



# NOVEMBER 2018 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, November 13, 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 October 16, 2018 Regular Board Meeting
  - B. Approval of the Bills
- IV. Matters from the Public
- V. Truth in Taxation Hearing: An Ordinance Levying the Taxes for the Glencoe Park District, Cook County, IL for 2018
- VI. Approval of Ordinance No. 889: Levying the Taxes for the 2018 Tax Year
- VII. Financial Report
- VIII. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety and Wellness Committee
- IX. Executive Director Report
- X. Action Items
  - A. Acceptance of the Glencoe Active Transportation Plan
  - B. Approval of Land Acquisition Policy
- XI. Other Business
- XII. Executive Session
  - A. Personnel 5ILCS 120/2 (c)(1)
- XIII. Adjournment

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



### III. Consent Agenda Items

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

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

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

The Executive Director recommends approval of the consent agenda.

Glencoe Park District  
November 2018 Board Meeting

MINUTES OF OCTOBER 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:

Lisa Brooks, President  
Stefanie Boron, Vice President  
Dudley Onderdonk, Treasurer  
Josh Lutton, Commissioner  
Bob Kimble, 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 Classen, Supt. of Marketing/Comm.  
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Michael Covey, Adam Hall, Gary Hazan, Heather Schady, Nina Schroeder

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of September 17, 2018 Regular Board Meeting, Minutes of October 2, 2018 Finance Committee of the Whole Meeting, Minutes of October 2, 2018 Special Projects and Facilities Committee Meeting, Approval of the Bills, and Approval of the Abused and Neglected Child Abuse Reporting Act Policy. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

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

Financial Report: Director of Finance/Human Resources Mensinger stated we are seven months into the fiscal year. The daycare expansion is on track to show a gain in that area. Beach and Boating Department funds are more accurately represented following a transfer of Parks staff payroll from the Beach department to boating. Recreation program supplies last year are lower than the current year due to a miscoding in last year's supplies discovered during this year's budget process.

Presentation of the Glencoe Active Transport Plan: Heather Schady from the Active Transportation Alliance and Adam Hall from the Village of Glencoe gave a presentation to the Board regarding the action plan for Glencoe Active Transportation. Discussion ensued. The Board will be asked to accept the plan at the November regular meeting. Then the entities involved will determine which items to take on, timeline, etc. Discussion ensued. A commissioner requested that the District include on its website distance, time, links to other trails to encourage use.



Review of 2019 Health Insurance Renewal: Director Mensinger explained that the PDRMA Health Council meets to approve the new rates for plans and membership. The pool allows us to be a group of over 2,000 employees and over 4,000 covered lives, minimizing the exposure to high claims. The 2019 increase is 2.17%, although there is no increase in Dental and Employee Assistance Plans.

The recommendation from staff is to still offer the \$500 deductible plan as an option with a higher contribution, offer the HMO plan, and the incentive for a high deductible HRA plan. Open enrollment starts the end of the month and goes through November 20. In December, the service provider will be changing from CoreSource to HealthSmart. PDRMA's PATH health program was reviewed. Discussion ensued.

Presentation of the 2018 Lakefront Report: Director Collins and Beach Facility Manager Matt Walker presented the Glencoe Lakefront Annual Report attached to these minutes. Discussion with the Board ensued.

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

Director Mensinger shared that the Admin department received a 99.4 on the loss control review.

Director Collins announced that the ice rink loss control review is coming up this month. The recreation team is currently working on the budget and winter brochure.

Director Leiner reported the parks loss control review scheduled this week. The parks department is working on fall park projects and baseball sport fields. An early shutdown of water fountains occurred earlier than normal based on freezing temperatures at night.

Superintendent Classen communicated that her department is working on the winter brochure.

Safety and Wellness Committee reported finalizing our loss control review and training related to that. The District will not have to do another review for 4-5 years.

Executive Director Report: Executive Director Sheppard shared that the Takiff benches are installed at the main entrance and bike racks will be by the end of the month. We are Gold Medal Finalists as one of four park districts with a population under 30,000. We finished the two-year process of Distinguished Accreditation. The accreditation plaque will be received at the IAPD/IPRA Conference Awards Luncheon. The IAPD Legal Symposium will be attended by Lisa, Chris, and Bobby to keep up to date with legal changes. The ADA Integrated Transition Plan, included in the packet, will be approved as individual projects are brought before the Board. It will take about 10 years to complete.

The Board gave a consensus that Christmas Eve will be an additional staff holiday this year.

The IAPD/IPRA conference brochure is out, please let Executive Director Sheppard know if you would like to attend. On the Saturday of conference is the IAPD Annual Meeting, the Board will need to determine the delegate and alternate who can be a commissioner or staff member as an action item.

Woodlawn Park is looking to be finished in late November. Equipment is installed about 60% of the way, infrastructure goes in after.

Action Items:

Approval of Resolution No. 888 Truth in Taxation: A motion was made by Commissioner Lutton to approve Resolution No. 888 Truth in Taxation as presented. Commissioner Onderdonk seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of Health Insurance Recommendation for 2019: A motion was made by Commissioner Kimble to approve the Health Insurance Recommendation for 2019 as presented. Commissioner Boron seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval of the Watts Recreation Center Rooftop HVAC Replacement Bid: A motion was made by Commissioner Boron to approve the lowest responsible bidder, Core Mechanical, Incorporated of Chicago, Illinois, for the Watts RTU HVAC replacement including the base bid, and alternates 1 & 2 for a total of \$44,315 as presented. Commissioner Onderdonk seconded the motion. The budget was \$50,000 after that the working construction budget was \$41,880 after professional service fees. We had to bring in an engineer for the rooftop unit, so came in a little over budget. We ask the Board to consider using the funds available that were saved in the Takiff lead paint abatement budgeted at \$145,000 and came in at \$107,000. By wrapping all the units that need to be replaced into one bid instead of holding off on the fourth unit until next year, the District will save money in bidding costs, professional service costs, and crane fees. The cost will be over budget by \$1,500 over budget for wrapping the project into one, but will cost the District even more if the fourth unit is installed next year. Bidding philosophy from the bidder's side was reviewed. Based on recent tariffs, there was an increase in costs that we could not anticipate when the budget was set. We recommended the same unit and brand, so no work will be needed on the roof. The median lifespan is 15 years. Last year we spent 65% of the new units replacement cost in repair costs. The new units are heat and air conditioning and usually more energy efficient. Roll call vote taken:

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

The motion passed.

Approval of IAPD Annual Meeting Delegates: A motion was made by Commissioner Boron to appoint Lisa Sheppard, Executive Director as delegate and Chris Leiner, Director of Parks and Maintenance as alternate delegate to the IAPD Annual Meeting. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Approval to Change the November Regular Board Meeting to Tuesday, November 13: A motion was made by Commissioner Boron to approve to change the date of the November 20 Regular Board meeting to Tuesday, November 13. Commissioner Lutton seconded the motion. No further discussion ensued. Roll call vote taken:

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

The motion passed.

Other Business: January 8 committee meeting may not be needed, if so, will be moved to another week.

Adjourn: Commissioner Boron moved to adjourn the meeting at 8:41pm. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary



# 2018 GLENCOE BEACH ANNUAL REPORT



10/16/2018

2018 Glencoe Lakefront Report

The following document provides a summary and analysis of the 2018 operation of the Glencoe Boat House and Glencoe Beach.

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## INTRODUCTION

Glencoe Beach is one of the premier lakefront facilities on the north shore region of Chicago on Lake Michigan. The beach sits below a towering bluff and spans almost a quarter mile of shoreline. The beach is accessible by two access roads leading down the bluff as well as a flight of stairs from the “halfway house” which acts as a check-in point for guests when a cashier is staffed. Glencoe Beach is comprised of the south side of the beach featuring a swimming area and beach house and the north end, which features boat storage as well as a boathouse. The Glencoe Public Works Water Plant divides the beach.

In 2018, a revitalized focus was placed on a number of areas of beach operation including revenue collection, facility cleanliness, patron safety, and customer service. Beach Facility Manager, Matt Walker, as well as Director of Recreation and Facilities, Bobby Collins, took a fresh approach at beach operations and were able to work with agency leadership and the Parks staff to implement a number of changes and improvements that significantly improved the operation as well as resulted in a better experience for beachgoers.

## FACILITY IMPROVEMENTS

Prior to the start of the season, a number of upgrades and repairs were made to the swimming beach, beach house, and boathouse. Based on the replacement of the water main on the Boating Beach the existing boater lockers and boat racks were demolished. Staff constructed new larger lockers and new boat racks. Staff battled against very poor weather to complete three sections of lockers before the start of major operations. This was a major construction project completed in-house by Parks & Facilities maintenance staff. In addition, the sanitary sewer line at the Boat House collapsed and required replacement mid-season. This was a significant project due to the site conditions.

- Built new paddleboard racks on the boating and swimming beaches
- Painted pier railings
- Routine repairs were made to the stone stairs
- The trellis picnic tables were replaced
- Dead trees were removed from the bluff
- Replaced the boardwalk on the boating beach
- Painted the interior of the beach house
- Replaced three control valves on the spray park
- Removed the arch climber on the swimming beach due to safety concerns
- Replaced shower valves in the beach house

## MARKETING

### Traditional Marketing

Staff included beach articles and information in the Spring/Summer Brochure, the summer *Inside Glencoe* newsletter, and the Summer Sampler, our 4-page mailer to residents. Information on pass sales, special events, and classes was also promoted on District TVs, flyers, posters, website, at special events, and on signage at the beach.



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Glencoe Beach was in the news a number of times. In addition to the Glencoe News and Glencoe Anchor, Men's Journal named Glencoe Beach as one of the "Best Urban Beaches in America". We also purchased ads in the Chicago North Shore Convention and Visitor Bureau Visitor's Guide as well as a targeted ad in the Chicago Botanic Garden seasonal magazine.

## Signage

Staff focused on making the rentals and beach services more prominent at the beach this year. We added 24 signs, either replacing information or with new information about Trellis rentals, sailing classes, kayak/sailboat/paddleboard rentals, and sun shelter rentals.



## Online Marketing

On social media, we focused on the visual beauty of Glencoe Beach. Utilizing Facebook, Twitter, Instagram, and Pinterest, we worked to curate user content and share stunning images of Glencoe Beach. The content is shared throughout the year, with a greater focus on sharing in the months leading up to the official start of the season and during the beach season.

In addition to the Glencoe Park District's general Facebook page, Glencoe Beach has its own business page. To date, the page has 1,938 likes (up from 1,168 from 2017). On a daily basis, the page is tagged with people's beach photos and check-ins. The page has also become a customer service channel, with Facebook users opting to use the private message service to inquire about beach conditions and rental services.

On Instagram and Facebook, we shared user's images on a weekly basis, generating more likes and fulfilling the very social nature of social media. We also post beach closures due to inclement weather or high bacteria on these channels, thereby reaching people where they naturally "hang" out.

During the season, the Beach landing page on our website receives the highest amount of traffic. Unique page views increased 2% this summer, with over 33,500 visitors to the Beach's webpage from May-September.

## STAFFING AND TRAINING

### Staffing

Seasonal summer beach staffing continues to be an industry wide issue on the North Shore, with many facilities struggling to recruit staff with high-level qualifications. A total number of 62 employees were hired in 2018 compared to 61 in 2017. Of that group, 26 of those employees were returning while 36 were new to the Park District. With the difficulty of hiring, a focus was placed on increasing the flexibility of staff. As a result, all staff members working on both the bathing and boating beach were required to successfully complete the American Red Cross Lifeguard Certification, making them capable of working two or more positions at either beach. Due to the cross training, major staff shortages were not experienced during the regular season. There was no tangible increase in labor costs as a result of this cross training and staff was accepting of the cross training.

## Staffing Levels by Position

	Total Staff	Operations Manager	Beach/Boat Manager	Lifeguards	Beach Services	Boat Guards	Sailing Instructors
2018	62	1	7	35	24	15	6
2017	61	2	8	26	21	27	9
2016	44	1	9	26	15	25	7
2015	55	2	8	14	12	13	6

Cross training and job rotation also improved staff morale by reducing fatigue and developing new skills. A notable improvement in lifeguard moral was noted when they worked additionally as boat guards. Supervisors on both beaches also observed an improvement in communication between the boating and swimming beach.

## Training

### Lifeguard training

In addition to successfully completing the Red Cross Lifeguard Certification, Matt Walker, Arun Sundarum Justin Wong, Giulia Liebovich, and Jackson Brownlee led 16 hours of preseason training at Centennial Pool in Wilmette. During this training, guards were required to demonstrate their swimming abilities by passing a timed 500-yard swim, treading water for 2 minutes, and swim a timed event. Guards also practiced rescue techniques and watched videos on active/passive/multiple/submerged victim rescues, water entries, and back boarding.

During on land training, emergency action plans, blood borne pathogen training, first aid training, CPR with AED training and operating protocols were discussed in detail. Guards also completed 8 hours of training at the beach. During the training guards were walked through an average day at the beach, learned how to administer swim tests, practiced a "Code Adam", performed deep water line searches, and practiced activating the EAP. At the end of this training, all guards were required to pass a waterfront exam, practical exam, and written exam in order to receive their Red Cross Waterfront Lifeguard certification.

Additional in-service training was held one day per week for one hour throughout the course of the summer. Lifeguards, Boat Guards, and Beach Services were required to attend four hours of training every month and could come based on their preference. Additionally, lifeguards were required to complete twenty minutes of daily physical training in the form of running, swimming or in the event of inclement weather, online training via training portals offered through the American Red Cross Trainers Corner.

### Boathouse Training

Boat guards and sailing instructors were all required to complete nine hours of training at the Glencoe boathouse prior to the season starting. During this training staff learned about the daily operations of the boathouse, safety equipment, water/medical emergencies, "Code Adam", and radio use.

Some boat guards also took an 18-hour powerboat training course led by Martin Heft with the Northwestern Sailing School. During this training, our boat guards first learned about boat safety/parts, safety equipment, docking, storage, and rescue equipment. After learning these basic skills guards were then taught how to drive and dock our boats used for on water assistance to our boaters as well as for observation of our Aquatics and Sailing Camps. At the end of this course all participating boat guards were required to pass both a written and practical exam.

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This training course is recommend by PDRMA and is a Coastguard recognized qualification. Any staff member who operates a Park District motorized vessels must complete the course.

All lead and sailing staff either obtained or renewed their US Sailing instructor qualifications. The program is a 40-hour training course that focuses on running safe sailing classes, developing teaching skills, and creating a fun learning environment for students. This qualification is required for our head sailing instructor and strongly encouraged for all sailing staff.

### **Beach Services**

Beach services staff engaged in four hours of pre-season training that took place at the Glencoe Beach. During this training, staff were taught the basic functions of the beach house, how to use the point of sale computer system, beach rules/regulations, customer service skills, and were run through an average shift. Staff members who were qualified to drive the golf cart underwent additional training to become familiar with that position.

### **Manager Training**

A manager training was held again this year to improve customer service both internally and externally. Bobby Collins conducted leadership and customer service training for all beach and boathouse managers. The focus of the training was to develop leadership skill in managers and help them trouble shoot common staffing conflict. Customer service expectations were a core element and the end of season survey results reflect the diligent work of the staff to improve customer experiences at the beach. Managers were additionally scheduled for shadow shifts so they could learn how to manage tasks such as deposits and opening/closing procedures.

All managers were required to attend a managers meeting held every Tuesday morning at 8:00am in the Beach House during the regular beach season. This meeting was developed to keep all managers up to date on each aspect of the operation as well as discuss any issues that may have come up during the previous week's operation. Matt Walker led the meetings with specific agendas and each manager had time to discuss any issues during a round table discussion.

### **In-Service**

Bi-monthly, 2-hour lifeguard trainings were conducted to ensure guards were prepared to deal with emergencies throughout the season. These in-services covered various topics ranging from CPR to mock rescues to "Code Adams".

In addition to these in-services, guards were also audited by beach managers on a regular basis with simulated rescue/emergency scenarios. This heightened degree of training that was implemented this year allowed the beach to be significantly more successful in the audit conducted by PDRMA.

### **Camp Staff Training**

Camp staff spent approximately four hours training on location at the boathouse. Led by the Aquatics and Sailing Camp Director, Jackson Brownlee, staff training focused on daily operations at the boathouse, emergency procedures, as well as camp curriculum. Staff reviewed procedures for inclement weather, beach closure, and special accommodations for campers who needed them. Any Aquatics or Sailing camp counselor operating a Park District powerboat was required to successfully obtain their powerboat certification from Martin Heft. Any new or returning Aquatics or Sailing Camp counselor directly supervising children in the



water was also required to renew or obtain their American Red Cross Lifeguard certificate with the waterfront module.

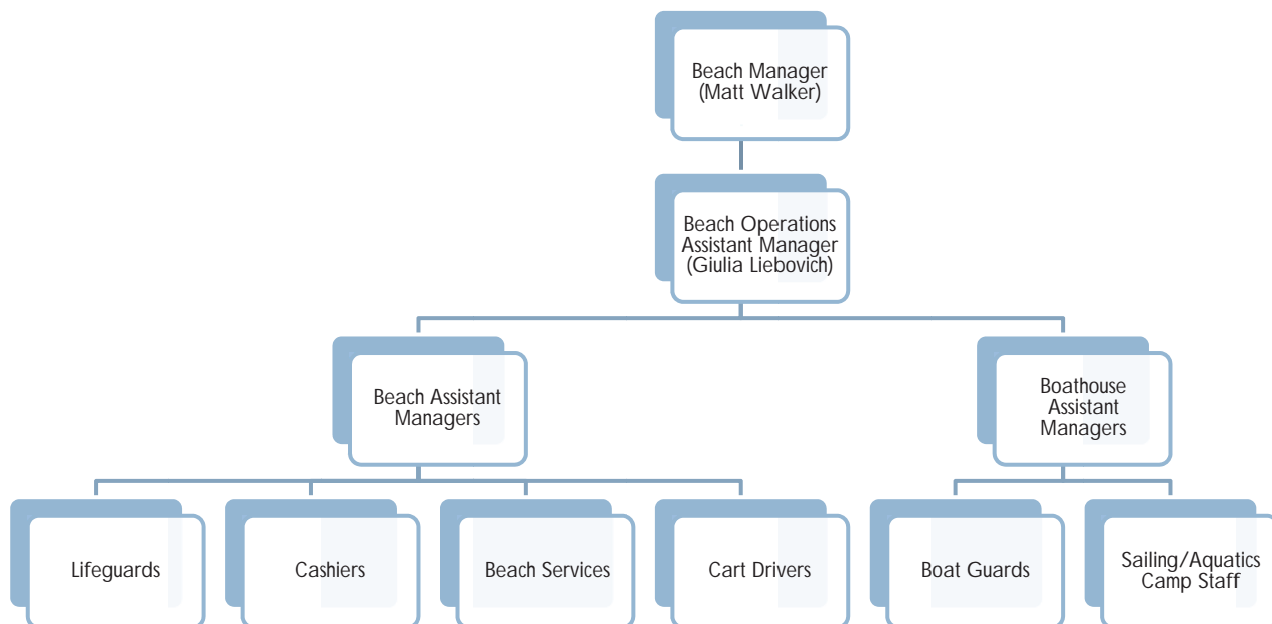
### Aquatics Camp

Our Aquatics Camp spent their time paddleboarding, kayaking, sailing, swimming, playing on water fixtures, and enjoying Lake Michigan. Campers were expected to adhere to camp rules such as staying within eyesight of a counselor at all times and wearing a lifejacket whenever their group was near the water, which was discussed on the first day of each session of camp. It was expected of all campers to attempt reasonable activities but our counselors would not push them past their limits or make them uncomfortable. Safety was first and foremost and if counselors or the camp directors found conditions to be unsafe on the water, water activities were stopped and all campers returned to shore. It was our goal to create an enjoyable experience while on Lake Michigan and to strive for growth in their comfort with the lake and aquatic activities.

### Sailing Camp

Our Sailing Camp focused on teaching campers about the basics of sailing and seamanship in a fun environment while giving them experience on the water in Hobie Getaways and for campers that demonstrated competency in sailing skills and seamanship, RS Qubas. We anticipated campers to come to camp without a fear of boats or water and a willingness to go out in winds up to 15 knots or waves up to 3 feet. On high wind or high surf days and at the discretion of the camp director, offer to take campers sailing, but there was no expectation that campers go on the water in winds in excess of 15 knots or waves in excess of 3 feet if they were not comfortable doing so. On days where weather conditions were not favorable or safe to be out on the lake, we continued to teach the campers the different parts of the boat, rigging and de-rigging vessels, as well as basic sailing knowledge. Given the popularity of the sailing camp, we are confident we will have numerous returning campers for the 2019 summer season as well as new campers looking to participate.

## Beach Organizational Chart



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## SWIMMING BEACH OPERATION

### Swimming Beach Overview

The swimming beach is staffed from Memorial Day to Labor Day. Outside of those dates, the beach is still accessible to the public but visitors are not charged and lifeguards are not staffed. The swimming beach uses the Paul and Ada Safran Beach House as its hub. This facility features men's and women's changing rooms, a customer service desk, manager's office, staff break room, maintenance closet, and a concession stand which is contracted out to local vendor, North Shore Catering. The swimming beach also features a designated swimming area measuring 50' deep by 175' long, a playground in the sand, a large trellis and five sun shelters available for rent, two volleyball nets, a pier, and boardwalk.

### Daily Operations and Usage

#### Dates and Hours of Operation

<b>Preseason:</b>	May 26-28, June 2-4	10:00am-7:00pm
<b>Regular Season:</b>	June 4-July 29	10:00am-8:00pm
<b>Post Season:</b>	July 30-August 19, August 25-26, Sept. 1-3	10:00am-7:00pm
*Glencoe Beach is CLOSED July 4   Boating Beach Open July 4 from 10:00am-6:00pm		

During the pre-season, all areas of beach operations were examined. Looking back at the 2017 season and survey results, improving customer service, increasing revenue collection and cleanliness of the beach house were identified as operational priorities for 2018.

#### Customer Service

Weekends and holidays are traditionally high traffic days for the swimming beach. To improve the quality of customer service, on weekends a front desk cashier was again assigned to the beach house. This position increased the level of customer service by reducing the number different staff interactions necessary to help the customer. In previous years, lifeguards would attend the front desk for 30 minutes and would then rotate to a different area of the beach. Customers would end up interacting with multiple guards and become frustrated with miscommunications and a lack of continuity.

After Labor Day, the beach house was opened almost daily to accommodate beach goers. The bathrooms were accessible but no staff was on site. On weekends with nice weather, an attendant would maintain the beach house. Positive feedback was received by many patrons for having access to the restroom during this time of year when this facility is usually closed.

#### Facility Cleaning

During peak times, the cleanliness of bathrooms, trellis, and sun shelter were identified as areas needing improvement. Beach services and supervisors made diligent efforts to ensure that these areas were attended to on a regular basis. Patrons noted noticeable improvements.

After the beach closes at 8:00pm during the regular season, many patrons would remain on the beach until 10:00pm when they were required to leave. To increase beach cleanliness, the Parks team performed early morning beach grading and cleaning to ensure that the beach was ready for residents and patrons who utilize the facility early in the morning and that the beach was ready for daily opening.

#### Revenue Collection

Again this season, we collected revenue for daily admission at the halfway house. We had one POS station located at the Park Ave ramp and one by the steps on the Hazel entrance side. We staggered staff over the

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middle of the day, so we could direct guests to the appropriate cash register either to swipe their season membership card or to pay the daily admission. On busy weekends, an additional staff member was also scheduled between 11:00am and 6:00pm to rove the area between the two cash registers and keep visitors from walking down the ramp or steps without paying. This proved to be very helpful in getting those guests who may have slipped by without paying while one of the cashiers was assisting another visitor with their payment.

### **Private Fitness Classes**

Private fitness classes utilizing the Glencoe Park District beach facilities are now required to purchase season permit at a cost of \$75 and produce a certificate of insurance. This was implemented to formalize relationships with local fitness businesses and reduce the potential liability to the Park District. Two permits were filed this summer and staff will continue to be vigilant with the enforcement of these permits.

### **Outside Camps and Swim Testing**

Visiting camps love coming to the Glencoe Beach and often comment on their positive experience. Statistically, camps visiting a beach facility increase the risk of potential rescues and other emergencies at that facility. To improve the level of safety, management staff worked with PDRMA to develop operating standards necessary to ensure camper, counselor, and staff safety. A revised camp check-in form was developed and used again this season. All camps, both internal and external, were required the check in with the manager on duty on each visit to the beach to ensure the head counselor was aware of swim test procedures, safety concerns, and facility rules. In addition to talking to the head counselor, staff talked to all the campers about beach rules and meeting locations.

Lifeguards and supervisors were trained in the new swim test wristband coloring system recommend by PDRMA. The yellow band (identifying weak swimmers) has been removed. Swimmers are identified as swimmer (green band) and non-swimmers (red band). Swim tests were only administered to Glencoe Park District camps. External camps were required to pre-swim test their campers and maintain accurate lists of swimmers and non-swimmers.

### **Swim Area**

This summer the width of the swim area was consistent with the past couple of years. Three long white buoys define the swim area, which was 50 feet into the lake and spanned 175 feet of sand. This designated space has proven to be more than adequate in accommodating swimmers on even the busiest of days and still provides a 40-second response time to the farthest corner of the swim area by our lifeguards. The size of a swim area is tested each year to ensure Glencoe Park District lifeguards can meet PDRMA requirements.

### **Water Testing**

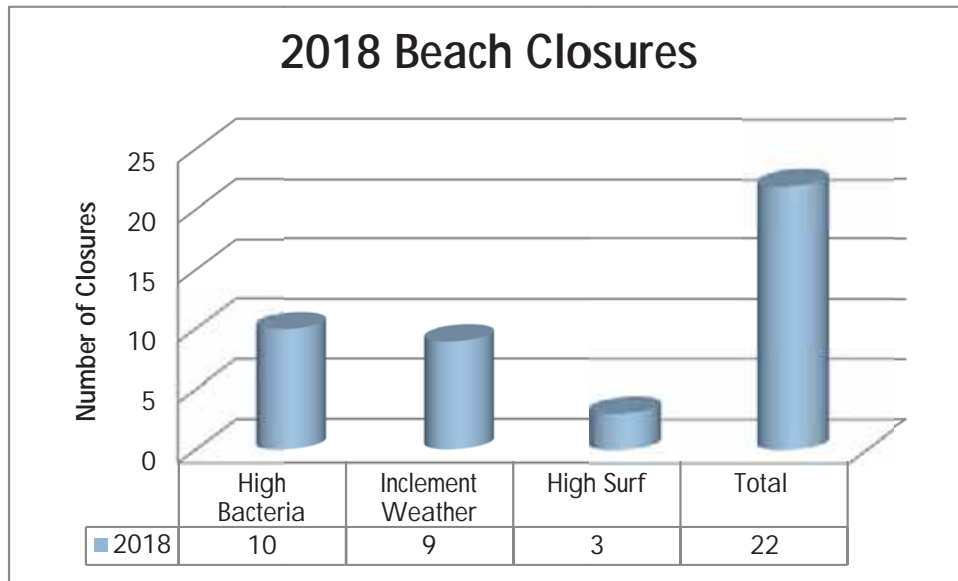
A high bacteria count is difficult to predict and unfortunately the testing methods currently used to test for bacteria takes 24 hours to complete. This is the current testing method required by the Illinois Department of Health. Staff has continued to stay current with the Lake Michigan Federation, the Illinois Department of Public Health, the U.S. and Illinois Environmental Protection Agency, as well as the Metropolitan Water Reclamation District in order to share information on new methods for water testing and to prevent closures.

The swimming beach was closed a total of 22 days in 2018. This was due to a combination of high bacteria closures, bad weather, and dangerous surf. The water was closed 10 times in 2018 due to high bacteria (E.coli), nine times due to poor weather conditions (rain/low temperatures and three times due to high surf

conditions. It is more likely that high levels of bacteria are observed after heavy rain or beach hazards. The bacteria count threshold is 235, at which point the water is closed for the day. The beach may remain open but patrons are not permitted in the water.

### History of Beach Closures (bacteria) by Season

	2018	2017	2016	2015	2014	2013	2012	2011	2010
High Bacteria Closures	10	6	2	9	11	7	8	22	7



*Note: In accordance with the grant for water testing, the District is required to have water test results before the facility opens to the public.*

### Beach Risk Management and Lifeguard Audit

The safety of swimmers and boaters at the Glencoe Beach is a top priority. Staff invests countless hours ensuring the safety of the facility, equipment, and water as well as dedicating numerous hours to development, training, and implementation of safety policies, processes, and procedures. The Park District Risk Management Agency (PDRMA) provides a set of operating standards and safety recommendations for both swimming beaches and boating beaches. Staff reviews those guidelines well in advance of the season then translates them into trainings, facility set-up and operational manuals to ensure they are implemented throughout the season.

PDRMA came on-site for a visit on June 27. The PDRMA representative for the Glencoe Park District met with Bobby Collins, Chris Leiner, Matt Walker, and Operations Manager Giulia Liebovich to review the beach operation as well as to review processes and make recommendations to enhance safety practices even further. During the meeting staff received praise for detailed and consistent documentation including facility checklists, training logs, camp procedures, and overall knowledge of the beach operation. Beach staff had placed a focus on improving training as it had been an area of weakness in the past allowing the beach to receive very high ratings. It was also noted that boathouse operations has been standardized and aligned with PDRMA recommendations and equipment was well maintained.

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Because the Red Cross does not visit sites and provide lifeguard audits, PDRMA offers a program where another lifeguard certification company, Councilman-Hunsaker, will provide an audit of the lifeguards to ensure they are well trained to proactively prevent emergencies before they occur or respond appropriately in the event of emergency. This summer, the beach was audited on July 8, a very busy Sunday afternoon. Staff was secretly videotaped while scanning the water so that a realistic representation of that skill could be captured. Staff was also asked to perform skills like first aid and a simulated CPR scenario. Staff performed admirably during this audit and received an overall score of "A".

## Rentals

### Trellis & Sun Shelter Rentals

The trellis is a covered outdoor structure located on the south side of the Safran Beach House. The trellis is available for rent daily during the beach season from 5:00-10:00pm to both residents and non-residents. It typically can hold 75-100 people. Peak rental times are Saturday and Sunday evenings in July and August. The Park District uses the area for special events including the Beach Campout and Tails and Ales.

Typical parties that rent the trellis are birthdays, weddings, family reunion's, church groups, and corporate functions. The rental price for the trellis includes admission to the beach for up to 75 guests. The beach house and trellis are staffed with one manager and one attendant for the duration of the rental who keep the facility and restrooms clean during the party. For an additional fee of \$25 an hour, patrons can pay for a staff member to operate the golf cart for the evening to transport their guests after the beach closes. Parties are eligible to purchase an alcohol liability insurance policy for \$175. Approximately 50% of parties purchase the alcohol permit. In 2018, the trellis was rented 26 times generating \$9,091 in revenue.

### Sun Shelters

Five sun shelters are located on the north side of the beach house between the stairs and ramp. There are four 12-person shelters and one 24-person shelter. They are available to rent in three-hour increments. Reservations can be taken in advance and walk-ins are subject to availability. Staff is investigating the ability to reserve shelter online for the 2019 season.

The shelters are generally rented for small family gatherings or birthday parties. Each sun shelter is equipped with its own grill. Renters are responsible for bringing their own grill supplies and food. Alcohol is not allowed in the shelters. Rental of a shelter does not include admission to the beach. A group admission rate of \$10 per person is available to parties of 10 or more.

The resident rates are \$20/\$40 for residents compared to \$40/\$80 per time slot for non-residents. Peak rental times are generally Saturdays and Sunday in July and August. Internal and external camps use the shelter on weekday visits to the beach

In 2018, sun shelter revenue was \$8,677. In 2017, sun shelter revenue was \$13,034. The decrease is attributed to low attendance in the month of June and the overall number of closures recorded during the summer.

### Equipment Rentals

To further improve the level of customer service and satisfaction, new beach rental equipment including chairs and umbrellas were purchased for the 2018 season. The operational process to rent equipment remained the same and rentals were conducted in the beach house. The rental signs and visibility of the equipment led to



being sold out on busy days. Both chairs and umbrellas were popular. During periods of windy weather, umbrella rentals were suspended as damage to umbrellas would occur and increased the potential for it becoming air born and potentially causing an injury. Staff is examining new rental options to introduce for the 2019 season.

Patrons can rent chairs for \$4, umbrellas for \$3, or \$6 for both. Revenue from beach rentals this summer was \$3,639 compared to \$2,967 in 2017.

## BOATING BEACH OPERATION

The boating beach opens in early May each season and operates into mid-October. Patrons are able to store their boats on the boating beach for a fee both in-season and during the winter. Boats that are stored include Hobie Catamarans, Hobie Getaways, Qubas, kayaks, and paddleboards. Larger boats are stored on the sand in designated spots, whereas smaller crafts are stored in racks. The Pearlman Boathouse consists of a manager’s office, restrooms, storage areas, and as a place where boaters can congregate, regattas can be organized and as a base for our Aquatics and Sailing Camps. The District powerboat assistance fleet is also stored in the boathouse. The boathouse staff organizes the rentals of sailboats, catamarans, kayaks, and paddleboards. Boathouse staff also assists boaters in moving, rigging, and repairing their boats as well as offering boater assistance up to one mile out into the lake.

### Boat Storage

As with most other beaches along the Northshore, sand erosion is a continuing problem on the boating and swimming beaches. This was very problematic again this year as a significant portion of the north beach was lost due to heavy wave action of heavy storm water runoff. In addition to the sand erosion, Lake Michigan water levels are still elevated. With this water height, the number of sand spots has been reduced by approximately 10 on both beaches. Currently there are no available sand spots to new boaters. Looking towards 2019 boat storage, the beach is at full capacity. Staff will be identifying ways to increase storage for stand up paddleboards and other vessels as necessary.

112 new personal lockers and 66 rack spaces were constructed in the spring of 2018 after the north side lockers and racks were removed in the fall of 2017, so the Village could replace a water main line that was unearthed during a severe fall storm.

Staff has sent out winter storage forms and has started to collect and process them.

To prevent delinquent boat issues in the future, a new data collection and boat identification process was designed. A paperless master grid was created and is stored on the cloud for controlled access and version control. Important information such as model and color of boat, serial number, and unique features are now being collected. Lockers and sail storage numbers are now being tracked and linked to specific boats and owners on the grid.

### Boat Rental Spaces by Boat Type

	Kayaks& Sups	Lasers/Sunfish/Others	Catamarans	Total
2018	103	6	59	168
2017	100	6	66	172

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## Daily Operations

### Dates and Hours of Operation

**Preseason Hours:** May 12-June 3 | Saturdays & Sundays, Memorial Day | 11:00am-6:00pm

**Regular Season Hours:** June 4-August 12 | Monday-Thursday | 11:30am-7:30pm

Friday-Sunday | 10:00am-8:00pm

July 4 | 10:00am-6:00pm

**Post Season Hours:** August 17-October 14 | Saturdays, Sundays, Labor Day | 12:00am-6:00pm

### Powerboats

The Park District maintains three support boats, three inflatable Zodiac motorboats. These support boats are used for rental and boater assistance, aquatics/sailing camps and other various beach maintenance tasks. All three boats are stored inside the boathouse and launched as needed. A Toro Dingo (tracked machine) was purchased this year and has been a reliable machine to assist in the daily launching and retrieval of our powerboat fleet.

A new Zodiac Milpro 4.7 was purchased for the 2018 season and has been a tremendous addition to the powerboat fleet. The new Zodiac replaced our old red zodiac, which had passed its useful life span.

### Boat Valet, Boater Assistance, and Safety

The boathouse is staffed with boat guards and a manager. Boat guards maintain the boathouse and beach; they offer boater and rental assistance while maintaining surveillance and a boat valet service. This valet service helps boaters move their boats to and from the water. Catamarans are heavy and two or more people are needed to move them. This valet service is highly valued by boating beach patrons.

Boater assistance is a high priority for boating beach patrons. Boat guards maintain surveillance for boaters only within the sailing boundary. That boundary stretches north to south from Tower Road Beach to Highland Park Beach and east of Glencoe Beach by one mile. That one mile is signaled by a marker buoy placed one mile east of the boathouse. If boater assistance is required for a boater outside of the boundary, boat guards will call the Coastguard to assist the boater. The Coastguard did not have to be notified for assistance during the 2018 boating season.

Safety training and the safety of patrons is of highest priority. Boat guards are trained in boater assistance through a 16-hour US Powerboating program (Safe Powerboat Handling and Safety and Rescue). Staff consistently receives in-service training and is encouraged to complete daily on-water training as much as possible when it does not interfere with normal daily operations.

### Regattas

Glencoe Boat Club co-hosted a four regatta series that constituted the George Cup. The boathouse provides staff and equipment necessary to run the regattas, including race officials, racing marks, safety boats, and drivers. A long distance format was chosen to entice new boaters to participate. The average attendance of each regatta was between 7-10 boats. After each regatta, social events were held at the boathouse. Feedback from competitors was very positive. Staff was praised for their organization and professionalism in running the events.

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## Kayak, Paddleboard, and Sailboat Rentals

Providing patrons with access to enjoy the water improves the beach experience and attracts new and returning patrons to the beach. The extra revenue generated from rentals offsets some of the expenses for the boathouse. The rental equipment can also be used for camps and recreation programs, such as aquatics camp and stand-up paddleboard yoga.

Revenue for 2018 was \$15,500 compared to \$17,215 in 2017. Rental revenue fluctuates depending on lake conditions, weather, and the volume of patrons at the beach. This year offered more challenging conditions and resulted in less rental activity.

Stand-up paddle boarding was the most popular activity, accounting for 41% of rental revenue with kayaking similar at 40%. Sailboat rentals account for 19% of rental revenue, but sailboats are utilized for adult sailing and beach camps. Peak rental times are Sunday afternoons, with long waitlists experienced on nice weather days.

### Lake Rental Revenue by Craft

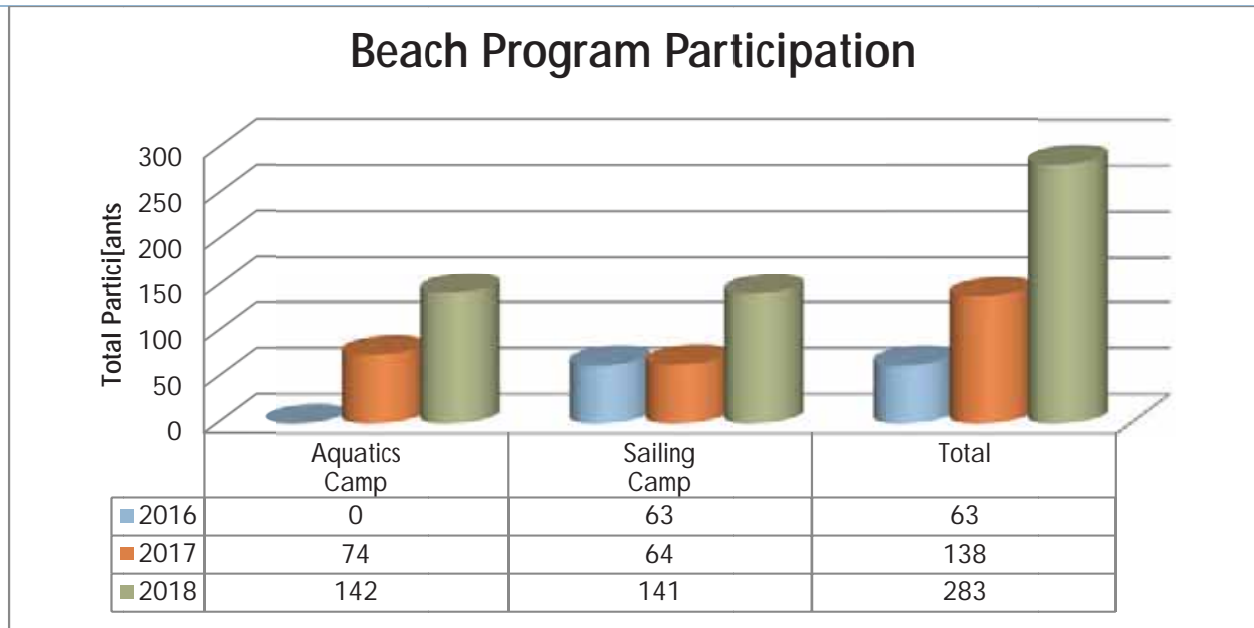
	Kayak	Paddleboard	Hobie	Quba	Total
Total Revenue	\$6,190	\$6,350	\$2,460	\$500	\$15,500
% of Total Revenue	40%	41%	16%	3%	100%

## Beach Programming

Aquatics Camp is operated and administered by beach staff. Day to day activities include kayaking, paddle boarding, sailing, beach volleyball, along with many other outdoor beach activities. The camp is available in 1-week sessions and runs from 9:30am-12:00pm Monday through Friday. Total enrollment for 2018 was 142 participants.

Sailing Camp was extremely successful again this summer. This camp operates Monday through Friday from 12:30-3:30pm. Participants were divided into two groups based on skill levels. Like Aquatics Camp, Sailing Camp ran every week starting in early June until early August. Participants could extend their day at the beach by signing up for both camps. Total enrollment for 2018 was 141 participants.

A four week adult learn to sail class was offered again this summer. We had three participants and staff has recognized this is an area of opportunity to expand enrollment for 2019.



## SPECIAL EVENTS

### June 7 - GJHP Beach Bash

Over 200 kids from Central School registered for the annual GJHP Beach Bash held at Glencoe Beach on Friday, June 7. The weather was perfect for the end of school celebration. Most of the participants came directly from Central School to attend the event from 2:30-6:00pm. North shore catering grilled burgers and hot dogs accompanied by chips and cookies. The event also featured DJ Famos.

### Fourth of July Celebration

The Fourth of July event and activities were a big success. The evening festivities at Lakefront Park kicked off with food vendor at 6:00pm, which included North Shore Catering, LaCocinita, Dippity Dog, and Resurrection Coffee followed Spoken Four, starting at 6:30pm. The fireworks were set off from the beach by Melrose Pyrotechnics. Staff received many compliments about the fireworks display. During the day, staff was positioned at the bluff entrances to ensure no one was allowed down while fireworks set-up was going on. The stairs leading to the water plant were opened so that the boathouse could operate on an adjusted schedule for the day.

### July 7 - Cardboard Regatta

Participants ages 6-17 were tasked with building a boat out of solely cardboard and duct tape to race around two buoys and back to the beach. This was the second year this event took place and it was very successful as we had six teams show up to race. At the end of the event awards were presented for both speed and team spirit

### July 27-28 - Beach Camp Out

The Beach Camp Out was a lot fun! It was a bit cold and windy that night but the event had great attendance with 60 families registered. The event featured a big bonfire, dinner provided by North Shore Catering, S'mores, and the movie Finding Nemo on a large 35' screen. Families enjoyed breakfast consisting of assorted cereal and coffee Saturday morning before packing up and heading out.

## September 16 - Doggie Dip

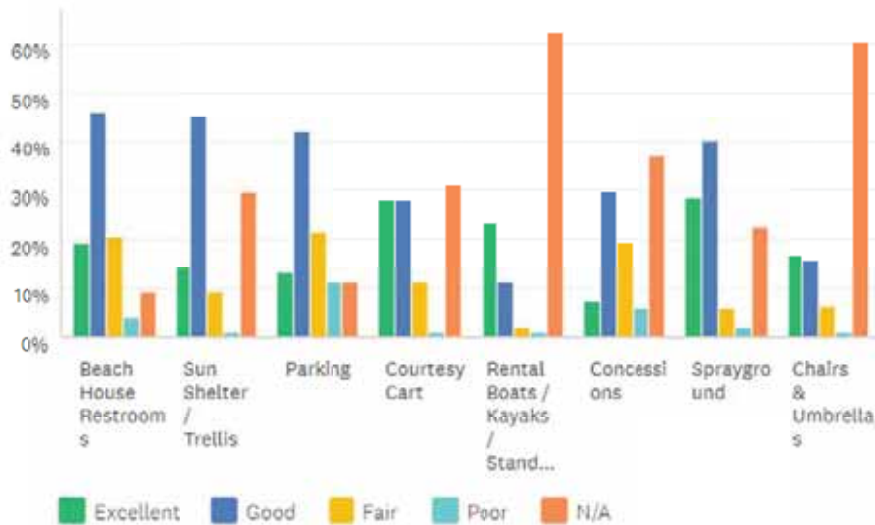
Well over 40 dogs and their owners/families attended the event. Staff had doggie give-a-ways including tennis balls, bandanas, and frisbees. Staff also had crafts for the kids, but the big hit was the dogs being able to swim and run along the shore with their families and other dogs.

## FEEDBACK AND SURVEY RESULTS

Each year a survey is sent to beach token holders as well as individuals who rent boat spaces to solicit feedback on their experience. Staff appreciates this invaluable information to assess areas of strength or potential areas for improvement. This year there were 98 responses collected, compared to 95 in 2017. Noted areas of concern included concessions operation, facility cleanliness, and parking. When asked about overall experience during the summer of 2018, 86% of responses marked either excellent or good, compared to 76% in 2017. The continuous training throughout the entire summer by our lifeguard and boat guards showed as 92% of our guests felt their safety as a swimmer was either excellent or good. Other areas scoring high marks included staff friendliness, attentiveness, and responsiveness, spray ground and lake rentals. Below are some of the overall survey statistics.

Please rate the following Glencoe Beach amenities. If you did not use a particular amenity, please mark N/A for not applicable.

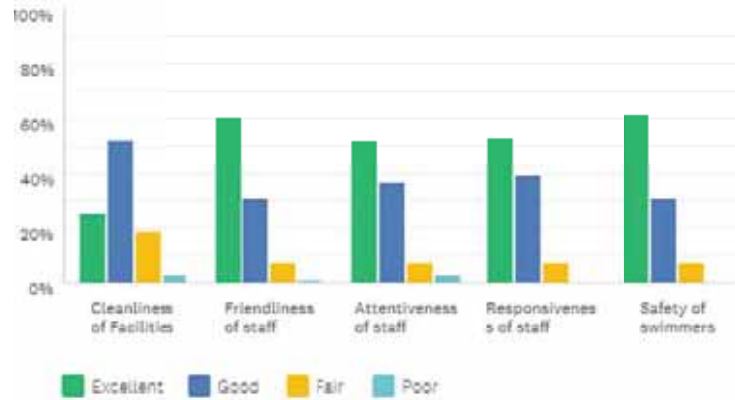
Answered: 98 Skipped: 0





When thinking about the beach staff, including lifeguards, beach attendants, cart drivers, and management, please rate the following attributes:

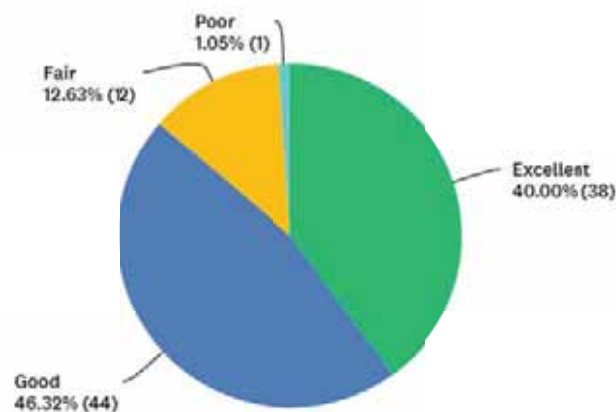
Answered: 95 Skipped: 3



	EXCELLENT	GOOD	FAIR	POOR	TOTAL	WEIGHTED AVERAGE
Cleanliness of Facilities	25.26% 24	52.63% 50	18.95% 18	3.16% 3	95	3.00
Friendliness of staff	60.84% 57	30.85% 29	7.45% 7	1.08% 1	94	3.51
Attentiveness of staff	52.13% 49	37.23% 35	7.45% 7	3.19% 3	94	3.38
Responsiveness of staff	53.19% 50	39.36% 37	7.45% 7	0.00% 0	94	3.46
Safety of swimmers	61.70% 58	30.85% 29	7.45% 7	0.00% 0	94	3.54

Please rate your overall satisfaction with the Glencoe Beach during the 2018 season. (Select one)

Answered: 95 Skipped: 3



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## FINANCIALS AND FUTURE PLANNING

The summer of 2018 was very positive with many aspects of the operation. With the addition of a new facility manager, there was a learning curve on behalf of both the new manager and the returning staff members. The beaches management team was able to work with one another in order to streamline the processes of the past operation and the vision of new manager and their goals for the beach season.

Operationally, the beach was at its best right from the beginning of the season. The weather over Memorial Day weekend was optimal for beach goers with temperatures in the 90's, with partly cloudy skies. Our busiest day of the season was Memorial Day with 1,444 visiting the beach. Overall, the summer of 2018 had very good weather on the weekends, which is by far our busiest time of the season. Statistically, Sundays are our busiest day of the week with an average attendance of 782 guests for 2018. Most of our guests came to the beach between 11:00am-2:00pm.

Resident pass sales were only slightly lower in revenue at \$35,207 for 2018 compared to \$36,804 in 2017. Revenue remained steady, as there was a \$15 increase in the season pass fee for additional family members. The average number of visits per season pass hold was 3.56 over the course of the summer. Daily resident guest visits for 2018 totaled 10,005 visits compared to 19,387 total visits by non-residents. We also had a significant jump in resident daily fees from \$25,763 in 2017 to \$40,288 in 2018. Staff attributes the increase in daily fees to the lower number of season passes purchased by residents for the summer of 2018.

