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FEBRUARY 2018
Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, February 20, 2018 - 7:00pm
Takiff Center – Community Hall**

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

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of January 16, 2018 Regular Board Meeting
 - B. Minutes of February 6, 2018 Finance Committee of the Whole Meeting
 - C. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Presentation on ADA Transition Plan
- VII. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
 - E. Safety and Wellness Committee
- VIII. Executive Director Report
- IX. Action Items
 - A. Approval of Glencoe Youth Services Stipend Request
 - B. Approval of SNAP Stipend Request
 - C. Approval of Glencoe Jr. High Project Stipend Request
 - D. Accept the ADA Transition Plan
 - E. Rename the Community Hall to Rod Aiken Community Hall
- X. Other Business
- XI. The Board Will Enter Closed Session to Discuss:
 - A. Personnel 6ILCS 120/2 (c)(1)
- XII. Adjournment

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

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
February 2018 Board Meeting

MINUTES OF JANUARY 16, 2018 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

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

Commissioners present:

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

Staff present:

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

Commissioner absent:

Steve Gaines, Commissioner

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

Consent Agenda: A motion was made by Commissioner Brooks to approve the consent agenda items as presented including Regular Board and Committee Meeting Schedule for FY2018/19, Minutes of December 5, 2017 Special Projects and Facilities Committee Meeting, Minutes of December 12, 2017 Regular Board Meeting, Minutes of January 9, 2018 Special Projects and Facilities Committee Meeting, and Approval of the Bills.

Commissioner Lutton seconded the motion. Roll call vote taken:

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

Matters from the Public: There was no one from the public in attendance.

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. Financials are holding true to month-to-month. Daycare looks wonderful and Recreation looks great; nothing out of the ordinary.

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

Director Mensinger shared that staff are working on W-2 and 1099's; there are more employees and fewer independent contractors this year. Staff is getting ready to get the budget in the Board's hands. The Finance Committee of the Whole meeting was set for February 6, 2018 at 7:00pm to be followed by a Personnel and Policy Committee meeting.

Director Collins announced that the fitness center is open with 108 members. Staff is currently dealing with small issues, a proposal for other equipment, water heater repairs, and feedback from members. The internet issues have been resolved. Many members are new or returning for the first time to the Takiff Center because of the

fitness area. There have been no member comments on the locker rooms other than the hot water heater. Fitness area use times are different than expected; evenings are slower than expected and weekends are busy. We have been open for 2 weeks and as membership grows, we can target the high traffic times better.

Director Collins and Program Manager Liz Visteen have been doing a wonderful job expanding our adult art programming. New artists with a following are teaching programs resulting in programs that used to be cancelled to now have six to seven attendees with 45 participants total. In addition, new fitness members are enrolling for programs including art and ceramics. Watts Below Zero yesterday benefitted from perfect weather and the Recreation Team pulled off the event successfully.

Director Leiner shared that the Parks Team is removing lots of snow, working in the community center including changing out lights to LED, and painting. All snow removal is done by District staff.

Manager Maassen did not have anything to add to her report. Sheppard commended Erin on the marketing and directional rugs, signage, and door wraps added to the ELC wing, lobby doors, and throughout Takiff making it easier to find to rooms.

Director Mensinger updated the Board on the Safety and Wellness Committee. The District is gearing up for a PDRMA loss control review following a four-year extension due to scoring so high on the last audit. Open claims were reviewed.

Executive Director Report: Executive Director Sheppard shared that we were awarded the Exceptional Workplace Award, which will be given at the 5:00pm IPRA business meeting on Friday.

Committee meeting dates are the first Tuesday of the month; Outlook requests were sent out to commissioners and staff.

The Village newsletter "Inside Glencoe" was distributed. Topics can be shared with Erin. There is a new release schedule, Inside Glencoe will be released in January, April, and August.

The next Active Transport Committee is coming up.

The Tudor Court Committee is giving the Village Board an update this Thursday at Village Hall. They recommend eliminating a road on the backside of Writers Theatre. They will return the property easement back to the Park District, which will enlarge the park where the committee would prefer a passive park. They will eventually make a presentation to the Park District.

Staff has completed 2.5 of the 5 categories for Distinguished Agency. There was a delay due to staff changeover, but we are now back to working on the goal.

Monthly report recommendations for the following year are in the Board packet. Commissioners may add/change reports as needed. Next month's meeting will include an ADA transition plan presentation with John McGovern.

The Legislative Breakfast is coming up and Commissioner Onderdonk indicated he will attend.

Action Items:

Approval of the Old Elm Park Playground Conceptual Designs: Executive Director Sheppard reviewed the updated designs. In the last committee meeting, some neighbors gave direction that they prefer more open space, not to develop the woodland area, and to save large trees especially. Staff recommends the updated designs that were presented, taking into account the neighbor's feedback. The Board agreed with the neighbors. Director Leiner reviewed the design in detail. The park should come in a little under budget. A motion was made by Commissioner Boron to approve the Old Elm Park Playground conceptual design plan as amended. No further discussion ensued. Commissioner Brooks seconded the motion. Roll call vote taken:

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

Approval of the Vernon-Jefferson Park Playground Conceptual Designs: Based on community feedback, staff is recommending minimal changes that may impact the budget slightly. First, adding a rotating disk to the main piece that kids can spin around on and will not add a huge cost to the structure. Second, the toddler area is underwhelming, however we put more money into the main area. This project is at budget. We can ask Altamanu to put in another toddler piece, without changing the footprint, as an alternate to be added if we either come in under budget or pull extra funds from the Old Elm project. Concept of adding new equipment versus adding features to equipment already there and impact of parks on design options, for example, park drainage were reviewed. A motion was made by Commissioner Brooks to approve the Vernon and Jefferson Park Playground conceptual designs with the alternate for the 2-5 play area. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

Approval of the Woodlawn Park Playground Conceptual Designs: This concept was value-engineered into our budget of \$500,000. The neighbors who attended the last committee meeting are happy with design. The concept includes the idea of movement, exploration of heights, big/long zip lines, inclusive of all ages to transition as they age. Director Leiner reviewed the design in detail. Sheppard continued with feedback from one of the commissioners that she believes the teeter-totter is noisy. Staff believes it is an installation issue and has not heard that being an issue by the manufacturer. This piece is designed for 2-5 year olds. Feedback on the witch's hat is slow speed. Codes

require brakes to slow down all rotating equipment and no equipment is available that will be like the speed of equipment similar to when we were young. The architect is currently looking for other options at the same cost. These pieces could be transitioned out later. A more exciting tri-runner could replace those two pieces of equipment that would take the project over budget by about \$5-7,000.

The budget includes some of the grass, indicated in the first scope as the District feels it can be installed by staff. There will not be the acre and a half originally estimated, but there will be grasses in the design.

The parks current use versus the updated park as a destination playground was discussed. Lower cost was reviewed, however the District would need to pay the architects for a new concept if the Board now decided to have a lower budgeted park.

Director Sheppard reviewed the alternates, which could include the witch's hat and seesaw switched out for the tri-runner. Another option is to switch out swings for tire swings, which would also go over budget. Staff and Altamanu recommend leaving belt swings with a possible on-demand switch out to bucket swings; an in-stock item. In the original design, the netting piece for \$50,000 was value-engineered out to meet budget and will be added to another pocket park in future. Staff is asking the Board tonight if they would like the witch's hat and seesaw left in the design or switched out for the tri-runner. The first two would appeal to 2-4 year olds, whereas the tri-runner would appeal to 5-8 year olds.

Other pieces of equipment not included in the concept, cost of equipment, and budget were discussed, as well as, switching out equipment with a larger fall surface versus switching out a panel or adding a feature in the main equipment.

Playground equipment is ordered by the contractor, protecting the District from having to pay for damaged equipment. The contractor, for example, Elanar construction who ordered and installed 15 playgrounds last summer, does not receive bulk order discounts.

Old-fashioned seesaws are no longer available in the US. All code requirements are typically due to a major injury or a death. New seesaws are on springs and not as exciting as their predecessors.

Play panel development within the main structure is not done. In response to a commissioner question, changing main pieces at this point will cost the District \$10-15,000 for Altamanu to redesign the playground. Main structure, elements, and play panels were reviewed. We can ask Altamanu to make the panels more interesting without affecting the budget. A commissioner commented that we are missing an opportunity to make the playground more interesting.

President Onderdonk received agreement from commissioners that the Board do not want to go over the \$500,000 budget.

If it fits in the budget, keep both the seesaw and the tri-spinner. Staff recommends to leave in the sidewalk for access along the Green Bay corridor.

Cost of materials for native grasses was included in the budget to be executed by staff in the amount of \$10,000. The design is not to scale of actual conditions.

A motion was made by Commissioner Lutton to approve Woodlawn Concept C Plan with the potential replacement of the witches hat for the tri-spinner and including \$10,000 for grass material for the area next to Green Bay Road and with the intention of the Park District to expand that over the entire oak savannah area to Green Bay Road over three years. Commissioner Brooks seconded the motion. Grasses will come under review once established for three years. Roll call vote taken:

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

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

Other Business: There was no other business.

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

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

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF FEBRUARY 6, 2018 FINANCE COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00pm and the roll was called.

Commissioners present:

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

Staff present:

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

Members of the public in attendance: Deborah Barr, Alex Kaplan, Lexi Kaplan, Audra Donnelly, Dan Dorfman, Jennifer Metelmann, Jaimie Frazin, Margaret Ann Paauw, Liz Stowick

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

GYS and GJHP Stipend Requests: Glencoe Youth Services Executive Director Margaret Ann Paauw, SNAP Director Jaimie Frazin, and Board Member Alex Kaplan, followed by Glencoe Jr High Project represented by Executive Director Audra Donnelly and Co-Presidents Deborah Barr and Jennifer Metelmann gave presentations regarding their stipend requests. Each group answered questions from the Board. Discussion ensued.

The stipend requests will be presented to the Board for approval at the February Regular Board meeting.

Discussion of Parks Department Staffing Analysis: Executive Director Sheppard explained that it was discovered during the Master Plan process that there is a need for additional staffing in the Parks department. Director Leiner gave a description of the current situation of contractual landscaping and mowing, difference between past Manfredini and current Fleck's landscapers and legal low bid, and shared services agreement with the Village. Net additional increase in cost is \$32,000 (including benefits with the assumption of family insurance coverage) including reduction in cost of contractual horticultural services.

The new position is included in the Budget Draft FY2018/19, which will be presented to the Board for approval at the March Regular Board meeting.

Budget Review: Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2018/2019 document in detail. Staff answered Board questions and discussion ensued throughout the presentation of the budget draft.

As of February 28, 2018, the projected fund balance in the Corporate Fund of \$2,354,300 will meet the reserve guideline of 50% of operating expenditures, projected 73%, and the Recreation Fund of \$3,467,723 will meet the reserve guideline of 50% of operating

expenditures, projected 75%, as do all minor funds. Fund balance transfers included in this budget draft were approved by the Board in June 2017. Given these fund balance levels, a transfer of funds to future Master Plan projects will be re-evaluated after the current year annual audit is completed and is presented to the Board in June 2018.

Proposed Capital Projects: The ten highest priced capital projects were reviewed as well as Fund 65, Fund 69, and Fund 70 along with the Three-Year Capital Plan and facility projects.

Discussion of Proposed Annual Salary Merit Pool FY2018/2019: The discussion on the 2018 salary merit pool included a brief reminder of the 2014 HayGroup salary study. Based on comparable park district increases for competitive hiring, staff recommended a 3% merit increase based on individual annual evaluation. Staff will have HayGroup back for a 3-year review.

Following Committee discussion, Chair Lutton directed staff to move forward with the 3% merit pool increase.

Discussion of Proposed Conference/Training FY2018/2019: Staff gave a very brief review of staff training and benefit to the District.

Discussion of Proposed Special Events FY2018/2019: Executive Director Sheppard explained the District's special events and their benefit to the Glencoe community and Park District. Director Collins reviewed special events budgets. Harvest Fest options were reviewed with the Committee. October 6 from 11:00am-2:00pm was selected and the Committee directed staff to eliminate the Merry and Bright event.

After a final review from the Committee, Chair Lutton directed staff to bring the Approval Draft FY2018/19 Budget for approval at the March Regular Board meeting. No action was taken, changes will be made as needed in the Budget Approval Draft on the agenda for approval at the March 20, 2018 Regular Board Meeting.

Other: There was no other business.

Adjourn: Chair Lutton moved to adjourn the meeting at 9:08pm. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	01/16/2018	7526	10-12-000-5353	Trash/Recycling - Parks	730.00
Advanced Disposal Services	01/16/2018	7526	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	01/16/2018	7526	25-00-000-5353	Trash/Recycling - Takiff	339.00
Advanced Disposal Services	02/13/2018	7710	10-12-000-5353	Trash/Recycling - Parks	730.00
Advanced Disposal Services	02/13/2018	7710	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	02/13/2018	7710	25-00-000-5353	Trash/Recycling - Takiff	339.00
Vendor 10136 - Advanced Disposal Services Total:					2,362.00
Vendor: 10098 - AFLAC					
AFLAC	01/30/2018	7601	10-00-000-2170	Supplemental Aflac Coverage	376.00
Vendor 10098 - AFLAC Total:					376.00
Vendor: 10739 - Airespring					
Airespring	02/06/2018	7654	25-00-000-5210	Fiber Internet - Jan 2018	1,645.91
Vendor 10739 - Airespring Total:					1,645.91
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	01/16/2018	7527	25-26-000-5387	Nurse Services - Day Care	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 11097 - Allegra Marketing					
Allegra Marketing	01/16/2018	7528	25-27-000-5360	Fitness Postcards - Marketing	1,437.00
Allegra Marketing	01/30/2018	7602	25-26-000-5360	Marketing - Day Care	695.00
Vendor 11097 - Allegra Marketing Total:					2,132.00
Vendor: 10973 - Altamanu, Inc.					
Altamanu, Inc.	01/16/2018	7529	69-00-000-5538	Design Svcs - Woodlawn	4,951.20
Altamanu, Inc.	01/16/2018	7529	69-00-000-5544	Design Svcs - Vernon	2,475.60
Altamanu, Inc.	01/16/2018	7529	69-00-000-5547	Design Svcs - Old Elm	2,475.60
Altamanu, Inc.	01/23/2018	7554	69-00-000-5534	Bluff Study Document Printin	871.00
Altamanu, Inc.	02/13/2018	7711	69-00-000-5500	Design Svcs - New Master Pla	1,039.90
Altamanu, Inc.	02/13/2018	7711	69-00-000-5538	Design Svcs - Woodlawn	4,201.96
Altamanu, Inc.	02/13/2018	7711	69-00-000-5544	Design Svcs - Vernon	2,324.78
Altamanu, Inc.	02/13/2018	7711	69-00-000-5547	Design Svcs - Old Elm	2,324.78
Vendor 10973 - Altamanu, Inc. Total:					20,664.82
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	01/23/2018	7555	25-00-000-5355	Takiff HVAC Mo Maint - Febru	742.17
Althoff Industries, Inc.	02/06/2018	7655	10-13-000-5352	Building Repairs - Watts	609.90
Althoff Industries, Inc.	02/06/2018	7655	25-00-000-5352	Building Repairs - Takiff	535.50
Althoff Industries, Inc.	02/13/2018	7712	10-13-000-5352	Building Repairs - Watts	1,185.46
Vendor 10140 - Althoff Industries, Inc. Total:					3,073.03
Vendor: 10946 - Amazon Capital Services					
Amazon Capital Services	01/25/2018	7591	10-13-000-5420	General Supplies - Watts	121.04
Amazon Capital Services	01/25/2018	7591	25-00-000-5210	Phone Svc	9.99
Amazon Capital Services	01/25/2018	7591	25-00-000-5401	Office Supplies - Rec	48.30
Amazon Capital Services	01/25/2018	7591	25-00-000-5420	General Rec Supplies	61.60
Amazon Capital Services	01/25/2018	7591	25-25-310-5400	Adult Art Class Supplies	77.12
Amazon Capital Services	01/25/2018	7591	25-25-428-5400	Preschool Enrichment Supplie	265.05
Amazon Capital Services	01/25/2018	7591	25-26-000-5403	Day Care Program Supplies	563.43
Amazon Capital Services	01/25/2018	7591	69-00-000-5537	Takiff Fitness Owner Items	20.19
Amazon Capital Services	02/06/2018	7706	10-13-000-5420	Watts General Supplies	49.98
Amazon Capital Services	02/06/2018	7706	10-13-000-5470	Watts Concession Supplies	72.65
Amazon Capital Services	02/06/2018	7706	25-00-000-5420	General Rec Supplies	256.89
Amazon Capital Services	02/06/2018	7706	25-25-310-5400	Adult Art Supplies	12.89
Amazon Capital Services	02/06/2018	7706	25-25-414-5400	Preschool Enrichment Supplie	63.40

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	02/06/2018	7706	25-25-428-5400	Preschool Enrichment Supplie	134.49
Amazon Capital Services	02/06/2018	7706	25-25-432-5400	Preschool Enrichment Supplie	49.26
Amazon Capital Services	02/06/2018	7706	25-25-615-5400	Ceramics Supplies	60.15
Amazon Capital Services	02/06/2018	7706	25-25-787-5400	General Fitness Supplies	83.99
Amazon Capital Services	02/06/2018	7706	25-26-000-5403	Day Care Program Supplies	399.40
Amazon Capital Services	02/06/2018	7706	25-26-000-5430	Day Care First Aid Supplies	174.72
Amazon Capital Services	02/06/2018	7706	25-26-000-5580	Day Care General Equip	469.88
Amazon Capital Services	02/06/2018	7706	25-26-000-5584	Day Care Rec Equip	159.65
Vendor 10946 - Amazon Capital Services Total:					3,154.07
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	01/25/2018	7592	25-00-000-5421	Staff Apparel/Kids Club Suppli	139.13
American Outfitters, Ltd.	01/25/2018	7592	25-25-601-5400	Staff Apparel/Kids Club Suppli	47.00
Vendor 10147 - American Outfitters, Ltd. Total:					186.13
Vendor: 10152 - American Red Cross					
American Red Cross	02/06/2018	7656	45-00-000-5340	First Aid/CPR Training	108.00
Vendor 10152 - American Red Cross Total:					108.00
Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Kreftheft P.C.					
Ancel, Glink, Diamond, Bush,	01/16/2018	7530	10-11-000-5310	Legal Services	512.50
Ancel, Glink, Diamond, Bush,	02/13/2018	7713	10-11-000-5310	Legal Svcs - Jan 2018	416.25
Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Kreftheft P.C. Total:					928.75
Vendor: 10717 - Applied Controls, Inv.					
Applied Controls, Inv.	02/06/2018	7657	25-00-000-5352	Building Repairs - Takiff	369.00
Vendor 10717 - Applied Controls, Inv. Total:					369.00
Vendor: 10733 - Architectural Consulting Group, Ltd					
Architectural Consulting Grou	02/06/2018	7658	65-00-017-5574	Task 1 Facility Lead Assessme	4,334.75
Vendor 10733 - Architectural Consulting Group, Ltd Total:					4,334.75
Vendor: 10161 - Arthur Clesen Inc.					
Arthur Clesen Inc.	01/23/2018	7556	10-12-000-5493	Fertilizer/Chemicals - Parks	442.00
Vendor 10161 - Arthur Clesen Inc. Total:					442.00
Vendor: 10162 - AT & T					
AT & T	01/30/2018	7603	10-12-000-5210	Phone Svc - Parks	52.23
AT & T	01/30/2018	7603	10-13-000-5210	Phone Svc - Watts	42.01
AT & T	01/30/2018	7603	25-00-000-5210	Phone Svc -Takiff	593.16
Vendor 10162 - AT & T Total:					687.40
Vendor: 10455 - AT & T					
AT & T	02/06/2018	7659	10-14-000-5210	DSL Service - Beach Feb 2018	165.90
Vendor 10455 - AT & T Total:					165.90
Vendor: 10172 - Becker Arena Products					
Becker Arena Products	02/06/2018	7660	10-13-000-5417	Watts Rink Boards/Glass	613.38
Vendor 10172 - Becker Arena Products Total:					613.38
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5340	IPRA Conference Registration	1,760.00
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5342	Staff Holiday Cards	73.40
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5342	Decor & Serving Utensils	8.97
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5342	Meeting Supplies	46.48
BMO Harris Bank N.A.	01/15/2018	7521	10-12-000-5340	IPRA Conference Registration	290.00
BMO Harris Bank N.A.	01/15/2018	7521	10-12-000-5425	Parks Staff Luncheon	98.15
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-1300	Prepaid - Cubs Tickets Contra	200.00
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5301	Postage	13.70
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5321	Online Consulting/Photoshop	690.19
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5340	IPRA Conference Registration	1,685.00
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5342	Staff Welcome Lunch	27.27
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5342	Staff Goodbye Gift/Winter Re	178.46
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5360	Canva Annual Service	238.80
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5360	Marketing	353.91
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5361	Job Posting - Rec	69.50
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5420	Face Paints for Events	74.43

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5422	Uniforms - Takiff/Watts	278.83
BMO Harris Bank N.A.	01/15/2018	7521	25-25-310-5400	Adult Art Supplies	301.84
BMO Harris Bank N.A.	01/15/2018	7521	25-25-403-5300	Food Training - ELC	6.30
BMO Harris Bank N.A.	01/15/2018	7521	25-25-615-5400	Ceramic Supplies	153.87
BMO Harris Bank N.A.	01/15/2018	7521	25-25-932-5300	Contractual - Days Off Trips	652.10
BMO Harris Bank N.A.	01/15/2018	7521	25-25-953-5400	Supplies - Merry & Bright	257.83
BMO Harris Bank N.A.	01/15/2018	7521	25-25-953-5400	Winter Events Supplies	234.72
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5361	Day Care Job Posting	20.04
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5404	BrightWheel App - Day Care	175.00
BMO Harris Bank N.A.	01/15/2018	7521	69-00-000-5532	Online Doc Storage	45.00
BMO Harris Bank N.A.	01/15/2018	7521	69-00-000-5534	AIA Contract Documents	79.99
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5340	IGFOA Seminar/NRPA Hotel	734.02
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5342	Meeting Expenses	346.73
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5402	Newspaper Subscription	39.00
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5730	IPRA CREDIT - Dues	-215.00
BMO Harris Bank N.A.	01/15/2018	7521	10-11-000-5730	IGFOA Dues	200.00
BMO Harris Bank N.A.	01/15/2018	7521	10-12-000-5491	Greenhouse Supplies	35.95
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5301	Postage	16.20
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5321	Online Consulting	90.31
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5360	Marketing	307.57
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5361	Job Posting - Beach Manager	165.00
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5362	Photography	98.00
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5412	Cleaning Supplies - Takiff	113.87
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5420	Pickleball Supplies	32.97
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5421	Staff Apparel	214.90
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5484	Electrical Supplies - Takiff	216.00
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5486	Plumbing Supplies - Takiff	69.97
BMO Harris Bank N.A.	01/15/2018	7521	25-00-000-5990	Late Fee	184.20
BMO Harris Bank N.A.	01/15/2018	7521	25-25-310-5400	Adult Art Supplies	676.44
BMO Harris Bank N.A.	01/15/2018	7521	25-25-312-5400	Adult Workshop Supplies	22.48
BMO Harris Bank N.A.	01/15/2018	7521	25-25-401-5400	ELC Supplies	510.99
BMO Harris Bank N.A.	01/15/2018	7521	25-25-601-5400	Kids Club Supplies	43.48
BMO Harris Bank N.A.	01/15/2018	7521	25-25-615-5400	Ceramics Supplies	445.17
BMO Harris Bank N.A.	01/15/2018	7521	25-25-932-5300	Contractual - Days Off School	1,373.95
BMO Harris Bank N.A.	01/15/2018	7521	25-25-932-5400	Contractual - Days Off School	2.98
BMO Harris Bank N.A.	01/15/2018	7521	25-25-943-5400	NYE Supplies	47.83
BMO Harris Bank N.A.	01/15/2018	7521	25-25-953-5400	Winter Event Supplies	58.01
BMO Harris Bank N.A.	01/15/2018	7521	25-25-954-5400	Nature Event Supplies	45.07
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5403	Day Care Program Supplies	246.62
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5404	BrightWheel App - Day Care	175.00
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5409	Day Care Food Supplies	122.08
BMO Harris Bank N.A.	01/15/2018	7521	25-26-000-5425	Staff Luncheon - Day Care	419.55
BMO Harris Bank N.A.	01/15/2018	7521	69-00-000-5532	Online Document Storage	45.00
BMO Harris Bank N.A.	01/15/2018	7521	69-00-000-5536	Fitness Area Rug	391.99
BMO Harris Bank N.A.	01/15/2018	7521	69-00-000-5537	Takiff Fitness Project	749.82

Vendor 10473 - BMO Harris Bank N.A. Total: 16,039.93

Vendor: 10184 - Burris Equipment Company

Burris Equipment Company	02/06/2018	7662	10-12-000-5370	Contingency - Tractor Rental	1,600.00
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Vendor 10184 - Burris Equipment Company Total: 1,600.00

Vendor: 10656 - Call One

Call One	01/16/2018	7531	25-00-000-5210	TI Phone Line - Takiff	326.52
Call One	02/13/2018	7714	25-00-000-5210	Watts T1 Svc - Feb 2018	326.52

Vendor 10656 - Call One Total: 653.04

Vendor: 11223 - Carlson Environmental

Carlson Environmental	01/23/2018	7558	69-00-000-5533	UST Removal/Lab Svcs - Takiff	22,020.33
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Vendor 11223 - Carlson Environmental Total: 22,020.33

Vendor: 10187 - Cawley Company

Cawley Company	01/23/2018	7559	10-11-000-5420	Staff Name Tags	33.31
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Vendor 10187 - Cawley Company Total: 33.31

