requesting department when received.

Employee Name:

Date Available:

Can your department accommodate employee listed above?       Yes       No



## Potential Modified Duty Tasks

**Note: Modified Duty assignments are not limited to one department. Employees should be sent to where there is work to be done.**

### Administration/Front Office

Answer phones	Filing/paperwork/general office
Assist agency safety coordinator	Update MSDS forms
Deliver program brochures to schools, etc.	Inventories (seasonal)
Update budget lines	Call on budget prices
Deliver Mail	Organize stockrooms
Pick up program and special event supplies	Assist safety committee on outstanding projects
Copy, collate, and staple district flyers, programs, manuals, etc.	
Transfer to other departments with light duty tasks	
Continue duties in supervisory capacity or paperwork	

### Maintenance

Light painting	Replace light bulbs
Dusting	Caulking windows/doors
Replace locks	Clean windows
Sweeping and floor mopping	
Light janitorial (i.e. wash windows, dust, general cleaning, sinks)	

### Recreation Department

Surveys - phone and tallies	Develop special event checklists
Umpire/supervise umpires	Supervise outdoor sports activities
Update sports league materials	Prepare monthly revenue reports
Assist in brochure development	Clean and repair athletic equipment

### Parks Department

Inventory of maintenance shop/video	Weed flower beds
Inventory of shop/video	Parks playground safety audit
Monthly park inspections	Plant bulbs
Minor building repairs	Snow plowing
Use of riding lawn mowers	Painting playground equipment, park benches, etc.
Ball field dragging using tractor	Trim low tree branches
Assist mechanic	Inspect trees/shrubs for replacement
Clean light fixtures	Replace basketball nets
Assist in bid spec preparation	Sharpen mower blades
Check ice thickness	Salt sidewalks

Fix drinking fountains  
Replace heating filters  
Seal coating  
Pick up trash/garbage in parks  
Develop/update job task safety training procedures for high risk tasks  
Grass trimming around trees, fences, and playground equipment  
Inventory all equipment - tools, machinery, supplies, etc.  
Organize tools and mark with park district identification  
Lubricate equipment  
Assist mechanic  
Strip parking lots  
Inspections - vehicle, building, parks, etc.

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## GLENCOE PARK DISTRICT

### 3 Points of Contact Policy

Improperly entering and exiting and mounting and dismounting of vehicles, mowers, trucks, tractors, busses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the 3 Points of Contact for identified job tasks.

The 3 Points of Contact method is maintaining contact with **one hand and two feet or two hands and one foot** *at all times* when mounting or dismounting their vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

**The purpose of this policy is to identify job tasks that require the use of a 3 Points of Contact Procedure and to establish protocols for carrying out a safe 3 Points of Contact.**

This policy applies to all full-time, part-time and seasonal employees in all departments who enter or exit any vehicle, or mount or dismount any type of equipment.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day to day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

#### **Job Tasks Required to Use 3 Points of Contact**

Areas where 3 Points of Contact should be required include, but are not limited to, the following job classifications and work areas:

Improperly entering and exiting and mounting and dismounting of vehicles, mowers, trucks, tractors, busses, vans, trailers, ladders, stairs or other pieces of construction equipment can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will exercise the 3 Points of Contact for identified job tasks.

This list is not all inclusive and will be updated as necessary. Employees are encouraged to use the 3 Points of Contact method during any activity where they are entering/exiting vehicles or mounting/dismounting equipment.

#### ***Notice of 3 Points of Contact Policy Receipt***

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

# GLENCOE PARK DISTRICT

## Stretching Policy

Stretching is an important component of the Glencoe Park District's effort to reducing the effects of ergonomic risk factors both on and off the job. Over time, the excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Glencoe Park District staff. It is the policy of the Glencoe Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

The Glencoe Park District adopts the following Stretching Policy Guide utilizing the **(member determined-voluntary, mandatory or hybrid)** program design. This policy applies to all full-time, part-time and seasonal employees in all departments at the Glencoe Park District.

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

## GLENCOE PARK DISTRICT 30-Second Site Safety Walk-Through Policy

Every job site and job task has the potential for safety hazards. In addition, specific jobsite operations also provide unique challenges in preventing employee/volunteer injury. To reduce or eliminate the risk of injury, all employees shall conduct a 30-Second Site Safety Walk-Through prior to beginning a job task.

To do this, employees and volunteers should pause for 30 seconds before starting a work task or activity and reflect upon the potential job safety hazards or concerns that relate to the job at hand. Due to the unique nature of each jobsite and task, an employee should consider hazards associated with their specific jobsite or task.

The purpose of this policy is to identify job tasks that require a 30-Second Site Safety Walk-Through and establish protocols for implementing the 30-Second Site Safety Walk-Through.

This policy applies to all full-time, part-time, volunteers and seasonal employees in all departments.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. See your supervisor or the Safety Coordinator for specific questions. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director.

### **Before beginning a job:**

- **Pause before you approach :**
  - Ask yourself: "Are there any obvious potential safety hazards?"
  - Generally, your first impression will be correct.
- **Observe your surroundings:**
  - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- **Observe the traffic in or around the worksite:**
  - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- **Protect yourself!**
  - Should you be wearing personal protective equipment?
  - Are you wearing the appropriate footwear to safely perform the job?
- **Consider the unknown:**
  - What is unique about the site that may cause a safety concern?
  - Will the equipment, materials or job task introduce safety concerns?

**Note:** Any hazards or safety concerns observed during the 30-Second Site Safety Walk-Through should be eliminated or minimized. Always follow applicable agency safety policies and procedures. If you are unsure, contact your supervisor before beginning the job task.

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.



# GLENCOE PARK DISTRICT

## Crisis Management Plan

October 1999

**Revised: February 2018**

# Crisis Management Plan

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# GLENCOE PARK DISTRICT

## Crisis Management Plan

### A. What is a Crisis?

A crisis is a situation or event that causes, or has the potential to cause, public or media concern. It could be, among other things, an accidental drowning, allegations of abuse, a severe vehicle accident, or a criminal act that occurred on agency property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the head of the Crisis Team immediately. The Park District has appointed the Executive Director as the head of its Crisis Team. He/she will decide whether the Crisis Plan needs to be implemented or whether the situation needs to be monitored and handled carefully. If the head of the Crisis Team is not available, a potential or immediate crisis should be reported to any Department Head (designated by \* below). The Crisis Plan is usually implemented in conjunction with the Emergency Response Plan.

### B. Chain of Responsibility

In the event that the designated Crisis Team Head is absent, the following chain of responsibility will be followed in descending order. The first **available and present** staff person listed below will take temporary responsibility for implementing the Glencoe Park District's crisis communication plan. All Team members should immediately report to the Conference Room at the Takiff Center when notified of a crisis situation. All decisions and public responses should come through a consensus of the Crisis Team members.

The following is the chain of responsibility order for Crisis Team:

1. Lisa Sheppard, Executive Director
2. Bobby Collins, Director of Recreation/Facilities
3. Carol Mensinger, Director of Finance/Human Resources
4. Chris Leiner, Director of Parks/Maintenance
5. Erin Maassen, Marketing and Communications Manager
6. Director of Recreation and Facility may designate a Recreation or Facility Manager to speak on the District behalf depending on the emergency and if the top 5 are not available.

A chain of responsibility must be established for designating spokespersons. Spokespersons will be responsible for making official statements to the media on behalf of the Crisis Team. All listed spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis. **Whenever possible, Marketing and Communication will take the lead on making statements on behalf of the Park District.**



### C. General Action Steps When a Crisis Occurs

1. Whenever a crisis occurs that involves injury or property damage, the first responsibility of the Crisis Team is to ensure that the Glencoe Park District's emergency response plan is implemented, local EMS services are contacted, and any other actions are taken to minimize further loss. **Until the crisis is controlled, it is not recommended that any statements be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved.**
2. **Stay calm and in control.** Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Management Team. Notify the head of the Crisis Team at once and provide all known details. The head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information, and the time of day. If contacted, members of a Crisis Team must report to the Conference Room at the Takiff Center (999 Green Bay Road, Glencoe) or other designated location.

If the Crisis Team Head is not available, the following action steps should be implemented by the acting Crisis Team Head.

3. PDRMA and the Glencoe Park District Attorney should be immediately contacted in all crisis or potential crisis situations. An Accident Report Form, incident form: Form 45 or other potential forms should be completed and submitted (i. e. faxed) to PDRMA within 24 hours.
4. Depending upon the situation, contact the Board President to make him/her aware of the situation, followed by notifying other available Board members.
5. Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate accurate information to the media, if warranted. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape if possible) television news reports. In addition, local news radio stations should be monitored to gather facts being reported. Any staff directly involved should be interviewed by the Crisis Team as soon as possible.

The Crisis Team may appoint fact gatherers to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, meeting with relatives, and other affected parties.

6. It is the responsibility of the office staff to answer phone calls and relay any pertinent information to the Crisis Team. The office staff, as well as the entire Crisis Management Team, should document all information received: who called, his/her title, time of call, etc.

7. The designated spokesperson may address the media after a statement has been prepared by the Crisis Team and approved by the Executive Director. The designated spokesperson should speak on behalf of the Glencoe Park District and **fault should not be discussed**. (In certain instances, the Crisis Team should not disseminate information to the press or make a public statement).
8. Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.

**D. Specific Action Steps for Crisis Team**

During a crisis, it can be difficult for the Crisis Team to know where to start in the information gathering process. The following is a list of questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much more information to gather.

1. When appropriate, have the proper authorities been notified (police, fire, poison control, EPA, utility companies, etc.)?
2. Have the Glencoe Park District Attorney and Board members been notified?
3. Has PDRMA been notified?
4. Have victims' families been contacted?  
Timing should be considered
5. What outside parties should be notified?  
And when?
6. Has the crisis situation been fully investigated? What is the potential for a secondary crisis?
7. Are damage estimates accurate?
8. How can the Crisis Team assure the public that the crisis is under control?
9. Has the waiting media been made comfortable (electrical power for equipment, coffee, etc.)?
10. Will a formal press conference be appropriate and/or necessary?  
When? Where?
11. Has the spokesperson been updated with current information and tested with anticipated media questions?
12. Will a Crisis Center need to be established? Where?

13. Have false statements been reported by the media which should be balanced with facts?
14. Have photographs or video tape been taken to document the damage?
15. Is it necessary to contact the EAP or other counseling services for employees or public involved in the crisis?

#### **E. Members of the Crisis Team and Their Roles**

##### **1. Director's Duties (Official Spokesperson, Crisis Team Head) (Lisa Sheppard)**

The Executive Director will act as the official Crisis Team Head and as the spokesperson. The Executive Director will be responsible for the overall coordination of the Park District's crisis management plan.