Staff worked hard again this summer in a concerted effort to make sure all available sand rental spaces were paid for by our boaters. The slight decrease in revenue for summer storage is due to the loss of sand spaces on both the north and south boating beaches. Staff was also able to assign new paddleboard and kayak spaces to help offset some of the revenue lost from the loss of sand spaces. Staff will review the layout of the sand and rack spaces to make sure all available space is utilized within the current space available.

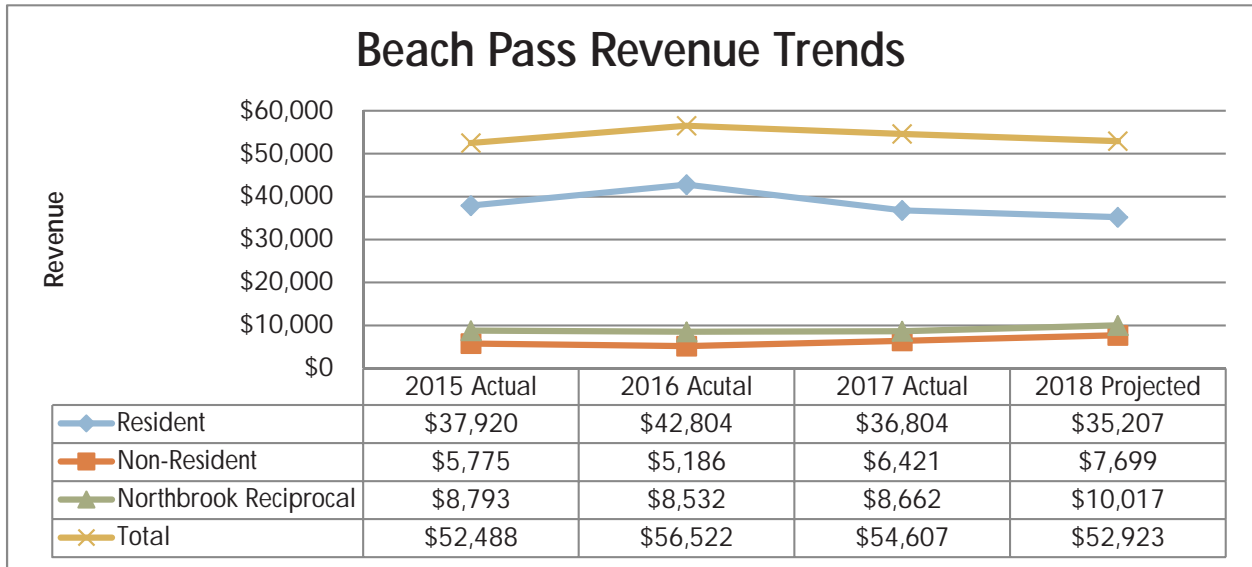
In an effort to consolidate training and to insure all lifeguards and boat guards are properly trained, Matt Walker will be obtaining his Lifeguard Instructors Certification through the American Red Cross in the off-season. This will give Matt the opportunity to train lifeguards in house and provide the onsite training necessary to work an open waterfront environment. A focus will also be placed on continuing to ensure lifeguards exceed standards of training, are the most knowledgeable, and well prepared on the north shore. Staff will also continue to review and refine process and procedure to ensure efficient operation and a great experience for guests.

It will be required again that all lifeguards, boat guards and camp staff have a valid Red Cross Lifesaving Certification in order to work on the beach. Matt will also obtain his Powerboat Instructors certification through US Powerboating. All boathouse and camp staff will have to pass a 16 hours course in order to operate and powerboat owned by the Park District.

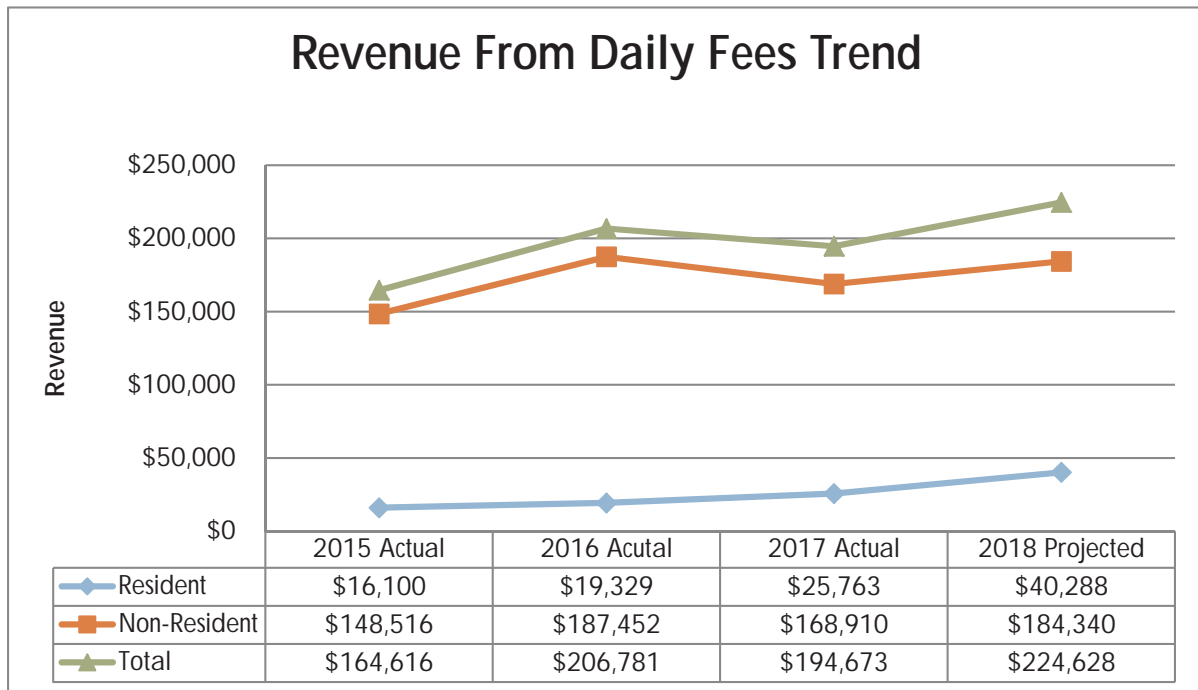
Staff will also look into the concession operation given the current vendor's agreement is only through 2018. One of the areas of concern from our annual beach survey was the concession operation and the same concerns were expressed in 2017. Staff will weigh the options of continuing to out-source the operation or bring the operation back in house under the direct supervision of Park District staff.

# APPENDICIES

## Appendix A – Detailed Financial Trends

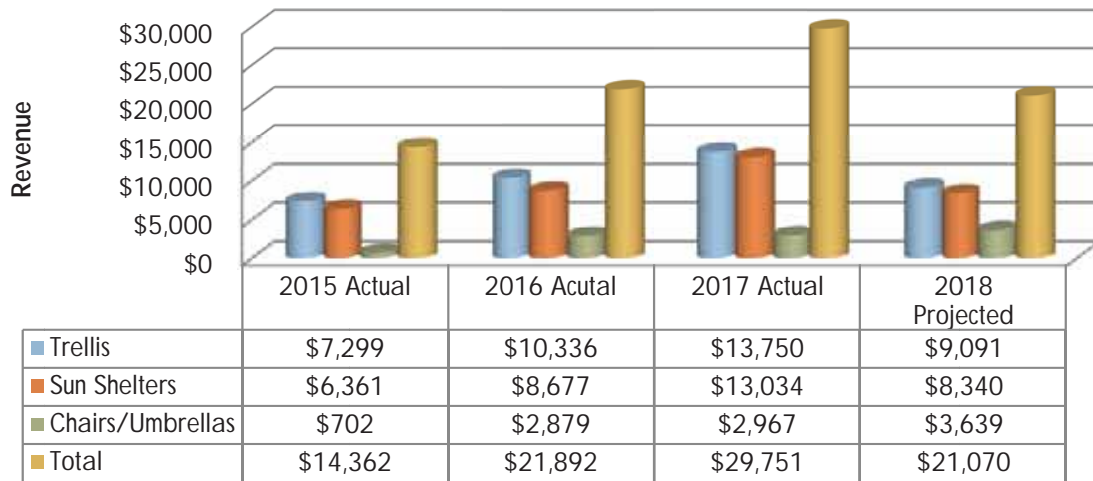


\*Although we saw a decrease in the resident season pass revenue, we did have a large increase in the amount of resident daily fees.



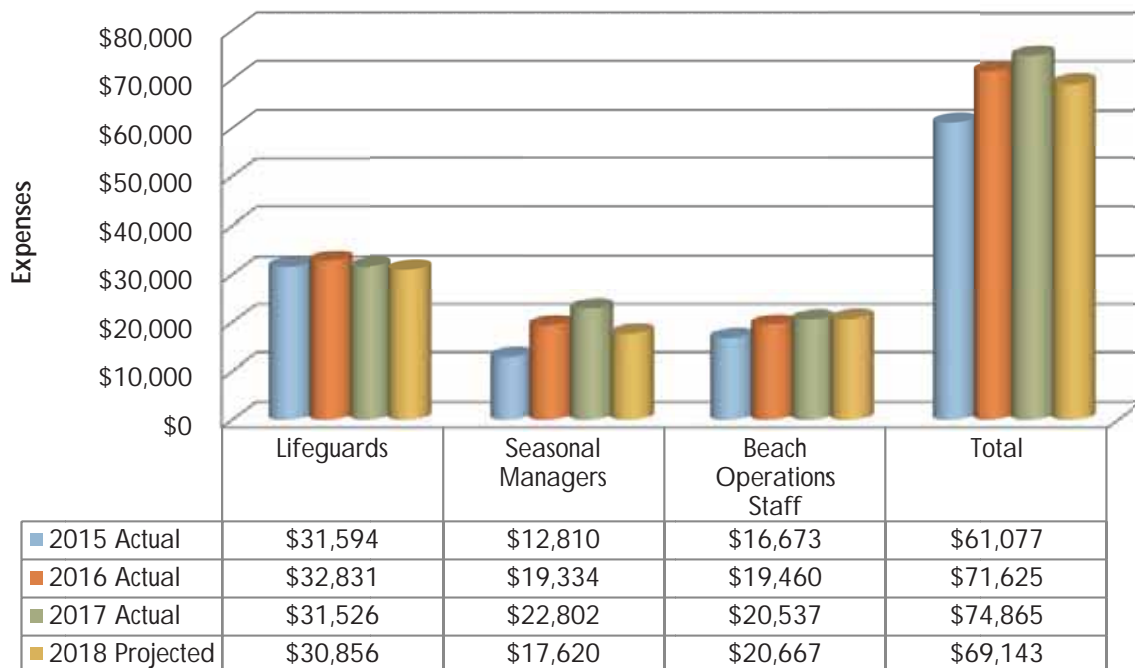
\*Daily Revenues were strong due in part to very hot weather over Memorial Day weekend.

## Beach Facility and Equipment Rental Trends

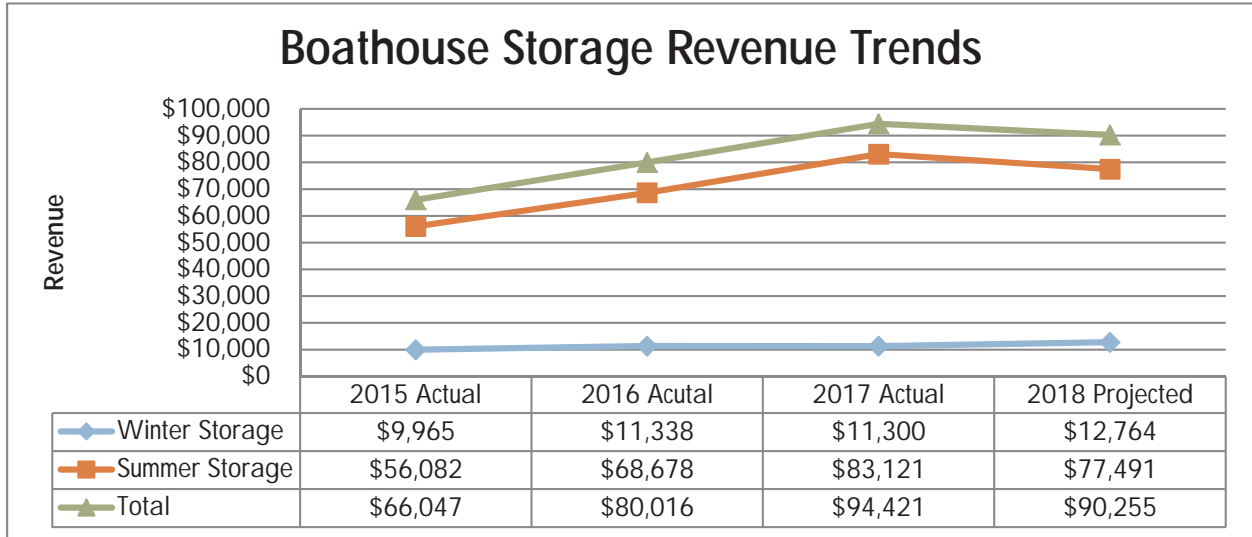
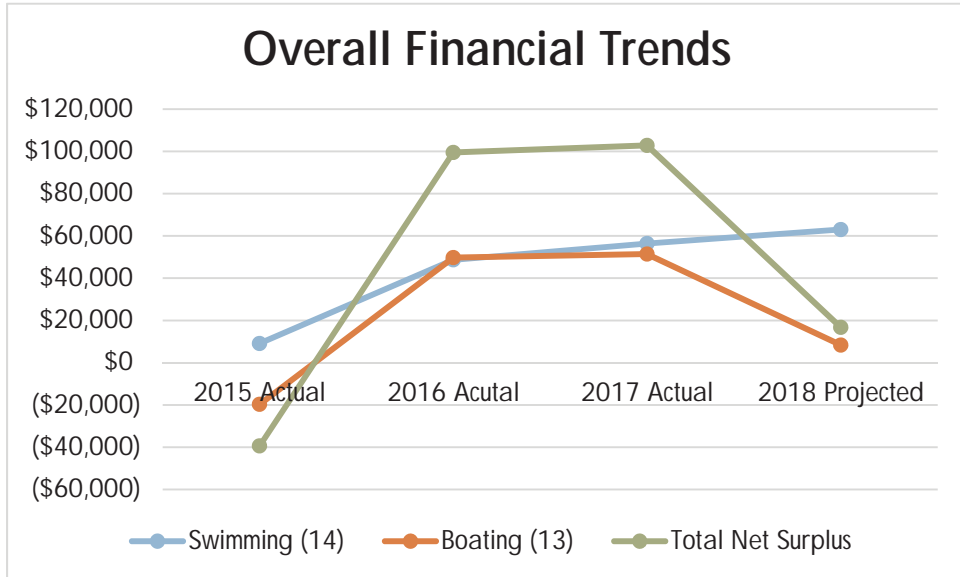


\*Facility and equipment rentals depend entirely on the weather conditions. Staff attributes the lower number of Trellis rentals to the unseasonably cold and wet month of June. Most graduation parties were planned for later in the summer when they normally take place in June, so those hosting summer parties, weddings, reunions were not able to rent on the most popular weekends in July and August.

## Seasonal Staff Expense Trends



- Staff salaries were increased by 12% over 2017 wages in order to stay competitive with surrounding beach operations. Staff was diligent about watching staff hours on days when the beach was closed for high bacteria, inclement weather, or high surf. The month of June was particularly low for staffing costs due to the large number of beach closures.



\*The loss of sand spaces on both the north and south beach has played a major role in revenue collection. Staff has maximized the number of sand spaces available and will continue to monitor the water levels to determine if we can accept new boaters off of our growing waitlist.

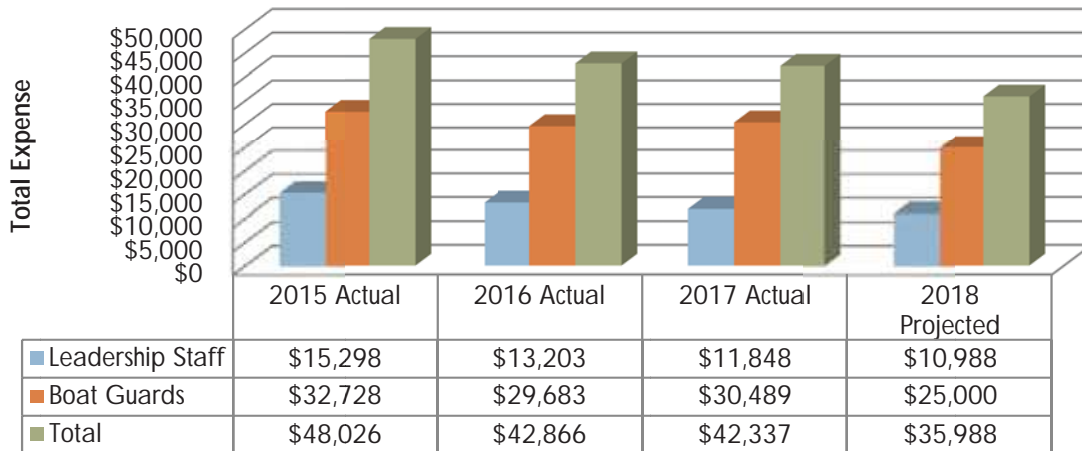


## Boat, Kayak, Paddleboard Rental Trends



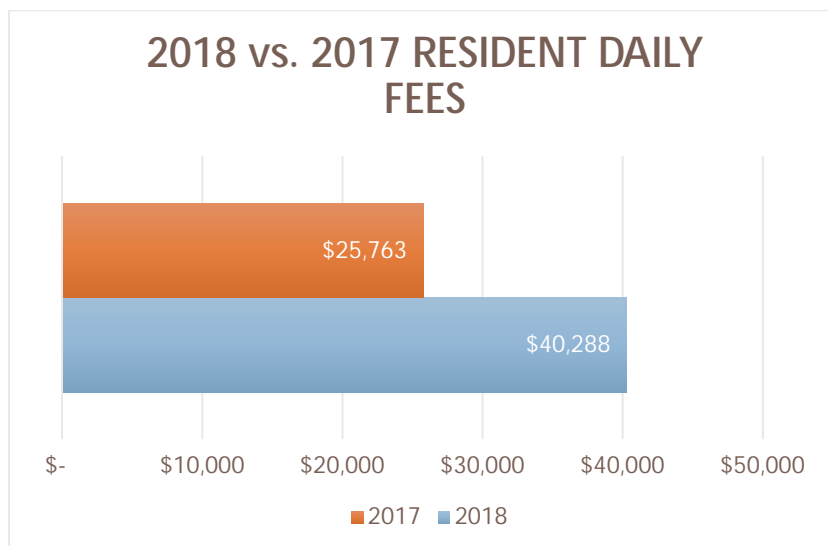
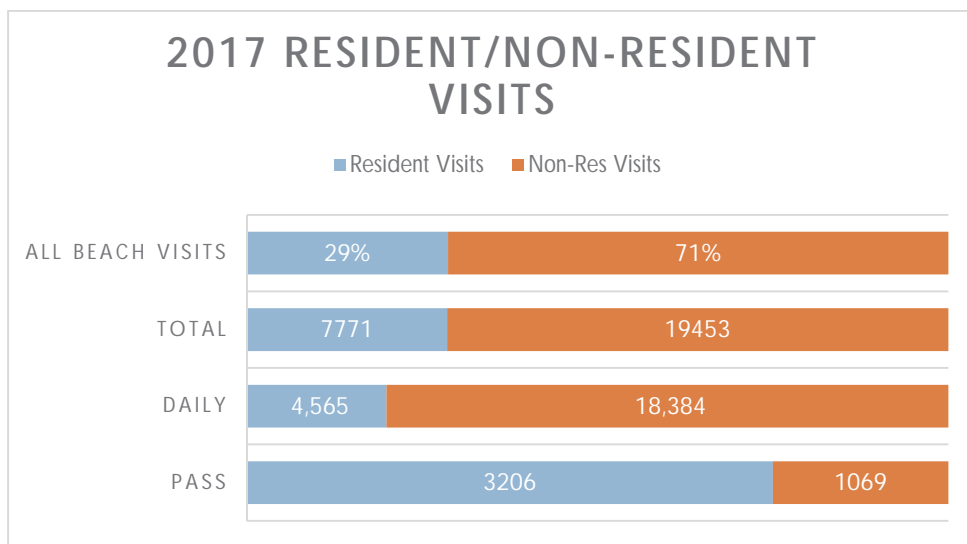
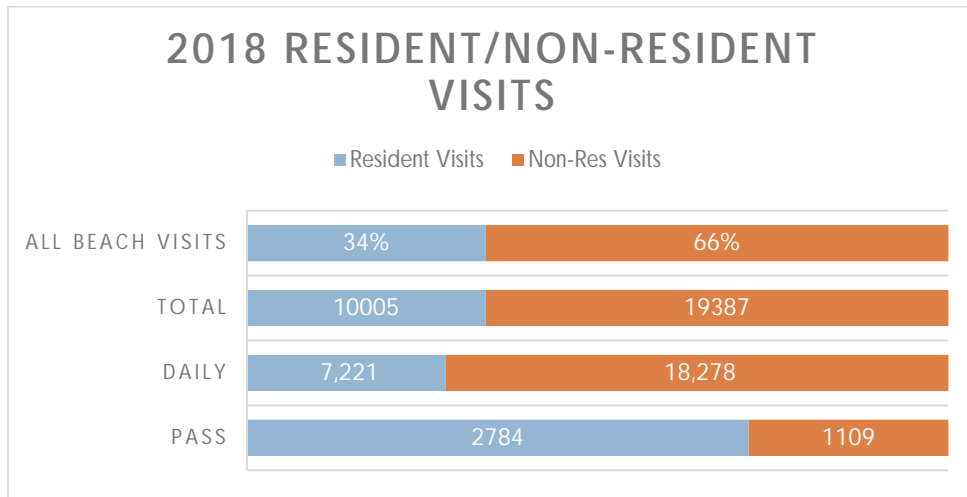
\*Rental revenue greatly depends on the conditions of the lake. Staff was very cautious this summer and erred on the side of caution when conditions were forecast to change or wave heights posed as stability issue to kayaks and paddleboards.

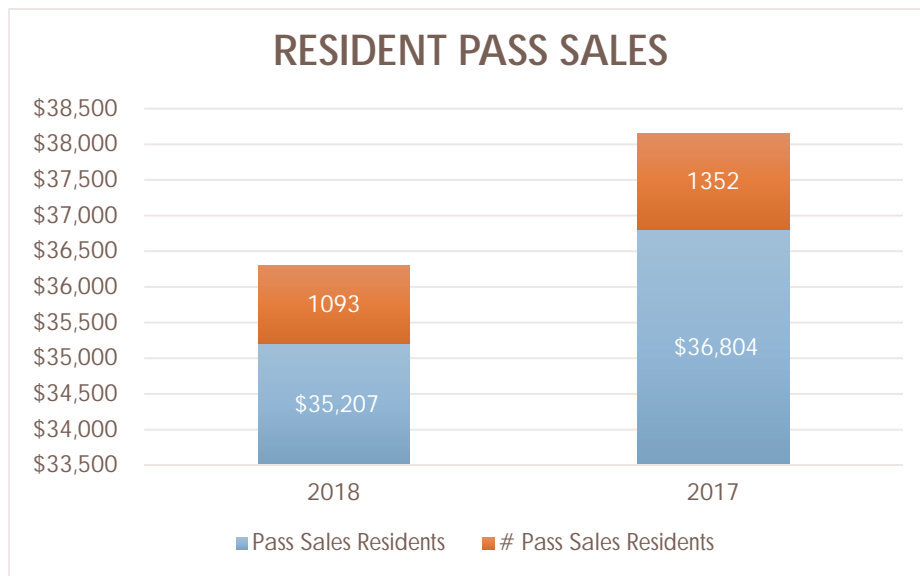
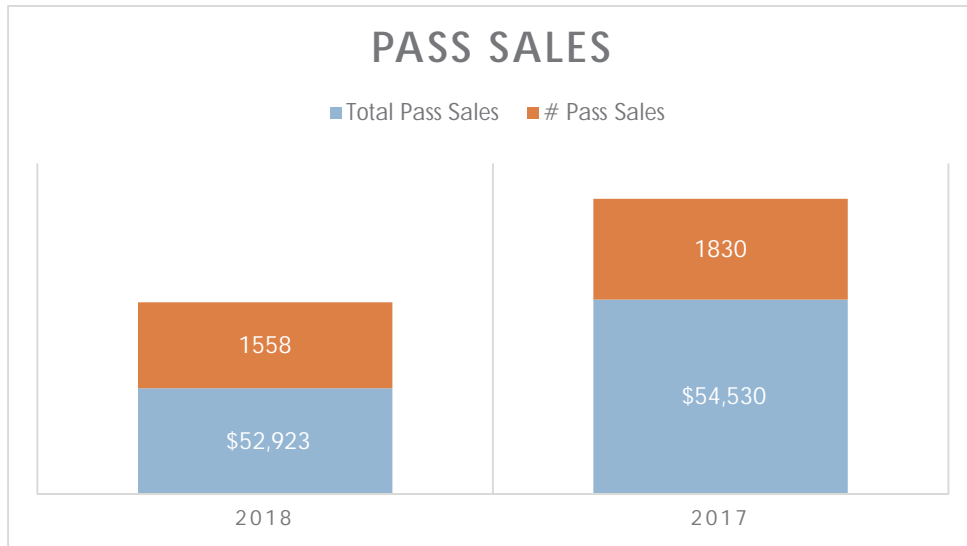
## Boat House Staff Expense Trend



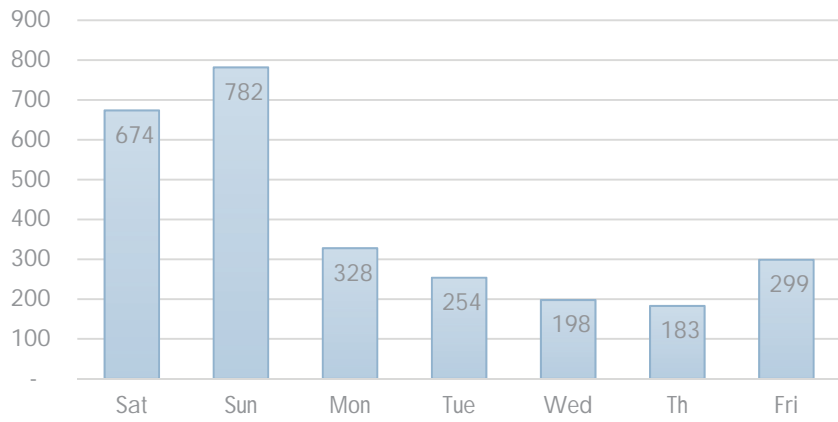
\* Staff wages are down in part to the number of closures in the beginning of the season and the lack of availability of staff in the pre and post season. Many of our high school aged staff members are also on the New Trier sailing teams and have regattas over the weekends making them unavailable to work over the weekends.

## Appendix B –Attendance Comparisons

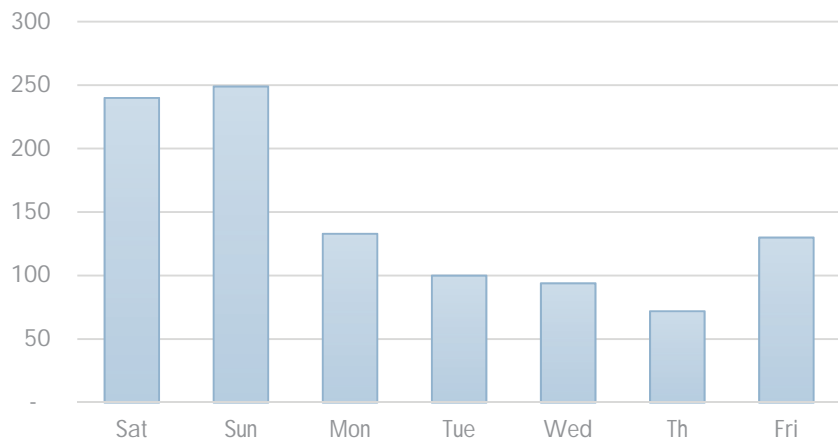




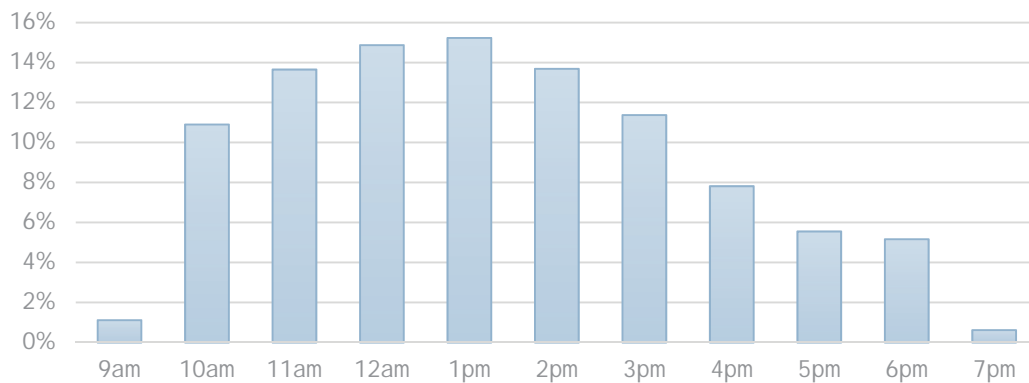
## 2018 DAY AVERAGE ATTENDANCE



## 2018 RESIDENT AVERAGE ATTENDANCE



## 2018 BUSIEST TIMES



## Appendix C – Pricing Comparisons

### Standard Daily Admissions and Passes

Town	Hours	Daily Fees Res/NR	Individual Pass Res/NR	Family Pass for 4 Res/NR
Glencoe	10:00a–8:00p	Adult \$7/\$14 Child \$5/\$10	\$95/\$132	\$140/\$219
Wilmette	9:00a–8:00p	Adult \$6/\$10 Child \$4.75/\$9.50 Daily Parking \$12/\$15	\$45/\$115 Parking Pass \$25/\$150	\$115/\$273 Parking Pass \$25/\$150
Winnetka	9:00a–7:00p	Adult \$5/\$10 Child \$5/\$10	\$60/\$128	\$95/\$125
Evanston	10:30a–7:30p	Adult \$8/\$8 Child \$6/\$6	\$34/\$58	\$136/\$232

#### Last Daily Rate Increase:

- 2002: \$1 increase for nonresident only; resident rate remained \$4/\$6
- 2012: \$1 increase for nonresident adult fee only to \$10
- 2017: \$1 increase for residents, \$4 increase for non-residents
- 2018: Group rate increased to \$10 per person for groups of 10 people or more

#### Last Season Pass Increase:

- 2010: \$5 increase to all pass types
- 2012: New rate created for seniors (age 65 and older)
- 2017: \$26 decrease for resident first member and \$22 decrease for non-resident first member
- 2018: \$19 increase in additional pass cost

Note: Due to Illinois Department of Natural Resources and the OSLAD Grant the District received in 1996, the non-resident rates/fees for the Beach are not allowed to be more than twice the resident rate.

### Sun Shelter and Trellis Rentals

Town	Sun Shelter (12 person) 3 Hour Rental R/NR	Sun Shelters (24 person) 3 Hour Rental R/NR	Trellis (75-100 person) 5 Hour Rental R/NR
Glencoe	\$20/\$40	\$40/\$80	M-Th \$232/\$348 F-Sun \$370/\$556
Wilmette	Free/\$30	Free/\$60	Not Available
Winnetka	Not Available	Not Available	\$125/\$225
Evanston	Not Available	Not Available	Not Available

### Lake Rentals\*

Town	Kayak Res/NR	Paddleboard Res/NR	Sailboat Rental Res/NR
Glencoe	*\$25/\$30	* \$25/\$30	*\$40/\$50
Wilmette	*M-F \$40/\$40 Sa-Su \$50/\$50	*M-F \$25/\$25 Sa-Su \$35/\$35	*M-F \$63/\$63 Sa-Su \$83/\$83
Winnetka	Not Available	*M-F Not Available Sa-Su \$25/\$40	Not Available
Evanston (45 min rentals)	*M-F \$25/\$35 Sa-Su \$25/\$35	*M-F \$25/\$35 Sa-Su \$25/\$35	*M-F \$50/\$60 Sa-Su \$50/\$60

\*Prices per hour



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## Boat Storage Spaces

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Town	Sand Res/NR	Rack Paddle Res/NR	Winter Sand Res/NR	Winter Rack Res/NR
Glencoe	\$607/\$936	\$365/\$563	\$248/\$310	\$128/\$192
Wilmette	\$673/\$953	\$391/\$653	\$296/\$296	\$206/\$206
Winnetka	\$375/\$500	\$335/\$670	\$100/\$150	\$100/\$150
Evanston	\$370/\$500	\$230/\$290	Not Available	Not Available

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Appendix D – Samples of Marketing Materials

**put some *play* in your week!**  
*June 8-17*

**School's out...let's play!**

**SATURDAY: Coffee with the Boats**

Star to the Finish Market (57th Street) to meet local businesses, a cup of coffee, learn about our programs and services, and give your neighbors a shout-out! The event is free! We'll be here from 10:00am to 2:00pm. [Sign up!](#)

**THURSDAY: BIWATER CLUB**

Start your week with us at the South Center for FREE! Meet and greet our staff. [Sign up!](#)

**FRIDAY: SUMMER '18**

Join this fun-filled event and a FREE community visit. All ages welcome! All participants receive a t-shirt. [Sign up!](#)

**MONDAY-FRIDAY: Summer Beginning Camp**

Join us for a week of fun and games. [Sign up!](#)

**MONDAY-FRIDAY: Game of Thrones Camp**

Design, create, program, and learn to fly their very own quadcopter drone with a propeller from our drone. [Sign up!](#)

**MONDAY-FRIDAY: Sailing & Aquatics Camp**



Board the Aquatic sailing. We'll sail, learn, and have fun. [Sign up!](#)

**Next Week...**

- June 18: [Sailing & Aquatics Camp](#)
- June 19: [Coffee with the Boats](#)
- June 21: [Sailing & Aquatics Camp](#)
- June 22: [Game of Thrones Camp](#)

**Cardboard Regatta**

Sign up at [www.glencoeParkDistrict.com](http://www.glencoeParkDistrict.com)


**It's Cardboard Regatta Day! What's competing at Glencoe Beach today?**  
<http://www.glencoeParkDistrict.com/Events/RegattaEventDetail?id=16657297>  
EventStart: 7/27/2018 10:00 AM  
EventEnd: 7/27/2018 12:00 PM

**Instagram @glencoeParks**

Good morning sunshine! #GlencoeBeach #SummerVibes #BeachDays #GlencoeParks #GlencoeParkDistrict

**Facebook: Glencoe Beach**

Happy day! (# @ \_ borrowedmoments\_ )



**Bring your friends to the beach**

**Glencoe Beach Guest Passes Are Now Available!**

Want to bring a friend to Glencoe Beach? Guest passes allow you to purchase one or more passes which expire at the end of the season.

**10-guest pass: \$60/00 AINR**

Guest passes may be purchased at the Staff Center or Glencoe Beach. All passes must be accompanied by the season pass holder. Limit one guest pass per household. Guest passes are only available for purchase by season pass holders.

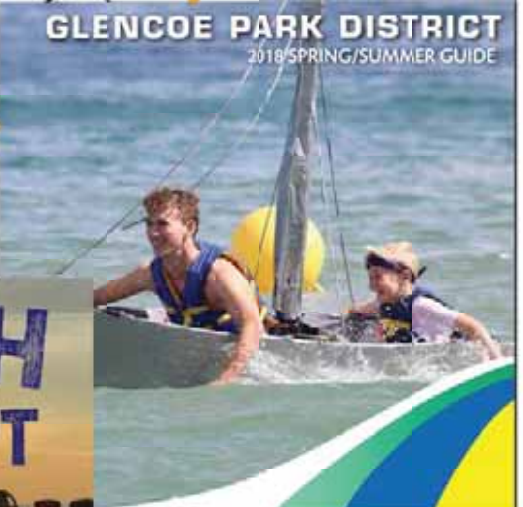
[Learn More](#)

**PLEASE NOTE:** Glencoe Beach will be closed on July 4th in safety prepare for the fireworks show. You may use your season pass at Veterans Park District's Stone Lot at Glencoe (FREE BEACH).

Glencoe Beach 12 North Avenue Glencoe, IL 60022	Regular Season Pass 17 July 8 PM \$41,000.00
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[www.glencoeParkDistrict.com](http://www.glencoeParkDistrict.com)

**GLENCOE PARK DISTRICT  
2018 SPRING/SUMMER GUIDE**



**ADULT SAILING\***

Adult sailing is a fun way to enjoy the water. We offer a variety of sailboats for rent. [Sign up!](#)

**YOUTH SAILING\***

Youth sailing is a fun way to enjoy the water. We offer a variety of sailboats for rent. [Sign up!](#)

**WATER SAFETY**

Learn the basics of water safety and how to stay safe. [Sign up!](#)

**WATER SAFETY**

Learn the basics of water safety and how to stay safe. [Sign up!](#)

**WATER SAFETY**

Learn the basics of water safety and how to stay safe. [Sign up!](#)

**BEACH CAMPOUT**

FRIDAY-SATURDAY, JULY 27-28  
6 PM - 9 AM

SPEND AN EVENING CAMPING AT GLENCOE BEACH. ENJOY DRINKS, THE MOVIE, GOOD ROAD MARSHALLS AND HAVE BREAKFAST AT 10AM.

REGISTER AT [WWW.GLENCOEPARKDISTRICT.COM](http://WWW.GLENCOEPARKDISTRICT.COM)

**GET FIT AT GLENCOE BEACH**

**NEW! PADDLEBOARD CORE!**

**NEW! PADDLEBOARD YOGA!**

**12 WEEK SUMMER YOGA**

**GET A SEASON PASS!**

Pass Type	Price
Individual	\$60.00
Family (2 Adults, 2 Children)	\$180.00
Family (4 Adults, 4 Children)	\$360.00

**GET FIT AT GLENCOE BEACH**

**pet FIT GLENCoe FITNESS**

**\$99 for 90 DAYS!**

**REGISTERATION REQUIRED**

REGISTER AT [WWW.GLENCOEPARKDISTRICT.COM](http://WWW.GLENCOEPARKDISTRICT.COM)

**Instagram @glencoeParks**

Sunset from one of iPhones...shot from iPhoneX. ( # @ \_ @yogeshsingh )



# Voucher List of Bills

## By Vendor Set

Payment Dates 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 11315 - Abbey Paving &amp; Sealcoating Co., Inc.</b>					
Abbey Paving & Sealcoating C	11/07/2018	9220	69-00-000-5551	Takiff Parking Ph 2 Constructi	148,659.03
<b>Vendor 11315 - Abbey Paving &amp; Sealcoating Co., Inc. Total:</b>					<b>148,659.03</b>
<b>Vendor: 11325 - ABC Monuments</b>					
ABC Monuments	10/30/2018	9183	69-00-000-5540	Bronze Plates-Woodlawn	580.00
ABC Monuments	10/30/2018	9183	69-00-000-5546	Bronze Plates-Vernon	580.00
ABC Monuments	10/30/2018	9183	69-00-000-5549	Bronze Plates-Old Elm	580.00
<b>Vendor 11325 - ABC Monuments Total:</b>					<b>1,740.00</b>
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	10/11/2018	9123	10-12-000-5353	Trash/Recycling - Parks	1,520.47
Advanced Disposal Services	10/11/2018	9123	10-13-000-5353	Trash/Recycling - Watts	112.00
Advanced Disposal Services	10/11/2018	9123	25-00-000-5353	Trash/Recycling - Takiff	344.00
Advanced Disposal Services	10/11/2018	9123	69-00-000-5540	Trash/Recycling - Woodlawn	560.94
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>2,537.41</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	11/07/2018	9221	10-00-000-2170	Supplemental Aflac Coverage	310.48
<b>Vendor 10098 - AFLAC Total:</b>					<b>310.48</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	11/07/2018	9222	25-00-000-5210	Takiff Fiber Internet - October	1,728.53
<b>Vendor 10739 - Airespring Total:</b>					<b>1,728.53</b>
<b>Vendor: 11275 - Albertsons   Safeway</b>					
Albertsons   Safeway	10/30/2018	9184	25-25-401-5400	ELC Program Supplies	31.99
Albertsons   Safeway	10/30/2018	9184	25-25-403-5400	ELC Program Supplies	9.58
Albertsons   Safeway	10/30/2018	9184	25-25-403-5400	ELC Program Supplies	47.07
Albertsons   Safeway	10/30/2018	9184	25-26-000-5403	Daycare Supplies	48.15
Albertsons   Safeway	10/30/2018	9184	25-26-000-5409	Daycare Supplies	658.82
<b>Vendor 11275 - Albertsons   Safeway Total:</b>					<b>795.61</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	10/23/2018	9164	25-26-000-5387	Day Care Nurse Services	90.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>90.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	11/07/2018	9223	69-00-000-5538	Design/Const Mgmt - Woodla	6,091.22
Altamanu, Inc.	11/07/2018	9223	69-00-000-5544	Design/Const Mgmt - Vernon	598.39
Altamanu, Inc.	11/07/2018	9223	69-00-000-5547	Design/Const Mgmt - Old Elm	598.39
Altamanu, Inc.	11/07/2018	9223	69-00-000-5550	Construction Management - T	695.30
Altamanu, Inc.	11/07/2018	9223	69-00-000-5553	Design Svcs - Linear Parks	4,232.07
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>12,215.37</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	10/11/2018	9124	25-00-000-5355	Takiff HVAC Mo Maint - Nove	742.13
Althoff Industries, Inc.	10/30/2018	9185	25-00-000-5351	Service Call-Takiff HVAC	435.75
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,177.88</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	10/16/2018	9134	10-11-000-5342	Admin Bulletin Board	34.11
Amazon Capital Services	10/16/2018	9134	10-12-000-5482	Hardware - Parks	114.82
Amazon Capital Services	10/16/2018	9134	10-12-000-5493	Fertilizer/Chemicals	438.87
Amazon Capital Services	10/16/2018	9134	10-15-000-5421	Uniforms - Boathouse	377.00
Amazon Capital Services	10/16/2018	9134	25-00-000-5210	Phone Supplies	57.08
Amazon Capital Services	10/16/2018	9134	25-00-000-5482	Hardware - Parks	23.00
Amazon Capital Services	10/16/2018	9134	25-25-310-5400	Adult Art Supplies	74.63
Amazon Capital Services	10/16/2018	9134	25-26-000-5412	Cleaning Supplies - Day Care	549.89

Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	10/16/2018	9134	25-27-000-5420	General Fitness Area Supplies	104.32
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>1,773.72</b>
<b>Vendor: 10686 - American Building Services, LLC</b>					
American Building Services, LL	11/07/2018	9224	25-00-000-5451	Building Parts - Takiff	438.00
<b>Vendor 10686 - American Building Services, LLC Total:</b>					<b>438.00</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	11/07/2018	9225	25-25-653-5401	Broadway Bound Shirts	344.70
American Outfitters, Ltd.	11/07/2018	9225	25-25-707-5400	House Basketball Shirts	784.00
American Outfitters, Ltd.	11/07/2018	9225	25-25-708-5400	House Basketball Shirts	400.00
American Outfitters, Ltd.	11/07/2018	9225	25-25-711-5400	House Basketball Shirts	900.00
American Outfitters, Ltd.	11/07/2018	9225	25-25-740-5400	Travel Basketball Uniforms	1,313.00
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>3,741.70</b>
<b>Vendor: 10717 - Applied Controls, Inc.</b>					
Applied Controls, Inc.	10/30/2018	9186	25-00-000-5351	Emergency Repairs-EC Office	825.00
Applied Controls, Inc.	10/30/2018	9186	25-00-000-5451	Emergency Repairs-EC Office	1,852.25
<b>Vendor 10717 - Applied Controls, Inc. Total:</b>					<b>2,677.25</b>
<b>Vendor: 10159 - Arlington Power Equipment</b>					
Arlington Power Equipment	10/30/2018	9187	10-12-000-5481	Tarp-Parks	68.99
<b>Vendor 10159 - Arlington Power Equipment Total:</b>					<b>68.99</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	11/07/2018	9226	10-12-000-5210	Phone Svc - Parks	53.28
AT & T	11/07/2018	9226	10-13-000-5210	Phone Svc - Watts	42.75
AT & T	11/07/2018	9226	25-00-000-5210	Phone Svc - Takiff	1,289.23
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,385.26</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	11/07/2018	9227	10-14-000-5210	DSL Service - Beach	166.09
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>166.09</b>
<b>Vendor: 10163 - Atlas Bobcat, LLC</b>					
Atlas Bobcat, LLC	10/16/2018	9135	10-12-000-5450	Equipment Parts - Parks	119.30
<b>Vendor 10163 - Atlas Bobcat, LLC Total:</b>					<b>119.30</b>
<b>Vendor: 10172 - Becker Arena Products</b>					
Becker Arena Products	10/23/2018	9165	10-13-000-5416	Ice Paint-Watts Center	2,757.00
Becker Arena Products	10/23/2018	9165	10-13-000-5450	Ice Supplies-Watts Center	174.42
Becker Arena Products	10/30/2018	9188	10-13-000-5420	Watts Ice Supplies, Nets	438.49
Becker Arena Products	11/07/2018	9228	10-13-000-5416	Watts Ice Making Supplies	637.96
<b>Vendor 10172 - Becker Arena Products Total:</b>					<b>4,007.87</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	10/16/2018	9136	10-11-000-5340	NRPA Conf Expenses	835.87
BMO Harris Bank N.A.	10/16/2018	9136	10-11-000-5342	Meeting Supplies	383.43
BMO Harris Bank N.A.	10/16/2018	9136	10-11-000-5402	Chicago Tribune Subscription	0.99
BMO Harris Bank N.A.	10/16/2018	9136	10-12-000-5340	NRPA Conf Hotel - Parks	432.06
BMO Harris Bank N.A.	10/16/2018	9136	10-14-000-5340	Lifeguard Training/Certificatio	435.00
BMO Harris Bank N.A.	10/16/2018	9136	10-15-000-5450	Boathouse Equipment Parts	51.52
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5321	Email Marketing	100.94
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5340	NRPA Conf Expenses	597.06
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5342	Meeting Supplies - Adam Sho	92.77
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5360	Marketing	428.04
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5362	Stock Photography	147.00
BMO Harris Bank N.A.	10/16/2018	9136	25-00-000-5420	General Rec Supplies	41.25
BMO Harris Bank N.A.	10/16/2018	9136	25-25-310-5400	Adult Art Display Case	1,970.87
BMO Harris Bank N.A.	10/16/2018	9136	25-25-402-5300	Contractual - ELC Field Trip	150.00
BMO Harris Bank N.A.	10/16/2018	9136	25-25-435-5400	Sports Equipment	226.75
BMO Harris Bank N.A.	10/16/2018	9136	25-25-615-5400	Ceramics Display Case/Suppli	1,094.00
BMO Harris Bank N.A.	10/16/2018	9136	25-25-713-5400	Sports Equipment	200.00
BMO Harris Bank N.A.	10/16/2018	9136	25-25-755-5400	Tennis Supplies	138.00
BMO Harris Bank N.A.	10/16/2018	9136	25-25-770-5400	Tennis Balls	300.00
BMO Harris Bank N.A.	10/16/2018	9136	25-25-932-5300	Contractual - School Day Off T	895.89



Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	10/16/2018	9136	25-25-932-5400	School Day Off Snacks	207.41
BMO Harris Bank N.A.	10/16/2018	9136	25-25-935-5300	Basset Certification - Tails & A	14.75
BMO Harris Bank N.A.	10/16/2018	9136	25-25-935-5400	Tails & Ales Supplies	518.40
BMO Harris Bank N.A.	10/16/2018	9136	25-25-941-5400	Mud Run Supplies	472.88
BMO Harris Bank N.A.	10/16/2018	9136	25-26-000-5340	Day Care/EC Conferences & T	978.11
BMO Harris Bank N.A.	10/16/2018	9136	25-26-000-5360	Care.com Monthly Subscripti	75.00
BMO Harris Bank N.A.	10/16/2018	9136	25-26-000-5403	Day Care Classroom Supplies	75.95
BMO Harris Bank N.A.	10/16/2018	9136	25-26-000-5404	Brightwheel Day Care Classro	175.00
BMO Harris Bank N.A.	10/16/2018	9136	69-00-000-5532	Web Data Storage	45.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>11,083.94</b>
<b>Vendor: 10182 - BSN Sports</b>					
BSN Sports	10/11/2018	9125	10-12-000-5496	Athletic Field Maintenance Su	325.00
BSN Sports	10/11/2018	9125	25-25-722-5400	Athletic Field Maintenance Su	324.29
<b>Vendor 10182 - BSN Sports Total:</b>					<b>649.29</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	10/23/2018	9166	25-25-615-5400	Ceramics Supplies	208.00
Ceramic Supply Chicago, Inc.	11/07/2018	9230	25-25-615-5400	Ceramics Supplies	732.75
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>940.75</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	10/23/2018	9167	10-11-000-5311	Legal Notice - Watts Bid	92.29
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>92.29</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	11/07/2018	9231	69-00-000-2290	Takiff Parking Ph 1 Retainage	8,861.13
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>8,861.13</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	10/16/2018	9139	10-12-000-5210	Internet Svc - Parks	189.10
Comcast	10/23/2018	9168	10-13-000-5210	Internet/TV-Watts	195.92
<b>Vendor 10505 - Comcast Total:</b>					<b>385.02</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	11/07/2018	9232	10-12-000-5230	Electricity - Parks	674.93
Commonwealth Edison	11/07/2018	9232	10-13-000-5230	Electricity - Watts	634.73
Commonwealth Edison	11/07/2018	9232	10-14-000-5230	Electricity - Beach	235.67
Commonwealth Edison	11/07/2018	9232	10-15-000-5230	Electricity - Boathouse	269.06
Commonwealth Edison	11/07/2018	9232	25-00-000-5230	Electricity - Takiff	8,654.08
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>10,468.47</b>
<b>Vendor: 10210 - Conserv FS</b>					
Conserv FS	10/16/2018	9140	25-25-722-5400	Athletic Field Maintenance Su	671.20
Conserv FS	11/07/2018	9233	10-12-000-5496	Athletic Field Maintenance Su	1,645.97
<b>Vendor 10210 - Conserv FS Total:</b>					<b>2,317.17</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	11/07/2018	9234	10-12-000-5450	Equipment Parts - Parks	101.14
Craftwood Lumber Company	11/07/2018	9234	10-12-000-5497	Playground Surface Supplies	176.67
Craftwood Lumber Company	11/07/2018	9234	10-13-000-5412	Cleaning Supplies - Watts	75.47
Craftwood Lumber Company	11/07/2018	9234	25-00-000-5482	Hardware - Takiff	84.26
Craftwood Lumber Company	11/07/2018	9234	25-00-000-5484	Electrical Supplies - Takiff	83.94
Craftwood Lumber Company	11/07/2018	9234	25-00-000-5488	Hand Tools - Takiff	50.14
Craftwood Lumber Company	11/07/2018	9234	69-00-000-5540	Woodlawn Playground Owner	408.74
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>980.36</b>
<b>Vendor: 10216 - Creekside Printing</b>					
Creekside Printing	11/07/2018	9235	10-13-000-5360	Watts Mailer	1,468.00
<b>Vendor 10216 - Creekside Printing Total:</b>					<b>1,468.00</b>
<b>Vendor: 10322 - Custom Sign Consultants, Inc.</b>					
Custom Sign Consultants, Inc.	11/07/2018	9236	25-00-000-5360	Takiff Signs	175.00
<b>Vendor 10322 - Custom Sign Consultants, Inc. Total:</b>					<b>175.00</b>

Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	11/07/2018	9237	25-26-000-5430	Day Care First Aid Supplies	265.07
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>265.07</b>
<b>Vendor: 10332 - Didier Farms</b>					
Didier Farms	10/16/2018	9141	25-26-000-5386	Contractual - Day Care Field T	328.50
<b>Vendor 10332 - Didier Farms Total:</b>					<b>328.50</b>
<b>Vendor: 11221 - DirecTV</b>					
DirecTV	10/23/2018	9169	25-27-000-5210	TV/Internet Svc - Takiff Fitnes	146.98
<b>Vendor 11221 - DirecTV Total:</b>					<b>146.98</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	11/07/2018	9238	25-26-000-5460	Day Care Food Equipment	602.26
Discount School Supply	11/07/2018	9238	25-26-000-5584	Day Care Rec Equipment	473.35
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,075.61</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	10/23/2018	9170	65-00-018-5502	Wifi Equip/Install-Parks, EC PI	4,998.75
Excalibur Technology Corpora	10/30/2018	9189	10-11-000-5355	Addl TSS-Workstation-Nov	69.00
Excalibur Technology Corpora	11/07/2018	9239	10-11-000-5355	TSS - Dec	6,153.80
Excalibur Technology Corpora	11/07/2018	9239	25-00-000-5321	WebTrac Hosting - Dec	749.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>11,970.55</b>
<b>Vendor: 10405 - First Student</b>					
First Student	10/16/2018	9142	25-25-402-5300	Contractual - ELC Bussing	93.37
First Student	11/07/2018	9240	25-25-402-5300	Bus Svcs - ELC Field Trip	57.07
First Student	11/07/2018	9240	25-25-932-5300	Bus Svcs - School Day Off	176.37
First Student	11/07/2018	9240	25-26-000-5386	Bus Svcs - Day Care Field Trip	57.06
<b>Vendor 10405 - First Student Total:</b>					<b>383.87</b>
<b>Vendor: 10906 - Forestry Suppliers, Inc.</b>					
Forestry Suppliers, Inc.	10/30/2018	9190	10-12-000-5492	Burlap-Trees	53.31
<b>Vendor 10906 - Forestry Suppliers, Inc. Total:</b>					<b>53.31</b>
<b>Vendor: 10345 - Fox Valley Fire and Safety</b>					
Fox Valley Fire and Safety	11/07/2018	9241	10-12-000-5352	Service Call - Berlin Fire Sprin	230.00
<b>Vendor 10345 - Fox Valley Fire and Safety Total:</b>					<b>230.00</b>
<b>Vendor: 10570 - FP Mailing Solutions</b>					
FP Mailing Solutions	10/16/2018	9143	10-11-000-5370	Quarterly Mail Machine Rent	152.85
<b>Vendor 10570 - FP Mailing Solutions Total:</b>					<b>152.85</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	10/30/2018	9191	25-25-913-5400	Boo Bash Supplies	402.38
<b>Vendor 10346 - Fun Express Total:</b>					<b>402.38</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	10/30/2018	9192	10-12-000-5450	Truck Parts	132.82
Glenbrook Auto Parts Inc.	10/30/2018	9192	10-15-000-5481	BoatTrailer Parts	43.92
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>176.74</b>
<b>Vendor: 10076 - Glencoe Junior Kindergarten</b>					
Glencoe Junior Kindergarten	11/07/2018	9242	25-25-472-5300	Payment #7 - Sch Yr	5,571.00
Glencoe Junior Kindergarten	11/07/2018	9242	25-25-473-5300	Payment #7 - Sch Yr	1,856.25
Glencoe Junior Kindergarten	11/07/2018	9242	25-25-475-5300	Payment #2 - Fall Ext	1,258.50
<b>Vendor 10076 - Glencoe Junior Kindergarten Total:</b>					<b>8,685.75</b>
<b>Vendor: 10367 - Goodmark Nurseries, LLC.</b>					
Goodmark Nurseries, LLC.	10/16/2018	9144	10-12-000-5492	Trees/Shrubs	1,459.00
<b>Vendor 10367 - Goodmark Nurseries, LLC. Total:</b>					<b>1,459.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	10/30/2018	9193	25-26-000-5409	Daycare Food Supplies	-154.02
Gordon Food Service, Inc.	10/30/2018	9193	25-26-000-5409	Daycare Food Supplies	63.65
Gordon Food Service, Inc.	10/30/2018	9193	25-26-000-5409	Daycare Food Supplies	100.72
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>10.35</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	10/11/2018	9126	10-12-000-5582	Maintenance Equipment - Par	1,361.72

Voucher List of Bills

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	10/11/2018	9126	25-00-000-5582	Maintenance Equipment - Tak	250.00
Grainger Inc.	11/07/2018	9243	10-12-000-5481	Construction Supplies - Parks	211.70
Grainger Inc.	11/07/2018	9243	10-12-000-5484	Electrical Supplies - Parks	290.11
Grainger Inc.	11/07/2018	9243	10-13-000-5417	Watts Rink Boards/Glass	419.52
Grainger Inc.	11/07/2018	9243	10-13-000-5486	Plumbing Supplies - Watts	130.77
Grainger Inc.	11/07/2018	9243	25-00-000-5412	Cleaning Supplies - Takiff	810.70
Grainger Inc.	11/07/2018	9243	25-00-000-5451	Building Parts - Takiff	35.71
Grainger Inc.	11/07/2018	9243	25-00-000-5484	Electrical Supplies - CREDIT	-180.00
Grainger Inc.	11/07/2018	9243	25-00-000-5484	Electrical Supplies - Takiff	851.34
Grainger Inc.	11/07/2018	9243	25-00-000-5486	Plumbing Supplies - Takiff	915.39
Grainger Inc.	11/07/2018	9243	25-00-000-5582	Maint Equipment - Takiff	629.04
Grainger Inc.	11/07/2018	9243	45-00-000-5420	Slip/Trip/Fall Training Book	41.58
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>5,767.58</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	10/30/2018	9194	25-26-000-5409	Milk-Daycare	492.19
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>492.19</b>
<b>Vendor: 11282 - Hacienda Landscaping</b>					
Hacienda Landscaping	10/30/2018	9195	69-00-000-5539	Payout-Woodlawn Play Proj	75,325.05
<b>Vendor 11282 - Hacienda Landscaping Total:</b>					<b>75,325.05</b>
<b>Vendor: 10379 - HD Supply Facilities Maintenance</b>					
HD Supply Facilities Maintena	10/16/2018	9145	25-00-000-5484	Electrical Supplies - Takiff	419.22
<b>Vendor 10379 - HD Supply Facilities Maintenance Total:</b>					<b>419.22</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	10/23/2018	9171	10-12-000-5481	Mo Statement Chgs-Hardwar	157.64
Home Depot Credit Services	10/23/2018	9171	10-12-000-5487	Mo Statement Chgs-Hardwar	135.28
Home Depot Credit Services	10/23/2018	9171	10-12-000-5488	Mo Statement Chgs-Hardwar	250.00
Home Depot Credit Services	10/23/2018	9171	10-12-000-5490	Mo Statement Chgs-Hardwar	403.52
Home Depot Credit Services	10/23/2018	9171	10-12-000-5582	Mo Statement Chgs-Hardwar	551.86
Home Depot Credit Services	10/23/2018	9171	25-00-000-5412	Mo Statement Chgs-Hardwar	15.97
Home Depot Credit Services	10/23/2018	9171	25-26-000-5412	Mo Statement Chgs-Hardwar	-20.50
Home Depot Credit Services	10/23/2018	9171	25-26-000-5584	Mo Statement Chgs-Hardwar	-11.86
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>1,481.91</b>
<b>Vendor: 10068 - Hot Shots Sports</b>					
Hot Shots Sports	10/16/2018	9146	25-25-589-5300	Contractual - Youth Football C	378.00
Hot Shots Sports	10/16/2018	9146	25-25-744-5300	Contractual - Youth Football C	2,173.50
<b>Vendor 10068 - Hot Shots Sports Total:</b>					<b>2,551.50</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	10/16/2018	9147	25-00-000-5484	Electrical Supplies - Takiff	133.72
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>133.72</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	10/12/2018	DFT0000727	10-00-000-2110	IL State Tax W/H	5,409.78
IL Dept of Revenue	10/26/2018	DFT0000732	10-00-000-2110	IL State Tax W/H	5,436.74
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>10,846.52</b>
<b>Vendor: 11323 - IL State Treasurer's Office</b>					
IL State Treasurer's Office	10/16/2018	9159	10-00-000-2095	Remittance - 2018 Unclaimed	449.80
<b>Vendor 11323 - IL State Treasurer's Office Total:</b>					<b>449.80</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	10/23/2018	DFT0000734	10-00-000-2150	IMRF Contribution-Oct 2018	40,982.24
Illinois Municipal Retirement	10/23/2018	DFT0000734	10-00-000-2155	IMRF VAC-Oct 2018	3,573.84
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>44,556.08</b>
<b>Vendor: 10397 - IPRA</b>					
IPRA	11/07/2018	9244	10-11-000-5730	IPRA Memberships	1,056.00
IPRA	11/07/2018	9244	10-12-000-5730	IPRA Memberships	264.00
IPRA	11/07/2018	9244	25-00-000-5730	IPRA Memberships	1,584.00
<b>Vendor 10397 - IPRA Total:</b>					<b>2,904.00</b>
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	10/12/2018	DFT0000725	10-00-000-2120	Social Security W/H	14,800.54



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
IRS/Dept of Treasury	10/12/2018	DFT0000726	10-00-000-2130	Medicare	3,570.22
IRS/Dept of Treasury	10/12/2018	DFT0000728	10-00-000-2100	Fed Income Tax W/H	9,631.71
IRS/Dept of Treasury	10/26/2018	DFT0000730	10-00-000-2120	Social Security W/H	14,644.82
IRS/Dept of Treasury	10/26/2018	DFT0000731	10-00-000-2130	Medicare	3,597.04
IRS/Dept of Treasury	10/26/2018	DFT0000733	10-00-000-2100	Fed Income Tax W/H	9,651.03
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>55,895.36</b>
<b>Vendor: 10558 - Kim Bloomberg Designs, Inc</b>					
Kim Bloomberg Designs, Inc	10/30/2018	9196	25-25-614-5300	50% Deposit-Fall Contractual	4,370.00
<b>Vendor 10558 - Kim Bloomberg Designs, Inc Total:</b>					<b>4,370.00</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	10/16/2018	9148	10-11-000-5355	Copy Machine Mo Maint - Oct	31.50
Konica Minolta Business Solut	10/16/2018	9148	25-00-000-5355	Copy Machine Mo Maint - Oct	70.00
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>101.50</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	11/07/2018	9245	25-25-401-5400	ELC Supplies	1,491.25
Lakeshore Learning Material	11/07/2018	9245	25-25-402-5400	ELC Supplies	1,000.00
Lakeshore Learning Material	11/07/2018	9245	25-26-000-5403	Day Care Program Supplies	260.08
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>2,751.33</b>
<b>Vendor: 10075 - Lauterbach &amp; Amen, LLP</b>					
Lauterbach & Amen, LLP	10/16/2018	9160	55-00-000-5330	Balance Due - Audit Services	2,000.00
<b>Vendor 10075 - Lauterbach &amp; Amen, LLP Total:</b>					<b>2,000.00</b>
<b>Vendor: 10174 - MCI</b>					
MCI	10/30/2018	9197	25-00-000-5210	Long Distance Phone Svc	59.86
<b>Vendor 10174 - MCI Total:</b>					<b>59.86</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	11/07/2018	9247	10-12-000-5481	Construction Supplies - Parks	50.40
Menoni & Mocogni	11/07/2018	9247	25-25-912-5400	Boo Bash Supplies	23.25
Menoni & Mocogni	11/07/2018	9247	69-00-000-5552	Takiff Parking Owner Items	220.00
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>293.65</b>
<b>Vendor: 11267 - Milieu Design LLC</b>					
Milieu Design LLC	10/23/2018	9172	10-12-000-5348	Contractl Mowing-VOG	1,941.80
Milieu Design LLC	10/23/2018	9172	10-12-000-5349	Contractl Mowing-GPD	8,373.85
<b>Vendor 11267 - Milieu Design LLC Total:</b>					<b>10,315.65</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	11/07/2018	9248	10-12-000-5370	Rental Equipment - Parks	618.80
Mutual Ace Hardware	11/07/2018	9248	10-12-000-5493	Fertilizer/Chemicals	26.88
Mutual Ace Hardware	11/07/2018	9248	10-12-000-5497	Playground Surface Supplies	68.83
Mutual Ace Hardware	11/07/2018	9248	25-26-000-5412	Cleaning Supplies - Day Care	32.37
Mutual Ace Hardware	11/07/2018	9248	69-00-000-5540	Woodlawn Playground Owner	252.00
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>998.88</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	10/12/2018	9074	10-00-000-2160	IMRF Life-#03298	64.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>64.00</b>
<b>Vendor: 10217 - Nels J. Johnson Tree Experts Inc.</b>					
Nels J. Johnson Tree Experts I	10/23/2018	9173	10-12-000-5590	Tree Trimming/Disposal	2,955.00
Nels J. Johnson Tree Experts I	10/23/2018	9173	10-12-000-5590	Tree Trimming/Disposal	2,450.00
<b>Vendor 10217 - Nels J. Johnson Tree Experts Inc. Total:</b>					<b>5,405.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	10/30/2018	9198	10-13-000-5220	Gas/Fuel-Watts	145.13
North Shore Gas Company	10/30/2018	9198	25-00-000-5220	Gas/Fuel-Takiff	858.90
North Shore Gas Company	11/07/2018	9249	10-12-000-5220	Gas/Heat - Parks	281.14
North Shore Gas Company	11/07/2018	9249	10-14-000-5220	Gas/Heat - Beach	36.70
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>1,321.87</b>
<b>Vendor: 10340 - Northshore Omega</b>					
Northshore Omega	10/30/2018	9199	45-00-000-5335	Audio Evals-Parks Dept	102.00
<b>Vendor 10340 - Northshore Omega Total:</b>					<b>102.00</b>

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<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	11/07/2018	9250	25-25-402-5300	Contractual - ELC Spanish Clas	400.00
Ole Spanish Services LLC	11/07/2018	9250	25-26-000-5386	Contractual - Day Care Spanis	400.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>800.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	11/07/2018	9251	25-00-000-5355	Takiff Mo Exterminator - Nov	182.73
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>182.73</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	10/30/2018	9200	25-00-000-5355	Takiff Elevator Mo Maint	482.97
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>482.97</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	10/23/2018	9174	10-11-000-5600	Mo Admin Fees-Nov	82.50
PACT Administrative Services	10/30/2018	9201	10-00-000-2175	FSA Contributions-Oct 2018	2,231.40
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>2,313.90</b>
<b>Vendor: 10237 - Park District of Highland Park</b>					
Park District of Highland Park	10/30/2018	9202	25-25-801-5300	Swim Lessons-Sun Fun	6,520.00
<b>Vendor 10237 - Park District of Highland Park Total:</b>					<b>6,520.00</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	10/12/2018	9075	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	10/12/2018	9075	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	10/12/2018	9075	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	10/26/2018	9161	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	10/26/2018	9161	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	10/26/2018	9161	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	10/26/2018	9161	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	11/05/2018	9218	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	11/05/2018	9218	10-00-000-2180	#110071680 Barrios	120.00
Partnership Financial Credit U	11/05/2018	9218	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	11/05/2018	9218	10-00-000-2180	#86720 Janis	30.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>1,215.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	10/23/2018	9175	25-26-000-5600	Dec Insur Continuation	982.33
PDRMA	10/30/2018	9203	10-11-000-5600	Health Insurance-Oct 2018	35,312.83
PDRMA	10/30/2018	9203	25-26-000-5600	Health Insurance-Oct 2018	6,099.67
<b>Vendor 10242 - PDRMA Total:</b>					<b>42,394.83</b>
<b>Vendor: 10243 - Pentegra Systems</b>					
Pentegra Systems	10/16/2018	9149	25-00-000-5420	Takiff Security Door Swipe Car	806.00
<b>Vendor 10243 - Pentegra Systems Total:</b>					<b>806.00</b>
<b>Vendor: 10246 - Petty Cash</b>					
Petty Cash	10/11/2018	9127	25-25-913-4200	Boo Bash Cash Bank	200.00
Petty Cash	10/30/2018	9204	10-00-000-1001	Cash Banks-Watts Season	800.00
<b>Vendor 10246 - Petty Cash Total:</b>					<b>1,000.00</b>
<b>Vendor: 10247 - Piero's Pizza - Highland Park</b>					
Piero's Pizza - Highland Park	11/07/2018	9252	25-00-000-5342	Lunch & Learn Pizza	112.75
<b>Vendor 10247 - Piero's Pizza - Highland Park Total:</b>					<b>112.75</b>
<b>Vendor: 10249 - Pioneer Manufacturing Co.</b>					
Pioneer Manufacturing Co.	10/16/2018	9150	10-12-000-5450	Equipment Parts - Parks	452.58
Pioneer Manufacturing Co.	10/16/2018	9150	25-25-703-5400	Athletic Field Maintenance Su	904.87
<b>Vendor 10249 - Pioneer Manufacturing Co. Total:</b>					<b>1,357.45</b>
<b>Vendor: 10919 - Pizzo &amp; Associates, Ltd.</b>					
Pizzo & Associates, Ltd.	10/11/2018	9128	10-12-000-5585	2018 Stewardship/Shelton Pa	933.12
<b>Vendor 10919 - Pizzo &amp; Associates, Ltd. Total:</b>					<b>933.12</b>
<b>Vendor: 11328 - Play Hard Hoops</b>					
Play Hard Hoops	11/07/2018	9253	25-25-740-5300	Contractual - Basketball Leag	1,680.00
<b>Vendor 11328 - Play Hard Hoops Total:</b>					<b>1,680.00</b>

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<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	10/11/2018	9129	25-00-000-5301	Postage - Watts/Winter Broch	1,500.00
Postmaster Glencoe	10/30/2018	9205	25-00-000-5301	Postal Permit	225.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,725.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	10/30/2018	9206	25-25-725-5300	Payout 2-Fall Karate	1,599.54
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>1,599.54</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	10/11/2018	9130	25-00-000-5351	Equipment Repairs - Takiff	15.09
Quill Corporation	10/16/2018	9151	25-00-000-5401	Office Supplies - Rec	150.31
Quill Corporation	10/16/2018	9151	25-00-000-5420	General Supplies - Rec	175.42
Quill Corporation	10/23/2018	9176	25-00-000-5401	Office/General Supplies	108.27
Quill Corporation	10/23/2018	9176	25-00-000-5412	Office/General Supplies	10.67
Quill Corporation	10/23/2018	9176	25-26-000-5401	Office/General Supplies	42.45
Quill Corporation	10/30/2018	9207	25-00-000-5401	Office Supplies-General	66.98
Quill Corporation	10/30/2018	9207	25-00-000-5420	Office Supplies-General	2.29
Quill Corporation	10/30/2018	9207	25-25-401-5400	Office Supplies-ELC	12.41
Quill Corporation	10/30/2018	9207	25-25-402-5400	Office Supplies-ELC	12.41
Quill Corporation	10/30/2018	9207	25-25-403-5400	Office Supplies-ELC	12.41
Quill Corporation	10/30/2018	9207	25-26-000-5401	Office Supplies-Daycare	12.41
Quill Corporation	11/07/2018	9254	10-12-000-5401	Office Supplies - Parks	17.99
Quill Corporation	11/07/2018	9254	25-00-000-5401	Office Supplies - Rec	214.78
Quill Corporation	11/07/2018	9254	25-25-401-5400	ELC Supplies	33.47
Quill Corporation	11/07/2018	9254	25-25-402-5400	ELC Supplies	33.47
Quill Corporation	11/07/2018	9254	25-25-403-5400	ELC Supplies	33.47
Quill Corporation	11/07/2018	9254	25-26-000-5401	Office Supplies - Day Care	33.48
Quill Corporation	11/07/2018	9254	25-26-000-5584	Day Care Rec Equipment	1,239.86
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>2,227.64</b>
<b>Vendor: 10638 - Reach</b>					
Reach	11/07/2018	9255	25-00-000-5321	TV Screen Marketing	1,476.00
<b>Vendor 10638 - Reach Total:</b>					<b>1,476.00</b>
<b>Vendor: 10375 - Record-A-Hit</b>					
Record-A-Hit	10/16/2018	9152	25-25-913-5300	Contractual - Boo Bash Photo	1,185.00
<b>Vendor 10375 - Record-A-Hit Total:</b>					<b>1,185.00</b>
<b>Vendor: 10263 - Red's Garden Center Inc.</b>					
Red's Garden Center Inc.	10/16/2018	9153	10-12-000-5492	Trees/Shrubs	325.00
<b>Vendor 10263 - Red's Garden Center Inc. Total:</b>					<b>325.00</b>
<b>Vendor: 10264 - Reese Recreation Products</b>					
Reese Recreation Products	11/07/2018	9256	69-00-000-5540	Woodlawn Playground Owner	520.00
Reese Recreation Products	11/07/2018	9256	69-00-000-5546	Vernon Playground Owner Ite	520.00
Reese Recreation Products	11/07/2018	9256	69-00-000-5549	Old Elm Playground Owner It	520.00
<b>Vendor 10264 - Reese Recreation Products Total:</b>					<b>1,560.00</b>
<b>Vendor: 11232 - Rek Room Inc.</b>					
Rek Room Inc.	11/07/2018	9257	25-25-753-5300	Contractual - Fall Youth Athlet	1,890.00
<b>Vendor 11232 - Rek Room Inc. Total:</b>					<b>1,890.00</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	10/23/2018	9178	10-14-000-5353	Portable Toilet Svcs -	204.50
Rite Portable Restrooms	11/07/2018	9258	10-12-000-5353	Portable Toilet Svcs - Parks	684.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>888.50</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	11/07/2018	9259	10-13-000-5357	Watts Refrig Mo Maint - Nov	265.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>265.00</b>
<b>Vendor: 11320 - Roundy's Inc.</b>					
Roundy's Inc.	10/30/2018	9208	10-11-000-5342	Meeting Supplies	7.98
Roundy's Inc.	10/30/2018	9208	25-00-000-5420	Gen Supplies	25.00
Roundy's Inc.	10/30/2018	9208	25-25-601-5400	Kids Club Supplies	84.48
Roundy's Inc.	10/30/2018	9208	25-25-601-5400	Kids Club Supplies	43.33

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Roundy's Inc.	10/30/2018	9208	25-26-000-5340	Daycare Meeting Supplies	101.78
<b>Vendor 11320 - Roundy's Inc. Total:</b>					<b>262.57</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	10/30/2018	9209	25-00-000-5420	Bluetooth Speaker	156.32
Sam's Club Direct Commercial	10/30/2018	9209	25-00-000-5420	Wagon	65.75
Sam's Club Direct Commercial	10/30/2018	9209	25-25-913-5400	Boo Bash Supplies	105.98
Sam's Club Direct Commercial	10/30/2018	9209	25-25-935-5400	Tails N Ales Supplies	34.44
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>362.49</b>
<b>Vendor: 10515 - Sarah Hall</b>					
Sarah Hall	10/16/2018	9154	25-25-649-5300	Contractual - Youth Acting Cla	845.25
Sarah Hall	10/16/2018	9154	25-25-652-5300	Contractual - Youth Acting Cla	6,348.38
Sarah Hall	11/07/2018	9260	25-25-312-5300	Contractual - Fall (1) Theatre	2,888.63
<b>Vendor 10515 - Sarah Hall Total:</b>					<b>10,082.26</b>
<b>Vendor: 11160 - Shaun Christopher Whitley</b>					
Shaun Christopher Whitley	11/06/2018	9219	25-25-401-5300	Contractual - Presch Music Cl	200.00
Shaun Christopher Whitley	11/06/2018	9219	25-26-000-5386	Contractual - Day Care Music	3,950.00
<b>Vendor 11160 - Shaun Christopher Whitley Total:</b>					<b>4,150.00</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	11/07/2018	9261	10-13-000-5483	Paint - Watts	158.34
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>158.34</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	10/12/2018	9076	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	10/26/2018	9162	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>391.80</b>
<b>Vendor: 10289 - Sunshine Arts &amp; Crafts</b>					
Sunshine Arts & Crafts	11/07/2018	9262	25-25-659-5300	Contractual - Fall Youth Art Cl	1,536.00
<b>Vendor 10289 - Sunshine Arts &amp; Crafts Total:</b>					<b>1,536.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	10/11/2018	9131	10-11-000-5355	Annual Software Assurance -	1,007.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>1,007.00</b>
<b>Vendor: 10295 - Tennant Sales &amp; Service Co.</b>					
Tennant Sales & Service Co.	11/07/2018	9263	25-00-000-5482	Equipment Parts - Takiff	552.20
<b>Vendor 10295 - Tennant Sales &amp; Service Co. Total:</b>					<b>552.20</b>
<b>Vendor: 11131 - Thatcher Oaks Awnings</b>					
Thatcher Oaks Awnings	10/16/2018	9155	65-00-018-5516	Kids Club Awning	800.00
<b>Vendor 11131 - Thatcher Oaks Awnings Total:</b>					<b>800.00</b>
<b>Vendor: 11168 - TimeClock Plus, Inc.</b>					
TimeClock Plus, Inc.	10/30/2018	9210	10-11-000-5355	Add License Fee-# Employees	114.66
<b>Vendor 11168 - TimeClock Plus, Inc. Total:</b>					<b>114.66</b>
<b>Vendor: 10301 - Tyler Business Forms</b>					
Tyler Business Forms	10/30/2018	9211	25-00-000-5401	A/P Check Stock	571.31
<b>Vendor 10301 - Tyler Business Forms Total:</b>					<b>571.31</b>
<b>Vendor: 10300 - Tyler Technologies, Inc.</b>					
Tyler Technologies, Inc.	10/23/2018	9179	10-11-000-5355	Add Annual Maint-TCP Expor	413.00
<b>Vendor 10300 - Tyler Technologies, Inc. Total:</b>					<b>413.00</b>
<b>Vendor: 11329 - USA Rent-A-Fence</b>					
USA Rent-A-Fence	11/07/2018	9264	69-00-000-5540	Woodlawn Park Temp Fence	5,240.25
<b>Vendor 11329 - USA Rent-A-Fence Total:</b>					<b>5,240.25</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	11/07/2018	9265	10-13-000-5220	Gas/Heat - Watts	20.64
Vanguard Energy Service, LLC	11/07/2018	9265	25-00-000-5220	Gas/Heat - Takiff	939.79
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>960.43</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	10/12/2018	9077	10-00-000-2140	ICMA - A/C#301403	1,559.61

Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vantagepoint Trf Agents-457	10/26/2018	9163	10-00-000-2140	ICMA - A/C#301403	1,559.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>3,119.22</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	11/07/2018	9266	25-00-000-5210	Cell Phone Svc	830.60
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>830.60</b>
<b>Vendor: 10308 - Vermont Systems, Inc.</b>					
Vermont Systems, Inc.	10/16/2018	9156	65-00-018-5503	Set-Up/Training - Signature P	300.00
Vermont Systems, Inc.	11/07/2018	9267	65-00-018-5503	Topaz Signature Pads - Watts/	1,206.94
<b>Vendor 10308 - Vermont Systems, Inc. Total:</b>					<b>1,506.94</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	10/11/2018	9132	10-12-000-5240	Water/Sewer - Parks	19.50
Village of Glencoe	10/11/2018	9132	25-00-000-5240	Water/Sewer - Takiff	1,335.02
Village of Glencoe	11/07/2018	9268	10-12-000-5480	Gasoline - Parks	1,544.86
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>2,899.38</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	10/23/2018	9180	25-25-401-5400	ELC/Daycare Program Supplie	17.89
Walmart Community	10/23/2018	9180	25-25-401-5400	ELC/Daycare Program Supplie	2.94
Walmart Community	10/23/2018	9180	25-25-402-5400	ELC/Daycare Program Supplie	7.56
Walmart Community	10/23/2018	9180	25-25-402-5400	ELC/Daycare Program Supplie	10.38
Walmart Community	10/23/2018	9180	25-25-402-5400	ELC/Daycare Program Supplie	34.81
Walmart Community	10/23/2018	9180	25-25-403-5400	ELC/Daycare Program Supplie	2.47
Walmart Community	10/23/2018	9180	25-25-403-5400	ELC/Daycare Program Supplie	5.57
Walmart Community	10/23/2018	9180	25-25-403-5400	ELC/Daycare Program Supplie	14.57
Walmart Community	10/23/2018	9180	25-25-403-5400	ELC/Daycare Program Supplie	27.78
Walmart Community	10/23/2018	9180	25-25-403-5400	ELC/Daycare Program Supplie	8.94
Walmart Community	10/23/2018	9180	25-25-414-5400	ELC/Daycare Program Supplie	27.35
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	9.96
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	40.46
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	102.06
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	117.90
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	172.10
Walmart Community	10/23/2018	9180	25-26-000-5403	ELC/Daycare Program Supplie	21.91
<b>Vendor 10314 - Walmart Community Total:</b>					<b>624.65</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	10/16/2018	9157	25-00-000-5412	Cleaning Supplies - Takiff	2,718.30
Warehouse Direct Workplace	10/23/2018	9182	25-00-000-5412	Hand Towelettes-Takiff	906.40
Warehouse Direct Workplace	10/23/2018	9182	25-26-000-5412	Hand Towelettes-Daycare	1,000.00
Warehouse Direct Workplace	11/07/2018	9269	10-13-000-5412	Cleaning Supplies - Watts	930.00
Warehouse Direct Workplace	11/07/2018	9269	25-00-000-5412	Cleaning Supplies - Takiff	262.40
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>5,817.10</b>
<b>Vendor: 10882 - Welcome Wagon</b>					
Welcome Wagon	10/11/2018	9133	25-00-000-5360	Marketing	161.42
<b>Vendor 10882 - Welcome Wagon Total:</b>					<b>161.42</b>
<b>Vendor: 10316 - Wheeling Park District</b>					
Wheeling Park District	10/30/2018	9212	25-25-801-5300	Field Trips-Sun Fun	2,674.50
<b>Vendor 10316 - Wheeling Park District Total:</b>					<b>2,674.50</b>
<b>Vendor: 11327 - William Cortesi</b>					
William Cortesi	11/07/2018	9270	25-25-402-5300	Contractual - ELC Ice Cream S	230.00
<b>Vendor 11327 - William Cortesi Total:</b>					<b>230.00</b>
<b>Vendor: 10823 - Wilmar</b>					
Wilmar	10/16/2018	9158	10-12-000-5412	Cleaning Supplies - Parks	128.97
Wilmar	10/16/2018	9158	10-12-000-5450	Equipment Parts - Parks	502.18
Wilmar	10/30/2018	9213	25-00-000-5430	Bloodborne Pathogen Kits	128.97
<b>Vendor 10823 - Wilmar Total:</b>					<b>760.12</b>

Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	10/23/2018	DFT0000735	10-00-000-2111	WI Withholding-Oct 2018	233.04
				<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>	<b>233.04</b>
				<b>Vendor Set AP Vendors Total:</b>	<b>593,401.25</b>



Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 5667 - Carol Mensinger</b>					
Carol Mensinger	11/07/2018	9229	10-11-000-5730	Reimbursement - WILS Memb	40.00
<b>Vendor 5667 - Carol Mensinger Total:</b>					<b>40.00</b>
<b>Vendor: 5202 - Chris Leiner</b>					
Chris Leiner	10/16/2018	9138	25-00-000-5341	Mileage Reimbursement	226.72
<b>Vendor 5202 - Chris Leiner Total:</b>					<b>226.72</b>
<b>Vendor: 9190 - Matt Walker</b>					
Matt Walker	11/07/2018	9246	10-14-000-5340	Reimbursement - Lifeguard In	50.00
<b>Vendor 9190 - Matt Walker Total:</b>					<b>50.00</b>
<b>Vendor Set Employees Total:</b>					<b>316.72</b>



Voucher List of Bills

Payment Dates: 10/11/2018 - 11/07/2018

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 11324 - Rebecca Gillett</b>					
Rebecca Gillett	10/23/2018	9177	25-00-000-4500	Refund of Incorrect Duplicate	775.00
				<b>Vendor 11324 - Rebecca Gillett Total:</b>	<b>775.00</b>
				<b>Vendor Set Refunds Total:</b>	<b>775.00</b>
				<b>Grand Total:</b>	<b>594,492.97</b>

# Report Summary

## Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	209,112.57
25 - RECREATION FUND	120,843.62
45 - LIABILITY INSURANCE FUND	143.58
55 - AUDIT FUND	2,000.00
65 - CAPITAL PROJECTS FUND	7,305.69
69 - MASTER PLAN CAPITAL PROJECTS	255,087.51
<b>Grand Total:</b>	<b>594,492.97</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-00-000-1001	PETTY CASH	800.00
10-00-000-2095	OUTSTANDING CHECK P	449.80
10-00-000-2100	FEDERAL WITHOLDING	19,282.74
10-00-000-2110	IL STATE WITHOLDING	10,846.52
10-00-000-2111	WI STATE WITHOLDIN	233.04
10-00-000-2120	SOCIAL SECURITY WITH	29,445.36
10-00-000-2130	MEDICARE WITHOLDING	7,167.26
10-00-000-2140	ICMA DEF COMP WITHO	3,119.22
10-00-000-2150	IMRF WITHOLDING	40,982.24
10-00-000-2155	IMRF VAC WITHOLDING	3,573.84
10-00-000-2160	SUPLM IMRF LIFE WITHO	64.00
10-00-000-2170	AFLAC WITHOLDING	310.48
10-00-000-2175	FSA PLAN WITHOLDIN	2,231.40
10-00-000-2180	CREDIT UNION WITHOL	1,215.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5311	LEGAL NOTICES	92.29
10-11-000-5340	CONFERENCES AND TRA	835.87
10-11-000-5342	OFFICIALS/MEETING EXP	425.52
10-11-000-5355	MAINTENANCE SERVICE	7,788.96
10-11-000-5370	RENTAL - EQUIPMENT	152.85
10-11-000-5402	BOOKS/PUBLICATNS/SU	0.99
10-11-000-5600	HEALTH INSURANCE PRE	35,395.33
10-11-000-5730	DUES/MEMBERSHIPS	1,096.00
10-12-000-5210	TELEPHONE/INTERNET	242.38
10-12-000-5220	FUEL/HEAT	281.14
10-12-000-5230	ELECTRICITY	674.93
10-12-000-5240	WATER	19.50
10-12-000-5340	CONFERENCES AND TRA	432.06
10-12-000-5348	SHARED SVCS-CONT MO	1,941.80
10-12-000-5349	CONTRACTL-HORT/LAN	8,373.85
10-12-000-5352	REPAIRS - BUILDINGS	230.00
10-12-000-5353	DISPOSAL/PORTOLET SE	2,204.47
10-12-000-5370	RENTAL - EQUIPMENT	618.80
10-12-000-5401	OFFICE SUPPLIES	17.99
10-12-000-5412	CUSTODIAL/CLEANING S	128.97
10-12-000-5450	SUPPLIES - EQUIPMENT	1,308.02
10-12-000-5480	GASOLINE/LUBRICANTS	1,544.86
10-12-000-5481	SUPPLIES-CONSTRUCTIO	488.73
10-12-000-5482	SUPPLIES-HARDWARE	114.82
10-12-000-5484	SUPPLIES-ELECTRICAL/B	290.11
10-12-000-5487	SUPPLIES-HAND TOOLS	135.28
10-12-000-5488	SUPPLIES-POWER TOOL	250.00
10-12-000-5490	SUPPLIES-PLANTINGS/FL	403.52
10-12-000-5492	SUPPLIES-TREES/SHRUB	1,837.31
10-12-000-5493	SUPPLIES-FERTILIZER/CH	465.75
10-12-000-5496	SUPPLIES-ATHLETIC MAI	1,970.97
10-12-000-5497	SUPPLIES-PLAYGRD/SUR	245.50

## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5582	EQUIPMENT - MAINTEN	1,913.58
10-12-000-5585	PAVEMENT & SITE DEVE	933.12
10-12-000-5590	TREE TRIM/WORK-Outsi	5,405.00
10-12-000-5730	DUES/MEMBERSHIPS	264.00
10-13-000-5210	TELEPHONE/INTERNET	238.67
10-13-000-5220	FUEL/HEAT	165.77
10-13-000-5230	ELECTRICITY	634.73
10-13-000-5353	DISPOSAL/PORTOLET SE	112.00
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5360	PRINTING/MARKETING/	1,468.00
10-13-000-5412	CUSTODIAL/CLEANING S	1,005.47
10-13-000-5416	SUPPLIES-ICE MAKING	3,394.96
10-13-000-5417	SUPPLIES-BOARDS/GLAS	419.52
10-13-000-5420	SUPPLIES - GENERAL	438.49
10-13-000-5450	SUPPLIES - EQUIPMENT	174.42
10-13-000-5483	SUPPLIES-PAINT	158.34
10-13-000-5486	SUPPLIES-PLUMBING	130.77
10-14-000-5210	TELEPHONE/INTERNET	166.09
10-14-000-5220	FUEL/HEAT	36.70
10-14-000-5230	ELECTRICITY	235.67
10-14-000-5340	CONFERENCES AND TRA	485.00
10-14-000-5353	DISPOSAL/PORTOLET SE	204.50
10-15-000-5230	ELECTRICITY	269.06
10-15-000-5421	SUPPLIES - UNIFORMS	377.00
10-15-000-5450	SUPPLIES - EQUIPMENT	51.52
10-15-000-5481	SUPPLIES-CONSTRUCTIO	43.92
25-00-000-4500	ROOM RENTALS	775.00
25-00-000-5210	TELEPHONE/INTERNET	3,965.30
25-00-000-5220	FUEL/HEAT	1,798.69
25-00-000-5230	ELECTRICITY	8,654.08
25-00-000-5240	WATER	1,335.02
25-00-000-5301	POSTAGE	1,725.00
25-00-000-5321	CONSULTING-ONLINE/O	2,325.94
25-00-000-5340	CONFERENCES AND TRA	597.06
25-00-000-5341	MILEAGE REIMBURSEM	226.72
25-00-000-5342	OFFICIALS/MEETING EXP	205.52
25-00-000-5351	REPAIRS - EQUIPMENT	1,275.84
25-00-000-5353	DISPOSAL/PORTOLET SE	344.00
25-00-000-5355	MAINTENANCE SERVICE	1,477.83
25-00-000-5360	PRINTING/MARKETING/	764.46
25-00-000-5362	PHOTOGRAPHY	147.00
25-00-000-5401	OFFICE SUPPLIES	1,111.65
25-00-000-5412	CUSTODIAL/CLEANING S	4,724.44
25-00-000-5420	SUPPLIES - GENERAL	1,272.03
25-00-000-5430	SUPPLIES - FIRST AID	128.97
25-00-000-5451	SUPPLIES - BUILDING PA	2,325.96
25-00-000-5482	SUPPLIES-HARDWARE	659.46
25-00-000-5484	SUPPLIES-ELECTRICAL/B	1,308.22
25-00-000-5486	SUPPLIES-PLUMBING	915.39
25-00-000-5488	SUPPLIES-HAND TOOLS	50.14
25-00-000-5582	EQUIPMENT - MAINTEN	879.04
25-00-000-5730	DUES/MEMBERSHIPS	1,584.00
25-25-310-5400	SUPPLIES-ADULT ART/P	2,045.50
25-25-312-5300	CONTRACTL-ADULT WO	2,888.63
25-25-401-5300	CONTRACTL-ELC 3YR	200.00
25-25-401-5400	SUPPLIES-ELC 3YR	1,589.95
25-25-402-5300	CONTRACTL-ELC 4YR	930.44
25-25-402-5400	SUPPLIES-ELC 4YR	1,098.63

## Account Summary

Account Number	Account Name	Payment Amount
25-25-403-5400	SUPPLIES-ELC 2YR	161.86
25-25-414-5400	SUPPLIES-EXPL N DISCVR	27.35
25-25-435-5400	SUPPLIES-PEE WEE SPOR	226.75
25-25-472-5300	CONTRACTL-GJK TRANSI	5,571.00
25-25-473-5300	CONTRACTL- GJK 3'S	1,856.25
25-25-475-5300	CONTRACTL-GJK ENRICH	1,258.50
25-25-589-5300	CONTRACTL-KINDERGAR	378.00
25-25-601-5400	SUPPLIES-KIDS CLUB PM	127.81
25-25-614-5300	CONTRACTL-YOUTH CRA	4,370.00
25-25-615-5400	SUPPLIES-YOUTH CERA	2,034.75
25-25-649-5300	CONTRACTL-DRAMA-YO	845.25
25-25-652-5300	CONTRACTL-LIL FOOTLI	6,348.38
25-25-653-5401	COSTUMES	344.70
25-25-659-5300	CONTRACTL-SUNSHINE	1,536.00
25-25-703-5400	SUPPLIES-AYSO	904.87
25-25-707-5400	SUPPLIES-BOYS HOUSE	784.00
25-25-708-5400	SUPPLIES-GIRLS HSE BAS	400.00
25-25-711-5400	SUPPLIES-PEE WEE BASK	900.00
25-25-713-5400	SUPPLIES-LITTLE SPORTS	200.00
25-25-722-5400	SUPPLIES-YOUTH BASEB	995.49
25-25-725-5300	CONTRACTL-KARATE CL	1,599.54
25-25-740-5300	COTNRACTL-TRAVELING	1,680.00
25-25-740-5400	SUPPLIES-TRAVELING BA	1,313.00
25-25-744-5300	CONTRACTL-YOUTH FLA	2,173.50
25-25-753-5300	CONTRACTL-REDLINE AT	1,890.00
25-25-755-5400	SUPPLIES-WIDE WORLD	138.00
25-25-770-5400	SUPPLIES-YOUTH TENNI	300.00
25-25-801-5300	CONTRACTL-SUN FUN C	9,194.50
25-25-912-5400	SUPPLIES-HARVEST FEST	23.25
25-25-913-4200	REV-HALLOWEEN PARTY	200.00
25-25-913-5300	CONTRACTL-HALLOWEE	1,185.00
25-25-913-5400	SUPPLIES-HALLOWEEN P	508.36
25-25-932-5300	CONTRACTL-SCHOOL DA	1,072.26
25-25-932-5400	SUPPLIES-SCHOOL DAYS	207.41
25-25-935-5300	CONTRACTL-TAILS N ALE	14.75
25-25-935-5400	SUPPLIES-TAILS N ALES	552.84
25-25-941-5400	SUPPLIES-GREAT MUD R	472.88
25-26-000-5340	CONFERENCES AND TRA	1,079.89
25-26-000-5360	PRINTING/MARKETING/	75.00
25-26-000-5386	SERVICES-DAYCARE PRO	4,735.56
25-26-000-5387	NURSE SERVICES	90.00
25-26-000-5401	OFFICE SUPPLIES	88.34
25-26-000-5403	DAYCARE PROGRAM SU	848.57
25-26-000-5404	COMPUTER PGMS/APPs	175.00
25-26-000-5409	SUPPLIES-INTERNAL FO	1,161.36
25-26-000-5412	SUPPLIES-CLEANING/CU	1,561.76
25-26-000-5430	SUPPLIES - FIRST AID	265.07
25-26-000-5460	SUPPLIES-FOOD EQUIP	602.26
25-26-000-5584	EQUIPMENT - RECREATI	1,701.35
25-26-000-5600	HEALTH INSURANCE PRE	7,082.00
25-27-000-5210	DEDICATED TV/INTERNE	146.98
25-27-000-5420	SUPPLIES-GENERAL	104.32
45-00-000-5335	WELLNESS/PRE-PLACEM	102.00
45-00-000-5420	GENERAL SUPPLIES	41.58
55-00-000-5330	AUDIT FEES	2,000.00
65-00-018-5502	HARDWARE,NETWORK,	4,998.75
65-00-018-5503	SIGNATURE PADS/ELECT	1,506.94
65-00-018-5516	KIDS CLUB ENTRYWAY I	800.00

**Account Summary**

Account Number	Account Name	Payment Amount
69-00-000-2290	RETAINAGE PAYABLE	8,861.13
69-00-000-5532	TAKIFF PARKING-Ph1-O	45.00
69-00-000-5538	PLAYGRD-WOODLAWN-	6,091.22
69-00-000-5539	PLAYGRD-WOODLAWN-	75,325.05
69-00-000-5540	PLAYGRD-WOODLAWN-	7,561.93
69-00-000-5544	PLAYGRD-VERNON/JEFF-	598.39
69-00-000-5546	PLAYGRD-VERNON/JEFF-	1,100.00
69-00-000-5547	PLAYGRD-OLD ELM-Desi	598.39
69-00-000-5549	PLAYGRD-OLD ELM-Own	1,100.00
69-00-000-5550	TAKIFF PARKING Ph 2-D	695.30
69-00-000-5551	TAKIFF PARKING Ph 2-Co	148,659.03
69-00-000-5552	TAKIFF PARKING Ph 2-O	220.00
69-00-000-5553	OLD GB LINEAR PARKS-D	4,232.07
	<b>Grand Total:</b>	<b>594,492.97</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	594,492.97
<b>Grand Total:</b>	<b>594,492.97</b>

**Authorization Signatures**

To the Board of Commissioners

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on November 13, 2018 and you are hereby authorized to pay them from the appropriate funds.

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

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

**V. Truth in Taxation Hearing &  
VI. Approval of Ordinance No. 889: Levying  
the Taxes for the 2018 Tax Year**

Glencoe Park District  
November 2018 Board Meeting

**GLENCOE PARK DISTRICT  
ORDINANCE NO. 889**

**AN ORDINANCE LEVYING THE TAXES FOR THE GLENCOE PARK DISTRICT,  
COOK COUNTY, ILLINOIS FOR 2018**

**WHEREAS**, the Board of Park Commissioners established an estimate of levy, in compliance with Section 18-60 of the Property Tax Code, at the Committee of the Whole meeting on October 2, 2018; and

**WHEREAS**, the estimate of levy determined that the proposed aggregate levy represents a 4.21% increase over the 2017 extension of the corporate or special purpose taxes that were levied or abated; and

**WHEREAS**, the Board of Park Commissioners held a public hearing on November 13, 2018, regarding a proposed property tax increase at the Takiff Center, 999 Green Bay Road, Glencoe, Illinois 60022, for which the Board caused notice of the public hearing to be published in the *Glencoe News*, an English language newspaper of general circulation published in the taxing district, on November 1, 2018.

**BE IT ORDAINED** by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

**SECTION 1.** The sum of Four Million, Five Hundred Forty Six Thousand (\$4,546,000), or so much as may be authorized by law, is hereby assessed and levied, for the anticipated objects and purposes specified, against all taxable property within the limits of the Glencoe Park District as the same is assessed and equalized for State and County purposes, for 2018. The said taxes, which are hereby levied, are exclusive of the amounts previously levied for the payment of bonded indebtedness and interest thereon.