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	01/30/2018	7605	25-25-615-5400	Ceramics Supplies	755.45
Ceramic Supply Chicago, Inc.	02/06/2018	7663	25-25-615-5400	Ceramic Supplies	294.87
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					1,050.32
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	02/13/2018	7715	10-11-000-5311	Legal Notices	58.18
Vendor 10552 - Chicago Tribune Media Group Total:					58.18
Vendor: 10802 - Clauss Brothers Inc.					
Clauss Brothers Inc.	01/16/2018	7532	69-00-000-5531	Construction - Takiff Parking	118,451.89
Vendor 10802 - Clauss Brothers Inc. Total:					118,451.89
Vendor: 10115 - Clowning Around Entertainment					
Clowning Around Entertainm	02/06/2018	7664	25-25-903-5300	Contractual - Dad/Daughter D	359.00
Clowning Around Entertainm	02/13/2018	7716	25-25-933-5300	Contractual - Dad/Daughter F	350.00
Vendor 10115 - Clowning Around Entertainment Total:					709.00
Vendor: 10505 - Comcast					
Comcast	01/16/2018	7533	10-12-000-5210	Cable TV/Internet - Parks	114.22
Comcast	01/23/2018	7560	10-12-000-5210	Internet - Parks	179.30
Comcast	01/30/2018	7608	10-13-000-5210	Internet/Cable TV - Watts	195.94
Comcast	02/13/2018	7717	10-12-000-5210	Internet Svc - Parks	103.72
Vendor 10505 - Comcast Total:					593.18
Vendor: 10876 - Comdata Corporation					
Comdata Corporation	01/16/2018	7534	10-11-000-5342	Board Mtg Supplies	5.00
Comdata Corporation	01/16/2018	7534	10-13-000-5470	Watts Concession	64.05
Comdata Corporation	01/16/2018	7534	25-25-401-5400	ELC Supplies	270.00
Comdata Corporation	01/16/2018	7534	25-25-932-5400	School Day Off Supplies	178.78
Comdata Corporation	01/16/2018	7534	25-26-000-5409	Day Care Food Supply	331.57
Comdata Corporation	01/16/2018	7534	25-26-000-5425	Employee Recognition - Day C	29.80
Comdata Corporation	02/06/2018	7665	10-11-000-5342	Board Mtg Supplies	21.55
Comdata Corporation	02/06/2018	7665	25-25-312-5400	Adult Wkshop Supplies	10.98
Comdata Corporation	02/06/2018	7665	25-25-901-5400	Winter Carnival Supplies	24.00
Comdata Corporation	02/06/2018	7665	25-25-932-5400	Day Off School Supplies	20.77
Comdata Corporation	02/06/2018	7665	25-26-000-5403	Day Care Pgm Supplies	8.99
Comdata Corporation	02/06/2018	7665	25-26-000-5409	Day Care Food Supplies	207.54
Comdata Corporation	02/06/2018	7665	25-26-000-5412	Day Care Cleaning Supplies	3.39
Vendor 10876 - Comdata Corporation Total:					1,176.42
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	01/16/2018	7535	10-12-000-5230	Electricity - Parks	86.71
Commonwealth Edison	02/06/2018	7666	10-12-000-5230	Electricity - Parks	1,039.45
Commonwealth Edison	02/06/2018	7666	10-13-000-5230	Electricity - Watts	10,205.01
Commonwealth Edison	02/06/2018	7666	10-14-000-5230	Electricity - Beach	139.63
Commonwealth Edison	02/06/2018	7666	10-15-000-5230	Electricity - Boathouse	45.66
Commonwealth Edison	02/06/2018	7666	25-00-000-5230	Electricity - Takiff	8,472.09
Commonwealth Edison	02/13/2018	7718	10-12-000-5230	Electricity - Parks	25.79
Vendor 10208 - Commonwealth Edison Total:					20,014.34
Vendor: 10210 - Conserv FS					
Conserv FS	01/30/2018	7609	10-12-000-5485	Ice Melt - Parks	677.70
Vendor 10210 - Conserv FS Total:					677.70
Vendor: 10969 - Cook County Clerk					
Cook County Clerk	01/30/2018	7610	10-11-000-5730	IL Notary Renewal	10.00
Cook County Clerk	01/30/2018	7611	10-11-000-5730	IL Notary Renewal - Jenny	10.00
Vendor 10969 - Cook County Clerk Total:					20.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	02/06/2018	7667	10-13-000-5486	Plumbing Supplies - Watts	20.87
Craftwood Lumber Company	02/06/2018	7667	25-00-000-5420	General Supplies - Rec	41.97
Craftwood Lumber Company	02/06/2018	7667	25-00-000-5482	Hardware - Takiff	125.63
Craftwood Lumber Company	02/06/2018	7667	25-00-000-5484	Electrical Supplies - Takiff	119.70
Vendor 10215 - Craftwood Lumber Company Total:					308.17

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Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10322 - Custom Sign Consultants, Inc.					
Custom Sign Consultants, Inc.	01/23/2018	7561	25-26-000-5360	Door Wraps - Day Care	690.00
Custom Sign Consultants, Inc.	01/23/2018	7561	25-26-000-5584	Door Wraps - Day Care	635.00
Vendor 10322 - Custom Sign Consultants, Inc. Total:					1,325.00
Vendor: 10324 - Decatur Blueprint, Inc.					
Decatur Blueprint, Inc.	01/30/2018	7612	25-00-000-5360	Park Banners	591.67
Vendor 10324 - Decatur Blueprint, Inc. Total:					591.67
Vendor: 11219 - Direct Fitness Solutions					
Direct Fitness Solutions	01/16/2018	7536	69-00-000-5537	Dumbbells - Takiff Fitness Are	301.00
Vendor 11219 - Direct Fitness Solutions Total:					301.00
Vendor: 11221 - DirectTV					
DirectTV	01/30/2018	7613	25-27-000-5210	TV/Internet Svc - Takiff Fitness	136.51
Vendor 11221 - DirectTV Total:					136.51
Vendor: 10334 - Discount School Supply					
Discount School Supply	01/30/2018	7614	25-26-000-5580	General Equipment - Day Car	231.96
Discount School Supply	01/30/2018	7614	25-26-000-5584	Rec Equipment - Day Care	1,555.25
Discount School Supply	01/30/2018	7614	69-00-000-5537	Crib for Fitness Babysitting Ro	461.99
Discount School Supply	02/13/2018	7720	25-25-401-5400	ELC Supplies	83.34
Discount School Supply	02/13/2018	7720	25-25-402-5400	ELC Supplies	83.34
Discount School Supply	02/13/2018	7720	25-25-403-5400	ELC Supplies	83.33
Vendor 10334 - Discount School Supply Total:					2,499.21
Vendor: 10335 - Domino's Pizza					
Domino's Pizza	02/13/2018	7721	25-25-933-5400	Teen Night Pizza	161.80
Domino's Pizza	02/13/2018	7721	25-26-000-5409	Day Care Food - Pizza	58.91
Vendor 10335 - Domino's Pizza Total:					220.71
Vendor: 11209 - Elite Coffee Service, Inc.					
Elite Coffee Service, Inc.	02/06/2018	7668	10-11-000-5420	Coffee Supplies - Takiff	86.90
Elite Coffee Service, Inc.	02/06/2018	7668	10-12-000-5420	Coffee Supplies - Parks	83.90
Vendor 11209 - Elite Coffee Service, Inc. Total:					170.80
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	01/23/2018	7563	10-11-000-5355	GFI Archiver Annual Fee	432.35
Excalibur Technology Corpora	01/30/2018	7615	25-00-000-5321	Add'l Winter Reg Services	131.25
Excalibur Technology Corpora	02/06/2018	7669	65-00-017-5553	New Laptop - Admin/Board M	1,141.75
Vendor 10341 - Excalibur Technology Corporation Total:					1,705.35
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	02/06/2018	7670	25-25-903-5300	Contractual - Dad/Daughter D	633.00
Vendor 10673 - FAMOS! DJ Entertainment Total:					633.00
Vendor: 10405 - First Student					
First Student	01/30/2018	7616	25-25-932-5300	Contractual - Winter Break Ca	1,164.33
Vendor 10405 - First Student Total:					1,164.33
Vendor: 10570 - FP Mailing Solutions					
FP Mailing Solutions	01/16/2018	7537	10-11-000-5370	Postage Machine Rental	152.85
Vendor 10570 - FP Mailing Solutions Total:					152.85
Vendor: 10352 - Frontline Technologies Group, LLC					
Frontline Technologies Group	01/23/2018	7564	10-11-000-5404	Annual Fee - AppliTrack	764.04
Vendor 10352 - Frontline Technologies Group, LLC Total:					764.04
Vendor: 10346 - Fun Express					
Fun Express	02/06/2018	7671	25-25-903-5400	Dad/Daughter Dance Supplies	397.64
Vendor 10346 - Fun Express Total:					397.64
Vendor: 10451 - G & O Thermal Supply Co					
G & O Thermal Supply Co	01/30/2018	7617	10-12-000-5481	Construction Supplies - Parks	22.84
Vendor 10451 - G & O Thermal Supply Co Total:					22.84
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	01/16/2018	7538	25-00-000-5487	Power Tools - Takiff	449.32

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Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Glenbrook Auto Parts Inc.	01/30/2018	7618	25-00-000-5482	Hardware - Takiff	11.20
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					460.52
Vendor: 10363 - Global Equipment Co.					
Global Equipment Co.	02/13/2018	7722	25-00-000-5482	Hardware - Takiff	1,316.05
Vendor 10363 - Global Equipment Co. Total:					1,316.05
Vendor: 10368 - Gopher					
Gopher	01/16/2018	7539	25-25-707-5400	House Basketball Supplies	315.55
Vendor 10368 - Gopher Total:					315.55
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	01/23/2018	7565	25-25-601-5400	Kids Club Supplies	374.34
Gordon Food Service, Inc.	01/23/2018	7565	25-26-000-5409	Day Care Food Supplies	765.83
Gordon Food Service, Inc.	01/23/2018	7565	25-26-000-5460	Day Care Food Equipment	238.10
Gordon Food Service, Inc.	02/06/2018	7672	25-26-000-5409	Day Care Food Svc	790.21
Gordon Food Service, Inc.	02/06/2018	7672	25-26-000-5460	Day Care Food Supplies	215.00
Gordon Food Service, Inc.	02/13/2018	7723	25-26-000-5409	Day Care Food Supplies	1,073.25
Vendor 10837 - Gordon Food Service, Inc. Total:					3,456.73
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	01/23/2018	7566	10-12-000-5481	Construction Supplies - Parks	1,205.51
Grainger Inc.	01/23/2018	7566	10-12-000-5490	Plantings/Flowers - Parks	400.00
Grainger Inc.	01/23/2018	7566	25-00-000-5412	Cleaning Supplies - Takiff	288.60
Grainger Inc.	01/30/2018	7619	10-12-000-5485	Ice Melt - Parks	149.82
Grainger Inc.	01/30/2018	7619	25-00-000-5484	Electrical Supplies - Takiff	763.68
Grainger Inc.	02/13/2018	7724	10-13-000-5450	Equipment Parts - Watts	752.84
Grainger Inc.	02/13/2018	7724	25-00-000-5412	Cleaning Supplies - Takiff	171.56
Grainger Inc.	02/13/2018	7724	69-00-000-5537	Takiff Fitness Owner Items CR	-828.80
Grainger Inc.	02/13/2018	7724	69-00-000-5537	Takiff Fitness Owner Items	989.80
Vendor 10370 - Grainger Inc. Total:					3,893.01
Vendor: 10325 - Grand Food Center					
Grand Food Center	01/30/2018	7620	25-26-000-5409	Milk - Day Care	113.62
Vendor 10325 - Grand Food Center Total:					113.62
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	01/30/2018	7621	25-25-615-5400	Ceramics Supplies	160.05
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					160.05
Vendor: 11178 - Happ Builders, Inc.					
Happ Builders, Inc.	02/06/2018	7673	69-00-000-5536	Final Payment - Fitness Constr	61,215.40
Vendor 11178 - Happ Builders, Inc. Total:					61,215.40
Vendor: 10379 - HD Supply Facilities Maintenance					
HD Supply Facilities Maintena	01/30/2018	7622	69-00-000-5537	Takiff Fitness Mirror	765.00
Vendor 10379 - HD Supply Facilities Maintenance Total:					765.00
Vendor: 10083 - Helen's Ultimate Fitness, Inc.					
Helen's Ultimate Fitness, Inc.	01/30/2018	7623	25-25-653-5300	Broadway Bound Costume/Se	4,800.00
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-406-5300	Contractual - Hip Hop Classes	8,461.56
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-418-5300	Contractual - Mitey Movemen	2,089.26
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-419-5300	Contractual - Ballet Classes	6,419.44
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-506-5300	Contractual - K Hip Hop Class	2,536.02
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-607-5300	Contractual - Youth Hip Hop	10,924.45
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-639-5300	Contractual - Kids Yoga	2,594.76
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-653-5300	Contractual - Theatre Classes	40,325.20
Helen's Ultimate Fitness, Inc.	01/30/2018	7624	25-25-654-5300	Contractual - Jazz/Hip Hop	5,504.20
Vendor 10083 - Helen's Ultimate Fitness, Inc. Total:					83,654.89
Vendor: 10060 - Heller & Heller Consulting, Inc.					
Heller & Heller Consulting, Inc	02/06/2018	7674	10-11-000-5321	Consulting - Strategic Plannin	2,490.00
Vendor 10060 - Heller & Heller Consulting, Inc. Total:					2,490.00
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	01/23/2018	7567	10-12-000-5352	Electrical Repairs - Parks Wks	5,260.00
Vendor 10381 - Highland Park Electric Inc. Total:					5,260.00

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Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 11082 - Hobart Service					
Hobart Service	02/13/2018	7725	25-00-000-5351	Sanitizer Repair - Takiff Pgm K	600.31
Vendor 11082 - Hobart Service Total:					600.31
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	01/23/2018	7568	10-12-000-5481	Construction Supplies - Parks	764.69
Home Depot Credit Services	01/23/2018	7568	10-12-000-5497	Playground/Surface Supplies -	20.98
Home Depot Credit Services	01/23/2018	7568	10-13-000-5417	Rink Boards/Glass - Watts	72.60
Home Depot Credit Services	01/23/2018	7568	10-13-000-5481	Construction Supplies - Watts	31.77
Home Depot Credit Services	01/23/2018	7568	25-00-000-5420	General Rec Supplies	8.97
Home Depot Credit Services	01/23/2018	7568	25-00-000-5481	Construction Supplies - Takiff	56.88
Home Depot Credit Services	01/23/2018	7568	25-00-000-5486	Plumbing Supplies - Takiff	16.12
Home Depot Credit Services	01/23/2018	7568	25-00-000-5487	Hand Tools - Takiff	72.35
Home Depot Credit Services	01/23/2018	7568	25-00-000-5582	Maintenance Equip - Takiff	129.00
Home Depot Credit Services	01/23/2018	7568	69-00-000-5536	Takiff Fitness Construction	315.88
Vendor 10384 - Home Depot Credit Services Total:					1,489.24
Vendor: 10745 - ICOR Products					
ICOR Products	02/06/2018	7675	25-00-000-5482	Takiff - Locks	2,372.50
ICOR Products	02/06/2018	7675	69-00-000-5537	Takiff Fitness - Locks	1,190.00
Vendor 10745 - ICOR Products Total:					3,562.50
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	01/30/2018	7625	69-00-000-5537	Takiff Fitness Owner Items	893.84
Vendor 10390 - Idlewood Electric Supply Inc. Total:					893.84
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	01/19/2018	DFT0000577	10-00-000-2110	IL State Tax W/H	4,542.06
IL Dept of Revenue	02/02/2018	DFT0000590	10-00-000-2110	IL State Tax W/H	4,749.02
IL Dept of Revenue	02/16/2018	DFT0000595	10-00-000-2110	IL State Tax W/H	4,941.75
Vendor 10100 - IL Dept of Revenue Total:					14,232.83
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	01/31/2018	DFT0000583	10-00-000-2150	IMRF Contribution - Jan 2018	32,214.96
Illinois Municipal Retirement	01/31/2018	DFT0000583	10-00-000-2155	IMRF Contribution - Jan 2018	2,195.38
Vendor 10101 - Illinois Municipal Retirement Fund Total:					34,410.34
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	01/19/2018	DFT0000575	10-00-000-2120	Social Security W/H	12,881.24
IRS/Dept of Treasury	01/19/2018	DFT0000576	10-00-000-2130	Medicare	3,012.50
IRS/Dept of Treasury	01/19/2018	DFT0000578	10-00-000-2100	Fed Income Tax W/H	10,373.27
IRS/Dept of Treasury	02/02/2018	DFT0000588	10-00-000-2120	Social Security W/H	13,513.18
IRS/Dept of Treasury	02/02/2018	DFT0000589	10-00-000-2130	Medicare	3,160.34
IRS/Dept of Treasury	02/02/2018	DFT0000591	10-00-000-2100	Fed Income Tax W/H	8,652.48
IRS/Dept of Treasury	02/16/2018	DFT0000593	10-00-000-2120	Social Security W/H	14,005.76
IRS/Dept of Treasury	02/16/2018	DFT0000594	10-00-000-2130	Medicare	3,275.58
IRS/Dept of Treasury	02/16/2018	DFT0000596	10-00-000-2100	Fed Income Tax W/H	9,134.71
Vendor 10106 - IRS/Dept of Treasury Total:					78,009.06
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company In	01/16/2018	7540	10-13-000-5356	Zamboni Maintenance Servic	36.55
Jorson & Carlson Company In	01/23/2018	7570	10-13-000-5356	Zamboni Blades Sharpened	36.55
Jorson & Carlson Company In	01/30/2018	7628	10-13-000-5357	Zamboni Blade Sharpening	73.10
Jorson & Carlson Company In	02/06/2018	7676	10-13-000-5356	Zamboni Maint Services	72.10
Jorson & Carlson Company In	02/13/2018	7726	10-13-000-5356	Zamboni Maintenance Svcs	36.55
Vendor 10399 - Jorson & Carlson Company Inc. Total:					254.85
Vendor: 10401 - Ken's Quick Print Inc.					
Ken's Quick Print Inc.	01/23/2018	7571	10-11-000-5342	Payroll Status Change Forms	143.95
Vendor 10401 - Ken's Quick Print Inc. Total:					143.95
Vendor: 11169 - Kristen Saunders					
Kristen Saunders	02/06/2018	7677	25-25-787-5300	Contractual - Fitness Classes	56.56
Vendor 11169 - Kristen Saunders Total:					56.56
Vendor: 10071 - Kwamell Laseter					
Kwamell Laseter	01/30/2018	7629	25-25-707-5300	Contractual - Basketball Refer	78.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Kwamell Laseter	01/30/2018	7629	25-25-708-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	02/06/2018	7678	25-25-707-5300	Contractual - Basketball Refer	78.00
Kwamell Laseter	02/06/2018	7678	25-25-708-5300	Contractual - Basketball Refer	39.00
Kwamell Laseter	02/06/2018	7678	25-25-740-5300	Contractual - Basketball Refer	46.00
Vendor 10071 - Kwamell Laseter Total:					280.00
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	01/30/2018	7630	25-26-000-5584	Rec Equipment - Day Care	1,304.92
Lakeshore Learning Material	02/13/2018	7728	25-26-000-5584	Day Care Recreation Equip	2,422.46
Vendor 10406 - Lakeshore Learning Material Total:					3,727.38
Vendor: 11200 - Lakeshore Recycling					
Lakeshore Recycling	01/23/2018	7573	10-12-000-5353	Trash - Linden House	68.80
Vendor 11200 - Lakeshore Recycling Total:					68.80
Vendor: 10096 - Lawrence Wayne					
Lawrence Wayne	01/16/2018	7541	25-25-707-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/16/2018	7541	25-25-711-5300	Contractual - Basketball Refer	156.00
Lawrence Wayne	01/16/2018	7541	25-25-740-5300	Contractual - Basketball Refer	46.00
Lawrence Wayne	01/23/2018	7574	25-25-707-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	01/23/2018	7574	25-25-708-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	01/23/2018	7574	25-25-711-5300	Contractual - Basketball Refer	117.00
Lawrence Wayne	01/30/2018	7631	25-25-707-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/30/2018	7631	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/30/2018	7631	25-25-711-5300	Contractual - Basketball Refer	156.00
Vendor 10096 - Lawrence Wayne Total:					748.00
Vendor: 10924 - Lightsource Yoga LLC					
Lightsource Yoga LLC	02/06/2018	7679	25-25-786-5300	Contractual - Yoga Classes	120.00
Lightsource Yoga LLC	02/06/2018	7679	25-25-787-5300	Contractual - Yoga Classes	248.82
Vendor 10924 - Lightsource Yoga LLC Total:					368.82
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	02/13/2018	7729	25-00-000-5481	Construction Supplies - Takiff	98.89
Lowe's Business Acct/GEMB	02/13/2018	7729	25-00-000-5482	Hardware - Takiff	261.13
Vendor 10360 - Lowe's Business Acct/GEMB Total:					360.02
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	01/30/2018	7632	25-25-638-5300	Contractual - Magic Class	105.00
Vendor 10120 - Magic of Gary Kantor Total:					105.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	01/30/2018	7633	25-25-401-5300	Contractual - ELC Music Class	435.00
Maria Kotsinis	01/30/2018	7633	25-25-403-5300	Contractual - ELC Music Class	300.00
Maria Kotsinis	01/30/2018	7633	25-25-432-5300	Contractual - ELC Music Class	280.00
Vendor 10066 - Maria Kotsinis Total:					1,015.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	02/06/2018	7680	25-25-787-5300	Contractual - Fitness Classes	684.31
Vendor 10082 - Marianne Nicolosi Total:					684.31
Vendor: 11142 - Martin Implement Sales, Inc.					
Martin Implement Sales, Inc.	01/23/2018	7576	10-12-000-5351	Equip Repairs - Parks	1,500.20
Vendor 11142 - Martin Implement Sales, Inc. Total:					1,500.20
Vendor: 10169 - Master Truck & Trailer, LLC					
Master Truck & Trailer, LLC	02/13/2018	7730	10-12-000-5450	Equipment Parts - Parks	389.40
Vendor 10169 - Master Truck & Trailer, LLC Total:					389.40
Vendor: 10174 - MCI					
MCI	01/30/2018	7634	25-00-000-5210	Long Distance Phone Svc	85.77
Vendor 10174 - MCI Total:					85.77
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	02/06/2018	7682	10-12-000-5485	Ice Melt - Parks	760.00
Vendor 10191 - Menoni & Mocogni Total:					760.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	02/06/2018	7683	25-00-000-5486	Plumbing Supplies - Takiff	102.58
Vendor 10213 - Mutual Ace Hardware Total:					102.58
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	02/13/2018	7731	25-25-615-5400	Reimbursement - Ceramics Su	21.64
Vendor 8125 - Natalie Steinmetz Total:					21.64
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	02/02/2018	7593	10-00-000-2160	IMRF Life-#03298	80.00
Vendor 10103 - NCPERS-IL IMRF Total:					80.00
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	01/30/2018	7635	10-13-000-5220	Gas/Heat - Parks	298.39
North Shore Gas Company	01/30/2018	7635	25-00-000-5220	Gas/Heat - Takiff	1,564.87
North Shore Gas Company	02/06/2018	7685	10-12-000-5220	Gas/Heat - Parks	1,586.38
North Shore Gas Company	02/06/2018	7685	10-14-000-5220	Gas/Heat - Beach	34.53
Vendor 10224 - North Shore Gas Company Total:					3,484.17
Vendor: 10227 - NRPA					
NRPA	01/30/2018	7636	10-12-000-5340	CPRP Exam Fee - Leiner	265.00
Vendor 10227 - NRPA Total:					265.00
Vendor: 10228 - NSSRA					
NSSRA	01/16/2018	7542	30-00-000-1300	2018 Agency Contribution- Ja	33,392.00
NSSRA	01/16/2018	7542	30-00-000-5750	2018 Agency Contribution- M	17,202.75
Vendor 10228 - NSSRA Total:					50,594.75
Vendor: 10776 - Nutoys					
Nutoys	01/23/2018	7577	69-00-000-5532	Takiff Parking Proj - Garbage	3,199.00
Vendor 10776 - Nutoys Total:					3,199.00
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	01/30/2018	7637	25-25-402-5300	Contractual ELC Spanish Class	500.00
Ole Spanish Services LLC	01/30/2018	7637	25-26-000-5386	Contractual Day Care Spanish	300.00
Vendor 10085 - Ole Spanish Services LLC Total:					800.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	02/06/2018	7686	25-00-000-5355	Takiff Mo Exterminator - Feb	180.92
Vendor 10233 - Orkin Pest Control Total:					180.92
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	01/30/2018	7638	25-00-000-5355	Takiff Elevator Mo Maintenanc	467.63
Vendor 10235 - Otis Elevator Company Total:					467.63
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	01/18/2018	7553	10-00-000-2175	FSA Plan Contrib - Partial Sept	2,196.20
PACT Administrative Services	01/30/2018	7639	10-00-000-2175	FSA Plan Contrib - Jan 2018	2,153.40
PACT Administrative Services	02/13/2018	7732	10-00-000-2175	FSA Plan Contributions - Feb 2	1,961.10
Vendor 10110 - PACT Administrative Services Corp Total:					6,310.70
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	01/19/2018	7518	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	01/19/2018	7518	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/19/2018	7518	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/19/2018	7518	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	02/02/2018	7594	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	02/02/2018	7594	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/02/2018	7594	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/02/2018	7594	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	02/16/2018	7707	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	02/16/2018	7707	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/16/2018	7707	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/16/2018	7707	10-00-000-2180	#880010320 Stowick	20.00
Vendor 10104 - Partnership Financial Credit Union Total:					1,275.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 3183 - Paul Goedjen					
Paul Goedjen	01/30/2018	7640	25-00-000-5340	Consulting - 3 hrs Fit Center/T	150.00
Vendor 3183 - Paul Goedjen Total:					150.00
Vendor: 10242 - PDRMA					
PDRMA	01/30/2018	7641	10-11-000-5600	Health Insurance - Jan 2018	32,669.74
PDRMA	01/30/2018	7641	25-26-000-5600	Health Insurance	8,015.51
Vendor 10242 - PDRMA Total:					40,685.25
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	01/23/2018	7578	25-26-000-5409	Day Care Food Supplies	169.07
Vendor 10398 - Purchase Advantage Card Total:					169.07
Vendor: 11224 - Quantum 360 LLC					
Quantum 360 LLC	01/29/2018	7597	25-25-650-5300	Contractual - Fall Computer Cl	5,172.00
Vendor 11224 - Quantum 360 LLC Total:					5,172.00
Vendor: 10259 - Quill Corporation					
Quill Corporation	01/23/2018	7579	10-12-000-5401	Office Supplies - Parks	13.79
Quill Corporation	01/23/2018	7579	10-12-000-5420	General Supplies - Parks	11.99
Quill Corporation	01/23/2018	7579	10-13-000-5401	Office Supplies - Watts	76.05
Quill Corporation	01/23/2018	7579	25-00-000-5360	Marketing	203.94
Quill Corporation	01/23/2018	7579	25-00-000-5401	Office Supplies - Rec	387.92
Quill Corporation	01/23/2018	7579	25-00-000-5412	Cleaning Supplies - Takiff	4.99
Quill Corporation	01/23/2018	7579	25-00-000-5420	General Supplies - Rec	107.02
Quill Corporation	01/23/2018	7579	25-26-000-5401	Office Supplies - Day Care	70.97
Quill Corporation	01/30/2018	7642	10-13-000-5401	Office Supplies - Watts	50.50
Quill Corporation	01/30/2018	7642	25-00-000-5351	Equipment Repairs - Takiff	199.99
Quill Corporation	01/30/2018	7642	25-00-000-5401	Office Supplies - Rec	404.80
Quill Corporation	01/30/2018	7642	25-00-000-5412	Cleaning Supplies - Takiff	22.46
Quill Corporation	01/30/2018	7642	25-00-000-5420	General Rec Supplies	21.00
Quill Corporation	01/30/2018	7642	25-26-000-5401	Office Supplies - Day Care	6.99
Quill Corporation	02/06/2018	7687	10-11-000-5342	Admin Mtg Supplies	21.08
Quill Corporation	02/06/2018	7687	10-13-000-5401	Office Supplies - Watts	20.78
Quill Corporation	02/06/2018	7687	25-00-000-5401	Office Supplies - Rec	200.42
Quill Corporation	02/06/2018	7687	25-00-000-5412	Cleaning Supplies - Takiff	4.98
Quill Corporation	02/06/2018	7687	25-00-000-5420	General Supplies - Rec	124.87
Vendor 10259 - Quill Corporation Total:					1,954.54
Vendor: 10121 - Quiyann Laseter					
Quiyann Laseter	01/16/2018	7543	25-25-740-5300	Contractual - Basketball Refer	46.00
Quiyann Laseter	01/23/2018	7580	25-25-740-5300	Contractual - Basketball Refer	46.00
Quiyann Laseter	01/30/2018	7643	25-25-740-5300	Contractual - Basketball Refer	156.00
Quiyann Laseter	02/06/2018	7688	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	02/06/2018	7688	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	02/06/2018	7688	25-25-711-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	02/13/2018	7733	25-25-707-5300	Contractual - Basketball Refer	118.00
Vendor 10121 - Quiyann Laseter Total:					600.00
Vendor: 10718 - R&R Specialties of Wisconsin					
R&R Specialties of Wisconsin	01/16/2018	7544	10-13-000-5418	Zamboni Supplies	773.95
Vendor 10718 - R&R Specialties of Wisconsin Total:					773.95
Vendor: 10073 - Raymond Laseter II					
Raymond Laseter II	01/23/2018	7582	25-25-740-5300	Contractual - Basketball Refer	92.00
Raymond Laseter II	01/30/2018	7646	25-25-707-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	01/30/2018	7646	25-25-708-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	02/06/2018	7691	25-25-707-5300	Contractual - Basketball Refer	78.00
Raymond Laseter II	02/06/2018	7691	25-25-708-5300	Contractual - Basketball Refer	39.00
Raymond Laseter II	02/06/2018	7691	25-25-740-5300	Contractual - Basketball Refer	46.00
Vendor 10073 - Raymond Laseter II Total:					372.00
Vendor: 10072 - Raymond Laseter					
Raymond Laseter	01/16/2018	7545	25-25-707-5300	Contractual - Basketball Refer	104.00
Raymond Laseter	01/16/2018	7545	25-25-711-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	01/16/2018	7545	25-25-740-5300	Contractual - Basketball Refer	118.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Raymond Laseter	01/23/2018	7581	25-25-707-5300	Contractual - Basketball Refer	52.00
Raymond Laseter	01/23/2018	7581	25-25-708-5300	Contractual - Basketball Refer	104.00
Raymond Laseter	01/23/2018	7581	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	01/23/2018	7581	25-25-740-5300	Contractual - Basketball Refer	177.00
Raymond Laseter	01/30/2018	7645	25-25-707-5300	Contractual - Basketball Refer	104.00
Raymond Laseter	01/30/2018	7645	25-25-708-5300	Contractual - Basketball Refer	52.00
Raymond Laseter	01/30/2018	7645	25-25-711-5300	Contractual - Basketball Refer	156.00
Raymond Laseter	01/30/2018	7645	25-25-740-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	02/06/2018	7690	25-25-707-5300	Contractual - Basketball Refer	52.00
Raymond Laseter	02/06/2018	7690	25-25-708-5300	Contractual - Basketball Refer	52.00
Raymond Laseter	02/06/2018	7690	25-25-711-5300	Contractual - Basketball Refer	208.00
Raymond Laseter	02/06/2018	7690	25-25-740-5300	Contractual - Basketball Refer	118.00
Raymond Laseter	02/13/2018	7734	25-25-707-5300	Contractual - Basketball Refer	92.00
Vendor 10072 - Raymond Laseter Total:					1,961.00
Vendor: 10262 - Raynor Door Company					
Raynor Door Company	02/13/2018	7735	10-13-000-5352	Garage Door Repairs - Watts	1,224.73
Vendor 10262 - Raynor Door Company Total:					1,224.73
Vendor: 10638 - Reach					
Reach	01/30/2018	7647	25-00-000-5321	TV Screen Marketing	888.00
Vendor 10638 - Reach Total:					888.00
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	02/06/2018	7692	25-25-903-5300	Contractual - Dad/Daughter D	900.00
Vendor 10375 - Record-A-Hit Total:					900.00
Vendor: 10266 - Reliable Fire Equipment Co.					
Reliable Fire Equipment Co.	01/30/2018	7648	10-13-000-5355	Fire Sys Maint Svc Agreement	768.00
Vendor 10266 - Reliable Fire Equipment Co. Total:					768.00
Vendor: 8498 - Richard Tomei					
Richard Tomei	02/13/2018	7736	25-27-000-5365	Contractual - Personal Trainin	311.25
Vendor 8498 - Richard Tomei Total:					311.25
Vendor: 10269 - RMC Inc.					
RMC Inc.	01/16/2018	7546	10-13-000-5581	Watts Rink Pressure Valve Re	3,733.65
RMC Inc.	01/16/2018	7546	10-13-000-5581	Watts Rink Repairs	5,665.80
RMC Inc.	01/30/2018	7649	10-13-000-5357	Watts Refrig Mo Maint - Feb	265.00
Vendor 10269 - RMC Inc. Total:					9,664.45
Vendor: 1232 - Ronald P. Cadarian					
Ronald P. Cadarian	02/06/2018	7693	25-27-000-5365	Contractual - Personal Fitness	562.50
Vendor 1232 - Ronald P. Cadarian Total:					562.50
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	01/30/2018	7650	25-00-000-5420	General Rec Supplies	74.97
Sam's Club Direct Commercial	01/30/2018	7650	25-25-932-5400	School Day Off Supplies	16.44
Sam's Club Direct Commercial	01/30/2018	7650	25-25-943-5400	NYE Supplies	84.28
Sam's Club Direct Commercial	01/30/2018	7650	25-27-000-5420	General Fitness Supplies	124.67
Sam's Club Direct Commercial	01/30/2018	7650	69-00-000-5537	Takiff Fitness Towels	3,182.07
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					3,482.43
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	02/06/2018	7694	25-25-786-5300	Contractual - Fitness Classes	300.00
Sandra K Culver	02/06/2018	7694	25-25-787-5300	Contractual - Fitness Classes	428.69
Vendor 10654 - Sandra K Culver Total:					728.69
Vendor: 11160 - Shaun Christopher Whitley					
Shaun Christopher Whitley	01/23/2018	7584	25-26-000-5386	Contractual - Day Care Music	450.00
Shaun Christopher Whitley	02/06/2018	7695	25-25-401-5300	Contractual - ELC Music Class	450.00
Shaun Christopher Whitley	02/06/2018	7695	25-25-403-5300	Contractual - ELC Music Class	450.00
Shaun Christopher Whitley	02/06/2018	7695	25-26-000-5386	Contractual - Children's Circle	600.00
Vendor 11160 - Shaun Christopher Whitley Total:					1,950.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	02/06/2018	7696	25-00-000-5483	Paint - Takiff	57.87
Vendor 10279 - Sherwin-Williams Company Total:					57.87
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	02/06/2018	7697	45-00-000-5335	Background Checks - Jan 2018	185.00
Vendor 10706 - Southeastern Security Consultants, Inc Total:					185.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	01/19/2018	7519	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	02/02/2018	7595	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	02/16/2018	7708	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					587.70
Vendor: 11228 - Sunset Logistics, LLC					
Sunset Logistics, LLC	02/06/2018	7698	10-12-000-5353	Landscape Debris Haul Off	2,775.00
Sunset Logistics, LLC	02/06/2018	7698	10-14-000-5353	Beach Debris Haul Off	2,450.00
Vendor 11228 - Sunset Logistics, LLC Total:					5,225.00
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	02/13/2018	7738	10-13-000-5480	Propane - Zamboni	523.00
Vendor 10720 - Tebon's Gas Station Total:					523.00
Vendor: 10294 - Telcom Innovations Group					
Telcom Innovations Group	01/23/2018	7586	10-11-000-5355	Telephone Sys Backup Install	174.00
Vendor 10294 - Telcom Innovations Group Total:					174.00
Vendor: 10295 - Tennant Sales & Service Co.					
Tennant Sales & Service Co.	01/23/2018	7587	25-00-000-5582	Maint Equipment - Takiff	93.60
Tennant Sales & Service Co.	02/06/2018	7699	25-00-000-5351	Equipment Repairs - Takiff	870.20
Vendor 10295 - Tennant Sales & Service Co. Total:					963.80
Vendor: 11168 - TimeClock Plus, Inc.					
TimeClock Plus, Inc.	02/06/2018	7700	65-00-017-5554	Time Clock Training/Set-Up	393.75
Vendor 11168 - TimeClock Plus, Inc. Total:					393.75
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	01/30/2018	7651	10-13-000-5220	Gas/Heat - Watts	559.64
Vanguard Energy Service, LLC	01/30/2018	7651	25-00-000-5220	Gas/Heat - Takiff	3,951.07
Vendor 10307 - Vanguard Energy Service, LLC Total:					4,510.71
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	01/19/2018	7520	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	02/02/2018	7596	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	02/16/2018	7709	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					3,553.83
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	02/06/2018	7702	25-00-000-5210	Cell Phone Svc	670.90
Vendor 10309 - Verizon Wireless Total:					670.90
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	01/16/2018	7549	10-12-000-5240	Water/Sewer - Parks	35.67
Village of Glencoe	01/16/2018	7549	10-12-000-5480	Gasoline - Parks	722.98
Village of Glencoe	01/16/2018	7549	25-00-000-5240	Water/Sewer - Takiff	671.77
Village of Glencoe	02/06/2018	7703	10-12-000-5240	Water/Sewer - Parks	45.69
Village of Glencoe	02/06/2018	7703	10-12-000-5480	Gasoline - Parks	868.41
Vendor 10457 - Village of Glencoe Total:					2,344.52
Vendor: 10458 - Village of Glencoe-Shared Svcs					
Village of Glencoe-Shared Svc	01/23/2018	7588	10-12-000-5452	Fleet Maint - Village Shared S	11,290.58
Vendor 10458 - Village of Glencoe-Shared Svcs Total:					11,290.58
Vendor: 10314 - Walmart Community					
Walmart Community	01/30/2018	7652	25-00-000-5420	General Rec Supplies	38.85
Walmart Community	01/30/2018	7652	25-25-932-5400	School Day Off Supplies	99.27
Walmart Community	01/30/2018	7652	25-25-953-5400	CREDIT Fall Events Supplies	-31.98
Walmart Community	01/30/2018	7652	25-26-000-5403	Day Care Program Supplies	130.88