The Executive Director will be the primary voice of the park district throughout the crisis, but may request that others with more knowledge of the affected department's operation also speak to the media.

##### **2. Department Heads' Duties (Carol Mensinger, Bobby Collins, and Chris Leiner)**

The appropriate Department Head will coordinate the processing of incoming information such as witness statements, employee statements, incoming phone calls, radio reports, television reports, accident investigation results by safety coordinators and PDRMA. The Department Head is further responsible for establishing the following:

- Exactly what happened?
- Who was/is involved?
- Where did the incident occur?
- When did it happen?
- Why did it happen?
- What is currently being done to control or minimize the existing crisis?
- If the answers to the above questions are not known, when will they be known?
- Update the official spokesperson about changes in the situation as they occur.

The designated Department Head will ensure that the Crisis Management Team has access to necessary buildings, facilities, and power sources. Depending upon the crisis, the Department Head will coordinate efforts with the Village Public Works Department, Public Safety Department, Utility Companies, etc.

If directed by the Crisis Team Head, the Department Head will establish a media center. When applicable, the media should be guided to a designated location so they can monitor the crisis and receive the most up-to-date information on the crisis situation. The Department Head will also be responsible for obtaining any needed audio visual and communication equipment.

### 3. Program Managers' Duties

District Managers may be assigned to assist the Executive Director, spokesperson, department heads, Crisis Team, safety coordinators, or clerical staff. Some potential assignments may include:

- Providing specific information on a program or facility.
- Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or open public forum.
- Help assemble accurate information and formulate accurate answers to questions.
- Contact the news media as directed by the spokesperson.
- Obtain information about callers and inquiries from office administration.
- Assist the spokesperson in responding to inquiries as directed.
- Record and date all statements given to the media.

### 4. Safety Coordinators' Duties (Carol Mensinger and Chris Leiner)

- Assist PDRMA with investigative efforts.
- Coordinate the identification of witnesses and gather contact information.
- Take photographs and preserve any evidence.
- Contact the necessary governmental agencies when applicable (i.e. EPA following spills, IDOL following the death of an employee, etc.)
- Obtain, compile, or present pertinent safety documentation or practices conducted by the Glencoe Park District.
- **Complete the Accident/Incident Report Form which should be faxed to PDRMA within 24 hours.** The Safety Coordinators will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
- Contact EAP services or other counseling agencies as directed by the Crisis Team Head.
- Review the accident circumstances and causes and decide a course of action to eliminate, or hopefully, prevent a similar situation from occurring in the future. This information will be presented to Glencoe Park District staff after the crisis is controlled.

### 5. Office Staff Members' Duties

Answer telephone inquiries associated with the emergency and screen reporters, photographers, or others who arrive unannounced at the administration building. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

- the name of the person who is calling or visiting
- his/her title and organization
- the name of the newspaper, radio, or TV station (if applicable)
- the telephone number where the inquirer can be reached\*
- his/her FAX number (if applicable)
- reporter's deadline (if applicable)

**Provide only the official information that has been approved by the spokesperson.**

Let the caller know that he/she will be contacted as quickly as possible with accurate information. If a reporter, photographer, or other interested person has arrived at the reception desk, notify the official spokesperson after obtaining the above information.

6. **Spokesperson's Duties**

The role of the spokesperson is to present official, accurate information to the media on behalf of the Glencoe Park District, when appropriate. **The District is not obligated to share any information with the media.** However, the term "no comment" can lead the media to look for unreliable sources of information. In limited circumstances, it may be prudent not to discuss the crisis with the media pending further investigation. The designated spokesperson should have in-depth knowledge of the organization, be a good public speaker, present him/herself in a professional manner, and be trained as a spokesperson.

On behalf of the Glencoe Park District and Crisis Team, the spokesperson should present factual information to the media at the crisis location, or at a press conference. It is best to begin any interview by reading a prepared statement to accurately present the Glencoe Park District's response to a crisis.

The spokesperson should refrain from answering any questions when verified facts are not available. In addition, **spokespersons should NEVER:**

- **Release victim information until family members are notified,**
- **Speculate on liability, damage costs, causes, etc. (until verified),**
- **Fix blame on others or mislead,**
- **Speak off the record.**
- **Discuss employee information/role.**

The spokesperson should admit that a crisis has occurred and highlight what steps are being taken to control it. **The spokesperson should:**

- **State the facts surrounding the crisis**
- **Highlight rescue efforts**
- **Highlight positive safety record**
- **Use the media to tell the Park District's story**
- **Balance any false statements made by the public or others**

An effective means of preparing for a spokesperson's role is to conduct a simulated press conference. This role-playing exercise can simulate a potential crisis response at the Park District by developing a fictional scenario and having the spokesperson answer difficult questions the media may ask pertaining to a crisis.

**When a spokesperson is confronted with a difficult question, it is best to respond by stating that (*the question*) is still under investigation and that additional information will be released when available.** This will give the spokesperson and the Crisis Team additional time to confirm facts, gather additional facts and formulate a specific answer to the difficult question.

The spokesperson should keep Park District employees informed regarding the facts of a crisis when appropriate. Failure to inform employees can lead to the release of misinformation, speculation and false rumors.

#### F. **Role of Board Members**

It is recommended that Board members not make any statements to the news media until after meeting with the Crisis Team. It is recommended that any statements made to the news media only come through a designated spokesperson.

#### G. **Role of Employees in Dealing with the News Media**

In a crisis situation, all information should be released from members of the Crisis Team through the designated spokesperson for the Glencoe Park District. Employees who are knowledgeable of the event or who are witnesses to the event may be approached by reporters. Employees should direct reporters and others to the Glencoe Park District spokesperson for their information. When possible those employees should remain at the site of occurrence, but segregated from the media until the investigation is completed.

Listed below are some guidelines employees can follow when talking with reporters:

1. If you are questioned by a reporter, **you are not required to give an interview.** If you are uncomfortable, you can say, "I'm not the best person to answer that question. You may want to discuss this with (state proper person), the Glencoe Park District's official Spokesperson."
2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know." Direct the reporter to the Spokesperson who may have the answer.
3. It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the Glencoe Park District's Spokesperson. Do not give out the names of affected persons or employees.
4. **Don't say, "NO COMMENT."** Reporters may interpret the "no comment" phrase to imply guilt and reluctance to talk with the media. You can say "at this time, it would be premature and speculative to discuss the matter pending further investigation."
5. Don't say anything you don't want to see in print. A negatively phrased "joke" loses its

humor in print and can be very embarrassing when read later.

- 6. **Never make an "OFF-THE-RECORD" STATEMENT.** The confidentiality of off-the-record statements cannot be guaranteed.

**H. Media Relations Plan**

Through direction of the Crisis Team Head, the Spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the Crisis Team and legal counsel. However, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The Spokesperson may designate other individuals to be interviewed as appropriate, and will coordinate these interviews and be present for difficult questions. The Glencoe Park District's legal counsel or PDRMA's General Counsel should also be available to assist in answering certain questions.

It is recommended that waiting media be made as comfortable as reasonably possible with electrical power, indoor waiting area, coffee, etc. when applicable.

**I. Emergency Phone List**

Listed below are the phone numbers of people to contact in the event of a crisis situation. Please call these individuals in the order listed. If there is no response, then call the next person on the list. **These numbers are confidential and not to be given out, unless instructed (See Appendix D on page 15).**

**Director and Department Heads**

Executive Director:	Lisa Sheppard	224-545-2769
Director of Recreation/Facilities:	Bobby Collins	847-613-5156
Director of Parks/Maintenance:	Chris Leiner	847-946-7309
Director of Finance/HR:	Carol Mensinger	847-613-5158

**PDRMA and Attorney**

Park District Risk Management Agency	Attorney: Robert W. Bush, Ancel Glink
Office: 630-769-0332	Office: 312-782-7606
FAX: 630-769-0449	FAX: 312-782-0943
PDRMA After Hours: 630-512-9770	
An evening answering service will direct you.	

### Other Park District Crisis Team Members

Manager of Marketing & Communications:	Erin Maassen
Special Events/Active Adult Program Mgr:	Liz Visteen
Watts / Takiff Facility Manager:	Adam Wohl
Facility Maintenance Supervisor:	Bill Eldridge
Arts and Youth Program Manager:	Stephani Briskman
Park Maintenance Supervisor:	Anthony Marx
Beach / Boating Facility Manager:	Matt Walker
Athletics Program Manager:	Chris Pietrini
Early Childhood Manager:	Naomi Garvett
Registration/Customer Service Manager:	Lorise Weil
Early Childhood Supervisor:	Jessica Stockl
Accounting Manager:	Liz Stowick

### Board of Park Commissioners

Stephanie Boron  
Lisa M. Brooks  
Steve H. Gaines  
Josh Lutton  
Dudley Onderdonk

### Other Contacts

Family Service of Glencoe	847-835-5111
American Red Cross	312-729-6100

### J. Other Phone Numbers

#### TELEVISION STATIONS

WGN - Channel 9	312-528-2311
WLS - Channel 7 (ABC)	312-750-7777
WMAQ - Channel 5 (NBC)	312- 836-5555
WBBM - Channel 2 (CBS)	312-899-2222
FOX – Channel 32 (FOX)	312-565-5532

#### RADIO STATIONS

WBBM AM 780	312-297-7800
WGN AM 720	312-222-4700



NEWSPAPERS

Chicago Tribune	312-222-3232 (3143)
Chicago Sun Times	312-321-3000 (3084)
Daily Herald	847-427-4300
Daily Southtown	708-669-4017
Glencoe News (Pioneer Press)	847-755-8913

## APPENDIX A

### SAMPLE INITIAL PRESS RELEASE

The Glencoe Park District has recently been informed that on \_\_\_\_\_ (date of crisis) at approximately \_\_\_\_\_ (time of crisis), the following occurred (briefly describe crisis): \_\_\_\_\_

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At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed. \_\_\_\_\_

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We are currently in the process of investigating this matter in full cooperation with (identify investigative authorities): \_\_\_\_\_

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Pending the outcome of our investigation and in fairness to the families and parties involved, it is premature to discuss this matter at this time.

In the interim, concerned or interested parties may contact \_\_\_\_\_ for further information or development dates.

## APPENDIX B

### POST CRISIS EVALUATION FORM

This questionnaire should be completed by everyone involved with the crisis situation.