**I. GENERAL CORPORATE FUND**

Personnel Services	\$	940,000
Utilities and Other Contractual Services		570,000
Commodities		270,000
Capital Improvements		<u>500,000</u>
<b>Total to be raised by Taxation for Corporate Purposes (70 ILCS 1205/5-1; 5-3 and Public Act 97-974)</b>	<b>\$</b>	<b>2,280,000</b>

**II. RECREATION FUND**

Personnel Services	\$	600,000
Utilities and Other Contractual Services		340,000
Commodities		110,000
Fixed Charges/Dues		20,000
Capital Improvements		<u>25,000</u>
<b>Total to be raised by Taxation for Recreation Fund (70 ILCS 1205/5-2; 5-3a and Public Act 97-974)</b>	<b>\$</b>	<b>1,095,000</b>

**III. SPECIAL RECREATION FUND**

District's share of expenses of providing recreational programs for the handicapped under joint intergovernmental agreement		<u>\$315,000</u>
<b>Total to be raised by Taxation for Special Recreation Fund (70 ILCS 1205/5-8)</b>	<b>\$</b>	<b>315,000</b>



<b>IV.</b>	<b>LIABILITY INSURANCE FUND</b>		
	Joint Self-Insurance Premiums	\$	115,000
	Other Risk Management Expenses		<u>45,000</u>
	<b>Total to be raised by Taxation for Insurance Fund (745 ILCS 10/9-107)</b>	<b>\$</b>	<b>160,000</b>
<b>V.</b>	<b>AUDIT FUND</b>		
	Auditing Expenses	\$	<u>13,000</u>
	<b>Total to be raised by Taxation for Audit Services (50 ILCS 310/9)</b>	<b>\$</b>	<b>13,000</b>
<b>VI.</b>	<b>I.M.R.F. FUND</b>		
	Employer IMRF Contributions	\$	<u>360,000</u>
	<b>Total to be raised by Taxation for I.M.R.F. Fund (40 ILCS 5/7-171)</b>	<b>\$</b>	<b>360,000</b>
<b>VII.</b>	<b>SOCIAL SECURITY FUND</b>		
	Cost of participation in the Federal Social Security Insurance and Medicare Program	\$	<u>280,000</u>
	<b>Total to be raised by Taxation for Social Security Fund (40 ILCS 5/21-110)</b>	<b>\$</b>	<b>280,000</b>
<b>VIII.</b>	<b>WORKERS' COMPENSATION INSURANCE FUND</b>		
	Joint Self-Insurance Premiums	\$	<u>43,000</u>
	<b>Total to be raised by Taxation for Workers' Compensation Insurance Fund (745 ILCS 10/9-107)</b>	<b>\$</b>	<b>43,000</b>
	<b>TOTAL AMOUNT TO BE LEVIED-OPERATING FUNDS</b>	<b>\$</b>	<b>4,546,000</b>

**SUMMARY**

Total Tax Levy for General Corporate Fund .....	\$2,280,000
Total Tax Levy for Recreation Fund .....	1,095,000
Total Tax Levy for Special Recreation Fund .....	315,000
Total Tax Levy for Liability Insurance Fund .....	160,000
Total Tax Levy for Audit Fund .....	13,000
Total Tax Levy for I.M.R.F. Fund .....	360,000
Total Tax Levy for Social Security Fund.....	280,000
Total Tax Levy for Workers' Compensation Insurance Fund .....	<u>43,000</u>

**TOTAL AMOUNT TO BE LEVIED- OPERATING FUNDS      \$4,546,000**

**SECTION 2.** Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4) neither the Budget and Appropriation Ordinance of the District for the current fiscal year beginning March 1, 2018 and ending February 28, 2019 nor any other Budget and Appropriation Ordinance is intended or required to be in support of the tax levy made in this ordinance.

**SECTION 3.** The unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficit of any item or items in the same general appropriation and levy made by this ordinance. The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.

**SECTION 4.** That forthwith upon the passage of this ordinance, the Secretary of this Board is directed to file in the office of the County Clerk of Cook County, Illinois, a copy of this ordinance properly certified by said Secretary as to its enactment accompanied by the certificate of the presiding officer as to compliance with the Truth-in-Taxation Law, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein in accordance with applicable law.

**SECTION 5.** This ordinance shall be in full force and effect from and after its adoption as required by law.

**ADOPTED** this 13th of November, 2018 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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Lisa Brooks, President  
Board of Park Commissioners

ATTEST:

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Lisa Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

**GLENCOE PARK DISTRICT  
CERTIFICATE OF SECRETARY**

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

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of **AN ORDINANCE LEVYING THE TAXES OF THE GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2018**, which was adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 13th day of November, A.D. 2018.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location at which said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Glencoe, Illinois, this 13th day of November, 2018.

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Lisa Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

[SEAL]

**GLENCOE PARK DISTRICT  
TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

I, Lisa Brooks, hereby certify that I am the presiding officer of the Glencoe Park District, Cook County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85(2002).

This certificate applies to the 2018 levy.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Glencoe Park District at Glencoe, Illinois this 13th day of November, 2018.

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Lisa Brooks, President  
Board of Park Commissioners  
Glencoe Park District

[SEAL]

# VII. Financial Report

Glencoe Park District  
November 2018 Board Meeting



# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 10/31/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,945,110.40	(92,643.73)	2,852,466.67	
25-00-000-1000	CASH/INVESTMENTS	4,543,248.25	(28,254.65)	4,514,993.60	
30-00-000-1000	CASH/INVESTMENTS	330,976.09	(6,487.73)	324,488.36	
35-00-000-1000	CASH/INVESTMENTS	366,426.79	(24,280.51)	342,146.28	
36-00-000-1000	CASH/INVESTMENTS	151,506.30	(13,957.83)	137,548.47	
40-00-000-1000	CASH/INVESTMENTS	1,349,256.46	23,076.46	1,372,332.92	
45-00-000-1000	CASH/INVESTMENTS	205,743.00	369.84	206,112.84	
50-00-000-1000	CASH/INVESTMENTS	60,285.05	812.66	61,097.71	
55-00-000-1000	CASH/INVESTMENTS	8,570.60	245.00	8,815.60	
65-00-000-1000	CASH/INVESTMENTS	384,816.37	(14,491.78)	370,324.59	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,819,861.64	(202,816.01)	1,617,045.63	
70-00-000-1000	CASH/INVESTMENTS	41,039.94	94.40	41,134.34	
75-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<u>12,206,840.89</u>	<u>(358,333.88)</u>	<u>11,848,507.01</u>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	173,480.07	119,300.99	292,781.06	
99-00-000-1012	Operating PR Account	3,205.54	16.33	3,221.87	
99-00-000-1013	IL Funds	3,803,694.91	(289,596.85)	3,514,098.06	
99-00-000-1014	IPDLAF CD's	1,952,000.00	242,000.00	2,194,000.00	
99-00-000-1015	IPDLAF MM	3,405,209.99	(446,243.54)	2,958,966.45	
99-00-000-1016	PMA CD's	2,454,000.00	(11,100.00)	2,442,900.00	
99-00-000-1017	PMA MM	415,250.38	27,289.19	442,539.57	
<b>TOTAL CASH IN BANK</b>		<u>12,206,840.89</u>	<u>(358,333.88)</u>	<u>11,848,507.01</u>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	12,206,840.89	(358,333.88)	11,848,507.01	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>12,206,840.89</u>	<u>(358,333.88)</u>	<u>11,848,507.01</u>	
Claim on Cash	11,848,507.01	Claim on Cash	11,848,507.01	Cash in Bank	11,848,507.01
Cash in Bank	11,848,507.01	Due To Other Funds	11,848,507.01	Due To Other Funds	11,848,507.01
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

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

**Corporate and Other Funds:**

	<u>Sept 2018</u>	<u>Oct 2018</u>
Harris Bank Corporate Account - 0.657+%	445,846.05	451,298.01
Illinois Park District Liquid Asset Fund (IPDLAF) - 1.99%	3,405,209.99	2,958,966.45
The Illinois Fund (Public Treasurers' Investment Pool) - 2.07%	3,803,694.91	3,514,098.06
Harris Payroll Account - 0.657%	14,643.90	8,296.32
PMA Financial Account - 2.05%	415,250.38	442,539.57
Reconciling Items(Dep in Transit, O/S Checks, etc.)	(283,804.34)	(163,591.40)
IPDLAF Certificates of Deposit:		
1 CDs at \$245,000 each maturing January 14, 2019 (2.05% net)	245,000.00	245,000.00
1 CDs at \$245,000 each maturing January 22, 2019 (2.10% net)	245,000.00	245,000.00
1 CDs at \$246,000 each maturing February 7, 2019 (1.90% net)	244,000.00	244,000.00
2 CDs at \$244,000 each maturing March 21, 2019 (2.08%)	488,000.00	488,000.00
1 CDs at \$244,000 each maturing April 24, 2019 (2.30% net)	244,000.00	244,000.00
2 CDs at \$243,000 each maturing June 12, 2019 (2.415% net)	486,000.00	486,000.00
1 CDs at \$242,000 each maturing October 18, 2019 (2.80% net)	0.00	242,000.00
PMA Certificates of Deposit:		
4 CDs totaling \$984,400 maturing October 18, 2018 (1.56% net)	984,400.00	0.00
2 CDs totaling \$490,400 maturing January 22, 2019 (1.94% net)	490,400.00	490,400.00
3 CDs at \$244,900 each maturing February 27, 2019 (2.06% net)	734,700.00	734,700.00
1 CDs at \$244,500 each maturing April 24, 2019 (2.24% net)	244,500.00	244,500.00
4 CDs totaling \$973,300 maturing October 18, 2019 (2.72% net)	<u>0.00</u>	<u>973,300.00</u>
<b>Grand Total</b>	<b>\$12,206,840.89</b>	<b>\$11,848,507.01</b>



Glencoe Park District  
 Monthly Financial Analysis  
 October 2018

	<u>As of</u> <u>10/31/2016</u>	<u>As of</u> <u>10/31/2017</u>	<u>As of</u> <u>10/31/2018</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	2,579,591	2,638,784 <sup>(1)</sup>	2,775,543
Wages	(438,258)	(457,610)	(467,394)
Contractual	(933,848)	(984,247)	(969,007)
Supplies	(72,281)	(25,441) <sup>(1)</sup>	(88,281)
Net Surplus	1,135,204	1,171,486	1,250,861
<b><u>Day Care Department</u></b>			
Revenue	583,878	618,398	784,978
Expense	(454,220)	(481,142)	(652,963)
Net Surplus/(Deficit)	129,658	137,256	132,015
<b><u>Fitness Department</u></b>			
Revenue	n/a	n/a	26,275
Expense	n/a	n/a	(24,818)
Net Surplus/(Deficit)	n/a	n/a	1,457
<b><u>Beach Department</u></b>			
Revenue	323,937	318,034	321,353
Expense	(223,194)	(220,999)	(204,335)
Net Surplus/(Deficit)	100,743	97,035	117,018
<b><u>Boating Department</u></b>			
Revenue	105,517	113,338	105,495
Expense	(91,540)	(108,905)	(127,238)
Net Surplus/(Deficit)	13,977	4,433	(21,743)
<b>    Beach/Boating Dept Total:</b>	114,720	101,468	95,275
<b><u>Watts Department</u></b>			
Revenue	11,697	5,189	11,550
Expenses	(88,312)	(97,109)	(98,745)
Net Surplus/(Deficit)	(76,615)	(91,920)	(87,195)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	19,940	22,660	22,088
Expense	(671,848)	(754,955)	(788,478)
Net Surplus/(Deficit)	(651,908)	(732,295)	(766,390)
<b><u>Parks Department</u></b>			
Revenue	27,463	2,585	17,117
Expense	(688,579)	(737,911)	(742,379)
Net Surplus/(Deficit)	(661,116)	(735,326)	(725,262)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,118,220	1,143,867	1,206,026
Expenses	(1,372,929)	(2,296,242)	(1,741,088)
Net Surplus/(Deficit)	(254,709)	(1,152,375)	(535,062)

(1) ELC revenue that was miscoded to supplies was not corrected until November.

## **VIII. Staff Reports**

Glencoe Park District  
November 2018 Board Meeting

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

**2018 Levy Ordinance**

Based on the Board's approval of the aggregate levy amount, the Truth-in-Taxation resolution was approved at last month's board meeting. Based on the 4.21% increase in the operating levy amount, the Levy Ordinance was prepared and reviewed by legal counsel. A copy of the ordinance is included in your packet and is scheduled to be approved by the Board at this November 13 regular meeting after the levy hearing is held. It will then be filed with the County Clerk's Office by the deadline of Tuesday, December 25.

**FY 2019/2020 Budget and Capital Project Proposals**

Staff has been busy preparing, completing, and inputting budget worksheets for the upcoming new budget year. Capital project proposals have also been submitted for consideration, and are in the process of being finalized/prioritized by the executive management team.

**Health Insurance Renewal**

Staff attended the PDRMA Health Program Benefit Coordinator seminar in early October, and staff's recommendation was approved by the Board at the last Board meeting. The full-time staff meeting to discuss the 2019 health insurance plan renewal, including plan benefit changes and employee contribution amounts, was conducted with employees on November 6. The open enrollment period for PDRMA Health Program is October 29 – November 20, and staff is assisting employees in completing all required paperwork by the end of this month, as well as answering their questions.

**Front Office Operations**

Residents have started to purchase their Watts Ice pass/tokens...like last year, they can renew online if they had a pass last year. Office staff has been gearing up for the Winter/Camp program registration that will kick off with the mailing of the District's Winter/Camp Brochure around November 12. The real-time online winter registration for residents will be on November 28 at 7:00am. Walk up registration will begin at 8:00am.

**Meetings/Events Attended**

October 25 – Boo Bash special event  
November 6 – PATH Wellness Screening webinar  
November 7 – PDRMA Council Meeting webinar

**Unclaimed Property Report**

Due to a change in the law effective January 1, governmental agencies are required to complete the Annual Report for 2018 by November 1, 2018 and remit any unclaimed assets (primarily payroll) to the state after applicable rules on trying to contact the payees for reissuing of checks. Staff has submitted report and unclaimed checks for 2018 as required.

Submitted by:  
Carol Mensinger, Director of Finance and Human Resources

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

**Recreation Department Report: Bobby Collins**

The Recreation Team submitted the first draft of its FY2019/20 budgets to the Finance Department on Friday, October 26. Staff also finished the final proof of the winter brochure, while also hosting the ever popular Boo Bash on October 25. Stephani, Jess, Adam, and Liz attended the New Tier Jobs Fair in October and collected over 30 interest forms from prospective seasonal employees.

On October 8, players from JJsList conducted an excellent, relevant, and hands-on disability awareness training. All who attended gained valuable insight and skills to improve recreation experiences for those with disabilities.

Adam is busy preparing for the opening of Watts on Friday, November 23. We are already benefiting from splitting the Beach/Watts facility manager position. Adam and Erin designed and mailed a Watts flyer in Early October. Watts’s program enrollment is currently at 54, while we did not have any enrollment at the same time last year.

**Arts and Youth: Stephani Briskman**

New this winter session, we are offering Minecraft Networked Adventure, Robotics Club, Game Designing and Coding, Digital Design and STEM, and Build/Program Your Own Robot. STEM students will use computing skills to create digital ideas, games and brings apps to life. These classes will be offered at Takiff Center.

We are continuing with summer 2019 planning. Stephani is working with Camp Docs to integrate our camp paperwork into households for participants to update forms, allergies, and medications. We began planning staff orientation and training days for our summer 2019 camp staff.

Following District 35’s institute days and holidays, we have three “School Day Off” programs during the month of November. The children will be traveling to Arctic Splash, Libertyville Sports Complex and Pump It Up. We expect enrollment in be consistent with last year.

**School Day Off Enrollment**

<b>2018 as of 11/2/18</b>		<b>2017</b>	
September 10	44	September 21	32
September 19	45	October 6	47
October 8	25	October 9	34
November 8	39	November 9	49
November 9	48	November 10	38
November 21	16	November 23	26
<b>Total</b>	<b>217</b>	<b>Total</b>	<b>226</b>

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

With fall moving quickly, our children and staff have been enjoying exploration of nature. We have been opening pumpkins, coloring with leaves, and going on nature walks around Takiff. The children loved the Preschool Spooktacular Halloween Event in the Takiff Center gym. We had twenty-five families volunteer to decorate tables and hand out treats for a safe trick or treating experience.

All of the early childhood staff attended a full day of training on Columbus Day. We spent the morning discussing the need for kindness in the classroom and the workplace. The teachers created mock lesson plans and discussed their favorite parts of their jobs. The afternoon was spent with Ericka Farag from Kohl Children's Museum discussing the need for processed art in the classroom.

Children's Circle is continuing to see an increase in the waitlist for our youngest classrooms. We have twenty infants on the Jellyfish waitlist, nine toddlers on the Frog waitlist, three 2 year olds on the Turtle waitlist, and seven 3 year olds on the Dolphin waitlist. We are keeping the Frog class small as more than half of the Jellyfish (infants) will need to move up in the next three months. The mid-year openings in Jellyfish are already full with many current families expecting their second child.

<b>Children's Circle Enrollment as of 9/6</b>	<b>2018</b>	<b>2017</b>
Jellyfish	8	15
Frogs	10	14
Turtles (NEW)	14	0
Starfish	13	17
Dolphins (NEW)	15	0
Belugas	17	21
<b>Total</b>	<b>77</b>	<b>67</b>

There has been an increase in inquiries about Early Learning Center including young families looking to be in the program for the next school year. October has been the first full month of Early Learning Center using the Brightwheel app. It has been a great success. The families love to see updates of their little ones during the school day. They can take that information and continue the learning at home!

<b>ELC Enrollment as of 9/4</b>	<b>2018-2019</b>	<b>2017-2018</b>
2's classes	14	19
3's classes	17	19
4's classes	26	42
Kindergarten Readiness (Replaced ELC 4s PM)	7	7
<b>Total</b>	<b>64</b>	<b>87</b>

### **Athletics/Sports/Teen Camp: Chris Pietrini**

Chris held the travel basketball parents meeting, as well as the scheduling meeting for the 4<sup>th</sup> and 5<sup>th</sup> grade boys travel teams. For our house league, Chris met with neighboring communities to review rules and to start laying out schedules for the cooperative leagues. Clinics began the first week of October.

Outdoor programming came to an end in early October and we have moved all classes indoors. The structure of SNAG Golf was changed to give more access to children immediately after school, which has led to the increase in enrollment. We have seen some enrollment shifts in some athletics programs this fall. The rec team is planning to conduct focus groups this winter to better understand the interests and needs of the community.

<b>Fall Athletics Enrollment</b>	<b>2018</b>	<b>2017</b>
SNAG Golf 4-8 year olds*	25	12
Fencing *	16	31
Little Dribblers	22	24
Hot Shots Basketball	9	12

\* 2 sessions in fall

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

On Friday, October 19, the Park District hosted the first seasonal Art Show. Over sixty adults including art instructors, adult class participants, along with their family and friends came to see the first Takiff Center Art Gallery installation. A new hanging display and a display case was installed in the Takiff lower lobby. The Park District has received numerous compliments from patrons loving the new Art Gallery. The next Art Show will be held on Friday, January 18 with all new artwork.

<b>Special Event Attendance</b>	<b>2018</b>	<b>2017</b>
Friday, Oct 19 – Art Show	~ 60	<i>Not offered</i>
Thursday, Oct 25– Boo Bash	413	440
Saturday, Nov 3 – Nerf Battle	44	23

#### Upcoming Fall events:

November 19 – Snoopy Thanksgiving

November 23 – Watts Center Opening

December 1 – Winter Express

December 14 – Teen Ice Night

<b>Ceramics/Art Enrollment as of 11/1</b>	<b>2018</b>	<b>2017</b>
Adult Ceramics	39	57
Youth Ceramics	47	54
Adult Art Programs	88	33
Adult Art Workshops	2	7
Teen Programs	15	9

Adult Ceramics enrollment is still low compared to this time last year. The second session of fall Ceramics began the week of October 29; therefore, some participants are still enrolling. Adult Art is still going strong and several new participants enrolled in second session of fall classes. Sculpt & Sip was cancelled due to low enrollment.

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

Facility rentals in 2018 continue to trend consistently above 2017. Switching to facility rentals versus birthday party packages has helped streamline the process. We have booked quite a few large rentals that are helping to improve our numbers overall. This has saved a large amount in administrative time as we no longer coordinate the party themes and packages themselves. We also are no longer paying out to contractors 75% of the revenue for those packages.

<b>Takiff Center Rental as of 11/1/2018</b>	<b>2018</b>	<b>2017</b>
Facility Rentals	\$65,667	\$51,666

**Glencoe Fitness**

Glencoe Fitness continues to grow in membership. Below is our current active member totals.

<b>Active Fitness Members as of 11/1/2018</b>	<b>Fees</b>
202	\$57,265

During the month of September, we ran a back to school special for all Children’s Circle, ELC, and GJK parents. A total of 10 parents were able to try our fitness center for the entire month of September for free. Out of those 10 parents, 4 of have become full annual members.

We will be surveying fitness center members and preschool parents during the month of November to find out how Glencoe Fitness can continue to meet the needs of the community.

**Watts Recreation Center & Ice Rinks**

The Watts Recreation Center & Ice Rinks are scheduled to open on Friday, November 23 for the 2018-19 season. We are finalizing staff including Zamboni Drivers, Managers, Cashiers, Party Attendants, Skate Guard, and Learn to Skate Instructors. Training for all staff is scheduled to begin on November 14.

During the month of October, we sent out a Watts Ice Rinks mailer that included pass memberships, skating classes, and rental information. This has been a huge success in getting registration started earlier for classes and passes with both going on sale beginning on October 1.



<b>Watts Center Rental as of 11/1</b>	<b>2018</b>	<b>2017</b>
Room Rentals	\$2,936	\$2,378
Party Ice Rentals	\$1,202	\$596
Misc. Hockey Rentals	\$6,173	\$1,408

<b>Watts Skating Classes as of 11/1</b>	<b>2018</b>		<b>2017</b>	
	<b>Enrollment</b>	<b>Fees</b>	<b>Enrollment</b>	<b>Fees</b>
Snowplow Sam	41	\$3,591	0	\$0.00
USFS Skating	8	\$722	0	\$0.00
Minor Hawks	5	\$418	0	\$0.00

<b>Watts Pass Sales as of 11/1</b>	<b>2018</b>		<b>2017</b>	
	<b># Passes</b>	<b>Fees</b>	<b># Passes</b>	<b>Fees</b>
Individual Pass	2	\$128	0	\$0.00
Family Pass	10	\$402	0	\$0.00
Combo Pass	1	\$180	0	\$0.00

**Beach: Matt Walker**

The Boathouse officially closed for the season on Sunday, October 14. The beach staff moved boats to higher ground. Staff is following up with boaters who have not paid for winter storage. Any boat found to be delinquent or abandoned will be handled according to the Glencoe Park District policy regarding delinquent and abandoned boats. The winterization of the Beach House and spray ground has been completed and the winterization of the Boathouse will happen as soon as our powerboat fleet has been prepared for winter.

Submitted by:  
Bobby Collins, Director of Recreation and Facilities

## **Glencoe Park District Parks & Maintenance Report November 2018**

### **Administrative**

I have continued to work with Altamanu relating to the playground replacement projects and Takiff parking project. I am continuing to coordinate with ACG relating to the Watts' RTU replacement project. We are expecting the new rooftop units to be installed in late November early December.

I was invited to join the PDRMA Risk Management Committee; I will serve as a representative for Glencoe and for Parks Departments throughout the PDRMA membership.

### **Grounds/Horticulture**

The horticulture crew has been busy maintaining planting beds throughout the District. Staff created the seasonal display at Takiff. Additionally, staff has been planting spring bulbs throughout the district. Staff has spent considerable time assessing the condition of outlying planting beds to prepare for next year.

Based on the weather conditions and its effect on the grass, we extended the contractual mowing agreement by two weeks to ensure that the grass was cut for fall.

Staff has been busy top dressing and seeding areas where stumps where ground.

### **Parks Maintenance & Construction**

Parks staff has been busy making repairs and improvements throughout the District. Staff installed the Woodlawn playground drinking fountain's waterline.

During routine inspections of Lincoln & Crescent playground and Milton Park staff discovered several pieces of equipment had degraded. Upon consultation with PDRMA, the tire swing was removed from Lincoln & Crescent playground. Milton Park is being evaluated this week and staff will update the Board on the status after the inspection.

Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, grass cutting, park grooming, and beach cleaning.

### **Facilities**

Facilities staff has been focusing on seasonal preparations at the Watts Ice Rinks & Community Center. Staff is working on repairing the ice rink boards and touching up paint throughout the building.

At the beach, staff has begun the winterizing process by turning off the water and taking down the shade covers.

### **Athletic**

With the closing of the baseball season, staff had the exciting opportunity to partner with the professional grounds crew from the South Bend Cubs. Parks staff worked side by side with the ground crew from South Bend to perform end of season maintenance to the ballfield at Watts Park. The field was tilled, the mound and home plate were rebuilt and clay was added throughout. It was an exciting opportunity to share expertise and staff appreciated the additional volunteer labor support.

Staff has continued the process of fall aerating, fertilizing, and over seeding. Each park site takes about four hours to aerate seed and fertilize. This is the third season with this new approach and we have begun to see the dividend of healthy turf grass that holds up to heavy use better than in previous season.

AYSO Soccer and Glencoe Baseball Associations' outdoor seasons have concluded for 2018.

### **Equipment**

In preparation for cold weather, trucks have been serviced and snow equipment has been inspected. We have been focusing on staff training, to continue to familiarize staff with all facets of equipment and District operations.

### **Shared Services**

Village and Park District staff continue to partner thru the shared services agreement. The Village of Glencoe delivered rock salt to the parks yard in preparation for the snow season.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

## Glencoe Park District Marketing/Communications Report November 2018

### Social Media/Email

We ended the month of October with 42,314 Facebook impressions (in 2017, we ended the month with 55,540 impressions). We now have 1,546 followers on Facebook, 852 followers on Twitter and 1,055 followers on Instagram. Glencoe Beach has 1,918 and Watts has 190 followers on Facebook.

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

Date	Subject	Total Sent	Open Rate	Click Rate	Link
29-Oct	Nerf Battle	453	48.00%	13.50%	<a href="https://conta.cc/2Q5kOoK">https://conta.cc/2Q5kOoK</a>
18-Oct	Dance Showcase	110	83.50%	0.00%	<a href="https://conta.cc/2EEveds">https://conta.cc/2EEveds</a>
17-Oct	Boo Bash	547	55.70%	11.30%	<a href="https://conta.cc/2EvmlmN">https://conta.cc/2EvmlmN</a>
17-Oct	Basketball	531	43.50%	11.80%	<a href="https://conta.cc/2COZHUz">https://conta.cc/2COZHUz</a>
11-Oct	Art Show	149	55.50%	12.30%	<a href="https://conta.cc/2yAgHcv">https://conta.cc/2yAgHcv</a>
8-Oct	ELC September 18	80	73.40%	8.60%	<a href="https://conta.cc/2OGGYQD">https://conta.cc/2OGGYQD</a>
6-Oct	Fitness Center & Parking Lot 2	136	48.90%	3.10%	<a href="https://conta.cc/2Pfr0tT">https://conta.cc/2Pfr0tT</a>
2-Oct	Harvest Fest/Tails & Ales	5090	35.30%	10.30%	<a href="https://conta.cc/2lvXhdv">https://conta.cc/2lvXhdv</a>

### Glencoe Fitness Retention

We are working on new materials, challenges, and signage to drive Glencoe Fitness retention in 2019.

### Special Events

I worked closely with the Recreation Department to market Harvest Fest, Tails & Ales, Art Show, and Boo Bash by creating flyers, website graphics, posters, banners, and event signage for the event. I also generated email blasts and social media posts, as well as pitched the events to local reporters.

### Art Publicity

In late summer, an art brochure was sent to a targeted list of adults within a 3-mile radius of Glencoe. We also sent several art class email blasts to promote class enrollment. This month, the adult classes presented their first Art Show at the Takiff Center. Students were given stacks of postcards to share with friends and family. The publicity plan also included flyers, posters, and email blasts, in addition to targeted social media ads.



### Winter Brochure

I am now working on the Winter Brochure, which will be mailed to residents in mid-November. It includes information on summer camp programs, winter programs, special events, and Glencoe Fitness information.

### Watts Publicity

A four-page folded mailer was sent to all Glencoe households in October to promote Watts' classes and passes. A number of social media posts have been designed to promote registration on Instagram, Facebook, and Twitter. We are now working with the facilities team to update signs in preparation for the new season.



Submitted by:

Erin Classen, Superintendent of Marketing and Communications

**SAFETY AND WELLNESS COMMITTEE**  
Agenda and Minutes  
Thursday, October 25, 2018 / 11:00 a.m.  
(Please Note: Items in **red** print require action)

1. Call to order at 11:03 a.m.

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

2. Review of the Minutes: The Safety and Wellness Committee Meeting Minutes from September 5, 2018 were reviewed and accepted.
3. Accident/Incident Review: Carol reported on the accident/incident reports for the past month. There were (7) participant accident/incident reports and (1) employee injury.
4. Facility and Park Inspection Review:
  - a) One of the benches on the tote stool table, located at the Takiff playground, requires repair. **Chris** noted that materials have been ordered.
  - b) Chris stated that the tire swing has been removed at Lincoln and Crescent, per PDRMA's direction.
5. Open Claims: The underground storage tank Property Loss claim is still open. In addition, there are (7) Worker's Comp claims and (4) Property claims that are open.
6. Carry Over Items:
  - a) Lorise stated that GJK asked if we could possibly incorporate "Fire Stop Signs" during one of our future fire drills. **Chris** stated that they will definitely take a look at this, i.e., when Public Safety comes out to assist us on determining multiple evacuation points.
  - b) Lorise asked about the Safety Data Sheet binders, and provided Chris with A-Z indexes for the multiple areas that will be storing Safety Data Sheets, e.g., Parks, Beach, Watts, and the Early Childhood wing. **Bill and Matt** are working on this project.
7. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information, as requested. The COIs should be updated on a monthly basis. Carol went over the COIs that are still needed.
8. New Items:
  - a) Since the red pallet is now in place, **Carol** is hoping that the shredding of documents will take place sometime in November.
  - b) It was decided that monies received from the Hazard Hunter Contest will be put toward personal protection equipment for the Boating staff for next year.
  - c) Carol briefly went over OSHA's reporting requirements.
  - d) **Chris** will research pamphlet material on slips, trips and falls, which we can provide the staff with at our scheduled, December 6, 2018, staff meeting.
  - e) Chris asked **Jessica** to conduct a mock fire drill, to try out a new evacuation route for the EC wing.
  - f) **Chris** noted that we need to have a tornado drill conducted, so that everyone knows where they need to go to in case of this type of emergency. This will be a topic at our next Lunch and Learn.
  - g) **Chris** stated that we need to check our PA system every August, when the building is closed, to verify that everyone can hear the PA in every room.
  - h) Our current Footwear Policy was briefly discussed. Boat Guards are required to wear shoes; we do supply them, but on a borrowed-basis. However, next year, Boat Guards will be required to wear their own closed-toe water shoes. **Matt** will be overseeing this.
  - i) It was mentioned that hearing tests have been scheduled.
  - j) An extra phone must be available for the custodians to reach staff in an emergency. Lorise checked the Trimline Phone, which is stored in her office, and found out that it works with the (fax) pots line.
9. Wellness Initiatives: No information on this at this time, as we are waiting on Liz's return.

Adjourn: 11:55 a.m.

**The next Safety and Wellness Committee Meeting is scheduled for Wednesday, November 14, 2018  
at 11:00 a.m.**

# **IX. Executive Director Report**

Glencoe Park District  
November 2018 Board Meeting



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

### **Watts Recreation Center & Ice Rinks**

Staff is preparing Watts Recreation Center & Ice Rinks for opening day! Adam is going through operational procedures and programming with a fine toothcomb. They are also working on a staff training schedule. Chris's team has been busy preparing the facility for the season.

We are watching the weather carefully. It is a little warm to be making ice, but we are in Chicagoland so that changes daily. Weather permitting; we will open for the season the day after Thanksgiving. We will be holding a day long Black Ice Friday event at Watts on Friday, November 23! Before or after the Village Lights event, come and enjoy this unique and special skating facility.

### **Glencoe Fitness**

Adam and Erin have developed new promotions for Glencoe Fitness. As the weather gets colder we are seeing more visitors return to the center. Some of the promotions are "Renew now and lock in your 2018 prices," "Bring a friend and if he/she joins and get a month free," and "19 healthy habits in 2019" that starts in January.

### **Glencoe Park District Team Holiday Party**

The Customer Service Committee has been busy planning for our annual agency appreciation party. The event is Friday, December 7 at Pinstripes in Northbrook. We hope to see you there!

### **Freedom of Information Report**

There were two FOIA requests during September through October.

- Sheet Metal Workers LU73 requested information on new construction/renovation/maintenance work planned on October 4 and was responded to on October 11.
- IIIFFC requested Hacienda Landscaping documents regarding the 2018 playground and park renovations on October 24 and was responded to in full on October 31.

### **IPRA Conference**

The IPRA Conference is coming up in January; please send me an e-mail if you would like to attend the conference. Glencoe Park District will receive its Distinguished Accreditation plaque at the conference luncheon.

### **Trails**

We have provided a link to area trails on our website. The links are available in the "downloadable maps" section: <http://www.glencoeParkDistrict.com/Parks>. This includes Map of Glencoe run/walk routes, Cook County Forest Preserve Trail maps and City of Chicago Bike Map.

### **Village of Glencoe Sesquicentennial**

To kick-off the celebration of Glencoe's 150th birthday in 2019, the Village of Glencoe, the Glencoe Historical Society, and the Glencoe Chamber of Commerce have partnered to make the annual Light the Lights event bigger and better than ever before!

Get in the holiday spirit on Friday, November 23 from 4-7 p.m., in downtown Glencoe with a lighting ceremony, a “Wine and Beer Stroll,” caroling, photos with Santa, live reindeer petting, trackless train rides through our beautiful downtown, and more. And to get your holiday shopping started, many of our downtown businesses are starting Small Business Saturday specials a day early and will stay open late for the event.

The Park District will be joining in on the Sesquicentennial by having students and residents make 150 bowls to be sold at next year’s Harvest Fest and will include a Glencoe restaurant certificate in them. The proceeds will then be given to the food pantry.

We will also be working with the Village to expand our Fourth of July celebration with enhanced fireworks, entertainment, food trucks, and a beer garden. All proceeds from the beer garden will go back into the Fourth of July fund.

**South Bend Cubs and Glencoe Park District**

The South Bend Cubs field crew came out to Glencoe to help out our Parks team with some fall maintenance on our Watts Park baseball field. This was at no cost to the Park District and provided some much need support to our parks team. We have a small but mighty team and we don’t always have enough time to do end of the season improvements before the cold weather hits.

**Readers are Leaders**

I had the opportunity to attend South School’s Readers are Leaders event and speak to the children about the Park District and read them *The Giving Tree*.

**Future Meetings or Events**

November 17	10:00-11:30am	Snoopy Thanksgiving
November 24	10:00am-8:00pm	Black Ice Friday   Watts open for the season
December 1	1:00-4:00pm	Winter Express   4 time slots beginning at 1:00pm (new)
December 4	7:00pm	Special Projects and Facilities Committee Meeting
December 7	6:00pm	Glencoe Park District Appreciation Party
December 14	6:30-8:30pm	Teen Ice Night
December 18	7:00pm	Regular Board Meeting
December 21	5:00pm	Winter Solstice – Light up the Green Bay Trail

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director

**X. Action Item A**  
**Acceptance of the Glencoe Active  
Transportation Plan**

Glencoe Park District  
November 2018 Board Meeting

# GLENCOE

## Active Transportation Plan



November 2018



ACTIVE  
TRANSPORTATION  
ALLIANCE

# ACKNOWLEDGMENTS

## Active Transportation Plan Steering Committee

In 2017, the District 35, Park District, Sustainability Task Force and Village officials came together to create a long-term vision for increasing the number of local trips taken via walking and biking. This plan summarizes the vision, strategies, goals and priorities outlined by the agencies and by residents that provided feedback during the planning process. It should be used as a guiding document to implement changes in the near- and long-term. Thank you to the following people who volunteered on the plan as steering committee members and to the Glencoe Park District, District 35 and Village of Glencoe Boards for bringing this project to fruition:

### Village of Glencoe Representatives

Phil Kiraly, Village Manager

Adam Hall, Management Analyst

Anna Kesler, Village Engineer

Richard Weiner, Deputy Chief of Police

### District 35 Representatives

Catherine Wang, Superintendent

Dr. David Rongey, Principal, West School

### Glencoe Park District Representatives

Lisa Brooks, President

Josh Lutton, Commissioner

Lisa Sheppard, Executive Director

Bobby Collins, Director of Recreation/Facilities

### Glencoe Sustainability Task Force Representatives

Elsabé Schimmelpenninck van der Oye

Scott Padiak

Larry Reilly

### Residents

Marisa Bingham

Molly Bingham

Lisa Salzman (also representing District 35)

Robert Breisblatt

Harrie Hughes

Barb Padiak

## About the Consultants

Active Transportation Alliance is a coalition of people who want safer, healthier, and more equitable transportation choices. We envision walkable communities, networks of trails and other types of bikeways, reliable transit, and safe and easy biking. Our staff includes, planning and policy experts who developed many of the best practice programs and recommendations included in this plan.

# GLENCOE

## Active Transportation Plan

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# 1

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## INTRODUCTION

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Active transportation includes walking, biking, and other physically active forms of travel. Why does it matter to Glencoe?



## 1.1 WHY ACTIVE TRANSPORTATION MATTERS

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Communities across the nation are beginning to recognize the value of designing streets to enable people to incorporate walking and biking into their daily routines. By creating safe and comfortable sidewalks, intersections, and streets, communities can encourage more walking and biking trips to schools, parks, stores, and work. There are many health, social, and environmental benefits to creating a walkable, bikeable community, which Glencoe can realize through implementation of this plan.

The Glencoe Sustainability Task Force, District 35, Glencoe Park District, and Village of Glencoe recognize the importance of designing a community that promotes active transportation and the benefits that can be derived. This plan summarizes the goals outlined by the aforementioned agencies and community members, and provides a framework for moving them forward. Each recommendation has an eye toward shifting the culture of Glencoe to focus on active modes of travel.

- **Health:** Walking and biking are easy, affordable and convenient ways to not only get exercise, but also to travel. With inactive lifestyles and chronic disease on the rise, promoting walking and biking is more important than ever. People are encouraged to get at least 30 minutes of physical activity per day, which can easily be achieved by substituting one short car trip with a trip on a bike or on foot.
- **Equity:** About 1/3 of our population either cannot drive or does not have reliable access to a car. This includes children, seniors, people with disabilities and people with limited means. These groups depend on walking, bicycling and public transit, but often do not have a safe and efficient network of sidewalks, bikeways and public transit amenities to reach destinations like work, school, and grocery stores.
- **Safety:** Active transportation facilities have safety benefits for all roadway users. Many of the built environment changes that support walking and biking have positive safety benefits for all roadway users by creating a safe place for pedestrians and cyclists, and by encouraging more cautious driver behavior through complete design.
- **Economic:** Walking and biking are an affordable way to travel and create positive economic outcomes for communities. The cost to an individual to own, maintain and drive a car on a regular basis is about 12 times higher than transportation costs for a person who relies on bicycling. A complete and well-connected bicycle and pedestrian network also has a positive effect on local spending. Cyclists and pedestrians make more frequent trips to local shops, resulting in more dollars for the local economy.
- **Social:** People who walk and bike have more opportunities to connect with each other. More connections encourage people to be active, happy and socially engaged.
- **Environment:** Nearly half of all trips are less than three miles, and more than a quarter of trips are less than one mile. Shifting these shorter distance motor vehicle trips to walking, biking or transit reduces greenhouse gas emissions and contributes to cleaner air and reduces traffic congestion.

## 1.2 VISION

### Vision

Imagine a Glencoe where people of all ages are encouraged to walk and bike to its many amenities. Its streets and sidewalks are packed with children each day on route to schools and parks. Its downtown bustles with activity as people shop, eat and linger. Its lakefront bike racks are full on summer days. Its trails burst with walkers, runners, and bikers of all ages and abilities.

### Mission

Walking and biking are healthy and fun modes of transportation for people of all ages, but Glencoe residents do not yet have complete access to all active transportation options. By working together to build a consistent network of sidewalks, bike facilities, safe crossings and increasing awareness of transportation options, the District 35, Glencoe Park District, Sustainability Task Force, and the Village of Glencoe can provide the tools necessary to reach our vision and derive the many benefits of a walking and biking friendly community. These include:

- A better quality of life
- Improved public health
- Reduced negative impacts to the environment
- New opportunities for economic development

### Actions We Will Take

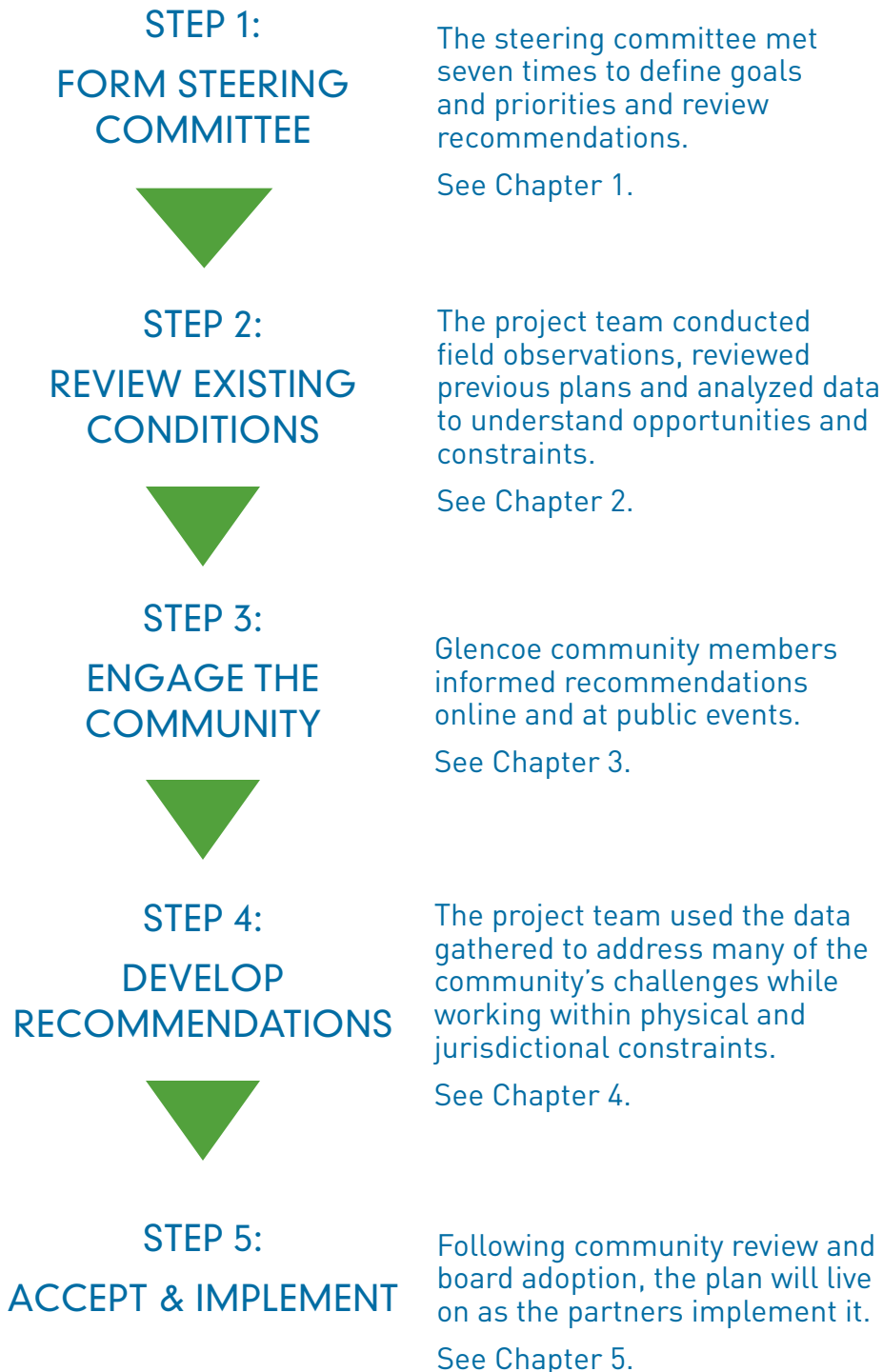
The goal of this plan is to cement partnerships across local institutions to create an environment and systems that support and encourage active transportation use to schools, parks and other Glencoe destinations. This plan outlines a comprehensive list of actions to attain the vision, and mission. The actions listed in this plan are grouped into the following categories:

- Build a comprehensive network of comfortable sidewalks in good repair
- Create a network of bikeways that connect to local destinations and link to the neighboring communities
- Create safe crossings for pedestrians and cyclists
- Develop a community-wide campaign to promote walking and biking

## 1.3 PLANNING PROCESS & PLAN OVERVIEW

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Below is a summary of the steps taken during the planning process, the purpose of each step, and the way it relates to the chapters in this plan.



# 2

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## EXISTING CONDITIONS

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What is Glencoe's active transportation network like today?

## 2.1 OVERVIEW

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A successful active transportation network has three key components: 1) its sidewalks, streets, 2) its intersections are comfortable for people of all ages and abilities and 3) a variety of destinations are within walking or biking distance.

This chapter looks at the existing active transportation infrastructure in Glencoe, the plans it has already developed for improvements and other publicly available data related to walking and biking in the community.



West School students cross with bikes at Dundee at Hohlfelder. Source: David Ronney

## 2.2 DESTINATIONS

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Creating an active community is not just about transportation infrastructure, but it is also about having a good mix, density and distribution of destinations that are accessible. Provided that the built environment is walking and biking friendly, most people are willing to walk one-half mile to a destination and many are willing to walk one-mile, or about 10-minutes and 20-minutes respectively. People are willing to bike further, about three-miles or 20-minutes. Glencoe already has a strong foundation to work with:

- **Retail:** Glencoe’s density and mix of local retail establishments in its downtown and near Hubbard Woods make it easy to run many errands on-foot. In fact, most Glencoe homes are within a 20-minute walk of its downtown and all are within a 20-minute bike ride. However, neighborhoods on Glencoe’s northwest and southwest sides are farther, making walking trips to downtown less likely. Large regional retail areas are located west of the I-94, which is a barrier to walking and biking for many.
- **Parks and Open Space:** Glencoe is home to 24 parks that are dotted around the community with a variety of programming and infrastructure. More than 67% of Glencoe residents live within one-half-mile of a park. The Takiff Center, Glencoe’s main Park District building, is centrally located, but is challenging to access via walking and biking due to its proximity to Green Bay Road and the UP-N railroad tracks.
- **Schools:** Glencoe has three public schools. South Elementary serves kindergarten through second grade, West School serves third through fourth grade and Central School serves fifth through eighth grade. Because the schools are age-centered, the distance a student must travel to reach school varies. All schools are within a 20-minute bike ride of all homes, but the school walkshed is smaller. For example, students living within a 20-minute walk of West School generally live north of South Avenue and west of Green Bay Road. Likewise, students who live within a 20-minute walk of South School generally live south of Park Avenue. Most students live within a 20-minute walk of Central School, except for the far northwest and southeast sides of the village.
- **Public Transit:** Nearly three-quarters of Glencoe residents work in the City of Chicago. The remaining 25% work in Glencoe, Evanston, Northbrook and Winnetka. While the majority of commuters are unlikely to walk or bike to work in Glencoe, they generally have good access to one of the three Metra Stations within reach – Glencoe, Braeside and Hubbard Woods. Only homes on the far northwest and far southwest sides of the community are located greater than a 20-minute walk from one of the three stations. In addition to Metra, a PACE bus line runs along Green Bay Road.
- **Attractions:** Glencoe has many local and regional destinations that draw residents and visitors in their free time. These include the Chicago Botanic Garden, Skokie Lagoon, the Writer’s Theatre, Glencoe Beach, the North Branch Trail, and the Green Bay Trail.