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Walmart Community	01/30/2018	7652	25-26-000-5409	Day Care Food Supplies	316.09
Vendor 10314 - Walmart Community Total:					553.11
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	02/06/2018	7704	25-00-000-5412	Cleaning Supplies - Takiff	2,186.10
Warehouse Direct Workplace	02/13/2018	7739	25-00-000-5412	Cleaning Supplies - Takiff	39.95
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					2,226.05
Vendor: 10823 - Wilmar					
Wilmar	01/16/2018	7550	69-00-000-5537	Takiff Fitness Shower Seat	679.62
Wilmar	01/23/2018	7589	25-00-000-5482	Takiff Hardware	135.48
Vendor 10823 - Wilmar Total:					815.10
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	01/31/2018	DFT0000580	10-00-000-2111	WI Mo Withholding	223.22
Vendor 10102 - Wisconsin Dept of Revenue Total:					223.22
Vendor: 11068 - Women's Library Club					
Women's Library Club	01/23/2018	7590	25-00-000-5730	Membership Dues - Liz V	150.00
Vendor 11068 - Women's Library Club Total:					150.00
Vendor: 10957 - YBA Shirts					
YBA Shirts	01/16/2018	7551	25-25-707-5300	Contractual - Basketball Jerse	1,275.00
YBA Shirts	01/16/2018	7551	25-25-708-5300	Contractual - Basketball Jerse	557.00
YBA Shirts	01/16/2018	7551	25-25-711-5300	Contractual - Basketball Jerse	1,300.00
Vendor 10957 - YBA Shirts Total:					3,132.00
Vendor Set AP Vendors Total:					718,345.29

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 9504 - Adam Wohl					
Adam Wohl	02/06/2018	7653	25-00-000-5341	Mileage Reimbursement	107.13
Vendor 9504 - Adam Wohl Total:					107.13
Vendor: 4577 - Brad Janis					
Brad Janis	01/23/2018	7557	10-12-000-5421	Reimbursement - Uniform	94.97
Brad Janis	02/06/2018	7661	10-12-000-5340	Reimburse - IL Landscape Sho	35.00
Vendor 4577 - Brad Janis Total:					129.97
Vendor: 7405 - Cari Resis					
Cari Resis	01/30/2018	7604	25-25-601-5400	Reimbursement - Kids Club Su	70.17
Vendor 7405 - Cari Resis Total:					70.17
Vendor: 8124 - Cheryl Steiger					
Cheryl Steiger	01/30/2018	7606	25-25-310-5400	Reimbursement - Art Class Su	50.89
Vendor 8124 - Cheryl Steiger Total:					50.89
Vendor: 7073 - Chris Pietrini					
Chris Pietrini	01/17/2018	7552	25-00-000-5340	IPRA Conference Cash Advanc	175.00
Chris Pietrini	01/30/2018	7607	25-00-000-5341	Mileage Reimbursement	53.98
Vendor 7073 - Chris Pietrini Total:					228.98
Vendor: 1858 - Cynthia Dinham					
Cynthia Dinham	02/13/2018	7719	25-25-401-5400	Reimbursement - ELC Supplie	23.00
Vendor 1858 - Cynthia Dinham Total:					23.00
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	01/23/2018	7562	10-11-000-5340	Reimbursement - IPRA Conf E	6.16
Vendor 7347 - Elizabeth Stowick Total:					6.16
Vendor: 4251 - Ilya Ioffe					
Ilya Ioffe	01/30/2018	7626	25-00-000-5422	Reimbursement - Uniform	198.98
Vendor 4251 - Ilya Ioffe Total:					198.98
Vendor: 5894 - Jennifer Munck					
Jennifer Munck	01/23/2018	7569	25-25-428-5400	Reimbursement - Classroom S	116.81
Jennifer Munck	01/30/2018	7627	25-25-402-5400	Reimbursement - ELC Supplie	46.79
Jennifer Munck	01/30/2018	7627	25-25-490-5400	Reimbursement - Presch Enric	15.44
Jennifer Munck	01/30/2018	7627	25-25-491-5400	Reimbursement - Presch Enric	46.79
Vendor 5894 - Jennifer Munck Total:					225.83
Vendor: 7467 - Kerri Ringel					
Kerri Ringel	01/23/2018	7572	25-25-414-5400	Reimbursement - Prsch Enrich	15.94
Kerri Ringel	02/13/2018	7727	25-25-414-5400	Reimbursement - Prsch Enrich	13.98
Vendor 7467 - Kerri Ringel Total:					29.92
Vendor: 9282 - Lorise Weil					
Lorise Weil	01/23/2018	7575	25-00-000-5340	Reimbursement - IPRA Conf E	45.25
Vendor 9282 - Lorise Weil Total:					45.25
Vendor: 5052 - Mary Krueger					
Mary Krueger	02/06/2018	7681	25-26-000-5341	Mileage Reimbursement	61.53
Vendor 5052 - Mary Krueger Total:					61.53
Vendor: 5019 - Naomi Garvett					
Naomi Garvett	02/06/2018	7684	25-00-000-5341	Mileage Reimbursement	33.14
Vendor 5019 - Naomi Garvett Total:					33.14
Vendor: 5466 - Raul Marron					
Raul Marron	01/30/2018	7644	10-12-000-5421	Reimbursement - Uniform	100.00
Raul Marron	02/06/2018	7689	10-12-000-5340	Reimburse - IL Landscape Sho	35.00
Vendor 5466 - Raul Marron Total:					135.00
Vendor: 1518 - Robert Collins					
Robert Collins	01/23/2018	7583	10-00-000-2155	Overpayment - Jan VAC Contr	184.62
Vendor 1518 - Robert Collins Total:					184.62

Voucher List of Bills

Payment Dates: 01/11/2018 - 02/16/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 4984 - Sonja Anderson					
Sonja Anderson	01/23/2018	7585	25-25-402-5400	Reimbursement - ELC Supplie	26.97
Vendor 4984 - Sonja Anderson Total:					26.97
Vendor: 5045 - Sydney Kroll					
Sydney Kroll	01/16/2018	7547	25-26-000-5403	Reimbursement - Day Care Su	26.31
Sydney Kroll	02/13/2018	7737	25-26-000-5403	Reimbursement - Day Care Su	55.01
Vendor 5045 - Sydney Kroll Total:					81.32
Vendor: 5748 - Terry Miskowicz					
Terry Miskowicz	01/16/2018	7548	25-25-707-5300	Mileage Reimbursement	45.00
Terry Miskowicz	01/16/2018	7548	25-25-707-5300	Mileage Reimbursement	45.00
Terry Miskowicz	01/16/2018	7548	25-25-708-5300	Mileage Reimbursement	13.80
Vendor 5748 - Terry Miskowicz Total:					103.80
Vendor: 5578 - Tom McDonald					
Tom McDonald	02/06/2018	7701	10-12-000-5340	Reimburse - IL Landscape Sho	61.00
Vendor 5578 - Tom McDonald Total:					61.00
Vendor Set Employees Total:					1,803.66
Grand Total:					720,148.95

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	246,329.14
25 - RECREATION FUND	182,227.98
30 - SPECIAL RECREATION FUND	50,594.75
45 - LIABILITY INSURANCE FUND	293.00
65 - CAPITAL PROJECTS FUND	5,870.25
69 - MASTER PLAN CAPITAL PROJECTS	234,833.83
Grand Total:	720,148.95

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	28,160.46
10-00-000-2110	IL STATE WITHHOLDING	14,232.83
10-00-000-2111	WI STATE WITHHOLDIN	223.22
10-00-000-2120	SOCIAL SECURITY WITH	40,400.18
10-00-000-2130	MEDICARE WITHHOLDING	9,448.42
10-00-000-2140	ICMA DEF COMP WITHO	3,553.83
10-00-000-2150	IMRF WITHHOLDING	32,214.96
10-00-000-2155	IMRF VAC WITHHOLDING	2,380.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	80.00
10-00-000-2170	AFLAC WITHHOLDING	376.00
10-00-000-2175	FSA PLAN WITHHOLDIN	6,310.70
10-00-000-2180	CREDIT UNION WITHOL	1,275.00
10-00-000-2190	GARNISHMENT WITHOL	587.70
10-11-000-5310	LEGAL SERVICES	928.75
10-11-000-5311	LEGAL NOTICES	58.18
10-11-000-5321	CONSULTING SERVICES	2,490.00
10-11-000-5340	CONFERENCES AND TRA	2,500.18
10-11-000-5342	OFFICIALS/MEETING EXP	667.16
10-11-000-5355	MAINTENANCE SERVICE	606.35
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5402	BOOKS/PUBLICATNS/SU	39.00
10-11-000-5404	COMPUTER PROGRAMS	764.04
10-11-000-5420	SUPPLIES - GENERAL	120.21
10-11-000-5600	HEALTH INSURANCE PRE	32,669.74
10-11-000-5730	DUES/MEMBERSHIPS	5.00
10-12-000-5210	TELEPHONE/INTERNET	449.47
10-12-000-5220	FUEL/HEAT	1,586.38
10-12-000-5230	ELECTRICITY	1,151.95
10-12-000-5240	WATER	81.36
10-12-000-5340	CONFERENCES AND TRA	686.00
10-12-000-5351	REPAIRS - EQUIPMENT	1,500.20
10-12-000-5352	REPAIRS - BUILDINGS	5,260.00
10-12-000-5353	DISPOSAL/PORTOLET SE	4,303.80
10-12-000-5370	RENTAL - EQUIPMENT	1,600.00
10-12-000-5401	OFFICE SUPPLIES	13.79
10-12-000-5420	SUPPLIES - GENERAL	95.89
10-12-000-5421	SUPPLIES - UNIFORMS	194.97
10-12-000-5425	SUPPLIES-STAFF RECOG	98.15
10-12-000-5450	SUPPLIES - EQUIPMENT	389.40
10-12-000-5452	SHARED SVCS-FLEET MA	11,290.58
10-12-000-5480	GASOLINE/LUBRICANTS	1,591.39
10-12-000-5481	SUPPLIES-CONSTRUCTIO	1,993.04
10-12-000-5485	SUPPLIES-ICEMELT/SALT	1,587.52
10-12-000-5490	SUPPLIES-PLANTINGS/FL	400.00
10-12-000-5491	SUPPLIES-GREENHOUSE	35.95
10-12-000-5493	SUPPLIES-FERTILIZER/CH	442.00
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	20.98

Account Summary

Account Number	Account Name	Payment Amount
10-13-000-5210	TELEPHONE/INTERNET	237.95
10-13-000-5220	FUEL/HEAT	858.03
10-13-000-5230	ELECTRICITY	10,205.01
10-13-000-5352	REPAIRS - BUILDINGS	3,020.09
10-13-000-5353	DISPOSAL/PORTOLET SE	224.00
10-13-000-5355	MAINTENANCE SERVICE	768.00
10-13-000-5356	MAINT SERVICE/REPAIR	181.75
10-13-000-5357	MAINT SERVICE-REFRIG	338.10
10-13-000-5401	OFFICE SUPPLIES	147.33
10-13-000-5417	SUPPLIES-BOARDS/GLAS	685.98
10-13-000-5418	SUPPLIES-ZAMBONI	773.95
10-13-000-5420	SUPPLIES - GENERAL	171.02
10-13-000-5450	SUPPLIES - EQUIPMENT	752.84
10-13-000-5470	RESALE - FOOD/CONCES	136.70
10-13-000-5480	GASOLINE/LUBRICANTS/	523.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	31.77
10-13-000-5486	SUPPLIES-PLUMBING	20.87
10-13-000-5581	EQUIPMENT - BUILDING	9,399.45
10-14-000-5210	TELEPHONE/INTERNET	165.90
10-14-000-5220	FUEL/HEAT	34.53
10-14-000-5230	ELECTRICITY	139.63
10-14-000-5353	DISPOSAL/PORTOLET SE	2,450.00
10-15-000-5230	ELECTRICITY	45.66
25-00-000-1300	PREPAID EXPENSES	200.00
25-00-000-5210	TELEPHONE/INTERNET	3,658.77
25-00-000-5220	FUEL/HEAT	5,515.94
25-00-000-5230	ELECTRICITY	8,472.09
25-00-000-5240	WATER	671.77
25-00-000-5301	POSTAGE	29.90
25-00-000-5321	CONSULTING-ONLINE/O	1,799.75
25-00-000-5340	CONFERENCES AND TRA	2,055.25
25-00-000-5341	MILEAGE REIMBURSEM	194.25
25-00-000-5342	OFFICIALS/MEETING EXP	205.73
25-00-000-5351	REPAIRS - EQUIPMENT	1,670.50
25-00-000-5352	REPAIRS - BUILDINGS	904.50
25-00-000-5353	DISPOSAL/PORTOLET SE	678.00
25-00-000-5355	MAINTENANCE SERVICE	1,390.72
25-00-000-5360	PRINTING/MARKETING/	1,695.89
25-00-000-5361	PRINTING - EMPLOYME	234.50
25-00-000-5362	PHOTOGRAPHY	98.00
25-00-000-5401	OFFICE SUPPLIES	1,041.44
25-00-000-5412	CUSTODIAL/CLEANING S	2,832.51
25-00-000-5420	SUPPLIES - GENERAL	843.54
25-00-000-5421	SUPPLIES - UNIFORMS	354.03
25-00-000-5422	SUPPLIES-UNIFORMS, B	477.81
25-00-000-5481	SUPPLIES-CONSTRUCTIO	155.77
25-00-000-5482	SUPPLIES-HARDWARE	4,221.99
25-00-000-5483	SUPPLIES-PAINT	57.87
25-00-000-5484	SUPPLIES-ELECTRICAL/B	1,099.38
25-00-000-5486	SUPPLIES-PLUMBING	188.67
25-00-000-5487	SUPPLIES-POWER TOOL	521.67
25-00-000-5582	EQUIPMENT - MAINTEN	222.60
25-00-000-5730	DUES/MEMBERSHIPS	150.00
25-00-000-5990	CONTINGENCY	184.20
25-25-310-5400	SUPPLIES-ADULT ART/P	1,119.18
25-25-312-5400	SUPPLIES-ADULT WORK	33.46
25-25-401-5300	CONTRACTL-ELC 3YR	885.00
25-25-401-5400	SUPPLIES-ELC 3YR	887.33

Account Summary

Account Number	Account Name	Payment Amount
25-25-402-5300	CONTRACTL-ELC 4YR	500.00
25-25-402-5400	SUPPLIES-ELC 4YR	157.10
25-25-403-5300	CONTRACTL-ELC 2YR	756.30
25-25-403-5400	SUPPLIES-ELC 2YR	83.33
25-25-406-5300	CONTRACTL-PRESCHOO	8,461.56
25-25-414-5400	SUPPLIES-EXPL N DISCVR	93.32
25-25-418-5300	CONTRACTL-MITEY MO	2,089.26
25-25-419-5300	CONTRACT-BALLT BASIC	6,419.44
25-25-428-5400	SUPPLIES-ALPHABET AN	516.35
25-25-432-5300	CONTRACTL-PRESCHOO	280.00
25-25-432-5400	SUPPLIES-PRESCHOOL D	49.26
25-25-490-5400	SUPPLIES-PRESCH JR TR	15.44
25-25-491-5400	SUPPLIES-PRESCH JR CO	46.79
25-25-506-5300	CONTRACTL-KINDERGTN	2,536.02
25-25-601-5400	SUPPLIES-AFTERSCHOOL	534.99
25-25-607-5300	CONTRACTL-YOUTH HIP	10,924.45
25-25-615-5400	SUPPLIES-YOUTH CERA	1,891.20
25-25-638-5300	CONTRACTL-PRESTO MA	105.00
25-25-639-5300	CONTRACTL-YOUTH YO	2,594.76
25-25-650-5300	CONTRACTL-TECHNOLO	5,172.00
25-25-653-5300	CONTRACTL-BROADWA	45,125.20
25-25-654-5300	CONTRACTL-JAZZ LYRICA	5,504.20
25-25-707-5300	CONTRACTL-BOYS HSE B	2,433.00
25-25-707-5400	SUPPLIES-BOYS HOUSE	315.55
25-25-708-5300	CONTRACTL-GIRLS HSE B	1,090.80
25-25-711-5300	CONTRACTL-PEE WEE B	2,574.00
25-25-740-5300	COTNRACTL-TRAVELING	1,099.00
25-25-786-5300	CONTRACTL-FITNESS DR	420.00
25-25-787-5300	CONTRACTL-GENERAL FI	1,418.38
25-25-787-5400	SUPPLIES-GENERAL FITN	83.99
25-25-901-5400	SUPPLIES-WINTER CARN	24.00
25-25-903-5300	CONTRACTL-DAD/DAUG	1,892.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	397.64
25-25-932-5300	CONTRACTL-SCHOOL DA	3,190.38
25-25-932-5400	SUPPLIES-SCHOOL DAYS	318.24
25-25-933-5300	CONTRACTL-TEEN SCEN	350.00
25-25-933-5400	SUPPLIES-TEEN SCENE	161.80
25-25-943-5400	SUPPLIES-ITTY BITTY NE	132.11
25-25-953-5400	SUPPLIES-FALL SPEC EVE	518.58
25-25-954-5400	SUPPLIES-WINTER SPEC	45.07
25-26-000-5341	MILEAGE REIMBURSEM	61.53
25-26-000-5360	PRINTING/MARKETING/	1,385.00
25-26-000-5361	PRINTING - EMPLOYME	20.04
25-26-000-5386	SERVICES-DAYCARE PRO	1,350.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	77.96
25-26-000-5403	DAYCARE PROGRAM SU	1,430.64
25-26-000-5404	COMPUTER PGMS/APPs	350.00
25-26-000-5409	SUPPLIES-INTERNAL FO	3,948.17
25-26-000-5412	SUPPLIES-CLEANING/CU	3.39
25-26-000-5425	SUPPLIES-STAFF RECOG	449.35
25-26-000-5430	SUPPLIES - FIRST AID	174.72
25-26-000-5460	SUPPLIES-FOOD EQUIP	453.10
25-26-000-5580	EQUIPMENT - GENERAL	701.84
25-26-000-5584	EQUIPMENT - RECREATI	6,077.28
25-26-000-5600	HEALTH INSURANCE PRE	8,015.51
25-27-000-5210	DEDICATED TV/INTERNE	136.51
25-27-000-5360	MARKETING/ADVERTISI	1,437.00