1. Name, Date, Position, Department: \_\_\_\_\_

\_\_\_\_\_

2. What was your role? \_\_\_\_\_

\_\_\_\_\_

3. How did you learn of the incident? \_\_\_\_\_

\_\_\_\_\_

4. Were you satisfied with how you were notified? \_\_\_\_\_

\_\_\_\_\_

5. How could notification be improved? \_\_\_\_\_

\_\_\_\_\_

6. Rank how you feel the park district handled the crisis.  
(Scale of 1 - 10; 1 = Needs Improvement, 10 = excellent)

1   2   3   4   5   6   7   8   9   10

7. How can the Park District improve its Crisis Plan? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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8. How could this accident have been prevented? \_\_\_\_\_

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9. What steps need to be taken to prevent a future incident? \_\_\_\_\_

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## APPENDIX C

### Victim Notification Checklist

Class Name: \_\_\_\_\_ Instructor: \_\_\_\_\_

Name of participant/ family contacted: \_\_\_\_\_

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## APPENDIX D Crisis Team Checklist

<b>Responsibility</b>	<b>Crisis Team Member</b>
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- Police have been notified. Person FIRST notified of crisis.
- PDRMA has been contacted (630) 769-0332.
- All members of crisis team have been contacted: Appendix E : Emergency Phone Tree
- Board of Park Commissioners have been notified
- A crisis center has been established.

It will be located: \_\_\_\_\_  
Crisis Center Telephone Number: \_\_\_\_\_

- Participants have been grouped by age in designated areas for intervention.

Toddler, 2's, 3's Location \_\_\_\_\_ 4's & 5's Location \_\_\_\_\_  
Grades 1 – 3 Location \_\_\_\_\_ Grades 4 – 6 Location \_\_\_\_\_  
Grades 7 – 8 Location \_\_\_\_\_ High School Location \_\_\_\_\_  
Adults Location \_\_\_\_\_

- Emergency phone has been connected in Front Office fax line:  
FAX: 847/835-7279      Business Office FAX: 847/835-4942
- Victims' families have been contacted.  
(See Appendix A checklist)
- There has been an assessment of damages.  
(See Appendix A checklist)
- EPA has been notified.
- Utility companies have been notified.

Water	Village of Glencoe:	847-835-4111
Gas	North Shore Gas:	800-228-6734
Electrical	Commonwealth Edison:	800-334-7661

- There has been a thorough investigation of crisis.

(See Appendix A)


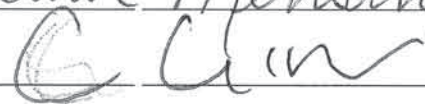
- The EAP (or other counseling services) has been coordinated for staff and participants.  
Family Service of Glencoe: 847-835-5111

- Damage has been photographed or videotaped.
- Steps have been taken to accommodate the media.

Designated media area                      Location: \_\_\_\_\_  
Electrical Outlets  
Introduction of Park District Spokesperson

- Press conference scheduled. Date/Time: \_\_\_\_\_
- Has the public been assured that the crisis is under control?  
- Review steps taken, authorities that have been notified.
- Crisis Team has met to update Spokesperson with current information and tested with anticipated questions.
- False information has been corrected by the Spokesperson that was reported by the media.
- A date/time has been scheduled for follow-up/debriefing of the Crisis Team.  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Crisis Management Reviewed and Approved by:

Executive Director:  Date: 2/19/18  
Co-Safety Director: Carol Messinger Date: 2/19/18  
Co-Safety Director:  Date: 2/19/18



# **Takiff Center Emergency Response Plan**

Approved 5/18/2016  
Updated 3/02/2018



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Crisis Management Reviewed and Approved by:

Executive Director:  Date: 2/19/18

Co-Safety Director:  Date: 2/19/18

Co-Safety Director: Carol Mensinger Date: 2/19/18

# Glencoe Park District

## Takiff Center Evacuation Plan

### Emergency Response Team

**Emergency Coordinator:** Manager on Duty (MOD)

- **AM:** Facility Maintenance Supervisor – Takiff Center
- **Daytime:** Takiff/Watts Facility Manager
- **PM / Weekend:** Building Attendant

**Evacuators:** All Park District Staff

**Family Contactors:** Teachers and Program Managers

**Media Contact:** Executive Director

**Rally Point:** Reinsdorf Field Bleachers

### Takiff Center Zones and Zone Personnel:

- **Zone 1:** Takiff/Watts Facility Manager and Registration/Customer Service Manager
  - Office Suite, Lobby, Gym, Fitness Studios, Parking Lot
- **Zone 2:** Athletics Manager and Youth / Arts Manager
  - Enrichment Wing
- **Zone 3:** Director of Recreation, Early Childhood Manager and Supervisor
  - Early Childhood Wing
- **Zone 4:** Marketing Manager and Special Events Manager
  - Arts and Ceramics Wing
- **Zone 5:** Executive Director, Director of Finance, Administrative Assistant, and Accounting Manager
  - Community Wing

### Emergency Codes:

Emergency	Code
Fire	Activate Fire Alarm Pull Station
Bomb Threat	Activate Fire Alarm Pull Station
Threat of Violence	“Facility Lockdown”
Severe Weather	“Severe Weather”
Missing Child	“Code Adam”
Gas or Chemical Leak	“Code Green”

### How to make a Takiff Center All Page:

1. An "All Page" would be used to inform everyone in the building of a code, via the Intercom System. The "All Page" phone is located at the registration desk on the right side (next to the video camera monitor). **To call a code:** Press Page and Push to talk, then say the code, repeat it 3 (three times), then follow the Takiff Center Emergency Response Plan.
2. If you need to report a code to the Emergency Response Team – Use the phone in your office, or the phone in the room that you are currently located in. \*Press Page Grp 1 first (located on the left side column); say the code, repeat it 3 (three) times, then \*Press Page Grp 2 (located on the left side column); say the code, repeat it 3 (three times), then follow the Takiff Center Emergency Response Plan. Important note: If this method is the first to be heard, the person closest to the registration desk must make an "All Page" using the phone next to the video camera monitor.

\*Page Grp 1 and Page Grp 2 must always be done separately.

### Takiff Center Morning Evacuation Procedures (6:00 – 9:00am with limited staff presence):

**Immediate Emergency Response:** In the event of an emergency necessitating the evacuation of the Takiff Center, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, gas, chemical, bomb threat, or threats of violence. Do not use the elevators.

#### The following plan should be followed:

- Any staff member may initiate the evacuation plan by activating the nearest fire alarm pull station. Upon activation of the fire alarm system the following procedures will be followed.
- Zone 1
  - The *Facility Maintenance Supervisor* will check zone 1 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
  - The Facility Maintenance Supervisor will grab the emergency evacuation kit and yellow reflective vest that is located underneath the customer service surveillance monitor.
- Zone 2
  - The *morning custodian* will check zone 2 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
  -
- Zone 3
  - The *Facility Maintenance Supervisor* and any *Children's Circle staff* will check zone 3 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field

bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire. Teachers should bring their attendance sheet and emergency backpack with them.

- Zone 4
  - The *morning custodian* will check zone 4 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- Zone 5
  - The *morning custodian* will check zone 4 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- All patrons will be directed to congregate at the Reinsdorf Field bleachers. In the case of inclement weather patrons will be directed to Am Shalom at 840 Vernon Avenue, 847-835-4800. The emergency coordinator will call Am Shalom to prepare them for our arrival.
- When all patrons have been evacuated all zone personnel will report to the emergency coordinator any areas that were not able to be evacuated.
- The emergency coordinator will meet Public Safety to communicate all pertinent information.
- The emergency coordinator will contact the Executive Director to activate the Park District's Crisis Management Plan, if necessary.
- Once the building is deemed safe to return by Public Safety, the emergency coordinator will direct patrons back to the building.

#### **Takiff Center Daytime Evacuation Procedures (9:00am – 5:00pm):**

**Immediate Emergency Response:** In the event of an emergency necessitating the evacuation of the Takiff Center, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, gas, chemical, bomb threat, or threats of violence. Do not use the elevators.

#### **The following plan should be followed:**

- Any staff member may initiate the evacuation plan by activating the nearest fire alarm pull station. Upon activation of the fire alarm system the following procedures will be followed.
- Zone 1
- The *Customer Service Manager* and *Takiff/Watts Facility Manager* will check zone 1 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire. The *Takiff/Watts Facility Manager* will grab the emergency evacuation kit and yellow reflective vest that is located underneath the customer service surveillance monitor.

#### **Zone 2**

- The *Athletics Manager* and *Youth / Arts Manager* will check zone 2 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They

will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.

- Zone 3
  - The *Director of Recreation and Early Childhood Manager and Supervisor* will check zone 3 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- Zone 4
  - The *Marketing Manager and Special Events Manager* will check zone 4 and direct all patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- Zone 5
  - The Executive Director, Director of Finance, and Executive Assistant will check zone 5 and direct all patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- All patrons will be directed to congregate at the Reinsdorf Field bleachers. In the case of inclement weather patrons will be directed to Am Shalom at 840 Vernon Avenue, 847-835-4800. The emergency coordinator will call Am Shalom to prepare them for our arrival.
- When all patrons have been evacuated all zone personnel will report to the emergency coordinator any areas that were not able to be evacuated.
- They emergency coordinator will meet Public Safety to communicate all pertinent information.
- The emergency coordinator will contact the Executive Director to activate the Park District's Crisis Management Plan, if necessary.
- Once the building is deemed safe to return by Public Safety, the emergency coordinator will direct patrons back to the building.

#### **Takiff Center Evening (5:00pm – Close) and Weekend Evacuation Procedures:**

**Immediate Emergency Response:** In the event of an emergency necessitating the evacuation of the Takiff Center, staff members outlined in the following plan will be responsible for assisting in the evacuation of the building. Examples of an emergency necessitating evacuation include but are not limited to smoke, fire, gas, chemical, bomb threat, or threats of violence. Do not use the elevators.

#### **The following plan should be followed:**

- Any staff member may initiate the evacuation plan by activating the nearest fire alarm pull station. Upon activation of the fire alarm system the following procedures will be followed.
- Zone 1
  - The *Building Attendant* will check zone 1 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire. The

*Building Attendant* will grab the emergency evacuation kit and yellow reflective vest that is located underneath the customer service surveillance monitor.