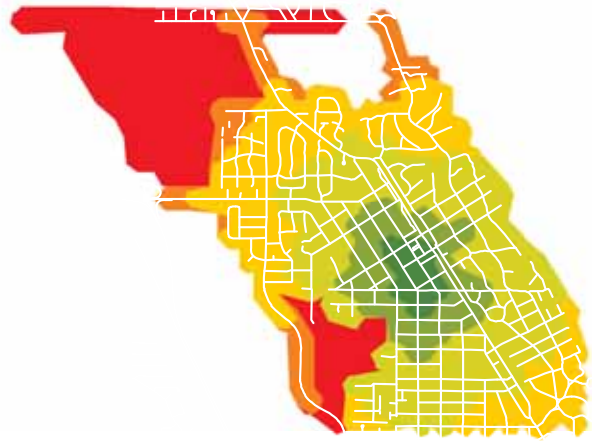


## Travel Times and Distances from Key Destinations

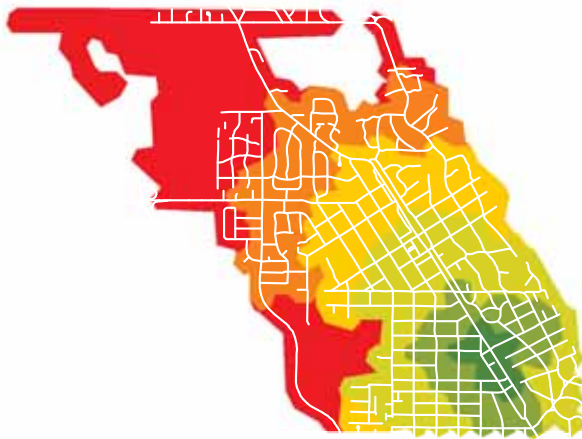
### West School Service Area



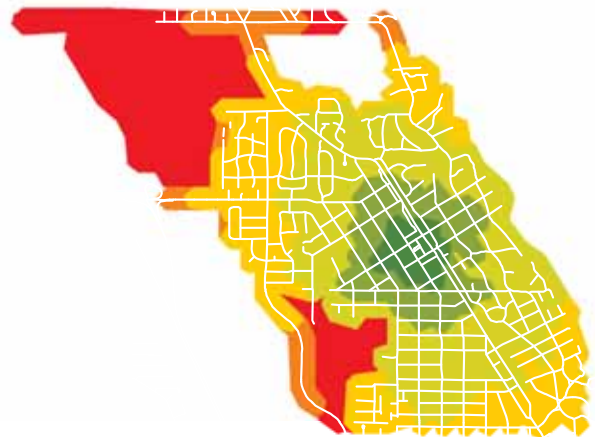
### Central School Service Area



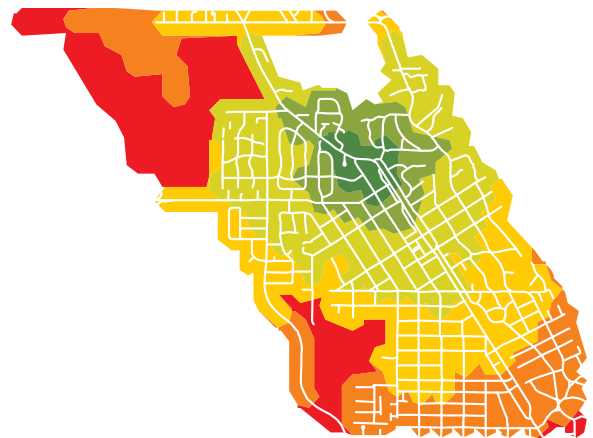
### South School Service Area



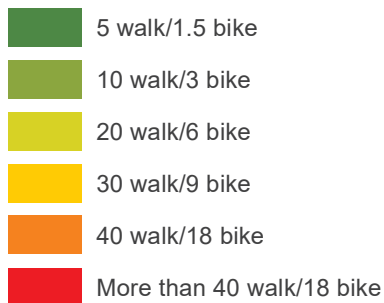
### Downtown Service Area



### Takiff Center Service Area



Walking and Biking Distance to/from destinations in minutes



0 0.75 1.5 Miles



\*Based on an average walk time of 20 minutes/mile and an average bike time of 10 minutes/mile

Data Source: American Community Survey 2012-2016 5-year estimates for Glencoe by Block Group



## 2.3 SIDEWALKS

Glencoe has a strong network of existing sidewalks. The Village of Glencoe is working to document its existing network, assess future maintenance needs, and monitor conditions.

### Existing Sidewalks

The Village maintains 70 miles of sidewalks. There are intermittent gaps throughout the community, including Elm Ridge Drive, Skokie Ridge Drive, Valley Road, Stonegate Terrace, Oak Drive, Hohlfelder Road, Lake Cook Road, Old Elm Lane, Forestway Drive, Country Lane and parts of Sheridan Road, Green Bay Road, Dundee Road and Grove Street.

### Sidewalk Condition Assessment

In addition to its sidewalk inventory, the Village of Glencoe has a database of sidewalk conditions that includes segments in need of updating. The Village also maintains a portal for residents to report concerns about sidewalks, which feed its inventory. The inventory includes many reasons for sidewalk replacement, such as standing water, lack of ADA ramps, trip hazards, cracks, upended by tree roots, and crumbling concrete. Each reported issue is visually inspected and is evaluated to assess the level of hazard.

### Sidewalk Replacement

The Village will replace 20,000 square feet of sidewalk this year through its 2019 CIP and aims to replace a percentage of its inventory each year. In addition to Village-funded sidewalk replacement, residents may also opt to replace a sidewalk adjacent to their own property at cost. Finally, Glencoe's 2019 CIP allocates \$75,000 to restore brick pavers on Park Avenue between Green Bay Road and Vernon Avenue.



Concrete sidewalk on Park Avenue with replaced segments



Newer brick sidewalk on Tudor Court



Sidewalk ends on Grove Street

# Sidewalk Network



Existing Sidewalk

Data Source: Village of Glencoe



## 2.4 MULTI-USE TRAILS & PATHS

Glencoe is home to two major regional trails that run north/south along the east and west ends of the Village.

### The Green Bay Trail

The Green Bay Trail runs from north to south along the Union Pacific North railroad tracks. It runs both on- and off-street through Glencoe. The on-street portions are between Ida Place and Hazel Avenue and Park Avenue to Maple Hill Avenue. The off-street segments are from Maple Hill Road to the northern Village limit and South Avenue to the southern Village limit. Between Hazel Avenue and Park Avenue, the segments are narrow sidewalks and are not compliant with AASHTO's minimum 8' standard for shared use trails. The trail has sporadic wayfinding and informational signage, but lacks a cohesive system. Glencoe's Community Improvement Program (CIP) includes an engineering study of the trail segment between South Avenue and Maple Hill Road. Other notable issues and initiatives include:

- **Buckthorn removal:** The Friends of the Green Bay Trail have been working to clear buckthorn along the trail. Their work has vastly improved sightlines along the path and is helping reduce the spread of the invasive species.
- **Toole Design Study:** In 2017, Glencoe commissioned Toole Design Group to study the trail crossing at Hazel Avenue. The study addresses near-term countermeasures to mitigate conflicts between pedestrians and cyclists, fix tight turns adjacent to the UP-N underpass on Hazel Avenue and achieve ADA compliance.

### North Branch Trail

Though the North Branch Trail is within a short distance of many Glencoe homes, there are only a handful of access points, all of which are higher

traffic streets. Lake Cook Road offers the only off-street connection to the North Branch Trail from Glencoe, but it is on the far north-end of the community. The North Branch Trail is difficult to get to for less confident cyclists who are unable to ride longer distances or on busier streets.

### Local Access Paths

There are several local access paths through Glencoe parks that benefit the active transportation network. These help reduce the distances required for pedestrians and cyclists to walk and provide a low-stress experience.

### Regional Trail Connectivity

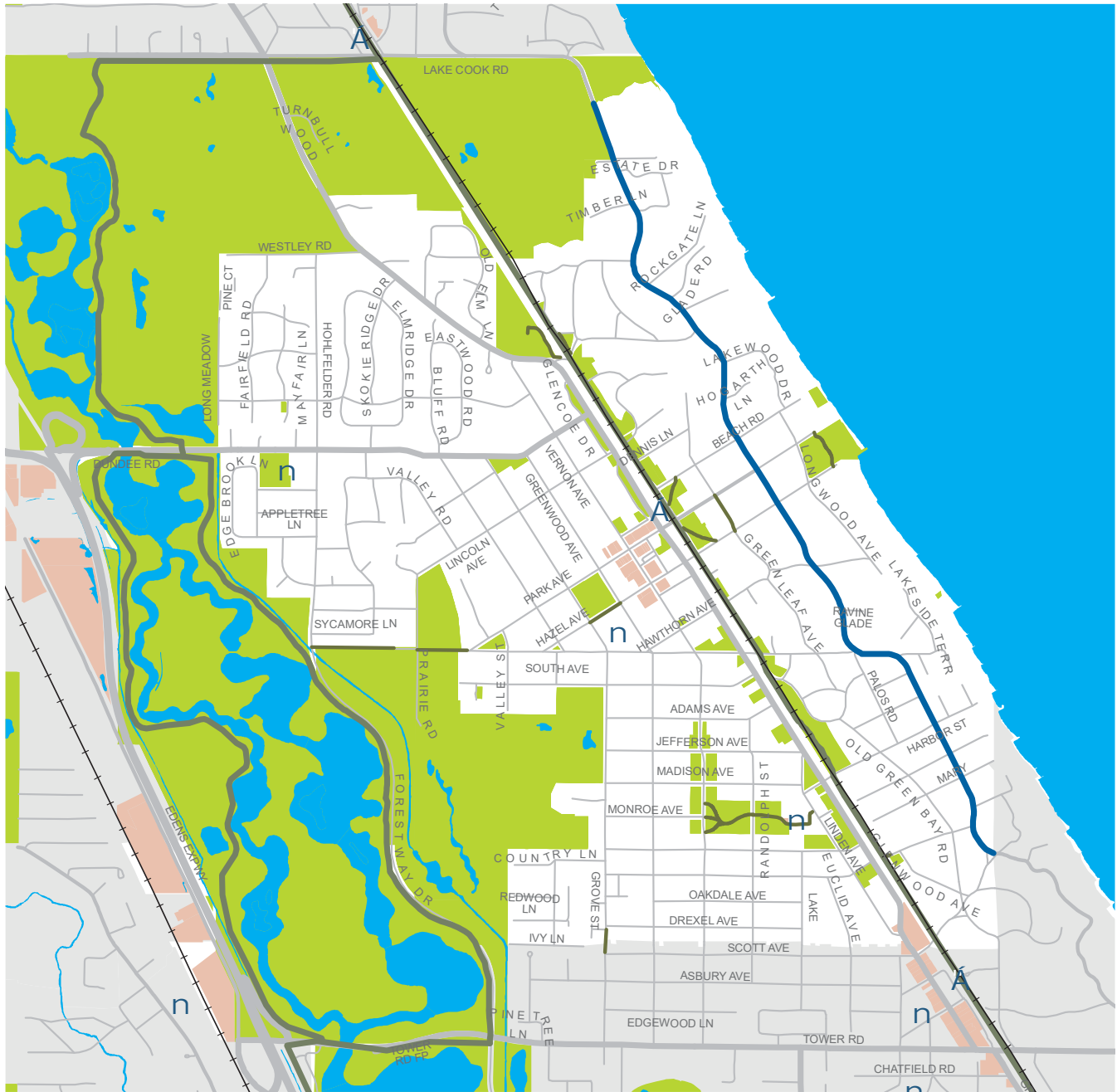
While Glencoe benefits from two strong north/south trail connections, it is more difficult to get east/west to connect to communities to the west, the Skokie Valley Trail, and the Des Plaines River Trail.






Green Bay Trail at Hazel



## Multi-Use Trails and Paths



-  Designated Trail
-  Pathway
-  Bike Lane



Data Sources: CMAP Bicycle Inventory System, Q2, 2018, Village of Glencoe Sidewalk Inventory, Active Transportation Alliance

## 2.5 BIKEWAYS

### Local Bikeways

Glencoe has one dedicated bike lane on Sheridan Road between South Avenue and Estate Drive. The street is a popular route for cyclists and includes intersection markings.

Adjacent to the existing landscaped medians at Park Avenue and Maple Hill Road, the Village has striped a three-foot wide lane to narrow the vehicle travel lanes. These areas serve as a de facto bike route and help to calm traffic.

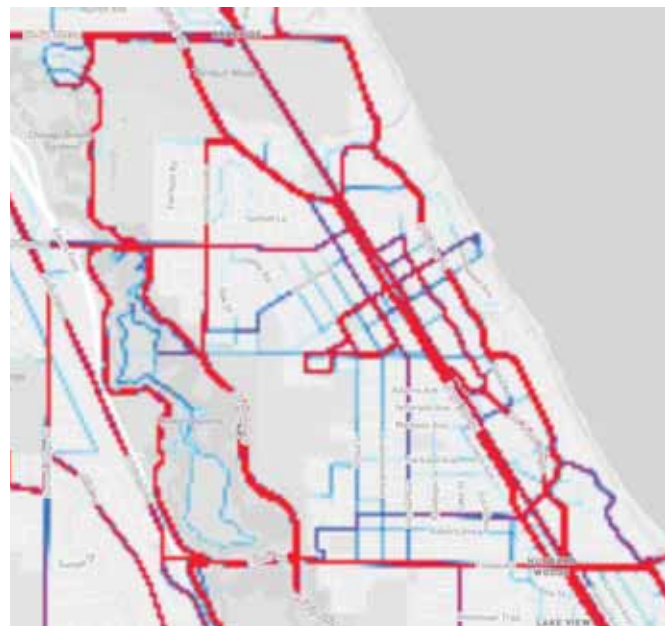
### Popular Routes

Strava, an activity tracking app, produces publicly available heat maps depicting popular biking and running routes. While the app skews towards more confident cyclists, it can be helpful in understanding where a subset of the population rides regularly. Popular routes include the Green Bay Trail, the North Branch Trail, Sheridan Road, Green Bay Road, Lake Cook Road, Hohlfelder Road, and Old Green Bay Road. Many local roads are also used, like Vernon Avenue, Park Avenue, Scott Avenue, and Lincoln Avenue, though their rates of use are lower than the above mentioned roads. This is likely because the population of cyclists tracking rides on these streets is localized to Glencoe residents.

### Regional Bikeways

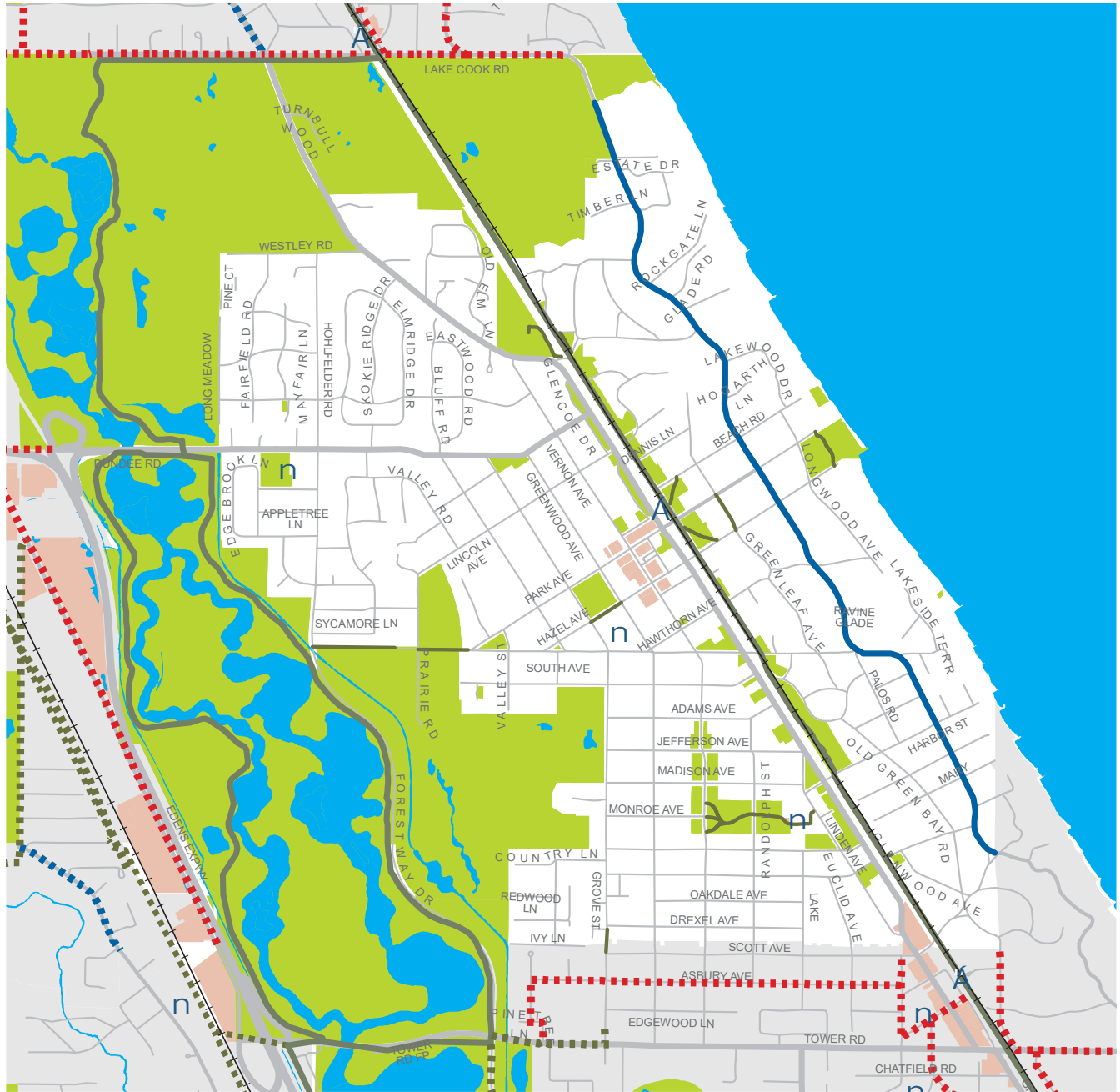
There are several planning studies that have been completed or are underway that border Glencoe. These include:

- **Bike Walk HP 2030:** Highland Park’s plan proposes a signed route along Lake Cook Road and a future trail on the south end of Lake Cook Road and “sharrows” along Sheridan Road.
- **Winnetka Bike Plan:** Proposes wayfinding signage along Scott Avenue, Old Green Bay Road, and Gordon Terrace, which would tie into Glencoe’s roadway network.
- **Skokie Valley Trail Extension:** A Phase III engineering study is currently underway to extend the Skokie Valley Trail from Skokie to Lake Cook Road along the Union Pacific and Com Ed rights-of-way. The proposed trail would run parallel to I-94.

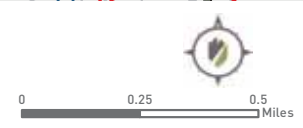


Heat map of bike routes frequently used by Strava app users. Source: [Strava.com/heatmap](https://www.strava.com/heatmap)

## Planned & Existing Local and Regional Bikeways



- Existing Path or Trail
- Bike Lane, Planned
- Planned Path or Trail
- Bike Route, Planned
- Bike Lane



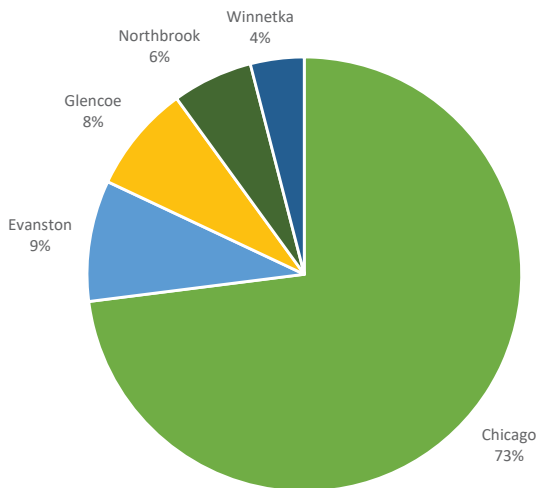
Data Source: CMAP Bicycle Inventory System, Q2, 2018

## 2.6 ACTIVE TRANSPORTATION USE

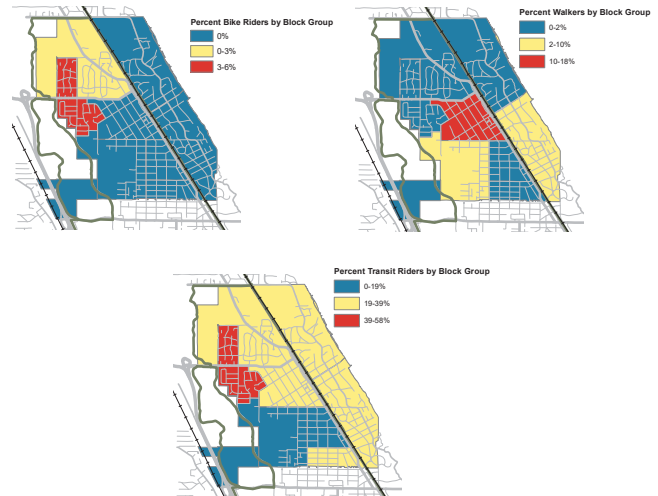
There is limited data on active transportation trips. The most reliable source is the American Community Survey Journey to Work dataset, which asks a sample of people to report on their primary mode of transportation taken to reach work.

Glencoe's entire working population works within the immediate region in communities that are accessible via public transit, walking, or biking. Among workers in Glencoe, 25% commute via walking, biking or public transit, which is higher than the suburban Cook County average of 19%. The majority, 23%, take public transit to work, about 2% walk to work and less than 0.5% bike to work. The maps on page 19 show the percentage of commuters by Census Block Group that commute via walking, biking or public transit.

### Where People in Glencoe Work



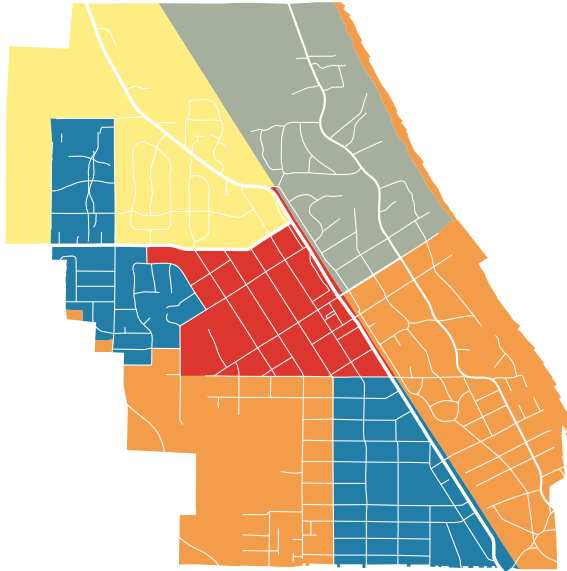
### How People in Glencoe Get to Work



Data Sources: American Community Survey 2011-2016 Means of Transportation to Work Estimate and U.S. Census Bureau, Longitudinal- Employer Household Dynamics Program.



## Commuters that Walk to Work

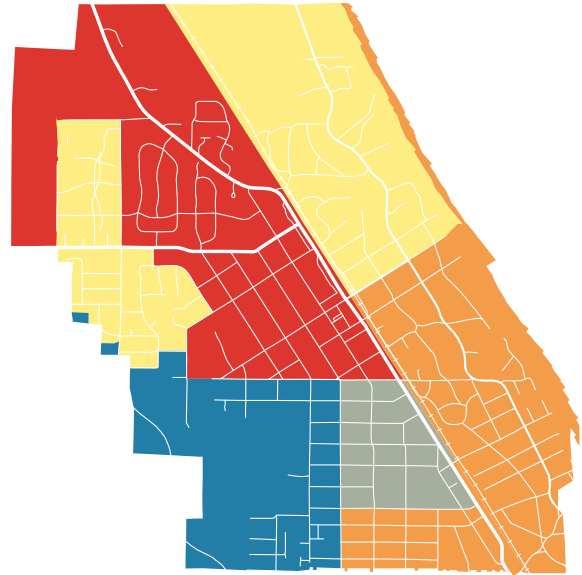


Percent of Commuters who Walk to Work by Block Group

- 0% of Glencoe Commuters
- .01 - .20% of Glencoe Commuters
- .21% - .30% of Glencoe Commuters
- .31 - .40% of Glencoe Commuters
- .41 - .60% of Glencoe Commuters

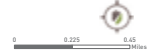


## Commuters that Take Public Transit to Work

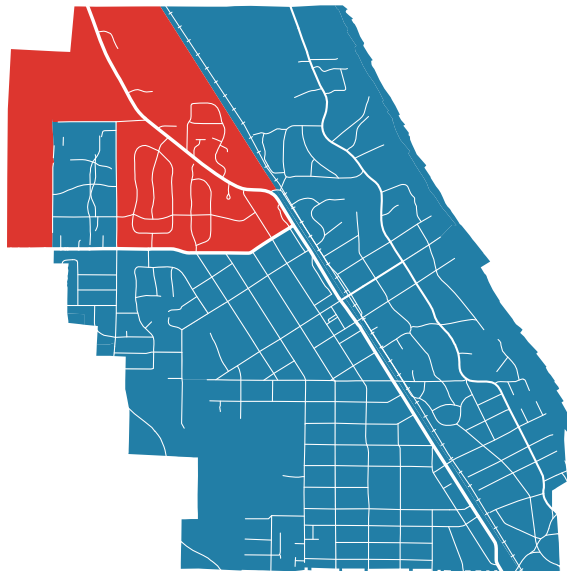


Percent of Commuters who Ride Transit to Work by Block Group

- Less than 1.5% of Glencoe commuters
- 1.6% - 2% of Glencoe commuters
- 2.01% - 3% of Glencoe commuters
- 3.01% - 4% of Glencoe commuters
- 4.01% - 5% of Glencoe commuters



## Commuters that Bike to Work



Percent of Glencoe Commuters who Bike to Work by Block Group

- 0% of Glencoe Commuters
- 0.01% - 0.4% of Glencoe Commuters



Data Source: American Community Survey 2011-2016 Means of Transportation to Work Estimate.

## 2.7 PEDESTRIAN & BICYCLE CRASHES

The Illinois Department of Transportation maintains a database of police reports that are filed when an in-road traffic crash occurs. Data for the years 2010 to 2016 were reviewed to better understand where bicycle and pedestrian crashes have happened in Glencoe.

### Pedestrian Crashes

Between 2010 and 2016, there were eleven pedestrian crashes, two of which resulted in severe injuries. Distracted driving was a factor in three of the crashes and failure to yield was a factor in seven of the crashes. Pedestrian crashes occurred along Park Avenue, Vernon Avenue, Tudor Court and Bluff Street.

### Pedestrian Crashes



Data Sources: Illinois Department of Transportation Crash Datasets, 2010-2016.

## Bicycle Crashes

Between 2010 and 2016, there were 16 bicycle crashes, two of which resulted in severe injuries to the cyclist. Crashes happened in various locations including along Green Bay Road, Dundee Road, Green Bay Trail crossings, Sheridan Road and Harbor Street.

## Bicycle Crashes



Data Sources: Illinois Department of Transportation Crash Datasets, 2010-2016.

# 3

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## PUBLIC ENGAGEMENT

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What did residents and stakeholders say about walking and biking in Glencoe?

## 3.1 OVERVIEW

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Public engagement for the Glencoe Active Transportation Plan began with the formation of a steering committee. The group met seven times to discuss goals and priorities, develop a plan vision, identify issues and concerns and review and approve plan recommendations

Throughout the course of the plan, the Steering Committee also engaged the community to learn about opportunities and challenges related to walking and biking in Glencoe. The following community engagement approaches were used:

- Regular blog posts and updates were published on the Village’s website, which included project updates, educational messaging and invitations to participate in community engagement opportunities.
- An online survey was distributed via the Village’s list serve, Active Transportation Alliance’s contacts and by Steering Committee members to their contacts aimed at identifying community member’s challenging walking and biking routes and priority destinations. 192 responses were collected.
- An online survey was distributed to parents in District 35 aimed at assessing parents’ attitudes about walking and biking to school. Exactly 200 parents participated.
- An online map was developed to enable people to identify challenging routes, intersections and priority destinations. Participants plotted 193 unique comments on the map.
- A community workshop was held at the Takiff Center to provide a deeper dive for residents on active transportation issues.



Steering committee members discussing infrastructure opportunities and challenges.

## 3.2 WHAT PEOPLE TOLD US: WALKING

---

The community participated in the planning process by responding to an online survey, marking up an online map and/or attending a workshop. Throughout the course of the plan, we heard from more than 200 people. Page 25 features routes the community identified as being in need of walking improvements during the planning process.

### Where do people walk?

- Downtown in general or to a specific store or restaurant (196)
- Glencoe Beach and Lakefront Park (126)
- Glencoe Library (50)
- Glencoe Metra Station (49)
- Chicago Botanic Garden and the Green Bay Trail (31)
- Friends Park, Watts Park and Hubbard Woods (22 each)

### Why do people walk?

- **For exercise:** 40% of respondents walk daily for exercise, and 42% walk weekly for exercise
- **For transportation reasons:** 45% walk weekly to shop or run errands, 33% to visit family and friends and 37% walk to parks.
- **To access destinations or as an activity:** Dog walking (12), shopping downtown (8), the beach and parks (3), the Green Bay Trail (2), the Chicago Botanic Garden (2), the library (1) temple (1), and schools (1).
- **Distance:** 41% of respondents are willing to walk one to two miles to reach a destination

### What factors influence peoples' decision to walk?

- Presence of sidewalks (77% are greatly influenced)
- Clear sidewalks in the winter months (44% are greatly influenced)
- Ease of crossings at intersections (60% are greatly influenced)
- Positive interactions with drivers (57% are greatly influenced)

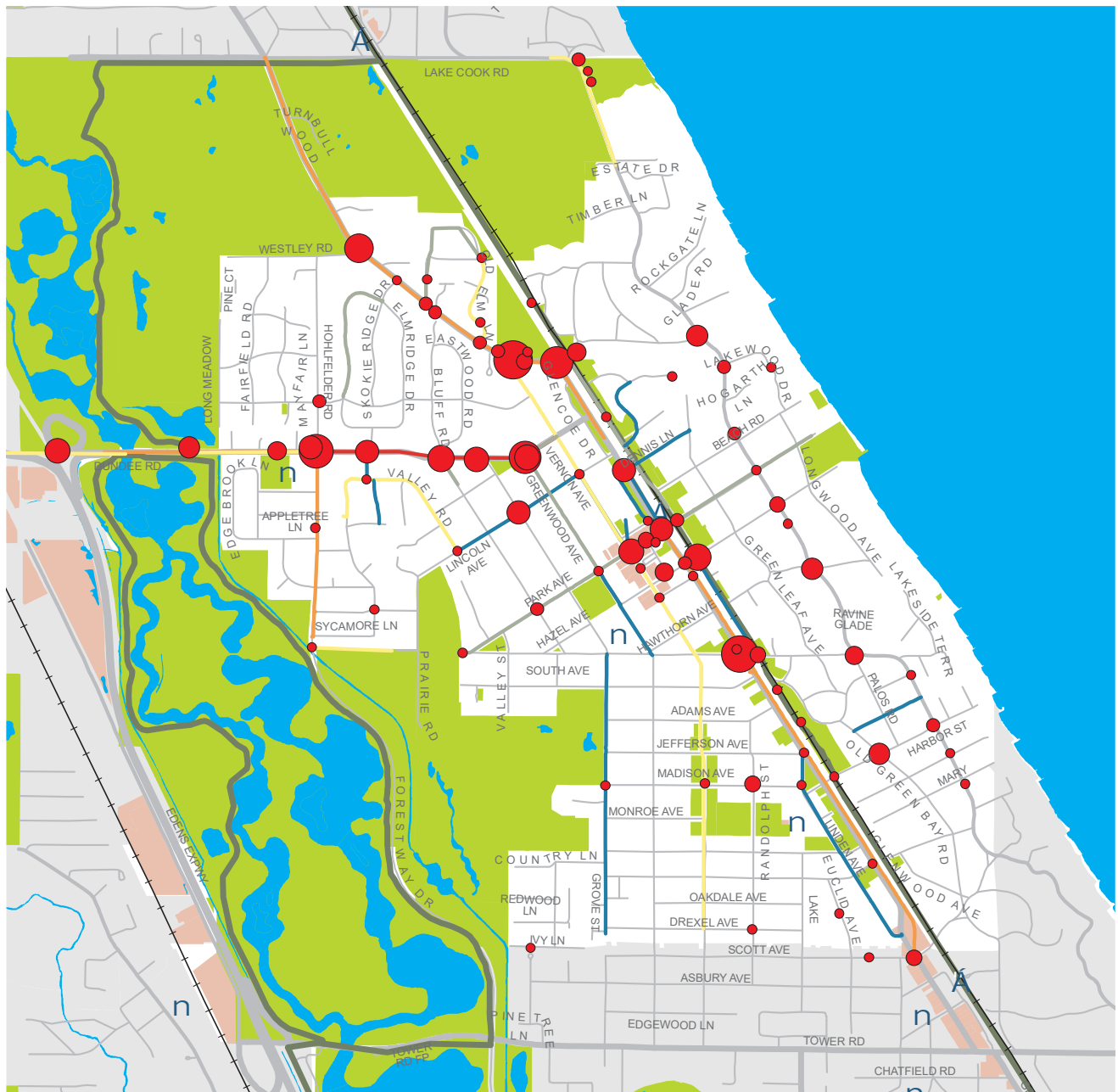
### Where would people walk if improvements were made?

- Chicago Botanic Garden (33)
- Takiff Center (15)
- Green Bay Trail (10)
- Downtown (10)
- Skokie Lagoons, Along the Lake and Ravinia (6 each)
- West School (5)

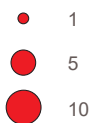
### What discourages people from walking?

- 57% would walk more often if more sidewalks were available
- 63% would walk more often if sidewalks were shoveled in the winter
- 51% would walk more often if street crossings were easier
- 52% would walk more often if driver interactions with pedestrians were improved

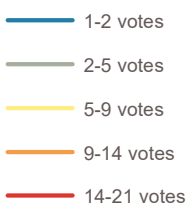
## Public Engagement Results - Walking



### Barriers to Walking Number of Votes



### Desired Walking Routes Number of Votes





## 3.2 WHAT PEOPLE TOLD US: BIKING

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The community participated in the planning process by responding to an online survey, marking up an online map and/or attending a workshop. Throughout the course of the plan, we heard from more than 200 people. Page 27 features all routes the community identified as being in need of biking improvements during the planning process.

### Why do people bike?

- 65% at least once a week for exercise
- 33% at least once a week to run errands
- 33% at least once a week to see friends and family
- 31% of respondents are willing to bike two to five miles to reach a destination and 46% are willing to bike greater than five-miles.

### What factors influence peoples' decision to bike?

People who responded to the survey bike if road conditions are good (82%), there are trails along the route (74%), street crossings are comfortable (77%), interactions with drivers are positive (76%), bike lanes are present (74%) and if they have knowledge of local routes (76%).

### Where do people bike?

- Chicago Botanic Garden (59)
- Downtown Glencoe (56)
- Glencoe Beach (52)
- Green Bay Trail (42)
- Skokie Lagoons (25)

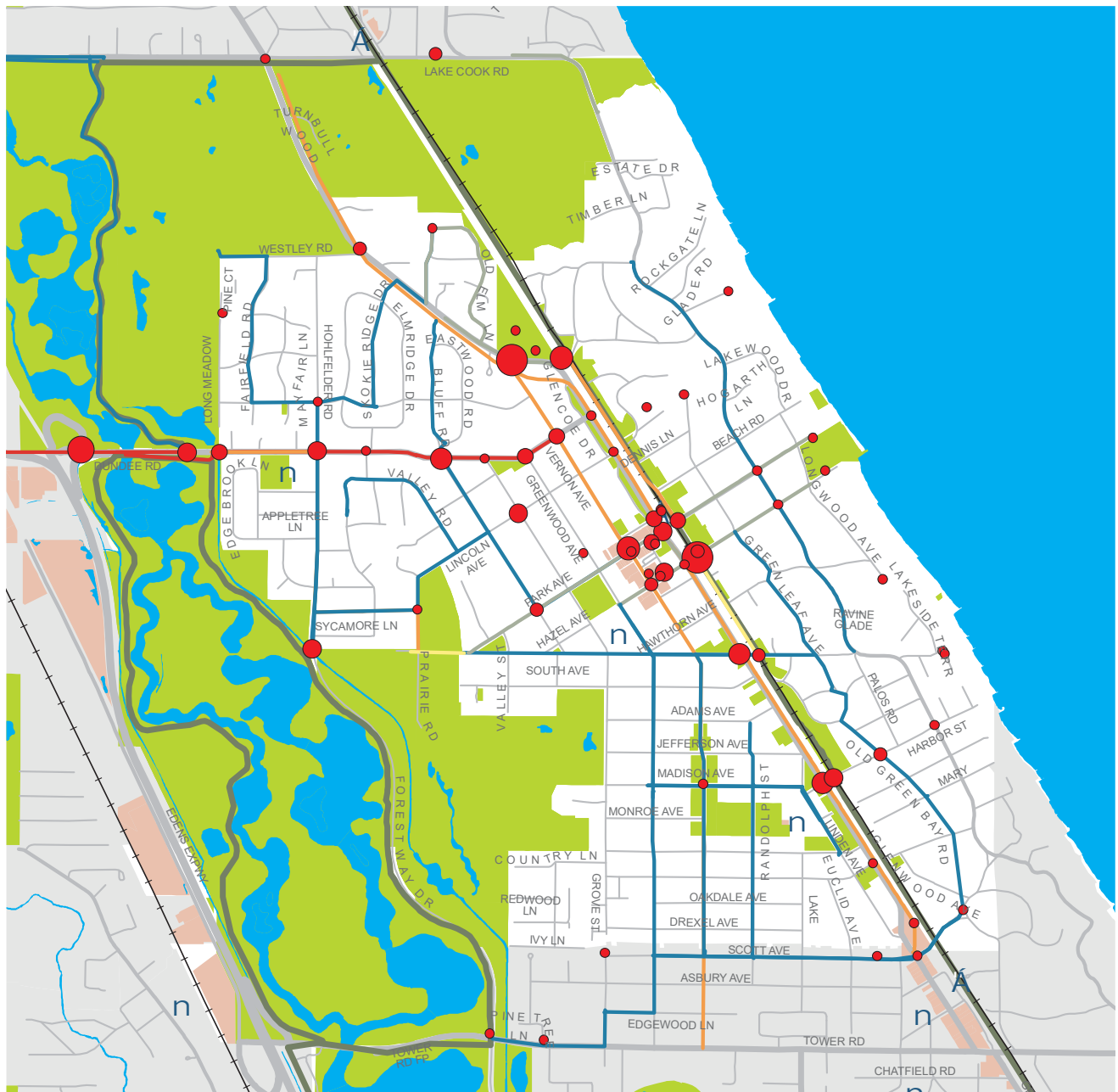
### What discourages people from biking?

- 63% would bike more often if roadway conditions were better
- 63% would bike more often if trails were available on their route
- 56% would bike more often if there were on-street bike facilities
- 51% would bike more often if interactions with drivers were improved
- 42% would bike more often if on-street bike parking were available

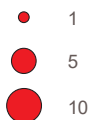
### Which destinations would more people bike to if improvements were made?

- Dundee Road (14)
- Chicago Botanic Gardens (13)
- Green Bay Trail (13)
- Skokie Lagoons (11)
- Glencoe Beach (10)
- Takiff Center (8)

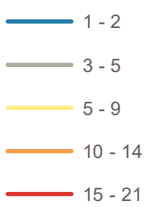
## Public Engagement Results - Biking



### Barriers to Biking Number of Votes



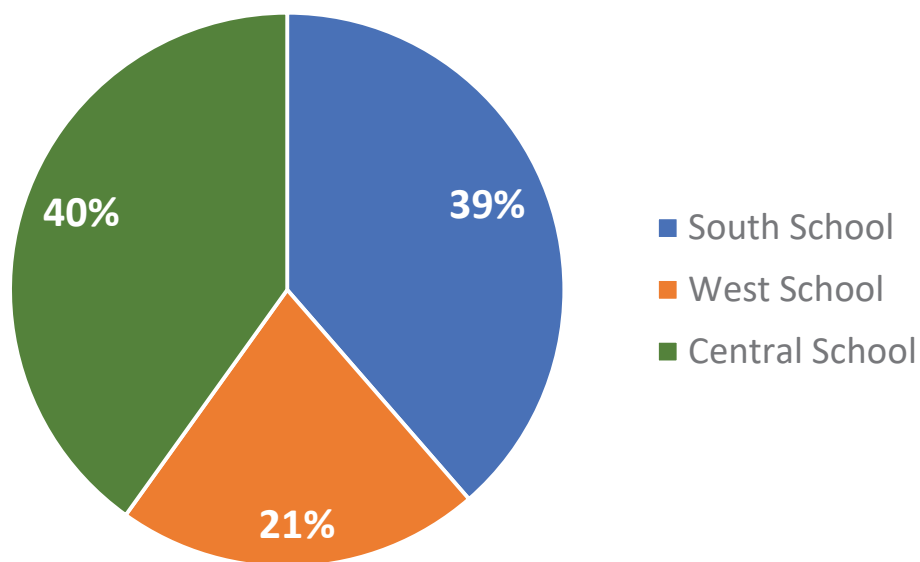
### Desired Bike Routes Number of Votes



### 3.3 WHAT PARENTS TOLD US: WALKING & BIKING TO SCHOOL

District 35 sent out a survey to all parents to gauge attitudes and opinions about active transportation. We heard from 17% of the total parent population - 40% from Central School, 39% from South School, and 21% from West School. This section includes a summary of the survey results and compares the data to the trends tallied by the National Center for Safe Routes to School between 2007 and 2014.

#### Distribution of Responses by School



Bike racks at Central School

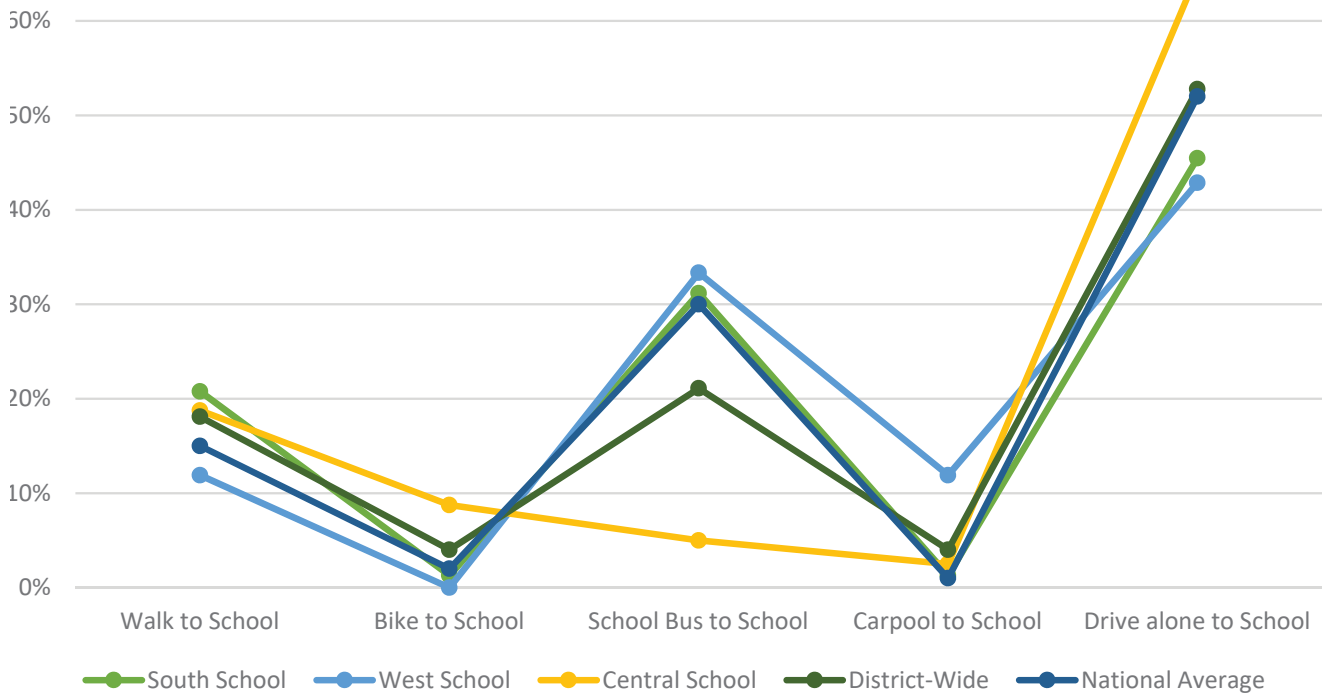


Dismissal at South School

### Trip to School By Mode

Parents were asked to respond to the question, “How does your child typically get to school?” “Alone in a car,” is the primary way that parents responding to the survey reported that their children get to school. This is consistent with the national average of 51.5% of students being driven alone to get to school each morning. Central students are more likely to walk (19%) or bike (9%) to school than the national average of 15% and 2% respectively. South Students are also more likely to walk to school than the national average.

### Comparison of Mode of Travel Used to Get to School by Glencoe School District, and Nationwide\*



### Comparison of Mode of Travel Used to Get to School by Glencoe School District, and Nationwide\*

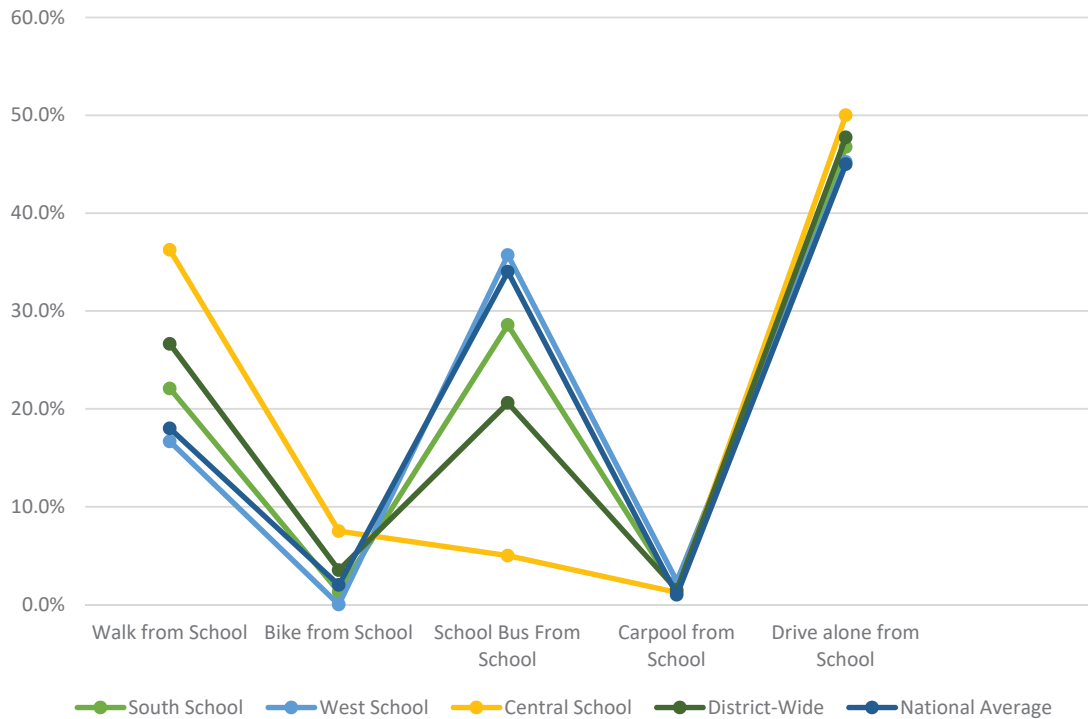
	Walk to School	Bike to School	School Bus to School	Carpool to School	Drive alone to School	Total
<b>South School</b>	21%	1%	31%	1%	45%	100%
<b>West School</b>	12%	0%	33%	12%	43%	100%
<b>Central School</b>	19%	9%	5%	3%	65%	100%
<b>District-Wide</b>	18%	4%	21%	4%	53%	100%
<b>National Average</b>	15%	2%	30%	1%	52%	100%

\*Percentages for District 35 reflect the responses provided by the 200 parents who responded to the survey and may not capture all student travel behavior.

## Trip from School By Mode

Parents were asked to respond to the question, “How does your child typically get home from school?” “Alone in a car,” is the primary way that parents responding to the survey reported that their children get from school, with a 48% district-wide response rate. This is consistent with the national average of 45% of students being driven alone to get to school each morning. Across all grade levels, students are more likely to walk home from school than to school. Additionally, the district-wide average of 27% is much higher than the national walk home average of 18%.

## Comparison of Mode of Travel Used to Get from School by Glencoe School, District, and Nationwide



## Comparison of Mode of Travel Used to Get from School by Glencoe School, District, and Nationwide

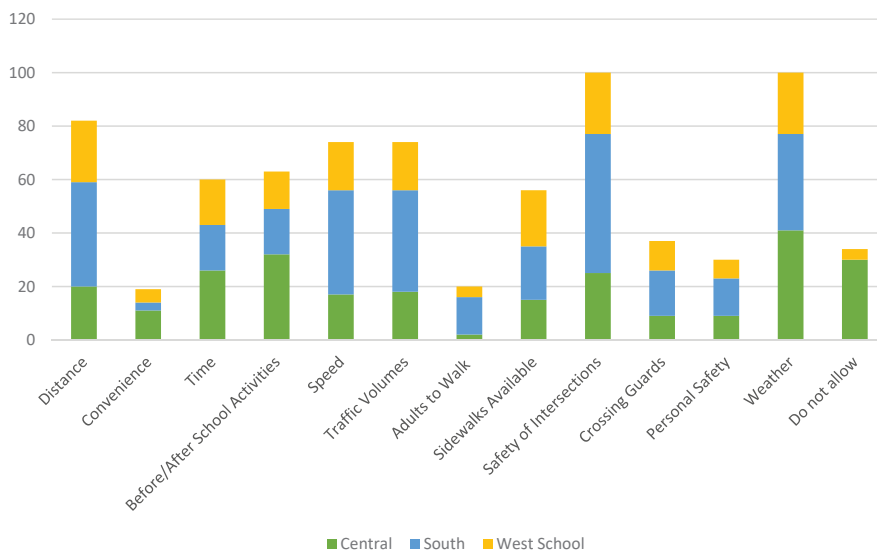
	Walk from School	Bike from School	School Bus from School	Carpool from School	Drive alone from School	Total
<b>South School</b>	22.1%	1.3%	28.6%	1.3%	46.8%	100%
<b>West School</b>	16.7%	0.0%	35.7%	2.4%	45.2%	100%
<b>Central School</b>	36.3%	7.5%	5.0%	1.3%	50.0%	100%
<b>District-Wide</b>	27%	4%	21%	2%	48%	100%
<b>National Average</b>	18%	2%	34%	1%	45%	100%

\*Percentages for District 35 reflect the responses provided by the 200 parents who responded to the survey and may not capture all student travel behavior.