Account Summary

Account Number	Account Name	Payment Amount
25-27-000-5365	CONTRACTL-PERSONAL	873.75
25-27-000-5420	SUPPLIES-GENERAL	124.67
30-00-000-1300	PREPAID EXPENSES	33,392.00
30-00-000-5750	NSSRA CONTRIBUTION	17,202.75
45-00-000-5335	WELLNESS/PRE-PLACEM	185.00
45-00-000-5340	IN-SERVICE TRAINING	108.00
65-00-017-5553	ANNUAL HARDWARE RE	1,141.75
65-00-017-5554	TIMECLOCK MGMT SYST	393.75
65-00-017-5574	TAKIFF ABATEMENT/CA	4,334.75
69-00-000-5500	PROPOSED NEW MASTE	1,039.90
69-00-000-5531	TAKIFF PARKING-Ph 1-C	118,451.89
69-00-000-5532	TAKIFF PARKING-Ph1-O	3,289.00
69-00-000-5533	TAKIFF PARKING-UST Iss	22,020.33
69-00-000-5534	GEOTECH - Lakefront	950.99
69-00-000-5536	TAKIFF FITNESS-Constru	61,923.27
69-00-000-5537	TAKIFF FITNESS-Owner I	8,404.53
69-00-000-5538	PLAYGRD-WOODLAWN-	9,153.16
69-00-000-5544	PLAYGRD-VERNON/JEFF-	4,800.38
69-00-000-5547	PLAYGRD-OLD ELM-Desi	4,800.38
	Grand Total:	720,148.95

Project Account Summary

Project Account Key	Payment Amount
None	720,148.95
Grand Total:	720,148.95

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 February 20, 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
February 2018 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 1/31/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
10-00-000-1000	CASH/INVESTMENTS	2,606,606.30	470,869.42	3,077,475.72	
25-00-000-1000	CASH/INVESTMENTS	4,523,413.76	231,329.48	4,754,743.24	
30-00-000-1000	CASH/INVESTMENTS	136,200.34	24,705.25	160,905.59	
35-00-000-1000	CASH/INVESTMENTS	312,267.51	63,559.18	375,826.69	
36-00-000-1000	CASH/INVESTMENTS	106,010.63	46,378.85	152,389.48	
40-00-000-1000	CASH/INVESTMENTS	291,696.96	292,476.56	584,173.52	
45-00-000-1000	CASH/INVESTMENTS	133,751.24	38,319.51	172,070.75	
50-00-000-1000	CASH/INVESTMENTS	39,133.38	10,285.49	49,418.87	
55-00-000-1000	CASH/INVESTMENTS	6,267.60	3,745.00	10,012.60	
65-00-000-1000	CASH/INVESTMENTS	313,380.74	3,817.20	317,197.94	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	2,019,950.98	(169,525.20)	1,850,425.78	
70-00-000-1000	CASH/INVESTMENTS	67,202.48	57.04	67,259.52	
75-00-000-1000	CASH/INVESTMENTS	8,000.00	0.00	8,000.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		<u>10,563,881.92</u>	<u>1,016,017.78</u>	<u>11,579,899.70</u>	
CASH IN BANK					
99-00-000-1011	Operating Corporate Account	160,299.16	25,780.72	186,079.88	
99-00-000-1012	Operating PR Account	3,082.60	5.73	3,088.33	
99-00-000-1013	IL Funds	3,736,271.12	6,847.62	3,743,118.74	
99-00-000-1014	IPDLAF CD's	1,969,000.00	0.00	1,969,000.00	
99-00-000-1015	IPDLAF MM	1,847,099.49	980,070.26	2,827,169.75	
99-00-000-1016	PMA CD's	2,715,800.00	(6,300.00)	2,709,500.00	
99-00-000-1017	PMA MM	132,329.55	9,613.45	141,943.00	
TOTAL CASH IN BANK		<u>10,563,881.92</u>	<u>1,016,017.78</u>	<u>11,579,899.70</u>	
DUE TO OTHER FUNDS					
99-00-000-2400	Due To Other Funds	10,563,881.92	1,016,017.78	11,579,899.70	
TOTAL DUE TO OTHER FUNDS		<u>10,563,881.92</u>	<u>1,016,017.78</u>	<u>11,579,899.70</u>	
Claim on Cash	11,579,899.70	Claim on Cash	11,579,899.70	Cash in Bank	11,579,899.70
Cash in Bank	11,579,899.70	Due To Other Funds	11,579,899.70	Due To Other Funds	11,579,899.70
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Glencoe Park District
 Monthly Funds Report
 January 2018

Corporate and Other Funds:

	<u>Jan 2018</u>	<u>Dec 2017</u>
Harris Bank Corporate Account - 0.20%	445,926.97	483,927.81
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.15%	2,827,169.75	1,847,099.49
The Illinois Fund (Public Treasurers' Investment Pool) - 1.30%	3,743,118.74	3,736,271.12
Harris Payroll Account - 0.20%	4,777.37	7,124.77
PMA Financial Account - 1.25%	141,943.00	132,329.55
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(261,536.13)	(327,670.82)
IPDLAF Certificates of Deposit:		
1 CDs at \$246,000 each maturing February 7, 2018 (1.10% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing March 19, 2018 (1.15%)	492,000.00	492,000.00
1 CDs at \$247,000 each maturing April 17, 2018 (1.40% net)	247,000.00	247,000.00
1 CDs at \$246,000 each maturing April 20, 2018 (1.20% net)	246,000.00	246,000.00
2 CDs at \$246,000 each maturing June 12, 2018 (1.35% net)	492,000.00	492,000.00
1 CDs at \$246,000 each maturing July 24, 2018 (1.46% net)	246,000.00	246,000.00
PMA Certificates of Deposit:		
2 CDs totalling \$496,700 maturing January 22, 2018 (1.28% net)	0.00	496,700.00
3 CDs at \$247,200 each maturing February 27, 2018 (1.11% net)	741,600.00	741,600.00
1 CDs at \$246,900 each maturing April 20, 2018 (1.22% net)	246,900.00	246,900.00
1 CDs at \$246,200 each maturing July 23, 2018 (1.518% net)	246,200.00	246,200.00
4 CDs totalling \$984,400 maturing October 18, 2018 (1.56% net)	984,400.00	984,400.00
2 CDs totalling \$490,400 maturing January 22, 2019 (1.94% net)	490,400.00	0.00
Grand Total	\$11,579,899.70	\$10,563,881.92

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

	<u>As of 1/31/2016</u>	<u>As of 1/31/2017</u>	<u>As of 1/31/2018</u>
<u>Recreation Department - Programs</u>			
Revenues	3,507,262	3,235,921	3,399,464
Wages	(544,259)	(555,810)	(597,769)
Contractual	(1,294,369)	(1,159,031)	(1,254,310)
Supplies	(82,491)	(89,977)	(96,060)
Net Surplus	1,586,143	1,431,103	1,451,325
<u>Day Care Department</u>			
Revenue	725,730	818,746	895,483
Expense	(578,043)	(638,211)	(662,858)
Net Surplus/(Deficit)	147,687	180,535	232,625
<u>Fitness Department</u>			
Revenue	n/a	n/a	40,138
Expense	n/a	n/a	(5,870)
Net Surplus/(Deficit)	n/a	n/a	34,268
<u>Beach Department</u>			
Revenue	259,370	324,303	318,034
Expense	(233,456)	(259,797)	(249,069)
Net Surplus/(Deficit)	25,914	64,506	68,965
<u>Boating Department</u>			
Revenue	72,272	107,008	114,828
Expense	(97,390)	(100,234)	(116,701)
Net Surplus/(Deficit)	(25,118)	6,774	(1,873)
Beach/Boating Department Total:		71,280	67,092
(for comparison to prior years)			
<u>Watts Department</u>			
Revenue	90,786 ⁽¹⁾	123,174	108,260
Expenses	(192,716)	(186,893)	(202,759)
Net Surplus/(Deficit)	(101,930)	(63,719)	(94,499)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	26,162	28,518	30,463
Expense	(915,167)	(970,864)	(1,023,819)
Net Surplus/(Deficit)	(889,005)	(942,346)	(993,356)
<u>Parks Department</u>			
Revenue	16,880	31,599	5,870
Expense	(873,043)	(916,079)	(970,098)
Net Surplus/(Deficit)	(856,163)	(884,480)	(964,228)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,154,235	1,211,004	1,217,856
Expenses	(2,236,070)	(1,861,240)	(2,743,503)
Net Surplus/(Deficit)	(1,081,835)	(650,236)	(1,525,647)

(1) In 2016, final payment for Winnetka Hockey was received in January.
In both 2017 and 2018, final payment not received until February.

VI. Presentation on ADA Transition Plan

See Plan under Action Item D

Glencoe Park District
February 2018 Board Meeting

VII. Staff Reports

Glencoe Park District
February 2018 Board Meeting

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

FY2018/19 Budget

The first draft of the proposed FY2018/19 Budget was completed and distributed to the Board of Park Commissioners on January 19. It was discussed in detail at the February 6 Finance Committee of the Whole Meeting. All changes from that meeting, as well as more refined projected current year amounts, will be reflected in the approval draft of the budget, which is tentatively scheduled to be approved at the regular meeting on March 20. After the required period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 17.

FY2017/18 Audit

Yet another fiscal year end is right around the corner on February 28. As such, staff has begun to prepare the annual audit confirmation letters, as well as the many audit schedules required as part of the District's annual audit. Staff also met with managing partner, Ron Amen, on February 6 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork on March 13 and final fieldwork on the week of April 30-May 4.

Annual Staff Performance Evaluations/Goals

As we approach the end of the current fiscal year, staff has been busy preparing annual performance evaluations on all full-time staff, as well as many of the permanent part-time staff. Salary increases are based solely on merit, and will be effective March 1, 2018.

Illinois Parks and Recreation Annual Conference (January 18-20)

I attended the annual conference this year downtown at the Hilton Hotel. In addition to the numerous networking opportunities with other professionals and board members and visiting the very large exhibit hall, I earned .6 continuing education units (CEUs) toward the renewal of my professional certification (2.0 units are required every two years). My conference report is included in the Board packet.

ACA Reporting

Staff continues to work through the third year for the process of creating and issuing the 1094-C and 1095-C Forms which are required to be sent to employees (and IRS) for ACA reporting purposes to show proof of coverage of health insurance.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

Recreation Department Report: Bobby Collins

The recreation team is excited to welcome Matt Walker as the new beach manager! Matt joins the team February 20 and will hit the ground running preparing for the upcoming beach season. Matt grew up in Glencoe and worked at the beach and Watts 15 years ago.

Takiff Center had a busy month with the fitness center continuing to gain members and increase usage, new art classes, Messy Morning event, and 155 attending the Daddy Daughter Dance. Watts continues to support the community's need to play outside. Even with the cold and snowy weather, skaters of all ages took to the rink for public skate, broomball, and pickup hockey.

The rec team continues to work on the spring and summer brochure, which will be delivered to residents in early March. We are currently working with the customer service team to enable beach pass holders to renew their pass online. Liz Visteen has been busy recertifying our preschool teachers and admin staff in first aid, CPR, and AED.

Early Childhood: Naomi Garvett and Jessica Stockl

Children's Circle is currently at full capacity with a waitlist for all four classrooms. There are currently sixty three children enrolled. We have a waitlist of nine for Jellyfish, ten for Frogs, four for Starfish, and four for Belugas. We have three new infants starting in March as some of the older children move up classrooms.

On Saturday, January 27, we hosted our annual Messy Morning celebration with a Preschool Open House. Families joined us for a morning of squishing, squeezing, and trying all the things you would never do at home! There were multiple new families that came to check out our Early Childhood programs! We received one new enrollment from this event.

Enrollment as of 2/5	2018-2019	2017-2018
2's classes	8	12
3's classes	16	19
4's classes	21	35
Total	45	66

Early Learning Center registration for 2018-2019 is now available. We expect many more registrations between now and the start of the school year. Erin and Naomi are working on a marketing plan to promote our programs.

Registration also began for Little Bears and Kinder Korner camps on December 6, 2017. As of February 5, 2018, enrollment is:

Teddies (15 max)	Pandas (20 max)	Koalas (36 max)	Kinder Korner (45 max)
MWF-2 enrolled (13 spots left)	MWF-11 enrolled (2 spots left)	27 enrolled (13 spots left)	45 enrolled (Full)
T/Th-0 enrolled (15 spots left)	5 Day-7 enrolled (2 spots left)		

Athletics, Sports and Teen Camp: Chris Pietrini

Chris met with the Park District of Highland Park and Deerfield Park District to ensure our basketball program is running smoothly. This season we will be hosting the 5th/6th grade boys playoffs at Central School and the 5th/6th grade girls playoffs will be held in Deerfield.

Chris has been working on adding new programs for the spring and summer. Beginning this spring we will offer advanced fencing, a parent/tot sports class, girls only multisport classes, girls only basketball class and an adult basketball league. We are also looking to build RedLine Sports, a functional sports training class which ran for the first time with eight participants.

Arts and Youth: Bobby Collins

On January 20-21, Broadway Bound performed four showings of Beauty and the Beast at the Winnetka Community House for the 986 tickets sold. The performances clearly demonstrated the student’s hard work memorizing their parts and lines and the set design was spectacular, showing how hard the teachers work on productions. The spring Broadway Bound musical is Peter Pan.

On January 15, the 27 children registered for the School Day Off program participated in Watts Below Zero ice skating, dancing, and making crafts at Watts Ice Center. During January and February, PM Kids Club participants enjoyed skating at Watts. They were able to enjoy ice skating 2 days a week.

Early-bird registration for Sun Fun and Camp Adventure began December 6 and registration is ongoing. Staff expects a spike in registration prior to the February 28 early bird deadline.

Special Events & Active Adults: Liz Visteen

Watts Below Zero was a snowy day, which added to the winter carnival event atmosphere. This year, attendees enjoyed open skate on the main rink, snowy carnival games, and new this year, turkey bowling on the studio rink. Inside the building, attendees enjoyed face painting, a DJ, crafts, popcorn, and cotton candy.

Another popular event at Watts was Teen Ice Night, with 86 teens in attendance. Fewer teens attended this event compared to the December event; however, that was due to the colder temperatures on Feb 2. Teens enjoyed open skate, pizza, hot chocolate, and s’mores.

Winter Special Event Attendance	2018	2017
Jan 15 - Watts Below Zero	~300	~250
Jan 18 - Hummingbirds & Spring Migrants	~40	Not offered
Feb 2 - Teen Ice Night	86	67
Feb 11 - Daddy Daughter Dance	155	107

Upcoming Winter events:

- Feb 16 – Skate Night Date Night
- Feb 18 – Tot Olympics
- March 11 – Family Fun Fest
- March 17 – Leprechaun House Hunt
- March 24 – Spring Egg Hunt

New adult art classes so far have brought in thirty-four new adult participants to the District and continues to build excitement around our adult programing.

Winter 2018 Enrollment as of 2/7/18	2018	2017	2016
Adult Ceramics	26	14	14
Youth Ceramics	59	59	58
Teen Programs	1	10	6
Other Adult Programs	46	24	3
TOTAL	132	107	81

Takiff, Fitness, & Watts: Adam Wohl

Takiff Center & Glencoe Fitness: Adam has been working on reevaluating facility rentals for birthday parties, including the use of independent contractors for birthday party packages. Glencoe Fitness continues to grow its membership, please review membership data shown below. We will be continuing to evaluate usage, gather feedback, and make adjustments to provide the best experience for our members.

Takiff Center Rental as of 1/31/18	2018	2017
Birthday Parties	\$16,441.00	\$25,821.25
Facility Rentals	\$70,677.64	\$73,915.48
Total	\$87,118.64	\$99,736.73

Fitness Membership as of 2/9/18	Fees
149	\$39,704.00

Fitness Member Age Range	# in Range
14-19	9
20-29	0
30-39	18
40-49	23
50-59	23
60-69	32
70-79	23
80-89	4
90+	0
Average Age	53.89

New Park District Household Stats

New Households	31
Total Members in New HH	41
Total Memberships	147
% of Total Members New HH	28%
% of New HH/Total Memberships	21%

Watts: January was a mixed month of weather for Watts. Some very cold days and some unseasonable warm days scattered throughout the month made it tricky to have consistent use of the rinks. Enrollment for both hockey and skating classes have been slightly less than last year.

Pass & Admission Revenue as of 1/31	2017-18	2016-17	2015-16
Resident Passes	\$9,055	\$9,791	\$6,463
Nonresident Passes	\$631	\$582	\$798
Hockey Passes	\$3,417	\$3,380	\$1,975
Daily Admissions	\$12,518	\$11,770	\$4,982

Program Enrollment Revenue as of 1/31	2017-18		2016-17	
	Revenue	Enrollment	Revenue	Enrollment
Youth Skating	\$13,146	136	\$14,484	133
Youth Hockey	\$4,125	43	\$6,578	56
Total	\$17,271	179	\$21,062	189

Submitted by:
Bobby Collins, Director of Recreation and Facilities

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

Administrative

I have continued to work with AltaManu relating to ongoing capital projects. In preparation for next season, I wrote and let a bid for landscaping maintenance. I attended the annual IPRA conference and exhibit hall, attended sessions, and had the opportunity to present a session on capital budgeting and planning.

Grounds/Horticulture

The horticulture crew has continued to perform dormant pruning from the ground throughout the District. A major emphasis was placed on removal of buckthorn along the Green Bay Trail. District staff partnered with the Village of Glencoe to complete work along the Trail. Additionally, the green houses are being prepared for the Spring Season.

Parks Maintenance & Construction

Staff has contended with the heavy snow while starting seasonal preparations for the work on the boating beach.

Staff is continuing to work on custom building elements for the 2018 mud run. Staff has begun coordinating with contractors to make repairs to the damaged pier railings on Glencoe Beach.

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

Facilities

At the Takiff Center, staff completed painting in hallways, staff offices, and program rooms. In addition at Takiff, repairs were also made to several automatic doors, exterior lights, and lockers.

Upgrades were made to both elevators to ensure continued operations. A new gym curtain motor was installed in the gym and the exterior multipurpose wing door now has an automatic building locking system.

Staff has continued to make tweaks to the facility to improve the fitness operations. More repairs were necessary to the Takiff Center hot water heating system to ensure hot showers in the locker rooms. In addition, staff is working on installing fans in the fitness room.

Athletic

We have begun identifying athletic turf areas which we will target for repair prior to the next outdoor sports season.

Equipment

Staff has begun servicing the small engine equipment in preparation for the spring 2018 season. Tractor implements have been serviced, cleaned and painted.

Personnel

All staff passed the pesticide applicators exam.

Shared Services

The Village of Glencoe has continued to support the Park District by providing rock salt for us to use on our parking lots.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

Glencoe Park District Marketing/Communications Report February 2018

Social Media/Email

We ended the month of January with 28,293 Facebook impressions (in 2017, we ended the month with 44,861 impressions). We now have 1,416 followers on Facebook, 794 followers on Twitter and 872 followers on Instagram. Glencoe Beach has 1,653 followers and Watts Ice Center has 184 followers on Facebook.

We sent out several targeted email blasts, primarily focused on special events. The asterisked emails below utilized Constant Contact's new A/B Subject Line feature. The beta feature is an easy way of comparing two subject lines with an A/B test (a.k.a. split test) to ensure we are always sending the most effective subject line out to our audience.

In lieu of email PDFs in your packet, links to each email are included below.

Date Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate	Link
1/30/2018	Trainer Day at Glencoe Fitness	80	60%	0%	http://conta.cc/2Gw44Cw
1/29/2018	Skate Night Date Night*	4841	26.30%	1.50%	http://conta.cc/2rf4JVg
1/29/2018	Teen Skate Night 2	376	32.30%	9.10%	http://conta.cc/2Fp1sWJ
1/26/2018	Messy Morning Reminder*	507	38.80%	4.10%	http://conta.cc/2GgXm3h
1/17/2018	Personal Training*	66	60.30%	13.20%	http://conta.cc/2FNRpKK
1/17/2018	Messy Morning*	253	51.00%	4.70%	http://conta.cc/2rgBotM
1/13/2018	Watts Below Reminder*	4827	25.30%	4.60%	http://conta.cc/2qW56UJ
1/8/2018	Watts Below Zero*	4833	26.40%	5.60%	http://conta.cc/2FkF2Ww
1/2/2018	Nature Encounters	460	39.60%	6.60%	http://conta.cc/2pKJsCk
1/1/2018	Glencoe Fitness New Year	4842	23.70%	5.50%	http://conta.cc/2pLaCsQ

Special Events

I worked closely with our recreation team to market Watts Below Zero, Messy Morning, Teen Skate Night, and Glencoe Fitness. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

Spring/Summer Guide

This month, I focused primarily on creating the spring/summer guide. I worked closely with the recreation team to design, edit, and prepare the guide for print. The publication will be in mailboxes the first week of March.

Submitted by:

Erin Maassen, Manager of Marketing and Communications

SAFETY COMMITTEE AND WELLNESS MEETING

Agenda and Minutes

Tuesday, January 17, 2018 / 11:00 a.m.

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

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

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

2. Review of the Minutes: The Safety and Wellness Committee Minutes from December 19, 2017 were reviewed and accepted after one change, i.e., the UTA should be Underground Storage Tank.
3. Accident/Incident Review: Carol reported on the accident/incident reports for the month. There were three worker's comp claims and one minor property claim that will be under the \$1000 deductible. In an effort to help reduce injuries, **Chris** stated that he will institute weekly staff safety sessions. He has eliminated the boat ramp too.
4. Open Claims: There is one property claim that is still open is the Underground Storage Tank.
5. Carry Over Items:
 - a) Lorise inquired about the Safety Manual and asked if we could possibly review the manual to see what should and should not be in it. It was decided by all that the Safety Committee members would review the Safety Manual, after it is updated with the most current information. It is at that time we will take an in-depth look at what should be included in the manual. First and foremost, **Lorise** will get a signed copy of the Crisis Management Plan from Lisa (specifically, page 16) from Jenny.
 - b) Since PDRMA needs to see an 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.
 - c) **Chris** will be signing-up Adam for the next HELP class.
 - d) **Chris** will check on his COIs and report back to Carol on their status.
 - e) Chris again discussed our upcoming Loss Control Review for next year, 2018. The A-Team will be meeting with Jesse from PDRMA, for the kick-off meeting on January 26, 2018.
6. Certificate of Insurance Information: Carol reiterated, 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) **Carol** will be doing a preliminary review of the 2018 Safety Manual to see if anything other than a few staff names need to be changed and/or updated.
 - b) There will be Safety Training for staff this year. Details on the training will be provided at the next meeting.
 - c) Naomi mentioned how all information relative to NSSRA, allergies, and medical conditions will need to be entered into RecTrac going forward. This means that GJK will need to inform the Park District when they have participants that have any of the above special needs. It is noteworthy to mention that NSSRA provided the Park District with a list of their current participants, along with pertinent information noted, in addition to a directory of contact names at their facility. If needed, this information will be helpful.

Adjourn: 12:12 p.m.

The next Safety and Wellness Committee Meeting is scheduled for Wednesday, February 21st at 11:00 a.m.

VIII. Executive Director Report

Glencoe Park District
February 2018 Board Meeting

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

2017/18 Goals and Objectives

Attached is a status update of the FY2017/2018 Goals. As you can see, we have accomplished a great deal over the course of the year.

Strategic Plan

On January 23, staff met with Barbara Heller to continue the Strategic Plan process.

Administrative and managerial staff reviewed:

- Mission, Vision, and Values
- Balanced Scorecard
- Review of strategic themes that were discussed at the Board Committee meeting
- Development of objectives and initiatives

Notes from the December 14, 2017 strategic planning meeting are attached. I will keep the Board updated on the progress and need for Board input as the process continues.

Active Transportation Committee

The Village of Glencoe, Glencoe School District 35, and Glencoe Park District formed an Active Transportation Committee in 2017 to study how to make Glencoe friendlier for walking and biking. The committee is asking members of our community to provide input into the development of the plan, which will likely inform community investment decisions in the next several years. The community is asked to provide input by marking up a map of Glencoe with your suggestions for improvements and providing input via a survey.

Active Transport will also be conducting a site visit at Takiff to make any recommendations for improvement. In addition, we have budgeted to purchase additional portable bike racks for summer camp to encourage biking to camp.

Special Projects and Facilities Committee Meeting

We have scheduled a Special Projects and Facilities Committee meeting on Tuesday, March 13 at 7:00pm to discuss Takiff parking (phase 2) and brainstorming ideas for Old Green Bay linear parks.

Glencoe Youth Services, SNAP, and Glencoe Junior High Project

Included in action items are Glencoe Youth Services, SNAP and Glencoe Junior High Project annual reports. Representatives gave presentations at the last Finance Committee of the Whole meeting. We are requesting you take action to approve the stipend amount at this meeting.

IPRA/IAPD Conference

Staff and one commissioner attended the IPRA/IAPD Conference on January 18-20. Attached are the conference reports from our attendees. In addition, staff also shared information on the sessions they attended during a staff meeting.

We are very proud to have received the IPRA Exceptional Workplace Award!

IPRA Speaking Engagement

I facilitated a 75-minute session at the IPRA Conference “Executive Director Roundtable” where we discussed a wide array of topics of interest to executive directors from around the state.

On February 13, I spoke at the IPRA Leadership Academy on the topic of what it takes to be an Executive Director.

Park Planning

Chris and I continue to work on the planning process for our three playgrounds that were approved last month in addition to phase 2 of the Takiff parking lot and other capital projects.

Watts

The Watts skating season will be wrapping up on March 4.

ADA Audit

We have finished the ADA audit on all of our parks and facilities. John McGovern from Recreation Accessibility Consultants, llc. will present the audit to the Board.

NSSRA

The annual Shining Stars Awards and Recognition Banquet will be held on April 20, 2018 at 6:00pm at the Hilton Chicago-Northbrook. The banquet is sponsored by NSSRA Foundation. All partner agency commissioners, staff, and supporters are encouraged to attend this very enjoyable event because this banquet is an excellent way to see firsthand the impact NSSRA services have on the participants and their families.