- Zone 2
  - The *Building Attendant* will check zone 2 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- Zone 3
  - The *Early Childhood Wing Custodian* and any *Children's Circle staff* on duty will check zone 3 and direct patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire. Teachers should take their attendance sheet and emergency backpack with them.
- Zone 4
  - The *Takiff Center Facility Custodian* will check zone 4 and direct all patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- Zone 5
  - The *Takiff Center Facility Custodian* will check zone 5 and direct all patrons to the nearest exit and instruct them to congregate at the Reinsdorf Field bleachers. They will close all doors of checked areas to signify the area was checked and to help reduce the spread of fire.
- All patrons will be directed to congregate at the Reinsdorf Field bleachers. In the case of inclement weather patrons will be directed to Am Shalom at 840 Vernon Avenue, 847-835-4800. The emergency coordinator will call Am Shalom to prepare them for our arrival.
- When all patrons have been evacuated all zone personnel will report to the emergency coordinator any areas that were not able to be evacuated.
- They emergency coordinator will meet Public Safety to communicate all pertinent information.
- The emergency coordinator will contact the Executive Director to activate the Park District's Crisis Management Plan, if necessary.
- Once the building is deemed safe to return by Public Safety, the emergency coordinator will direct patrons back to the building.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Facility Evacuation – Program Staff, Camp Staff, Teachers

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Immediate Emergency Response:** In the event that the Takiff Center needs to be evacuated for any reason during programming hours - program staff, camp staff, early childhood teachers, or any other program leader should follow the following procedures.

- Staff will gather participants in an orderly fashion and quickly count participants to ensure that all are accounted for.
- Staff will grab their emergency backpacks, attendance sheet, and green / red cards.
- Staff will lead participants in a single file line to the closest facility exit.
- Once outside staff will lead participants to the Reinsdorf Field bleachers.
- Upon arriving at the Reinsdorf Field bleachers, program staff is to count and ensure that they have all the program participants.
- If all participants are accounted for – staff will hold up the green card, signifying they have everyone

- If any participants are not accounted for – staff will hold up the red card, signifying that they are missing a participant(s)
  - If a participant is missing public safety and park district management will meet with the program staff to gather all pertinent information
  - From this point on public safety will take control of the situation

**Post incident emergency management:** Once the immediate emergency has been managed or authority has been turned over to public safety if needed, the following steps should be taken.

- Contact a full time employee immediately.
- Cooperate fully with any post incident reporting or interviews.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard
- Do not allow media into the facility.
- Complete all required paperwork including accident / incident reports, employee injury reports, and anything else required by the agency

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil



# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Medical Emergency – Life Threatening

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency</u> :	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Immediate Emergency Response:** Anytime a participant or employee has a life threatening medical condition – facility personnel should follow the below procedure

- Send someone to call 911, inform customer service staff of the emergency and get the AED.
- Assess the patron, administer first aid, and begin CPR if necessary.
- The manager on duty will meet the emergency services personnel and direct them to the patron.
- The manager on duty will contact any necessary park district officials to inform them of the situation.

**Post incident emergency management:** Once the immediate emergency has been managed the following steps should be taken.

- Cooperate fully with any post incident reporting or interviews.

- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Do NOT allow media into the facility.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Medical Emergency – Non Life Threatening

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

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Bobby Collins	Director of Recreation & Facilities	847-613-5156
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Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Immediate Emergency Response:** Anytime a patron or employee is conscious, but shows sign of medical distress – facility personnel should follow the follow procedure

- The first responder will stabilize the patron by assisting them to a chair or the floor – do not move them if movement causes additional distress or discomfort.
- If over the age of 18, ask the patron whether they want the paramedics to be contacted.
- The first responder will send someone to inform the registration desk of the incident and the location of the patron.
- The registration desk will contact the manager on duty.
- The first responder will perform the appropriate first aid measure, check the patron for medical alert tags, and assess the situation. If it turns into a life threatening situation, send another staff member to call 911.
- Transportation options for the patron to leave the facility are as follows
  - The patron can transport themselves if they can do so safely

- Family or friend can transport
- Paramedics can transport
- Never transport a patron in a personal or park district vehicle

**Post incident emergency management:** Once the immediate emergency has been managed the following steps should be taken.

- Cooperate fully with any post incident reporting or interviews.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Do NOT allow media into the facility.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Severe Weather

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Proactive Emergency Management:** Staff should constantly remain vigilant of any impending severe weather by listening to the radio or checking other weather services to ensure that they have up to date information about severe weather alerts, watches, and warnings.

The determination to close the facility due to imminent severe weather will be made by a full time staff member listed above. In the event this decision has been made, staff should immediately make an announcement via public address system and face to face contact notifying participants. All activities and programs should stop immediately and participants should begin making arrangements to be picked up from the facility if needed.

Staff should remain at the rink until all participants are picked up. Once all patrons have left the site, staff should turn off all electrical equipment and lights and also evacuate the facility. Staff should leave the facility only if it safe to do so.

If the facility will be closed for a specific amount of time, customer service staff as well as local media should be notified.

**Immediate Emergency Response:** In the event of imminent severe weather when it is unsafe to close the facility and send patrons and participants outside, the following steps should be taken.

- Customer Service / Building Attendant staff will “all page” the entire facility and announce the following. “Attention everyone, the Village of Glencoe is under a tornado warning. Please proceed to your designated areas of shelter.” Repeat three times.
- All facility patrons should “harbor in place” in an area of the facility that is safe to do so. Participants should kneel down against interior walls and place their hands over their heads in these areas.
  - Program staff should account for all program participants and take attendance once the area of safe harbor has been reached. Managerial staff should complete a sweep of the facility and direct and assist all other facility patrons to areas of safety. Directors should account for all direct reports.
  - Safe “harbor in place” areas of the facility include:
    - Zone 1 – Knuckle Offices
      - Customer Service staff will lower the steel garage doors – once these doors are closed staff will proceed to the knuckle offices. Staff and Patrons will shelter in offices with the doors closed until the all clear has been sounded.
    - Zone 2 – Gym
      - Patrons will exit the gym and shelter in the bathrooms directly outside of the gym doors. If there is not enough room for all the patrons, the remaining patrons seeking shelter should be directed to the knuckle offices.
    - Zone 3 – Dance Studios
      - Patrons will be directed into the storage areas attached to the studios. If there is not enough room for all patrons, the remaining patrons will shelter along the east wall.
    - Zone 4 – Multipurpose Room and Enrichment Classrooms
      - Patrons will exit the rooms and head into the bathrooms located in the same hallway.
    - Zone 5 – Early Childhood Wing
      - Patrons will move to hallway and sit with their backs against the lockers and walls
    - Zone 6 – Creative Arts Wing
      - Patrons will exit rooms and head to the hallway and sit with their backs against the walls.
    - Zone 7 – Executive Offices, Staff Lounge, Community Wing
      - Patrons will exit rooms, head to the community wing hallway, and sit with backs against the interior wall.
- Staff and patrons should remain still in safe areas of the facility until an “all clear” signal is given. This signal may come from
  - A severe weather watch or warning coming to an end from a weather service.
  - Notification from police, fire, or other emergency personnel.
  - A full time staff Park District member.
- In the event that participants are trapped in the facility for an extended period of time, emergency preparedness kits should be used for food, water, and other emergency resources. Emergency preparedness kits are located in the closet in the administrative offices.

**Post incident emergency management:** Once the immediate threat of severe weather and injury has passed, staff should take the following steps:

- Assess all staff, patrons, and participants for any injuries. If needed provide first-aid following AHA guidelines (unless trained otherwise).
- Establish contact with someone outside of the facility including police, fire, or other emergency personnel.
- Contact a full time employee.
- Cooperate fully with paramedics, firemen, or police officers.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Code Adam

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Proactive Emergency Management:** All Park District staff should remain vigilant to ensure the safety and security of all patrons. Staff should report any suspicious behavior or unusual interactions immediately as well as take any reports from participants or patrons very seriously.

Camp staff should follow all policies and procedures when checking in, checking out, and overseeing campers. Only authorized persons should be allowed to pick up campers.

**Immediate Emergency Response:** In the event of a missing child the following plan should be put into action.

- Once a child is reported missing, staff should immediately report the situation to a supervisor. The supervisor should then start a timer on a stopwatch, cell phone, or a specific clock.
- Customer Service Staff will announce "Attention all facility personnel we have a Code Adam, missing child" 3 times over the facility all page phone.



- Staff should immediately lock down the facility blocking as many exits as possible. No one should be allowed in or out. Staff should politely explain the situation and thank patrons for their patience in the matter.
- The supervisor will receive a description of the child from the person that reported them missing. A description should include:
  - Name
  - Age/height/weight
  - Hair/eye color
  - Clothing
  - Shoes worn\*
  - Any medical conditions

*\*This attribute is very important as child abductors will not usually remember to change a child's shoes*
- Once a description is received it should be communicated to all staff members locking down the facility, any patrons in the facility, and staff who will go in search of the missing child. Remaining staff should search the building looking for the missing child including closets, bathrooms, locker rooms, and areas restricted as "staff only" as well as all public areas, parking lots, and fields.
- If after 10 minutes the missing child is still not found police should be called. When speaking with the operator, staff should provide the following information.
  - How long the child has been missing
  - The child's name and description
  - Any suspected motives for an abduction (from person reporting missing child)
- When police arrive, staff should work with them to continue searching. Do not release lockdown of the facility until instructed to do so. Contact a full time staff member if police are notified.
- If at any point during the Code Adam the child(ren) is/are found unharmed they should be reunited with their parent and/or guardian. Staff will make an announcement to staff and patrons announcing the termination of the Code Adam and thank patrons for their cooperation.
- If the child is found with a stranger, attempt to delay the person without putting yourself or others at risk. If person departs, call police and give description of the person.

**Post incident emergency management:** Once the immediate emergency has been managed or authority has been turned over to police if needed, the following steps should be taken.

- Contact a full time employee immediately.
- Cooperate fully with any post incident reporting or interviews.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Do NOT allow media into the facility.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Violence

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Proactive Emergency Management:** Staff should remain vigilant for any suspicious behaviors taking place at the facility. When in doubt, check it out! Many times situations can be avoided just by walking up to someone and asking them if they need help with anything. Whenever needed, call 911 to respond to suspicious activity or behaviors.

Security should always be a focus of staff at the Takiff Center. Whenever possible, lock down areas of the facility when not in use. In the early mornings, the doors to the facility should be locked so individuals may only exit the building but not enter. Security cameras should be monitored whenever possible and should always be functioning properly to assist in post incident follow-up.

**Immediate Emergency Response:** In the event of violence in the facility, the following steps should be taken.

- In the event that staff or participants are in immediate danger due to any form of violence, staff should direct everyone inside to the nearest area of the facility that is able to be locked down or

direct people to flee the facility. This decision should be made based on which option is safer at the time and the location in the facility.