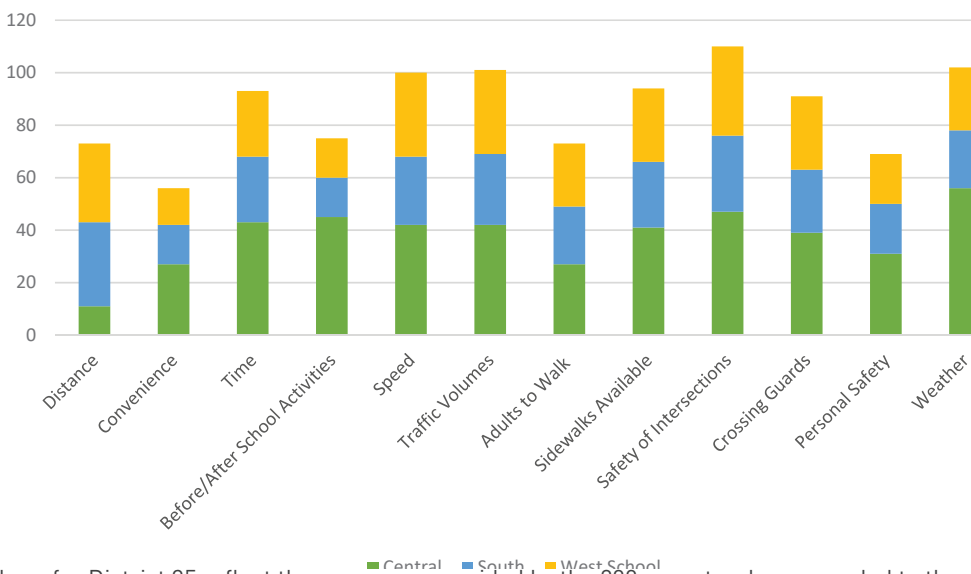
## Top Barriers Reported by Parents

Parents were asked to respond to the question, “If you do not allow your child to walk or bike to school, why,” and “If these factors were changed, would you allow your child to walk or bike more often?” Multiple responses were allowed. Safety of intersections and weather were the top two barriers selected by parents district-wide. Distance was also a factor district-wide and highly ranked amongst South School parents. South School parents had more traffic related reasons, such as speed and number of cars on streets, which is unsurprising given the age of students. Central School parents selected weather and before- or after-school activities most often. West School parents equally selected weather, distance and safety of intersections as the primary concern. Parents responding to the survey indicated that if the safety of intersections were improved, traffic volumes were reduced or speed were reduced on streets, they would be more likely to allow their children to walk or bike school.

## Top Factors that Influence Glencoe Parents’ Decision to Allow Children to Walk or Bike to School\*



## Top Factors that would that Influence Glencoe Parents’ Decision to Allow Children to Walk or Bike to School if Improved\*



\*Numbers for District 35 reflect the responses provided by the 200 parents who responded to the survey and may not capture all student travel behavior.

# 4

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## RECOMMENDATIONS

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What can be done to increase walking and biking trips in Glencoe?



## 4.1 OVERVIEW

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Glencoe's proposed active transportation network specifies street, sidewalk, trail, and intersection projects that are central to improving barriers to active travel. A complete build-out of the network will enable people of all ages and abilities to access destinations on foot and by bike, both inside and outside of the community.

This chapter includes the following sections:

### Toolbox

This section includes pictures and descriptions of the different types of facilities recommended for Glencoe. For specific locations, see the following sections.

### Proposed Improvements by Major Corridor

This section includes intersection, sidewalk and bikeway recommendations for Dundee Road, Forestway Drive, Green Bay Road, Sheridan Road and Lake Cook Road.

### Sidewalk Improvements on Local Streets

The Village's existing sidewalk network is nearly complete, but needs gaps filled and some sidewalks reconstructed. This section addresses strategies for addressing a further build-out of the sidewalk network.

### Proposed Intersection Improvements

This plan does not include a full intersection audit, but it does indicate where improvements should be made on major roads and at key school and park crossings.

### Bicycle Improvements on Local Streets

The bicycle improvements proposed for Glencoe are focused on building bicycle facilities on specific streets within the Village. When developed as a whole, the network of bikeways

will enable people to more comfortably reach priority destinations. Specific bicycle facility types are recommended for streets, based on their width, average daily traffic and speed limit.

### Proposed Trail Improvements

This section includes recommendations for intersection and segment improvements along the Green Bay Trail, and proposes a new trail that could be developed in the future.

### Community-Wide Walking and Biking Campaign

This section includes strategies to implement a community-wide campaign focused on getting more Glencoe residents to walk and bike to local destinations. The intent is for these strategies to be coordinated amongst the Village, District 35, Park District and Sustainability Task Force.

## 4.2 TOOLBOX

No two roads are alike, and each requires assessment of existing and planned conditions to determine contextually appropriate bicycle and pedestrian improvements. For example, active transportation projects constructed on roads with four lanes and high traffic will require more protection for pedestrians and cyclists traveling along them than low speed neighborhood streets. Likewise, intersections on high speed, high volume streets will require more enhancements to reduce vehicle speed and increase visibility of non-motorized users of the road.

### Pedestrian Network Tools

#### Sidewalks

Where possible, install sidewalks on at least one side of each block and each side of heavily traveled roads. When feasible, work with private property owners to build sidewalks where no public-right-of-way is available. Sidewalks should be at least 5-feet wide, but 8-10-feet is preferred in areas with high pedestrian foot traffic. Ideally, sidewalks will include buffer areas to provide additional protection from vehicle lanes, such as parking lanes or furniture zones. Sidewalks should continue across commercial driveways to better define the pedestrian space.

#### Landscaping Clearance

Glencoe's policy guides private property owners to maintain and trim back trees and landscaping that obstruct sightlines on corners and encroach on sidewalks. On corner lots, landscaping can be no higher than 30-inches in a 12x12 foot area. Shrubs and bushes should be trimmed back 1-foot from the edge of public sidewalks and trimmed up to allow a minimum of 8-feet of



Wide sidewalk in downtown Glencoe



Standard residential sidewalk



Properly maintained shrubs



Improperly maintained shrubs

Proper vs. improper landscaping maintenance. Source: Village of Glencoe

vertical clearance.

### School and School Crossing Ahead Markings

Pavement markings provide a visual queue to drivers to remind them that they are approaching a school zone or school crossing. They help reinforce signage which is sometimes blocked or difficult to spot when driving. Markings also provide a visual queue to drivers in advance of a school zone or school crossing to stop for student pedestrians. They can be more visible than signage on roads with higher vehicle speeds.



School Crossing Pavement Marking. Source: Ulster County Transportation Council



School zone pavement marking. Source: Traffic Safety Store



## Intersection Tools

### Curb Ramps, Tactile Pads and Crosswalks

Equip all intersections with bi-directional curb ramps (where geometry allows), detectable warning pads and crosswalks. International or ladder style crosswalks should be used at signalized crossings, mid-block crossings, school and park crossings and along school and park walking routes. Decorative crosswalks may be used in place of ladder style crosswalks in business districts. Standard crosswalks can be used at all other intersections.

### School, Pedestrian and Bicycle Crossing Signs

Bicycle crossing signs warn drivers that a school, pedestrian or bicycle crossing is ahead. When used, this treatment should include an advanced warning sign and a sign at the crossing.

“Must stop for pedestrians in crosswalk” signage can be placed at traffic signals, stop signs and uncontrolled crossings to remind drivers and bicyclists of the legal requirement to give pedestrians the right-of-way at intersections.

### Pedestrian Waiting Areas and Standback Lines

Standback lines and concrete waiting areas provide a bigger space for large groups of students to wait when crossing the street. This treatment is helpful at crossings adjacent to schools or at traffic signals where large groups congregate. Where space permits, provide a larger concrete pad for students to gather. At narrower crossing areas, consider installing bollards or painting a standback line.



Bicycle crossing sign



Stop for pedestrians signage. Source: MUTCD



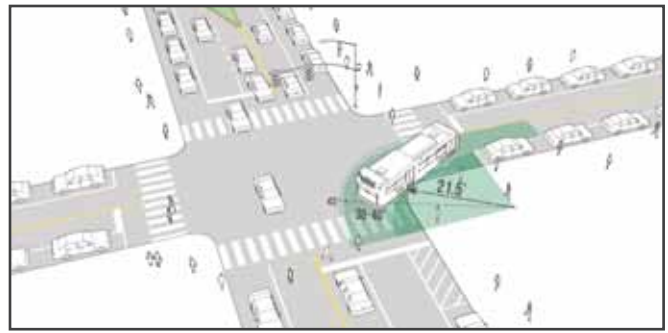
Standback line. Source: Mike Cynecki



Waiting area. Source: Mike Cynecki

## Reduced Corner Radii

Reduced corner radii reduce the speed of right-turning vehicles and can help provide additional space for crossing pedestrians to wait where right of way is limited.



Reduced corner radii. Source: NACTO

## Pedestrian Crossing Islands

Refuge islands buffer and protect pedestrians and cyclists crossing wide or busy streets, enabling them to cross in two stages. Where possible, they should be wide enough to accommodate the length of a standard bicycle.



Pedestrian crossing island

## Bump-outs/Curb Extensions

Bump-outs slow traffic, provide shorter crossing distances for pedestrians, and improve sightlines for both drivers and pedestrians.



Bump-outs/curb extensions

## Raised Crosswalks

Raised crosswalks calm traffic at pedestrian crossings by raising the crosswalk to the height of the curb. Use a gradual incline to reduce issues for plows.



Raised crosswalk

## Raised Intersections

Similar to the concept of a raised crosswalk, it raises the intersection using a gradual incline to calm traffic at pedestrian crossings.



Raised Intersection. Credit: NACTO



### Bicycle Loop Detector

Loop detectors are in-road sensors enable traffic signals to recognize waiting cyclists who do not trigger standard traffic signals.

### Pedestrian Countdown Signal

Pedestrian countdown signals give people crossing information about the amount of time they have left to cross. Signals should be timed to allow at least 3.5 feet per second to cross safely.

### Rectangular Rapid Flashing Beacons (RRFB)

RRFBs enable pedestrians and cyclists to activate a warning beacon at mid-block or unsignalized crossings. They can be solar controlled to reduce installation cost and complexity.

### Bicycle Intersection Crossing Markings

Bicycle intersection crossing markings guide cyclists through an intersection. They can be highlighted in green paint to increase visibility.

### Bicycle Crosswalk

Bicycle crosswalks are placed adjacent to pedestrian crosswalks where trails, sidepaths and protected bike lanes intersect streets. They can be highlighted in green to increase visibility.



Bicycle loop detector



Pedestrian countdown signal



Rectangular Rapid Flashing Beacon (RRFB)



Bicycle crosswalk



Bicycle intersection pavement markings

## Trail Information & Wayfinding Signage

Trail information and wayfinding signage help users navigate trail junctions and on-street portions of trail systems, directing them to points of interest off of trails. Below are some examples of trail informational and wayfinding signage that can be used in Glencoe.



Distance, destination and direction sign for on-street use.



Signage at a junction between two trails.



Trail system map can be posted on trail signs or on kiosks.



Branded trail signs can be used along off-street portions of trails.



Information kiosks can be posted at access points and can include a roof to provide shelter from the sun.



## Bicycle Network Tools

### Bike Lanes

Bike lanes designate a space for cyclists on a road and encourage drivers and cyclists to behave predictably. They can reduce motor vehicle speeds and lower the risk of severe crashes. At minimum, bike lanes should be 5-feet wide. They can be used in conjunction with a lane right-sizing projects.



Bike lane

### “Sharrows”

Install “sharrows” on streets with high bike traffic, on-street parking and limited lane width. The marking indicates the proper lane position for cyclists and cautions drivers to expect cyclists on the road.



Sharrow

### “De Facto” Bike Lane

Are used on roads with lanes that are too narrow to accommodate a traditional bike lane but are wider than necessary for vehicle traffic, a solid white line can be striped. This treatment both visually narrows the road to encourage drivers to slow down and serves as a de facto bike lane.



“De facto” bike lane

### Bike Boulevards

Bike Boulevards are streets designed to prioritize bicycle travel by calming vehicular traffic. When designed as a network, the result is an attractive, safe and comfortable environment for cyclists of all ages and abilities, and more peaceful residential streets. As family friendly bicycling in Glencoe grows, the Village may want to consider installing bike boulevard treatments on select residential streets.



Bike boulevard

## Sidepath

Sidepaths run parallel to a road and are shared by pedestrians and cyclists. They should be at least 8-feet wide, but can be as wide as 14-feet. Where possible, a sidewalk should still be provided on the opposite side of a road with a sidepath.

## Bike Parking

Bike parking should be visible and secure and provided throughout the Village, particularly at parks, schools and shopping areas. In areas where people park bikes long-term, such as the Metra station, consider installing covered bike parking. U-shaped racks are the most effective in deterring thefts.



Sidepath



U-shaped bike racks

## 4.3 DUNDEE ROAD

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Dundee Road is an east/west corridor that provides connections to West School, the south entrance of the Chicago Botanic Gardens, AM Shalom, and the Skokie Highway. The road is controlled by Glencoe east of Hohlfelder Road and by the Illinois Department of Transportation (IDOT) west of Hohlfelder Road. The destinations along Dundee Road make it a popular walking and biking route. It is also one of the few east/west streets that connects outside of the community. Improvements on the latter segments will need to be coordinated with IDOT.

### Key Issues

- Sidewalk gaps are located on the north side of Dundee Road from Glencoe Drive to Vernon Avenue, on the south side from Vernon Avenue to Greenwood Avenue and on the north side, west of Pebblewood Lane to the Chicago Botanic Gardens south entrance.
- Crossings along side streets are wide and crosswalks are not as visible.
- A difficult crossing at Forestway Drive/Hohlfelder Road with a narrow waiting areas for West School students.
- Limited controlled crossings along Dundee Road. Currently, there are only crossings at the Chicago Botanic Garden entrance, Forestway, and Vernon Avenue.
- This is a popular bike route for more confident cyclists, but sidewalks are narrow for shared use and traffic makes the experience uncomfortable for less experienced cyclists.
- There are narrow sidewalks west of Forestway and a narrow buffer area across the corridor.
- Drivers coming off Skokie Highway travel faster than the posted speed limit.

### Recommendations

- Install sidewalks between Glencoe Drive (north side) Vernon and Greenwood (south side) and between Hohlfelder Road and the Chicago Botanic Garden entrance (north side).
- Mark international crosswalks on side streets that intersect Dundee Road.
- Widen the waiting area for students on the southwest corner of Dundee Road and Forestway Drive. Mark standback lines or install bollards at northeast, southeast and southwest corners to provide added protection or awareness to students.
- Install school zone pavement markings on Dundee road.
- Conduct a traffic study to determine ways to create an additional pedestrian crossing on Dundee Road, such as an RRFB or fully signed and marked pedestrian crossing.
- Install “sharrows” on Dundee Road east of Forestway Drive/Hohlfelder Road.
- Continue to partner with IDOT to improve the pedestrian and bicycle experience west of Forestway Drive/Hohlfelder Road to improve access to the Chicago Botanic Garden.
- Establish Village gateways at Glencoe’s corporate limits to welcome people and remind drivers they are entering a community.

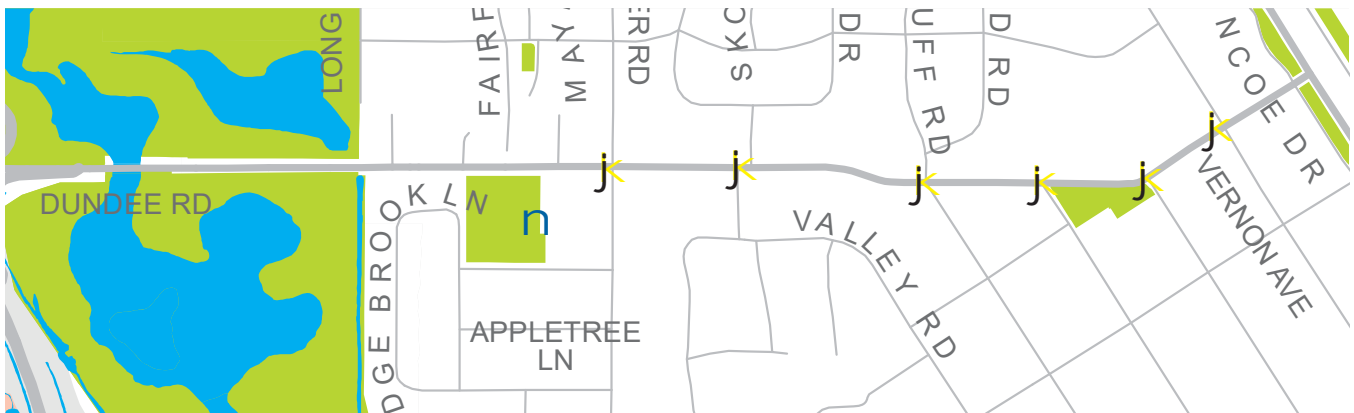
### Proposed Sidewalk Improvements - Dundee Road



— Sidewalk Installation



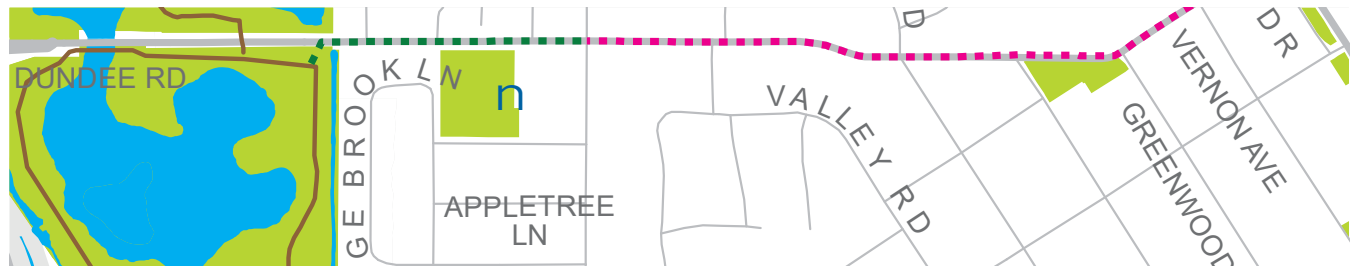
### Proposed Intersection Improvements - Dundee Road



jk Proposed Intersection Improvement



### Proposed Bikeway Improvements - Dundee Road



— Existing Trail    - - - Proposed Sidepath    - - - Proposed Sharrows



## 4.4 FORESTWAY DRIVE

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Forestway Drive is an north/south corridor that provides connections to West School and the North Branch Trail. The road is controlled by IDOT, and will require coordination with the agency. It is a popular walking area for students to access West School and many cyclists use the street to connect to the North Branch Trail.

### Key Issues

- Limited connections to Glencoe’s roadway network.
- Sidewalk gaps south of Elder Court on the east and south of Chestnut Lane to the west.
- Limited crossings to access the North Branch Trail.
- Unpaved shoulder along the length of Forestway Drive.

### Recommendations

- Secure permission from the Forest Preserve District of Cook County to improve the trail that runs from Little House of Glencoe to Forestway Drive. Improvements could include clearing away brush, improving surface conditions with crushed limestone and installing wayfinding signage.
- Work with IDOT to determine appropriate crossing amenities at Forestway Drive and the Forest Preserve District of Cook County Trail, such as a rectangular rapid flashing beacon or a fully signed and marked pedestrian crossing.
- Fill in sidewalk gaps south of Elder Court and

between Sycamore Lane and Chestnut Lane. Install a new school crossing at Chestnut Lane.

- Work with the Skokie Country Club to install warning signage on the path that connects from South Avenue to Prairie Road. Signage should include warnings about respecting golfers and exercising caution.
- Partner with IDOT to pave the gravel shoulders on Forestway Drive.



### Proposed Sidewalk and Intersection Improvements - Forestway Drive



- jk Proposed Intersection Improvement
- Sidewalk Installation



### Proposed Bikeway Improvements - Forestway Drive



- Existing Trail
- - - Proposed Trail
- - - Proposed Paved Shoulder





## 4.5 GREEN BAY ROAD (NORTH SECTION)

For the purposes of this plan, the north section of Green Bay Road is north of Maple Hill Road and south of Lake Cook Road. The corridor gives access to the Takiff Center and Ravinia.

### Key Issues

- No formal bikeway connecting to Lake Cook Road.
- Vehicle lanes are wide, but too narrow to accommodate traditional bike lanes.
- There are few controlled crossings along the road for pedestrians and cyclists.
- The crossing at the Takiff Center and Maple Hill Road is difficult.

### Recommendations

- North of Westley Road, widen the sidewalk to at least 8-feet wide on the east side of the street to provide a sidepath for pedestrian and bicycle use.
- South of Westley Road, install bike route signage. Along wider segments of the road, stripe solid lines to visibly narrow the road and serve as de facto bike lanes.
- Improve the crossing at Westley Road by installing high visibility crosswalks, narrowing the corner radii and installing a pedestrian crossing island on the north leg where a median is currently painted.

- Study additional improvements that can be made to the Takiff Center pedestrian crossings, such as replacing the current flashing sign with a rectangular rapid flashing beacon.
- Remove curb ramp on the northwest leg of Green Bay Road at Maple Hill. Trim landscaping and re-grade the hill on the southwest corner of the Takiff Center property to improve pedestrian visibility. In addition, review curb ramp placements that have no functional receiving curb ramp on the other side of the street.



Crossing at the Takiff Center with “de facto” bike lanes.

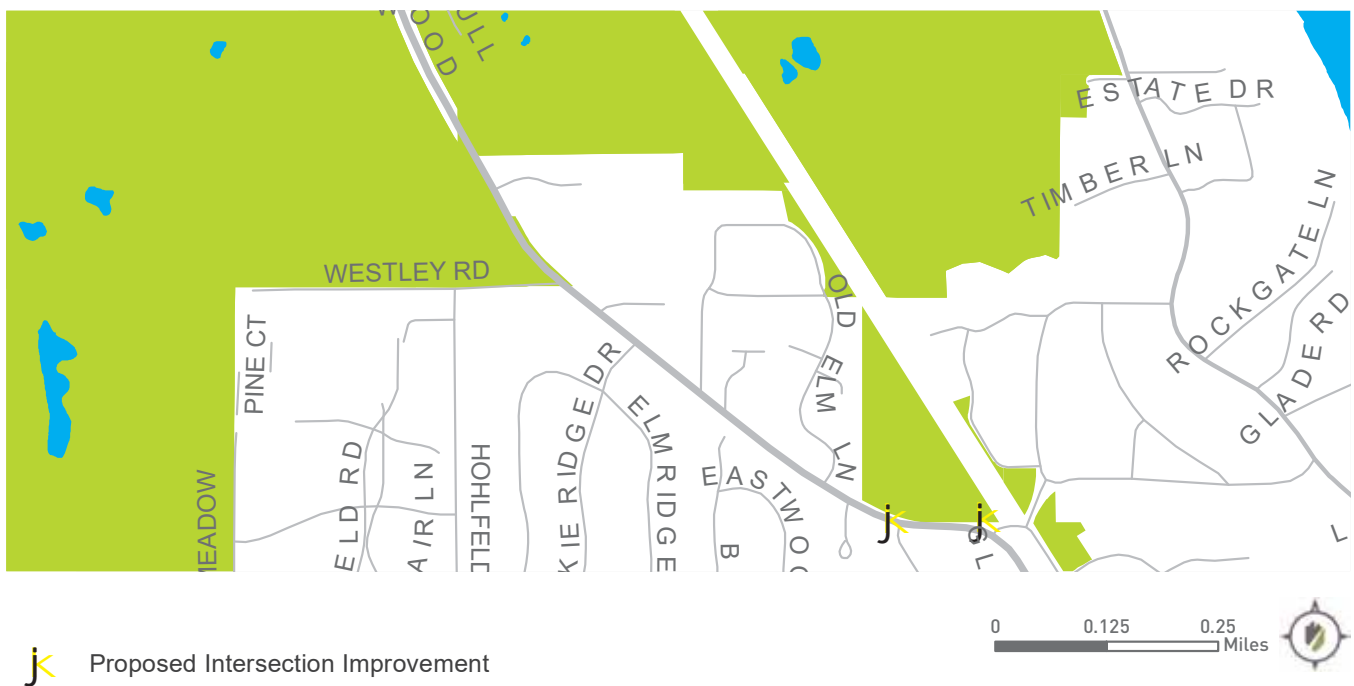


Approaching the Takiff Center crossing from the south on Green Bay Road

## Proposed Bikeway and Sidewalk Improvements - Green Bay Road North Section



## Proposed Intersection Improvements - Green Bay Road North Section



## 4.6 GREEN BAY ROAD (CENTRAL SECTION)

For the purposes of this plan, the central section, of Green Bay Road lies south of Maple Hill Road and north of South Avenue. Destinations along this segment include downtown Glencoe and the Glencoe Metra Station.

### Key Issues

- There is no sidewalk on the east side of Green Bay Road and limited space available to install one.
- Drivers do not see or stop for pedestrians at the Metra pedestrian crossing.
- Cyclists are unable to trigger traffic signals at Park Avenue and must wait for cars to arrive to cross.
- The PACE schedule on Green Bay Road was recently adjusted and does not align with the New Trier East schedule.
- South Avenue is a busy school and trail crossing that has no traffic control.

### Recommendations

- Widen the sidewalk on the west side of Green Bay Road to better accommodate pedestrians in the heavily used downtown area.
- Trim back landscaping at the Metra Station crossing to improve pedestrian visibility and install more visible crossing improvement, such as a rectangular rapid flashing beacon.
- Work with PACE to get ridership information, adjust the schedule to align with New Trier's start and end times, and better understand how to improve bus stop access and amenities.
- Install slow school crossing pavement markings on Green Bay Road at South Avenue and install an enhanced pedestrian crossing such as a rectangular rapid flashing beacon.



Mid-block crossing by Metra station on Green Bay road



Striped "de facto" bike lanes on Green Bay road

## Proposed Bikeway and Sidewalk Improvements - Green Bay Road Central Section



## Proposed Intersection Improvements - Green Bay Road Central Section





## 4.7 GREEN BAY ROAD (SOUTH SECTION)

For the purposes of this plan, the south section of Green Bay Road lies between South Avenue and Scott Avenue. Destinations along this section include Linden Park, the Hubbard Woods Metra Station and the Hubbard Woods Shopping Center.

### Key Issues

- No sidewalk on the east side of Green Bay Road and limited space available to install one.
- Cyclists are unable to trigger traffic signals at Harbor Street and must wait for cars to arrive to cross.
- Overgrown vegetation at the southwest corner of Linden Avenue and Green Bay Road blocks sightlines for pedestrians rounding the corner.

### Recommendations

- Install bicycle intersection crossing markings at Harbor Street, bicycle loop detectors and a high visibility crosswalk on the west leg of the intersection. Widen sidewalks to create a standback area for students waiting to cross.
- Trim back landscaping on the southwest leg of Linden Avenue and Green Bay Road.
- Install bicycle wayfinding signage on Green Bay Road. Continue de facto bike lanes where feasible.



Bike club on Green Bay Road



Bus shelter on Green Bay Road

## Proposed Bikeway Improvements - Green Bay Road South Section



## Proposed Intersection Improvements - Green Bay Road South Section





## 4.8 SHERIDAN ROAD

Sheridan Road is another north/south route that spans the length of the Village. Nearly everyone going to Glencoe Beach must travel along or across it. It is a popular local and regional cycling route. To aid cyclists, the Village has installed bike lanes along the street and bike intersection crossing markings.

### Key Issues

- There is no sidewalk adjacent to the Lakeshore Country Club and limited public right-of-way to construct a sidewalk.
- The Park Avenue traffic signal lacks pedestrian countdown timers.
- South Avenue is a difficult intersection for all modes to navigate.
- Bike lane ends at the Lake Shore Country Club.
- There are sidewalk gaps to the south of South Avenue.

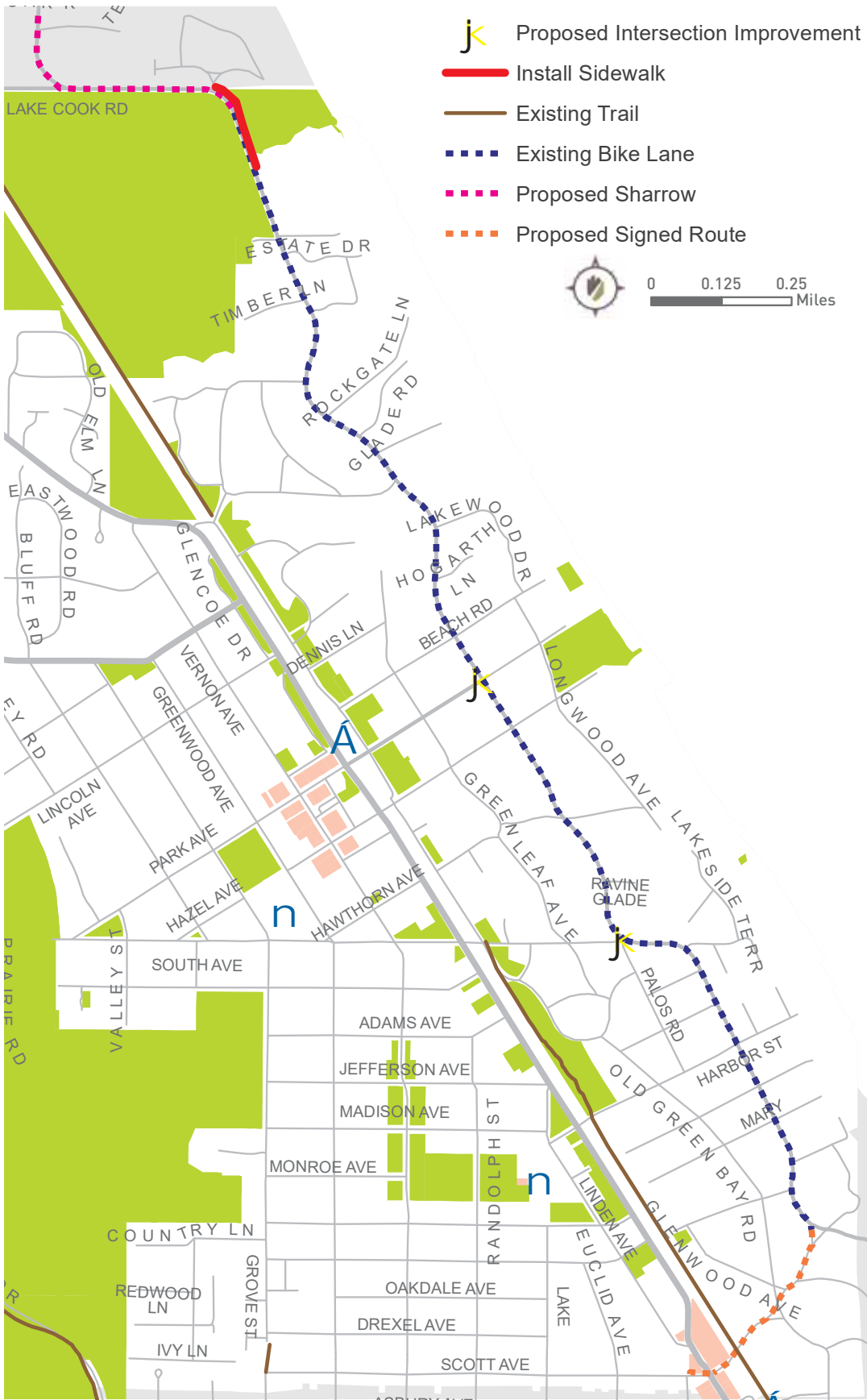
### Recommendations

- Partner with Lake Shore Country Club to identify ways to install a sidewalk.
- Upgrade traffic signal at Park Avenue to include countdown signals for pedestrians.
- Highlight the South Avenue intersection with green paint in the near-term. Realign intersection to create 90 degree angles in the long-term.
- Install bicycle wayfinding signage at Scott Avenue to direct people south to Winnetka and north to Highland Park.



Bike lane on Sheridan Road

# Proposed Bikeway, Sidewalk, and Intersection Improvements - Sheridan Road



## 4.9 LAKE COOK ROAD

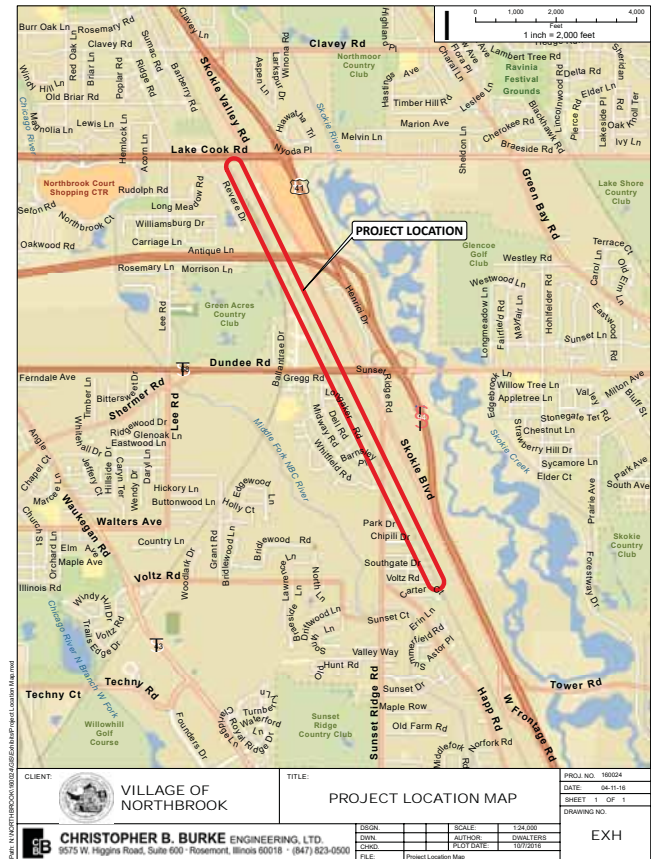
Lake Cook Road is a multi-jurisdictional road that is controlled by Cook County and IDOT. It is a key connector to the Chicago Botanic Garden northern entrance, Ravinia, the Braeside Metra Station and the Skokie Valley Trail. Future improvements on this road will need to be coordinated with the aforementioned roadway agencies and the City of Highland Park.

### Key Issues

- The bike lane along Sheridan Road ends and does not provide wayfinding into Highland Park or the destinations to the west.
- The Green Bay Trail does not connect across Skokie Highway.

### Recommendations

- Work with the City of Highland Park to install wayfinding signage on Lake Cook Road between Sheridan Road and the Green Bay Trail.
- Work with Cook County, IDOT, the Village of Northbrook, and the City of Highland Park to explore ways to improve connection between the Green Bay Trail, the Skokie Valley Trail and the Des Plaines River Trail.



Map of proposed extension of the Skokie Valley Trail. Source: Village of Northbrook





Path to South School

## 4.10 SIDEWALK NETWORK ON LOCAL ROADS

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While Glencoe’s sidewalk network is nearly complete, there are opportunities for improvement. Some Glencoe neighborhoods have no sidewalks and others have gaps in key areas. The aging sidewalk network impacts pedestrian safety in some locations, and vegetation sometimes narrows pathways making them impassable.

### Key Issues

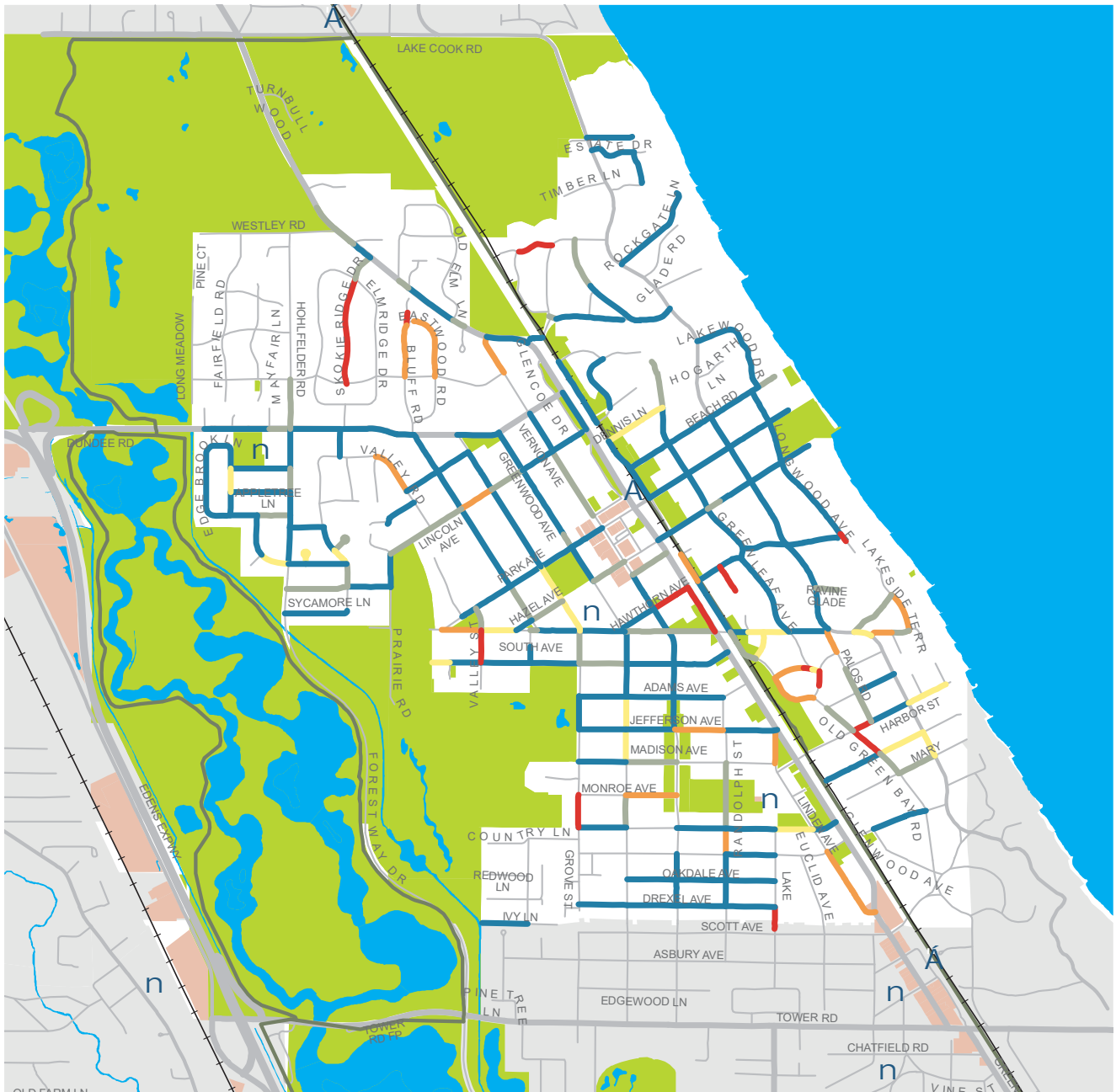
- Some neighborhoods have no sidewalks.
- There are intermittent gaps in various locations throughout the Village.
- Some existing sidewalks are in disrepair.
- There are maintenance issues to address throughout the Village, including landscaping encroachment and unplowed sidewalks in the winter.
- Sidewalk segments throughout the Village are in need of repair (see map on the following page.) The Village’s CIP is not able to meet the need for sidewalk replacement at current funding levels.
- Some curb ramps lead pedestrians into

driveways or curbs on the opposite side of the street.

### Recommendations

- Continue to work with residents to fill in the sidewalk network on key streets such as Old Elm Lane and Skokie Ridge. Prioritize areas around schools and parks, and particularly along school and park walking routes and downtown Glencoe.
- Continue to fund the sidewalk replacement through the annual CIP.
- Establish guidelines for landscaping that ensure no encroachment on sidewalks and incorporate messaging into the landscaper training session.
- Evaluate options for a new sidewalk shoveling policy that re-prioritizes areas with high pedestrian volumes, such as school and park walking routes and downtown Glencoe.
- Consider expanding the Community Improvement budget or investigate alternative funding methodologies to accelerate needed sidewalk reconstructions, repairs and gap closures.
- Review curb ramp placements that have no functional receiving curb ramp on the other side of the street.

## Average Sidewalk Condition by Block\*



- A
- B
- C
- D
- F



0 0.25 0.5 Miles

\* Represents the mean score collected on sidewalk segments between 2016 and 2017. Condition data has not been collected for all sidewalk segments.

Data Source: Village of Glencoe, IDOT, CMAP, Cook County Forest Preserve District



## 4.11 INTERSECTION IMPROVEMENTS ON LOCAL ROADS

Glencoe has many quiet residential streets that are generally easy to walk and bike along, though some busier crossings can be uncomfortable for people.

### Key Issues

- Inconsistent pedestrian and school signage and pavement marking standards are applied on Village streets.
- Stop-controlled intersections on Vernon Avenue in downtown Glencoe and adjacent to busier parks are difficult for all modes of travel.
- Loading zones and crossings on Village Court are difficult for pedestrians to navigate.

### Recommendations

- Develop standards for consistent pavement markings and signage at crossings by typology. These should include when to use high visibility crosswalks versus standard crosswalks, where to install school crossing signs, where to install “must stop for pedestrians signs” and other ways to enhance pedestrian crossings.
- Identify crossing and/or traffic calming improvements to use along Vernon Avenue at Hazel Avenue, Park Avenue, Madison Avenue, Monroe Avenue, and Jefferson Avenue. These could include high visibility crosswalks, must stop for pedestrian signs, bump-outs or raised crossings.
- Move the crosswalk at Village Court and Hazel to the east side of Hazel. Implement other improvements suggested in the downtown plan.
- Implement other recommendations as described in previous sections of this plan and, specifically, in the trail section.



In-road school crossing sign on Vernon



Vernon Avenue bump-out



## 4.12 BIKE NETWORK IMPROVEMENTS ON LOCAL ROADS

Glencoe's low traffic streets are ideal for bicycling for many people. They are too narrow to accommodate traditional bike lanes. This plan proposes alternative treatments that help create a network of streets to get cyclists to destinations.

### Key Issues

- A lack of east/west bikeways to connect between exiting trails.
- A need to balance narrow street widths with desire for bikeway improvements on streets.
- Limited bike parking is available downtown and at certain parks and schools.

### Recommendations

- Install “sharrows” with the option to include future bike boulevard improvements on Vernon, South, Park, Hohlfelder, Bluff, Sunset Woodlawn, Maple Hill, and Westley.
- Install wayfinding signage on the aforementioned streets and on Old Green Bay Road, Scott Avenue, South Avenue and Woodlawn Avenue.
- Install additional bike parking at the Glencoe Library, near Grand Foods, at the Metra Station, near the Glencoe Post Office, near Park Avenue and Vernon Avenue, at the Takiff Center, at Walgreen's, at the Lakefront Park and upgrade the bike racks at South School.
- Establish a system for residents to report areas that need bike rack to be installed or improved.

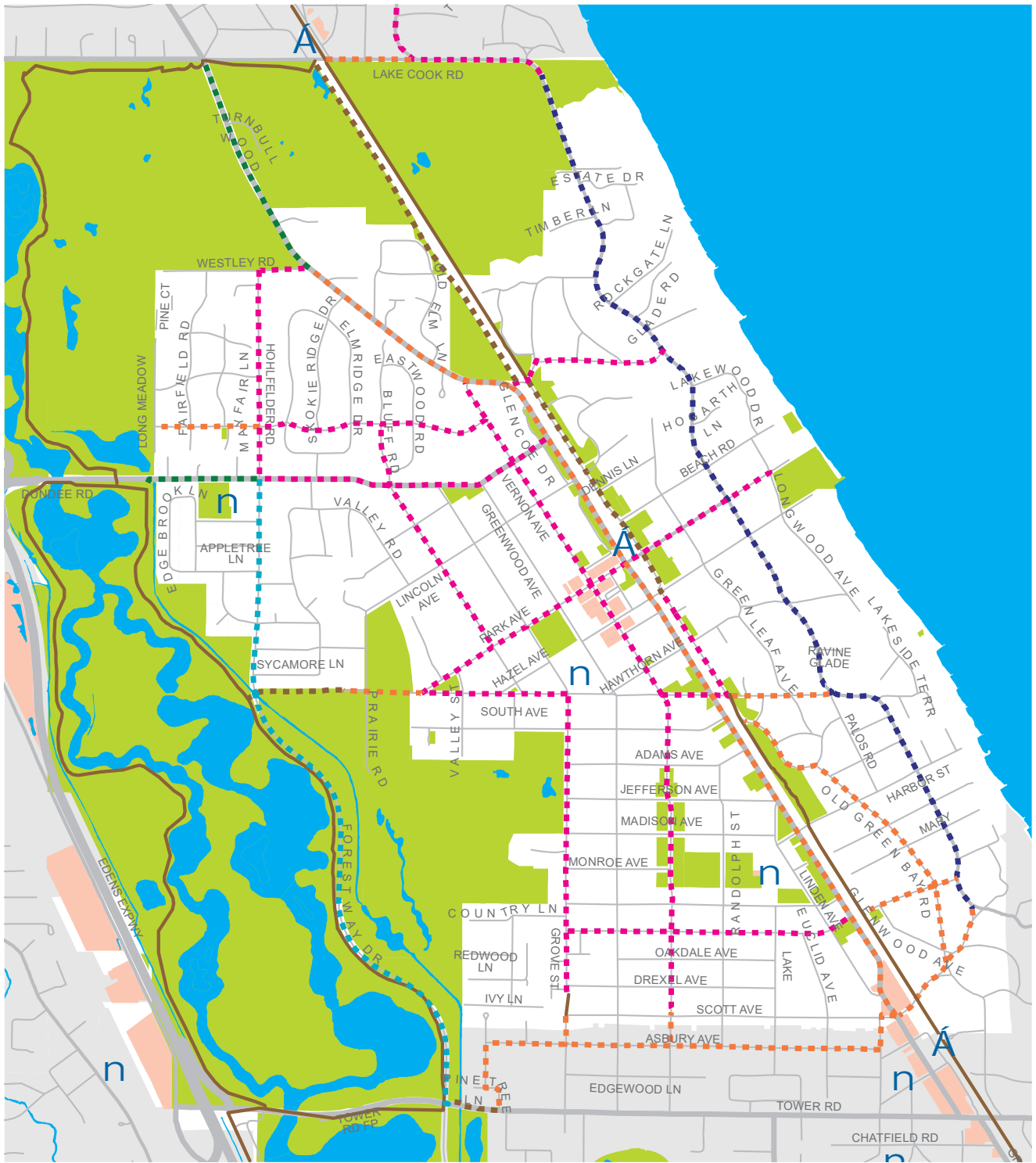
Consider taking additional measures to prevent bike thefts, such as:

- Develop messaging about bike theft prevention in public areas and at home.
- Create a public Flickr page that catalogs bikes recovered by the Village of Glencoe Public Safety Department.
- Continue to encourage residents to register bikes upon purchase with the Village of Glencoe.



Sheridan Road

# Proposed Bike Network - Village Wide



Existing Trail	Proposed Sidepath	Proposed Sharrow	Proposed Signed Route
Proposed Trail	Existing Bike Lane	Proposed Paved Shoulder	

0      0.25      0.5  
Miles



## 4.13 TRAIL IMPROVEMENTS

The Green Bay Trail connects Glencoe to surrounding North Shore communities.

### Key Issues

- Wayfinding along the trail is lacking.
- The trail is both on- and off-street through the Village and some cyclists are unsure if they should ride on-street or on adjacent sidewalks.
- There are difficult crossings at Hazel Avenue, South Avenue, Harbor Street, Park Avenue, and Maple Hill Road.
- Buckthorn overgrowth is a persistent problem along the trail. The Friends of the Green Bay Trail (FGBT) have been working to eradicate the species.

### Recommendations

- **Trail-wide:** Install consistent informational and wayfinding signage along the length of the Green Bay Trail, including confirmation signs and directional signs that point to Glencoe’s downtown, lakefront, and other parks.
- **On-Street Segments:** In the near-term, the Village should install “sharrows” along the on-street portions of the trail. In the long-term, the Village should explore installing a path.
- **North of Maple Hill Avenue:** Reapply limestone screenings and improve drainage.
- **All trail crossings:** Install green bicycle crosswalks and high visibility crosswalks for pedestrians at all trail crossings to increase visibility. Include trail crossing signs and advanced warning signs.
- **Maple Hill Avenue Crossing:** Explore the feasibility of realigning the trail to the east and moving the crossing away from the railroad tracks.
- **Park Avenue:** Bump-out the northeast and

southeast corners to reduce the crossing distance for trail users.

- **Hazel Avenue:** Implement the recommendations in the Toole Design Study, such as realigning the trail and installing bump-outs.
- **South Avenue:** Soften the angle of the sidewalk that connects to the Green Bay Trail on the southwest corner of the intersection.
- **Wentworth and Woodlawn Avenues:** Explore options for improving trail access points.
- Explore options for improving lighting conditions on the trail at night.
- Coordinate with the Glencoe Park District on entry-way improvements from the Green Bay Trail into the proposed Old Green Bay Road Linear Parks Project.