Submitted by:
Lisa Sheppard, CPRP
Executive Director



**PARK DISTRICT
ANNUAL GOALS FOR FY 2017/2018**

GOAL STATUS:

NOT STARTED

HOLD

COMPLETED

STARTED

1	Goal: Deliver Innovative Programs and Services that align with current and future needs of the community			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Develop a new "Aquatics Camp" program to attract new beach goers	Bobby	Completed	8/17
2	Restructure and re-brand the youth sailing program to "Sailing Camp" to grow enrollment	Bobby	Completed	8/17
3	Offer more flexible and frequent adult sailing classes Offered but did not impact enrollment	Bobby	Completed	8/17
4	Meet all deadlines necessary to support staff in opening the fitness center. Coordinate contractor access to the facility and act as owners representative in absence of Director of Parks	Bill	Completed	12/17
5	Use focus groups and survey results to determine the course for Travel Basketball	Chris P	Completed	12/17
6	Restructure the Counselor In Training program to provide more training and coaching opportunities to develop future staff.	Chris P	Completed	8/17
7	Offer five (5) new small special events to the 2017-18 Glencoe Park District calendar. <ol style="list-style-type: none"> 1. Teddy Bear Picnic – March 2017 2. Open Mic Night – March 2017 - CANCELED 3. Mommy & Me Tea – May 2017 - CANCELED 4. Cookie Decorating – May 2017 5. Cardboard Regatta – June 2017 6. Kids Bucks Game Show – August 2017 7. Teen Game Night – October 2017 - CANCELED 8. Feed My Starving Children – October 2017 9. Nerf Battle – November 2017 10. Snoopy Thanksgiving – November 2017 11. Gingerbread House Decorating – December 2017 12. Nature Encounters – January 2018 13. Skate Night Date Night – February 2018 14. Tot Olympics – February 2018 	Liz V	Completed	2/18
8	Create and implent new annual event: The Great Mud Run (Youth Obstacle Race). Event was on 9/16	Liz V, Bobby, and Parks Team	Completed	2/18
9	Introduce a wellness and physical literacy program spanning across the entire agency program portfolio raising awareness for healthy lifestyles and encouraging participants to diversify program enrollments. Included in the Fall 2017 brochure: See Pay On Passport	Mike and Recreation Team	Started	2/18
10	To add 1 new early childhood event per year to encourage families with young children to visit and be part of Takiff center early childhood community. Takiff Train Day! Very successful.	Naomi	Completed	2/18

11	Provide and run a parent workshop. This workshop will provide parent awareness of the importance of play at home and in the classroom. Researching	Naomi	Started	2/18
12	Research nature based programming in order to create a nature play area. This is a continued goal with a plan to present a nature Play presentation at IPRA conference in 2019 or 2020. Attended seminars at Chicago Botanical Gardens and planted vegetables in ELC playground and purchased nature based play equipment. Plan to set up Spring 2018.	Naomi	Started	2/18
13	Provide enrichments to neighboring communities and preschools, utilizing bus services to transport children to the Takiff Center. Marketed in fall 2017 brochure - target Highland Park, Am Shalom & Sacred Heart	Naomi	Started	2/18
14	Open a fitness center within the Takiff Center and acquire 250 memberships within the first 12 months of operation	Adam/Bobby/Lisa	Started 147 Members 2/1/2018	2/18
15	Create and implement new summer camp program: Zombie Camp Planning for Summer 2018	Stephanie	Started	2/18
16	Offer two (2) new technology classes each brochure cycle: Offered in all brochures with much success	Stephanie	Completed	2/18

2	Goal: Maintain and enhance standards of excellence in parks and facilities			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
	Become an IPRA/IAPD Distinguished Accredited Agency Meet with representative from DA team. Legal, Sec 1 and 2 have been reviewed.	Lead: Lisa Dept. Heads, Managers, Jenny, Liz S.	Started	1/19
	Become a National Gold Medal Finalist!	A-Team	Completed	3/17
1	Oversee the planning , bidding and construction process for West Park.	Chris L and Lisa	Completed	8/17
2	Oversee the planning , bidding and construction process for the Takiff Parking Improvements.	Chris L and Lisa	Completed	12/17
3	Oversee the completion of the "by owner" tasks during the renovation of Astor & West Park	Anthony	Completed	8/17
4	Develop a maintenance plan to ensure Berlin Park is maintained to high standards.	Anthony	Completed	1/18

5	Make "By Owner" repairs to plumbing fixtures to ensure compliance with 2017 clean water act. Coordinate this with Building Maintenance Supervisor and Director of Parks.	Anthony and Bill	Started	11/17
6	Work to provide support and communication to the Recreation & Facilities department during the Takiff parking upgrades.	Bill	Completed	12/17
7	Act as the "owner representative" in the replacement process of the BAS system at the Takiff Center.	Bill	Completed	12/17
8	Oversee the planning , bidding and construction process for Lake Front Park.	Chris L and Lisa	On-Hold	2/18
9	Oversee the planning , bidding and construction process for the Takiff Fitness Area	Chris L and Lisa	Completed	1/18
10	Oversee the planning , bidding and construction process for Astor Park.	Chris L and Lisa	Completed	10/17

3	Goal: Enhance Customer Service			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Create better communication between teachers and parents by better utilizing technology, such as communication apps Brightwheel implemented on 7/31/17	Mike L, Naomi and Jessica	Completed	10/17
2	Implement new beach pos/pass system at beach halfway house for the 2017 season	Carol, Mike, Bobby, Chris	Completed	8/17
3	Create new annual benefit letter for full-time employees to see true value of all benefits received as part of employment	Carol, Liz	Completed	3/17
4	Assist with fitness area project, as needed Fitness Passes set up, Equipment Purchased, Marketing Started, Construction Started	Carol, Adam, Bobby, Lorise, Chris	Completed	1/18
5	Perform cross-training in specific areas of the Main Registration desk to enhance customer service and provide competent back-up/coverage.	Lorise, Lauren, and Jill	On-going	2/18
6	Evaluate all pass types (Watts, Beach and Fitness) to ensure RecTrac procedures necessitate that all three pass types are being processed similarly to accommodate online renewal.	Lorise, Lauren, Autumn, Bobby, and Paul	Completed	2/18
7	To maximize the potential of RecTrac by allowing for renewal rink, beach, and fitness pass sales on-line as well as the booking of facilities at Watts, Takiff, and the beach on-line.	Recreation and Business teams	Started	2/18

8	Create a facility rental / birthday party evaluation form and collect 75 completed evaluations. Created – collecting responses	Paul	Started	2/18
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4	Goal: Sustain Long Term Financial Strength			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Move ice reservation dates for Watts forward by 6 months to maximise ice rentals and reduce 'dead ice'. Currently we start accept rentals starting in October but have patrons booking ice with other rinks in April.	Bobby	Completed	11/17
2	Restructure the tennis program to provide more flexibility for participants and to increase net profit by 10%. Created private lessons and one day classes – has not impacted revenue positively	Chris P	Started	11/17
3	Begin gfoa certificate of achievement in financial reporting application process for fy2017/18 audit Samples of statistic date secured.	Carol	Started; carried over to next FY.	2/18
4	Review/update current policies, and create new financial policies as needed Financial Policy Manual Completed	Carol	Completed	2/18
	Research, purchase and implement new timeclock management software system Set-up/implementation is currently underway.	Carol and Liz	Started	5/18

5	Goal: Enhance Glencoe Park District through effective marketing			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Evaluate Park Signs with approval from Park Board for future signs.	Erin and Lisa	Completed	2/18
2	Develop special event survey and collect 100 surveys each quarter Survey created, carry over for 2018/19	Mike/Liz V.	Started	1/18
3	Develop signage system for Fitness area	Erin, Adam, Bobby and Lisa	Completed	11/17
4	Effectively communicate beach season pass changes to previous pass holders	Bobby/Erin	Completed	5/17
5	Expand marketing program to increase the Park District's visibility within the community by Create a calendar of 2017-18 marketing themes & priorities	Erin	Completed	2/18

6	Incorporate video and live event feeds into social media platforms Created "Get Your Play On" videos to promote programs; increasingly use video to promote events	Erin	Completed	2/18
7	Incorporate Unplug & Play themes into marketing pieces (Brochure, Glencoe Quarterly, social media) Shifted to "Get Your Play On" theme for Summer 2017	Erin	Completed	2/18
8	Mentor marketing intern by teaching key graphic design/social media skills	Erin	Completed	2/18
9	Present monthly reports to the park board on different areas of the recreation department. Use reports to keep the community informed about agency operation and improve agency perception in the community	Mike and Erin and Recreation Team	Completed	2/18

6	Goal: Create a system to maintain and improve operational processes			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Create a process for beach operations, cashier training and equipment maintenance related to the new Rectrac and credit card procedures at the beach.	Bobby	Completed	8/17
2	Create a process by which Watts Ice Passes can be renewed online for the 2017-2018 Watts winter season.	Lorise, Lauren, Autumn, Bobby and Erin	Completed	11/17
3	Create a process by which patrons can renew boat storage spaces online, as an activity; currently, the process is very labor intensive for staff and patrons.	Lorise, Lauren, Autumn, Bobby and Erin	Completed	8/17
4	In Children Circle, achieve Bronze Circle Accreditation through Excel Rate.	Amanda	Hold	2/18
5	Create a comprehensive CIT (Counselor In Training) manual	Chris P	Started	6/17
6	Hold quarterly staff meetings to coordinate schedules, solicit feedback and conduct any trainings that staff would need.	Chris P	Started	2/18
7	Upgrade pc workstations/equipment of district ft supervisory staff Inventory completed. Ongoing.	Carol	Ongoing	2/18
8	Prepare new business department operations manual	Carol	Completed	2/18
9	Organize files for simple, timely and more efficient use by employees and Business Department staff.	Liz S	Completed	2/18

10	Work closely with the Recreation staff to develop a list of Frequently Asked Questions, as a go-to point of reference (for internal use) to help ensure consistency in the area of processes and procedures when working with clients and the multitude of diverse situations that will come up during the course of any season.	Lorise, Lauren, Tricia, and Rec Staff	Ongoing	2/18
11	Reorganize both the Children's Circle and Early Learning Center documents that are currently located on the P:Drive.	Tricia, Naomi and Jessica	Started	2/18
12	Create and implement new Special Event Check List.	Liz V	Completed	2/18
13	Use technology advances to increase Marketing Department efficiencies; Utilize Google Analytics goals to increase website traffic; Create set of templates for Rec staff to use to promote smaller programs Templates completed; Working on analytics...project on hold	Erin	Ongoing	2/18
14	Coordinate a quarterly meeting for instructors and contractors to review agency expectations and procedures including safety, customer service, and sign in/sign out. done in spring & planned for fall	Mike	Started	2/18
15	Create a digital log for all Glencoe Park District keys.	Paul	Completed	
16	To create a comprehensive Fitness Center Operations Plan that explains all areas of the fitness center. The plan will include equipment operations, rec trac, employee trainings, marketing, etc.	Paul/Adam	Completed	2/18
17	Implement 85% of ACA standards to prepare of American Camp Association (ACA) accreditation 50% implementation for 2017	Stephani	Started	2/18
18	Create and implement new Kids Club Operations Manual	Stephani	Started	2/18
19	Become NAEYC accredited in the next 3 years Investigating feasibility	Naomi	Started	2/20

7	Encourage Environmental Sustainability Practices District-Wide			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Inventory and asses the districts outdoor lighting systems not related to facilities. Assess function and whether LED fixtures could be installed.	Anthony	Completed	12/17

2	Install bottle fill drinking fountains at the Takiff Center	Bill	Completed	1/18
3	Work with Village of Glencoe, FOGBT and UP to begin phase one of the natural area restoration North of the Shelton Park Tennis Courts.	Chris L	Started	2/18
4	Explore the SEDAC Energy Audit Process with goal of auditing Takiff/Watts	Chris L	Not Started	2/18
5	Oversee testing of all district potable water sources for lead contamination. Make recommendations to Executive Director after tests are complete.	Chris L	Completed	10/17
6	Communicate the green practices taking place throughout the District: create a "Going Green" column for Glencoe Quarterly Changed newsletter to "Inside Glencoe" to focus on visuals. Will include Going Green section in future issues.	Erin	Not started	2/18
7	Communicate the green practices taking place throughout the District: Showcase green efforts in applicable marketing materials Highlighted green efforts in Gold Medal application and video	Erin	Completed	2/18
8	Replace Dog Waste Stations with bags that are biodegradable (vegetable based)	Anthony	Completed	
9	Install sunscreen dispensers at the Safran Beach house and Boat House	Chris and Mike	Completed	5/17
10	Work with Village Sustainability committee to complete a Transportation study and safe passages to school and parks : study approved by Village Park District contributing \$5,000 study and serving on committee	Lisa	Started	2/18

8	Goal: Continue to foster good community and intergovernmental relations to maximize District effectiveness			
	Fiscal Year: Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Work with Village of Glencoe, FOGBT and and other community groups on resoration of park property	Chris L	Started	2/18
2	Work with GBA, AYSO, and renters to improve the communication and field booking process and have less than 5 last minute field bookings.	Chris P	Started	2/18
3	Partner with local government agencies and/or community groups to offer three (3) active adult programs or special events in FY 2017-18. Spaghetti Dinner with FSG – Febraury 2017 The Plays The Thing with FSG – September 2017 Medicare Presentation with Library – October 2017	Liz V	Completed	2/18

4	Highlight Park District benefits in relationship to community's healthy lifestyles, sustainable environment, thriving economy, and engagement Used Gold Medal video/application to highlight NRPA's three pillars	Erin	Completed	2/18
5	Collaborate with school district 35 on West Playground grand opening and Youth Obstacle Course race	Lisa	Completed	2/18
6	Continue to look at ways to collaborate with other Governmental Agencies to make our organizations more efficient and fiscally responsible	Lisa Department Heads	Started	2/18
7	Work with Village Sustainability Committee on Park Board approved initiatives.	Lisa and Chris	Started	

9	Goal: Encourage professional development in full-time staff			
	Fiscal Year: 17-18			
	Objective	Responsible Person	Fiscal Year End Update	Completion Date
1	Develop a training program for newly purchased equipment. Forklift, dump truck, field striper	Anthony	Completed	9/17
2	Attend an Ellis lifeguard training class possible for spring 2018	Bobby	Hold	8/17
3	Become an active member of the Great Lakes Water Safety Consortium's (GLWSC) Lifeguarding Committee	Bobby	Completed	8/17
4	Become a Certified Parks & Recreation Professional	Chris L	Started	2/18
5	Attend Professional Development School – Year 2 Naomi - registered	Chris P and Naomi	Completed	12/17
6	Maintain CPRP status by attending conferences/trainings related to my position	Lisa and Carol	Lisa: Completed Carol: Completed	2/18
7	Enhance understanding of accounting procedures and HR regulations/tasks, as they relate to accounting manager position.	Liz S	Completed	2/18
8	Enable the staff to expand their job knowledge by allowing them to attend a work-related course(s) off-site, or some type of in-house training	Lorise and Lauren	Completed	2/18
9	Attend Special Event Committee Meetings and Recreation Section meetings	Liz V	Completed	2/18

December 14, 2017 Board Workshop Strategic Planning

The meeting began with a review of the organizational SWOT, or strengths, weaknesses, opportunities, and threats. The group reviewed the list of items included on the power point and added to them. The complete list of each follows:

Strengths

- Reinvestment in the infrastructure
- Community support
- Park District leadership
- Overall workforce competency
- Programming variety
- Teamwork
- Organizational trust both internally and externally
- Financial condition
- Fiscal responsibility
- Unique services due to lakeside location
- Partnerships
- Successful master plan implementation
- Proactive approaches and ability to get things done

Needed Improvement Areas

- Adult programming
- Evidence based decision making
- Stronger link with health/fitness
- Staffing levels
- Internal communication
- Service level identification
- Organizational culture implementation through all levels of the organization
- Saying yes to residents when it is not to the District's advantage
- Employee morale continuously measured

Opportunities

- Branding
- Connection to the community's health and fitness
- Donation opportunities
- Communication with residents
- Sustainable practices
- Facility use extended seasons (ice and beach)
- Biking encouragement throughout the community
- Connectivity opportunities
- Partnerships

Threats

- Property tax freeze



Minimum wage

Ability to attract part-time staff

Continuous higher expectations

Do we really need the best of everything...there may be another way to look at things?

We need to provide information about resident expectations. If you expect more, we need funding to provide it

Competitive environment; many similar providers of services

Maintaining the infrastructure

Staff retention

Staffing levels

Political/legal environment

Local and state tax deduction changes in federal tax bill

Climate change

Following the SWOT discussion, the group discussed mission, vision and values. Two mission statements were proposed as follows. We will discuss further and develop a consensus for a revised mission statement. The Vision remains the same.

Mission Statements

To build a culture of excellence that enriches lives and builds social bonding by providing exceptional services, parks, programs and facilities

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

Vision Statement

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

Values

The existing values will remain the same and form the acronym, SPIRIT. They include:

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

The last item covered was the development of the four Themes of the balanced scorecard. They are as follows:

Strategic Themes

Customer: Customer Connection

Financial: Financial Stewardship

Internal Business: Operational Efficiency

Learning and Growth: Team Development





2018 IAPD/IPRA Soaring to New Heights Conference Summary Reports

LISA SHEPPARD

IPRA/IAPD Distinguished Accreditation Meeting | Thursday, 1/18

I was appointed to the IAPD/IPRA Distinguished Accreditation Committee that is made up of professional and elected officials. The committee is tasked with Comprehensive Review of Standards, Mentors that work with agencies that are becoming accredited, comprehensive review and evidence of agencies that are applying for accreditation and public awareness and marketing the importance of Distinguished Accreditation. The committee meets six times a year and this

Exhibit Hall | Thursday, 1/18 (3:30-5:30pm) & Friday, 1/19 (10am-12pm)

Visited several vendors exhibiting in the exhibit hall; specific vendors that I talked with included: IMRF, PDRMA, PFM, PMA, SSCI, Timeclock Plus, Tyler Technology (Incode), VSI (RecTrac), Mad Bomber Fireworks, John McGovern, and Direct Fitness, and several playground manufacturers.

Legal/Legislative, Part 1 | Friday, 1/19 (8:15-9:30am)

Jason Anselmen legal/Legislative Counsel for IAPD and Rob Bush, Equity Partner for Ancel Glink Diamond Bush DiCianni discussed newly enacted laws and recent court decisions that impact park districts. New legal requirements related to volunteers, sexual harassment policies, and the Prevailing Wage Act were discussed. Recent tort liability cases were also discussed.

All Conference Lunch | Friday, 1/19 (12:15-1:30pm)

Enjoyed banquet lunch with our District staff and one commissioner, while listening to several presentations and awards given to colleagues, commissioners and politicians in our field.

Rec Academy Onboarding Program | Friday, 1/19 (3:30-4:45pm)

This session discussed Fox Valley Park Districts OnBoarding process so that all staff are trailered and have the tools to succeed at the highest levels. The session reviewed core training modules. Some of the methods I identified can be used in our onboarding training program.

Annual IPRA Meeting | Friday, 1/19 (5-6:15pm)

Attended annual meeting with other District staff to receive the *IPRA Wellness/Exceptional Workplace Award*.

Attorneys Reception | Friday, 1/19 (6:30-8pm)

Ancel Glink Diamond Bush DiCianni held a reception for the firms it represents and also spoke on Diamonds new Parliamentary Procedures. Attending were Chris Leiner, Bobby Collins, Erin Maassen and Lisa Sheppard

Team Dinner | Friday, 1/19 (8:15-9:30pm)

Held a team dinner with department heads and managers that were attending conference

IPRA Chairman's Reception | Saturday, 1/20 (9:30-11:30pm)

Attended the invitation only reception for the outgoing IPRA Chairwoman Rita Fletcher.

Keynote General Session *The Best Version of YOU!* | Saturday, 1/20 (8:30-9:45am)

Eddie Slowikowski did an excellent job of explaining ways to utilize the gifts of imagination and creativity to build the ultimate peak performer. He shows ways to transcend failure and work to exceed expectations. He was very entertaining while at the same time getting his point across. He would be a good speaker for All Staff meeting at the beginning of summer.

Director and Commissioner Relationships | Saturday, 1/20 (10:15-11:30am)

This was a session conducted by Derke Price on relationships between Directors and Commissioners and Commissioners and Commissioners. He gave tips on how to make complex issues of all parties work together for success and how to develop accountability to make relationships work as part of a team.

Preparing Your Board for Addressing Issues with the Public, and Avoiding Negative Publicity | Saturday, 1/20 (12:30-1:45pm)

This session focused on a variety of issues that can help to strengthen communication and relationships between the board and its public.

Executive Director's Roundtable | Saturday, 1/20 (3:30-4:45pm)

I was part of a panel that facilitate peer-to-peer forum for exchanging idea, problem solving and idea sharing.

CAROL MENSINGER

Exhibit Hall | Thursday, 1/18 (2-5pm) & Friday, 1/19 (2-3:15pm)

Visited several vendors exhibiting in the exhibit hall. Specific vendors that I talked with included: IMRF, PDRMA, PFM, PMA, SSCI, Timeclock Plus, Tyler Technology (Incode), VSI (RecTrac), Mad Bomber Fireworks, John McGovern, and Henry Bros Construction.

Do You Comply With Prevailing Wage Act? Are You Sure? | Fri, 1/19 (8:15-9:30am)

An attorney who specializes in the Prevailing Wage Act discussed the requirements of the Open Prevailing Wage Act, and the new change not to have to publish in the local newspaper anymore. Specific samples were discussed as to whether or not they applied to the Act.

Financing Your Next Capital Project | Friday, 1/19 (9:45-11am)

Attorney Steve Adams provided an overview of how we determine project costs and what available capital may be used to finance these projects, and the debts instruments available to park districts to use to fund projects, including a couple of creative tools. Further details on importance of multi-year capital budgets vs operating budgets were also discussed, as well as the specific restrictions on districts and employees have when going for a referendum.

All Conference Lunch | Friday, 1/19 (12-2pm)

Enjoyed banquet lunch with our current District staff and one commissioner, while listening to several presentations and awards given to colleagues, commissioners and politicians in our field.

Employee, Independent Contractor, Intern or Volunteer | Friday, 1/19 (3:30-4:45pm)

The presenter provided the “definitions” of employees, independent contractors, interns (paid and unpaid) and volunteers within our organizations, and then explored the very grey areas which can sometimes make proper classification difficult, and in some instances trigger DOL and IRS investigations.

IPRA Annual Meeting | Friday, 1/19 (5-6pm)

Attended annual meeting with other District staff to receive the IPRA Wellness/Exceptional Workplace Award.

Team Dinner | Friday, 1/19 (8:15-9:30pm)

Team building event

Top Ten Craziest Employment Decisions of the Year | Saturday, 1/20 (10:15-11:30am)

Very insightful and humorous session put on by Robert McCabe and Margaret Kostopulos, from our current legal firm Ancel and Glink. Several interesting cases regarding religious discrimination, race discrimination, sexual harassment, gender discrimination, equal pay, FMLA, and protected speech were discussed, with tips on how to prevent similar situations at our own agencies.

Creating a Culture of Wellness | Saturday, 1/20 (12:30-1:45pm)

Presenters from Oswegoland Park District, discussed how they created and now successfully run their District’s wellness program. They are not part of PDRMA and thus do not participate in PATH. They gave several programming ideas to incorporate the six areas of wellness: physical, mental, intellectual, emotional, social, environmental, and spiritual.

How to Minimize Risks Associated with Internal Investigations | Sat, 1/20 (2-3:15pm)

Two attorneys presented a case study on a real-life scenario to offer advice on the dos and don’ts of conducting an internal investigation. They summarized the common missteps that employers and employees often do that often lead to future litigation.

IAPD Annual Meeting | Saturday, 1/20 (3:30-4:30pm)

Attending annual meeting as the alternate delegate of Glencoe Park District.

CHRIS LEINER

Exhibit Hall | Thursday, 1/18 (1:30-3:30pm)

I walked the exhibit hall and viewed all of the vendor's booths. I discussed at length Disc Golf baskets with several vendors.

Bee Green #605 | Friday, 1/19 (9:45-11am)

The presenters discussed the practical implementation of bee keeping as a Park District Sustainability Initiative. The presenters started with a brief synopsis of why a Park District would want bees. Then followed up with advice on legal contracts with a beekeeper, community engagement, and actual costs.

All-Conference Awards Luncheon | Friday, 1/19 (12:15-2:15pm)

I supported my colleagues in the field by attending the awards luncheon.

Exhibit Hall | Friday, 1/19 (2:25-3:25pm)

I walked the exhibit hall and viewed all of the vendor's booths. I spoke with multiple architecture and engineering firms.

Lesser-Known Funding for Park Districts #142 | Friday, 1/19 (3:30-4:45pm)

The presenters discussed funding opportunities outside the traditional well-known OSLAD, PARC grant matrix, including ITEP Grants and other Federal Funding. Takeaways included using ITEP funding for municipal projects where more than one unit of local government is involved. The presenters discussed at length grants that are available when Park Districts collaborate with villages and school districts.

IPRA Annual Business Meeting | Friday, 1/19 (5-6pm)

I supported my co-workers as the District received the Exceptional Work Place Award.

Presentation Preparation | Saturday, 1/20 (10am-12:25pm)

I met with my co-presenters to discuss final strategy and perform a brief run thru of our presentation #323 Cost Estimating; Getting Your Capital Improvement Plan Budgets Right.

Cost Estimating; Getting Your Capital Improvement Plan Budgets Right #323 | Saturday, 1/20 (12:30- 1:45pm)

I presented this session. The goal was for participants to understand the value of the conceptual cost estimating process. We discussed keeping elected officials and the community informed and how having accurate budgets enables agencies to accurately control the scope of projects. In addition, we talked about different types of cost estimating and the types of information that professional design firms have access to.

Implementing Community Trails: From Idea to Execution #207 | Sat, 1/20 (2-3:15pm)

The presenters detailed the process of taking outdoor space and converting it to useful trails. This was more focused on community engagement and less on the actual mechanics of constructions. Topics included using social media and volunteers to engage the community.

BOBBY COLLINS

Exhibit Hall | Thursday, 1/18 (2-3:30pm) & Friday, 1/19 (2:30-3:30pm)

Explored the exhibit hall with members of the Rec Team. Networked with vendors including PDRMA, Direct Fitness, The Lifeguard Store, DLA, Mad Bomber Fireworks, and Gold Medal Products.

Events exceeding projected attendance: How to this this from happening #403 | Friday, 1/19 (8:15-9:30am)

Presenters discussed a case study of a “Frozen Fest” special event with 1,200 people turning up, when 200 were expected. Planning and facility limitations were discussed but the main focus was on social media promotion and pitfalls. Discussion was based around the difference between awareness and engagement in social media promotion. Identifying volume of click-through, comments, and shared posts compared to impressions is a telltale sign to expect larger attendance.

Creating a strategy-focused organization #18 | Friday, 1/19 (9:45-11am)

Barbara Heller mapped out the process for developing strategy, including a checklist and the key steps to deployment. Shortcomings of strategic planning were discussed. Mission, vision, and values were identified as starting point to the process. Barbara as presented on the balanced scorecard and strategy map, concluding the session with a discussion on trends in the Parks and Rec field.

Interview | Friday, 1/19 (11am-12pm)

Interviewed candidate for the Beach Facility Manager position

All Conference Lunch | Friday, 1/19 (12:15-2:15pm)

Enjoyed lunch with the Park District team and the President of the Park Board.

Agency Accreditation: A blue print for excellence #112 | Friday, 1/19 (3:30-4:45pm)

Accreditation takes about 1-2 years to complete and is good for 5 years; it must be completed by the end of the second year. It is highly recommended to do a self-evaluation to learn if we are even able to begin the process. The evaluation day is with five members of IAPD/IPRA and takes 8 hours at your agency.

You must complete all mandatory items and as many optional items as you possibly can. Optional items give you the choice of choosing one or two that you can't/don't want to complete, but you cannot earn accreditation without completing almost all of the optional items. Mandatory items must earn at least a two or three in order to pass due to how they are weighted. Legal sections are pass/fail.

Most people do hard copies. If you choose to present electronically, you have to provide five laptops and five copies of all of your data on evaluation day, for each of the IAPD/IPRA members that come. If you do not pass your evaluation because of a few items, you have 30 days to fix the items so that you can get back on track and continue with the plan of accreditation.

IPRA Business Meeting | Friday, 1/19 (5-6pm)

Listened to the annual report for IPRA. We received an award for the Exceptional Work Place. We recognized other award winners during the meeting.

Ance Glink Reception | (6:30-8pm)

Attended reception and presentation with Lisa Sheppard, Chris Leiner and Erin Maassen

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

Interview | Saturday, 1/20 (9-10am)

Interviewed candidate for the Beach Facility Manager position

Park District Referenda: What you can and cannot with public questions in your district | Saturday, 1/20 (10:15-11:30am)

The legal requirements needed to offer a binding and non-binding referendum were discussed. The legal requirement of Park District staff in their professional role and private citizen role, in addition to elected officials in their official and non-official capacity were identified. The speaker talked about the roles of organizations like Friends of a Park District, and how they support a district and their functions in the referendum process. A large part of the discussion was directed by the questions of members of the audience.