- If possible and safe to do so, alert all staff and patrons in the Takiff Center of the situation via face to face contact or via the customer service All Page phone, announcing "Facility Lockdown."
  - If fleeing the facility, use any and all exits including emergency exits.
  - In the Takiff Center the areas that can be locked down are as follows...
    - Offices
    - Classrooms
    - Bathrooms
    - Storage areas
- If any violence is seen or reported, immediately contact 911. If it is safe to do so, contact key full time staff and inform them of the situation.
- Move all participants and patrons away from doors and windows and group them on the floor. Have them kneel or lay down in the back of the locked area or in another safe place. Remain quiet.
- Close and lock all doors. Turn off lights and audio visual equipment.
- If possible, cover any door windows and close exterior window coverings.
- Remain in the secure area or other area until further notice unless a life threatening situation suddenly develops in the room making it safer outside the room than inside of the room.
- Assess the condition of the individuals in the room and identify anyone who is in need of medical attention.
- Participants and staff should remain in the locked down areas until notified by a uniformed Police Officer that it is safe to leave the room. The Police will give instructions regarding what to do next.
- Once the situation is clear, anyone in need of medical attention should be brought to the lobby.

**Post incident emergency management:** Once the immediate threat of injury has been managed, staff should take the following steps:

- Assess all staff, patrons, and participants for any injuries. If needed provide first-aid following AHA guidelines (unless trained otherwise).
- Contact key leadership staff until someone is reached.
- Collect information from eye-witnesses whenever possible
  - Description of person committing crime
  - Recounting of events
  - Other information that will be needed for the investigation
- Cooperate fully with paramedics, firemen, or police officers.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director Lisa Sheppard.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Telephone bomb threat

**Contact Information for Emergency Services:**

Police, Fire, Paramedics: **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency</u> :	847-835-4112
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Proactive Emergency Management:** Staff should remain vigilant for any suspicious behaviors taking place at the facility. When in doubt, check it out! Investigate strange packages or bags if it is safe to do so. Whenever needed, call 911 to respond to suspicious activity, behavior, or materials.

**Immediate Emergency Response:** In the event of a telephone bomb threat, the following steps should be taken.

- Activate the fire alarm immediately and call 911. Provide the operator with the following information:
- Remain calm. In a calm and moderate voice attempt to get as much information as possible:
  - Name of the caller
  - Exact location of the bomb
  - Time set for detonation
  - What will cause the bomb to explode
  - What kind of bomb is it
  - What does the bomb look like
  - What type of explosive is it

- Who / why was the bomb placed in the facility
- Hit \*57 and leave the line open for tracing purposes.
- Legitimate callers usually wish to avoid injury and/or detection; therefore request information by expressing a desire to save lives. Listen carefully and interrupt the caller as little as possible. Write down the following information:
  - Male or Female
  - Adult or child
  - Date and exact time of call
  - Exact language used
  - Identify any background noises
  - Was speech slow, rapid, loud, quiet, excited, normal, accent.
- Notify the Glencoe Public Safety by calling 911. When calling public safety provide the following information:
  - Who you are and how you can be reached
  - Depending on the amount of time available, share the information you have about the call
- Advise all persons at the facility of the threat and evacuate the facility using the fire alarm, PA system, or face to face communication.
  - Program instructors should account for all program participants.
  - Supervisors should account for all direct reports.
  - Time permitting, insure that all electrical equipment is turned off
  - All persons are to congregate on Reinsdorf Field northeast of the softball infield
- Determine if it is a major emergency event of which the Emergency Services and Disaster Agency (ESDA) should be advised and take appropriate action.

**Post incident emergency management:** Once the immediate threat of injury has been managed, staff should take the following steps:

- Assess all staff, patrons, and participants for any injuries. If needed provide first-aid following AHA guidelines (unless trained otherwise).
- Contact key leadership staff until someone is reached.
- Collect information from eye-witnesses whenever possible.
  - Information about the bomb if seen.
  - Any information about the caller or situation.
  - Other information that will be needed for the investigation.
- Cooperate fully with paramedics, firemen, or police officers.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director Lisa Sheppard.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Power Failure

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309
Carol Mensinger*	Director of Finance/HR	847-613-5158

**Immediate Emergency Response:** In the event of a power outage during normal business hours (8:30am – 5:00pm)

- The phone tree listed above will be used to notify important staff members that may not be in the building.
- Zone personnel will get flashlights / lanterns from the emergency response kit (located in the plastic bin under the surveillance camera computer monitor at the main lobby front desk), and use it to check their zones to ensure patron safety.
- The manager on duty will contact Com-Ed at 800-334-7661.
- Emergency lighting will activate and last for approximately 3-4 hours.
- The decision to cancel programs, cease operations, or delay opening will be made by the Executive Director. If the Executive Director is absent; the decision will be made by the

Executive Director designee. If the designee is unavailable the decision will be made by the Director of Recreation and Facilities.

**Immediate Emergency Response:** In the event of a power outage or if the emergency lighting does not activate / activates and discontinues during non-business hours (5:00pm – 8:30am)

- The phone tree listed on the above page will be used to notify important staff members that power has been lost at the Takiff Center.
- If the building is open, zone personnel will get flash lights / lanterns from the emergency response kit.
- Staff will place lanterns in designated areas.
- The manager on duty will contact Com-Ed at 800-334-7661.
- The decision to cancel programs, cease operations, or delay opening will be made by the Executive Director. If the Executive Director is absent; the decision will be made by the Executive Director designee. If the designee is unavailable the decision will be made by the Director of Recreation and Facilities.
- If the decision to close the building has been made, zone personnel will assist with helping patrons exit the facility safely.

**Post incident emergency management:** Once the immediate emergency has been managed the following steps should be taken.

- Cooperate fully with any post incident reporting or interviews.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Do NOT allow media into the facility.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

\*Contact Carol Mensinger for any IT Network Related Issues

**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Water Pipe Burst or Leak

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency:</u>	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

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Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

In the event of a water pipe burst or leak the following procedures should be followed. All valves have been clearly marked and labeled.

- The manager on duty will access the sprinkler room (across from fitness studio room #123) and do the following
  - Turn off the pump controller
  - Turn off 2 yellow zone valves
  - Pull down the red / black handle on the red fire pump box
  - Open red wheels marked main drain (they are located behind yellow valves)
- In order to minimize loss and damage, facility personnel should remove all supplies and equipment from the area

Contact the Takiff/Watts Facility Manager. If they do not answer contact the Director of Recreation and Facilities, Facility Maintenance Supervisor, or Director of Parks and Facilities until you speak with someone. Inform them of the leak and confirm the main water supply is turned off.

**Date Updated:** March 2, 2018 **Updated By:** Lorise Weil



# Glencoe Park District

## Emergency Action Plan

**Location:** Takiff Center

**Emergency:** Gas Leak (Code Green)

**Contact Information for Emergency Services:**

Police, Fire, Paramedics – **911**

**Contact Information for Relevant Agencies:**

Glencoe Public Safety <u>Non-Emergency</u> :	708-386-3800
PDRMA:	630-769-0332
Com-Ed (Electric):	800-334-7661
North Shore Gas (Gas):	800-228-6734
Poison Control:	800-222-1222

**Contact Information for key GPD staff:**

Adam Wohl	Takiff/Watts Facility Manager	847-613-5171
Bobby Collins	Director of Recreation & Facilities	847-613-5156
Lisa Sheppard	Executive Director	224-545-2769
Bill Eldridge	Facility Maintenance Supervisor	847-613-5163
Chris Leiner	Director of Parks & Facilities	847-946-7309

**Immediate Emergency Response:** In the event of a gas leak, the following actions should be taken:

- Follow the Takiff Center evacuation plan
  - Program participants should be accounted for by instructors.
  - Operations staff should complete a sweep of the facility ensuring all other patrons have been evacuated.
  - Supervisors should account for direct reports.
- Using the All Page phone, customer service staff will announce “Attention all facility personnel, we have a Code Green, please evacuate the building” 3 times.
- Contact emergency services calling 911 on a cell phone outside. When speaking to the operator, provide as much information as possible.
- Contact a full time staff member.
- When emergency services arrive, work with them to assist in determining the cause and location of the leak.

**Post incident emergency management:** Once the immediate emergency has been managed the following steps should be taken.

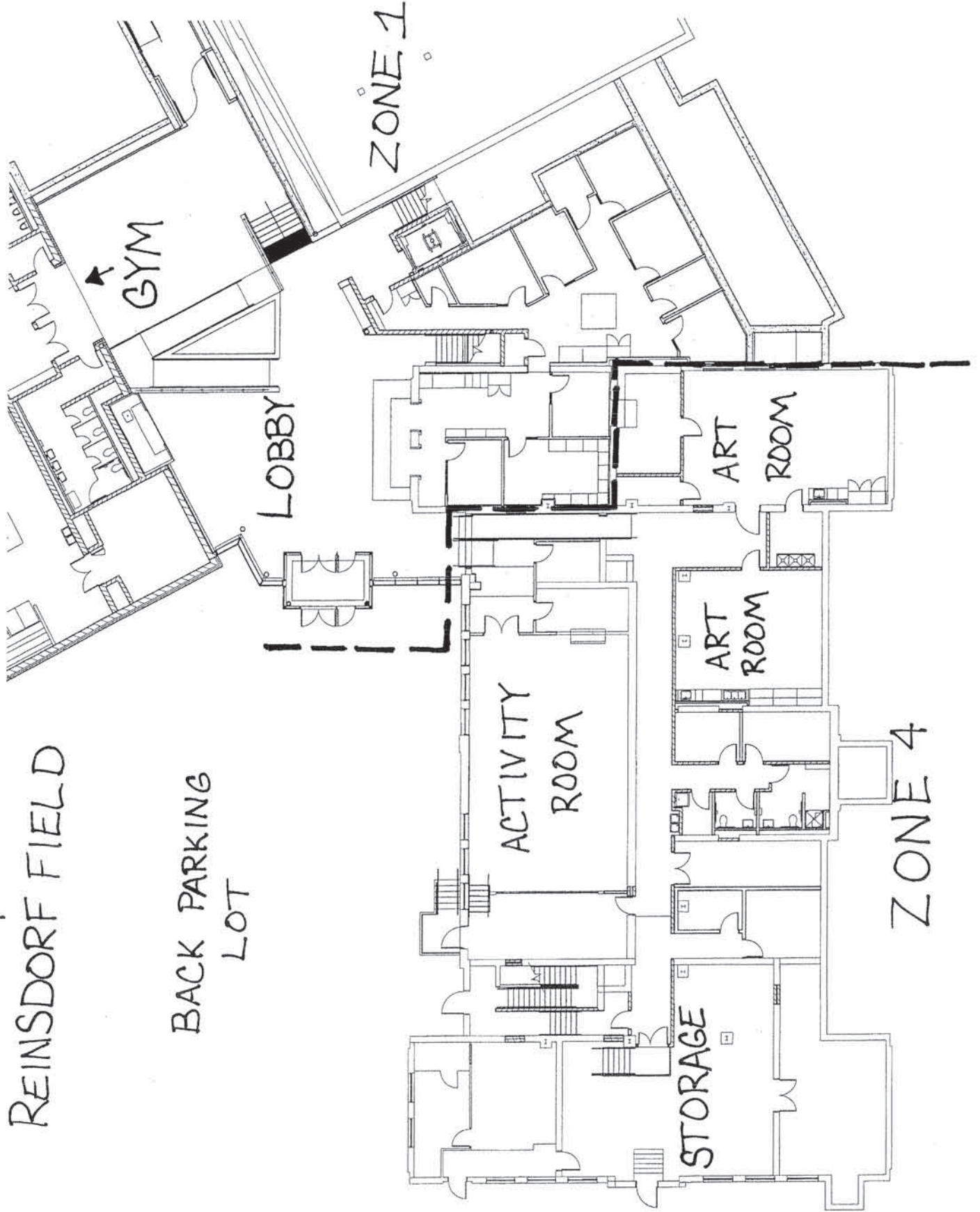
- Assess staff, patrons, and participants for any other injuries that might exist. If needed provide care following AHA guidelines (unless trained otherwise).
- Cooperate fully with any post incident reporting or interviews.
- Remind all staff to follow the statement of admission policy and direct any media members to the agency spokesperson.
  - In most situations the agency spokesperson will be Executive Director: Lisa Sheppard.
- Do NOT allow media into the facility.
- Complete all required paperwork including accident/incident reports, employee injury reports, and anything else required by the agency.