Green Bay Trail at Maple Hill Road

## 4.14 COMMUNITY-WIDE WALKING AND BIKING CAMPAIGN

In addition to making physical infrastructure improvements, the Glencoe Park District, District 35, Sustainability Task Force and Village can work together to educate and encourage residents to walk and bike more often, and enforce the rules of the road.

After adopting this plan, the steering committee can continue to work together to develop a campaign under which these initiatives can be promoted. The branding should be concise, such as Walk Bike Glencoe, and consistently used across all agencies.

The campaign should include a variety of educational opportunities for residents to learn about active transportation safety and benefits and encouragement opportunities that get people energized and excited about walking and biking to destinations and events.

The ultimate goal of the campaign should be to increase walking and bicycling rates throughout the community. At the start of the campaign, baseline data can be collected to better understand the distribution of modes used to access key places in Glencoe, such as parks, schools, the Metra Station and downtown businesses. Simple ways to gather data include counting bikes locked to bike racks and conducting intercept surveys. These methods should be repeated over time to track changes.



Helmet fitting instruction



Bike mechanics lessons



Education Campaign Ideas		
What can the Village and Sustainability Task Force do?	What can the District 35 do?	What can the Park District do?
Continue to blog and post on social media about the benefits of walking and biking.	Continue to offer bicycle safety training to South School students and begin to offer walking safety education.	Offer learn to ride classes for adults.
Distribute information to residents about the importance of landscaping maintenance and winter sidewalk maintenance.	Continue to offer biking safety to West School students.	Offer bike maintenance classes for people of all ages.
Teach residents about rights and responsibilities when walking, biking, and driving. Themes could include: must stop for pedestrians, biking with lights at night, bike helmet fitting, teaching your children walking and biking safety, share the trail and road tips.	Teach bike maintenance at Central School.	Provide helmet fitting information.
Continue to educate residents on landscaping maintenance issues that impact active transportation.	Educate parents about the benefits of walking and biking to school.	Educate Park District users about the benefits of walking and biking to park programs.

## Walking and Biking Safety Tips for Parents and their Children

### Walking Safety Skills

1. Obey all traffic signs and signals.
2. Choose routes that have fewer cars driving at lower speeds.
3. Look for cars at all driveways and intersections.
4. Where possible, cross at intersections with traffic signals or stop signs.
5. When crossing, stop at the curb and look for cars in all directions (left, right, left, to the front and behind).
6. Wait until no traffic is coming and start crossing; keep looking for traffic as you cross the road.
7. Always walk across the road. Do not run.
8. Wear reflective gear if it is dark or conditions limit visibility, such as rain or snow.
9. Talk with your child about what you're doing and why as you walk.

### Bicycling Safety Skills

1. Wear a helmet. The Village's ordinances require every person under the age of 16 to wear a helmet to protect from injuries during a fall.
2. Be aware on sidewalks. Children should ride on sidewalks until they gain skills to ride on streets around the age of 12. Teach them to be aware of driver blind spots such as shrubs, fences, and buildings and when crossing driveways.
3. Walk your bike in crosswalks: When crossing at a crosswalk, children should dismount and walk their bike.
4. Stop first and look. Teach children to look left, right, and left again for approaching traffic. Emphasize that they have to turn their head when looking for traffic.
5. Ride in the direction of traffic. Riding against the flow of traffic on a street or pathway is a major contributing cause of bicycle crashes for children.
6. Ride in a straight line. Teach your children not to swerve or weave in and out of parked cars when riding on streets.
7. Buy the right size bike. Your child should be able to stand over the top bar of the bike with their feet flat on the ground with an inch or two of clearance over the top bar.
8. Check their bike frequently. Inspect your child's bike and perform regular "quick checks."

### Children Ages 4 to 6:

1. Have limited judgment, making it hard for them to know where or when it is safe to cross the road.
2. Cannot gauge the speed of oncoming traffic.
3. Can be impulsive and lose concentration easily.
4. Have a hard time staying focused on one task, such as crossing the road.

### Children Ages 7 to 9:

1. Need supervision as they learn more complicated safety skills.
2. Can begin to identify safe crossing sites with help and practice.
3. Can begin to learn how to identify traffic and stay focused while crossing the street with help and practice.

### Children Ages 10 and Older:










1. Need specific instruction and modeling as they learn more complicated safety skills.
2. Can identify safe crossing sites with help and practice.
3. With help and practice, can identify traffic and stay focused while crossing the street.

## Encouragement Campaign Ideas

What can the Village and Sustainability Task Force do?	What can the District 35 do?	What can the Park District do?
Continue to partner with community agencies and groups on special events and activities.	Continue to host Bike Safety Rodeo and Summer Safety.	Continue to host Bike Safety Rodeo
Co-host a community-wide walking and biking challenge, offer rewards or incentives to encourage participation. Participants can track miles through an app, get stamps for walking/biking to- and from- an event or local business.	Co-host a community-wide walking and biking challenge, and offer rewards or incentives to encourage participation. Participants can track miles through an app, get stamps for walking/biking to/from and event or local business.	Co-host a community-wide walking and biking challenge, offer rewards or incentives to encourage participation. Participants can track miles through an app, get stamps for walking/biking to and from an event or local business.
Encourage residents to walk/ bike to-from events held throughout the year.	Encourage students/parents to participate in walk/bike to-from events held throughout the year.	Encourage Park District visitors to participate in walk/bike to-from events held throughout the year. E.g., bike to the beach, walk/bike to camp.
Update school and park walking route maps as infrastructure is improved.	Distribute school walking route maps to all parents at the beginning of each school year.	Distribute park walking route maps to all families enrolled in Park District activities and to parents of preschoolers at the Takiff Center.

## Suggested School and Park Walking Routes for Glencoe



- |   |                 |   |                 |   |                 |
|---|-----------------|---|-----------------|---|-----------------|
|  | Crossing Guard  |  | 3-Way Stop Sign |  | Primary Route   |
|  | Traffic Signal  |  | 2-Way Stop Sign |  | Secondary Route |
|  | 4-Way Stop Sign |  | 1-Way Stop Sign |  | Off-Street Path |



# 5

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## IMPLEMENTATION

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Which strategies can be used to fund and prioritize active transportation?

## 5.1 OVERVIEW

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The maps and recommendations in Chapter 4 show a complete build-out of the network; however, not all projects can be implemented at once. Many will require additional study, external funding, and/or collaboration with other agencies and jurisdictions. The following guidance should be followed in implementing the Active Transportation Plan.

### Best Practices in Implementation

#### Develop a project prioritization process

Generally, projects that enhance school and park walking routes, improve access to regional trails or fix an area with a crash history should be addressed first. Though some projects may be a good fit for a funding stream and should be prioritized as those opportunities arise. Some high priority projects were noted in this project, including improving the crossings at the Takiff Center, Dundee Road and Hohlfelder Road, the Green Bay Trail and Maple Hill Road and the Green Bay Trail and Hazel Avenue.

#### Look for opportunities to include pedestrian and bicycle facilities into existing efforts

- Combine “sharrow” projects with resurfacing projects.
- If applying for a federal grant for road reconstruction or stormwater management, include bicycle and pedestrian elements recommended in this plan in the scope of work.
- Work with IDOT to include Complete Streets elements in roadway projects. Start early in the scoping process.
- Require new development to include active transportation elements, such as sidewalks, pedestrian and bicycle friendly intersection elements.
- Develop a checklist for project review that includes Complete Streets elements.

#### Partner with agencies, businesses and residents to implement plan

- Continue to work across local Glencoe agencies to implement recommendations.
- Work with the Villages of Northbrook and Winnetka and the City of Highland Park on projects that touch their borders.
- Ask local businesses to sponsor projects in the public right-of-way and to install bicycle and pedestrian facilities on their properties. For example, business license renewals could include a requirement to install bike racks and/or new businesses could be required to show bicycle and pedestrian circulation in site plan submissions.
- Invite community volunteers to help with projects. Events, bike rack counts and trail counts can be collected with the help of volunteers.

#### Establish a system for vetting and approving projects that impact roads

- Continue to provide staff support to the Sustainability Task Force and work with the group to prioritize implementation of this plan.
- Include appropriate staff and citizen in review of projects and develop a system to documenting exceptions.
- Train Sustainability Task Force, staff and elected officials in bicycle and pedestrian design.



## Set realistic and measurable goals

Identify measures and ways to track plan progress, such as:

- Miles of sidewalks or bike infrastructure installed.
- Number of students walking and biking.
- Number of bikes in bike racks.

## Inform the community about projects and measure project impacts

At the start of a new project, let the community know what the project is, why it matters, what impact will it have, what to expect during construction, and how to use it when its finished.

Establish a system for measuring the successful and unsuccessful outcomes of a project. Each project type will have different metrics, which could include pre- and post-crash assessment, behavior observation, pedestrian and/or bicycle counts and traffic flow.

## Seek out grant funding

There are many dedicated funding streams for bicycle and pedestrian projects.. An overview of the programs available in northeastern Illinois is summarized in the tables on pages 71 and 72.

In addition to government sponsored grants, there are a handful of foundation grants available to government entities. These include:

- **Places for Bikes:** An annual grant program that provides up to \$10,000 in funding for bicycle infrastructure and non-infrastructure projects. Projects must be significant and must have a match. The call for proposals is typically announced in December.
- **Local Technical Assistance Program:** This program provides free planning assistance to communities in the (Chicagoland Metropolitan Agency for Planning (CMAP) region. Applicable projects include feasibility studies, parking studies and comprehensive plans. The call for proposals is typically announced in late spring.
- **America Walks Micro Grants:** Small grants up to \$1,000 are offered to communities to advance walking related initiatives.
- **Coastal Management Grant Program:** The Illinois Department of Nature Resources (IDNR) provides funds to communities along Lake Michigan to improve environmental impacts and bicycle and pedestrian access. The program is currently being evaluated by the agency, but is expected to be reopened in the next year.

## Solicit private donations

Some of the initiatives, programs, and infrastructure recommendations included in this plan can be funded by private donors. The Village, Glencoe Park District, and District 35 should continue to cultivate relationships with donors in the community and target projects that will enhance local infrastructure and target projects or programs that will enhance active transportation.

Federal, State, and Regional Grants				
Application Process	Transportation Enhancements (ITEP)	Safe Routes to School (SRTS)	Highway Safety Improvement Program (HSIP)	Section 402- State and Community Highway Safety Grant Program
<b>Program Purpose</b>	To foster cultural, historic, aesthetic and environmental aspects of our transportation infrastructure.	To enable and encourage children to walk and bike to school through the 5 Es.	To fund highway infrastructure safety projects aimed at reducing fatalities and serious injuries.	To create safety programs aimed at reducing traffic crashes.
<b>Program Administrator</b>	IDOT	IDOT	IDOT Division of Traffic Safety	IDOT Division of Traffic Safety
<b>Eligible Projects</b>	Bike/ped facilities, safety education programs and encouragement incentives.	Bike/ped facilities, safety education programs and encouragement incentives.	Bike lanes, paved shoulders, Trail/Highway intersection improvements, crosswalks, signal improvement, and curb cuts as well as safety education and awareness programs.	Enforcement campaigns to improve bike/ped safety, helmet promotion, educational materials, and training.
<b>Key Project Requirements</b>	Must relate to surface transportation.	Can only be spent within 1 ½ miles of a school.	Must address goals written in State Highway Safety Plan.	Must address goals written in State Highway Safety Plan.
<b>Application Process</b>	Next anticipated call for projects Spring 2018.	Irregular schedule at call of IDOT.	Generally there is an annual update to the Plan at call of IDOT Division of Traffic Safety.	Generally each spring at call of IDOT Division of Traffic Safety.
<b>Local Match Required</b>	Typically 20%	20%	10%	No match required
<b>Eligible Applicants</b>	Local governments	Any governmental entity	Any governmental entity or non-profit	Any governmental entity or non-profit

Federal, State, and Regional Grants			
Application Process	Recreational Trails Program (RTP)	Congestion Mitigation and Air Quality (CAMQ)	Surface Transportation Block Group Set Aside (formerly TAP)
<b>Program Purpose</b>	To develop and maintain recreational trails and facilities for both motorized and non-motorized users.	To improve air quality and reduce traffic congestion in areas that do not meet air quality standards.	To support non-motorized modes of transportation.
<b>Program Administrator</b>	IDNR	CMAQ	CMAQ
<b>Eligible Projects</b>	Trails, Trail/Highway intersection improvements, trailheads, educational materials, and training.	Bike/ped facilities, safety education programs and encouragement incentives, active transportation plans, bike/ped maps, bike/ped coordinator position.	Bicycle and pedestrian facilities, streetscaping
<b>Key Project Requirements</b>	30% allocated to non-motorized trail project, 30% for motorized, 40% for diversity of trail use.	1) Must be spent in non-attainment and maintenance areas. 2) Will be evaluated on air quality emissions.	1) Phase I engineering must be nearly complete. 2) Project must be included in a local, sub-regional or regional plan that was formally adopted.
<b>Application Process</b>	Irregular schedules at call of Illinois Department of Natural Resources.	Generally, an annual call for proposals.	Generally, an annual call for proposals in tandem with CMAQ announcement.
<b>Local Match Required</b>	Typically 20%, some 50%	Typically 20%	20%
<b>Eligible Applicants</b>	Any governmental entity or non-profit	Local or state governmental agencies	Local governments

## 5.2 INFRASTRUCTURE IMPLEMENTATION

The below matrix identifies the complete list of projects recommended in this plan, coordinating partners, and an approximate cost. Projects are organized by the destination they aim to improve. Project costs are estimated and are classified as low (less than \$20,000) medium (\$20,000 - \$75,000) and high (>\$75,000). In most cases, additional engineering studies will need to be conducted prior to implementation. For more detail about each project time, refer to the appropriate section in Chapter 4. Projects recommended should be revisited and adjusted each year during the Village’s annual budget process and adjusted to reflect current priorities, available funding, and coordination or grant opportunities.

### Infrastructure Implementation Matrix

Destination: West School			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Dundee Road	Fill in sidewalk gaps	Medium	District 35
Dundee Road	Mark crosswalks on side streets	Low	
Dundee Road	Create stand back areas at Hohlfelder Road	Low	District 35
Dundee Road	Install school zone pavement markings	Low	District 35
Dundee Road	Conduct traffic study for additional pedestrian crossing	Low	
Dundee Road	Install “sharrows”	Medium	
Dundee Road	Partner with IDOT west of Hohlfelder Road	N/A	IDOT

## Infrastructure Implementation Matrix, continued

Destination: North Branch Trail			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT

Destination: Takiff Center			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Conduct traffic study on Takiff Center crossing	Low	Glencoe Park District
Green Bay Road	Remove NW corner curb ramps at Takiff	Low	Glencoe Park District
Green Bay Road	Re-grade hill at Takiff Center	Low	Glencoe Park District

## Infrastructure Implementation Matrix, continued

Destination: Green Bay Trail			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Trail Improvements	Install consistent informational and wayfinding signage on Green Bay Trail	Low	Glencoe Park District
Trail Improvements	Install “sharrows” on on-street segments (near-term) and explore feasibility of creating an entirely off-street trail (long-term)	Low - High	
Trail Improvements	Reapply limestone screening on the Green Bay Trail north of Maple Hill Road	Medium	
Trail Improvements	Install bicycle crosswalks, ladder crosswalks, and trail crossing signs at all grade crossings along the Green Bay Trail	Medium	
Trail Improvements	Explore feasibility of realigning the Green Bay Trail at Maple Hill Road to the east	High	
Trail Improvements	Install bump-outs on the northeast and southeast corners of the Green Bay Trail and Park Avenue	Medium	
Trail Improvements	Implement Toole Design Study recommendations at Green Bay Trail and Hazel Avenue	High	
Trail Improvements	Soften the angle of the sidewalk that connects to the Green Bay Trail on the southwest corner of South Avenue	Low	
Trail Improvements	Improve trail access points at Wentworth and Woodlawn Avenues	Low	
Trail Improvements	Explore options for improving lighting on Green Bay Trail at night	TBD	
Trail Improvements	Coordinate with Glencoe Park District on Linear Park.	High	Glencoe Park District (lead agency)
Lake Cook Road	Install wayfinding signage	Low	Highland Park, Cook County
Lake Cook Road	Study ways to connect to the Des Plaines River Trail	Medium	Cook County, Highland Park, Northbrook



## Infrastructure Implementation Matrix, continued

Destination: Downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Widen sidewalk between Tudor Court and Hazel Avenue	Medium	Glencoe Chamber of Commerce
Green Bay Road	Improve Metra Crossing with trimming and RRFB	Low	

Destination: South School			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Install school crossing pavement markings at South Avenue	Low	District 35
Green Bay Road	Make pedestrian and bicycle crossing improvements at Harbor Street (loop detectors, crosswalk, widen stand back area)	Medium	

General Improvements: Prioritize areas around schools, parks, and downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Sidewalks on Local Roads	Continue to work with neighborhoods that want sidewalks	TBD	
Sidewalks on Local Roads	Continue to fund sidewalk replacement	TBD	
Sidewalks on Local Roads	Continue to educate residents on landscaping encroachment	N/A	
Sidewalks on Local Roads	Evaluate options for a new sidewalk shoveling policy	N/A	
Sidewalks on Local Roads	Consider expanding the CIP to fund additional sidewalk repairs each year	TBD	
Sidewalks on Local Roads	Review curb ramp placements that have no functional receiving curb ramp on the other side of the street	Low	
Intersections on Local Roads	Develop standards for pavement markings and signage	N/A	
Intersections on Local Roads	Identify crossing or traffic calming improvements for Vernon at Hazel, Park, Madison, Monroe, and Jefferson	Low - High	
Intersections on Local Roads	Move crosswalk at Village Court and Hazel	Low	

## Infrastructure Implementation Matrix, continued

General Improvements: Prioritize areas around schools, parks, and downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Bike Network Improvements on Local Roads	"Install "sharrows" with the option to include bike boulevard improvements on Vernon Avenue, South Avenue, Park Avenue, Hohlfelder Road, Bluff Street, Sunset Lane, Woodlawn Avenue, Maple Hill Road and Westley Road"	Medium - High	
Bike Network Improvements on Local Roads	Install wayfinding signage on Vernon Avenue, South Avenue, Park Avenue, Hohlfelder Road, Bluff Street, Sunset Lane, Woodlawn Avenue, Maple Hill Road, Westley Road, Old Green Bay Road, Scott Avenue, South Avenue and Woodlawn Avenue	Low	
Bike Network Improvements on Local Roads	"Install additional bike parking at the Glencoe Library, near Grand Foods, at the Metra Station, near the Glencoe Post Office, near Park and Vernon Avenues, at the Takiff Center, at Walgreen's, at the Lakefront Park and upgrade the bike racks at South School. Educate residents on preventing bicycle thefts."	Low	Glencoe Park District, District 35, Glencoe Chamber of Commerce
Bike Network Improvements on Local Roads	Establish a system for residents to report areas that need bike rack to be installed or improved	Low	Glencoe Park District, District 35, Glencoe Chamber of Commerce
Sheridan Road	Partner with private landowners to install sidewalks	High	
Sheridan Road	Install countdown signal at Park Avenue signal	Medium	
Sheridan Road	Improve intersection at south with green paint or re-aligning geometry	Low - High	
Sheridan Road	Partner with private landowners to install sidewalks	High	
Sheridan Road	Install countdown signal at Park Avenue signal	Medium	
Sheridan Road	Improve intersection at south with green paint or re-aligning geometry	Low - High	
Green Bay Road	Improve crossing at Linden Avenue with refuge island, crosswalk, and RRFB	Medium - High	Glencoe Chamber of Commerce
Green Bay Road	Trim back landscaping at Linden Avenue and Green Bay	Low	

## 5.3 WALKING & BIKING CAMPAIGN IMPLEMENTATION

The below matrix is a proposed schedule for implementing the walking and biking campaign. The schedule assumes that it will take several months to develop a coordinated campaign across agencies and accounts for six-months of planning. This matrix should be built out with additional action items at the campaign takes shape.

Walking & Biking Campaign Implementation Matrix		
Step	Agency	Timeline
Establish a coordinating committee across all agencies	Village, Sustainability Task Force, Glencoe Park District, School District 35	Month 1-2
Develop an approach for collecting baseline data	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 1-2
Identify additional partners to include in campaign initiatives	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 1-2
Collect baseline data	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Identify campaign branding, messaging, and logo	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Create schedule of events for campaign to target	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Research and identify educational materials to use in conjunction with the campaign	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Purchase collateral materials and giveaways	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Launch Campaign	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 7
Track Campaign Progress through surveys, counts, and other data collection methodologies developed in months 3-6.	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 7+

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# RESOURCES

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## Design Guidance

### Guide for the Planning, Design, and Operation of Pedestrian Facilities

American Association of State Highway and Transportation Officials (AASHTO), 2004

<http://www.transportation.org>

### Designing Sidewalks and Trails for Access

U.S. DOT Federal Highway Administration

[http://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/publications/sidewalks/index.cfm](http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalks/index.cfm)

### Guide for the Development of Bicycle Facilities, 4th Edition

American Association of State Highway and Transportation Officials (AASHTO), 2012

<http://www.transportation.org>

### Urban Bikeway Design Guide

National Association of City Transportation Officials

<http://nacto.org/cities-for-cycling/design-guide/>

### Urban Street Design Guide

National Association of City Transportation Officials

<http://nacto.org/publication/urban-street-design-guide/>

### Complete Streets Complete Networks: A Manual for the Design of Active Transportation

Active Transportation Alliance, 2012  
[www.atpolicy.org/design](http://www.atpolicy.org/design)

### Bicycle Parking Design Guidelines

Association of Pedestrian and Bicycling Professionals

<http://www.apbp.org/?page=Publications>

### Manual on Uniform Traffic Control Devices

Federal Highway Administration, 2009

<http://mutcd.fhwa.dot.gov/>

### Bicycle and Pedestrian Accommodations Bureau of Design & Environment Manual

Illinois Department of Transportation, 2011 Edition

<http://www.dot.state.il.us/desenv/BDE%20Manual/BDE/pdf/Chapter%2017%20Bicycle%20and%20Pedestrian.pdf>

### Interagency Transit Passenger Information Design Manual

Regional Transportation Authority

<http://www.rtams.org/pdf/planning/SignageDesignManual.pdf>

### Transit Street Design Guide

National Association of City Transportation Officials

<http://nacto.org/publication/transit-street-design-guide/>

### Transit Supportive Guidelines

<http://pacebus.com/guidelines/index.asp>

### Parking Strategies to Support Livable Communities Chicago Metropolitan Agency for Planning

<http://www.cmap.illinois.gov/documents/20583/c224c06f-2735-4400-8281-d3c263ce5ba6>

## Education and Encouragement Resources

### Illinois Bike Safety Quiz Challenge

<http://www.bikesafetyquiz.com/>

Encourage cyclists and drivers to test their bike safety and share the road knowledge in this online test designed by Ride Illinois.

### National Safe Routes to School Partnership

[www.saferoutespartnership.org](http://www.saferoutespartnership.org)

Offer an annotated bibliography of traffic safety curricula and other educational resources.

### National Highway Traffic Safety Association

<https://www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum>

Provides lesson plans by grade level on pedestrian and bicycle safety.

### League of American Bicyclists

[www.bikeleague.org](http://www.bikeleague.org)

Sponsor the Bicycle Friendly Community program and offer resources for encouragement campaigns. It also certifies instructors to provide bike mechanic and traffic safety skills courses.

### Association of Pedestrian & Bicycle Professionals

[www.apbp.org](http://www.apbp.org)

Offer webinars and other resources for professionals who implement education and encouragement campaigns.





# GLENCOE PARK DISTRICT

## Active Transportation Plan Companion



October 2018



ACTIVE  
TRANSPORTATION  
ALLIANCE

# ACKNOWLEDGMENTS

## Active Transportation Plan Steering Committee

In 2017, the District 35, Park District, Sustainability Task Force and Village officials came together to create a long-term vision for increasing the number of local trips taken via walking and biking. This plan summarizes the vision, strategies, goals and priorities outlined by the agencies and by residents that provided feedback during the planning process. It should be used as a guiding document to implement changes in the near- and long-term. Thank you to the following people who volunteered on the plan as steering committee members and to the Glencoe Park District, District 35 and Village of Glencoe Boards for bringing this project to fruition:

### Village of Glencoe Representatives

Phil Kiraly, Village Manager

Adam Hall, Management Analyst

Anna Kesler, Village Engineer

Richard Weiner, Deputy Chief of Police

### District 35 Representatives

Catherine Wang, Superintendent

Dr. David Rongey, Principal, West School

### Glencoe Park District Representatives

Lisa Brooks, President

Josh Lutton, Commissioner

Lisa Sheppard, Executive Director

Bobby Collins, Director of Recreation/Facilities

### Glencoe Sustainability Task Force Representatives

Elsabé Schimmelpenninck van der Oye

Scott Padiak

Larry Reilly

### Residents

Marisa Bingham

Molly Bingham

Lisa Salzman (also representing District 35)

Robert Breisblatt

Harrie Hughes

Barb Padiak

## About the Consultants

Active Transportation Alliance is a coalition of people who want safer, healthier and more equitable transportation choices. We envision walkable communities, networks of trails and other types of bikeways, reliable transit and safe and easy biking. Our staff includes, planning and policy experts who developed many of the best practice programs and recommendations included in this plan.

Cover photos courtesy of Village of Glencoe

# GLENCOE PARK DISTRICT

## Active Transportation Plan

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# 1

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## INTRODUCTION

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Active transportation includes walking, biking and other physically active forms of travel. Why does it matter for Glencoe's parks?



## 1.1 WHY ACTIVE TRANSPORTATION MATTERS

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Communities across the nation are beginning to recognize the value of designing streets to enable people to incorporate walking and biking into their daily routines. By creating safe and comfortable sidewalks, intersections and streets, communities can encourage more walking and biking trips to schools, parks, stores and work. There are many health, social and environmental benefits to creating a walkable, bikeable community, which Glencoe can realize through implementation of this plan.

Providing safe routes to parks is an important component in building an active and safe community. This plan addresses holistic ways to address barriers to walking and biking to parks and to change social norms and behaviors around the way people access them in Glencoe.

The Glencoe Sustainability Task Force, District 35, Glencoe Park District and Village of Glencoe recognize the importance of designing a community that promotes active transportation and the benefits that can be derived. This plan summarizes the goals outlined by the aforementioned agencies and community members and provides a framework for moving them forward. Each recommendation has an eye toward shifting the culture of Glencoe to focus on active modes of travel.



## 1.2 VISION

### Vision

Imagine a Glencoe where people of all ages are encouraged to walk and bike to its many amenities. Its streets and sidewalks are packed with children each day on route to schools and parks. Its downtown bustles with activity as people shop, eat and linger. Its lakefront bike racks are full on summer days. Its trails burst with walkers, runners and bikers of all ages and abilities.

### Mission

Walking and biking are healthy and fun modes of transportation for people of all ages, but Glencoe residents do not yet have complete access to all active transportation options. By working together to build a consistent network of sidewalks, bike facilities, safe crossings and increasing awareness of transportation options, the District 35, Glencoe Park District, Sustainability Task Force and the Village of Glencoe can provide the tools necessary to reach our vision and derive the many benefits of a walking and biking friendly community. These include:

- A better quality of life
- Improved public health
- Reduced negative impacts to the environment
- New opportunities for economic development

### Actions We Will Take

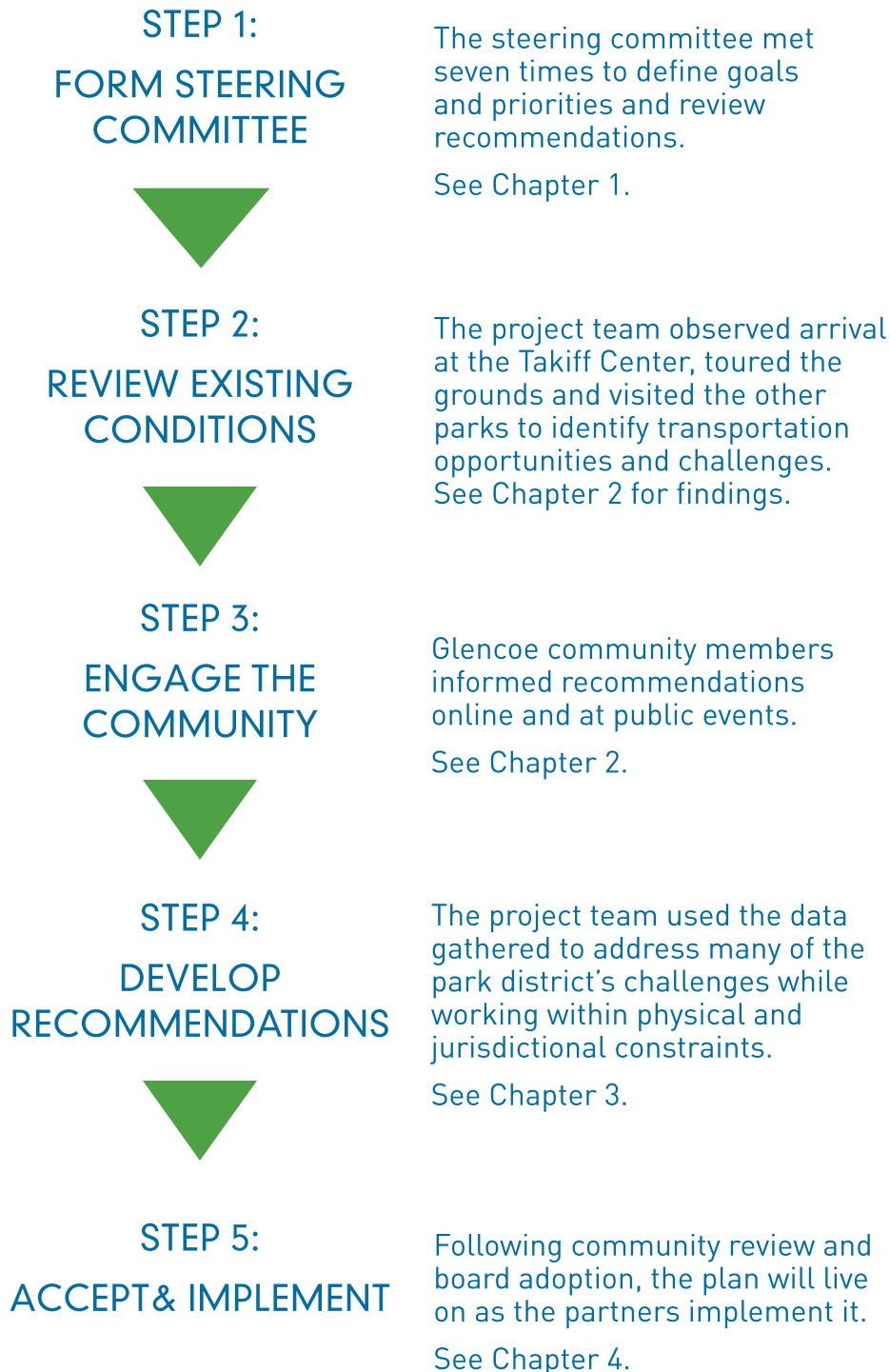
The goal of this plan is to cement partnerships across local institutions to create an environment and systems that support and encourage active transportation use to schools, parks and other Glencoe destinations. This plan outlines a comprehensive list of actions to attain the vision and mission. The actions listed in this plan are grouped into the following categories:

- Build a comprehensive network of comfortable sidewalks in good repair
- Create a network of bikeways that connect to local destinations and link to the neighboring communities
- Create safe crossings for pedestrians and cyclists
- Develop a community-wide campaign to promote walking and biking

## 1.3 PLANNING PROCESS & PLAN OVERVIEW

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Below is a summary of the steps taken during the planning process, the purpose of each step and the way it relates to the chapters in this plan.



# 2

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## EXISTING CONDITIONS

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What is Glencoe's active transportation network like today?

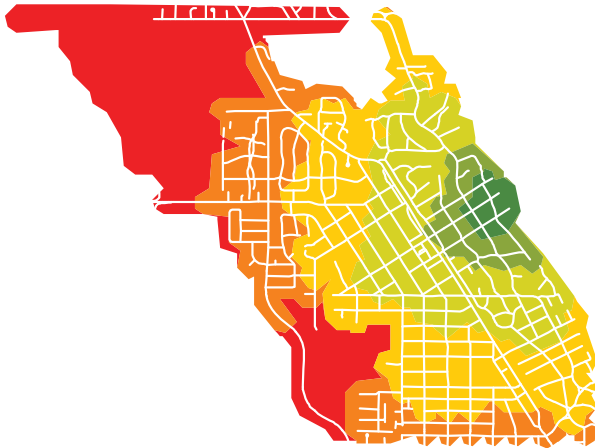
## 2.1 DESTINATIONS

Creating an active community is not just about transportation infrastructure, but it is also about having a good mix, density and distribution of destinations that are accessible. Provided that the built environment is walking and biking friendly, most people are willing to walk one-half mile to a destination and many are willing to walk one-mile or about 10-minutes and 20-minutes respectively. People are willing to bike further, about three-miles or 20-minutes. Glencoe already has a strong foundation to work with:

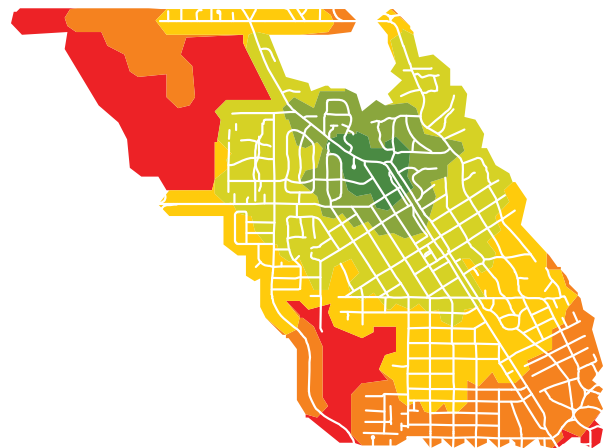
Glencoe is home to 24 parks that are dotted around the community with a variety of programming and infrastructure. More than 67% of Glencoe residents live within ½ mile of a park. The Takiff Center, Glencoe’s main park district building, is centrally located, but is challenging to access via walking and biking due to its proximity to Green Bay Road and the UP-N railroad tracks.

### Travel Times and Distances to Residences from Select Glencoe Parks

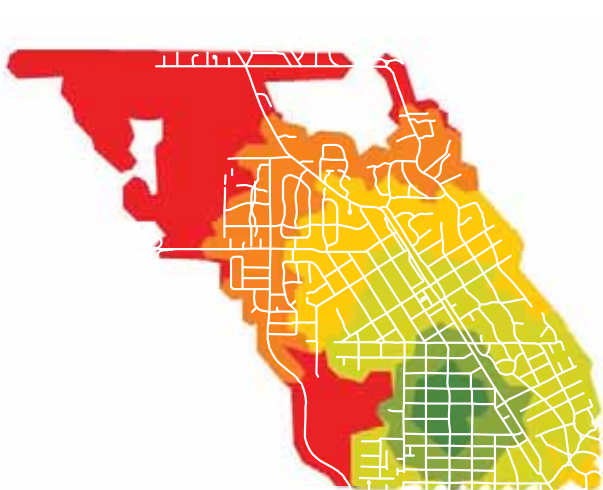
Lakefront Park Service Area



Takiff Center Service Area



Watts Park Service Area



Walking and Biking Distance to/from destinations in minutes



0 0.75 1.5 Miles



Based on an average walk time of 20-minutes per mile and bike time of 9 minutes per mile.

## 2.2 SIDEWALKS

Though Glencoe has a strong network of existing sidewalks, gaps in the network can negatively impact walking and bicycling trips to parks.

### Existing Sidewalks

The Village maintains 70-miles of sidewalks. There are intermittent gaps throughout the Village, including Elm Ridge Drive, Skokie Ridge Drive, Valley Road, Stonegate Drive, Oak Drive, Hohlfelder Road, Lake Cook Road, Old Elm Lane, Forestway Drive, Country Lane and parts of Sheridan Road, Green Bay Road, Dundee Road and Grove Street. Two parks are impacted by limited sidewalk connectivity, the park on Green Bay Road and South Ave has no sidewalk on its south side and unconnected sidewalks on Dundee make people traveling to Milton Park from the east must cross the street twice.

### Sidewalk Condition Assessment

In addition to its sidewalk inventory, Glencoe has a database of sidewalk conditions that includes segments in need of updating. The Village also maintains a portal for residents to report concerns about sidewalks, which feed its inventory. The inventory includes many reasons for sidewalk replacement, such as standing water, lack of ADA ramps, trip hazards, cracks, upended by tree roots and crumbling concrete. Each reported issue is visually inspected and is evaluated to assess the level of hazard.

### Sidewalk Replacement

The Village will replace 20,000 square feet of sidewalk this year through its 2019 Community Improvement Program (CIP) and aims to replace a percentage of its inventory each year. In addition to Village-funded sidewalk replacement, residents may also opt to replace a sidewalk adjacent to their own property at cost. Finally, Glencoe's 2019 CIP allocates \$75,000 to restore brick pavers on Park Avenue between Green Bay Road and Vernon Avenue.



Concrete sidewalk on Park Avenue with replaced segments



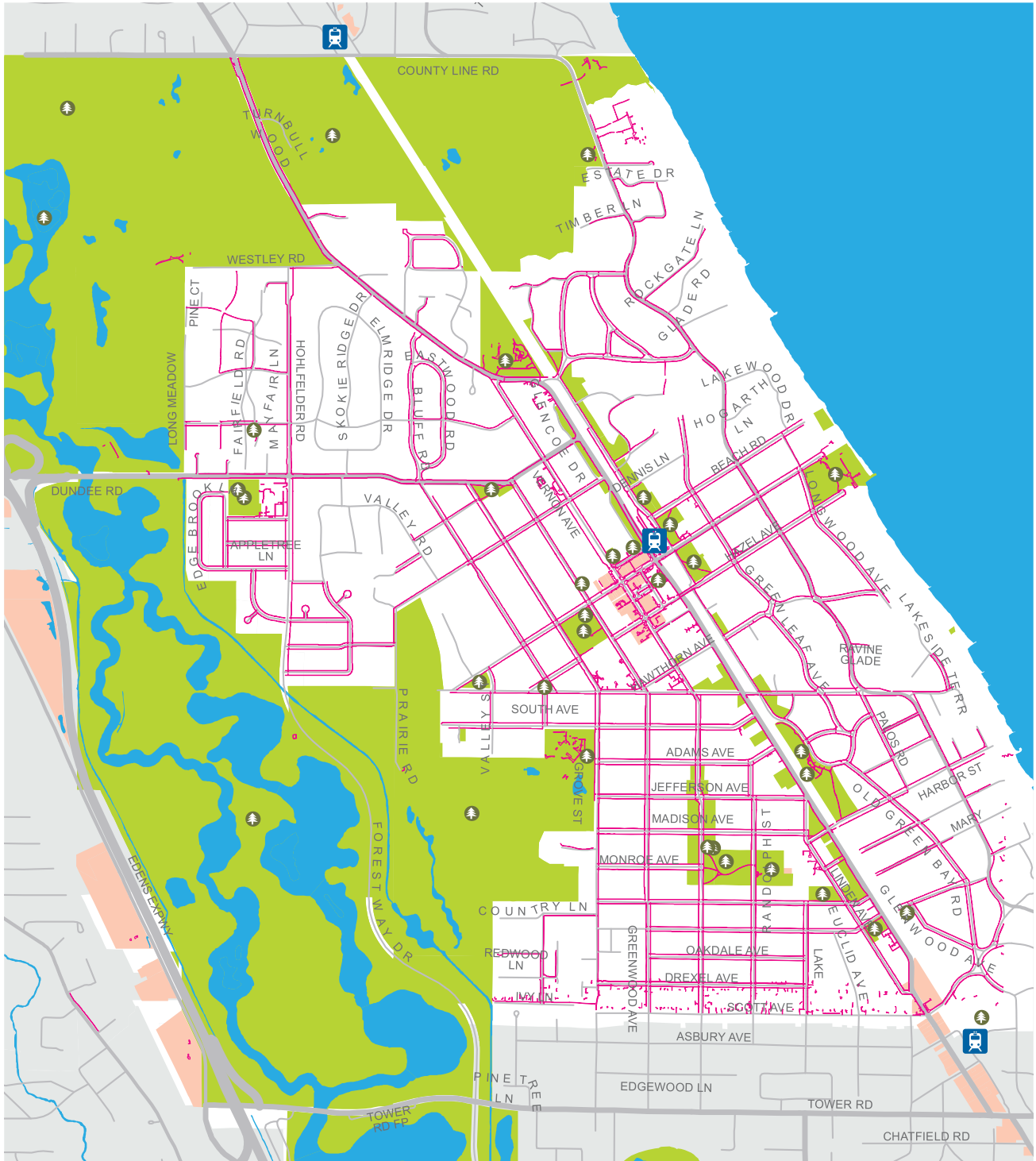
Newer brick sidewalk on Tudor Court



Sidewalk ends on Grove Street

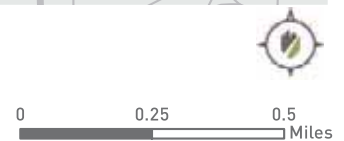


# Sidewalk Network



Existing Sidewalk

Data Source: Village of Glencoe





## 2.3 MULTI-USE TRAILS, PATHS, & BIKEWAYS

Glencoe is home to two major regional trails that run north/south along the east and west ends of the Village - the Green Bay Trail and the North Branch Trail. The North Branch Trail is removed from the residential areas and therefore is not an ideal route to access Glencoe's parks.

### The Green Bay Trail

The Green Bay Trail runs from north to south along the Union Pacific North railroad tracks. It runs both on- and off-street through Glencoe. The on-street portions are between Ida Place and Hazel Avenue and the off-street segments are from Hazel Avenue to the northern Village limit and South Avenue to the southern Village limit. The on-street segments have sidewalks on the east side of the street for students to use. Along the length of the trail, crossings occur mid-block, which make them difficult for young and less confident pedestrians and cyclists. The trails provide good access to many of Glencoe's parks, including the Takiff Center, Veterans' Memorial Park, Kalk Park and Shelton Park.

### Local Access Paths

There are several local access paths through Glencoe parks that benefit the active transportation network, such as Veterans' Memorial Park, Kalk Park, Watts Center and Central Park. These help reduce the distances required for pedestrians and cyclists to walk and provide a low-stress experience.

### Local Bikeways

Glencoe has one dedicated bike lane on Sheridan Road between South Avenue and Estate Drive. The street is a popular route for cyclists and includes intersection markings and provides good access to the Lakefront Park and Glencoe Beach.

Along Green Bay Road, the Village has striped a three-foot wide lane to narrow the vehicle travel lanes. These areas serve as a de facto bike route and help to calm traffic. This benefits cyclists heading to the Takiff Center.

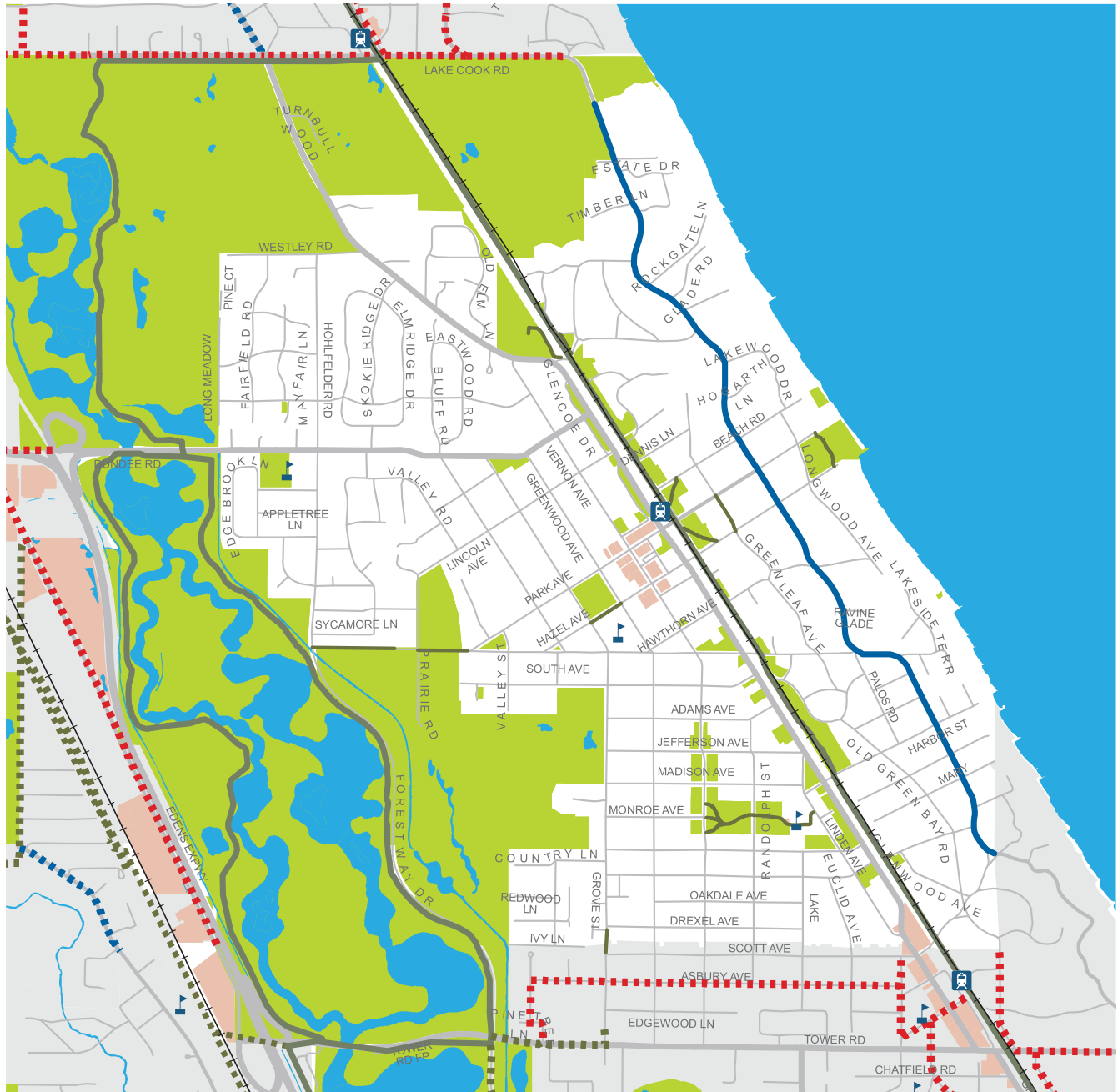


Green Bay Trail at Hazel



Green Bay Trail at Veterans' Memorial Park

## Multi-Use Trails and Paths



- Existing Path or Trail
- Planned Path or Trail
- Bike Lane
- Bike Lane, Planned
- Bike Route, Planned



Data Sources: CMAP Bicycle Inventory System, Q1, 2017, Village of Glencoe Sidewalk Inventory, Active Transportation Alliance

## 2.4 INTERSECTIONS

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For families that walk and bike to parks, the controlled crossings can help. There are many stop controlled intersections in Glencoe, documented in the map on page 17. Traffic signals are located at Dundee Road and the north entrance to the Chicago Botanic Garden, Dundee Road and Hohlfelder Road, Sheridan Road and Park Avenue, Green Bay Road and Park Avenue, Green Bay Road and Harbor Street, Green Bay Road and Lake Cook Road and Green Bay Road and Scott Avenue. In addition, at the Takiff Center, there is a push-activated crosswalk at the on Green Bay Road near Vernon.



Push button activated crosswalk at Takiff Center



Pedestrian crossing signs at Takiff Center

## Traffic Signals, Stop Signs and School Crossing Guards



- |  |                 |  |                 |  |                 |
|--|-----------------|--|-----------------|--|-----------------|
|  | Crossing Guard  |  | 3-Way Stop Sign |  | Off-Street Path |
|  | Traffic Signal  |  | 2-Way Stop Sign |  |                 |
|  | 4-Way Stop Sign |  | 1-Way Stop Sign |  |                 |

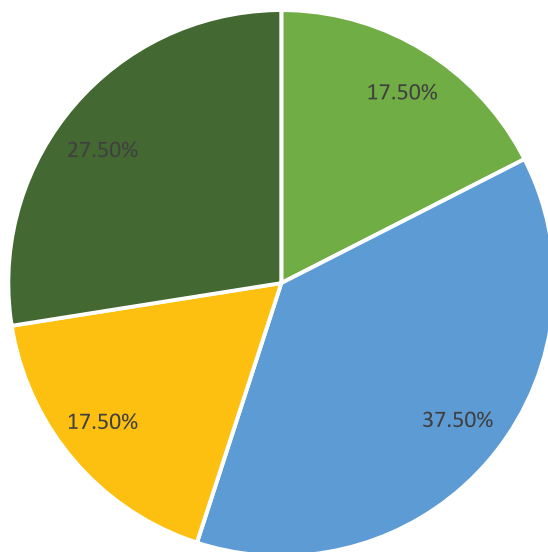




## 2.5 WHAT PEOPLE TOLD US: WALKING & BIKING TO PARKS

The Village of Glencoe sent an online survey to all residents asking about walking and biking trips that people take and barriers to those trips. In total, 200 people responded to the survey and an additional 201 comments were included on an online map. Several themes emerged from the survey responses about walking and biking to parks, which are summarized below.