Cost Estimating: Getting your capital improvement plan budget right | Saturday, 1/20 (12:30-1:45pm)

The importance and difficulties of cost estimating for capital projects was discussed by the speakers. Strategies to plan for the unknown and unexpected issues that arise during capital projects were a main topic of the presentation. Different cost models were discussed and how the scale of the project will determine the level of detail that is needed to estimate the project. The panel also discussed challenges of developing an accurate budget and the struggle to get bids and the timing of going out to bid.

ERIN MAASSEN

Agency Showcase | Thursday, 1/18 (1-4pm)

I volunteered to assist with the Agency Showcase judging. I recruited marketing professionals outside of the park district sector to judge submissions in 13 different categories (ranging from brochure to social media marketing, media relations, and promotional items). The day of the event, I assisted in tabulating scores and organizing materials to announce Agency Showcase winners.

Book More Weddings: First Impressions and Keeping Up with Millennials | Friday, 1/19 (8:15-9:30am)

Cece Wicklin from The Knot discussed how to understand millennials in order to book more wedding, shower, and rehearsal dinner rentals. Cece began the presentation by discussing how much millennials spend in Chicago versus the suburbs, how many people they invite, and what types of venues are popular (indoor/outdoor spaces). She discussed how to

personalize responses, pick images that sell, mobilize your website, and turn leads into sales. She also discussed how to follow-up with couples and vendors to get photographs, and how to establish your brand as real, cause-driven, and authentic. By the end of the session, I had a clear understanding of how to update our social media presence to attract bookings, be more authentic to appeal to millennials, and update our marketing to increase our ROI.

Surprise & Satisfy Your #1 Stakeholder: Customers! | Friday, 1/19 (9:45-11am)

Speakers Annie Olson and Iris Pahlberg Peterson, from the Minneapolis Parks and Recreation Board, focused on finding a balance between technology and taking the opportunity to personalize customer experiences. Using the Police song lyrics “Every move you make, Every vow you break, Every smile you fake, Every claim you stake, I'll be watching you,” they shared ways to deliver exceptional customer experiences every time, every day, everywhere. Some of their strategies including ways to motivate employees to stay energized and engaged by sprinkling fun activities into routine meetings. They also offered tips to ensure policy/procedure does not overshadow good customer service.

Exhibit Hall | Friday, 1/19 (2:30-3:30pm)

Visited several vendors exhibiting in the exhibit hall. I met with our representative from Reach Media and talked to several website design companies, sign printing companies, and promotional giveaway manufacturers.

Marketing Roundtable | Friday, 1/19 (3:30-4:45pm)

Marketing professionals gathered for an informal round-table. The room was set up with six tables with topics, and professionals rotated every 10 minutes to different tables. From discussing different email blast software to changes to social media platforms, each table was filled with real ideas from professionals in the field. It was an excellent chance to network and share strategies with marketing pros near and far.

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

How to Make Your Email As Fierce as RuPaul | Saturday, 1/20 (12:30-1:45pm)

Speaker Marina Christos discussed fundamental email marketing strategies, with an emphasis on boosting open rates and responses to call-to-actions. She highlighted how easy email is to reach customers and how to drive email to reach goals.

ADAM WOHL

Exhibit Hall | Thursday, 1/18 (2:30-4:30pm)

Visited several vendors exhibiting in the exhibit hall. Specific vendors that I talked with included: PDRMA, SAI, Entertainment Concepts, Hot Shot Sports, and Direct Fitness.

Executing at the Level of WOW! | Friday, 1/19 (8:15-9:30am)

This session gave ideas for identifying what our customers really want as managers of programs and facilities. Ideas I was able to take away from the session include the following:

1. QTIP (quit taking it personally)

2. Responding to customers with questions to clarify their needs
3. The power of eliminating the words “but” “can’t” “won’t” from our vocabulary as much as possible.
4. Recognize your hot buttons
I found this session to be helpful in picking up little ideas to improve communication with our customers.

Surprise & Satisfy Your #1 Stakeholder: The Customer | Friday, 1/19 (9:45-11am)

This session gave ideas for identifying ways to improve our agencies overall customer service. It was revolved around the song by the Police “Every Breath You Take”. Key learning outcomes I was able to take away from this session included:

1. Creating an agency brand (how we are greeting people, facility & employee appearance, public perception)
2. Hearing vs. Listening
3. Taking responsibility for customer dissatisfaction, meet or exceed response promises (say you will do it in 2 hours, get it done in 1 hour).
4. Everything is based off public perception (how are we representing our district through our employees). IE greeting, body language, etc.
5. Empowerment of employees to handle difficult situations.
6. Integrity with customers always

The “Be” Attitudes of Influential Leadership | Friday, 1/19 (3:30-4:45pm)

This session gave ideas for ways to understand and apply strategies used by influential leaders. Key learning outcomes I was able to take away from this session included:

1. Relationships with team members beyond the job itself are important. You need to be able to build a sense of trust with your employees.
2. Be authentic with your employees. They want to follow someone they know are being real with them.
3. Be Empathetic with your employees. The ability to understand and share common feels with your employees creates an emotional bond that will empower them to work harder for you.

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

No Money? No Problem: Creative Programming | Saturday, 1/20 (10:15-11:30am)

This session gave ideas for ways to bring creative and innovative programming to your agency. The speaker gave a variety of ideas that can be utilized in different facilities and areas of our agency. The focus was on bringing creative programming to your agency that can be budget friendly and easy to implement for all ages. I was able to take the following ideas away from this session:

1. Foot Golf
2. Old Fashion Game Nights
3. Bubble Soccer

CHRIS PIETRINI

Exhibit Hall | Thursday, 1/18 (3-4:30pm)

I met with several existing vendors such as Hot Shots Sports, Palos Sports, Inc., Innova Disc Golf, PMI Photography and BSN Sports. I also met with potential new vendors Beacon Athletics, Chicago Bulls/White Sox Training Academy, Gold Medal Products and Porter Athletic.

Executing at the Level of WOW! | Friday, 1/19 (8:15-9:30am)

Gail Johnson and Pam Parr of Face-to-Face Communications & Training, Inc. discussed how expectations of government are different from at any previous point. Expectations have been raised, are more immediate and more personal.

- Giving people what they ask for is different from giving people what they want.
- Go deeper when you respond to questions – May I ask, why do you ask? Clarification can help you resolve their issues
- Encourage staff to ask questions of patrons
- Remove “yes, but” and replace with “yes, and.”

The Recreational Professional’s Guide to Finance | Friday, 1/19 (9:45-11am)

Tim O’Brien, Credit Analyst from Wintrust Financial Corporation presented on a variety of financial topics including fund accounting, conservative budgeting practices, tax levy, debt issuance and professional development.

- Goal oriented - what needs to make profit. Budgets should be conservative but realistic
- Tax Levy Process – 1) Levy Ordinance – amount requested by district to finance operations 2) Taxes Extended – amount legally available to district based on tax rates/caps and EAV 3) Taxes collected – amount actually collected by district
- Debt Issuance – spread cost of a project over its useful life, has less short term impact
- Widen focus to gain better understanding of financial impact on district, leverage past work experiences and connections to continue to grow

Surviving Your Youth Sports Season with CPR: Coaches, Parents and Referees | Friday, 1/19 (3:30-4:45pm)

Tony Albertina and Rachael Bishop from Decatur Park District focused on communication as an essential part of running successful youth leagues. Our participants can take away valuable lessons by participating in sports, but parents and coaches need to help reinforce these lessons.

- 70% of kids stop playing sports by age 13 because “it’s not fun anymore.”
- 71% of age 14 and under wouldn’t care if scores were kept
- League rules and expectations should be communicated to parents, not just coaches
- Short form for referees to complete if parent/coach behavior isn’t acceptable

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

No Money? No Problem: Creative Programming | Saturday, 1/20 (10:15-11:30am)

Jessica Monu, Assistant Professor at the University of St. Francis presented various opportunities for creative, low cost programming.

- Diversity of programming is important in terms of activities
- Try to have something for all ages
- Consider your audience and what they are interested in
- Sometimes less is more when it comes to events

Cost Estimating: Getting Your Capital Improvement Plan Budgets Right | Saturday, 1/20 (12:30-1:45pm)

Steve Konters, Chris Leiner and Tom Polzin explained the importance of planning, and why the budget needs to have equal time spent to ensure that it is accurate.

- Understand what problems to look for, pitfalls to avoid, and how to make an improvement plan
- Know what goes in to a capital improvement plan budget. Make sure all potential costs are accounted for
- Develop awareness of areas to focus on while planning

NAOMI GARVETT

Exhibit Hall | Thursday, 1/18 (3:30-5:30pm) & Friday, 1/19 (10am-12pm)

Visited several vendors exhibiting in the exhibit hall.

Art of Being Creative | Thursday, 1/18 (9am-12pm)

- Thinking outside the box
- Coming up with new ideas
- Combining previous knowledge with experience; helps generate new ideas and a different way of thinking
- The more you practice whatever you do...the more creative you get!
- Customer service: Learned what the customer really wants including hassle free process, luxury experience at low prices, and caring/human/personal/real connections

They want it all – and they want it their way- NOW!

This workshop had many hands on and creative experiences.

Team Building for Better Service | Friday, 1/19 (8:15-9:30am)

This session was all hands on and got people up and had lots of fun.

- The importance of team building
- Learn new team building ideas, for example, simple games using a deck of cards / get in number order without talking /get in groups based on the cards they picked (color, number or suite)
- Marshmallow dodge ball as a less stressful to some who may be afraid of the “sport” in dodgeball
- In groups work together to solve a question given about all people in the room

The Recreational Professional Guide to Finance | Friday, 1/19 (9:45-11am)

- I was hoping to learn more about budgeting and the money side of recreation.
- There was more talk about bonds and capital improvements. A lot of the terminology was over my head as a program manager.
- The speaker was a rec person who went into finance.

Happy Campers: Integrating New Games to Camp | Friday, 1/19 (3:30-4:45 pm)

- This session really incorporated PLAY into the session.
- Hands on and interactive
- A few games played: unique ways to play tag, parachute games, all over- see hand out, hello – see handout, smelly onions- see hand out, a variety of circle type games

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

Once Upon a Pie Chart | Saturday, 1/20 (10:15-11:30am)

- How to communicate and market your information so customers will read and understand
- We need to tell our STORY, rather than just put words down on a page.
 - You can add data and tell your story to still get the message you want out
- Use personal stories and experience- people like to hear personal stories
 - Emotions always change how we think about things
- Stories: transport you, elicit emotion, create structure
- When telling your story remember, less is more.
 - Slide show- less words/more diagrams or highlighted areas to catch people's eyes

Cost Estimating: Getting your capital Improvement Plan Budgets Right | Saturday, 1/20 (12:30-1:45pm)

- Understand more how capital planning works
- What to focus on big vs little picture
- What does your community really want and what you are able to
- Attended this session to support a college who was presenting(Chris Leiner)

LIZ VISTEEN

Exhibit Hall | Thursday, 1/18 (3:30-5:30pm) & Friday, 1/19 (10am-12pm)

Visited several vendors exhibiting in the exhibit hall.

Throw Away the Cookie Cutter: Creating a Successful Sponsorship Program That Doesn't Leave Money on the Table | Thursday, 1/18 (9am-12pm)

- Sponsorship is like dating; sometimes it works and sometimes it does not. Rule #1: Do not compete against yourself. Do not go to the same sponsors over and over for different events. This causes them to make multiple buying decisions. Instead, sell them the entire year with agreement for multiple events. This creates more value for the sponsor. Rule #2: Determine value of each exposure. Utilize the entire districts assets. Start off high, since you can always lower the cost later. Rule #3: Do not let the sponsor dictate how you

spend ~~their~~ YOUR money. Rule #4: Do not become a Sponsorship Santa. You do not want to be the one distributing the money. Instead, you want to be making the money.

- Sales Process & Skills: Lead generation (Referrals from other sponsors, People I know, Users (parents of kids in our programs), Co-workers, Shopping local, Vendors, Chamber, Facebook friends. Cold calling / walking into business), Sell the Meeting, not the product (lunch meeting always nice), Control the Meeting, Start the Meeting with small talk, Establish trust – be a consultant, not a sales person, Ask questions even if you know the answer – get them talking, Take notes – write down what they indicate as being important to them., Soft sell (less is more) – Here what WE look for, Establish the Park District, and what sets it apart from other mediums, Find out what their BUDGET is, Use their words back at them, Don't try to sell exclusivity, End the Meeting – may not have talked about an event yet; “ok, let me go back and put something together you'll like”

BYOB – Build Your Own Brand: How to Harness the Secret Powers of Personal Branding | Thursday, 1/18 (1:30-4:30pm)

- What is Personal Branding? How you SHARE & market yourself to others and how you differentiate yourself
- Personal Branding Process: Step 1 – Discover your Brand, Step 2 – Create your Brand, Step 3 – Share your Brand
- Three Truths about YOUR Brand: Truth #1 – You do not own your Brand – Internet Properties DO!, Your reputation is a currency of business! , Your Personal Brand affects your Professional Brand. Truth #2 – Only 1 person manages your Brand → YOU!!, Monitor what you post on social media & other people's comments, Activate: Google Alerts, Talk Walker Alerts, etc.
- Truth #3 – Tools can help you monitor., But you have to learn and use them consistently
- Creating a Great Brand: Be a student of intention. Identify who & what is available to you and begin including start by assessing free info online, blogs/RSS feeds, Google alerts / Ted Talks, Potentials employers website

Event Exceeding Projected Attendance: How to Keep This from Happening to You | Friday, 1/19 (8:15-9:30am)

- Presenters of this session had an event in 2017 that dramatically exceeded attendance. They expected 300 people at event, but over 1500 attended the event.
- Things to consider during planning process: Start by establish a Target Market, Be careful of a wide reach, Set realistic attendance goals / Current base: “Followers”, Social media, registration database, listserv, “Reach” new customers, Social media insights, media outlets, Direct Contact, micro survey, Facility limits – current capacity, Financial resources
- Ask Marketing Department for Social Media Metrix – how much awareness & engagement is your event getting? Awareness vs. Engagement: Awareness (reach) – total number of people who see your content, Engagement – click thoughts, comments, shares, open vs. clicks (email), length of time
- Preparing for high attendance: Communication (Online presence – marketing report, Stakeholders , Staff & vendors, Public ~ cutting off at 1,000), Request Additional Recourses, Day-of Event Strategies (Traffic management, Bouncer ~ designate someone to streamline attendees “wait for 10 minutes”)

25 Most Innovative Outdoor Programs and Events | Friday, 1/19 (9:45-11am)

- Presenters provided information of many different outdoor events during different seasons.
- Summer Events/Programs: Peace on the Beach – teen event; end of summer season, Mud Bowl/Puddle Jumpers – Little kids playing in mud; in park before construction, Park Voyagers – partner with museums; introduction to parks; end of summer culmination at museum, Chicago Fish n’ Kids – Harbors/lagoons/water ways; learn to fish; May to early Summer
- Night Events/Program: Night Hikes, Night Golf (if have golf course), Walk with Light – walk 606 trail with glow sticks, flashlights, etc., For The Love of Stars – on 606 trail; meteor shower; check with local astronomical society group (may bring telescopes)
- Winter Events/Programs: Winter Hikes, Santa Run, Winter Kite Festival, Polar Adventure Days

Budgets, Levies and Bonds – Essential Information for Successful Financial Operation | Friday, 1/19 (3:30-4:45pm)

- Budget – an estimation of costs, revenues, and resources over a specified period, reflecting a reading of future financial conditions and goals.
- Appropriation – money set aside by formal action for specific use.
- Budget vs. Appropriation amounts: Park District cannot lawfully expend funds unless appropriately appropriated. Limited ability to transfer items of appropriation. If budget is “best estimate”, best practice is to appropriate 10-15% in excess of budget.
- Levy – Park District may levy taxes annually on all real estate within its boundaries. Levy must be ordinance with certified copy filed with the county clerk by the last Tuesday of December. Separate levies are authorized for various separate park district purposes. Money received for each levy required to be kept in separate fund and used for the purpose for which the monies were levied.

Staff Dinner /Networking | Friday, 1/19 (8:30-9:30pm)

Enjoyed a team building dinner

Keynote General Session *The Best Version of YOU!* | Saturday, 1/20 (8:30-9:45am)

Eddie Slowikowski’s keynote was entertaining and enlightening. He explained to the audience how to failure can set you up for future success. He used well know songs to deliver his powerful message.

No money? No Problem: Creative Programming | Saturday, 1/20 (10:15-11:30pm)

Presenter provided many low cost event/program ideas including:

- Humans vs. Zombies – nerf wars event; in library; bring own nerf guns; start at humans with a few zombies; once human is shot turn into zombie
- Trout Fishing – end of pool season; drained pool, except for deep end; fill with trout; teach how to fish, clean/gut fish, fry it up and eat it
- Adventure Race (obstacle race) – mud, bubbles, get across lake/lagoon in innertube
- Underwater Hockey – bottom of pool; puck; sinkable rings (for goals); tiny hockey sticks; water polo hats (for teams); use aerobic old gloves for hands to prevent scratches from bottom of pool

- Battleship Aquatics – in pool; teams in canoes; trying to sink each other’s canoe using buckets, yoga mats, etc.
- Innertube Water Polo
- Pool Egg Hunt
- Human Foosball – string run across field or court; use pool noodles on rope; can’t go front to back only side to side

Programs Big and Small for Active Adults | Saturday, 1/20 (12:30-1:45pm)

Presenters provided special event/program ideas for Active Adults including:

- Indoor Picnic – January party; dress in summer attire; serve picnic lunch (fried chicken, hot dogs); musical entertainer plays summer music.
- Ladies Day Out – wine tasting with accessory bingo. Light “ladies lunch” before wine tasting. Followed by accessory bingo. Prizes were new costume jewelry such as bracelets, necklaces, scarves, and earrings. (ask what kind of wine they like)
- Crosstown Classic Party
- Everybody’s Birthday Party / We’ve Got Your Number – These parties are mixers. People are separated by their birth month or a number they pick when they arrive. Pizza lunch with games.
- Oktoberfest – German catered buffet, entertainment by 4 piece German band, keg of beer
- Senior Camp – Held in the summer. Each year has a different theme. Camp is 1 week long or can be done during one week. Themes include the arts, travel, or sports.
- Casino Day – use mats for tables that have various games on them; Blackjack, roulette, craps. Need volunteers to be dealers and play money. The “cash” they win are redeemed for raffle tickets that they put in prize bags of their choice for a chance to win.
- Kayaking class – great cooperative program with L.L. Bean
- Dance Buffet – 6-week dance class featuring 6 different dance types. Can include salsa, line dance, Hawaiian, etc.

Special Events: The Do’s, the Don’ts, the Maybe’s | Saturday, 1/20 (3:30-4:45pm)

- Special Event Benefits: Community Profile, Economic Impact, Community Development, Awareness, Organizations Profile, Jobs
- *What is the cost of the event and what are the economic benefits?*
- Special Event Challenges: Community Need, Number of events, Competition, Parking, Noise/Light, Time/Date, Accessibility, Alcohol, Community Image, Use/Overuse of Roads, Use/Overuse of Parks, Insurance
- *What is the perception of the event vs. reality? How do you manage? How do these challenges impact my events?*
- Key Elements of a Special Event: Economic Factors, Developing Experiences, Budget, Logistics, Risk Management, Marketing, Evaluation, Permitting
 - Economic Factors – Do: Run independent numbers of the event organizer, Identify all of your costs (direct and indirect), Work with Chamber, Use a Host Venue Agreement/Facility Agreement / Don’t: Just look at your cost of hosting the event, Factor lost POTENTIAL revenue, if facilities were never rented during these time periods / Maybe: Should you or should you not pay for an event????

- Developing Experiences – Do: Concentrate on the experience, Create unique names for your events – have some fun!!!, Understand your brand – experience, safety, fun / Don't: Give-a-ways do not add to the experience, they end up in trash, Provide the same experience year after year – keep it fresh / Maybe: Understand what will add and detract from the experience?
- Budget – Do: Track all expenses and revenues , Understand the financial goals of the event – ok to lose money / Don't: Be cheap on key experiential aspects of the event, Discount the event if there is steady attendance / Maybe: Spend money to make money, Review needs for equipment vs rental, Moderate your advertising dollars if you have good crowds, spend the money on enhancing the experience

LIZ STOWICK

Team Building for Better Service | Friday, 1/19 (8:15-9:30am)

Team building session was excellent! Gave tips on making a meaningful and memorable training

- Know your group (age, willingness to participate, how long have they worked at GPD, etc.)
- Competitive challenges may not be best for all groups (gave example how one team stole items in order to “win” a challenge)
- Debriefing after the training is CRUCIAL to the success of what you learned
- Make it memorable; refer back to it in emails, display posters/flyers related to it...
- Marshmallow dodgeball, playing card lineup, birthday lineup

The Recreational Professional's Guide to Finance | Friday, 1/19 (9:45-11am)

- Was ok but was still too complicated for Rec Managers to get beneficial info from
- Was complicated even for me and was glad I had knowledge from my recent accounting class to understand better
- Did simplify some terms and put them into better context for Rec staff
- Debt obligations – spread the cost of a large project over the course of the useful life
- Also not fair to just charge people NOW even though people in the FUTURE will also benefit from project/item/etc.
- Tax base concentration → Toy company sells 85% of your toys to Walmart, but what if Walmart drops you as a vendor?
- Tax collection rate → people who actually pay their taxes on time
- If a large business in your town leaves, you may lose that large tax base and everyone else has to make up for it.

All Conference Lunch | Friday, 1/19 (12:15-2:15pm)

Enjoyed lunch with the Park District team and the President of the Park Board.

Employee, Independent Contractor, Intern or Volunteer | Friday, 1/19 (3:30-4:45pm)

- VERY eye-opening; attending along with Carol
- Will need to spend some time in 2018 getting contractor/employee status sorted out
- Most refs should be considered employees

- IC = business-to-business relationship
- You can be an employee AND an IC ONLY if the two jobs have NOTHING in common (i.e., janitor also does freelance photography; Natalie's split right now would NOT qualify her to be an IC)
- Also touched on Volunteers – ultimately should be paid and MUST make min wage.
- If unpaid, then no stipend/thank you bonus; must be \$0 or causes more harm than good
- Can give a “nominal” “bonus” at end (\$500 or less)

LORISE WEIL

SafeTalk – Suicide Alertness Training | Thursday, 1/18 (1:30-4:30pm)

In an effort to have a suicide-safer community, this seminar was about *making others aware*. Suicide is everyone's business, whether you have been touched by it directly or not. Suicide is the third leading cause of death among individuals between the ages of 10 and 14, and the second leading cause of death among individuals between the ages of 15 and 34. One out of twenty people have serious thoughts of suicide sometime in their life. People who consider suicide just want the pain to go away; they really do not want to die, it is just the absence of pain that drives them to take their life.

We need to take people's depression seriously and not miss, dismiss or avoid signs that we may receive from anyone. Since there is so much stigma attached to suicide, we must actively listen without judgment, anger, panic, impatience, unsolicited advice, or negativity. On the contrary, we must be helpful, sensitive, caring, direct, calm, non-judgmental, and patient with anyone who is communicating situations involving loss or feelings of despair.

Some signs that we may observe are as follows: Someone may start to give away their most precious possessions, become withdrawn, start to abuse alcohol and/or drugs, etc. They may have additional feelings of hopelessness, feel like a burden, feel as if they have no purpose, feel as if they need to escape, feel numb, ashamed, or even desperate.

Suicide could be considered by anyone who has or is experiencing a loss. For example, if someone has been or is being abused, if someone has been diagnosed with a serious illness, if someone is having relationship issues, financial difficulties, shame, rejection, etc.

With youth, there is a contagion effect. That said, schools have to be vigilant in protecting other children, since a completed suicide by a youth can become model behavior.

If we do get clear messages that a person is considering taking their life, we need to directly ask the question, “Are you having thoughts of suicide?” Asking this question could help to reduce the risk of suicide giving permission to respond, so that they may be able to get help before attempting to take their life. “The helper” must be available, able, and approachable.

IX. Action Item A & B
Approval of Glencoe Youth Services & SNAP
Stipend Requests

Glencoe Park District
February 2018 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: YEARLY STIPEND FOR GYS AND SNAP
DATE: 2/14/18
CC:

Action Item

- A. Staff recommends the Board approve the GYS Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.”
- B. Staff recommends the Board approve a SNAP Stipend of \$1,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.”



Glencoe Youth Services

P.O. Box 316 • Glencoe, IL 60022
847-835-3121 • GlencoeYouthServices.org
Glencoe's Teen Center Since 1971

GYS Executive Director
Margaret Ann Paauw

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North Shore United Methodist
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St. Elisabeth's Episcopal Church
Village of Glencoe

*GYS is a 501(c)(3)
tax-exempt organization.*

January 16th, 2018

Dear Park Board Members,

Enclosed is the 2016-2017 annual report for Glencoe Youth Services. We are requesting \$10,000 in funding for Glencoe Youth Services and \$2,000 for the Special Needs Adult Pals program (SNAP, formerly known as the Young Adult Program) from the Glencoe Park District for the 2018-2019 fiscal year.

In 2016-2017, GYS had 253 individual youth visit a total of 2,910 times. While we saw increase in the number of youth who engaged with our center, we had almost 1,000 visit increase from the last FY. These numbers are the direct result of our investment of the past few years in middle school programming, while refocusing the way we engage with high school youth. We are including a full day to day breakdown of our statistics for the Park Board to review.

We are also particularly proud of changes to our SNAP program this year, including making sure each week we provide a healthy meal to our SNAPPERS. This has also given the community a chance to give back to our program, by sponsoring one of our weekly dinners. We have also fostered a large pool of teen volunteers, who come to the program each week and have now become life-long advocates for all adults with disabilities.

In 2018-2019, we will continue to provide programs that will attract a variety of youth as well as meet the needs of the youth we serve.

We would like to thank the Park District for the significant and continuing support you have provided GYS and SNAP since our inception. The list of contributions the Park District has made to Glencoe Youth Services is long and varied from the provision of Holmes Shelter, the use of other park district properties, fundraising opportunities, and a significant annual financial contribution. We are sincerely grateful for all the support, financial and otherwise, the Park District has provided to GYS and SNAP/YAP over the years.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions or require further information.

Sincerely,

Margaret Ann Paauw, LCSW
Executive Director
Glencoe Youth Services
847-835-3121

Statistics Breakdown

Glencoe Youth Services will operate two separate programs: Glencoe Youth Services' Youth Center and the Special Needs Adult Program, which run independently but both utilize the center for drop-in and other programming.

1. Glencoe Youth Center

Drop-In Hours: Mondays-Fridays 3pm-6pm and Saturdays 2pm-5pm. Drop-in hours will remain the same in addition to special programming.

The Glencoe Youth Center is a drop-in youth center located in the Glencoe Youth Services (GYS) building. GYS is currently open for drop-in hours after school 5 days a week available to 6th-12th grade youth. Saturday programming is only available to high school aged youth and will vary by programming, generally involving a community outing or social services project. In addition to regular hours, GYS will continue to host a variety of programs, from going out to the movies to hosting video game tournaments. Over the course of the next year, we plan on growing our organization to provide more variety of programming such as hosting New Trier High School club meetings, increase social service outings, and incorporate more joint programming with other local organizations that help youth.