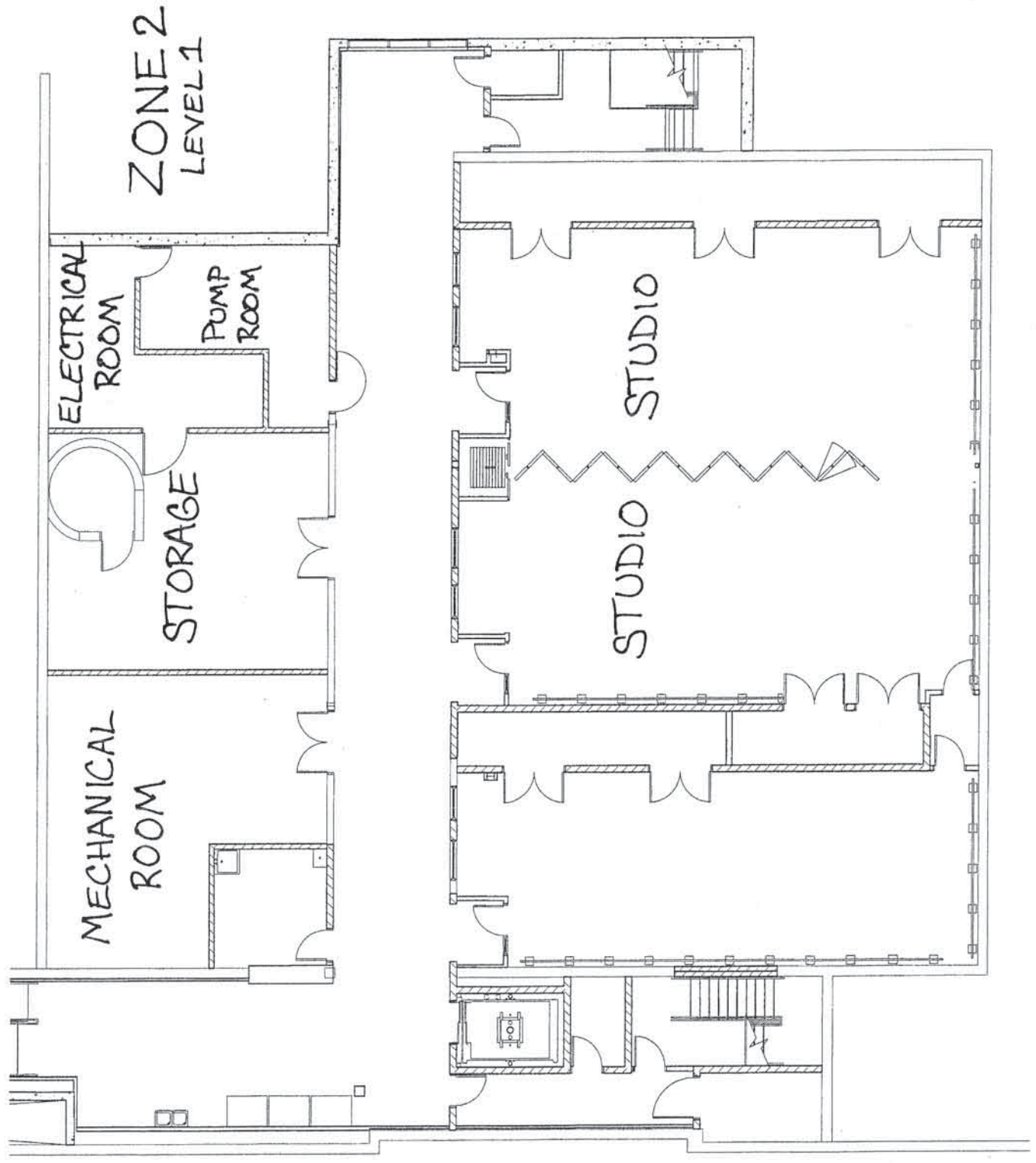
**Date Updated:** March 2, 2018

**Updated By:** Lorise Weil

↑ REINSDORF FIELD

BACK PARKING LOT





ZONE 2  
LEVEL 1

ELECTRICAL  
ROOM

PUMP  
ROOM

STORAGE

MECHANICAL  
ROOM

STUDIO

STUDIO

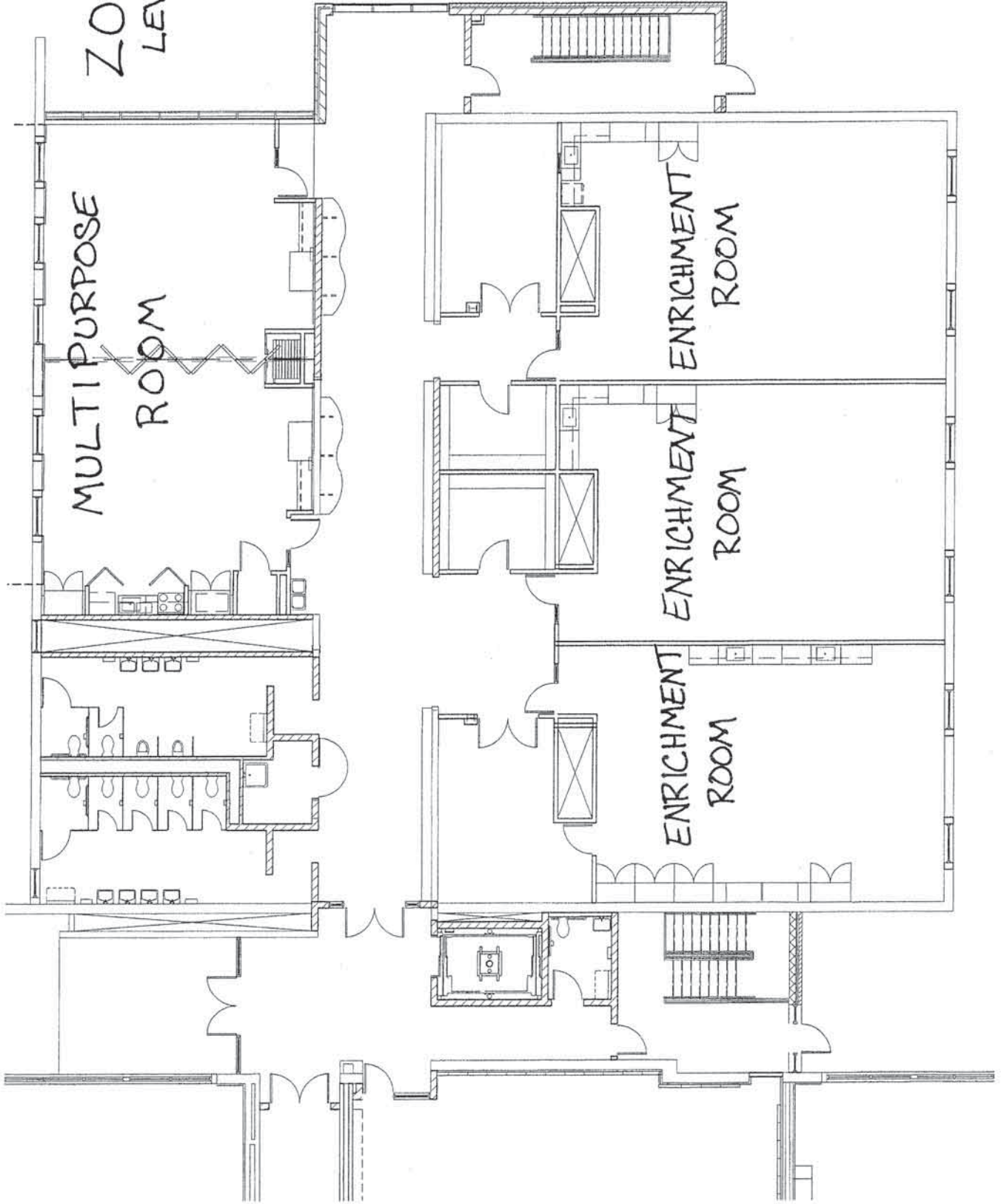
ZONE 2  
LEVEL 2

MULTI PURPOSE  
ROOM

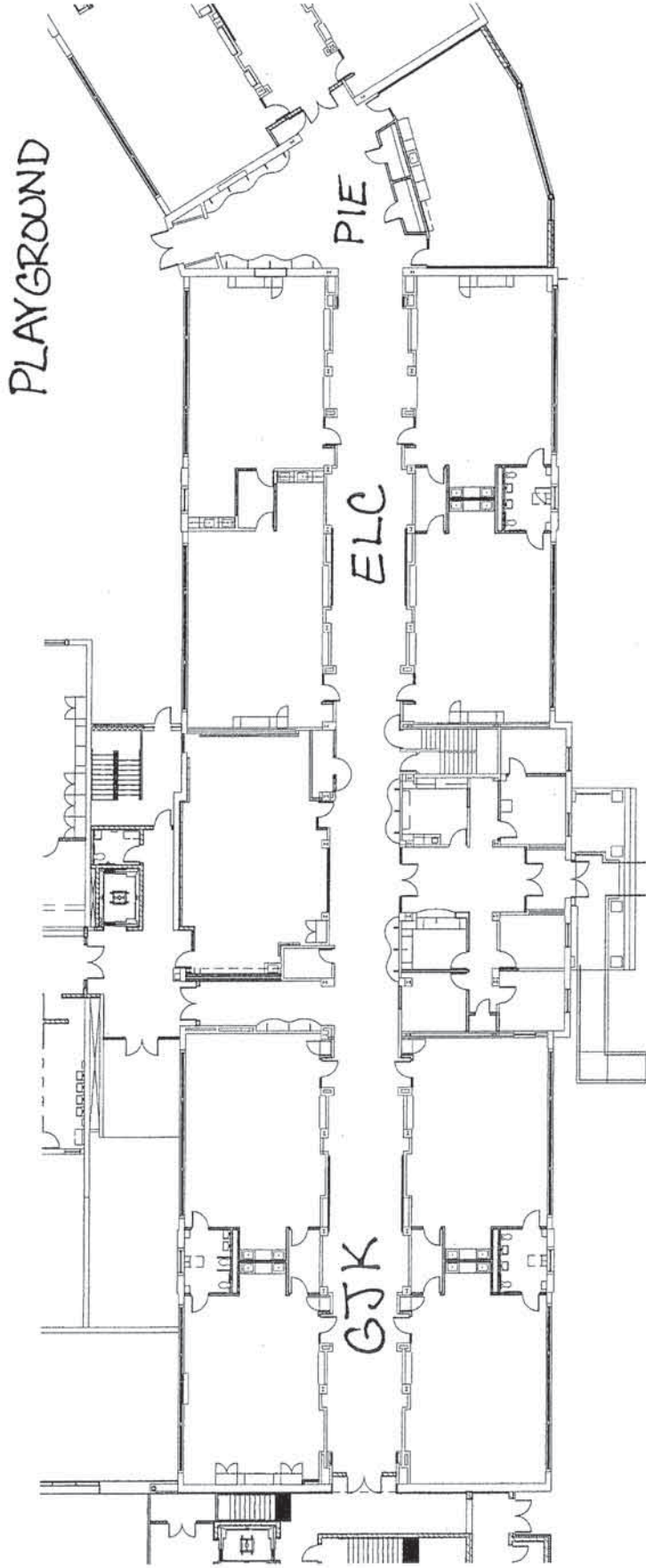
ENRICHMENT  
ROOM

ENRICHMENT  
ROOM

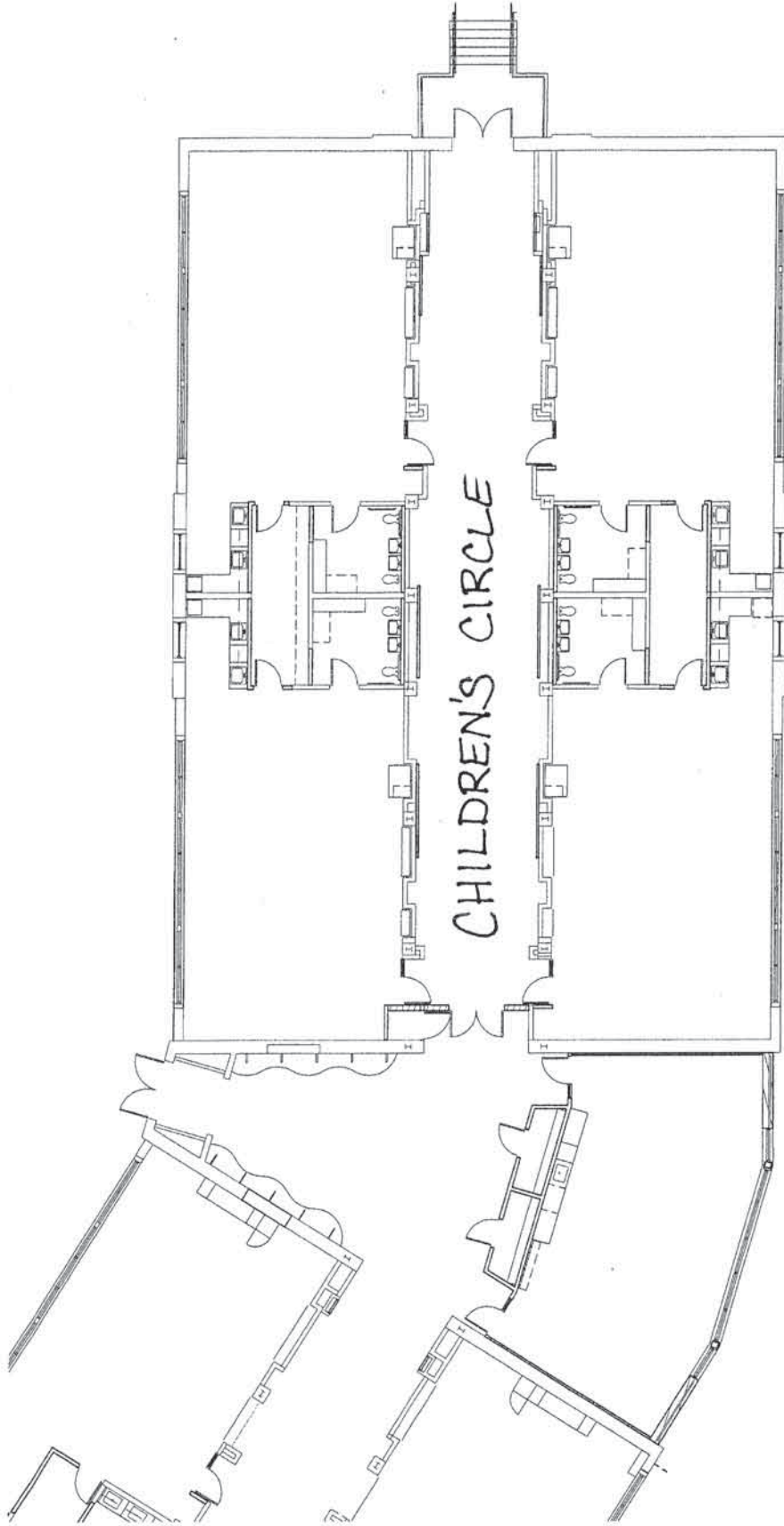
ENRICHMENT  
ROOM

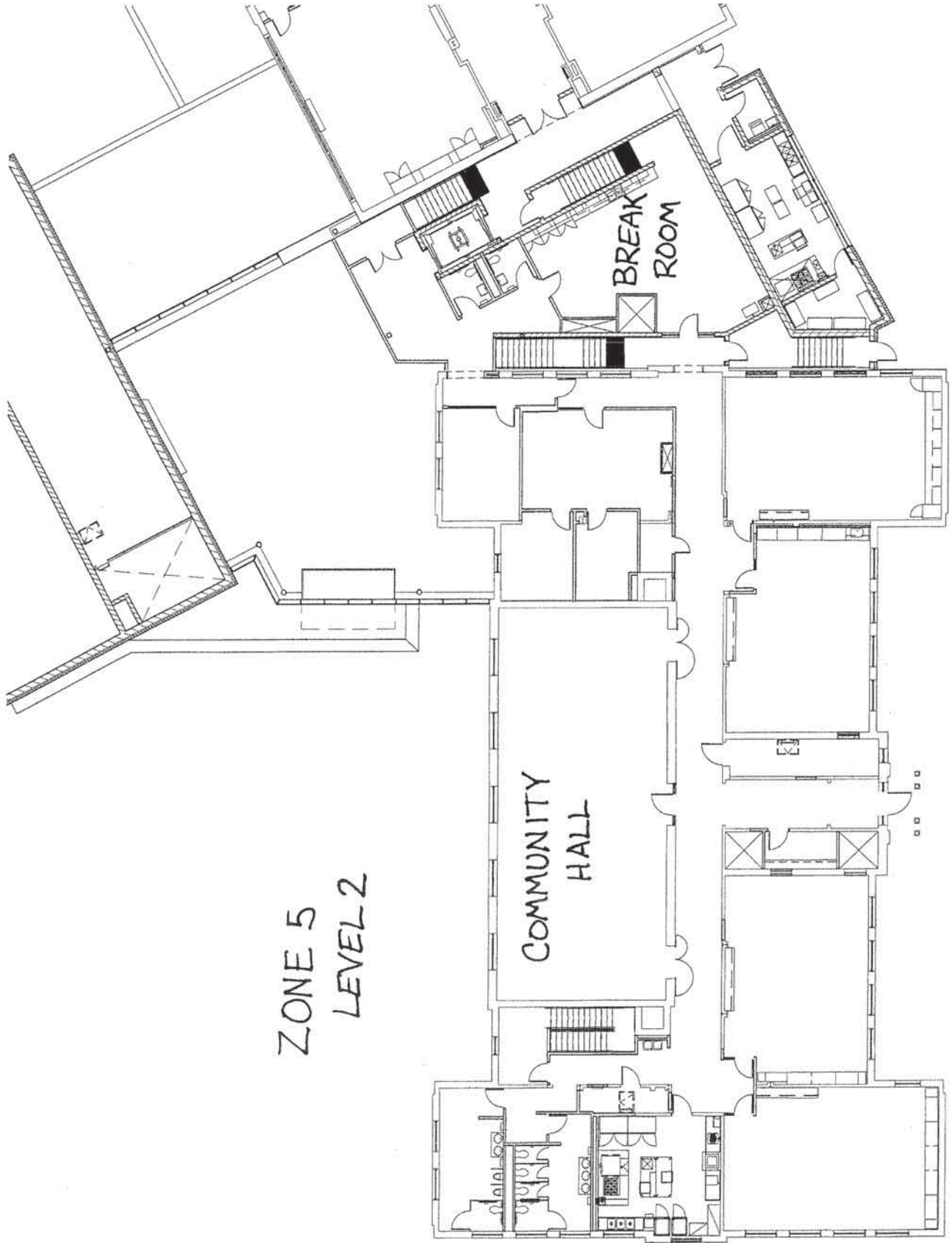


# ZONE 3



ZONE 3





ZONE 5  
LEVEL 2

COMMUNITY  
HALL

BREAK  
ROOM



1	Agency name	Today's date	
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)	
3	Name of person completing the report	Title of person completing report	
4	Business phone	Business email	
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)		
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i> ) or nearest intersection where the incident occurred.		
7	Is there an address for incident location? If yes, please provide the following:		
	Street address		
	City	State	Zip code
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i> )		
9	Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i> )		
10	Estimate of loss		
11	Contact person at facility		
12	Contact person's email		
13	Contact person's phone number		
14	Was damage caused by third-party (non-agency) individual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified:		
	Name	Street address	
	City	State	Zip code
16	Has a police agency conducted an investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
17	What police agency investigated the incident?	What is the police report number?	
18	Were criminal charges brought against the responsible party? If yes, what were the charges?		