In a typical month with nice weather, how often do you walk/bike to parks?



■ Daily ■ Weekly ■ Seldom ■ Never



Takiff school drop-off



Wayfinding to Glencoe Beach

## Why do people walk and where do people walk?

Many respondents to the survey reported walking for exercise either daily (40%) or weekly (42%). More than 41% of respondents said they would walk 1-2 miles and 77% are willing to bike 2 or more miles, meaning many of Glencoe's parks are within a reasonable walking or biking distance for these respondents.

Glencoe's parks play an important role in providing space for physical activity and exercise. More than 60% of the survey respondents reported walking and/or biking to the Lakefront Park. Friends Park and Watts Park were also frequently mentioned by Glencoe.

## Challenges related to walking and biking to parks

The crossing at the Takiff Center near Vernon was frequently mentioned by survey respondents. Specific comments include:

- The grasses near Maple Hill and Green Bay Road obstruct driver views of pedestrians
- Pedestrians cannot tell when flashing light at Green Bay Road and Vernon is activated
- Driveway configurations at the Takiff Center make crossing the street difficult for pedestrians
- Drivers can't see cyclists in the morning due to the angle of the sun on Green Bay Road
- Needs more bike parking at the Takiff Center
- Need a curb ramp at the Early Childhood entrance adjacent to the crosswalk

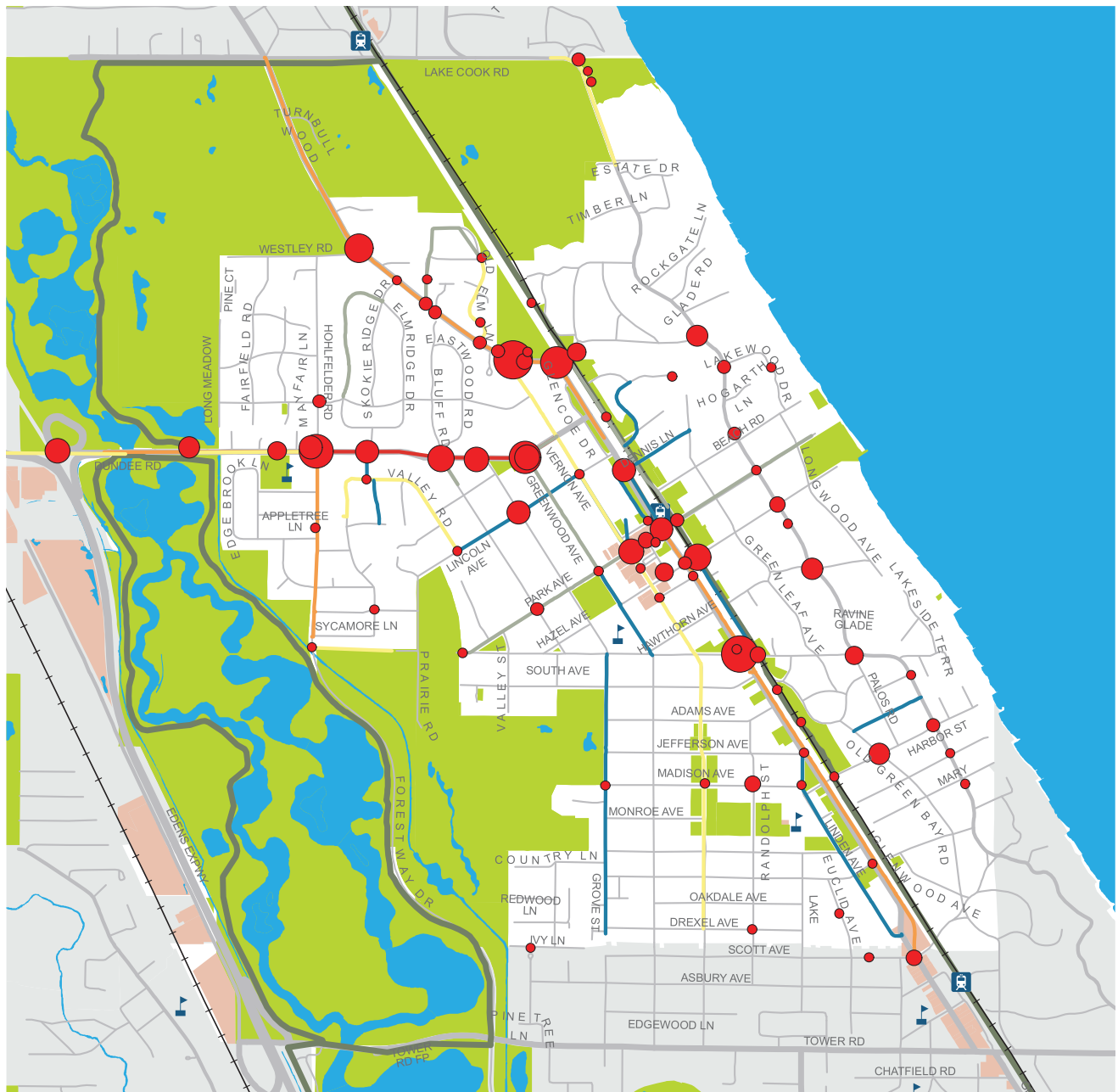
Additional comments by people about parks included:

- The Lakefront Park needs more bike racks to accommodate cyclists visiting the beach in the summer.
- The Village and Park district should partner on installing a sidewalk on Old Elm Lane in conjunction with reconstruction of the Old Elm Park and Playground.
- It's difficult to cross Dundee Road at Greenwood to get to Milton Park because drivers are traveling too fast.

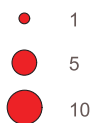
Maps depicting the comments received are featured on pages 18 and 19.



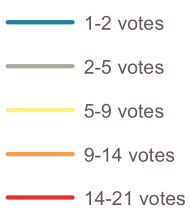
## Public Engagement Results - Walking



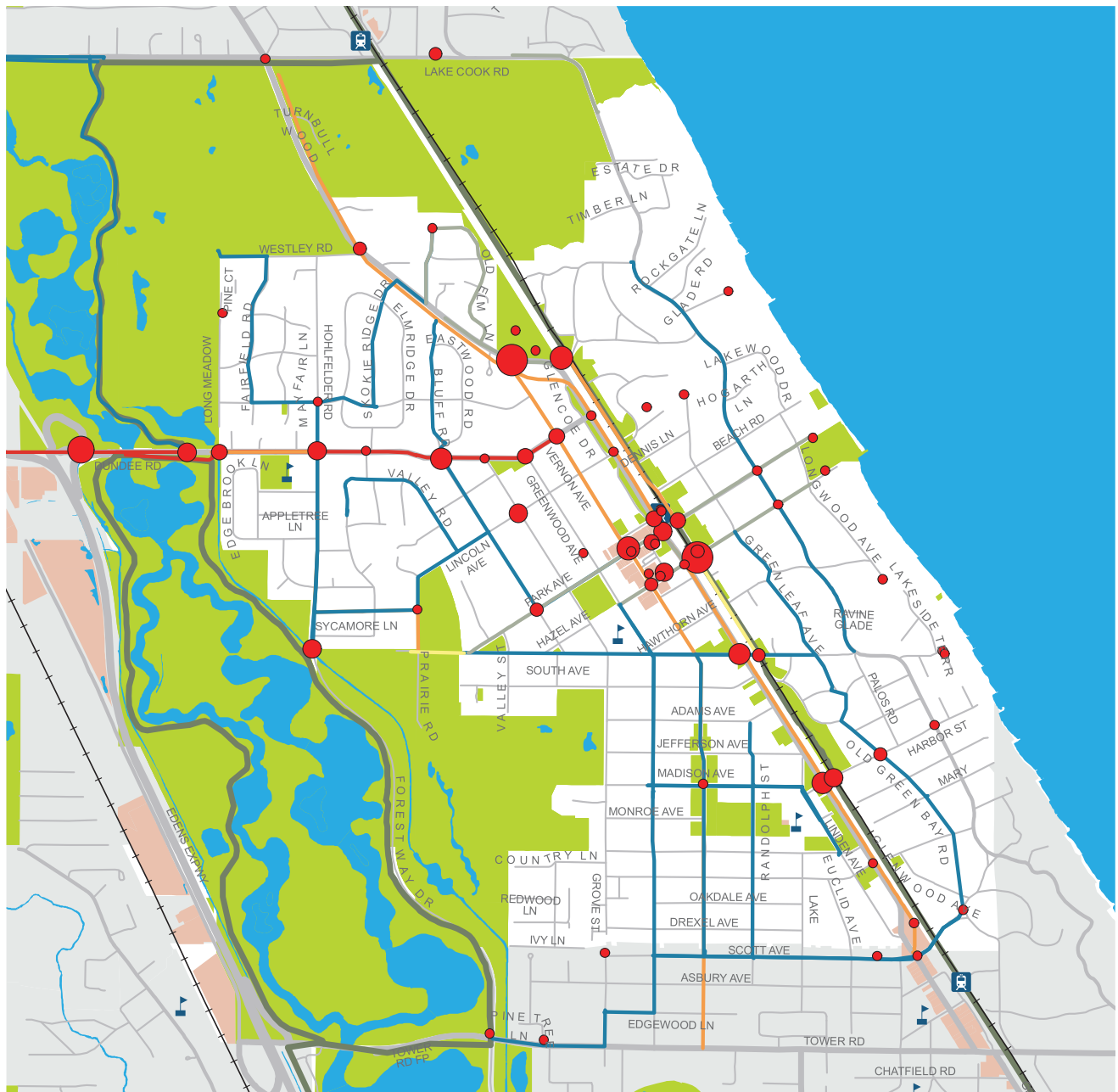
### Barriers to Walking Number of Votes



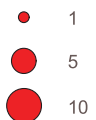
### Desired Walking Routes Number of Votes



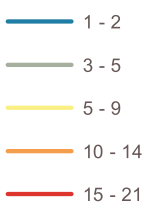
## Public Engagement Results - Biking



### Barriers to Biking Number of Votes



### Desired Bike Routes Number of Votes



# 3

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## RECOMMENDATIONS

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What can be done to  
create safe routes to  
Glencoe parks?

## 3.1 EDUCATION INITIATIVES

Education efforts are critical to creating a safe environment for pedestrians and cyclists of all ages and abilities. Education efforts should be focused on all users of the road during school time—including motorists, bus drivers, walkers and cyclists. All road users need to understand their rights and responsibilities to ensure the safety of others. Parents will benefit both from education on safe driving practices and on ways to participate in walk- or bike-to school initiatives; students will benefit from bike and pedestrian safety training; and the community as a whole will benefit from exposure to and awareness.

Under the auspices of the community-wide campaign for walking and biking, the following education strategies are recommended for the Glencoe Park District:

### Offer Learn to Ride Classes for Adults

Learn to ride classes can help adults gain the confidence to pick up bicycling for the first time or to re-learn to ride. They can also help less confident cyclists gain the skills to ride on-street.

### Offer bike maintenance classes for people of all ages

Many people let their bikes sit fallow after getting a flat tire or experiencing another minor maintenance issue. Offering bike mechanics classes can help give people the confidence to fix issues and get back on their bikes.

### Distribute information about proper helmet fitting

An ill-fitting helmet can result in a head injury if a cyclist falls. Many adults and children do not know the basics of a properly fitted helmet. The Park District can help by having flyers on-hand at its buildings that describe the appropriate

techniques. They can also continue to partner with the School District 35 on bike safety trainings.

### Educate park district users about the benefits of walking & biking to parks

Glencoe has many beautiful parks that are convenient to walk and bike to. The Park District can continue to encourage its patrons to walk or ride to local parks rather than drive. They can do this by distributing the walking route maps referenced in section 3.2, letting patrons know where bike racks are and including messaging in its announcements about programming.



Helmet fitting instruction



Bike mechanics lessons

## 3.2 ENCOURAGEMENT INITIATIVES

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Encouragement strategies typically involve fun events and activities designed to get Glencoe families to test out and celebrate walking and biking to parks. They are often low-cost or no-cost and are a great way for a community to start implementing a comprehensive safe routes to parks initiative. These initiatives should be implemented under the community-wide walking and biking campaign and coordinated with Village and School District 35 efforts:

### Continue to host bike safety rodeo and Summer Safety

In 2018, in partnership with the District 35 and Public Safety, the School District 35 invited BMX champion Matt Wilhelm to teach bike safety, helmet fitting and run a bike obstacle course for students in grades K-4. The agencies should continue to co-host this event.

### Co-host a community-wide walking and biking challenge

District 35, the Village, Park District and Sustainability Commission can partner to challenge the entire community to track miles walked and biked. Rewards and incentives can be offered to encourage participation. Participants can track miles through an app, get stamps for walking/biking to/from and event or local business.

Encourage park district visitors to participate in walk/bike to-from events held throughout the year.

The Glencoe Park District can encourage patrons to walk and bike to parks more frequently by branding walks, such as Walk/Bike to the Beach.

### Distribute park walking route maps to patrons and parents of pre-schoolers

Through this project, suggested walking and biking route maps were developed for the Takiff Center and Glencoe Beach. Copies of the maps can be distributed to parents at registration and can be included on the park district website. As changes are made to infrastructure in the community, the Village and Park District should work together to ensure that the routes are up to date and safe for student walkers. See the Resources section for the maps.












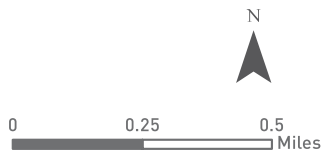
Park at Glencoe Beach



# Suggested Walking and Biking Routes | Village of Glencoe



-  Crossing Guard
-  3-Way Stop Sign
-  Primary Route
-  Traffic Signal
-  2-Way Stop Sign
-  Secondary Route
-  4-Way Stop Sign
-  1-Way Stop Sign
-  Off-Street Path





## 3.3 INFRASTRUCTURE RECOMMENDATIONS

The Glencoe Active Transportation Plan contains a complete list of recommendations for the Village to implement. This plan features a list of the general infrastructure tools recommended for Glencoe. Locations of proposed improvements are noted in italics.

### Pedestrian Network Tools

#### Install New Sidewalks

Where possible, install sidewalks on at least one side of each block and each side on heavily traveled roads. When feasible, work with private property owners to build sidewalks where no public-right-of-way is available. Sidewalks should be at least 5' wide, but 8-10' is preferred in areas with high pedestrian foot traffic. Ideally, sidewalks will include buffer areas to provide additional protection from vehicle lanes, such as parking lanes or furniture zones. Sidewalks should continue across commercial driveways to better define the pedestrian space. *Proposed locations: Forestway South of Elder Court, Forestway between Sycamore Lane and Chestnut Lane and Dundee Road between Green Bay Road and Greenwood Avenue. In addition, work with private land owners on Old Elm Lane and in the Skokie Ridge neighborhood to determine options for building new sidewalks.*

#### Continue to Work with Residents to Improve Landscaping Clearance

Glencoe's policy guides private property owners to maintain and trim back trees and landscaping that obstruct sightlines on corners and encroach on sidewalks. On corner lots, landscaping can be no higher than 30" in a 12x12' area. Shrubs and bushes should be trimmed back 1-foot from the edge of public sidewalks and trimmed up to allow a minimum of 8' of vertical clearance.



Wide sidewalk in downtown Glencoe



Standard residential sidewalk



Properly maintained shrubs



Improperly maintained shrubs

Proper vs. improper landscaping maintenance. Source: Village of Glencoe

## Install School and School Crossing Ahead Markings

Pavement markings provide a visual queue to drivers to remind them that they are approaching a school zone or school crossing. They help reinforce signage which is sometimes blocked or difficult to spot when driving. They also provide a visual queue to drivers in advance of a school zone or school crossing to stop for student pedestrians and are easier for drivers to see than signage on roads with higher vehicle speeds.

*Proposed locations include: Dundee Road near West School and Green Bay Road near South Avenue.*



School Crossing Pavement Marking. Source: Ulster County Transportation Council



School zone pavement marking. Source: Traffic Safety Store

## Intersection Tools

### Install Curb Ramps, Tactile Pads & Crosswalks

Equip all intersections with bi-directional curb ramps (where geometry allows), detectable warning pads and crosswalks. International or ladder style crosswalks should be used at signalized crossings, mid-block crossings, school and park crossings and along school and park walking routes. Decorative crosswalks may be used in place of ladder style crosswalks in business districts. Standard crosswalks can be used at all other intersections. *Install a new school crossing at Sycamore Lane and Forestway Drive.*

### Update School, Pedestrian and Bicycle Crossing Signs and Install where Needed

Bicycle crossing signs warn drivers that a school, pedestrian or bicycle crossing is ahead. When used, this treatment should include an advanced warning sign and a sign at the crossing.

In-road signs remind drivers and bicyclists of the legal requirement to give pedestrians the right-of-way at intersections. They should be placed in front of crosswalks on two-lane roads and may be mounted in streets or movable.

### Pedestrian Waiting Areas and Standback Lines

Standback lines and concrete waiting areas provide a bigger space for large groups of students to wait when crossing the street. This treatment is helpful at crossings adjacent to schools or at traffic signals where large groups congregate. Where space permits, provide a larger concrete pad for students to gather. At narrower crossing areas, consider installing bollards or painting a standback line. *Proposed locations: Dundee Road and Hohlfelder Road and Green Bay Road and South Avenue.*



Bicycle crossing sign



Stop for pedestrians signage. Source: MUTCD



Standback line. Source: Mike Cynecki

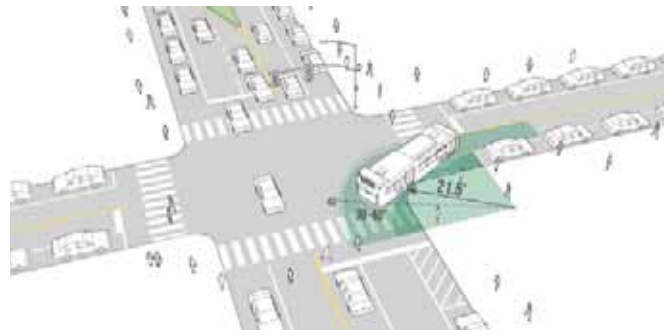


Waiting area. Source: Mike Cynecki



## Reduced Corner Radii

Reduced corner radii reduce the speed of right-turning vehicles and can help provide additional space for crossing pedestrians to wait where right of way is limited. *Proposed location: Westley Lane and Green Bay Road.*



Reduced corner radii. Source: NACTO

## Pedestrian Crossing Islands

Refuge islands buffer and protect pedestrians and cyclists crossing wide or busy streets, enabling them to cross in two stages. Where possible, they should be wide enough to accommodate the length of a standard bicycle. *Proposed location: Westley Lane and Green Bay Road, Green Bay Road and Linden Avenue.*



Pedestrian crossing island

## Bump-outs/Curb Extensions

Bump-outs slow traffic, provide shorter crossing distances for pedestrians and improve sightlines for both drivers and pedestrians. *Proposed locations: Green Bay Trail at Hazel and Park*



Bump-outs/curb extensions

## Raised Crosswalks

Raised crosswalks calm traffic at pedestrian crossings by raising the crosswalk to the height of the curb. Use a gradual incline to reduce issues for plows. *Proposed locations: Vernon Avenue at Hazel, Park, Vernon and Jefferson.*

## Raised Intersections

Similar to the concept of a raised crosswalk, it raises the intersection using a gradual incline to calm traffic at pedestrian crossings.



Raised Intersection. Credit: NACTO



Raised crosswalk

## Bicycle Loop Detector

Loop detectors are in-road sensors enable traffic signals to recognize waiting cyclists who do not trigger standard traffic signals. *Proposed locations: Green Bay Road at Harbor Avenue and Park Avenue.*



Bicycle loop detector

## Pedestrian Countdown Signal

Pedestrian countdown signals give people crossing information about the amount of time they have left to cross. Signals should be timed to allow at least 3.5' per second to cross safely. *Proposed Location: Sheridan Road and Park Avenue.*



Pedestrian countdown signal

## Rectangular Rapid Flashing Beacons (RRFB)

RRFBs enable pedestrians and cyclists to activate a warning beacon at mid-block or unsignalized crossings. They can be solar controlled to reduce installation cost and complexity. *Proposed Location: Green Bay Road Vernon Avenue and the Metra Station, possible other location on Dundee Road and Forestway.*



Rectangular Rapid Flashing Beacon (RRFB)

## Bicycle Intersection Crossing Markings

Bicycle intersection crossing markings guide cyclists through an intersection. They can be highlighted in green paint to increase visibility. *Proposed location: Sheridan Road and South Avenue, Green Bay Road and South Avenue.*

## Bicycle Crosswalk

Bicycle crosswalks are placed adjacent to pedestrian crosswalks where trails, sidepaths and protected bike lanes intersect streets. They can be highlighted in green to increase visibility. *Proposed locations: All Green Bay Trail street crossings.*



Bicycle crosswalk



Bicycle intersection pavement markings



## Trail Information & Wayfinding Signage

Trail information and wayfinding signage help users navigate trail junctions and on-street portions of trail systems, directing them to points of interest off of trails. Below are some examples of trail informational and wayfinding signage that can be used in Glencoe. *Proposed locations: all recommended bike routes, all trails*



Distance, destination, direction sign for on-street use.



Signage at a junction between two trails.



Trail system map can be posted on trail signs or on kiosks.



Branded trail signs can be used along off-street portions of trails.



Information kiosks can be posted at access points and can include a roof to provide shelter from the sun.



## Bicycle Network Tools

### Bike Lanes

Bike lanes designate a space for cyclists on a road and encourage drivers and cyclists to behave predictably. They can reduce motor vehicle speeds and lower the risk of severe crashes. At minimum, bike lanes should be 5' wide. Can be used in conjunction with a road diet. *Proposed location: Vernon Ave if space permits.*



Bike lane

### “Sharrows”

Install “sharrows” on streets with high bike traffic, on-street parking and limited lane width. The marking indicates the proper lane position for cyclists and cautions drivers to expect cyclists on the road. *Proposed locations: Vernon, South, Park, Hohlfelder, Bluff, Sunset Woodlawn, Maple Hill and Westley.*



Sharrow

### “De Facto” Bike Lane

On roads with lanes that are too narrow to accommodate a traditional bike lane, but are wider than necessary for vehicle traffic, a solid white line can be striped. This treatment both visually narrows the road to encourage drivers to slow down and serves as a de facto bike lane. *Proposed locations: Green Bay Road where space permits.*



“De facto” bike lane

### Bike Boulevards

Bike Boulevards are streets designed to prioritize bicycle travel by calming vehicular traffic. When designed as a network, the result is an attractive, safe and comfortable environment for cyclists of all ages and abilities and more peaceful residential streets. As family friendly bicycling in Glencoe grows, the Village may want to consider installing bike boulevard treatments on select residential streets. *Proposed Locations: TBD pending future analysis.*



Bike boulevard

## Sidepath/Trail

Sidepaths run parallel to a road and are shared by pedestrians and cyclists. They should be at least 8' wide, but can be as wide as 14'. Where possible, a sidewalk should still be provided on the opposite side of a road with a sidepath. Trails are usually removed from streets, but have similar characteristics to sidepaths. They can be paved or unpaved. *Proposed Location: Sidepath on Green Bay Road north of Westley. Crushed limestone trail east of UP-N Railroad tracks between Maple Hill Road and Lake Cook Road and east of South Avenue between Prairie Road and Forestway.*

## Bike Parking

Bike parking should be visible and secure and provided throughout the Village, particularly at parks, schools and shopping areas. In areas where people park bikes long-term, such as the Metra station, consider installing covered bike parking. Proposed locations: South School, downtown Glencoe, Lakefront Park, Takiff Center.



Sidepath



Bike parking

# 4

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## IMPLEMENTATION

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Which strategies can be used to fund and prioritize active transportation?

## 4.1 BEST PRACTICES IN IMPLEMENTATION

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### Best Practices in Implementation

#### Partner with agencies, businesses and residents to implement plan

- Continue to work across local Glencoe agencies to implement recommendations.
- Ask local businesses to sponsor education and encouragement initiatives.
- Invite parents and community volunteers to help with projects. Events, bike rack counts and trail counts can be collected with the help of volunteers.

#### Establish a system for vetting and approving projects that impact roads

- Continue to partner with the Village and School District 35 on implementation of plan recommendations..

#### Set realistic and measurable goals for each initiative

Identify measures and ways to track plan progress, such as:

- Number of patrons walking and biking to events.
- Number of bikes in bike racks.

#### Inform the community about initiatives and measure project impacts

At the start of a new initiative, let patrons and the community know what the project is, why it matters, what impact will it have, what to expect.

For construction projects that will impact parks, work with the Village to ensure that neighbors and park-goers are informed about the project goals and understand what benefits will be derived from it.

#### Seek out grant funding & private donations

There are many dedicated funding streams for bicycle and pedestrian projects. Below is a list of government grants that are commonly used to fund active transportation infrastructure. An overview of the programs available in northeastern Illinois is summarized in the tables on pages 71 and 72.

In addition to government sponsored grants, there are a handful of foundation grants available to government entities. These include:

- **Places for Bikes:** An annual grant program that provides up to \$10,000 in funding for bicycle infrastructure and non-infrastructure projects. Projects must be significant and must have a match. The call for proposals is typically announced in December.
- **Local Technical Assistance Program:** This program provides free planning assistance to communities in the CMAP region. Applicable projects include feasibility studies, parking studies and comprehensive plans. The call for proposals is typically announced in late spring.
- **America Walks Micro Grants:** Small grants up to \$1,000 are offered to communities to advance walking related initiatives.
- **Coastal Management Grant Program:** The Illinois Department of Nature Resources provides funds to communities along Lake Michigan to improve environmental impacts and bicycle and pedestrian access. The program is currently being evaluated by the agency, but is expected to be reopened in the next year.
- **Private Donations:** Some of the initiatives, programs and infrastructure recommendations included in this plan can be funded by private donors.

Federal, State, and Regional Grants				
Application Process	Transportation Enhancements (ITEP)	Safe Routes to School (SRTS)	Highway Safety Improvement Program (HSIP)	Section 402- State and Community Highway Safety Grant Program
<b>Program Purpose</b>	To foster cultural, historic, aesthetic and environmental aspects of our transportation infrastructure.	To enable and encourage children to walk and bike to school through the 5 Es.	To fund highway infrastructure safety projects aimed at reducing fatalities and serious injuries.	To create safety programs aimed at reducing traffic crashes.
<b>Program Administrator</b>	IDOT	IDOT	IDOT Division of Traffic Safety	IDOT Division of Traffic Safety
<b>Eligible Projects</b>	Bike/ped facilities, safety education programs and encouragement incentives.	Bike/ped facilities, safety education programs and encouragement incentives.	Bike lanes, paved shoulders, Trail/Highway intersection improvements, crosswalks, signal improvement, and curb cuts as well as safety education and awareness programs.	Enforcement campaigns to improve bike/ped safety, helmet promotion, educational materials, and training.
<b>Key Project Requirements</b>	Must relate to surface transportation.	Can only be spent within 1 ½ miles of a school.	Must address goals written in State Highway Safety Plan.	Must address goals written in State Highway Safety Plan.
<b>Application Process</b>	Next anticipated call for projects Spring 2018.	Irregular schedule at call of IDOT.	Generally there is an annual update to the Plan at call of IDOT Division of Traffic Safety.	Generally each spring at call of IDOT Division of Traffic Safety.
<b>Local Match Required</b>	Typically 20%	20%	10%	No match required
<b>Eligible Applicants</b>	Local governments	Any governmental entity	Any governmental entity or non-profit	Any governmental entity or non-profit



Federal, State, and Regional Grants			
Application Process	Recreational Trails Program (RTP)	Congestion Mitigation and Air Quality (CAMQ)	Surface Transportation Block Group Set Aside (formerly TAP)
<b>Program Purpose</b>	To develop and maintain recreational trails and facilities for both motorized and non-motorized users.	To improve air quality and reduce traffic congestion in areas that do not meet air quality standards.	To support non-motorized modes of transportation.
<b>Program Administrator</b>	IDNR	CMAQ	CMAQ
<b>Eligible Projects</b>	Trails, Trail/Highway intersection improvements, trailheads, educational materials, and training.	Bike/ped facilities, safety education programs and encouragement incentives, active transportation plans, bike/ped maps, bike/ped coordinator position.	Bicycle and pedestrian facilities, streetscaping
<b>Key Project Requirements</b>	30% allocated to non-motorized trail project, 30% for motorized, 40% for diversity of trail use.	1) Must be spent in non-attainment and maintenance areas. 2) Will be evaluated on air quality emissions.	1) Phase I engineering must be nearly complete. 2) Project must be included in a local, sub-regional or regional plan that was formally adopted.
<b>Application Process</b>	Irregular schedules at call of Illinois Department of Natural Resources.	Generally, an annual call for proposals.	Generally, an annual call for proposals in tandem with CMAQ announcement.
<b>Local Match Required</b>	Typically 20%, some 50%	Typically 20%	20%
<b>Eligible Applicants</b>	Any governmental entity or non-profit	Local or state governmental agencies	Local governments



## 4.2 INFRASTRUCTURE IMPLEMENTATION

The below matrix identifies the complete list of projects recommended in this plan, coordinating partners, and an approximate cost. Projects are organized by the destination they aim to improve. Project costs are estimated and are classified as low (less than \$20,000) medium (\$20,000 - \$75,000) and high (>\$75,000). In most cases, additional engineering studies will need to be conducted prior to implementation. For more detail about each project time, refer to the appropriate section in Chapter 4. Projects recommended should be revisited and adjusted each year during the Village’s annual budget process and adjusted to reflect current priorities, available funding, and coordination or grant opportunities.

### Infrastructure Implementation Matrix

Destination: West School			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Dundee Road	Fill in sidewalk gaps	Medium	District 35
Dundee Road	Mark crosswalks on side streets	Low	
Dundee Road	Create stand back areas at Hohlfelder Road	Low	District 35
Dundee Road	Install school zone pavement markings	Low	District 35
Dundee Road	Conduct traffic study for additional pedestrian crossing	Low	
Dundee Road	Install “sharrows”	Medium	
Dundee Road	Partner with IDOT west of Hohlfelder Road	N/A	IDOT

## Infrastructure Implementation Matrix, continued

Destination: North Branch Trail			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT
Forestway Drive	Improve trail between Little House of Glencoe and Forestway Drive and improve crossing at Forestway Drive	Medium	Cook County Forest Preserve District, IDOT
Forestway Drive	Fill in sidewalk gaps	Medium	IDOT, abutters
Forestway Drive	Install warning signs on Skokie Country Club path	Low	Skokie Country Club
Forestway Drive	Improve gravel shoulders	High	IDOT

Destination: Takiff Center			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Conduct traffic study on Takiff Center crossing	Low	Glencoe Park District
Green Bay Road	Remove NW corner curb ramps at Takiff	Low	Glencoe Park District
Green Bay Road	Re-grade hill at Takiff Center	Low	Glencoe Park District

## Infrastructure Implementation Matrix, continued

Destination: Green Bay Trail			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Trail Improvements	Install consistent informational and wayfinding signage on Green Bay Trail	Low	Glencoe Park District
Trail Improvements	Install “sharrows” on on-street segments (near-term) and explore feasibility of creating an entirely off-street trail (long-term)	Low - High	
Trail Improvements	Reapply limestone screening on the Green Bay Trail north of Maple Hill Road	Medium	
Trail Improvements	Install bicycle crosswalks, ladder crosswalks, and trail crossing signs at all grade crossings along the Green Bay Trail	Medium	
Trail Improvements	Explore feasibility of realigning the Green Bay Trail at Maple Hill Road to the east	High	
Trail Improvements	Install bump-outs on the northeast and southeast corners of the Green Bay Trail and Park Avenue	Medium	
Trail Improvements	Implement Toole Design Study recommendations at Green Bay Trail and Hazel Avenue	High	
Trail Improvements	Soften the angle of the sidewalk that connects to the Green Bay Trail on the southwest corner of South Avenue	Low	
Trail Improvements	Improve trail access points at Wentworth and Woodlawn Avenues	Low	
Trail Improvements	Explore options for improving lighting on Green Bay Trail at night	TBD	
Trail Improvements	Coordinate with Glencoe Park District on Linear Park.	High	Glencoe Park District (lead agency)
Lake Cook Road	Install wayfinding signage	Low	Highland Park, Cook County
Lake Cook Road	Study ways to connect to the Des Plaines River Trail	Medium	Cook County, Highland Park, Northbrook

## Infrastructure Implementation Matrix, continued

Destination: Downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Widen sidewalk between Tudor Court and Hazel Avenue	Medium	Glencoe Chamber of Commerce
Green Bay Road	Improve Metra Crossing with trimming and RRFB	Low	

Destination: South School			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Green Bay Road	Install school crossing pavement markings at South Avenue	Low	District 35
Green Bay Road	Make pedestrian and bicycle crossing improvements at Harbor Street (loop detectors, crosswalk, widen stand back area)	Medium	

General Improvements: Prioritize areas around schools, parks, and downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Sidewalks on Local Roads	Continue to work with neighborhoods that want sidewalks	TBD	
Sidewalks on Local Roads	Continue to fund sidewalk replacement	TBD	
Sidewalks on Local Roads	Continue to educate residents on landscaping encroachment	N/A	
Sidewalks on Local Roads	Evaluate options for a new sidewalk shoveling policy	N/A	
Sidewalks on Local Roads	Consider expanding the CIP to fund additional sidewalk repairs each year	TBD	
Sidewalks on Local Roads	Review curb ramp placements that have no functional receiving curb ramp on the other side of the street	Low	
Intersections on Local Roads	Develop standards for pavement markings and signage	N/A	
Intersections on Local Roads	Identify crossing or traffic calming improvements for Vernon at Hazel, Park, Madison, Monroe, and Jefferson	Low - High	
Intersections on Local Roads	Move crosswalk at Village Court and Hazel	Low	

## Infrastructure Implementation Matrix, continued

General Improvements: Prioritize areas around schools, parks, and downtown Glencoe			
Corridor Name/ Category	Recommendation	Cost	Coordinating Partners
Bike Network Improvements on Local Roads	"Install "sharrows" with the option to include bike boulevard improvements on Vernon Avenue, South Avenue, Park Avenue, Hohlfelder Road, Bluff Street, Sunset Lane, Woodlawn Avenue, Maple Hill Road and Westley Road"	Medium - High	
Bike Network Improvements on Local Roads	Install wayfinding signage on Vernon Avenue, South Avenue, Park Avenue, Hohlfelder Road, Bluff Street, Sunset Lane, Woodlawn Avenue, Maple Hill Road, Westley Road, Old Green Bay Road, Scott Avenue, South Avenue and Woodlawn Avenue	Low	
Bike Network Improvements on Local Roads	"Install additional bike parking at the Glencoe Library, near Grand Foods, at the Metra Station, near the Glencoe Post Office, near Park and Vernon Avenues, at the Takiff Center, at Walgreen's, at the Lakefront Park and upgrade the bike racks at South School. Educate residents on preventing bicycle thefts."	Low	Glencoe Park District, District 35, Glencoe Chamber of Commerce
Bike Network Improvements on Local Roads	Establish a system for residents to report areas that need bike rack to be installed or improved	Low	Glencoe Park District, District 35, Glencoe Chamber of Commerce
Sheridan Road	Partner with private landowners to install sidewalks	High	
Sheridan Road	Install countdown signal at Park Avenue signal	Medium	
Sheridan Road	Improve intersection at south with green paint or re-aligning geometry	Low - High	
Sheridan Road	Partner with private landowners to install sidewalks	High	
Sheridan Road	Install countdown signal at Park Avenue signal	Medium	
Sheridan Road	Improve intersection at south with green paint or re-aligning geometry	Low - High	
Green Bay Road	Improve crossing at Linden Avenue with refuge island, crosswalk, and RRFB	Medium - High	Glencoe Chamber of Commerce
Green Bay Road	Trim back landscaping at Linden Avenue and Green Bay	Low	

## 4.3 WALKING & BIKING CAMPAIGN IMPLEMENTATION

The below matrix is a proposed schedule for implementing the walking and biking campaign. The schedule assumes that it will take several months to develop a coordinated campaign across agencies and accounts for 6-months of planning. This matrix should be built out with additional action items at the campaign takes shape.

Walking & Biking Campaign Implementation Matrix		
Step	Agency	Timeline
Establish a coordinating committee across all agencies	Village, Sustainability Task Force, Glencoe Park District, School District 35	Month 1-2
Develop an approach for collecting baseline data	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 1-2
Identify additional partners to include in campaign initiatives	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 1-2
Collect baseline data	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Identify campaign branding, messaging and logo	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Create schedule of events for campaign to target	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Research and identify educational materials to use in conjunction with the campaign	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Purchase collateral materials and giveaways	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 3-6
Launch Campaign	Village, Sustainability Task Force, Glencoe Park District, School District 3	Month 7
Track Campaign Progress through surveys, counts and other data collection methodologies developed in months 3-6.	Village, Sustainability Task Force, Glencoe Park District, School District 3	Months 7+





View of Lake Michigan from Lakefront Park



People walking to Glencoe Beach

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# RESOURCES

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## Education and Encouragement Resources

### Illinois Bike Safety Quiz Challenge

<http://www.bikesafetyquiz.com/>

Encourage cyclists and drivers to test their bike safety and share the road knowledge in this online test designed by Ride Illinois.

### National Safe Routes to School Partnership

[www.saferoutespartnership.org](http://www.saferoutespartnership.org)

Offer an annotated bibliography of traffic safety curricula and other educational resources.

### National Highway Traffic Safety Association

<https://www.nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum>

Provides lesson plans by grade level on pedestrian and bicycle safety.

### League of American Bicyclists

[www.bikeleague.org](http://www.bikeleague.org)

Sponsor the Bicycle Friendly Community program and offer resources for encouragement campaigns. It also certifies instructors to provide bike mechanic and traffic safety skills courses.

### Association of Pedestrian & Bicycle Professionals

[www.apbp.org](http://www.apbp.org)

Offer webinars and other resources for professionals who implement education and encouragement campaigns.

# Suggested Walking and Biking Routes | Takiff Center



	Crossing Guard		Stop Sign
	Traffic Signal		Primary Route
			Secondary Route
			Off-Street Path

N



0 0.05 0.1 Miles



# Tips for Teaching Your Children Pedestrian & Bicycle Safety Skills

## About the Map

The Glencoe Park District has developed walking and biking route maps to the Takiff Center and Glencoe Beach as a way to encourage more families to choose to walk and bike to and from parks. The maps are designed to show the locations of traffic signals, and stop signs in our community. Primary routes are the main routes we encourage families to use to travel to parks, the secondary routes feed into the primary routes and will be mostly traveled upon by those who live along them.

We encourage parents to review walking and bicycling safety skills with their children, preferably while on a walk or bike ride. Below are tips and tricks that all pedestrians and cyclists should know and practice.

## Walking Safety Skills

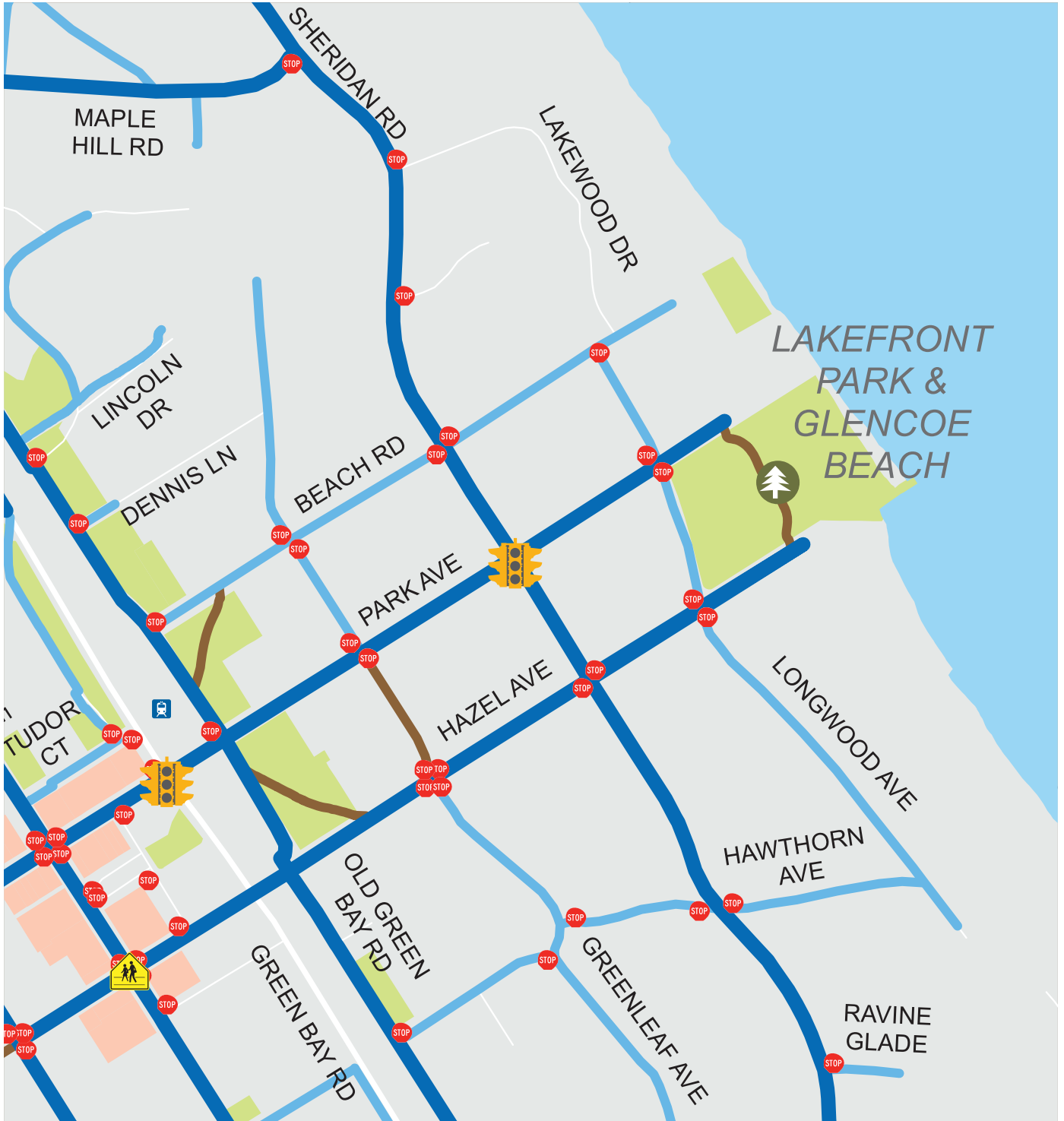
1. Obey all traffic signs and signals.
2. Choose routes that have fewer cars driving at lower speeds.
3. Look for cars at all driveways and intersections.
4. Where possible, cross at intersections with traffic signals or stop signs.
5. When crossing, stop at the curb and look for cars in all directions (left, right, left, to the front and behind).
6. Wait until no traffic is coming and start crossing; keep looking for traffic as you cross the road.
7. Always walk across the road. Do not run.
8. Wear reflective gear if it is dark or conditions limit visibility, such as rain or snow.
9. Talk with your child about what you're doing and why as you walk.

## Bicycling Safety Skills

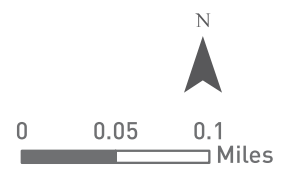
1. Wear a helmet. Glencoe law requires every person under the age of 16 to wear a helmet to protect from injuries during a fall.
2. Be aware on sidewalks. Children should ride on sidewalks until they gain skills to ride on streets around the age of 12. Teach them to be aware of driver blind spots such as shrubs, fences, and buildings.
3. Walk your bike in crosswalks: When crossing at a crosswalk, children should dismount and walk their bike.
4. Stop first and look. Teach children to look left, right, and left again for approaching traffic. Emphasize that they have to turn their head when looking for traffic.
5. Ride in the direction of traffic. Riding against the flow of traffic on a street or pathway is a major contributing cause of bicycle crashes for children.
6. Ride in a straight line. Teach your children not to swerve or weave in and out of parked cars when riding on streets.
7. Buy the right size bike. Your child should be able to stand over the top bar of the bike with their feet flat on the ground with an inch or two of clearance over the top bar.
8. Check their bike frequently. Inspect your child's bike and perform regular "quick checks."



# Suggested Walking and Biking Routes | Glencoe Beach



-  Crossing Guard
-  Traffic Signal
-  Stop Sign
-  Primary Route
-  Secondary Route
-  Off-Street Path





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# **X. Action Item B**

## **Approval of Land Acquisition Policy**

Glencoe Park District  
November 2018 Board Meeting

# Glencoe Park District Land Acquisition Policy

## Purpose

The purpose of this program is to prescribe District requirements, functions, procedures and responsibilities regarding determinations of the risk of exposing the District to liability for hazardous substances or other environmental cleanup costs and damages associated with the acquisition of any real property. The requirements, functions, and procedures prescribed are intended to ensure that the District determines, prior to real property acquisition, the likelihood of the presence and extent of hazardous substance-related and other environmental liability associated with real property. Such determinations must be a consideration in any decision to acquire real property and to establish the total actual or potential cost of or resulting from the acquisition.

## Scope

The responsibilities and requirements shall apply to any proposed District acquisition of real property to which District liability for hazardous substances or other environmental remediation or damages can attach.

## Land Acquisition Environmental Review Guidelines

- Minimize the potential liability of the District by acquiring real property that is not contaminated unless directed by the Board of Commissioners.
- Identify potential hazardous substance-related threats to fish and wildlife, their habitats, and other environmental problems prior to real property acquisition.
- Remediate any identified hazardous substance or develop remediation plan for identified hazardous substances related to proposed property acquisition prior to closing.

## Definitions:

- **“Environmental Site Assessment”** means an analysis of an environmental site, prior to acquisition of real property, to determine the potential of, and extent of liability for hazardous substances or other environmental remediation or injury.
- **“Hazardous Substances”** means all CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) listed substances [see 42 USC 9601(14)], petroleum products or their derivatives (including aviation fuel and motor oil).
- **“Other Environmental Problems”** means problems associated with environmental contamination, whether or not involving hazardous substances.
- **“Real Property”** means any land or an interest therein, and all buildings, structures, and improvements affixed to the land.
- **“Real Property Acquisition”** means the acquisition of real property, for any period of time, through discretionary acts or when required by law, whether by way of condemnation, donation, escheat, right-of-entry, escrow, exchange, lapses, purchase, revocation, or transfer.

- **“Release”** means any release [see 42 USC 9601(22)], discharge [see 33 USC 1321(a)(2)], or threatened discharge of a hazardous substance into the air, soil, sediment, groundwater, surface water, or any structures located on the real property.
- **“Remediation”** means meeting the requirements and standards of applicable federal and state laws applicable to hazardous substance management or cleanup.
- **“Remediation or Other Cleanup Costs”** means the actual or potential costs to the department or the service for remediation or other environmental cleanup, or other damages or costs associated with hazardous substance contamination of real property.
- **“Requirements”** Environmental site assessments must be completed to satisfy the detailed planning and pre-acquisition requirements.
- **“Planning Overview Surveys”** During the planning process, an "overview" survey or Phase I Environmental Survey is completed when a new parcel or property is proposed for acquisition. The purpose of an "overview" survey is to identify actual or potential hazardous substances or other environmental problems within the area proposed.
- **“Acquisition Surveys and Analysis”** Before the District acquires any real property, the District shall:
  - a. Complete a Phase I Environmental Survey to ascertain the likelihood of the presence and extent of hazardous substances or other environmental problems associated with such property and any remediation or other cleanup costs.
  - b. Weigh the environmental and/or public benefits relative to the total cost of the acquisition including (a) fair market value, (b) actual or potential remediation or other environmental cleanup costs, and (c) any known or reasonably estimated monetary damages that could be associated with the acquisition.
  - c. Inform the appropriate committees of the total cost(s) as determined above for any acquisition of contaminated property.

### Environmental Site Assessments

- **Phase I Environmental Survey** must be completed for all acquisitions. The Phase I Environmental Survey is used to determine whether there are any potential hazardous substance or other environmental problems and whether a Phase II Survey is needed.
- **Phase II Environmental Survey** may be necessary when Phase I Survey identifies potential hazardous substance. Phase II Environmental Survey will include sampling to determine whether there is a presence or absence of hazardous substances in the potential sites identified in the Phase I survey. If the proposed acquisition continues past this point, a Phase III environmental survey will be required.
- **Phase III Environmental Survey** is required when the District determines that a hazardous substance is present. Additional sampling and research is necessary to determine the extent of any hazardous substance and the actual or potential cost for remediation.

### Assessment Standards and Conditions

- **Minimum Standards:** The Phase I environmental study should recognize existing environmental conditions and include information that is reasonably ascertainable. It must be complete in terms of technical accuracy and comprehensiveness.

- **Qualifications of Personnel:** Environmental site assessments must be conducted by qualified individuals.
- **Environmental Surveys** must be completed by an Environmental Contaminants Specialist or contractor approved by the Forest Preserve District.
- **Time Limit:** The Environmental Site Assessment Level I Survey should be completed within one year prior to the real property acquisition.
- **Land Acquisition Budget Requests** should include the costs for pre-acquisition surveys.
- **Pre-acquisition Environmental Site Assessments** are pre-acquisition costs and may be charged to the Land Acquisition Fund.
- **Remediation or other cleanup costs** are post-acquisition costs and are not chargeable to these accounts.

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