Hometown	# of Youth
Glencoe	191 (70%)
Winnetka	18 (7%)
Wilmette	26 (9%)
Kenilworth	2 (1%)
Northfield	3 (1%)
Other	33 (12%)
TOTAL	273

Grade	Male	Female	Total
5 th /6 th	26	30	56
7 th	56	8	64
8 th	25	4	31
Freshman	10	11	21
Sophomore	11	8	19
Junior	24	6	30
Senior	23	16	39
Grad	11	2	13
TOTAL	198	64	273

2. The Special Needs Adult Program (SNAP)

Hours: Tuesdays 6pm-9pm

Glencoe Youth Services hosts the SNAP program every Tuesday night. SNAP provides recreation, support, and advocacy for adults with a wide range of disabilities. Participants meet people, develop friendships, engage in activities, attend educational presentations, go on outings, and enjoy any of the entertainment options that GYS offer, including computers, video games, board games, and TV. SNAP recently expanded its programming to provide free dinner every week based on donation. SNAP is requesting more operating funds for this year with plans on expanding to a second night every week targeted at young adults ranging from 17-25 years of age who are transitioning out of New Trier High School's special education program.

Hometown	# of Participants
Willamette	6 (13%)
Glencoe	4 (9%)
Kenilworth	4 (9%)
Winnetka	2 (4%)
Northfield	2 (4%)
Glenview	2 (4%)
Highland Park	3 (6%)
Evanston	13 (28%)
Other/Unknown	11 (23%)
TOTAL	47

	Youngest	Oldest	Average
Age	19	46	36
	Male	Female	Other
Gender	67%	33%	0%
	With Parents/Relatives	Independently	Group home/other
Housing	65%	34%	1%
	Work or Volunteer	Currently in School	Bachelor's Degree
Work/Education	76%	4%	8%

GLENCOE YOUTH SERVICES

FINANCIAL STATEMENTS

JUNE 30, 2017

DBS Accounting Solutions LLC

1544 Shermer Rd.
Northbrook, IL 60062
224-213-7501
dbsaccountingsolutions.com

Glencoe Youth Services
680 Greenwood Avenue
Glencoe, IL 60022

We have compiled the accompanying balance sheet of the Glencoe Youth Services as of June 30, 2017, and the related statements of Support and revenue, functional expenses and changes in fund balances for the year then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

DBS ACCOUNTING SOLUTIONS LLC

August 31, 2017

GLENCOE YOUTH SERVICES
STATEMENT OF ASSETS AND FUND BALANCES
JUNE 30, 2017

ASSETS	AMOUNT
CASH - GYS	\$ 72,969
CASH - YAP	32,262
ACCOUNTS RECEIVABLE	8,076
TOTAL ASSETS	<u>\$ 113,307</u>
LIABILITIES AND FUND BALANCE	
ACCOUNTS PAYABLE	\$ 9,402
FUND BALANCE	103,905
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 113,307</u>

GLENCOE YOUTH SERVICES
 STATEMENT OF SUPPORT AND REVENUE,
 FUNCTIONAL EXPENSES AND CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED JUNE 30, 2017

SUPPORT AND REVENUE:	TEEN CENTER	YAP	TOTAL GYS
Support:			
New Trier Township	35,000	10,002	\$ 45,002
Other support organizations	22,340	2,000	24,340
Individual and corporate contributions	18,297	999	19,296
 Total Support	75,637	13,001	88,638
Revenue:			
Fundraising events	7,243	1,757	9,000
 Total support and revenue	82,880	14,758	\$ 97,638
FUNCTIONAL EXPENSES:			
Salaries	52,850	9,967	62,817
Payroll taxes	4,600	798	5,398
Employee Benefits	5,086	771	5,857
Rent and utilities	4,143	895	5,038
Program costs	1,978	4,415	6,393
Mailing expenses	1,023	-	1,023
Insurance	3,598	900	4,498
Office supplies	823	200	1,023
Accounting	4,684	1,171	5,855
Miscellaneous	2,725	1,238	3,963
 Total functional expenses	81,510	20,355	101,865
 SURPLUS (DEFICIT)	1,370	(5,597)	(4,227)
 FUND BALANCE - Beginning of year			108,132
 FUND BALANCE - End of year			\$ 103,905

	TEEN Center Budget	2015-16 Actuals	2016-17 Budget	Year to Date	Budget 2017-18 (proposed)
5000	Income				
5100	Grants				
5110	New Trier Township	38,001	35,000	35,001	35,000
5120	Village of Glencoe	9,000	9,000	10,000	10,000
5130	Glencoe Park District	10,000	10,000	10,000	10,000
5160	Other				
5200	Supporting Orgs.				
5210	St. Elizabeth's	0	200	0	100
5220	Carmel Presbyterian	100	100	100	100
5230	Glencoe Union	0	100	0	100
	Am Shalom				200
5240	North Shore Methodist	625	625	640	650
	North congregation Israel	180	180	0	200
	Family Service of Glencoe	200	200	100	100
5250	Women's Library Club			1,500	1,000
5260	Men's Library Club				
5300	Foundations & Trusts				
5310	Glencoe Educ Foundati				
5320	Rochman Foundation	0			
5330	Goldschmidt FF	0			
5340	Cole Foundation	0			
5350	Highland Pk Bank Found	1,000	1,000		1,000
5360	Takiff Family Foundatn	0	0		
5400	Corporate	0			
	Other	100	100	8,812	1,000
	Wintrust Bank	236	200		200
	Restaurant Nights (Chipotle)		0	123	200
5500	Outreach Campaigns				
	Board Dues	0	2,000	0	1,000
	Phoneathon		1,500	0	0
5510	Past Donor + Fall Mailing	6,401	7,000	6,225	7,500
5520	Targeted Appeal	4,000	5,000	3,135	4,000
5540	Other	0	0		
5600	Vending Income	1,892	2,000	1,103	0
5700	Fundraising Events				
5710	July Fourth	615	700	353	600

5720	Movies on the Green	60	100	81	100
5730	Fall Fundraiser/Harvestfest	837	2,000	1,449	3,000
5740	Board Fundraiser (Tudor)	1,852	2,500	3,589	4,000
5750	Participant Fundraiser	160	250	555	250
5770	Other	100	0		
5800	Other Income	155	150	113	100
	Total Income	75,519	79,905	82,879	80,400
6500	Expenses				
6600	Operations				
6610	Telecom/Utilities	1,612	1,700	586	4,000
6620	Utilities	1,593	1,700	3,557	
6630	Web Expenses	218	150	134	150
6640	Mailing Expenses	1,190	750	1,023	1,000
6700	Business Expenses	110	88	88	88
	Paypal	0	0	110	150
	Office Supplies	282	250	855	500
6710	Registration fees	25	25	25	25
6720	Accounting fees	833	834	600	600
6730	Marketing fees	784	1,000	764	700
6800	Insurance Expense				1,000
6810	Worker's Comp	1,059	1,200	1,287	(these 3 combined above)
6820	General Liability	1,973	2,000	1,726	
6830	D & O Insurance	515	415	585	
6900	Facilities & Equipment	634	450	393	350
7000	Payroll				
7010	Employee payroll	48,982	54,000	52,850	57,500
7020	Payroll Taxes	4,446	6,600	4,600	5,000
7030	Payroll Service	659	560	573	560
7040	Benefits	4,216	4,600	5,086	3,500
7050	Bookkeeper	2,998	3,000	4,084	3,500
7060	Bonuses	500	500	510	500
7070	Hiring Expenses	66	100	0	0
7100	Program Expenses	2,476	3,000	1,978	2,000
	Misc Expenses			94	0

	Total Expenses	75,178	82,922	81,508	81,123
	Profit/Loss	340	-3,017	1,372	-723
			[1]		

SNAP Budget		2015-16 Actuals	Budget 2016-17	year to date	Budget 17-18 (proposed)
5000	Income				
5100	Grants				
5110	New Trier Township	10,000	10,000	10,002	9,000
5120	Village of Glencoe	1,000	1,000	1,000	1,000
5130	Glencoe Park District	1,000	1,000	1,000	1,000
5160	Other				
5200	Supporting Organizations				
5300	Foundations & Trusts				
5400	Corporate Contributions				
5500	Outreach Programs				
5530	Annual Appeal	1,875	2,000	1,000	1,500
5740	Board Fundraiser (theatre)	0	0	1,240	1,500
5750	Participant Fundr. (talent show)	0	250	480	750
5800	Other Income	40	30	37	40
	TOTAL INCOME	13,914	14,280	14,759	14,790
6500	Expenses				
	Telecom/Utilities	777	800	895	800
	Business Fee			22	50
	Item Purchase for Center			266	0
	Office Supplies			199	120
	Facility Expenses	46	50	98	90
	Insurance	849	850	900	900
	Website	214	0	34	0
	Marketing/Promotions			167	150
	Accounting	150	150	150	150
7000	Payroll				
7100	Employee Payroll	8,270	10,000	9,967	10,000
7200	Payroll Taxes	791	1,200	798	800
7300	Payroll Service	156	140	143	140
7400	Bookkeeper	624	750	1,021	900
	Employee Benefits			771	500
7500	Bonuses	500	500	510	500
7600	Program Expenses	1,322	2,500	4,415	4,000

7700	YAP Works	24	0	0	0
	TOTAL EXPENSES	13,726	16,940	20,357	19,100
	Profit/Loss	188	-2,804	-5,598	-4,310

IX. Action Item C
Approval of Glencoe Jr. High Project
Stipend Request

Glencoe Park District
February 2018 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD, EXECUTIVE DIRECTOR
SUBJECT: YEARLY STIPEND FOR GJHP
DATE: 2/14/18
CC:

Action Item

- C. Staff recommends the Board approve the Glencoe Jr High Project Stipend of \$10,000 with the requirement of providing the Glencoe Park District with a certificate of insurance as required by PDRMA.”

Glencoe Park District Funding Request

Glencoe Junior High Project

January 25, 2018

Contact: Audra Donnelly, Executive Director

Address: 620 Greenwood Ave., Glencoe, IL 60022

Email: audra@gjhp.org

Phone: (847)835-7623

AMOUNT REQUESTED: \$10,000

Glencoe Junior High Project provides opportunities for Glencoe middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals. Operating for over 45 years, the Glencoe Junior High Project was developed by parents and business leaders in the community to address concerns over local vandalism. The purpose of the organization was to provide worthwhile recreational activities for students. It did this through the formation of an umbrella organization that coordinated four separate, yet jointly governed programs, one of which was GJHP's predecessor, the "Junior High Club." Today, GJHP is made up of 4 parts; 1) The Oasis 2) Social Activities & Events 3) Civic Engagement 4) The Performing Arts Program.

GJHP has adapted over the years to meet the changing needs of students. Several years ago, the organization adopted a direction-changing vision and strategic plan. This strategic plan fine-tuned GJHP's structure to better highlight and support the four programming areas. The plan's main strategic directives are as follows: (1) Expand the Civic Engagement Program to incorporate an education component for the participants as well as new ways in measuring and evaluating success/feedback from students and their parents. (2) Build increased capacity of fundraising by expanding the 'appeal' to include new marketing opportunities to help increase donor commitment. (3) Engage with new partners (other local non-profits and professionals) increasing the level of expertise offered to meet students' social and emotional developmental needs; subsequently creating a wider range of after school programming. (4) Implement annual reviews, completed by a Student Board, of programs, participant experience and assessment to keep pace with continually changing needs of the organization.

How funds were used this past year:

The funds from this past year were used towards employing two full-time Youth Directors. With the growth of the program, it is necessary to employ two full time Youth Directors to ensure the success and safety of the program. Having two full-time directors allowed us to continue to provide more programs, new social activities and events, and offer more civic engagement opportunities.

How funds will be used if approved:

We respectfully continue to request funding to keep the organization up to date on the needs and desires of the students and community as a whole. The programs provided by GJHP impact students at a particularly critical time in their lives. The GJHP has the ability to provide opportunities that, in the absence of the GJHP, would not exist in our community in any similar capacity.

GJHP will continue to implement new programs, add additional service organizations, increase the number of volunteer hours, and increase the number of collaborations with local partners in our community. We take pride in the number of collaborative programs we run with local organizations, as we know a community working together can accomplish far more than a single organization. One of our newest collaboration with Family Service of Glencoe, *A Legacy Project: Connecting Generations Through Story*, is designed to connect middle school students with community elders through the sharing of stories via interviews. This collaboration with Family Service of Glencoe echoes the oral traditions of the past with a little flare of modern technology. Our first Legacy Project was a success and we are excited to start our second Legacy Project in February. We have also had the opportunity to partner with the Glencoe Park District for Teen Skate Night. Last year, this event was highly attended and enjoyed by all. At the December 2017 Teen Skate Night, we had over 100 central school students! The success of the event prompted us to offer another Teen Skate Night in February 2018. Another new collaboration this year was the first ever Mud Run. GJHP helped market the Mud Run throughout Central School to get students excited. Additionally, GJHP supplied the majority of the volunteers for the event; our board members were stationed at each obstacle. Overall, the Mud Run was enjoyed by all and we are excited to build our partnership for the Mud Run next year.

As in previous years, if approved, the funding will be used to sustain the salaries of our two full-time Youth Directors. With the growth of the program, we feel it is necessary to employ two full time Youth Directors to ensure the success and safety of the program.

Glencoe Junior High Project Daily Log

Monday

9:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Weekly meeting with GJHP Co-Presidents
4:00pm-5:00pm Book Buddies

Tuesday

10:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities
3:30pm-7:00pm Civic Engagement

Wednesday

9:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations
4:00pm-5:00pm Book Buddies

Thursday

10:00am-10:30am Administrative responsibilities
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities
3:30pm-7:00pm Civic Engagement

Friday

10:00am-10:30am Administrative responsibilities/monthly full board meetings
10:30am-2:00pm Oasis – student drop in center
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations
3:30pm-8:00pm Civic Engagement or Social Activities

**Please note civic engagement outings change from week to week so start and end times vary depending on the location and organization.

Administrative responsibilities include:

- Answering all GJHP related emails/phone calls
- Creating monthly newsletters
- Creating and sending daily e-blasts about programming and events
- Updating GJHP social media accounts
- Creating marketing materials for all GJHP programming and events
- Meetings with outside organizations
- Daily organization and facilitation of GJHP
- Writing grants and other funding request forms
- Planning and preparing weekly activities and programs
- Arranging and scheduling Civic Engagement outings
- Meetings with school administration, including school social workers

Glencoe Junior High Project Programs

- Back to School BBQ
- Mud Run with Glencoe Park District
- Halloween Hoopla
- Open Oasis after school
- Ping Pong Tournaments
- Cookie Decorating Day
- Girls nights – self-defense and yoga classes
- Teen Skate Night at Watts
- The GJHP Annual Play
- 8th Grade Project
- Variety Show
- 6th Grade Dance
- 8th Grade Conversations/Transition to New Trier
- Beach Bash

Glencoe Junior High Project Civic Engagement Organizations

- A Just Harvest Soup Kitchen
- Bernie's Book Bank
- Book Buddies at the Glencoe Public Library
- CJE Senior Life
- Cradles to Crayons
- Glencoe Community Garden
- New Trier Township Food Pantry
- Project Linus
- Uptown Café
- A Legacy Project: Connecting Generations Through Story
- SNAP: Special Needs Adult Pals

**Glencoe Junior High Project
2017-2018 Budget**

Income

Donations

General Donations	16,000	
Park District Stipend	10,000	
Total General Donations		26,000

Grants

Village of Glencoe Grant	10,000	
New Trier Township Grant	20,000	
Total Grant Income		30,000

Play Income

Play Participation Fees	25,900	
Playbook	28,500	
Ticket Sales	21,000	
Concession Sales	5,000	
Gifts & Souvenir Sales	4,775	
Total Play Income		85,175

Theatre Workshops

Total Theatre Workshop Income		10,000
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Civic Engagement Income

Total Civic Engagement Income		3,960
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Social Activities Income

Total Social Activities Income		11,200
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Other Income

Total Other Income		300
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Total Income		166,635
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Gross Profit		166,635
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**Glencoe Junior High Project
2017-2018 Budget**

Expenses

Administrative Expenses

Total Administrative Expenses 24,550

Employee Expenses

Total Employee Expenses 66,500

Play Expenses

Professional Staff Fees 28,200

Production Fees 20,600

Concession Expense 2,500

Merchandise Sales Expense 2,625

Total Play Expenses 53,925

Theatre Workshop Expense

Total Theatre Workshop Expense 10,000

Civic Engagement Expense

Civic Engagement Expense 2,130

Social Service Expense

Total Social Service Expense 8,800

Teacher's Luncheon

Total Teacher's Luncheon Expense 1,250

Miscellaneous Expense

Total Miscellaneous Expense 750

Total Expenses 167,905

Net Operating Income (1,270)

Net Income (1,270)

IX. Action Item D

Approval of ADA Transition Plan

Glencoe Park District
February 2018 Board Meeting



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

Dear Chris:

Please accept this letter as the introduction to our final report to the Glencoe Park District, in regards to our access audit of District buildings and sites. We have included the reports from the 2011 audits and combined the overall data in this report.

Authority

Title II of the Americans with Disabilities Act (42 USC 12131) prohibits the more than 89,000 units of state and local government, such as the Glencoe Park District, from discrimination on the basis of disability in the delivery of programs and services. The definition of programs and services is broad and includes public parks and recreation operations, such as the many opportunities made available for the enjoyment of your residents and registrants by the District.

The Department of Justice (DOJ) issued an amended implementing regulation for title II, effective on March 15, 2011. This supplements the regulation issued January 26, 1992. The DOJ regulation is integral to this audit and can be found at 28 CFR Part 35. The amended regulation did **not** change our approach and were anticipated for quite a few years.

Title II requirements that come into play for the District include:

- section 35.105 self evaluation
- the section 35.133 maintenance requirement
- the section 35.150 program access test regarding existing sites
- the section 35.151 requirements for new facilities and alterations to old facilities, and
- the section 35.163 requirements regarding building signage.

Additionally, we have incorporated Illinois Accessibility Code requirements where they are more stringent than the ADA requirements.

Final and Enforceable Regulations...and Final Guidelines

Regarding recreation facility design, two sets of federal guidelines were applied to the Glencoe Park District access audits. One is the Americans with Disabilities Act Accessibility Guidelines, also known as ADAAG. Published by the US Department of Justice (DOJ) on July 26, 1991 as Appendix A to 28 CFR Part 36, this final and enforceable regulation is now known as the 1991 Standards. It adequately addresses entries, showers, curb cuts, doors, service counters, ramps, decks, and other typical building elements.

On September 14, 2010 the DOJ published the 2010 Standards for Accessible Design. As these Standards were already available as a final guideline, we used this as our guide in our selected site access audit. It addresses many recreation spaces. The US Access Board developed the 2010 Standards, which include requirements for playgrounds, fishing areas, boating areas, swimming pools, fitness centers, golf courses, and sports courts and fields.

We cite to the 2010 Standards in our work.

It is important to know that there is ***not yet a final standard*** for some Glencoe Park District assets. Still pending are standards for trails, picnic areas, and outdoor constructed elements such as grills and picnic area. Where we encountered those assets, we used the most recent work of the US Access Board to guide our evaluation. The Access Board, a federal agency, develops ***all*** access guidelines.

As mentioned above, the Illinois Accessibility Code (IAC) imposes some requirements that are more stringent than the 2010 Standards, for example, in the area of accessible parking and service counter height. The recommendations in this report incorporate IAC requirements.

Approach and Analysis

Section 35.150 of the DOJ regulation implementing the ADA makes it clear that not necessarily every facility or site of the same type must be made accessible. We interpret this requirement to mean that with similar sites, such as playgrounds, the District has flexibility in determining which sites it will make accessible.

For unique sites, such as Watts Ice, or the Beach, or Takiff Community Center, the District has virtually no choice with regard to which site it will make accessible, as there is only one such site. In planning the phases in which work will occur, the District may incorporate this work within those other plans, so long as it is clear that access work is of the highest priority.

In an access audit, it is critical to measure each feature of each element of each site, as we have done here at selected sites. Where we found a variance from access requirements or a smart practice variance, we have digital images so that the District will better understand the variance. Another issue is whether a building has been altered since 1992 (or 1985 under Illinois law). If so, there is little flexibility in how access requirements are applied to that site.

Glencoe Park District Site Access Audit
Final Report
page 3

Settlement agreements by federal agencies (Justice, Interior, and Education) adhere to the 2010 Standards. While these are effective for new construction on March 15, 2012, ***the 2010 Standards are to be used in evaluating recreation sites now in existence.***

Report Format

Our audit included an examination of 30 facilities or parks. Each facility or park has its own section in our final report. Our Conclusion section is found at the end of the site reports.

Here is an order of the reports:

1. This cover letter
2. 30 site reports
3. Conclusion report with summarized recommendations

The District is receiving one hard copy in 2 binders. The first binder includes the final site reports, which summarize the access deficits at the sites, the transition plan, program access documents and the sample service animal policy. The second binder has all of checklists used at the sites.

Finally, you'll receive a user name and password to our FTP site, where all reports, checklists, and images are available for District employees and contractors. Once downloaded, on your screen, the text in the reports section includes a hyperlink to the checklist and also to the photo being referenced. The checklists also have a hyperlink to the same access deficit images

Title II Program Access

As mentioned above, the title II program access test in 35.150(b) gives the District flexibility in making existing facilities and sites ***that have similar features*** accessible. In the transition plan, we spread these corrections out over several phases.

The program access test requires the District to make the “program of play areas” accessible to all Village residents. Our goal was then to have at least 1 of every 3 two to five play areas accessible, or able to be made accessible. Here is a summary of the results.

There are 13 play areas for 5 to 12 year olds. Three are currently accessible with minor correction. The District can make two more accessible with minor corrections leaving the remaining sites “as is” and inaccessible, until renovated due to age or for other purposes.

This exceeds the ratio we recommend of 1 of every 3 recurring sites. We have applied this concept to ballfields, athletic fields, basketball courts, tennis courts, shelters, and other duplicated environments. In that way, a workplan will evolve that truly makes District “programs” at playgrounds, ballfields, athletic fields, basketball, and other activities accessible to residents.

How to Use this Information

First, read this final report cover letter to Chris Leiner. It describes the concepts and requirements invoked throughout the report.

Second, read the Conclusion section. This is a big picture review of the issues and solutions we recommend.

Third, read the 30 site reports. Use your computer and you will have instant access to the report for that site, the images of access deficits, and the checklists. Resist the urge to visit these first...do so at the risk of being buried in detail.

Fourth, use your knowledge of the sites and of your staffs' expertise. You know Glencoe Park District sites better than we do, and you certainly know the staff better than we do. Blend in what you know with what we recommend in the report. There is always another way to solve an access problem...perhaps you will be the one to see that solution.

Conclusion

The final reports identify, we believe, every access deficit at the sites, as required by section 35.105 of title II.

The District has for more than 40 years shown its commitment to recreation for people with disabilities. Addressing our recommendations will assure that the benefits of recreation remain available to Park District residents, including those with disabilities.

If there are any questions, please call me at 224/293-6451 or on my cell at 847/363-9384.

Sincerely,

John N. McGovern, J.D.
President

JNM/GLENCOE COVER LETTER 201601



FINAL REPORT TO THE Glencoe Park District

Conclusions and Recommendations

2017

All Site Conclusions and Recommendations

Background

As a follow up to our 2011 audits at five sites, we conducted access audits of the remaining 25 sites. The purpose of this Conclusion report is to identify a course of action for the District, and to note some of the common deficits we saw.

A Guide to this Section

There are 1,302 access deficits identified in the 30 site reports. That is the ADA requirement, the identification of every access deficit at every site and facility. In addition, for every deficit, a solution must be identified.

However, this section is all about the big picture. As discussed in the cover letter with this report, the District does ***not necessarily have to make every site accessible***. It ***does*** have to make every program it conducts within its sites accessible.

We have attempted to identify some broad solutions, such as the refreshing of all accessible parking, as a way to address issues identified in the earlier 30 site reports, and as a way for the District to better manage compliance. This approach also gives the District flexibility within its compliance efforts to move resources so that they are applied with optimal impact.

However, the scope of our work does not include the design of a solution. Rather, it is performance based. For example, if a facility restroom needs to be made accessible we will make that recommendation. We will not design a solution that includes walls to be removed or plumbing solutions. Those are tasks for District staff or contractors.

This is also about accountability. The adjustments to door closers, eliminating changes in level, and other recommended actions are ineffective if not maintained over time by District employees.

Common Issues

In our evaluation, some common issues arose. These included the way maintenance affects accessibility to playground surfaces used. The common issues are also “big picture” items for the District and incorporate many of the specific site recommendations.

Maintenance

The District uses a conscientious staff to maintain its facilities and sites. However, over time, every facility and site yields to wear and tear. The recommendations below describe ways in which attention to maintenance can specifically address some access deficits.

1. ***Provide training*** to maintenance staffs regarding the features of an accessible route and how to ensure that it remains unobstructed and that park amenities (such as garbage cans or signs) are placed adjacent to the accessible route.

2. **Provide training** to recreation staffs regarding the features of an accessible route and how to ensure that it remains unobstructed.
3. **Purchase some new tools.** The District should have enough battery-powered digital levels, and tools to measure pounds of force for doors, to equip some staff for occasional spot-checks. A great website for gauges is:

<http://www.technologylk.com/crl-door-pressure-gauge-lk-HMC035.htm?src=froogle>.

Changes in Level and Gaps

The routes and sidewalks that make up the District's network of accessible routes are in fair condition. Wear and tear, settling, weather, and other factors combine to cause changes in level and gaps along portions of those accessible routes, making that portion noncompliant and a barrier to many customers with physical and sensory disabilities.

Removing changes in level and gaps has a significant universal design benefit too, as more people with all types of conditions can more easily use District routes...staff pushing carts of supplies, parents with kids in strollers, and people using an assistive device such as a wheelchair, Segway, or walker.

4. **Eliminate changes in level** in 2018 or 2019. Using the rationale that the most severe changes in level are the greatest barriers to access, make changes in level of greater than .75" the highest priority.

Make changes in level of between .5" and .75" the second priority. Make beveling of changes in level of .25" to .5" the third priority.

5. **Add** change in level of more than .25", and gap checks of greater than .5", **to park maintenance safety checklists** in 2017. This will help identify and correct these problems before they expand. Make or buy pre-measured shims and distribute to employees for their use and ease of measurement.
6. **Add inspections for gaps** of greater than .5" **to park maintenance safety checklists**. Identify and fill these gaps before they expand. **In the alternative, consider a resurfacing of segments of asphalt route**, which have deteriorated.
7. **Adopt** a policy about the use of other Other Power Driven Mobility Devices in District facilities and at District sites, and promote that policy to the general public. Every day, more people with limited physical mobility start to use a Segway or similar machines.

Pursuant to the new ADA title II regulation published September 14, 2010, this policy was to have been in place by March 15, 2011.

These assistive devices provide great benefits to people with disabilities and the sooner the District has a policy in regard to their use the better. The policy could, at a minimum, address times of allowed use (dawn to dusk), speed limits, off-limits areas, status of the user as a person with a disability, and minimum age.

It is important to note that a power driven mobility device is not a wheelchair. That device has a separate definition and is already allowed in facilities and parks. The components of a policy are noted below. ***The District is welcome to use some, all, or none of this, but a policy must be in place. We recommend at least the following statements:***

Other Power-Drive Mobility Device

Definition: *Other power-driven mobility device* (OPDMD) means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this policy.

Definition: *An electronic personal assistive mobility device* (EPAMD) is a device used by a person with mobility impairment for ambulation. This definition does **not** include gasoline powered devices, golf cars, or riding lawn mowers.