1	Agency name	Today's date
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)
3	Name of person completing the report	Title of person completing report
4	Business phone	Business email
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)	
6	Name of the location (street/road/highway) or nearest intersection where the incident occurred.	
7	Is there an address for incident location? If yes, please provide the following:	
Street address		
City State Zip code		
8	Location	
Offsite (non-agency owned) <input type="checkbox"/> On agency property <input type="checkbox"/>		
9	Primary location	
Highway/roadway <input type="checkbox"/> Parking lot <input type="checkbox"/> Other <input type="checkbox"/>		
10	Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
11	Agency driver last name	First name
Address		
City State Zip code		
Home phone # Work phone # Cell phone #		
Email		
Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
If Yes, enter job title of employee		
Identify the type of driver		
Full-time employee <input type="checkbox"/> Intern <input type="checkbox"/> Non-park district employee <input type="checkbox"/>		
Part-time employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Spouse/family member <input type="checkbox"/>		
Seasonal employee <input type="checkbox"/>		
12	Agency vehicle VIN	Make Model License number

13 Is vehicle drivable?  Yes  No  Unknown

If no, provide current location of vehicle

14 Area of damage

15 Estimated repair cost

16 Was a trailer involved?  Yes  No  Unknown

If yes, provide the following information.

Trailer year                      Make                      Model                      License number

Trailer area of damage

Current location of trailer

Estimated repair cost of trailer

17 Has a police agency conducted an investigation?  Yes  No If yes, provide the following information.

What police agency investigated the incident?

Police report number

18 Was the agency driver ticketed, arrested or cited for violation(s)?  Yes  No  Unknown

If yes, provide details of the ticket, arrest or violation(s).

19 **CLAIMANT INFORMATION**

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

Driver of other vehicle <input type="checkbox"/>	Injured person <input type="checkbox"/>	Owner of involved property <input type="checkbox"/>
Owner of other vehicle <input type="checkbox"/>	Passenger of agency vehicle <input type="checkbox"/>	Passenger of other vehicle <input type="checkbox"/>
Pedestrian <input type="checkbox"/>		

Last name or business name                      First name (not necessary for business)

Address

City                      State                      Zip code

Home phone #                      Work phone #                      Cell phone #

<b>19</b> Vehicle make	Model	Year
Area of damage		
Is vehicle driveable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, current location of vehicle
Extent of damage	<input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight	
Describe the property damage (other than vehicle)		
Extent of damage to property other than vehicle	<input type="checkbox"/> Moderate <input type="checkbox"/> Nothing visible <input type="checkbox"/> Severe <input type="checkbox"/> Slight	
Age of injured person _____	Sex of injured person	<input type="checkbox"/> Male <input type="checkbox"/> Female
Was the injured person transported by paramedics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, where was the injured person taken?		
Do you expect the injured person to file a claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the injury		

**ADDITIONAL CLAIMANT INFORMATION**

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

Driver of other vehicle <input type="checkbox"/>	Injured person <input type="checkbox"/>	Owner of involved property <input type="checkbox"/>
Owner of other vehicle <input type="checkbox"/>	Passenger of agency vehicle <input type="checkbox"/>	Passenger of other vehicle <input type="checkbox"/>
Pedestrian <input type="checkbox"/>		

Last name or business name \_\_\_\_\_ First name (not necessary for business) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Vehicle make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Area of damage

Is vehicle driveable?  Yes  No If no, current location of vehicle

Extent of damage  Moderate  Nothing visible  Severe  Slight

Describe the property damage (other than vehicle)

Extent of damage to property other than vehicle  Moderate  Nothing visible  Severe  Slight

19 Age of injured person \_\_\_\_\_ Sex of injured person  Male  Female  
 Was the injured person transported by paramedics?  Yes  No  
 If yes, where was the injured person taken?  
 Do you expect the injured person to file a claim?  Yes  No  
 Describe the injury

20 Identify witnesses of the accident. (Provide the following information for each witness. Make additional copies of this page if needed.)

Last name	First name	
Address		
City	State	Zip code
Home phone #	Work phone #	Cell phone #
Witness to accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, provide the following information.
Relation to injured person or property owner:		
Agency employee or volunteer <input type="checkbox"/>	Another program participant or park user <input type="checkbox"/>	Friend <input type="checkbox"/>
Other <input type="checkbox"/>	Passerby <input type="checkbox"/>	Relative <input type="checkbox"/>
Did witness make any statements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, provide the following information. What did witness say?		
Where was witness when the accident occurred?		

21 Was the driver of the agency vehicle conducting agency business at the time of the accident?  
 Yes  No  Unknown

22 What street was the agency driver on? \_\_\_\_\_ What street was the other driver driving on? \_\_\_\_\_

23 What direction was the agency driver traveling?  North  South  East  West  
 What direction was the other driver traveling?  North  South  East  West

24 Weather conditions  
 Dry  Fog  Ice  Snow  Wet

25 Accident diagram

**VEHICLE INSURANCE INFORMATION  
(Vehicle Accident Information)**

**General Instructions for Employees**

1. Stop vehicle in a safe place and shut off the engine. Turn on hazard flashers.
2. If safe, extinguish small fires. Do not allow smoking in the area.
3. Get assistance quickly and warn oncoming traffic with reflectors, flags, cones, flashlights, warning flashers, etc.
4. Administer emergency care to the injured (within the limitations of your training).
5. Call 911/police (\_\_\_\_; \_\_\_\_\_), then call your employer (\_\_\_\_-\_\_\_\_-\_\_\_\_).
6. Identify witnesses. Record names, addresses, & telephone numbers. Notes may be taken using the other side of this sheet.
7. Be courteous. Willingly show your drivers license to police and other drivers!

\_\_\_\_\_  
(Agency Name)

THIS VEHICLE IS OWNED BY THE ABOVE-NAMED GOVERNMENTAL AGENCY AND THEREFORE IS EXEMPT FROM THE STATE OF ILLINOIS MANDATORY VEHICLE INSURANCE LAW. Section 7-601(b)(4) of the IL Vehicle Code specifically exempts local public entities from the mandatory liability insurance requirements

Vehicle insurance coverage is provided by:  
Park District Risk Management Agency  
P.O. Box 4320  
Wheaton, IL 60189-4320  
(630) 769-0332

8. Recollect the time just before the accident and note:  
your speed: \_\_\_\_\_  
your lane: \_\_\_\_\_  
use of your turn signal: \_\_\_\_\_  
use of your headlights: \_\_\_\_\_  
intersection traffic control devices: \_\_\_\_\_  
distractions to your driving: \_\_\_\_\_  
weather conditions: \_\_\_\_\_

9. Do not argue about the accident and never admit or discuss guilt, however, record any admission of guilt by occupant(s) of other vehicle.
10. If the accident involves an unattended vehicle, call the police and have an accident report completed. Report the accident to your supervisor.

**Use Reverse Side for Note Taking**

RECORD IMPORTANT INFORMATION

Witness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speed; Lane; Signals; etc.  
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**GLENCOE PARK DISTRICT  
EMPLOYEE ACKNOWLEDGMENT**

I hereby acknowledge receipt of the Glencoe Park District's **Safety Manual**. I agree and represent that I have read this Manual in its entirety. I understand that this Manual has been developed as a reference guide to Park District employees and that neither the Manual nor its individual terms nor any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Park District.

I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the Park District at any time, either with or without notice.

I understand and will comply with all policies within this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically.

I have also read and agree to the Three Points of Contact Policy, the Stretching Policy, and the Notice of 30-Second Site Walk-Through Policy.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

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I have also read and agree to the Three Points of Contact Policy, the Stretching Policy, and the Notice of 30-Second Site Walk-Through Policy.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_



## **Employee Acknowledgment Statement**

### **I will:**

- \* Always ask the proper methods before performing any new task.
- \* Wear appropriate clothing and shoes, as required for my job.
- \* Wear all personal protective equipment required for my job.
- \* Use guards on machinery requiring such.
- \* Lift properly, using techniques outlined in manual.
- \* Never operate machinery, tools, equipment or vehicles, unless I have been authorized to do so
- \* Never attempt to repair defective electrical wiring, unless my supervisor has given approval.
- \* Never be under the influence of alcohol or illegal drugs while on duty or on Park District premises.
- \* Inform my supervisor when I am on prescription and non-prescription drugs that might affect my performance while on the job.
- \* Never take part in horseplay, fighting or abusive language towards the public or other employees.
- \* Never perform any unsafe practices that will place me, my fellow employees, or the public in a dangerous situation.
- \* Immediately report any unsafe or questionable practices and conditions to my supervisor.
- \* Immediately report any accidents or injuries no matter how small or insignificant to my supervisor.
- \* Become familiar with and obey all safety rules as outlined in this safety manual and department.
- \* Not admit fault or discuss the occurrences of an accident.

Any infraction of the above rules will result in appropriate disciplinary action. Such action will take the form of verbal or written warnings, suspension, or dismissal, depending on the seriousness of the infraction.

### **Employee Acknowledgment**

I have read the above safety rules. I understand them and will apply them at all times while I am employed by the Glencoe Park District.

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Employee Signature

Date



**APPENDIX E**  
**GLENCOE PARK DISTRICT ERGONOMICS POLICY**

**Ergonomics Policy**

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for the Glencoe Park District staff. It is the policy of the Glencoe Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Glencoe Park District adopts the following Ergonomics Policy Guide incorporating the elements of a proactive ergonomics program: acknowledging ergonomic risk factors, identifying program goals, analyzing ergonomic hazards, evaluating types of ergonomic solutions, and providing necessary training.

This policy applies to all full-time, part-time, and seasonal employees in all departments at the Glencoe Park District

***Notice of Ergonomic Policy Receipt***

The Glencoe Park District establishes this policy to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees. Your participation is essential to the success of our safety and health program, and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

I have read, understand, and agree to comply with the established Ergonomic Policy.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_