Permission: The Glencoe Park District authorizes persons with mobility impairments to use OPDMDs and EPAMDs in District facilities and sites subject to the following restrictions:

1. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such within 72 hours;
2. The device, if used in a facility or in a park, is allowed in any area of the facility or park in which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;
3. The device, if used in a facility, must be controlled by the operator. It:
 - A. may not exceed 4 mph;
 - B. shall be driven on the right side of the circulation route;
 - C. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable; and
 - D. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.
4. The device, if used in a park or outside, must be controlled by the operator. It:
 - A. may not be operated between dusk and dawn unless equipped with headlights that are visible at 300'

- B. may not exceed 6 mph;
 - C. shall not be driven into wet or ecologically sensitive areas which are posted as such;
 - D. shall be driven on the right side of the circulation route;
 - E. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable;
 - F. must not be operated in a dangerous or reckless manner that jeopardizes operator safety, District employees, or District participants.
- 5. The District accepts no responsibility for storage of the device.
 - 6. The District accepts no liability for damage to the device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, or any other circumstance.
 - 7. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
 - 8. The District reserves the right to suspend the use of facilities or sites by the operator if doing so is in the best interests of the District and its participants.
 - 9. The District reserves the right to change, modify, or amend this policy at any time, as it would any other policy.

Obstructed Accessible Routes

Employees **may** see an accessible route as an empty 36" wide space in which a potted plant or garbage can is a perfect fit. However, that blocks or obstructs the accessible route

- 8. ***Provide training to park maintenance, recreation, and administration staffs*** regarding maintenance of accessible routes in parks and in recreation facilities.

Employee Work Areas

The District employs many well-qualified and skilled people on a full time basis, making parks and recreation services available to Glencoe Park District residents. It also employs many more on a part-time or seasonal basis.

The District likely already has employees with disabilities and in the future, will have **more** employees with disabilities, in all categories...full time, seasonal, and regular part time.

It is important to address access to work areas, and both the title II regulation and the work of the Access Board do so. In section 203.9 of the 2010 Standards for Accessible Design, the treatment of employee areas is made clear.

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Generally, a person with a disability should be able to **approach**, **enter**, and **exit** the work area. This is addressed by requirements for accessible routes and accessible means of egress. Other factors are door width, and threshold changes in level.

Excluded from this exception are several types of common spaces in employee areas. Spaces such as the ones below must meet the access guidelines as they are excluded from the definition of employee-only areas:

- corridors
- toilet rooms
- kitchenettes for employee dining use, and
- break rooms

In short, the key issues are the accessible route, changes in level, doors and entries, and maneuvering space once within the work area. This approach is effective so long as when the District hires an employee with disabilities, or a current employee acquires a disability, it will remove architectural barriers in work areas or make other accommodations.

The two recommendations below are important for all employees at all District sites.

9. **Address accessibility in the District personnel policies**, and note that, upon request by an employee, the District will make reasonable accommodations, which **may** include the removal of architectural barriers in workspaces.
10. **Require new construction, and alterations or additions** that include employee work areas to be designed and constructed so they are compliant with the 2010 Standards for Accessible Design and the Illinois Accessibility Code.

Accessible Parking

At the sites we saw, the District maintains approximately 260 standard parking spaces at facilities, and 16 more that are designated as accessible stalls. Illinois requirements here are more stringent than federal requirements. In correcting or refreshing its accessible stalls, the District should address all of them at once to eliminate inconsistencies and come into compliance.

11. **Create a parking stall template**. A suggested template is below.

Parking Stall Dimensions

Stalls are a minimum of 8' wide. An adjacent access aisle must also be a minimum of 8' wide. An acceptable **alternative** design is an 11' stall with an adjacent 5' access aisle. The access aisle must be diagonally striped with high quality yellow paint.

Signs must be mounted on posts not farther than 5' from the head of the stall. The collection of signs must include the US Department of Transportation R7-8 standard sign (the blue icon in a wheelchair). Below that must be the fine sign. The statewide

fine is \$250. Unless the Village of Glencoe has adopted a higher fine by ordinance, the sign must note the \$250 fine.

Federal settlement agreements in Illinois require a third sign, on at least one stall, that says VAN ACCESSIBLE. The Illinois Accessibility Code does not include this requirement but we believe it is required. This belief was reinforced by a US Department of Justice settlement with St. Clair County in Illinois. The settlement required the addition of “van accessible” signs.

Finally, the bottom edge of the lowest sign is a minimum of 48” above the finished grade. We recommend 60” so it cannot be obstructed by a parked auto.

We suggest that the signpost be located at the head of the accessible stall and that the curb cut and detectable warning run the distance of the access aisle.

The most common error we see in accessible parking stalls and access aisles is the slope. The Illinois Accessibility Code limits the slope to ***not more than 2% in any direction. This challenging requirement can take considerable effort to meet.***

Connection to the Accessible Route

The access aisles should connect to an accessible route. The maximum running slope for the accessible route is 5%, and to account for heaving and settling, we recommend 4%. The maximum cross slope is 2%. Do be certain to use compliant detectable warnings, now available in a template with a colored background and raised, truncated domes.

Passenger Loading Zone

The loading zone must have an access aisle adjacent and parallel to vehicle pull-up space. The loading zone access aisle must be a minimum of 60” wide and 20’ long.

Confirm this template with the Village of Glencoe, and the Illinois Attorney General’s Office, to ensure that stalls will be compliant.

12. In 2013, 2014, or 2015 ***implement a plan to correct or refresh every accessible stall*** at every District facility. Incorporate this task into other plans that require parking lot restriping or resurfacing.

Running Slope and Cross Slope

We saw running slopes steeper than permitted. At some sites this was a minimal issue, but at other sites it was a significant variance. This condition naturally occurs when concrete settles, or when connections between new and old routes are off by fractions of an inch. Cross slope is equally important, as it serves drainage as well as access purposes.

13. ***Adopt a policy*** that in new construction and alterations the running slope shall not exceed 4.5%, and ramp slope shall not exceed 1:13, or 7.7%, as opposed to 1:12, or

8.33%. This allows room for error in the field. It also makes ramps easier to use for everyone, not just people with disabilities. This universal design approach is also a risk management tool.

14. **Adopt a policy** that in new construction or alterations the cross slope shall be an integral part of the project and shall not exceed 2% or 1:50.

Detectable Warnings

The US Access Board suspended the detectable warning requirement in the late 90's, for a period of several years. It was restored in 2002 though, and is now included in the 2010 Standards. It is typical to see noncompliant detectable warnings in every community. And, the detectable warning requirement was removed from the 2010 Standards, **but is still required by IAC.**

The detectable warnings at curbs **that are not compliant** are often a cross-cut of concrete, or a grid laid on wet concrete to create a diamond-shaped indentation. Over time these should be replaced.

15. As with parking, **develop a template for detectable warnings.** Confirm the template with the Village of Glencoe and the Illinois Attorney General's Office.
16. In the same year that parking is refreshed, **implement a plan to correct or refresh every detectable warning** at every curb or crossing at District facilities. If necessary, phase this out over a two or three-year period.

Door Opening Force Requirements

In District buildings, there are approximately 240 doors. Many have closer mechanisms. Some of these need adjustment to bring the pounds of force (lbf) necessary into compliance (5 lbf for interior doors and 8.5 lbf for exterior doors). However, some of the closers are just old. The wear and tear of 20 or more years erodes the closer effectiveness.

17. **Evaluate and determine the age of door closers.**
18. **Add door closer maintenance checks** to safety checklists for employees and for closers with 10 years of service or less, aggressively maintain them for effectiveness.
19. **Purchase and install new door closers** for all exterior doors (with closers 20 years old or more) and 50% of interior doors in 2018 or as soon as is possible.
20. **Purchase and install** new door closers for all remaining interior doors (with closers 20 years old or more) in 2018 or as soon as is possible.

Signage

District signs serve several valuable purposes. First, signs assist wayfinding in buildings, such as at Takiff Community Center. Second, signs identify important permanent elements of

facilities, such as restrooms. Third, signs facilitate access by people with vision and physical limitations. Aside from consistent use of the District logo, we did not note a signage template.

The Access Board requires different treatment for 2 types of signs. Signs for permanent spaces, such as a bathroom, must be in both Grade 2 Braille and raised lettering. For directional or informational signage though, only raised lettering is required. Be certain to incorporate these approaches into signs in buildings and sites operated by the District.

21. **Develop a sign template** in 2017 that describes where and in what facilities signs will be used. The template could include size of sign, mounting height, mounting location, size of characters, space between characters, contrast between characters and background, icons or symbols used in the signs, District information in the signs (name of facility? phone number? main office number?), and more.
22. **Implement signage template and correct or refresh** District facility and site signage in 2017 or 2018.

Bathrooms

Bathrooms are an essential part of a visit to a Glencoe Park District facility. Exercise, food and beverage, social activities, and more all rely on one of the oldest designs known to us. Making those facilities accessible is tremendously important. Additionally, **portable toilets** placed temporarily at sports fields and event venues **must** be accessible and **must be served by an accessible route**.

23. **Develop a bathroom template in 2017.** Confirm it with the Village of Glencoe and the Illinois Attorney General. Be sure to include temporary facilities such as portable toilets in the template. The template should address the toilet itself, grab bars, items in the stall such as toilet paper and hooks, the stall itself, operating mechanisms, mirrors, sinks, hand towels, hand dryers, and more.
24. **Include bathroom renovations** at facilities in the District's Capital Acquisition and Replacement Plan.
25. **Consider the use of automatic flush controls.** These have environmental benefits and are also a great way to eliminate some accessibility problems.
26. **In the interim, implement non-structural modifications recommended in each section of this report,** such as lowering mirrors, remounting grab bars, changing the height of toilets and urinals, installing compliant stall hardware, and so forth. These less costly changes on a site-by-site basis will serve your customers well until resources are available to renovate restrooms on a comprehensive scale.
27. **Make one portable toilet,** if one is provided at a site, accessible. This includes a portable toilet placed at a picnic shelter or adjacent to sports fields. These must be accessible and must be served by **an accessible route**.

If the District has sites with portable toilets this is critical to address. Seasonal deployment of portable toilets is considered new construction. Use the single-user toilet specifications in our site checklists, and require accessible toilets from District vendors.

Alarms

In existing facilities where an aural or audible fire alarm system is provided, a visual alarm is not required unless the building was constructed after January 26, 1992. A compliant system is also required if the system has been replaced or upgraded since that same date. If an alarm in an existing facility is audible only, it need not be modified to include a visual alarm unless it is replaced or upgraded in the future.

28. ***Determine in 2017*** if systems have been upgraded or replaced since 1992.
29. ***Develop a plan in 2017*** for the installation of aural and visual alarms in renovations.
30. ***Retrofit construction that has occurred since 1992*** to include aural and visual alarms by the end of 2019.

Brochures

The park grid in the District brochures is an important tool for Park District residents and can now be used to communicate about accessibility. Revise it to incorporate the access work District staff completes and indicate in your grid where, for example, the accessible picnic areas are, or where the accessible playgrounds are.

31. ***Update parks and facilities grid*** to reflect decisions made by the District regarding our recommendations, and your own audits, and note which sites are accessible or will be made accessible.

Website

The title II regulation requires that all types of public communication used by the District be available to people with disabilities. Many people with vision impairments use websites every day with the aid of technical equipment.

The District is required to evaluate its website and make necessary changes so that the website can be read by that type of equipment. A link at the US Department of Justice website offers guidance on this. The District IT staff should become familiar with this issue.

Go to <http://www.ada.gov/websites2.htm>. The District can check website compliance at a free service. Link to Cynthia Says at http://www.icdri.org/test_your_site_now.htm and test your website.

32. ***Evaluate the District website*** and make changes so that the information on the site is accessible to people with disabilities.

2 to 5 Playgrounds

The **minimum required** of the District by title II of the ADA is that the “program” of playgrounds be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing playgrounds should be made accessible. A good practice is to treat this as a planning exercise and aim for 1 of 3 playgrounds being made accessible.

Our evaluation included three 2 to 5 playgrounds. Of these, one is accessible. We recommend access to two more. Any new playgrounds to be replaced at any time in the future must comply with the 2010 Standards and will therefore be accessible.

The Program Access Chart, along with Glencoe Park District Playground Map at the end of this section, illustrates the areas where work is recommended so that every resident of the District is close to an accessible 2 to 5 playground. [[Glencoe Park District 2 to 5 Playground Map](#)]

33. **Make the corrections** so the 2 to 5 playground at the site below **remains** accessible:

- **Glencoe Beach**

34. **Make the corrections** so the 2 to 5 playground at the sites below **becomes** accessible:

- **Lakefront Park**
- **Shelton Park**

35. **Advertise accessible 2 to 5 playgrounds** in the District website and publications.

5 to 12 Playgrounds

The **minimum required** of the District by title II of the ADA is that the “program” of playgrounds be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing playgrounds should be made accessible. Again, a good practice is to treat this as a planning exercise and aim for 1 of 3 playgrounds being made accessible.

Our evaluation included 12 five to twelve playgrounds. Of these, four are accessible. We recommend access to one more. Any new playgrounds to be replaced at any time in the future must comply with the 2010 Standards and will therefore be accessible.

The Program Access Chart, along with Glencoe Park District Playground Map at the end of this section, illustrates the areas where work is recommended so that every District resident is close to an accessible 2 to 5 playground. [[Glencoe Park District 5 to 12 Playground Map](#)]

36. **Make corrections** cited in the reports so the 5 to 12 playgrounds below **remain** accessible:
- **Friends Park (2)**
 - **Glencoe Beach**
 - **Shelton Park**
37. **Make the corrections** so the 5 to 12 playground at the site below **becomes** accessible:
- **Grove & Dundee Park**
38. **Leave as is** the playgrounds at the parks named below, and if future alterations or renovations occur at those sites, make them accessible.
- **Astor Place**
 - **Green Bay & South Park**
 - **Lincoln & Old Green Bay Park**
 - **Old Elm & Park Place**
 - **Park 19S**
 - **Vernon & Jefferson Park**
 - **Woodlawn Park**
 - **Watts Park**
39. **Advertise accessible 5 to 12 playgrounds** in the District website and publications.

Trails

The **minimum required** of the District by title II of the ADA is that the “program” of trails be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35). For similar multiple sites, no guidance is given as to how many existing volleyball courts should be accessible. We recommend that a minimum of one area of every three be accessible. We saw three trails and none are accessible. **We recommend access to one trail.**

The Program Access Chart at the end of this section, along with the Glencoe Park District Trail Map, illustrates the areas where work is recommended so that every resident is close to an accessible trail. [[Glencoe Park District Trail Map](#)]

40. **Make corrections** cited in the reports so the trail below **becomes** accessible:
- **Clara Deitz Bird Sanctuary**
41. **Leave as is** the trails at the following sites:
- **Park 14N (2)**
42. **Advertise the accessible trails** in District website and publications.

Tennis

The **minimum required** of the District by title II of the ADA is that the “program” of tennis be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing tennis courts should be accessible. We recommend that at least one of every three be accessible. There are 14 courts and 8 are accessible. **We recommend access to the four at Melvin Berlin.**

The Program Access Chart at the end of this section, along with the Glencoe Park District Tennis Map, illustrates the areas where work is recommended so that every resident of the District is close to an accessible tennis court. [[Glencoe Park District Tennis Map](#)]

43. **Make corrections** cited in reports so the tennis courts below **remain** accessible:

- **Lakefront Park (3)**
- **Shelton Park (2)**
- **West Park (3)**

44. **Make corrections** cited in reports so the tennis courts below **become** accessible:

- **Melvin Berlin Park (4)**

45. **Leave as is** the courts at the following sites:

- **Watts Park (2)**

46. **Advertise the accessible tennis courts** in District website and publications.

Baseball Fields

The **minimum required** of the District by title II of the ADA is that the “program” of baseball be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing baseball fields should be accessible. We recommend that at least one of every three be accessible. There are 5 fields and one is accessible. **We recommend access to one more field.**

The Program Access Chart at the end of this section, along with the Glencoe Park District Ball Fields Map, illustrates accessible ball fields so that every resident of the District is close to an accessible ball field. [[Glencoe Park District Ball fields Map](#)]

47. **Maintain** baseball field below so it **remains** accessible:

- **Melvin Berlin Park**

48. **Make corrections** cited in reports so the ball field below **become** accessible:

- **Reinsdorf Field**

49. **Leave as is** the other baseball fields, and if future alterations or renovations occur at those sites, make them accessible.

- **West Park (2)**
- **Watts Park**

50. **Advertise accessible baseball** in the District website and publications.

Athletic Fields

The **minimum required** of the District by title II of the ADA is that the “program” of athletic fields be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing athletic fields should be accessible. We recommend that at least one of every three be accessible. There are six fields and none are accessible. **We recommend access to one.**

The Program Access Chart at the end of this section, along with the Glencoe Park District Athletic Fields Map, illustrates accessible athletic fields so that every resident of the District is close to an accessible athletic field. [[Glencoe Park District Athletic Fields Map](#)].

51. **Make corrections** cited in reports so the field below **becomes** accessible:

- **Melvin Berlin Park**

52. **Leave as is** the other athletic fields, and if future alterations or renovations occur at those sites, make them accessible.

- **Lincoln & Old Green Bay**
- **West Park**
- **Reinsdorf Field**
- **Watts Park (2)**

53. **Advertise the accessible athletic fields** in the District website and publications.

Swimming Beaches

The **minimum required** of the District by title II of the ADA is that the “program” of beaches be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

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For similar multiple sites, no guidance is given as to how many existing beaches should be accessible. We recommend that at least one of every three be accessible. There is one beach, therefore the District has no choice, it must be made accessible.

54. ***Make the corrections*** so Glencoe Beach becomes accessible.
55. ***Advertise beach access*** in the District website and publications.

Ice Rinks

The ***minimum required*** of the District by title II of the ADA is that the “program” of ice rinks be accessible to residents. This is measured by the “program access test” found in section 35.150 of the title II regulation (see 28 CFR Part 35).

For similar multiple sites, no guidance is given as to how many existing ice rinks should be accessible. The District has Watts Ice Center. There is one ice facility, therefore the District has no choice, it must be made accessible.

56. ***Make the corrections*** so one rink at Watts Ice Center ***becomes*** accessible.
57. ***Advertise the accessibility of Watts Ice Center*** in the District website and publications.

Picnic Shelters

The ***minimum required*** of the District by title II of the ADA is that the “program” of picnic shelters be accessible to residents. This is measured by the “program access test” described in section 35.150 of the title II regulation (see 28 CFR Part 35)

For similar multiple sites, no guidance is given as to how many existing picnic sites should be accessible. There 5 picnic areas and 4 are accessible.

We recommend access to one more. Many of these sites need tables or other minor corrections.

The issue of picnic area access is not yet settled as a final and enforceable standard. There is significant guidance from the US Access Board, and we have applied it here to District picnic areas.

However, the US Access Board does not have the authority to establish a Standard, which is the step above the ***final guideline*** that exists today. That said, we recommend District continue as a smart practice to adhere to the Access Board guidance on this matter.

The Program Access Chart at the end of this section, with the Glencoe Park District Picnic Areas Map, illustrates accessible picnic areas so that every resident of the District is close to an accessible picnic area. [[Glencoe Park District Picnic Areas Map](#)]

58. **Make corrections** needed to **maintain or create access**, including adding tables, to picnic areas at:
- **Glencoe Beach (3)**
 - **Shelton Park**
 - **Melvin Berlin Park**
59. **Leave as is** the other picnic areas, and if future alterations or renovations occur at those sites, make them accessible.
60. **Advertise the accessible picnic areas** in the District website and publications.

Public Feedback

An integral part of the self-evaluation of sites and facilities, and the development of a transition plan, is the involvement of the public. A public forum should be scheduled after the District has completed the access audit at other sites, and developed a plan of action.

We would be glad to work with the District and NSSRA on this project at no charge, and we would be glad to return to assist in this process.

Transition Plan

The District must have a transition plan per 35.150(d) of the DOJ title II regulation. The plan should identify the barrier, the corrective work, the date by which the work will occur (in our reports, the Phase), and the person responsible for barrier removal.

Barriers should be removed as soon as is possible. Phasing the work to be done allows for access to occur and makes the best use of the resources of the Glencoe Park District.

In the view of DOJ, the recreation design requirements were available to the District since 2004, if not earlier. Enforcement staff has said at meetings and in conversations that work should have already been underway to identify and remedy access deficits.

We recommend work in three phases. We also note the work we recommend need not occur in a category titled District Option. Should the District plans change, or should other resources become available, the corrective work needed at these sites is known. We acknowledge that each phase likely requires three or more fiscal years for completion.

We have made cost **references** for the corrective work recommended. We note that these are not estimates and should be used only for planning purposes. The final design, the year in which the work will occur, the relationship with the contractor, and many other factors must be considered before a cost estimate is made.

The total of corrective work we recommend is \$1,130,363.00, and we believe it can be implemented over a seven-year period.

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In Phase One, we recommend work in the amount of \$591,879.50. Generally, the work in this Phase falls into two categories: easy to do with existing staff and resources (low-hanging fruit), and old requirements (such as parking) at sites otherwise accessible. The District should decide how many years are required to complete a phase. ***Here we would suggest that Phase One is a three-year process.***

In Phase Two, we recommend work in the amount of \$241,042.50. Generally, the work in this Phase includes changes to recreation amenities, such as playground surfaces, ball fields and athletic fields. The District should decide how many years are required to complete a phase. ***Here we would suggest that Phase Two is a two-year process.***

In Phase Three, we recommend work in the amount of \$297,441.00. Generally, the work in this Phase falls into two categories: elements not yet addressed by a final Standard, such as trails, and elements where correction is complex or costly. The District should decide how many years are required to complete a phase. ***Here we would suggest that Phase Three is a two-year process.***

We identified work in the amount of \$238,038.75 in District Option. This is work at a site or element with access deficits where we believe the District already meets the program access test and need not make these sites accessible, until later altered for another purpose.

Funding Access Retrofits

We have developed this section to discuss some of the funding sources other park districts, counties, cities, and governmental entities have used for accessibility compliance. This is not intended as a comprehensive list, but is a good primer on this topic.

No Dedicated Federal Source

There is no dedicated source of federal funds for accessibility renovations to existing sites. This will not likely change in the future.

As an example of the unpredictability of federal funding, we look to the Land and Water Conservation Fund (LAWCON). The LAWCON stateside portion, even with a dedicated funding source, is typically underfunded by as much as 80%.

Earmarks

Some of our county and city clients have pursued Congressional earmarks for access work. Earmarks are increasingly unpopular, and difficult to obtain. However, the Congressional practice of adding grant earmarks to bills proceeding through the US Congress still exists.

We would suggest that this is a viable option for a community of influence such as Glencoe.

Community Development Block Grant Funds

Several of our clients have acquired federal Community Development Block Grant (CDBG) funds for accessibility renovations at existing sites. CDBG funds often have a scale of priority.

It would be important to establish accessibility as a priority for CDBG applications, which tend to be very competitive.

State Grants Programs

Several states, and several of our clients, have successfully pursued state legislation to set aside dedicated state funds that can be used for specific purposes, including access retrofits. To name a few, Illinois, New Jersey, Colorado, Ohio, Florida, and Texas all have sources of revenue funded in various ways, such as a real estate transfer tax.

While the various states have all at times not fully funded these grant programs, they remain an effective tool for counties regarding site acquisition and development.

State Discretionary Funds

Most state legislatures provide some type of discretionary funding for members of the legislature. In some states, these are relatively small grants of under \$50,000. In other states, it is common to see legislative grants of \$500,000 or more. As with Congressional earmarks these have become less popular in recent years, but still exist in most states.

Special Accessibility Legislation

Of course, Illinois has adopted legislation that allows park districts to levy a tax that can be used only for recreation for people with disabilities. The funds can be used for access retrofits at existing sites and facilities. Statewide, local entities in Illinois levy and expend an estimated \$50,000,000 annually on this purpose.

Private Giving

Some of our clients have successfully sought private gifts for accessibility purposes. The private giving area is subject to fluctuations depending on the economy, political issues, and related fiscal impacts. In our experience, private giving works best when an agency such as the Park District has an employee dedicated to this purpose. We know the Park District is no stranger to the world of private giving and expect you'll have continued success here.

Corporate Giving

Some of our clients have successfully sought grants from corporations. These may, for corporate purposes, come from marketing (such as naming rights to a County facility) or from community giving. Also, many corporations have a related foundation that manages corporate giving. A good example here is the Mitsubishi Foundation. In our experience, corporate giving works best when an agency such as the County has an employee dedicated to this purpose.

Community Foundations and Other Foundations

Community foundations, which operate on a regional basis, have also been involved in accessibility giving. Perhaps the greatest example here is the multi-million dollar Kellogg

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Foundation project that improved accessibility in Michigan, Ohio, Indiana, Illinois, and other states that bordered the Kellogg headquarters in Michigan.

Other Methods

There are other methods. Each works in that community and may not work in Glencoe. A New Jersey community takes 100% of accessible parking fines and applies those towards recreation for people with disabilities.

Several Illinois park districts have added a \$1 to \$10 surcharge to every registration, with the fees generated being earmarked for access and inclusion expenses.

Several communities have successfully sought budget increases to address accessibility backlogs, just as they have with maintenance backlogs. Those increases may be general fund allocations, proceeds from successful referenda, or reallocations of underexpended funds originally budgeted for other municipal purposes.

Risk Management

Investing in safety saves money for a park district by avoiding legal expenses related to injuries on Park District properties. The same concept applies here. Investing in accessibility retrofits saves the Glencoe Park District the cost of staff time and attorneys to defend against ADA lawsuits or administrative complaints. While we do not believe a decision about access should hinge solely on risk management factors, we do recommend that the Park District be aware of this factor going forward. ADA enforcement continues to grow and touch more and more communities.

Conclusion

The District has a variety of recreation facilities and sites. The skilled staff operates facilities and sites the community wants and enjoys. This report identifies some issues that are typical of a parks and recreation infrastructure.

The Board of Commissioners should review this report and determine to what extent it will act on our recommendations and the recommendations to be received from staff regarding the remaining sites. As staff develop a plan, it is important that access work occur every year during the transition plan.

The District should make access corrections as soon as is possible. While no one can say with certainty how long the District should feel comfortable in stretching these projects, we'd suggest it be not more than the recommended seven-year range above. ***Be certain to understand that the District could be forced to accelerate its pace. Making access work a high priority is very important.***

Your strategy should definitely address the common issues identified in this report.

In closing, thanks again to the staff at the Glencoe Park District for their cooperation. All of the team at our firm enjoyed working with them, and Chris Leiner was especially helpful.

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Call me at Recreation Accessibility Consultants at 224/293-6451 if there are any questions.
Thanks again for inviting us to work with the District.

Submitted by

**John N. McGovern, J.D., President
Recreation Accessibility Consultants LLC**

GLENCOE CONCLUSIONS

IX. Action Item E
Rename the Community Hall to
Rod Aiken Community Hall

Glencoe Park District
February 2018 Board Meeting



INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: LISA SHEPPARD
SUBJECT: RENAMING COMMUNITY HALL
DATE: 2/14/18
CC:

As you know, the Activity Room that is now Glencoe Fitness, was named after a former Glencoe Park District Executive Director, Rod Aiken. Rod served the Glencoe Park District for over 19 years and was instrumental in the long-term vision of the Takiff Community Center. A past Board approved the naming of the Activity Room in his honor, but when we changed the use of the room, it was felt that Rod's name and legacy would be better suited to another room.

Staff is strongly recommending that the Community Hall be re-named Rod Aiken Community Hall and that a plaque be hung reflecting this honor and his contributions to the Glencoe Park District.